

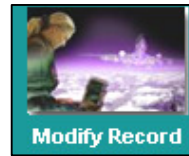
Modify Pay Record

After payroll processing, a pay record will be created for individual staff. User can modify the pay record accordingly. This may be necessary to adjust/modify certain data.

To modify the pay record:

STEPS:

- 1) Click the **Modify Pay Record** icon
- 2) Select **Modify Pay Record** from the shortcut menu.
- 3) Select an employee to modify from either the employee's ID combo box or the employee's name combo box.



Modify Record



Employee # Name #

Employee ID Combo Box Employee Name Combo Box

[Modify Pay Record] - Current Processed Cycle: E

Employee # Name #

Leave Period

Pay Group Other Cycle Paid Period Type : CPF/Levy

Days Worked Basic Pay Age : Daily Rate Hourly Rate

Allowances / Deductions			
Code	Description	Amount	T
CDAC	CHINESE DEV'T ASST. FUND	-1.00	N

Overtime Total No Pay leave

OT1.5C	27.53	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
OT2.0C	36.71	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
OT1.0L	18.36	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Shift Total Overtime

1STSHF	5.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
2HDSFT	10.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
3RDSFT	15.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

RestDay Total Shift

0.5D Day	80.77	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
0.5LDay#	80.77	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Rest Day Pay

CPF Contribution

Employer	315.00
Employee	-525.00
SDF	8.75
FWL	0.00

Total Wages

Total Allowance	0.00
Total Deduction	-1.00
CPF Wage	3500.00
Gross Wage	3500.00
Nett Wage	2974.00

Bank Recalculate Save Cancel Close

Quick Menu: Hyper link to access other module without log out from the modify pay record.

Bank: Please click this button if you wish to change the payment mode, for example Giro to Cash, Giro to Cheque etc....

(Shift Entry)**How does GRP (Gross Rate of Pay) affect the allowance /deduction computation?**

The shift setup are shown on the right in <Company Parameter><MISC Parameter>
The shift payment is computed based on the average shift month setting.

NOTE:

The average Shift Month may be set to **Last 1 Month** to **Last 6 Months** with increments of one. When set to **Current Month**, the formula will be as follows for computation of annual paid leave:

Shift Setup							
SHIFT_DESC	RATE	CPF?	Tax?	OT?	GRP?	NPL?	
SHIFT1	3.00	0%w-Subject to CPF max	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SHIFT2	5.00	0%w-Subject to CPF max	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SHIFT3	7.00	0%w-Subject to CPF max	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SHIFT4	0.00	0%w-Subject to CPF max	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Enable Shift entry ? <input checked="" type="checkbox"/> Average Shift Month Current Month							

$$\frac{(\text{Basic} + \text{Allowance}(\text{GRP}) + \text{OT}(\text{GRP}) + \frac{\text{Shift}(\text{GRP})}{\text{Factor}}) \times 12}{52 \times \text{working days per week}}$$

GRP (Gross Rate of Pay)

- 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.

Based on the above formula, **TIMES PAY 8.0** computes, for example, the paid annual sick leave (subjected to GRP) accordingly.

Daily Rate: Working days/Month
Basic wage: \$580.00
Days Worked: 22

Daily Rate: \$580 ÷ 22 = \$26.36

Daily Rate		26.36	Hourly Rate		3.04
Allowances / Deductions					
Code	Description	Amount	T		
&ANL	PAID ANNUAL LEAVE	28.15	A		
CDAC	CHINESE DEV'T ASST. FUNC	-0.50	N		

Shift	Total Overtime		
SHIFT1	3.00	10.00	30.00
SHIFT2	5.00	0.00	0.00
SHIFT3	7.00	0.00	0.00

However, for the code &ANL, the computation will not be the same.

& - denotes that the item is subjected to GRP

% - denotes that the item is not subjected to GRP

$$\frac{(\$580 + 0 + 0 + \frac{\$30}{1}) \times 12}{52 \times 5} = \$28.15$$

TIMES PAY computes the **Paid Annual Leave** amount and computes the result: \$28.15, as shown above.

If the Average Shift Month is set to **Last 2 Months**, then TIMES PAY will use the average of the last two months shift payment when computing the above formula.

(Recalculate Manual Entries)

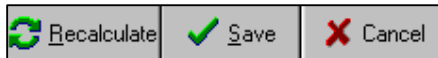
Whenever an employee record is modified, TIMES PAY provides a means to update the payroll records via the special function icons.




Calculator

Prorate the salary and transfer allowances/deductions from the employee records.

Transfer medical claims from the medical records.

NOTE:**When changes are made after a payroll is processed:****CASE 1**

When medical claims are added/adjusted:


- 1) In **Modify Pay records**, click the icon. 
- 2) Click the **Recalculate** button.
- 3) Click the **Save** Button.

CASE 2

When allowances/deductions are added/adjusted **OR**

When a salary is adjusted/prorated due to:

- resignation/termination of contract
- newly hired staff

- 1) In **Modify Pay records**, click the icon. 
- 2) Click the **Recalculate** button.
- 3) Click the **Save** Button.

Click the **Save** button to save the changes

OR click the **Cancel** button to discard any changes

To view the number of pay record leaves taken:

- 1) To display the current month Annual Leave and Sick Leave taken

(Changing CPF/SDF/FWL)

If you need to manually adjust the CPF contributions/SDF/FWL

- 1) In Update Employee, select **Employee Other Details**.
- 2) Put a tick on the **Change CPF/FWL/SDF?** checkbox .
- 3) In **Modify Pay Record**, click the **Recalculate** button.
- 4) Edit/modify CPF/FWL/SDF.
- 5) Click the **Save** button to Save the changes

(OT Entry – Increment)

If there is an increment/salary adjustment within the month

Code	Department	Category	Inc Date	Paid Date	Old Pay	Increment	New Pay	Section
FSTART	NONE	NONE	06/04/1995	06/04/1995	1000.00	0.00	1000.00	NONE
INCR	NONE	NONE	01/03/1999	01/03/1999	1000.00	100.00	1100.00	NONE

Basic pay: \$1000

Increment: \$100

Increment Effective Date: 15/03/1999

Increment Paid Date: 01/04/1999

OT1.5C – 5hrs (after increment)

OT1.5L – 10hrs (before increment)

Overtime	Total No Pay leave	
OT1.0C	5.77	0.00
OT1.5C	8.65	5.00

Pay period: 199903

In **Modify Pay Record** enter the data as shown on the right.

Overtime	Total No Pay leave	
OT1.0L	5.24	0.00
OT1.5L	7.87	10.00

Change period to **199904**

Process the payroll.

In **Modify Pay Record**, you will see the back pay of basic and back pay of OT in the Allowance/Deductions entry section.

Allowances / Deductions				
Code	Description	Amount	T	
BACK	BACK PAY OF BASIC	56.52	A	
BAOT	BACK PAY OF OVERTIME	3.95	A	

The new rate for **OT1.5C** is **8.65**.

The previous month's rate was **7.87**.

Overtime	Total No
OT1.0C	5.77
OT1.5C	8.65

The back pay of OT is calculated as follows:

$$\frac{\text{Increment} \times 12}{52 \text{ weeks} \times \text{hours worked per week}} \times \text{OT Factor} \times \text{OT hours}$$

$$\frac{\$100 \times 12}{52 \times 44} \times 1.5 \times 5 = 0.79 \times 5 = \$3.95$$

If the Increment Effective Date and the Increment Paid Date is the same:

Example:

Increment Effective Date: 15/03/1999

Increment Paid Date: 15/03/1999

Pay Record		Leave Record									
Pay Group	STD	Cycle Run		Paid	Monthly	Period	03/E	Type	2-SN	CPF/Levy	CLASS1
Days Worked	23.00	Basic Pay	1056.52	Daily Rate	50.77	Hourly Rate	5.77				

Notice that the basic pay is now adjusted (prorated) for the month of March 1999.

In the **Modify Pay Record**, the OT rates for both OT1.5C and OT1.5L are now different.

Overtime	Total	No Pay	leave	
OT1.0C	5.77	0.00	0.00	
OT1.5C	8.65	5.00	43.25	

The rate for **OT1.5L** is based on the old basic pay - \$1000

Overtime	Total	No Pay	leave	
OT1.0L	5.24	0.00	0.00	
OT1.5L	7.87	10.00	78.70	

The rate for **OT1.5C** is based on the new basic pay - \$1100

The basic of \$1056.52 is computed as follows:

$$[(13 \div 23) \times \$100] + \$1000 = \$1056.52$$

March 1999						
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			



Bank button is a function for user to select the payment mode for the employee. The amount in the box of payment mode will adjusted follow the payment mode that user choose from the **Payment Mode** drop down list.

Bank payment details	
Bank Payment	
Nett wage	3659.00
Bank Giro	3659.00
Cheque	0.00
Cash	0.00
Payment mode	Giro Payment
Cash Payment Cheque Payment Giro Payment Cash Adjustment Cheque Adjustment	
Close	

System also allows user to split payment mode by enter the amount in the field of either cheque or cash if the default payment mode from **Update employee** is bank Giro payment.

Bank Giro	2659.00
Cheque	1000.00
Cash	0.00

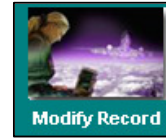
Modify Bonus Record

Processed Bonus records may be adjusted/modified as and when the need arises.

To modify the bonus records:

STEPS:

- 1) Click the **Modify Pay Record** icon
- 2) Select **Modify Bonus Record** from the shortcut menu.
- 3) Select an employee to modify from either the employee's ID combo box or the employee's name combo box.



NOTE:

Modify Bonus Record is only applicable when bonus record/s is processed **separately**.

- 4) Edit the bonus amount field to make any changes required.

Note:

If you process the pay records first then the bonus records, the development association/community funds like CDAC, SINDA, etc. are inserted into the pay records.

For both cases, assuming that the bonus records were processed separately, the amount to contribute for a fund will still be based on the total of basic pay and bonus paid.

Code	Description	Amount	T
BONU	BONUS *	1600.00	A
EUCF	EURASIAN COMMUNITY FUND	4.00	N

CPF Contribution		Total Wages
Employer	320.00	Total Allowance
Employee	320.00	Total Deduction
SDF		CPF Wage
FWL		Gross Wage
		Nett Wage

Amount
1600.00

IMPORTANT NOTE:

Please backup your database first. To remove all bonus records from the payroll, click the **Clear Record** button. If you want to delete only a particular employee's bonus record, you may do so by selecting that person by query. Activate the query and click the **Clear Record** button to remove it.

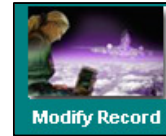
Modify Special Record

Processed special records may be adjusted/modified as and when the need arises.

To modify the special records:

STEPS:

- 1) Click the **Modify Pay Record** icon
- 2) Select **Modify Special Record** from the shortcut menu.
- 3) Select an employee to modify from either the employee's ID combo box or the employee's name combo box.



Modify Pay Record
Modify Bonus Record
Modify Special Record

NOTE:

Modify Special Record is only applicable when special record/s is processed separately.

EXAMPLE:

The special records are processed separately as show on the right.

IMPORTANT NOTES:

Please backup your database first. To remove all special records from the payroll, click the **Clear Record** button. If you want to delete only a particular employee's special record, you may do so by selecting that person by query. Activate the query and click the **Clear Record** button to remove it.

- 4) Edit the **LAWD** amount field to make any changes required.

Allowances / Deductions			
Code	Description	Amount	T
▶ LAWD	LONG SERVICE AWARDS	360.00	N