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TIMES SOFTWARE

Times Pay 8.0

It is a Windows-based integrated payroll and human resource management system. It is cost-effective and designed with robust functionality and performance. It is user friendly and flexible, allowing payroll to be done according to the countries' local authorities requirements.



TIMES PAY 8.0 manages a wide variety of payroll activities from simple straightforward deduction categories to complex, multi-company payrolls. It tracks all employee data related to payroll processing, print pay-slips and generates a wide array of standard and statutory government reports to satisfy your monthly, quarterly and annual processing requirements. You can maintain full employee details including staff transfers, job and pay histories.

Hardware Requirement

TIMES PAY Software is designed based on the latest technology available. To maximise your investment, the minimum hardware requirement is as follows:

Client System Requirement

Intel®™2 Duo CPU P8400 @ 2.26GHz

1 GB (2x 512 Mb) RAM or higher

Windows XP-Pro/Vista/7

500 MB of disk space available for software, plus 50 MB per 500 employees per year

All printers that supports MS-Windows operating system.

Server System Requirement

Intel® Xeon™ processor 2.8 GHz-1MB L2 cache/800MHz FSB or higher, 4 GB RAM or higher

Win2003 O/S or Win 2008 (32bit / 64bit)

250 GB Hard disk space (Partition to 2 portion. e.g. c 10% of the disk space, D 90% of the disc space)

IIS 6 or IIS7

Recommended Dot-matrix Printers:

Panasonic KX-P1131

Epson LQ series

Remarks

- 1) TIMES PAY is written for 32bits operating systems. It runs on Windows 95 and above, as well as Windows 7
- 2) For maximum performance, Pentium V and above with 512RAM is recommended.

Installation

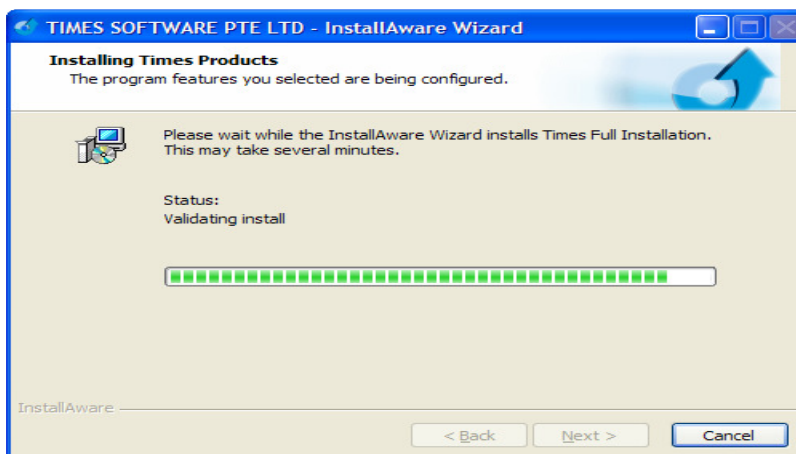
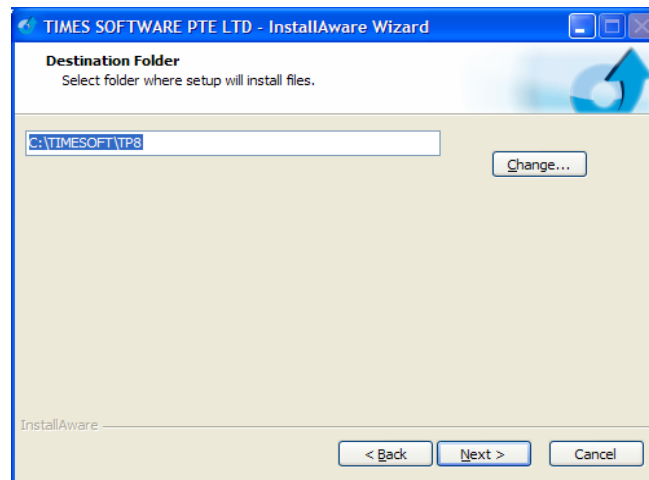
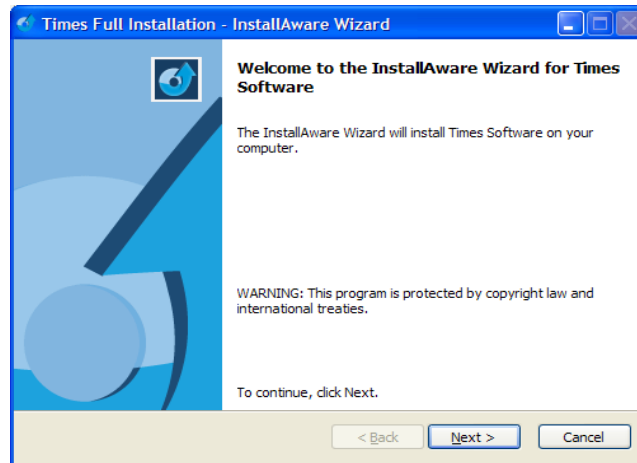
TIMES PAY 8.0 installation files are distributed in CDROM.

CDROM INSTALLATION

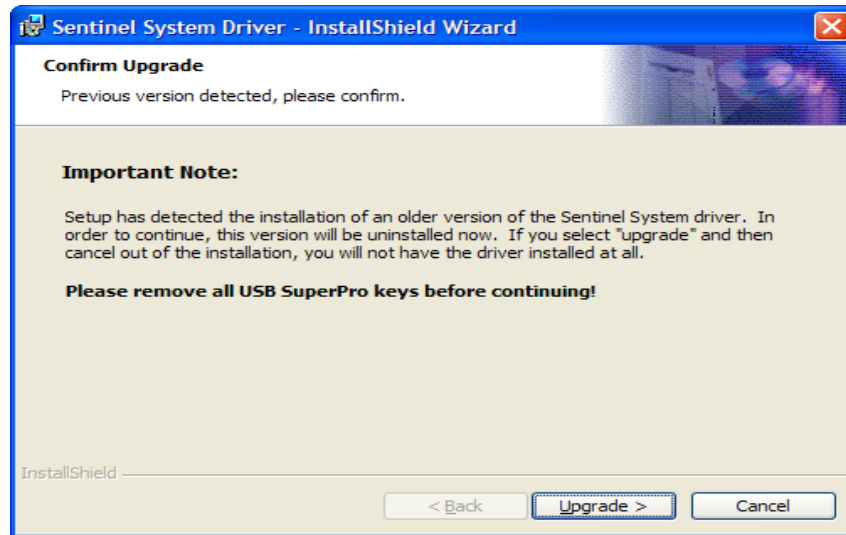
To install TIMES PAY 8.0,

STEPS:

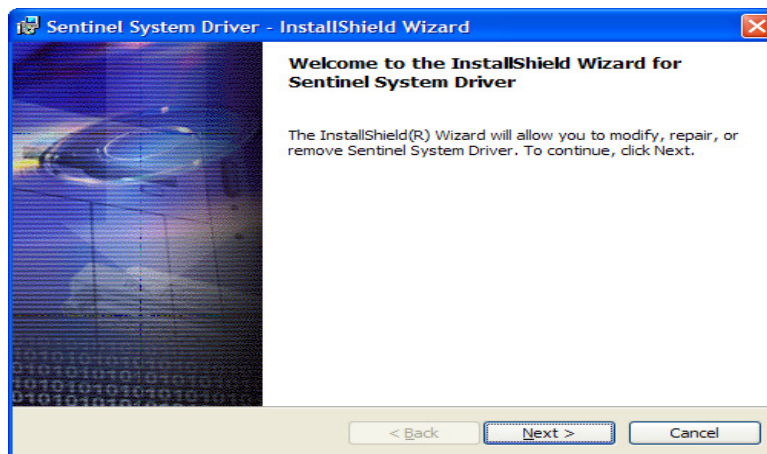
- 1) Insert the installation CD into CD ROM drive
- 3) Please wait for a few seconds. The CD will perform an Auto run until you see the following screen appear.
- 4) Click Next to initialize installation.
- 4) Click the **Next** button to do the installation , you may click **CHANGE** to select the path that you want.
- 5) Click the **Next** button all the way to do the installation.
- 6) The Install Shield Wizard starts running.



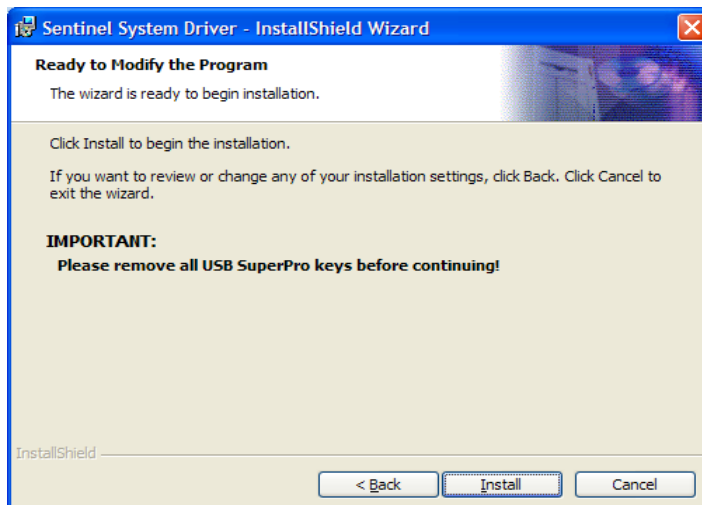
- 7) Click the Upgrade button to proceed to another step of installation.



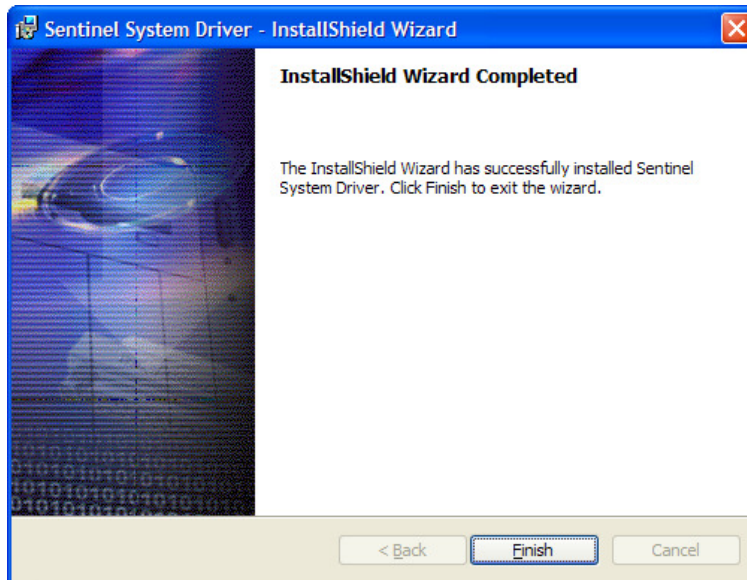
- 8) Click the Next button to proceed.



- 9) Click the Next button all the way till this screen and click Install button.



- 7) Click the **Finish** button to complete the installation.



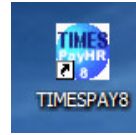
Important Notes:

For client's PC, need to install the latest Xceed components and sentinel driver. Enclosed is the URL to download the components and driver.

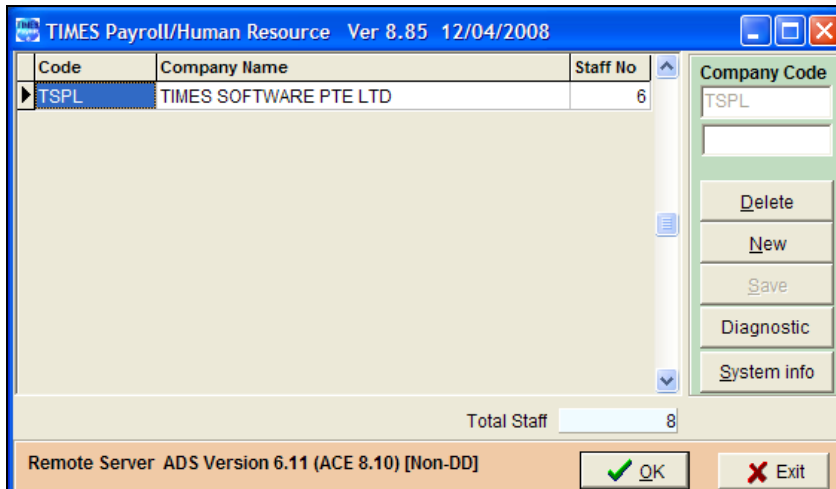
<http://www.timesoftsg.com.sg/update/misc2/XceedComponents.exe>

<http://www.timesoftsg.com.sg/update/misc2/SentinelInstaller7.6.4.zip>


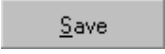
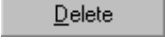
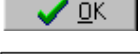
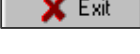
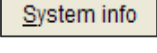
How to Start?

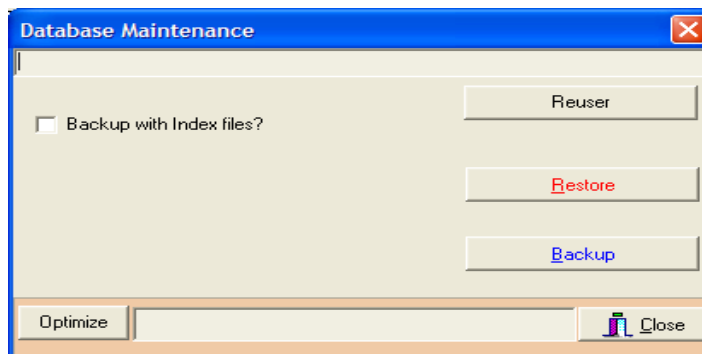



- 1) To launch TIMES PAY 8.0, Double-click the shortcut icon on the Windows desktop.
- 2) Choose a company database in the **company selection window** and activate it by clicking the **OK** button.

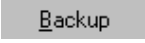


Functions that you can perform in the above startup window

- Click on  to create a new company database.
- Click on  to save a newly created database.
- Click on  to delete a selected database.
- Click on  to go into payroll program with a selected database.
- Click on  to exit the program.
- Click on  to find the software location.



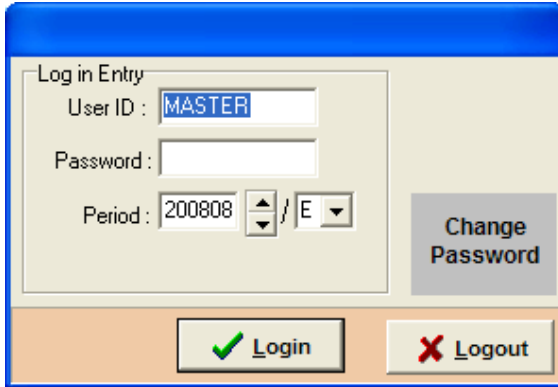
Click on  to perform database maintenance.

Click on  to backup a selected database.

Click on  to restore a previous backup database.

(For a full instruction on how to Backup/Restore database, see Appendix B)

3) On the Login Screen to choose the pay period.



The Login Entry window contains the following fields and buttons:

- Log in Entry** (header)
- User ID :** Text box containing "MASTER"
- Password :** Text box
- Period :** Spinner box showing "200808" and a dropdown menu with "E" selected.
- Change Password** (button)
- Login** (button with a green checkmark icon)
- Logout** (button with a red X icon)

- **ID:** User's ID - assigned by the system administrator.

Note: The default user ID is **MASTER**. A Master user has full access rights to the system.

- **Password:** User's Password - assigned by the system administrator.

Note: The default password is "1234".

- **Period:** Salary Payment mode –
 - mid-month (M)
 - end-month pay (E).

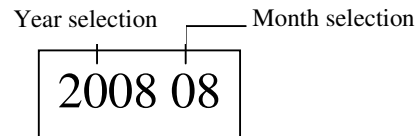




Diagram illustrating the Period selection format: "2008 08".

- Year selection:** Points to the "2008" part of the period.
- Month selection:** Points to the "08" part of the period.

Click on  to activate the software main menu.

Click to  exit to the **Company Selection** window.

One-Time Setup for your software

Company Profile

Company Profile - Fill in your company information accordingly.

NSP Code – Supply an alternative code if you don't use the system default code "NSP"

(**Note:** Make sure the Co. Registration No. and the Income Tax Acc. Number are fill up. This is necessary for printing of IR8A forms at the end of the year.)

System Setting

- **Date Format:** DD/MM/YYYY or MM/DD/YYYY
(Important note: Is a MUST to has the same date format for both OS and application system. Go 'Control Panel, Regional and Language Options, short date format.)
- **Link Leave To Modify Record?** : Select **Yes** to link leave applications to the Modified payroll records. Leave may be applied via **Leave Application**. Otherwise, the user will have to enter the leave taken for each payroll process manually.
- **Payslip Message:** Global payslip message
- **Probation Period:** Global probation period

Prorate Formula

- **Prorate for Hired or Terminated Employee?**

- Tick to apply prorate formula for incomplete month staff.

- **Formula:** Select the appropriate method.

- **Method:** Daily Rate * Days worked – calculation of salary based on daily rate.

Day/Day Formulae * Base Salary – calculation of salary based on total days worked over total working days in that month.

(2 options deliver different prorated amount basic salary due to rounding issue, Please refer to Appendix F)

Auto Confirmation due notice ? ☒

← Checked – Enables auto prompting for confirmation due, birth date, employment pass expired....

MSO Scheme – The MSO Scheme is only applicable to those companies that is currently having the MediSave Scheme. Please request for the supplementary notes if your company is having the MSO Scheme.

MVC Scheme – The MVC Scheme is applicable to those companies if they are practising the Monthly Variable Component as part of their employees' annual increment and their basic wage. Please request for the supplementary notes if your company is having the MVC Scheme.

Master ID Audit trail – The **Master ID Audit trail** allows the user to check from the **Audit Trail** report on the current activities that have been performed by the MASTER user.

Misc. Parameter**HOURS/DAY**

Company Parameter

Company Profile | Misc Parameter | Prorate Allowance | OT Capping | Misc | Service PointTable | Custom Setting

Hours/Day

Desc	Hour
D1	8
D2	8
D3	8
D4	8

Hours Worked per year: 2288

Select Formula

Daily Rate By: Working Days/Mth

NPL Daily Rate By: Working Days/Mth

Absent Daily Rate By: Working Days/Week

OT-Rate By: Hours/Year

Working Day Rounding Method: 2 Decimal Places

Enable NPL entry? ☒
 Enable NPL Hour entry? ☒
 Enable Absent entry? ☒

OT Rate Setup

Description	Factor	Status	CPF?	Tax?	GRP?	NPL?
OT1.0C	1.0000	C	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>
OT1.5C	1.5000	C	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>
OT2.0C	2.0000	C	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>

OT ceiling: None OT Ceiling(Min): 0
 Enable OT entry? ☒ OT Ceiling(Max): 0

OT Rate Setting: Apply Last Mth OT(C) as Cur Mth OT(L)
 Rounding Method: 2 Decimal Places OT Hours Ceiling: 72

Shift Setup

SHIFT_DESC	RATE	CPF?	Tax?	OT?	GRP?	NPL?
SHIFT1	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIFT2	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIFT3	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enable Shift entry? ☒ Average Shift Month: Current Month

RestDay Setup

Description	CPF	Tax?	OT?	NPL?	MSO?
Rest Day	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enable Rest day entry? ☒ Rest Day Formula: Working Days/Week

Close

SE – Salary Exempt: employees under this setting not entitle to overtime pay.

SN – Salary Non-Exempt: employees under this setting entitle to overtime pay.

D1 – D8: Daily rated types. If you don't have any daily-rated workers in your company, please ignore this part. 8 types (D1 to D8) of daily-rated workers are defined. The user may choose to set the numbers of working hours per day for each type.

- D1** – Daily Rated Worker (Type 1)
- D2** – Daily Rated Worker (Type 2)
- D3** – Daily Rated Worker (Type 3)
- D4** – Daily Rated Worker (Type 4)
- D5** – Daily Rated Worker (Type 5)
- D6** – Daily Rated Worker (Type 6)
- D7** – Daily Rated Worker (Type 7)
- D8** – Daily Rated Worker (Type 8)

Hours/Day

Desc	Hour
D1	8
D2	8
D3	8
D4	8

Hours Worked per year

HR1-HR5: Hourly rated types. If you don't have any hourly rated worker in your company, please ignore this part. 5 types (HR1 to HR5) of hourly-rated workers are defined. The user may choose to set the numbers of working hours per day for each type.

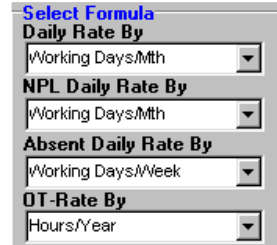
- HR1** – Hourly Rated Worker (Type 1)
- HR2** – Hourly Rated Worker (Type 2)
- HR3** – Hourly Rated Worker (Type 3)
- HR4** – Hourly Rated Worker (Type 4)
- HR5** – Hourly Rated Worker (Type 5)

Hours Worked per year: Used for overtime salary computation.

OT Formula = [Basic salary X 12] / Hours Worked per year

SELECT FORMULA

Daily Rate By: Select the daily rate formula
NPL Daily Rate By: Select the No Pay Leave formula
Absent Daily Rate By: Select the Absent leave formula
OT-Rate By: Select the overtime formula
Note: Choose OT rate formulae “Hours/Year” if the number of working hours per week is unique in your company.

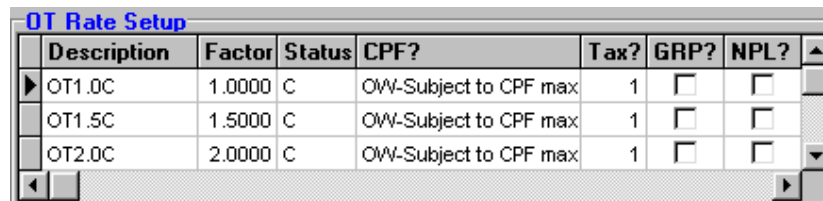

Example:

40 hrs per week



Hours Worked per year = 40 X 52 weeks = 2080 hrs

Enable NPL entry? Tick to enable NPL-Day data input screen under Modified Pay Record
Enable NPL Hour entry? Tick to enable NPL-Hour data input screen under Modified Pay Record
Enable Absent entry? Tick to enable Absent-Day data input screen under Modified Pay Record

OT RATE SETUP


Description	Factor	Status	CPF?	Tax?	GRP?	NPL?	
OT1.0C	1.0000	C	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OT1.5C	1.5000	C	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OT2.0C	2.0000	C	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

“Basic Rate of Pay”

- Covers total income excluding allowances, overtime pay, bonus, annual wage supplement, and reimbursements of special expenses and productivity incentive payments.
- Used to calculate payment for overtime work, work on rest day or public holiday.

“Gross Rate of Pay” - GRP

- Covers earnings, including allowances except overtime payments, annual wage supplement, travelling, food and housing allowances, reimbursements for special expenses, and productivity incentive payments.
- Used to calculate payment in lieu of notice of termination, public holidays, salary cut for absence from work, annual leave, sick leave with hospitalisation and maternity leave.

Description: User defined description.
Factor: Overtime rate multiplying factor.(User allow to change factor if they wish to do so)
Status: C – overtime computation based on the current basic pay
L – overtime computation based on the last basic pay before the latest increment.
CPF? Select salary type for CPF computation - OW: Ordinary Wage, AW: Additional Wage or None.

Tax?	Set the line number where this amount would be reflected in the IR8A form.
GRP?	Tick to enable gross rate of pay computation – affects GRP items like: E.g. Paid annual leave.
NPL?	Tick if you want the OT payment to affect No Pay Leave deduction rate.
OT ceiling:	User can define the OT ceiling as: none, basic plus allowances or basic only
OT Ceiling (Min):	Minimum basic wage for computing overtime pay.
OT Ceiling (Max):	Maximum basic wage for computing overtime pay.
Enable OT entry?:	Tick to enable OT data input screen under Modified Pay Record.

Shift Rate Setup

Shift Setup							
SHIFT_DESC	RATE	CPF?	Tax?	OT?	GRP?	NPL?	
▶ SHIFT1	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SHIFT2	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SHIFT3	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Enable Shift entry ? ☒
 Average Shift Month Last 3 Month

SHIFT_DESC (Description): User defined description.

RATE: \$/hr.

CPF? Select salary type for CPF computation - OW: Ordinary Wage, AW: Additional Wage or None.

Tax? Set the line number where this amount would be reflected in the IR8A form.

GRP? Tick to enable gross rate of pay computation – affects GRP items like: E.g. Paid annual leave.

NPL? Tick if you want the SHIFT payment to affect No Pay Leave deduction rate.

Enable

Shift entry?: Tick to enable shift data input screen under Modified Pay Record.

Average Shift Month:

- Current: Computation for shift allowances based on current month only.
- Last 1 to 6 months: Computation for shift allowances based on the average of months. This will reflect the average gross rate pay for the last 6 months in your Gross Rate Report.

Rest Day Setup

RestDay Setup						
Description	CPF	Tax?	OT?	NPL?	MSO?	
▶ Rest Day	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Enable Rest day entry ? ☒

CPF? Select salary type for CPF computation - OW: Ordinary Wage, AW: Additional Wage or None.

Tax? Set the line number where this amount would be reflected in the IR8A form.

OT? Tick if you want the Rest Day payment to affect OT rate.

NPL? Tick if you want the Rest Day payment to affect No Pay Leave deduction rate.

Enable

Rest day entry?: Tick to enable Rest day data input screen under Modified Pay Record

Prorate Allowance

Company Parameter

Company Profile | Misc Parameter | **Prorate Allowance** | OT Capping | Misc | Service PointTable

Formula

Prorate Formula: Working Day/Mths

[NPL/ABSENT Day Formula] - Use Fixed Amount from update Employee Record ? ☒

[GRP Formula] - Use Fixed Amount from update Employee Record ? ☒

Code	Description	NPL	Absent	Annual	Sick	HSP	OTH1	OTH2	OTH3
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

For any fixed allowance/s that needs to be pro-rated for newly hired or terminated staff, you will have to first declare the type of allowance here.

Prorate Formulae: Formulae to be used for prorated wages.

- **[NPL/ABSENT Day Formula] – Use Fixed Amount from update Employee Record?**
-Tick to use Fixed amount for NPL/Absent day computation. i.e. no prorate.
- **[GRP Formula] – Use Fixed Amount from update Employee Record?**
-Tick to use Fixed amount for GRP computation. i.e. no prorate.

To add conditions for an allowance to be prorated, press the INSERT key

Code	Select an allowance code.
Description	Description of the selected allowance will be displayed.
NPL	Tick if you want your allowance to be prorated when there is NPL taken.
Absent	Tick if you want your allowance to be prorated when there is an Absent Day.
Annual	Tick if you want your allowance to be prorated when there is Annual leave taken.
Sick	Tick if you want your allowance to be prorated when there is sick leave taken.

(Refer to Page 150, appendix F for an example)

OT Capping

OT Capping is used to do the capping if a particular company has different OT Ceiling Formula for different group of employees. Here is the example if the company has 2 different types of OT Ceiling Formula.

If the *OT Ceiling Formula is a Fixed Rate*

- 1) Set the OT Capping in Company Profile, e.g. CLASS1 for Fixed Rate and the amount (\$20).

Company Profile Misc Parameter Prorate Allowance OT Capping Misc Service Po					
	Code	OT Ceiling Formula	OT Ceiling (Min)	OT Ceiling (Max)	Fix Rate
▶	CLASS1	Fix Rate			20.00

OT Ceiling Formula based on 'BASIC & EXCLUDE ALLW SUBJ OT'

- 1) Set in Company Profile, e.g. CLASS2, Min OT Ceiling 600 and Max OT Ceiling 1500.

Company Parameter					
Company Profile Misc Parameter Prorate Allowance OT Capping Misc Service Po					
	Code	OT Ceiling Formula	OT Ceiling (Min)	OT Ceiling (Max)	Fix Rate
	CLASS1	Fix Rate			20.00
▶	CLASS2	Basic & exclude Allw Subj O	600.00	1500.00	

Misc

Company Parameter

Company Profile | Misc Parameter | Prorate Allowance | OT Capping | Misc | Service PointTable

Document Folder: C:\Export, C:\New

Disable Backup/Restore Function: ☒

Batch Entry RestDay/ PH formula

Public Holiday:

RestDay:

Document Folder

Recording purpose

Disable Backup/Restore Function

If there is a tick, only the MASTER user can backup or restore the database

Payroll Setup

Pay Period (Pay Group)

User may choose to define different pay groups for a company with a variety of working patterns. All salaries, for employees within the pay group, will be calculated based on the working pattern set in that group.

NOTE:

A pay group is a template. You use it to generate the working formula, pattern and calendar for an employee. Each employee record contains a working calendar and salary computation formula.



Payroll Setup

Pay Period (Pay Group)

- Community Funds/SDF
- CPE Tables
- Bank Codes
- Foreign Worker Levy Table
- National Service Pay
- Allowance/Deduction Table
- Others Code Table
- Cost Centre Table
- Formula Setup
- Salary Schedule
- Supervisor Setup
- Wage Code Setup

General Ledger

Example:

5day-work week, 5 ½ day workweek or 5½ day with alternating Saturday.

Payroll Period Maintenance

Global Pay Group Setting

Pay Group: 5.0DAYS ... Day Worked Per Week: 5.00 Working Hours:

Year: 2008 Hour Worked Per Year: 2288.00

Start-Date: 01/01/2008 End-Date: 31/12/2008

Daily Rate Formula: Working Days/Mth

NPL Rate formula: Working Days/Mth

OT Hour formula: Hours/Year - User Defined

Working Calendar

Re-Generate

Count Work Day

Period	Start-Date	Mid-Date	End-Date	1st Half	2nd Half	Total
200801	01/01/2008	15/01/2008	31/01/2008	11.0	12.0	23.00
200802	01/02/2008	15/02/2008	29/02/2008	11.0	10.0	21.00
200803	01/03/2008	15/03/2008	31/03/2008	10.0	11.0	21.00
200804	01/04/2008	15/04/2008	30/04/2008	11.0	11.0	22.00
200805	01/05/2008	15/05/2008	31/05/2008	11.0	11.0	22.00
200806	01/06/2008	15/06/2008	30/06/2008	10.0	11.0	21.00
200807	01/07/2008	15/07/2008	31/07/2008	11.0	12.0	23.00
200808	01/08/2008	15/08/2008	31/08/2008	11.0	10.0	21.00
200809	01/09/2008	15/09/2008	30/09/2008	11.0	11.0	22.00
200810	01/10/2008	15/10/2008	31/10/2008	11.0	12.0	23.00
200811	01/11/2008	15/11/2008	30/11/2008	10.0	10.0	20.00
200812	01/12/2008	15/12/2008	31/12/2008	11.0	12.0	23.00

Global Weekly Setting

	1st Week	2nd Week
MON	FULL	FULL
TUE	FULL	FULL
WED	FULL	FULL
THU	FULL	FULL
FRI	FULL	FULL
SAT	OFF	OFF
SUN	OFF	OFF

☐ More than two weeks setting ?

☐ Is alternate Saturday ?

☐ Public Holiday as Off Day ?

New Save Cancel Delete Close

Pay Group

- Specify the pay period cut-off date. Users can define more than one pay-group to cater to their company needs.

Global Weekly Setting

- Working pattern of the company.

Daily Rate Formula

- Formula to be used to compute daily rate of a monthly rated employee.

NPL Rate Formula

- Formula to be used to compute no pay leave deduction.

OT Hour Formula

- Formula to be used to compute overtime pay.

Click **Working Calendar** to generate employee's working calendar pattern for the whole year.

Click **Re-Generate** to create new working calendar after "Global Weekly Setting" has been modified

Click **Count Work Day** to recount the number of working days for a selected individual pay period.

Remark:

When a user creates a new employee record for a company database, Times Pay will generate a new employee record with a default pay group: "STD".

Important guide lines:

Don't modify the STD pay group. Instead, create a new pay group for the company.

STEPS:

- 1) Click the Payroll Setup icon.
- 2) Click the New button.

- 3) Type the new pay group's name in this field.
- 4) Set the weekly pattern using a two/four week schedule.
 - ☒ More than two weeks setting ?
 - ☐ Is alternate Saturday ?
- 5) If the Is alternate Saturday? checkbox is ticked, only the 1st week's work pattern is considered and all Sat are alternated for the month.
- 6) Click the **Save** button to generate the work pattern for the whole year and save the new pay group.

Community Funds/SDF

The various community fund contributions and skill development levy setting as shown below.

Community Fund Table

Fund Setup | Union Table | Union Table for Bonus

CDAC FUND			
From	To	Rate	
0.00	1999.99	0.50	
2000.00	999999999.99	1.00	

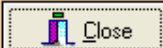
SINDA FUND			
From	To	Rate	
200.01	600.00	1.00	
600.01	1500.00	3.00	
1500.01	2500.00	5.00	
2500.01	999999999.99	7.00	

EUCF FUND			
From	To	Rate	
0.00	1000.00	2.00	
1000.01	1500.00	4.00	
1500.01	2500.00	6.00	
2500.01	4000.00	8.00	
4000.01	999999999.99	10.00	

MOSQ FUND			
From	To	Rate	
201.00	1000.99	2.00	
1001.00	2000.99	3.50	
2001.00	3000.99	5.00	
3001.00	4000.99	12.50	
4001.00	9999999.00	16.00	

SDF Setup

SDF percent % Max Salary Minimum Contribution

 Close

NOTE:

Please refer to Update Employee page on how to set up the Union Table if you have union workers in the company.

IMPORTANT NOTES:

- NO Community fund contribution for resigned employee in the month of last payment.
- NO SDF / SDL for employee hired and resigned within the same month.
- New SDF rate is 0.25% from October 2008 onward.
- New MOSQ rate effective from March 2009 onward.

CPF Tables

SINGAPORE CPF SETUP

Standard | **FIX Rate**

Type: CLASS1 Singaporean : (1) Age from : 0 To: 35 Age: ☒ From ☐ Above 0 To 35

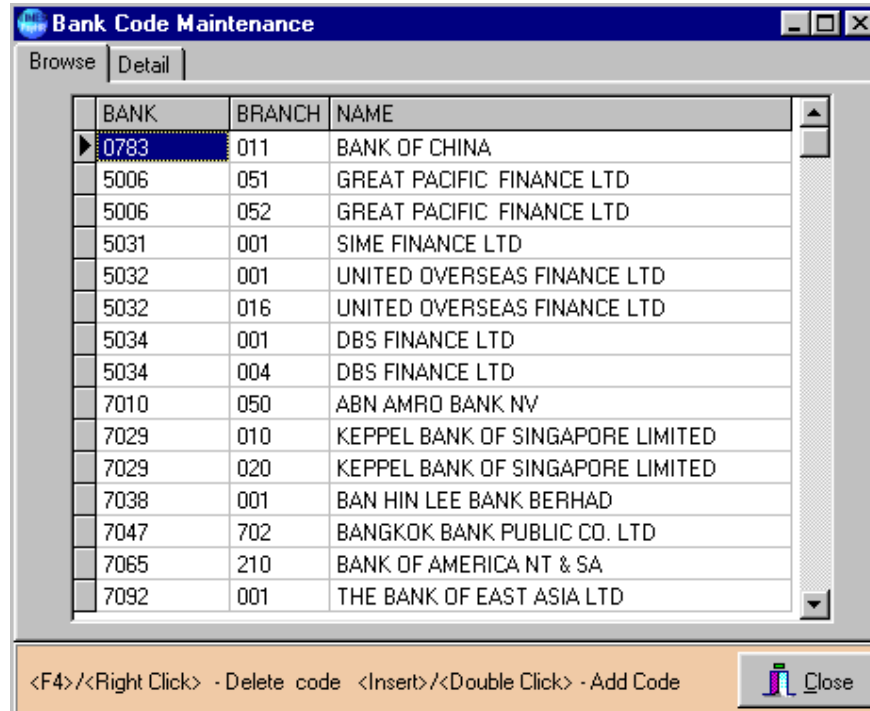
Employee's wages	Employer's contribution	Employee's contribution
Not Exceeding 50.00	N.A	N.A
Exceeding 50.00 But Not Exceeding 500.00	0.00 + (0.1550 * (Total Wages - 0.00))	0.00 + (0.0000 * (Total Wages - 0.00))
Exceeding 500.00 But Not Exceeding 750.00	0.00 + (0.1550 * (Total Wages - 0.00))	0.00 + (0.4800 * (Total Wages - 500.00))
Exceeding 750.00 But Not Exceeding 1200.00	0.0000 + (0.1550 * (Total Wages - 0.00))	120.0000 + (0.2400 * (Total Wages - 750.00))
Exceeding 1200.00 But Not Exceeding 1500.00	0.0000 + (0.1550 * (Total Wages - 0.00))	120.0000 + (0.2400 * (Total Wages - 750.00))
Exceeding 1500.00	15.50 % OW + 15.50 % AW max = 697.50	20.00 % OW + 20.00 % AW max = 900.00

Navigation:

All entries in the CPF tables may be **user-defined**. Users may change the table entries according to the local authority's regulations.

Bank Codes

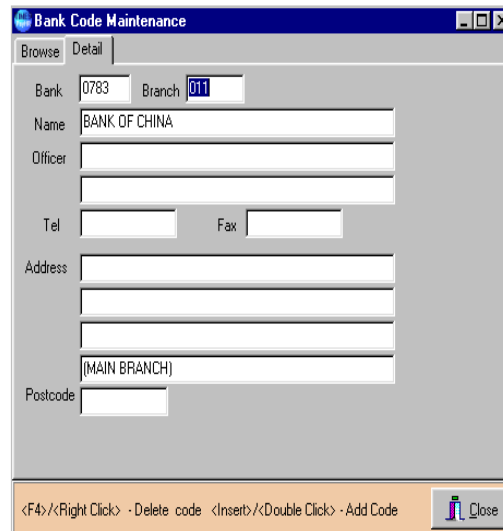
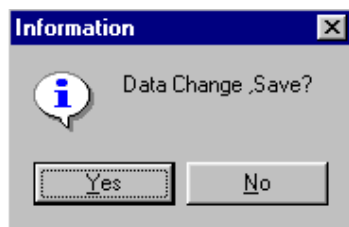
Users may define a new bank detail whenever necessary.



The diagram below shows the **details** of a bank with a code: 0783

A user may do the following:

- 1) Create a new bank code by pressing the <Insert> key or Double Click.
- 2) After modifying or adding bank details, click the **Close** button and click **Yes** to save.
- 3) Delete an existing bank code by pressing <F4> or Right Click.



Foreign Levy Table

This table may be **user-defined**. Users may update the table in accordance to the local authority's requirements.

Foreign Levy Table					
CLASS	DESCRIPTION	DAILY_RATE	MAX_PER_MTH	Part (1)/(2)	
▶ CW1	Construction Worker-skilled	5.27	160.00	1	
CW1	Construction Worker-skilled	5.59	180.00	2	
CW2	Construction Worker-unskilled	15.46	470.00	1	
CW2	Construction Worker-unskilled	8.00	230.00	2	
CW3	Construction Worker-MYE waiver-unskilled	10.20	310.00	1	
CW3	Construction Worker-MYE waiver-unskilled	13.00	380.00	2	
CW4	Construction Worker-skilled	11.00	330.00	2	
MARINE-S	Marine Worker-Skilled(1)	5.59	170.00	1	
MARINE-S	Marine Worker-Skilled(1)	5.59	170.00	2	
MARINE-U	Marine Worker-unskilled	9.87	300.00	1	
MARINE-U	Marine Worker-unskilled	9.87	300.00	2	
MFG40%	Manufacturing-up to 40% worker-unskilled	8.88	270.00	1	
MFG40%	Manufacturing-up to 40% worker-unskilled	10.00	280.00	2	

<F4>/<Right Click>-Delete code <Double Click>/<Insert> - Add Code

Close

Important note: Part (1) mean levy rate from Jan to Jun, Part (2) mean levy from July to Dec.

To Add a new Code

- Double-click on any record field or press the <INSERT> key

To Delete an existing Code

- Press the function key <F4> or click the right mouse button when the mouse pointer is on the selected record

National Service Pay

This *NSP setup table will show two default allowances generated by the system. You can set whether you wish the NSP computation to include **OT** or **Shift** by putting a tick in their check boxes. (see diagram below)

You may need to define which allowances/payments are subjected to NSP so that the NSP deduction can be computed automatically by the system.

*NSP: National Service Pay

Code	Description	NSP
BACK	BACK PAY OF BASIC	<input checked="" type="checkbox"/>
BAOT	BACK PAY OF OVERTIME	<input checked="" type="checkbox"/>
TRAN	TRANSPORT ALLOWANCE	<input checked="" type="checkbox"/>

Allowance/Deduction Table

Code	Description	CPF	TAX	SDF?	Benefit In Kind	OT	NSI
%PUB	#WORK/PUBLIC HOLIDAY PAY	AW-CPF No Ceiling	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%RES	#REST DAY PAY	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%ANL	@PAID ANNUAL LEAVE	AW-CPF No Ceiling	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%APL	@ALL OTHER APPROVED LEAV	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%HOL	@PAID HOLIDAY	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%MAT	@PAID MATERNITY LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%NOL	@IN LIEU OF NOTICE BY EMPLOYER	None	73	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%NPL	@NO PAY LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%OT	@OVERTIME PAY	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%PUB	@WORK/PUBLIC HOLIDAY PAY	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%RES	@REST DAY PAY	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%SICK	@PAID SICK LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
@\$NSPCPF	NSP Variable Allowance	OW-Subject to CPF max	0	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ACTA	ACTING ALLOWANCE *	OW-Subject to CPF max	6	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ADJU	ADJUSTMENT	None	0	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ADLP	ADVANCE LEAVE *	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ADVB	ADVANCE BONUS	AW-CPF No Ceiling	2	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Code – User-defined allowance and deduction code

Description – Description of allowances and deductions which will be displayed on the payslips.

CPF – Define the allowance and deduction whether it belongs to ordinary/additional wage or none CPF entry.

- TAX** – Specify the line number of the allowances/deductions to which the amount to be reflected on the IR8A form.
- OT** – If set, the allowance/deduction will affect the computation for overtime rate.
- NSP** – If set, the allowance/deduction will be subjected to NSP computations.
- NPL** – If set, the allowance/deduction will affect the computation for NPL rate.
- GRP** – If set, the allowance/deduction will affect the computation for gross rate of pay.
- Note:** GRP is used to calculate salary for public holidays, notice pay and other approved paid leave (e.g. Annual leave, Maternity leave, Marriage leave) and hospitalisation leave.

Please use the code **BONUSP** for any bonus that is paid this year but declared last year.

To Add a new Code

- Double-click on any record field or press the <INSERT> key

To Delete an existing Code

- Press the function key <F4> or click the right mouse button when the mouse pointer is on the selected record

Group Code in Allowance & Deduction Table allows users to combine 2 separate codes with different amount into a single figure. For example, if user wanted to combine the Medical Reimbursement and Training Reimbursement figure into one amount in payslip, user just have to put one common code e.g. REIMBS under 'Group Code'.

<input type="checkbox"/>	MEAL	MEAL ALLOWANCE	OW-Subject to CPF max	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	MED	MEDICAL REIMBURSEMENT	None	<input type="checkbox"/>	REIMBS
<input type="checkbox"/>	MOSQ	MOSQUE MENDAKI BLDG FUND	None	<input type="checkbox"/>	

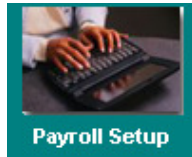
<input type="checkbox"/>	TPRM	TRANSPORT REIMBURSEMENT	None	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	TRAI	TRAINING REIMBURSEMENT	None	<input type="checkbox"/>	REIMBS
<input type="checkbox"/>	TRAN	TRANSPORT ALLOWANCE	OW-Subject to CPF max	<input type="checkbox"/>	

After that, the user will have to set up a code in the allowance/ deduction table in order for the codes to appear in their payslip.

GL Account# allow user to specify the GL code number so that the user will be able to link to particular allowance code with the GL program. NOTE: This is only applicable if you purchase the GL Interface program from Times Software Pte Ltd.

GL Account#

Other Code Table



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Wage Code Setup
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Branch
 Benefit Scheme
 Category
 Career Progression
 Claim Code
 Classification Code
 Company
 Cost Centre
 Currency Code
 Department
 Department No
 Division
 Diagnosis
 Education
 Holiday Table
 Hobbies Code
 Hosp./Clinic Code
 Institution Code
 Job Grade Code
 Leave Scheme
 Location
 Nationality
 Occupation
 Other Occupation
 Race
 Religion
 Relationship
 Section
 Spoken Language
 SubClaim
 Scale code
 Salutation Code
 Termination Code
 Work Code
 Written Language

Users can define all the above codes according to their own company setting. For example, department code can be defined as follows:

Department Code Maintenance

Search Code Sorted by

Code	Description
ADMIN	ADMINISTRATION DEPARTMENT
MGT	MANAGEMENT
NONE	NONE
SALES	SALES DEPARTMENT
SOFT	SOFTWARE DEPARTMENT
SUPP	SUPPORT DEPARTMENT

<F4>-Delete code <Insert> - Add Code Close

Cost Centre Table

<Payroll Setup><Cost Centre Table>

Cost Centre	Description	Percent
C1	COST CENTRE 1	50.00
C3	COST CENTRE 3	50.00

Click here to select an employee.

User may change the cost allocation for each cost centre.

Project costing – Users can specify cost centres to which an individual employee belongs by **percentage**. For example, employee 001 belongs to two different cost centres, namely; 75% allocated to cost centre 1 and 25% allocated to cost centre 2. Once the respective percentages have been defined, the project costing report based on the specific distribution may be printed.

STEPS:

- 1) Select the employee
- 2) Edit/modify the cost allocation (percentage) for each items (e.g. Cost Centre 1-2)
- 3) Specify the starting period to apply the new/amended cost allocation.
- 4) Click the **Allocate** button to assign the cost allocation for the entire service year from the period indicated.
- 5) Click the **Save** button to confirm the allocation and save the setting

Important Notes:

- 1) Clicking the **Save** button without clicking the **Allocate** button merely allocates the costing for that period.
- 2) To get the cost centre report, please go to Payroll Reports, Advance management Reports, look for Cost Centre Report.

Formula Setup

Individual allowance/deduction can be defined with a formula based on the predefined fields in provided in this setup.

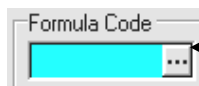
For example

Meal allowance = number of working days of the pay period * \$5.00

Assuming the code:
MEAL is already assigned as an allowance type. You may now assign a formula to that code:

STEPS

- 1) On the Formula Code group, click the ellipsis button



NO	Description	NO	Description	NO	Description
VA01	Base Salary	VA02	Increment	VA03	Total Wage
VA04	Bonus Factor	VA05	Hour Work/Year	VA06	Day Work/Week
VA07	Service Month	VA08	Service Year	VA09	Sick LV Entitlement
VA10	Annu LV Entitlement	VA11	Paid Base Wages	VA12	No Paid Leave\$
VA13	Total Overtime\$	VA14	Total Shift\$	VA15	Total Restday\$
VA16	Gross Wages\$	VA17	CPF Wages\$	VA18	Nett Pay\$
VA19	Employee CPF	VA20	Employer CPF	VA21	Total CPF
VA22	Bonus Employer CPF	VA23	Bonus Employee CPF	VA24	Total Bonus CPF
VA25	Special Employer CPF	VA26	Special Employee CPF	VA27	Total Special CPF
VA28	SDF Fund	VA29	FwL	VA30	Sick Leave Taken
VA31	Annual Leave Taken	VA32	NPL Day	VA33	NPL hour
VA34	Absent Day	VA35	Day Work in 1st Half	VA36	Day Work in 2nd Half
VA37	Total Day Work	VA38	Overtime Hour #1	VA39	Overtime Hour #2
VA40	Overtime Hour #3	VA41	Overtime Hour #4	VA42	Overtime Hour #5
VA43	Overtime Hour #6	VA44	Overtime Hour #7	VA45	Overtime Hour #8
VA46	Shift #1	VA47	Shift #2	VA48	Shift #3
VA49	Shift #4	VA50	Shift #5	VA51	Shift #6

User defined allowance type.

You may set up allowance type in the **Allowance/Deduction Table**.



- 2) Choose the desired code from the lookup table.
- 3) On the **Formula Field**, enter the desired formulae. (E.g. VA37*5 = Total Day Work * \$5)

NOTE:

Codes with formulae assignment assumes the highest priority as compared to prorated formula in the payroll process.

Process and modify pay record.

The results are shown below:

VA37*5 = 20 * \$5 = \$100.00

Allowances / Deductions				
Code	Description	Amount	T	
ATTN	ATTENDANCE ALLOWANCE	60.00	N	
BACK	BACK PAY OF BASIC	54.55	O	
CDAC	CHINESE DEV'T ASST. FUNC	-0.50	N	
INCO	INCOME TAX DEDUCTION	-50.00	N	
LOAN	LOAN REPAYMENT	-100.00	N	
MEAL	MEAL ALLOWANCE *	100.00	N	

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Formula Setting (Example)

Eg. CPF – CPF Payment

Eg. Gross Wages = VA16 = \$699.00 Meal = \$20

CODE	FORMULAE	VALUE
CPF	FLTROUND(((VA16 - <MEAL>)*0.1),0)	68
CPF	FLTROUND(((VA16 - <MEAL>)*0.1),2)	69.90
CPF	INT(VA16 - <MEAL>*0.1)	67

The above example performs rounding to the nearest dollar.

To round to the nearest cents use: FLTROUND(((VA16 - <MEAL>)*0.1),2)

Salary Schedule**<Payroll Setup><Salary Schedule> Step to create Salary Schedule**

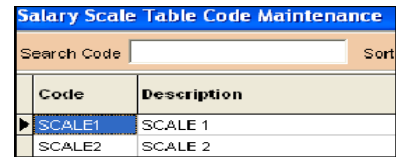
1 Create salary scale code at <Payroll Setup><Others Code Table><Scale Code. Example:

Create “Scale1” and “Scale2”

2 Choose <Payroll Setup><Salary Schedule>

3 Message prompt: “Create Salary Schedule: SCALE2”

4 Choose “Yes”



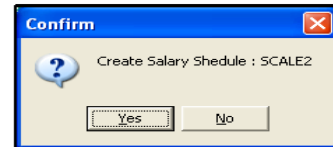
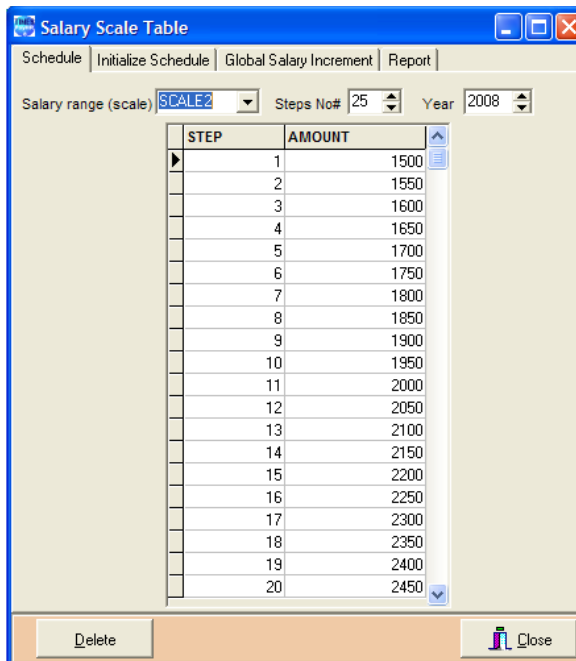
Code	Description
SCALE1	SCALE 1
SCALE2	SCALE 2

1 In the Salary Scale table, Choose “SCALE2”

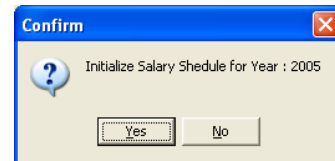
2 Enter the amount for 25 year on the “Steps No#” field

3 Initialize Schedule. a) Choose Initialize Schedule b) Message Prompt:

Choose “Yes”

STEP	AMOUNT
1	1500
2	1550
3	1600
4	1650
5	1700
6	1750
7	1800
8	1850
9	1900
10	1950
11	2000
12	2050
13	2100
14	2150
15	2200
16	2250
17	2300
18	2350
19	2400
20	2450



- 1) In the <Update Employee >Employee Career Progression> Salary range (scale) input the salary scale > Salary Step input the figure of service year, normally start from 1 which means for 1st service year > save the record.
- 2) When there is an annual increment, user just need to click new for new record and select the appropriate progression code, for example: AINCR. Select the Salary range (scale) and salary step according and saved. System will auto reflect the increment amount from Salary Scale Table.

- 3) Global Salary Increment
 - a) Ensure you have updated the “**Salary Range (Scale)**” at the <Update Employee >Employee Career Progression>
 - b) Choose Global Salary Increment
 - c) Select Progression Code
 - d) Set Increment effective Date and Increment Paid date
 - e) Set Schedule Year
 - f) Choose Option “Update Career Record”
 - g) Click Process
 - h) Message prompt:” Global Increment for the year: 2005”
 - i) Choose “Yes” to process.
- 4) Report. To print salary schedule report