

Adhoc Query

Users can use this feature to select the employees using field such as employee code, employee name, department, occupation by putting 'tick' at the 'selected' column and click the button 'Use query'.

User can also apply exclusion on the selected group or employee.

Query Expert
Query Selection
Adhoc Query

The screenshot shows the 'Adhoc Query' window. At the top, there is a 'Query Field' dropdown menu set to 'Employee#' and a 'Search' text box. Below this is a table with three columns: 'EMP_IDO', 'EMP_IAME', and 'Selected'. The table lists 20 employees. The 'Selected' column contains checkboxes. Employees 094, 097, and 099 have their checkboxes checked. At the bottom of the window, there is a radio button for 'Apply Exclusion?' which is currently unselected, followed by 'Use Query' and 'Close' buttons.

EMP_IDO	EMP_IAME	Selected
092	BUDIYANTO TAN	<input type="checkbox"/>
094	LIM MING KWAN (JEFF)	<input checked="" type="checkbox"/>
096	TAN ENG SOON (DAVE)	<input type="checkbox"/>
097	LIANG EE YAU (JACK)	<input checked="" type="checkbox"/>
098	CHIN CHIA LIN (EVELYNN)	<input type="checkbox"/>
099	LIM CHIN KEONG	<input checked="" type="checkbox"/>
100	JANICE JARAP BARTOLABA	<input type="checkbox"/>
101	ARMAND CHAN GALAGNARA	<input type="checkbox"/>
104	YULIUS WILLIAM	<input type="checkbox"/>
108	WANG JIAN (AARON)	<input type="checkbox"/>
114	YONGKY	<input type="checkbox"/>
116	KYAW KYAW WIN	<input type="checkbox"/>
119	LI GUAN HUI	<input type="checkbox"/>
120	VINCENT PANG CHER YANG	<input type="checkbox"/>
121	ANCHETA FRENELLA MARIE SIMAN	<input type="checkbox"/>
122	SOTO SHARA CUBILO	<input type="checkbox"/>
123	WAI LYNN	<input type="checkbox"/>
128	YU MENG	<input type="checkbox"/>
129	TAN TENG JIUNN	<input type="checkbox"/>
130	LIM AI LUN	<input type="checkbox"/>
133	WU XIANGRAN (ZOEY)	<input type="checkbox"/>

Apply Exclusion? ☐ Use Query Close

Important note: Use query button mean those selected employee with 'tick' will be listed in the query.

Apply Exclusion? + Use Query button mean all employee will be selected except those employee with 'tick' in the 'selected' column.

Update Employee

To complete the payroll, the minimum data entry will be to update employee record, which consists of all the necessary information, needed to complete a normal payroll process.



Quick Tools



Calculator

- Activate Resigned Staff
(Only master user can do this)

UPDATE TAB

- Hired Date** – for prorated computation on the basic salary
- Birth Date** – Employee age will affect CPF computation (Refer to CPF Table for the rate computation)
- Type** – different types of employees: (**See Misc. Parameter**)
- SN – monthly rated employee with OT,
 - SE – monthly rated employee without OT,
 - D1-D8 – daily rated worker
 - HR1-HR2 – hourly rated worker
- Semi-Month?** – tick if employee is paid twice monthly
- Mid Month Pay** – specify the mid-month pay either by percentage or by a fixed amount.
(Only applicable when “Semi-month?” is ticked)
- Bonus Factor** – Sets the bonus factor for an employee (Unit in months)
- Basic Salary** – Employee’s basic salary. Any future adjustment may be made in the “Career” tab page.
- Increment** – Increment display
- Total wage** – Basic salary plus increment

Hide Wage Data? Checkbox – If ticked, the hide wage facility is available in user-password setup. The system administrator will set this parameter.

Notes: Only MASTER ID and USER ID with Hide Wage = NO can activate 'Hide Wage data'

If **Hide Wage Data?** is set, the display will be as shown on the right after logging in as a normal user without access rights to view wage data.

Hourly Rate: [Masked]
 Increment: [Masked]
 Total Wage: [Masked]
 CPF Max.: [Masked]
 Hide Wage Data? ☒

Update Employee-Progression Data

Once all the career progression data has been entered and saved, the user will not be able to change the particulars on the **Update tab** section. The user will need to proceed to the **Career tab** section to edit/modify the particulars if necessary.

Progression Data
 Department: [NONE] [NONE] Category: [NONE] [NONE]
 Cost Centre: [NONE] [NONE] Occupation: [MD] [MANAGING DIRECTOR]
 Section: [NONE] [NONE] Company: [NONE] []
 Job Grade: [MGR] [MANAGERIAL] Division: [NONE] [NONE]

Update Employee-Leave/Benefit Scheme

Leave Scheme: Link to leave allocation table at leave setup.

Benefit Scheme: Link to Claim Table setup at HR Setup

Leave/Benefit scheme
 Leave: [SCH2] [Scheme 2] Benefit: [BEN1] [Benefit 1]

Working Days/Hours
 Days Work/Wk: [5] Daily Rate: [Working Day/Mths] Nationality: [SING] Fund#1: [CDAC]
 Hrs Worked/Yr: [2288] NPL Daily: [Working Day/Mths] Race: [CHIN] Fund#2: []

Update Employee-Working Days/Hour

The above fields **Days Work/Wk**, **Hrs Worked/Yr**, **Daily Rate** and **NPL Daily** are retrieved from your settings made in <Payroll Setup> <Pay Period (Pay Group)>.

You are allowed to make any changes to them here. The setting here will be used in your computation of Payroll.

Nationality - If you set your nationality as Singaporean, make sure you have to type the IC# with a capital "S" in front. (see below). Those new generation for year 2000 onward will start with a 'T' in front of their IC#.

Race - Once this field is selected, the appropriate fund type will be reflected in field **Fund#1**. E.g. Race = Chinese, Fund#1= CDAC for Singaporean or PR. However, user could delete the fund code if the employees choose to opt out the funds contribution.
Fund#2, you may put in additional funds if you like. Applicable mostly to staff who are non Malay married to Muslim.

- IC#**
- For foreign worker, please fill in their Fin Number.
If the employee is an PR with the blue IC, the IC# must also start with a capital "S" or "T".

IC/CPF/FWL			
IC #	S7034877B	Other IC #	
CPF/Levy	CLASS1	CPF A/C#	S7034877.2

CPF/Levy Select the appropriate CPF/Levy scheme

CLASS1 - CPF rates will be based on a Singaporean.

PR - CPF rate will depend on the PR Approval Date.

NONE - Use for employment pass holder or staff who do not wish to contribute CPF under the approval from the CPF board.

For foreign worker, you may select any of the levy classes. Eg, CW1, CW2.

- CPF A/C#** - This will automatically appear only for Singaporean or PR (with blue NRIC) when you put in the IC#.

To change an existing employee's ID,

Click the **Change** button. Replace the old employee No with the new employee number.

Change Employee code	
Old Employee No#	001
New Employee No#	004
<div> Cancel OK </div>	

Notes:

Always click the **Save** button to save any changes made.

EMPLOYMENT

Allow user to put in additional information of the employee

Substantive Designation – allow user to record the next potential designation

Job Level – allow user to Job level hold by the staff

Substantive Designation – allow user to record the next potential designation

Service Grade – allow user to record employee service grade

Unit –allow user to record employee unit

Currency Code –allow user to specific the currency paid to staff

Tenure of Service – allow user to record the employment type such as contract staff

Tenure Expiry date – allow user to record the contract expiry date

Date Reappointed – Allow user to record the reappointed date

Date Reemployed – allow user to record the reemployed date

Shift Worker Indicator – allow user to record the next potential designation

Festival advance – allow user to pay out any festive payment in advance. NOTE: This field is important as an indicator for the processing of the advance festive payment.

NS Service Status – allow user to set for the employee whether they are entitled to special benefits if they have attended National Service. E.g. if the employee went for National Service for 3 years, in the case where he has served the company for 7 years, the employee will be given 10 years leave entitlement or service award.

Working Code – link to work code setup at <payroll setup><others code setup>. Allow user to Create different work code (working day)

Salary Month –allow user to setup no of month used to compute field such as NPL, Dairy rate

Demerit Point Indicator –allow user to activate the demerit point indicator

Entry Level Qualification
Highest Academic Qualification
Highest Professional Qualification
Highest Statutory Qualification

Entry Level Qualification	DEGREE
Highest Academic Qualification	NONE
Highest Professional Qualification	DEGREE
Highest Statutory Qualification	NONE

HR Module/Education

Qualification	Subject Details	Membership
Grade point average		Final Year
Remark 1		
Remark 2		
Qualification Class	Professional	Details
Entry Qualification Indicator	Yes	Highest Qualification Indicator

OTHER TAB

Job Identification:

Within this group, the user may specify the location, division, branch and so forth for a particular employee record.

Job Identification	
Location	NONE
Batch No	
Branch Code	NONE
Class Code	NONE

Personal/Additional Info:

This group contains employees' personal data.

Personal/Additional Info	
Sex / Title	Female
Dependent	Miss
Children	Marital
Income Tax/	Single
Fin Number	Religion Code
E.leave Approval Status	CHRISTIAN
Supervisor	Blood Type
Recommend Sup	A+
	Education Code
	DEGREE
	1st Sup
	NONE
	...

Note:

E.leave Approval Status is important if the user is using Times Old E-Leave module. Please contact Times Software Pte Ltd for the details.

Foreigner Info:

This group contains foreign employees' data.

Example:

Work permit/Employment pass number, Issued and expiry date

Permanent Resident approval date, foreign workers levy date.

Foreigner Info.	
Work Permit /	Issued Date
Emp Pass#	Expired Date
VP/EP Holder	PR Approval Date
EP Category	Effective Date
Valid Period(s)	Cancelled Date
	FWL to PR Date
	VP Renewal ?

If an employee's work permit pass expires within the month, the system will prorate the FWL based on the number of calendar days from the **Effective Date** to the **Expired Date**.

If an employee is converted from a work permit/employment pass class to PR class, you will have to enter the effective date in the **FWL to PR Date** field. The system will handle the prorated FWL and PR CPF contribution rates accordingly.

Passport groups (optional)

The form is titled "Passport" and contains the following fields:

- Passport #
- Issued Date
- Valid
- Year(s)
- Expired Date
- Remark
- Payslip Message
- Language Spoken
- Language Written
- Spoken 1/2/3
- Written 1/2/3
- Hobby 1/2/3

Additional field to record Remark, Language spoken, written and individual payslip message

BANK TAB

The user may change the bank info. by clicking the **drop down** button or the **Other Banks** button.

The form is titled "Bank Info" and contains the following fields:

- Bank (with a drop down button)
- Branch
- Account#
- Reference
- Particulars
- Other Banks button

Drop down button

Click this button to select multiple banks if the payment is made to more than one bank.

Note: You may create a new bank code by typing in the new code at the **Bank** field.

After the user has click on Other Banks, user will be able to allocate the amount of money or the percentage in two separate account or bank.

Employee's Other Banks Details					
Bank ID	Branch	Account No.	AMOUNT	Percent (%)	
7171	009	008678901		50.00	
7375	001	008372834		50.00	

Close

CONFIRMATION & TERMINATION TAB

Notes:

The Termination codes and descriptions are located in the Termination codes table (**Payroll setup**)

Probation Period – set Probation period for staff

Notice Period – Enter notice period (by month) if staff resign

Exclude Auto Prompt – Tick to exclude this employee from auto prompt

Confirmation Due - If you have set the system to auto alert you when a confirmation is due, the date here determines the due date for that confirmation.

Confirmation On - If you have set the system to auto alert you when a confirmation is on, the date here determines the confirmation date

Hired date – Notice that TIMES PAY automatically compute and display the number of months worked from the hired date.

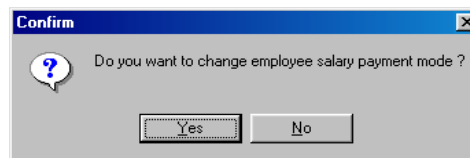
Resignation Reason – Reasons for leaving

Resignation Date – Once the termination (terminate) date is entered, the system will prorate all the incomplete-month payments accordingly and suggest users to deselect the bank code if the company pay staff salary through bank GIRO so as to avoid double payments through bank GIRO and cheque.

Termination status – **F**-Active
– **T**-Terminate

Last Payment Date

- Payment record will still be created for the terminated staff for outstanding salary payment such as commission if the **Last Payment Date** is set to a future date.



So when the **Termination Status** is set to **T-Terminate**, the system will prompt user whether they want to change employee salary payment mode. When user click Yes, user will be able to set the bank details to either cheque or cash payment.

Leave effective Date

This field allows user to set when is the effective date when the employee leave effective is difference from hire date. E.g. If the hired date is 01/04/2001 but the leave effective date to set to 01/07/2001 then in the leave entitlement user will be able to see the **Effective Date** indication in the **Leave Entitlement**. Usually use for staff resigned and join back later or for contract staff.

At the same time, the system will also show the number of service month he is in, E.g. in Jun, the service month will show '0' as the leave entitlement will only take effect in July.

Month	Days	Service Months
Jun/2001	06	0.00
Jul/2001	07	0.83
Aug/2001	08	0.83
Sep/2001	09	0.83
Oct/2001	10	0.83
Nov/2001	11	0.84
Dec/2001	12	0.84

Service Month = '0' because the leave start in July (**Effective Date** – 01/07/2001).

'0' entitlement for earlier months.

Resignation Remarks - allow user to enter comment or remark

Recommend for re-hire - allow user to indicate whether recommend re-hiring

Reason for re-hire - allow user to enter reason

Date of Notice - Enter the date staff start serve notice. For display only!

Stop payment Indicator -allow user to set exclude payroll on selective staff when they are on long leave or temporary posted to oversea

Stop payment Effective date -allow user to enter the stop payment date

Stop payment end date - allow user to set the stop payment end date

ADDRESS TAB

The screenshot shows a software window titled "Update Employee Record - Period : 200507". It has a tabbed interface with tabs: Update, Employment, Other, Confirm & Termination, Bank, Address (selected), Spouse, Allow/Dedu, and Career. The "Address" tab is active, showing two sections: "Address/Contact" and "Emergency Contact".

Address/Contact Section:

- Employee #: 1, Name: Alan
- Alias: Alan, Surname: Tan, Country of Birth: NONE, Ownership Indicator: No
- Address: 20 Kalang Avenue, Overseas Address: (empty)
- Postal Code: 339411, Phone: 62951998, Ext: (empty), Mobile Phone: 91234567, Pager: (empty), Email: 1@timesoft.com
- Update Spouse Address From Employee's address?: ☐

Emergency Contact Section:

- Contact Person: Neni Susiatl, Alias: (empty), Other Address: (empty)
- Address: 20 Kalang Avenue, Postal Code: 339411, Relationship: (dropdown), Contact No: 62951998
- Same Address Indicator?: ☒
- Update Spouse Address Relationship = SPOUSE: ☐

At the bottom, there are buttons: New, Save, Remove, Cancel, Change, and Close.

Update Spouse Address From Employee's address? Auto duplicate the spouse contact address the same as the employee's address/ contact in the case where the spouse's is staying in the same place as the employee.

Same Address Indicator? Auto duplicate the Emergency Contact address the same as the employee's address/ contact in the case where the Employee's Emergency Contact person is staying in the same place as the employee.

Note:

- All other field name already self explain what information which you can input, hence will not further explain
- **Email** is important if the user is using Internet Payslip or the E-Leave module. Please contact the sales consultant of Times Software Pte Ltd for the details.

SPOUSE TAB

The user may enter any details related to the employee's spouse in this entry form.

Spouse Details	
Spouse Name	WILLIAM CLINTWOOD
Address	SAME AS ABOVE
Postal Code	
Occupation	SMGR SALES MANAGER
Income Tax	S2346445/A
I/C No	S2346445/A
Date of Birth	06/06/1950
Phone	
Mobile Phone	90345234
Pager	94562346
Fax	
Email A/C	

ALLOWANCE/DEDUCTION TAB

The user may insert any recurring allowances/deductions in the **Allow/Dedu** tab page.

The following example shown:

LOAN: A total 5 times deduction of \$200 deduct from employee salary with effective from July 2005

MEAL: **BLUE** colour indicate MEAL allowance is a Formula Code (Arithmetic formula applied to code: e.g. MEAL = (VA37*5). User do not require enter any amount (Please refer to <Payroll Setup><Formula setup>)

TRAN: **YELLOW** colour indicate TRANSPORT allowance will be automatically prorated if staff work less then a month. (Please refer to <Company Setup><Prorate Allowance>)

Note:

You may leave out the St Mth, Year, Times, End Mth and Total Amt if the item is recurring for the whole service year.

Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Start Mth	Year	Times	M/E	End Mth	Year	Total Amt
LOAN	LOAN REPAYMENT	Amt	-200.00				7	2005	5	End	11	2005	-1000.00
MEAL	MEAL ALLOWANCE	Amt								End			
TRAN	TRANSPORT ALLOWANCE	Amt	80.00							End			

A negative sign preceding a number indicates that it is a deduction.

Select either M/E.
M – Mid Month
E – End Month

This example shown how a allowance is set to prorated effective 15 July 2005 but paid in the month of August(200508)

Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Start Mth	Year	Times	M/E	End Mth	Year	Total An
TRAV	TRAVEL ALLOWANCE	Amt	280.00	15/07/2005	01/08/2005					End			

Some common types of allowances & payments

a) CPF contributions are payable for:

Anniversary Cash Award	Grooming Allowance
Annual Wage Supplement/ Bonus	Leave Pay
Attendance Allowance	Maternity allowance
Commission	Meal allowance (Monthly lump sum payment)
Cost of Living Allowance	Productivity Award
Extra Duty Allowance	Sales performance award
Festival Allowance	Stand-by-allowance

b) CPF contributions are not payable for:

Entertainment Allowance	Long service cash award - <i>(At least 10 years' service and only once in their career)</i>
Finders Introduction Fees	
Laundry Allowance	
Maternity Subsidy	Staff Welfare Benefits

To select an allowance/deduction:

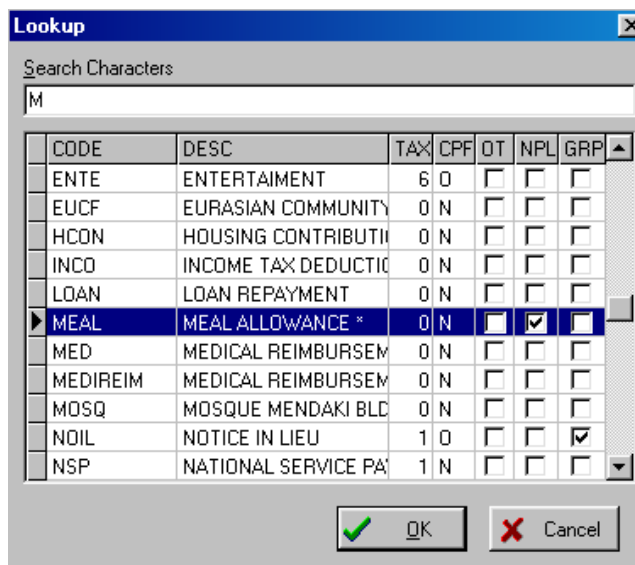
Ellipsis button

STEPS:

- 1) Click the **Ellipsis** button to reveal a table of codes.
- 2) In the Search Characters field, enter the characters to search. (E.g. Let's search for Meal)
- 3) Select how this allowance will apply to the employee's payroll by making the desired choices

NOTE:

Tick the checkbox to apply the properties of the allowance/deductions.

**To add a new allowance/deduction:****STEPS:**

- 1) Double-click on a record or press the <INSERT> key to add a new code.
- 2) Type in a new code and its description.
- 3) Click the **OK** button to exit the dialog.

Under the Allowance/Deduction table, user can set the employee's allowance or deduction based on either amount or rate.

Update Employee Record - Period :200202

Employee # 007 Name JAMES LYE

Update Employment Other Confirm & Termination Bank Address Spouse Allow/Dedu Career

Code	Description	Type	Amount	St Mth	Year	Times	M/E	End Mth	Year	Total A
MEAL	MEAL ALLOWANCE	Rate	5.00				End			
TRAN	TRANSPORT ALLOWANCE	Amt	100.00				End			

If the employee's allowance is set based on the rate, user can keyed in how many times the employees has the meal allowance and the system can compute the total amount. For example, this employee has the meal allowance of \$5 per meal. So, the user can specify in 'Modify Pay Record' under frequency field in Modify Allowance table and the system will generate the total amount for the employee.

Modify Pay record

Employee # 007 Na

Allowances / Deductions

Code	Description	Amount	T
CDAC	CHINESE DEV'T ASST. FUND	-0.50	N
MEAL	MEAL ALLOWANCE		
TRAN	TRANSPORT ALLOWANCE	100.00	

When user clicks on the three dot button, user will see the 'Modify Allowance' table.

Modify Allowance

Code	Description	RATE	FREQUENCY	Amount	T
ADVCPAY	ADVANCED HONG BAO PAY			-800.00	N
CDAC	CHINESE DEV'T ASST. FUND			-0.50	N
MEAL	MEAL ALLOWANCE	5.00	15	75.00	
TRAN	TRANSPORT ALLOWANCE			100.00	

For e.g. in this case if the rate is \$5, when user enter 15 times for the frequency, automatically the software will calculate the total amount.

CAREER TAB

Record career change information such as Increment, promotion, demoted, merit increment etc....

Step

1. Click New to insert a new career record
2. Select a progression code e.g. **AICR: Annual Increment**
3. All other field, Department, Category, Occupation, Cost Centre, Company, Job Grade, Appraisal Grade and Section will be duplicate same as the previous career record. Change it if it is difference from previous record
4. Enter the **Increment Effective date**
5. **Increment Paid Date** auto generate same as the Increment Effective date. If you have increment effective 1 Jan 2005 but paid at 1 July 2005, please enter as this;

Increment Effective Date	01/01/2005
Increment Paid Date	01/07/2005

Period 200507

The Times software will automatically generate back paid of Basic salary and back paid of OT from January(200501) to June(200506) in the July(200507) Modify pay Record.

Allowances / Deductions				
Code	Description	Amount	T	
BACK	BACK PAY OF BASIC	1200.00	A	
BAOT	BACK PAY OF OVERTIME	78.50	A	

Salary range (scale): link to <Payroll Setup><Wage Code Setup>

Salary Step: link to <Payroll Setup><Salary Schedule>

Increment review date: Set a increment review to shown in the auto prompting report

Salary Type: Monthly

Salary Percent%: 100

Update Employee Record - Period : 200507

Employee # 1 Name Alan

Update Employment Other Confirm & Termination Bank Address Spouse Allow/Dedu Career

Career Progression

Progression Code AICR Section SEC1 Old Salary 1900.00

Department SUPP Increment Effective Date 01/07/2003 Increment 200.00

Category MGRI Increment Paid Date 01/07/2003 New Salary 2100.00

Occupation NONE Salary range (scale) Salary Type Monthly

Cost Centre NONE Salary Step Salary Percent% 100.00

Company NONE Increment review date

Job Grade NONE REASONS

Appraisal Grade NONE REMARKS

Code	Department	Category	Inc Date	Paid Date	Old Pay	Increment	New Pay	Section	Oc
FSTART	SUPP	MGRI	01/04/1999	01/04/1999	1800.00	0.00	1800.00	SEC1	NC
AICR	SUPP	MGRI	28/06/2001	01/07/2001	1800.00	100.00	1900.00	SEC1	NC
AICR	SUPP	MGRI	01/07/2003	01/07/2003	1900.00	200.00	2100.00	SEC1	NC

New Edit Remove Save Cancel

New Save Remove Cancel Change Close

CALENDAR TAB

Each individual employee record contains a working calendar of his/hers working pattern. The calendar option provides a means to manually change the working day's state (OFF, FULL, HALF).

A user can also change the working pattern for any employee by modifying the **Weekly Setup** group or each calendar days.

Weekly Setup

	First Week	Second Week
MON	FULL	FULL
TUE	FULL	FULL
WED	FULL	FULL
THU	FULL	FULL
FRI	FULL	FULL
SAT	OFF	OFF
SUN	OFF	OFF

Alternate Saturday ☐
 Get Weekly Setup from Group Setting ? ☐
 Recalculate Calendar

Working Calendar

Period: 200507
 Total Working's Day: 21.00

July 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Date	Work Code
24/06/2005	Full
25/06/2005	Off
26/06/2005	Off
27/06/2005	Full
28/06/2005	Full
29/06/2005	Full
30/06/2005	Full
01/07/2005	Full
02/07/2005	Off
03/07/2005	Off
04/07/2005	Full
05/07/2005	Full
06/07/2005	Full
07/07/2005	Full
08/07/2005	Full

Holiday Table
 More than two weeks setting required ? ☐
 Calculate Working Day

<Update Tab>
 The Selected pay-group is 5.0 DAYS

Pay Group: 5.0DAYS

PAY_GROUP
 5.0DAYS
 5.5DAYS
 6.0DAYS

NOTE:

Any changes made to the Weekly setup must be recalculated. Click the '**Recalculate Calendar**' button to do this.

Alternate Saturday: To set up alternate Saturday work code

Get Weekly Setup from Group Setting: To set employee work code same as other staff who fall under the same pay group

Recalculate Calendar: To reset the working pattern of an employee to the selected pay group.

Holiday Table: Link to the holiday setup at <Leave Setup><Leave Administrator>Holiday table

More Than Two weeks setting required?: To setup of pay group with 4 difference work code at each week

IMPORTANT NOTE:

Please make sure that the working calendar is set to the correct period before you recalculate the working calendar. As shown on the right, clicking the **Recalculate Calendar** button will set

Period: 200507
 Total Working's Day: 21.00

the working pattern for that employee to 5.0DAYS pay group starting from July 2005 to the end of the year.

If a company has shift-workers, the user may choose to modify the working pattern for each week by editing the calendar days in the month as shown on the right.

Date	Work Code
03/04/1999	Off
04/04/1999	Off
05/04/1999	Full
06/04/1999	Full
07/04/1999	Full
08/04/1999	Full
09/04/1999	Full
10/04/1999	Half
11/04/1999	Off

MISC TAB

The screenshot shows a form titled 'Voluntary Fund'. It contains the following fields:

- Voluntary Fund**: A text box containing 'CPF'.
- Employer %**: A text box containing '3.00'.
- Employee %**: A text box containing '2.00'.
- Actual CPF/Levy**: A dropdown menu with 'CLASS1' selected.

Voluntary Fund will add on to the normal CPF contribution rates.

Voluntary Fund - A remark of the voluntary fund.

Employer % - The percentage which you wish to add to the original percent.
E.g. For CPF, the original % for Singaporean below 50 is 14.5%.
If the employer wish to increase it to 16%, you can type 1.50 at Employer % field.

Employee % - The percentage which you wish to add to the original percent.
E.g. For CPF, the original % for Singaporean below 50 is 20%.
If the employee wish to increase it to 22%, you can type 2.00 at the Employee % field.

Actual CPF/Levy - Select the actual CPF Levy in order for the software to calculate the Voluntary CPF

NOTE:

If the employee is a PR 1st year or 2nd year but they are contributing a full rate as the Singaporean, user can set their **CPF/Levy** to CLASS1 and set the **Actual CPF/Levy** to PR as well as the **PR Approval Date**.

In the **Misc Tab** too, user can define whether a particular employee is a union worker by putting a tick on Union Worker.

The screenshot shows a section titled 'Other Class' with a checkbox labeled 'Union Worker ?' which is checked.

Prior to that, user need to ensure that they have set up the **Union Table** in **Community Fund Table** by specifying the salary range and the rate of the contribution.

Community Fund Table		
From	To	Rate
0.00	2000.00	3.00

After user has done the setting for the **Union Table**, user must define a **UNION** code in **Allowance/ Deduction Code Table** as below.

Allowance / Deduction Code Maintenance					
Search Code	U		Sorted by		Fixed Col 0
UNION	UNION CONTRIBUTION	None	0	<input type="checkbox"/>	NOT
UNIS	UNION FEES	None	0	<input type="checkbox"/>	NOT

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

Close

The system will then include the union contribution in the payroll, after the user has done the processing of their month-end payroll in the **Modify Pay Record**.

Modify Employee Pay Transaction																											
Employee #	001		Name #	NELSON MC DONALD																							
Pay Record	Leave Record																										
Pay Group	5.0DAY	Cycle Run	Paid	Monthly	Period 03/E																						
Type	2-SN		CPF/Levy	CLASS1																							
Days Worked	21.00	Basic Pay	1500.00	Daily Rate	71.43																						
Hourly Rate	8.65																										
NPL Day-C	71.43	0.00	0.00																								
NPL Hr-C	8.65	0.00	0.00																								
Absent-C	69.23	0.00	0.00																								
Overtime	Total No Pay leave		0.00																								
OT1.0C	8.65	0.00	0.00																								
OT1.5C	12.98	0.00	0.00																								
OT2.0C	17.31	0.00	0.00																								
Shift	Total Overtime		0.00																								
RestDay	Total Shift		0.00																								
0.5D Day	34.62	0.00	0.00																								
1.0D Day	69.23	0.00	0.00																								
Rest Day Pay	0.00																										
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<p>Recalculate Save Cancel Close</p>																											

Other Class:

Union Worker: Tick to indicate the employee is a union worker.

Medi Save Scheme: Choose Yes to indicate the employee contribute to Medisave Scheme

CPF Indicator :allows the user to indicate whether this employee is a newly hired employee, an existing employee or terminated staff. For E.g. if the employee is an existing staff who has resigned but joined back the same company and will be making use of the same employee code. In this case, the user can remove the termination date and set the **CPF Indicator** as New. At the same time, user can also specify when the Effective Date is.

CVP Scheme :allows the user to indicate employee who fall under the CVP scheme

Corp ID : Optional. To record the employee's company corporate ID

Other Class			
Union Worker ?	<input checked="" type="checkbox"/>	Union Join Date	02/02/2005
Medi Save Scheme ?	No	Union left Date	31/08/2005
CPF Indicator	Newly Hired	Effective Date	15/07/2005
Service Points	Newly Hired	Point	
Allow Code	Existing	Period	
	Terminated	First Half	
	Not Applicable	Percent	
Corp ID			

FREE FIELD TAB

User may use free field to record anything which related the staff.. For example Locker key.

How to use the free field?

1. Choose Click the button to setup FREE Field Description
2. It link to the free field description in the <Utility><Free Field Description>
3. Rename field under **CAPTION**

Description: Alfa numeric which you can enter description

Numeric: Use to enter number only

Indicator: check box

Date: use to record the date. For example issued date

FREE FIELD DESCRIPTION DIALOG	
DESCRIPTION	CAPTION
<Description 1>	Locker Key Issued By
<Description 2>	<Description 2>
<Description 3>	<Description 3>
<Description 4>	<Description 4>
<Description 5>	<Description 5>
<Description 6>	<Description 6>
<Description 7>	<Description 7>
<Description 8>	<Description 8>
<Description 9>	<Description 9>
<Description 10>	<Description 10>
<Numeric 1>	Locker No.
<Numeric 2>	<Numeric 2>
<Numeric 3>	<Numeric 3>

Description & Indicator	Numeric/Date	
Locker Key Issued By	Alan Cheng	Issued ? <input checked="" type="checkbox"/>
<Description 2>		<Indicator 2> <input checked="" type="checkbox"/>
<Description 3>		<Indicator 3> <input checked="" type="checkbox"/>

Description & Indicator	Numeric/Date	
Locker No.	688	Issued Date 21/07/2005 <input checked="" type="checkbox"/>
<Numeric 2>		<Date 2> <input checked="" type="checkbox"/>
<Numeric 3>		<Date 3> <input checked="" type="checkbox"/>

TRANSFER TAB

Allow user record employee transfer record

Update Employee Record - Period : 200507

Employee # 001 Name Peter Lee

Bank Address Spouse Allow/Dedu Career Calendar Misc Free Field **Transfer**

Location JE Occupation SUPERVISOR

Division DIV1 Hired date 01/01/2002

Department MGT PayGroup STD

Cost Centre C98020 Section SEC2

Branch BRH1 Effective Date 28/07/2005

Remarks

Effective Date	Location	Division	Department	Cost Centre	Branch	Pay Group	Section
28/07/2005	JE	DIV1	MGT	C98020	BRH1	STD	SEC2
28/07/2003	EAST	DIV1	MGT	COST2	BRH1	STD	SEC2

New Edit Remove Save Cancel

New Save Remove Cancel Change Close