

APPENDIX J**SETTING UP OF THE MSO (MEDISAVE OUTPATIENT) SCHEME**

The following are the procedures on the setting up of the MSO Scheme:-

- 1) Set the MSO Scheme in the Company Profile to either **Round to nearest Dollar** or **Round up** method.

Company Parameter

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

Company: TIMES SOFTWARE PTE LTD Co Registration No: 23452223

Address: 10 JALAN BESAR, #16-03 MSO Scheme: Round to nearest Dollar

SIM LIM TOWER MVC Scheme: Round to nearest Dollar

SINGAPORE MVC Max: Not Applicable

Postal: 208787 Phone: 62951998 MVC% Method: Accumulated MVC percentage

Home Page URL: Fax: 62950998 MSO Max\$: MSO Add.Max\$

CPF A/C#: 424357- CPF Voluntary A/C#: 123456.7

Income Tax A/C#: 0103453-8 MSO A/C#: Master ID Audit trail: ☒

Company Bank-ID: 7065 Branch: 210 Retired Age: 62 Auto Confirmation due notice?: ☒

Bank-AC#: 9999999999 NSP Code: CPFMAX Formula: Auto Capping

System Setting

Date Format: DD/MM/YYYY Probation Period: 3 Encashment Code: &ANL

Link Leave To Modify Record?: No Mid Month Pay Subject to CPF: ☒ Rounding Formula: No Rounding

Link Claim To Modify Record?: Auto Deduct FWL Levy if NPL & Absent?: ☒ Encash Resigned Staff?: ☒

Add additional community fund on top the contribution amount?: ☒

Payslip Message: Prorate Formula

Prorate for newly hired or terminate employee?: ☒

Formula: Working Day/Mths Method: Day/Day Formula * Base Salary

Close

NOTE:

Explanation for the method selection:-

- i) **Round to nearest Dollar**

When the user selects this method, the MSO computation will always be rounded up to the nearest dollar. For E.g. if the employee's salary is \$1901.00, the MSO contribution will be \$19.01 but the system will round up this figure to the nearest dollar which is \$20.

Modify Employee Pay Transaction

Employee: [Name] [Print]

Leave Record: [Leave Record]

Pay Group: STD Cycle Run: Paid Hourly: Period (M): Type: 2-5N CPF Levy: CLASS1

Basic Pay: 1901.00

FWL/MSO: 0.00

Overtime: 20.00

Total Wages: 1901.00

Total Deduction: -0.00

Gross Wage: 1901.00

Net Wage: 1520.00

Calculate Save Cancel Close

APPENDIX J

ii) Round up

As for this method, the MSO computation will be rounded up to the nearest decimal value. For E.g. if the employee's salary is \$1950.00, the MSO contribution will be \$19.50 and therefore the system will show as \$20. But if the employee's salary is \$1945.00, the MSO contribution will be rounded down to \$19.00.

The screenshot shows the 'Modify Employee Pay Transaction' window. A callout box points to the 'Basic Pay' field, which contains the value 1945.00. Another callout box points to the 'FWL/MSO' field, which shows 0.00 and 19.00. The window displays various pay components and deductions.

| Pay Group | STD | Cycle Run | Period | Rate | Rate | Rate |
|--------------|-------|-----------|---------|------|------|------|
| Basic Pay | 21.00 | Basic Pay | 1900.00 | | | |
| NPL Day-C | 71.43 | 0.00 | 0.00 | | | |
| NPL Wk-C | 7.87 | 0.00 | 0.00 | | | |
| Allow-C | 68.23 | 0.00 | 0.00 | | | |
| Overtime | | | | | | |
| OT14C | 7.87 | 0.00 | 0.00 | | | |
| OT15C | 11.88 | 0.00 | 0.00 | | | |
| Rest Day | | | | | | |
| Rest Day Pay | | | | | | |

- After you have selected the MSO Scheme method, click 'Yes' to save the changes you have made in the company profile.

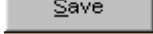
The screenshot shows an 'Information' dialog box with the title 'Data Change ,Save?'. It contains a question mark icon and two buttons: 'Yes' and 'No'.

- Select the **Misc** tab in **Update Employee** and put a check on the **Medi Save Scheme** to indicate that this employee is part of the MSO Scheme.

The screenshot shows the 'Update Employee Record - Period :200312' window. The 'Misc' tab is selected. The 'Medi Save Scheme' checkbox is checked. The window displays various fields for employee information and deductions.

| Employee # | Name |
|------------|------------|
| 001 | SALLY CHAN |

APPENDIX J

- 4) Click on the 'Save'  button and the user will have to process the payroll to see the pay information.
- 5) User will be able to see the employees' MSO contribution in the **FWL/MSO** column at **Modify Pay Record**.

- 6) For the report, user will be able to print out the MSO contribution in their monthly report e.g. **Payroll Department Report**.

| PAYROLL DETAIL REPORT AS AT JUNE 2001 | | | | | | | | | | | Date : 08/06/2001 |
|---|---------|--------|-------|----------|------------|-----------|------------|---------|----------|--------|-------------------|
| Month : End Month | | | | | | | | | | | Userid : MASTER |
| QUERY : ALL plus (Emp : 001 To Emp : 001 Dept : ADMIN To Dept : SUPP) | | | | | | | | | | | |
| Department NONE (NONE) | | | | | | | | | | | |
| Basic | NPL | OT | Shift | Rest Day | Allowances | GrossWage | Deductions | Ee'CPF | Nett Pay | E'CPF | |
| NonCPF(Allu) | CPFwage | CDAC | SINDA | MOSQ | EUCF | BONUS | NSP | FWL | SDF | MSO | |
| Department | NONE | (NONE) | | | | | | | | | |
| Category | NONE | (NONE) | | | | | | | | | |
| Employee : (001) | AMY | | | | | | | | | | |
| 1950.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1950.00 | -0.50 | -390.00 | 1559.50 | 312.00 | |
| 0.00 | 1950.00 | -0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 | |
| Category Subtotal : | | | | | | | | | | | |
| 1950.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1950.00 | -0.50 | -390.00 | 1559.50 | 312.00 | |
| 0.00 | 1950.00 | -0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 | |
| Department Total | | | | | | | | | | | |
| 1950.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1950.00 | -0.50 | -390.00 | 1559.50 | 312.00 | |
| 0.00 | 1950.00 | -0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 | |

APPENDIX J**NOTE:**

The MSO contribution will also appear in their individual payslip.

| NAME: AMY | | | | DEPT#: NONE | END-JUN 2001 |
|-----------------|-------------|-----|------|-------------|----------------------------------|
| | | | | EMP #: 001 | |
| DESCRIPTION | HOUR | DAY | RATE | EARNINGS | DEDUCTIONS |
| BASIC WAGE | (1500.00) | | | 1950.00 0 | EMPLOYEE CPF -390.00 |
| | | | | | CHINESE DEV'T ASST. FUND -0.50 N |
| TOTAL EARNINGS | | | | 1950.00 | TOTAL DEDUCTIONS -390.50 |
| | | | | NETT PAY | 1559.50 1559.50 |
| | | | | GROSS WAGE | 1950.00 1950.00 |
| | | | | CPF WAGE | 1950.00 1950.00 |
| | | | | CPF/FWL | 702.00 702.00 |
| BANK: CASH AC#: | | | | | |
| MSO : 20.00 | | | | | |