

Utility



Click the Utility icon above to reveal a cascaded menu on the right.

User Password Setup
Change Master Password
Lock/UnLock Period
Leave Utility
Year To Date Update
YTD CPFMAX Table
Global Change
Initialize New Year
Free Field Description
Transfer Employee Record
Mid Month Advance
Import Utility

User Password Setup

To setup a password and define the access right for the user

User ID – User ID (Must use Capital Letter and NO spacing in between)

User Name – Name of User

Password – User's password

Hide Wages– Hide employees' wages from user

Note: To ensure this function work, you must tick **Hide Wage Data ?** ☒ at <Update Employee><Employee Record> for all employee.

Query Access – User's access right by query method

View Data Only – Read only mode

Audit trial – Audit trial report enable

Select Printer – Microsoft Windows'

support for multiple printers including network printers. A specific printer can be assigned to individual users.

Backup & Restore – allows the MASTER user to restrict user from backup & restore database

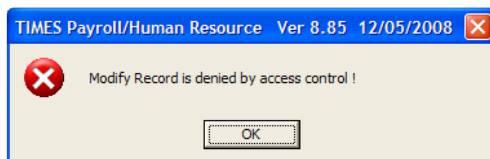
Restrict User's Record Access – allows the MASTER user to restrict the user from amending his/her own records (**Employee ID #**), upon logging into the system.

In order for this to take effect, the MASTER user will have to put in the JAMES **Employee ID#** which is 007 and put a tick on '**Restrict User's Record Access?**'

Employee ID# 007

Restrict User's Record access ? ☒

JAMES will encounter this error message when he tried to change his own information because the system will not allow him to amend his own details.



Lock Modify Basic Salary – Restrict the user from amending his or her salary in Modify Pay Record.

Enable Auto Prompting Report – Allow user to view the Auto prompting report

Disable update salary in Career Record – Restrict the user from amending the salary in the <Update Employee><Employee Career Progress> for all staff but user can modify or update other information such as department, Occupation etc...

Accessed Date – will capture the latest login date of the user. This is for the MASTER user's information on the login date.

Password Effective Date – allows MASTER user to set when is the effective date of the password assigned to the particular user.

Password Expired Date – allows MASTER user to set expired date of the password assigned to the particular user

Accessed Date	10/01/2002
Password Effective Date	<input type="text"/>
Password Expired Date	<input type="text"/>

TIMES Payroll/Huma...

Password already expired !

OK

Menu Access – Select menu access according to user's needs.

- Each Menu highlight in yellow colour indicate 1 icon in the Main Screen of the TimesPay8



Employee Record
Employee Employment

- Employee Record
- Employee Employment
- Employee Other Details
- Employee Bank Details
- Employee Confirm & Termination
- Employee's Contact
- Employee's Spouse Details
- Employee's Allowance/Deduction
- Employee's Career Progress
- Employee's Calendar
- Employee's Misc
- Employee's Free Field
- Employee's Transfer

DESCRIPTION	Read	Write	Delete
Update Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee Bank Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee Confirm & Termination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Spouse Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Allowance/Deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Career Progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Misc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Free Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's EMD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Process Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Pay Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Bonus Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Special Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Leave Transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Medical Claim Transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Set Read Set Write Set Delete

New Delete Save Cancel Change ID TIMES Payroll/Human Res

To disable or hide the Menu from accessing by user

- Uncheck the Read, Write or Delete next the main menu. Such as hide Process

Process Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Payroll menu from Human Resources user

To read only access

- Check Read only
- You may use this **Clear Read Set Write Set Delete** option to set the access as read only

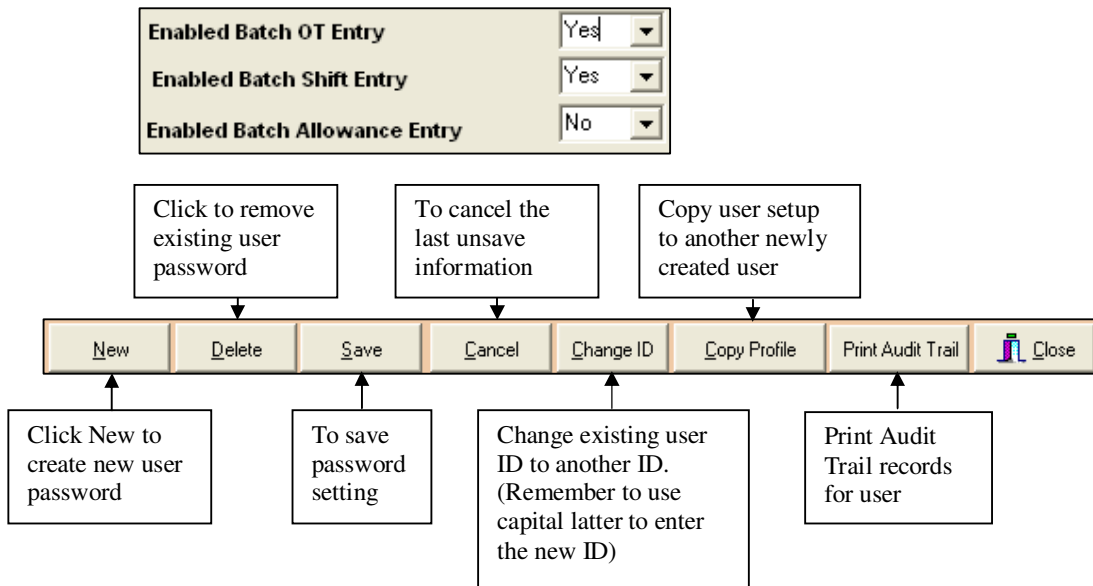
DESCRIPTION	Read	Write	Delete
Update Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Bank Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To disable or hide the partial of the Menu from accessing by user

- Check the Read, Write or Delete next the main Menu.
- Uncheck Employee Bank Details, Employee Allowance/Deduction and Employee Career Progress to restrict user from accessing those screen

DESCRIPTION	Read	Write	Delete
Update Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee Bank Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Confirm & Termination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Spouse Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Allowance/Deduction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Career Progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Misc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Free Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Batch Entry Setup – Allow MASTER user to identify which user have the right to update record at batch Entry



Change Master Password

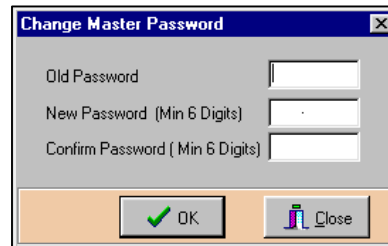
Old Password – Enter current user's password

New Password – Enter new user's password

Confirm Password – Confirm new user's password

Remark:

It is important that the Master user password holder remember his password once it is changed.



A dialog box titled "Change Master Password" with three input fields: "Old Password", "New Password (Min 6 Digits)", and "Confirm Password (Min 6 Digits)". At the bottom are "OK" and "Close" buttons.

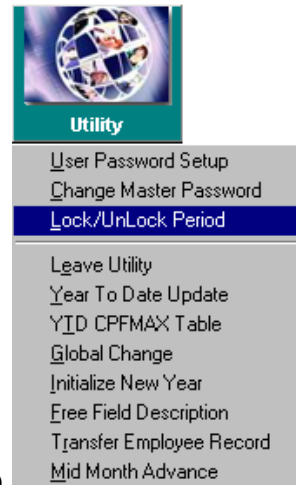
Lock/UnLock Period

Pay periods can be locked or unlocked to prevent data from being adjusted accidentally or intentionally.

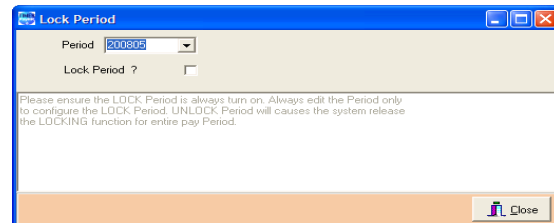
To toggle **lock/unlock** function, confirm with your master password.

STEPS:

- 1) Click the **Utility** button.
- 2) Choose **Lock/Unlock Period**.
- 3) Enter the master password in the **Password** field.
- 4) Click the **OK** button.
- 5) Tick to lock the period. The following example shown user lock payroll period from 200501 (January 2005) to 200507 (July 2005)




A dialog box titled "Password Dialog" with a "Password" input field (masked with 'x') and "OK" and "Close" buttons.



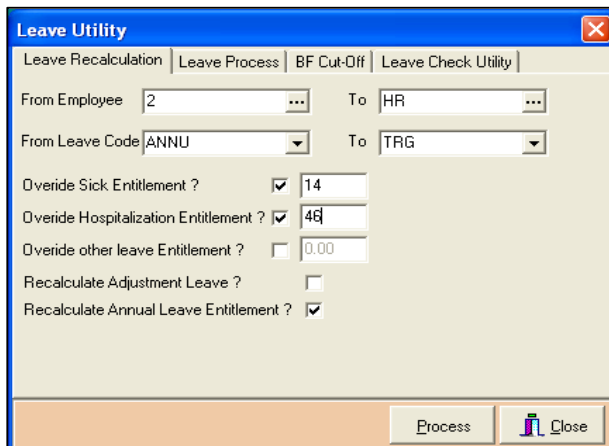
A dialog box titled "Lock Period" with a "Period" dropdown set to "200805" and a "Lock Period ?" checkbox. A note at the bottom states: "Please ensure the LOCK Period is always turn on. Always edit the Period only to configure the LOCK Period. UNLOCK Period will causes the system release the LOCKING function for entire pay Period." There is a "Close" button at the bottom right.

Leave Utility

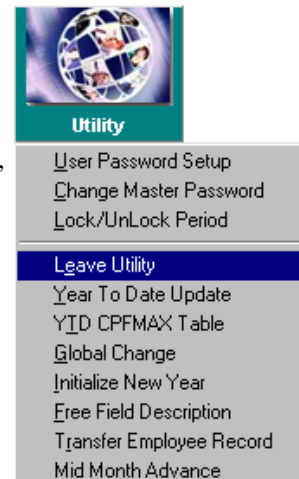
Leave Recalculation.

The default settings for sick/hospitalisation leave may be overridden as shown below.

Click the **PROCESS** button to recalculate the leave entitlement, Leave taken and leave balance for the current company's database.



A dialog box titled "Leave Utility" with tabs: "Leave Recalculation", "Leave Process", "BF Cut-Off", and "Leave Check Utility". The "Leave Recalculation" tab is active, showing fields for "From Employee" (2), "To" (HR), "From Leave Code" (ANNU), and "To" (TRG). It also has checkboxes for "Override Sick Entitlement ?" (checked, 14), "Override Hospitalization Entitlement ?" (checked, 46), "Override other leave Entitlement ?" (unchecked, 0.00), "Recalculate Adjustment Leave ?" (unchecked), and "Recalculate Annual Leave Entitlement ?" (checked). At the bottom are "Process" and "Close" buttons.



Any other leave can also be overridden by selecting the particular leave as what is indicated on the right.

E.g. EXAM Leave = 3 days, user can set the leave in the Override other leave Entitlement field.

Leave Process

Option available are:

- Add Leave taken
- Delete Leave taken
- Add Adju Leave Ent
- Delete Adju Leave Ent

Steps:

1. Select the Operation/option
2. Select the employee
3. Select Leave Code
4. Select Leave Start Date
5. Enter No. of day
6. Enter the reason (optional)
7. Select Am/PM for ½ day leave
8. Click the **OK** button to proceed.

BF Cut Off

For those companies who wish to perform to B/F CUT OFF within the year, the user will have to use the **BF Cut-Off** dialogue and click **Process**.

User can also set the **Max Day B/F** after leave cut-off.

For example end of July, every year, which means the B/F from last year cannot brought over to August

Year To Date Update

In the event that TIMES PAY system is used for the first time in a company and that the month of use begins after January, users may key in all the year-to-date pay information into the system. After which the system will be able to prepare IR8A form with all the necessary pay information at the end of the year.

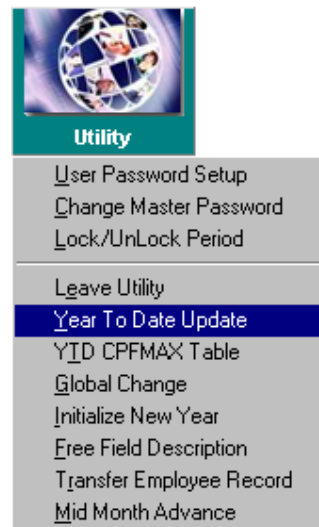
Note: Please note that the YTD pay is divided accordingly into the months from the period that the system is logged into.

Example:

User start use Timespay8 from 200507.

To enter Year To date Update from 200501 to 200506.

User must login at period **200506**.



Global Change

Should there be a need to adjust/change/delete employee details, update allowance, etc... ..for a department/section or all employees in a company arises, TIMES PAY easily accomplishes that by means of the **Global Change**.

NOTE:

Insert and delete operations are applied only to Career Progression.

No	Description	No	Description	No	Description
01	Pay Type	02	Career Record	03	Increment Amount
04	Increment By percentage	05	Bonus Factor	06	Paid SemiMonthly
07	Hide Wage	08	Hours Worked Per Year	09	Days Worked Per Week
10	Daily Rate Formula	11	NPL Rate Formula	12	Race
13	Nationality Code	14	Fund Code 1	15	Fund Code 2
16	Education Code	17	Religion Code	18	Branch Code
19	Location Code	20	Division Code	21	Job Grade Code
22	Classification Code	23	Supervisor Code	24	Department Code
25	Cost Centre Code	26	Section Code	27	Category Code
28	Occupation Code	29	Emp pass# Period	30	Passport Period
31	Reference#	32	Remark 1	33	Remark 2
34	Payslip Message 1	35	Payslip Message 2	36	Change CPF/SDF/PYL?
37	Probation Period	38	Notice Period	39	Particulars

Change Field-Before begin, please backup your database

For example, the following will change the Pay Group from 6 Days to 5 Days to all employees in a company. User may global change any of the field available at **Update Employee**.

If you global change will effect some employee only, please use the query function.

This link to Query Export screen

Update Allowance- Before begin, please backup your database

Global update fixes allowance to <Update Employee><Employee's Allowance/Deduction table>

Change Field	Update Allowance	Bank	Misc	Global Calendar	Global Increment	Update Shift Worker Calendar			
Code	Desc	Amount	Effective Date	Payment Date	End Date	St Mth	Year	Times	M/E
* TRAN	TRANSPORT ALLOWANCE	100.00							End

Bank- Before begin, please backup your database

Global Change Employee Bank Code and Bank Branch

MISC- Before begin, please backup your database

Select allowance available in update allowance for Global Increment

Global Calendar- Before begin, please backup your database

Global Change Employee Calendar from Employee No 5 to others employee.

Global Increment-Before begin, please backup your database

1. Enter MVC percentage
2. Enter either Increment\$(amount) or Increment%(percentage)
3. Click on Create Record. You will employee appear on the table
4. Modify Increment\$(amount) or Increment%(percentage) for selected employee
5. Select Career progression Code
6. Enter effective date and Paid date
7. Select Query(Optional)
8. Click Process

EMP_NO	EMP_NAME	INCREMENT AMT	QUANTUM	INCREMENT PERCENT
2	Betsy	0	0	5
3	Carol	0	0	5
4	David	0	0	5
5	Emily	0	0	5
6	Fiona	0	0	5
7	Gina	0	0	5
8	Henry	0	0	5
9	Irene	0	0	5
HR	HR	0	0	5
ZZZ	zzz	0	0	5

Update Shift Worker Calendar-Before begin, please backup your database

Set working calendar for shift worker with effective from 1st Jan

Global Rename- Before begin, please backup your database

Global change employee number using excel file.

Initialize New Year- Before begin, please backup your database

To perform only towards the end of the year. As a means of selecting the appropriate brought forward leave method, and your database to the following year.

To round Carry Forward Annual Leave:

- **Round:** Leave carry forward will be corrected to the nearest whole number
- **Not Round:** Carry forward actual amount of leave

Carry Forward Leave Methods:

- **All (Balance leave):** Carry forward all balance leave
- **One year (Without B/F):** No balanced leave to be carried forward
- **Maximum days C/F (Manual):** Carry forward a specified number of balance leave
- **Maximum days C/F (Allocation):** Carry forward the number of balance leave specified in leave allocation table.
- **None** Do not carry forward any leave balance

Note: Please refer to more explanation on Initialise New Year on **Page.160 Appendix I**

Free Field Description- Before begin, please backup your database

For user to define the free field at <Update Employee>
<Employee's Free Field>

Note: Please refer to more explanation on **Page.97**

Transfer Employee Record- Before begin, please backup your database

For user to duplicate/transfer employee record from one database to another
Note: You need to login as **MASTER ID** in order to see the option:

"Include Payroll Transaction?" and **"Include Career/Fixed Allowance/Leave/Claim records?"** otherwise user able to transfer employee master information only!

Employee No#: Employee from source database

Connection String: Tick if you wish to migrate or transfer the employee to timesoft folder at another work station

e.g. at the target company, please specify [\\IP Address\timesoft\tp8\company\XXXXX](#) folder

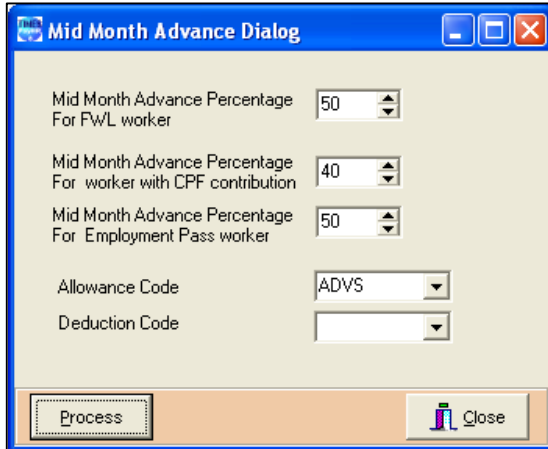
Target Company: Destination database

Target Employee No#: Enter Employee No. on destination database

Target Master Pwd: Enter the master password for the target database. In another word, cannot duplicate / transfer employee without having master password.

Mid Month Advance- Before begin, please backup your database

Set to Mid Month Advance pay Percentage for all the employees.



The image shows a software dialog box titled "Mid Month Advance Dialog". It contains three spinners for setting percentages: "Mid Month Advance Percentage For FWL worker" (set to 50), "Mid Month Advance Percentage For worker with CPF contribution" (set to 40), and "Mid Month Advance Percentage For Employment Pass worker" (set to 50). Below these are two dropdown menus: "Allowance Code" (set to ADVS) and "Deduction Code" (empty). At the bottom, there are "Process" and "Close" buttons.

Field	Value
Mid Month Advance Percentage For FWL worker	50
Mid Month Advance Percentage For worker with CPF contribution	40
Mid Month Advance Percentage For Employment Pass worker	50
Allowance Code	ADVS
Deduction Code	