

APPENDIX F

Prorate Salary

Scenario #1

Basic Pay : \$800
 Mid Workdays : 13
 End Workdays : 11

Semi-month payment
 percentage: 50%

Hired Date: 08/02/1999

Pay Group	STD	Cycle Run		Paid	Semi Month	Period	02/M	Type :	2-SN
Days Worked	7.00	Basic Pay	233.33			Daily Rate	33.33	Ho	
NPL Day-C	33.33	0.00	0.00			Allowances / Deductions			
NPL Hr-C	4.20	0.00	0.00			Code	Description		
Absent-C	30.77	0.00	0.00						
Overtime	Total No Pay leave	0.00							
OT1.0C	4.20	0.00	0.00						
OT1.5C	6.29	0.00	0.00						
OT2.0C	8.39	0.00	0.00						
OT3.0C	12.59	0.00	0.00						
Shift	Total Overtime	0.00				CPF Contribution	Total Wa		

WHEN AN EMPLOYEE IS NEWLY HIRED

MID - MONTH (Basic Pay)

$$\frac{7 \times 2}{24} \text{ days} \times \frac{50}{100} \times \$800 = \$233.33$$

The above formulae computes the estimated prorated amount for the mid-month payroll.

Prorate Formula	
Prorate for Hire or Terminate Employee ? <input checked="" type="checkbox"/>	
Formula	Working Day/Mths
Method	Daily Rate * Day Worked

Prorate formulae

When the above is chosen, prorated salary will be based on the (Daily Rate X the number of days worked.)

When Daily Rate * Days Worked formula is used.

$$11 + 7 = 18 \text{ days}$$

$$18 \times \$33.33 \text{ (daily rate)} = \$599.94$$

END - MONTH (Basic Pay)

$$\frac{7 \times 2}{24} \text{ days} \times \frac{50}{100} \times \$800 = \$233.33$$

$$\$599.94 - \$233.33 \text{ (mid-month Basic pay)} = \$366.61$$

Pay Group	STD	Cycle Run	M	Paid	Semi Month	Period	02/E	Type :	2-SN	CPF
Days Worked	11.00	Basic Pay	366.61			Daily Rate	33.33	Hourly		
NPL Day-C	33.33	0.00	0.00	Allowances / Deductions						
NPL Hr-C	4.20	0.00	0.00							
Absent-C	30.77	0.00	0.00							
Overtime	Total No Pay leave		0.00							
OT1.0C	4.20	0.00	0.00							
OT1.5C	6.29	0.00	0.00							
OT2.0C	8.39	0.00	0.00							
OT3.0C	12.59	0.00	0.00							
Shift	Total Overtime		0.00	CPF Contribution		Total Wages				

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When Days worked/Total working days * Base Salary formula is used.

END - MONTH (Basic Pay)

11 + 7 = 18 days

$$\frac{18}{24} \text{ days} \times \$800 = \$600$$

$$\$600 - \$233.33 = \$366.67$$

Prorate Formula	
Prorate for Hire or Terminate Employee ? <input checked="" type="checkbox"/>	
Formula	Working Day/Mths
Method	Day/Day Formula * Base Salary

Prorate formulae

When the above is chosen, prorated salary will be based on the following:
 (Days worked /Total working days) X
 Base Salary

Pay Group	STD	Cycle Run	M	Paid	Semi Month	Period	02/E	Type	2-SN
Days Worked	11.00	Basic Pay		366.67		Daily Rate		33.33	
NPL Day-C	33.33	0.00	0.00			Allowances / Deductions			
NPL Hr-C	4.20	0.00	0.00			Code	Description		
Absent-C	30.77	0.00	0.00			SINDA	SINDA FUND		
Overtime	Total No Pay leave		0.00						
OT 1.00	4.20	0.00	0.00						

Scenario #2

Pay Record	Leave Record	Termination Date : 25/02/1999							
Pay Group	STD	Cycle Run	M	Paid	Semi Month	Period	02/E	Type	2-SN
Days Worked	9.00	Basic Pay		333.26		Daily Rate	33.33	Hourly Rate	4.20
NPL Day-C	33.33	1.00	-33.33			Allowances / Deductions			
NPL Hr-C	4.20	0.00	0.00			Code	Description	Amount	T
Absent-C	30.77	1.00	-30.77			SINDA	SINDA FUND	-3.00	N
Overtime	Total No Pay leave		-125.64			TRAN	TRANSPORT ALLOWANCE	66.67	0

Basic Pay : \$800

Mid Workdays : 13

End Workdays : 11

Semi-month payment percentage: 50%

Hired Date: 01/01/1995

Termination Date: 25/02/1999

WHEN AN EMPLOYEE RESIGNS**When Daily Rate * Days Worked formulae is used.****MID- MONTH** (Basic Pay)

$$\frac{13 \times 2}{24} \text{ days} = 1.0 \Rightarrow \text{Rounded off to the Nearest whole number}$$

$$1.0 \times 50\% \times \text{Basic Pay} = \$400$$

Prorate Formula	
Prorate for Hire or Terminate Employee ? <input checked="" type="checkbox"/>	
Formula	Working Day/Mths
Method	Daily Rate * Day Worked

Prorate formulae

When the above is chosen, prorated salary will be based on the (Daily Rate X the number of days worked.)

END- MONTH (Basic Pay)

$$7 + 9 = 16 \text{ days}$$

$$16 \times \$33.33 \text{ (daily rate)} = \$533.28$$

$$\$533.28 - \$233.33 \text{ (mid-month Basic pay)} = \$299.95$$

Pay Record	Leave Record	Hired Date : 08/02/1999 Termination Date : 25/02/1999					
Pay Group	6.0DAY	Cycle Run	M	Paid	Semi Month	Period	02/E
Type	1-SE	CPF/Levy	CLASS1				
Days Worked	9.00	Basic Pay	299.95	Daily Rate	33.33	Hourly Rate	4.21

When Days worked/Total working days * Base Salary formulae is used.**END- MONTH** (Basic Pay)

$$7 + 9 = 16 \text{ days}$$

$$\frac{16}{24} \text{ days} \times \$800 = \$533.33$$

$$\$533.33 - \$233.33 = \$300$$

Prorate Formula	
Prorate for Hire or Terminate Employee ? <input checked="" type="checkbox"/>	
Formula	Working Day/Mths
Method	Day/Day Formula * Base Salary

Prorate formula

When the above is chosen, prorated salary will be based on the following:
(Days worked /Total working days) X
Base Salary

Pay Record	Leave Record	Hired Date : 08/02/1999 Termination Date : 25/02/1999					
Pay Group	6.0DAY	Cycle Run	M	Paid	Semi Month	Period	02/E
Type	1-SE	CPF/Levy	CLASS1				
Days Worked	9.00	Basic Pay	300.00	Daily Rate	33.33	Hourly Rate	4.21

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Prorate Allowances

Company Parameter						
Company Profile		Misc Parameter		Prorate Allowance		
Formula						
Prorate Formula		Working Day/Mths				
[NPL/ABSENT Day Formula] - Use Fixed Amount from update Employee Record ? <input type="checkbox"/>						
[GRP Formula] - Use Fixed Amount from update Employee Record ? <input type="checkbox"/>						
Code	Description	NPL	Absent	Annual	Sick	
* TRAN	TRANSPORT ALLOWANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assuming the above setting is used for the following example.

Scenario

Allow/Dedu						
	Code	Description	Amount	St Mth	Year	Times
▶	TRAN	TRANSPORT ALLOWANCE	200.00			Mid

Transport Allowance : \$200
 Mid Workdays : 13
 End Workdays : 11

Hired Date: 08/02/1999

Termination Date: 25/02/1999

MID- MONTH (Transport allowance)

The formula used is Working Days per month.

$$\frac{7}{13} \text{ days} \times \$200 = \$107.69$$

Pay Record		Leave Record		Hired Date : 08/02/1999 Termination Date : 25/02/1999							
Pay Group	6.0DAY	Cycle Run	E	Paid	Semi Month	Period	02/M	Type	1-SE	CPF/Levy	CLASS1
Days Worked	7.00	Basic Pay	233.33	Daily Rate	33.33	Hourly Rate	4.21				
NPL Day-C	33.33	0.00	0.00								
NPL Hr-C	4.21	0.00	0.00								
Allowances / Deductions											
Code	Description	Amount	T								
▶ TRAN	TRANSPORT ALLOWANCE	107.69	0								

END- MONTH (Transport allowance)

$$\frac{(7+9)}{24} \text{ days} \times \$200 = \$133.33$$

				Hired Date : 08/02/1999 Termination Date : 25/02/1999							
Month	Period	02/E	Type	1-SE	CPF/Levy	CLASS1					
Daily Rate	33.33	Hourly Rate	4.21								
Allowances / Deductions											
Code	Description	Amount	T								
CDAC	CHINESE DEV'T ASST. FUNC	-0.50	N								
▶ TRAN	TRANSPORT ALLOWANCE	133.33	0								