USER GUIDE

A&B PAYROLL V 9.0

Advanced and Best Technologies Pte Ltd
http://www.smepayroll.com
Support: support@smepayroll.com

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Minimum System Requirements

Web Server

- .Net Framework 2.0 or above {Included in the installation disk}
- Windows XP Professional* / Windows server 2003 or above
- IIS 5.0 or 6.0 or above
- 512 megs RAM
- Hard drive Space: 100 megs
- Database: SQL EXPRESS 2005 {Included in the installation disk}

*Note: Windows XP Home \ Vista home or Windows 7 Home editions do not include IIS, therefore is not supported.

Client PC

- IE 6.0+

How to Get Support

A&B PAYROLL offers free technical support to our customers under support maintenance contract.

Our technical support team is committed to providing superior support service, and is available Monday to Friday, 9AM - 5PM Singapore Standard Time. We typically answer inquiries within a few hours and within two business days at most.

Contact Information:

Email: support@smepayroll.com

Website: http://www.smepayroll.com

Phone: +65 – 6223 7996

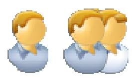
Fax: +65 – 6220 4532

SMEPAYROLL MODULES

Admin Management Module:

Admin Management Module - manages system preferences Company setup, holiday's management, Users & User rights as well as system wide lookups.

Employee Management Module:



Employee Management Module covers the entire employee information as well as overtime rate.

Claims Management Module:

Claim Management Module covers a complete flow of claim processing in a company. Starting from claim application to approval.

Leave Management Module:

Leave Management Module covers a complete flow of leave processing in a company. Starting from leave application to approval.

Smepayroll Modules (Continued)

Payroll Management Module:

Payroll Management Module covers additions, deduction, submission, approval, processing and printing of payroll

Management Reporting Module:

Management reporting module covers all the reports, cpf submission, IR8A forms printing and Bank Giro's.

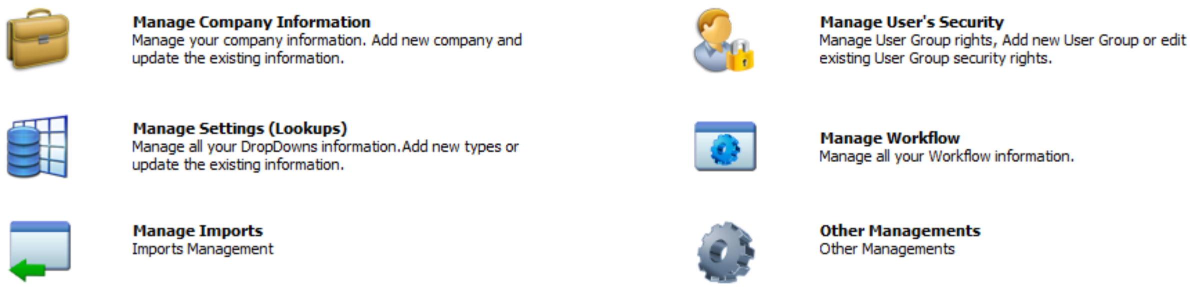
Reminder & Alert Module:

Reminder & Alert Module covers system defined reminders and alerts like leave approval pending, different passes expiry, etc.

Admin Management Module:

Admin Management Module covers system preferences and settings like company setup info, User rights, workflows, imports, and other

As shown in figure following are the management options of Admin Module:



Admin Management

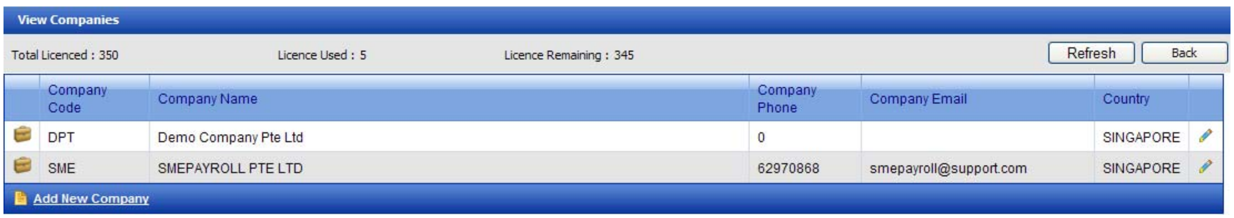
{Manage Company Information}

Manage Company Information
Manage your company information. Add new company and update the existing information.

Under Manage Company Information user can create new companies, view or edit the existing companies.

When a user clicks on Manage Company Information link they would go to the following screen (when logged into Demo Company):

View Company Information:



View Companies

Total Licenced : 350 | Licence Used : 5 | Licence Remaining : 345 | Refresh | Back

Company Code	Company Name	Company Phone	Company Email	Country
DPT	Demo Company Pte Ltd	0		SINGAPORE
SME	SMEPAYROLL PTE LTD	62970868	smepayroll@support.com	SINGAPORE

Add New Company

If a user clicks on Manage Company Information link when logged in any other company rather than the Demo Company they would only be able to view or edit information of currently logged in company

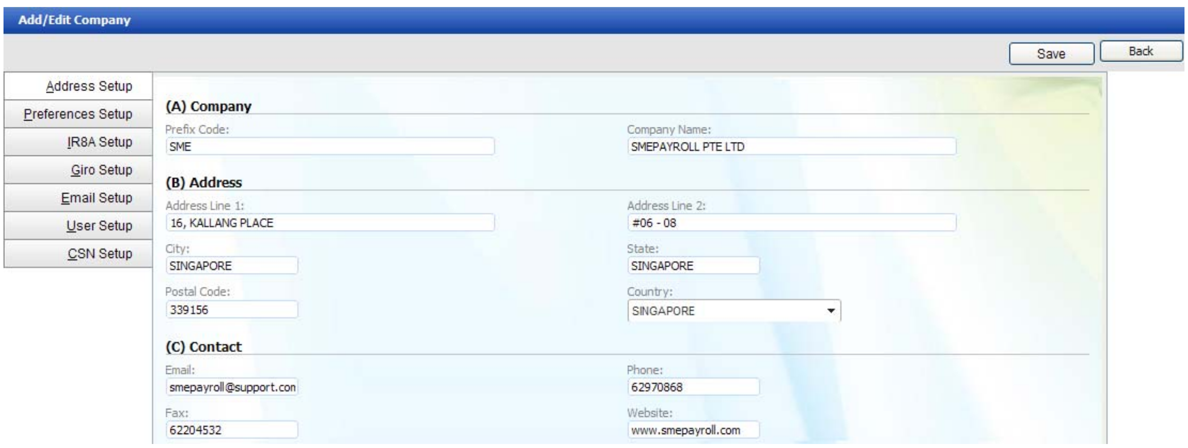
User can also have a view of License status under the VIEW COMPANY label.

Adding New Company:

To add a company login to Demo Company, Once successfully logged in click on Admin Management, then click Manage Company Information.

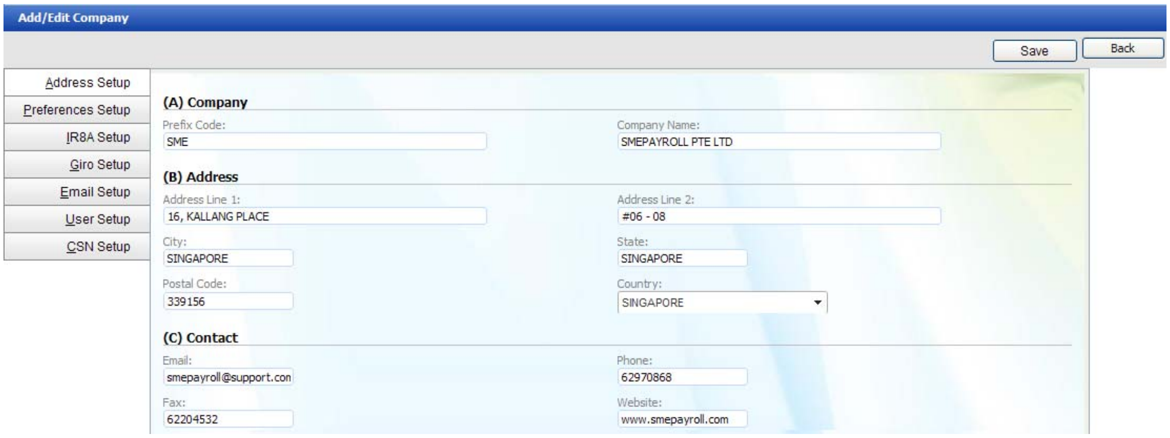
Click on **Add New Company** link found at the bottom of the company list (As shown in screen below).

Once the user clicks on **Add New Company** Link the following window opens with 7 different tabs:



1. Address Setup
2. Preference Setup
3. IRAS Setup
4. Giro Setup
5. Email Setup
6. User Setup
7. CSN Setup

Address Setup:



This is basic company contact information tab. Fields under this tab are defined below:

(A) Company

1. Prefix code* : Prefix code is used to prefix employee number
2. Company Name* : Input full Company Name (As this will be displayed in the reports)

(B) Address

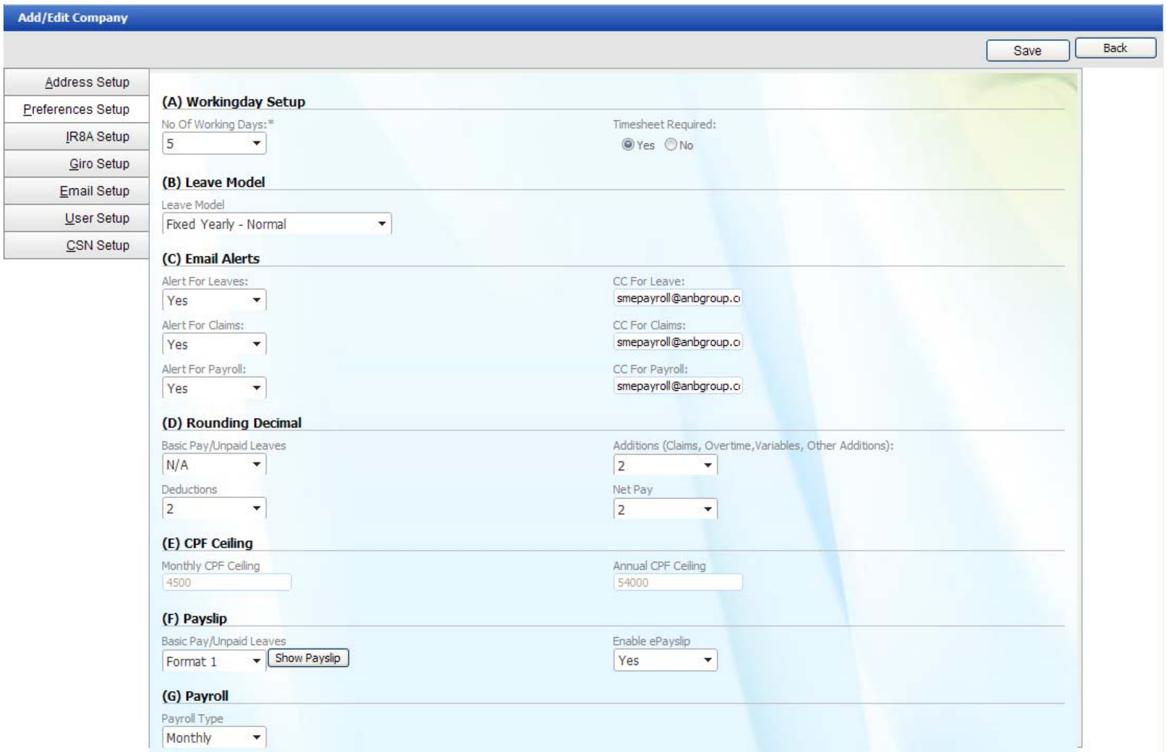
3. Address Line 1 : Company address – Registered address line 1
4. Address Line 2 : Company address – Registered address line 2
5. City : Company address - City
6. State : Company address - State
7. Postal Code : Company address – Postal Code of registered address 1
8. Country : Company address – Country

(C) Contact

9. Email : Company's primary email address
10. Phone : Company's primary phone number
11. Fax : Company's primary fax number
12. Website : Company's website

* Denotes compulsory Field

Preference Setup:



This is company preference information tab. Fields under this tab are defined below:

(A) Workday Setup

1. No. of working days* : Selection of number of working days in week
2. Timesheet : Selection whether company uses timesheet for payroll calculation.

(B) Leave Model

3. Leave Model * : Selection of Annual leave model practised by the company

(C) Email Alerts

4. Alerts for leaves : Preference to choose to send and receive email alerts for leaves
5. CC for Leave : Email Address to which all leave alerts are copied to (CC)
6. Alerts for Claims : Preference to choose to send and receive email alerts for Claims
7. CC for Claims : Email Address to which all Claims alerts are copied to (CC)
8. Alerts for payroll : Preference to choose to send and receive payroll alerts for leaves
9. CC for Payroll Alerts : Email Address to which all payroll alerts are copied to (CC)

(D) Rounding Decimal

10. Basic Pay / Unpaid Leaves : Rounding Basic pay and unpaid leaves decimal value
- options available 0, 2 , 3, Unlimited

11. Additions (Claims, Overtime Other Additions) : Rounding payroll addition types decimal value
- options available 0, 2 , 3, Unlimited

12. Deductions : Rounding payroll deduction types decimal value
- options available 0, 2 , 3, Unlimited

13. Net Pay : Rounding Net pay decimal value
- options available 0, 2 , 3, Unlimited

(E) CPF Ceiling

14. Monthly CPF Ceiling : This is an auto field for information only
15. Annual CPF ceiling : This is an auto field for information only

(F) Payslip

16. Payslip Print Format : Choose a payslip formats.
17. Enable ePayslip : Option to enable sending electronic payslip

(F) Payroll

18. Payroll Type : Type of payroll Monthly or Bi-monthly

* Denotes compulsory Field

Preference tab continued..

Additional Information for Fields in Preference Tab (Company Management):

LEAVE MODELS (Annual Leaves):

Fixed Year / Year of Service - Normal: Under this leave model, all the leaves are available to an employee at any given time of the year.

For Example: An employee has joined the company on 01. Jan and has 14 Annual leaves entitled for that year. So if the employee is applying for leave in the month of April he/she would have **14** leaves available to consume.

Fixed Year / Year of Service - Prorated: Under this leave model, leaves available to an employee are prorated based on number of months of service.

For Example: An employee has joined the company on 01. Jan and has 14 Annual leaves entitled for that year. The leaves will be prorated by the formula – 14 (Leaves) /12 (Months) = 1.16 leaves earned per month. So if the employee is applying for leave in the month of April he/she would have **3.48** leaves available to consume.

(i.e.) 1.16 X 3 months {Jan – Mar (completed months)} = 3.48

Fixed Year / Year of Service - Prorated (Floor): Under this leave model, leaves available to an employee are prorated based on number of months of service.

For Example: An employee has joined the company on 01. Jan and has 14 Annual leaves entitled for that year. The leaves will be prorated by the formula – 14 (Leaves) /12 (Months) = 1.16 leaves earned per month. So if the employee is applying for leave in the month of April he/she would have **3** leaves available to consume.

(i.e.) 1.16 X 3 months {Jan – Mar (completed months)} = 3.48

As we are using prorated by floor the decimals are dropped so leaves available = 3

Fixed Year / Year of Service – Prorated (Ceiling): Under this leave model, leaves available to an employee are prorated based on number of months of service.

For Example: An employee has joined the company on 01. Jan and has 14 Annual leaves entitled for that year. The leaves will be prorated by the formula – 14 (Leaves) /12 (Months) = 1.16 leaves earned per month. So if the employee is applying for leave in the month of April he/she would have **4** leaves available to consume.

(i.e.) 1.16 X 3 months {Jan – Mar (completed months)} = 3.48

As we are using prorated by ceiling the decimals are considered so leaves available = 4

IRAS Setup:

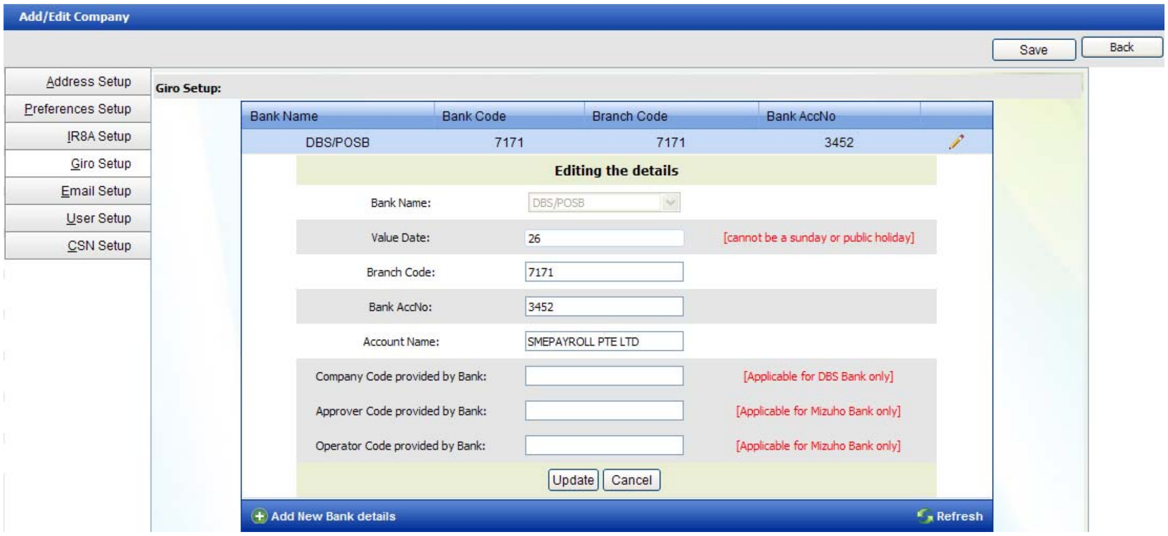
Under the IR8A setup the user will input the following information:

(A) IRAS Information

1. Authorized person* : Authorized person's name to be printed on IR8A forms
2. Authorized person's designation *: Authorized person's Designation to be printed on IR8A forms
3. Authorized person's Email ID* : Authorized person's email to be printed on IR8A forms
4. Company ROC* : Company ROC number to be printed on IR8A forms
5. Company Type* : Company Type to be printed on IR8A forms

* Denotes compulsory Field

Giro Setup:

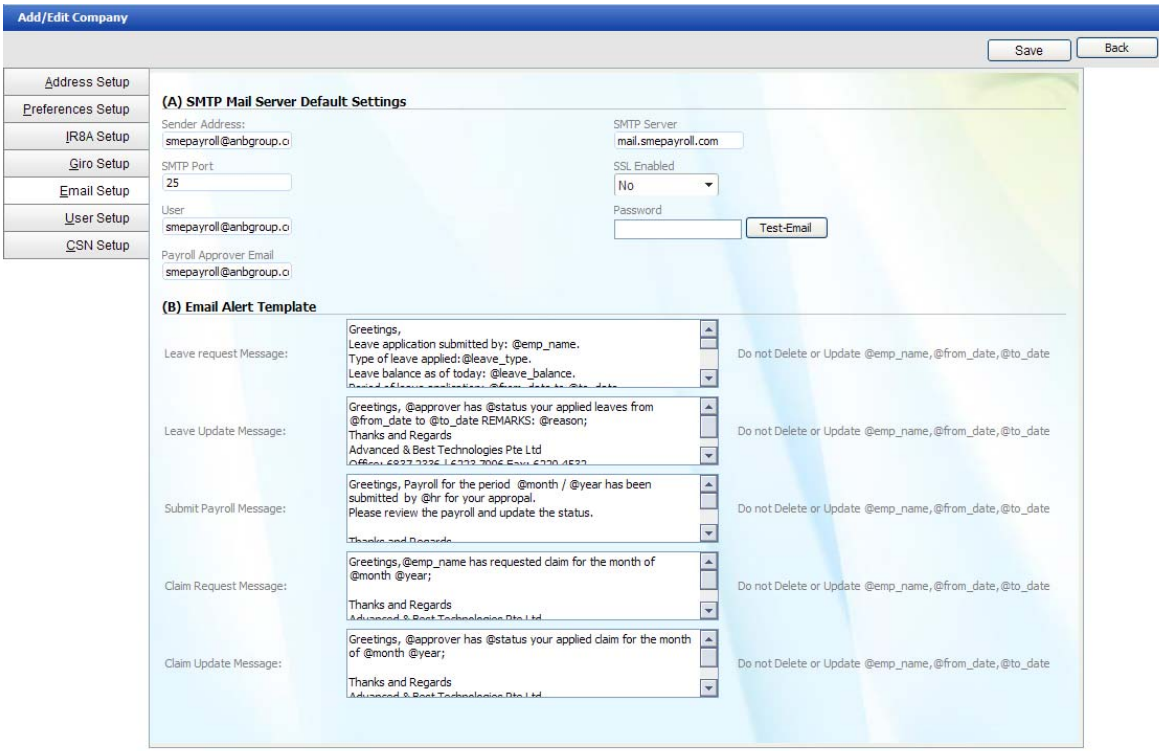


Once the company name and company preference are saved user will be able to setup the Bank Giro account for payment of salaries to the employees. To create a new bank giro account click on **Add New Bank Details**

1. Bank name : Select bank name from the drop down of available banks.
2. Value Date : Date of salary transfer
3. Bank Branch Code : Banks branch code where the bank account is opened
4. Bank Account Number : Company's bank account number
5. Bank Account Name : Company's bank account name
6. Company code provided by bank : (Applicable to DBS Bank)
7. Approver code provided by bank : (Applicable to Mizuho Bank)
8. Operator code provided by bank : (Applicable to Mizuho Bank)

Then click insert to save the information.

Email Setup:



Under the payslip setup tab user would input information related to payslip. User Following are the email setting for sending out payslips through email. If user does not intend to send payslips via email and send leave or claim alerts user can ignore the email setup fields.

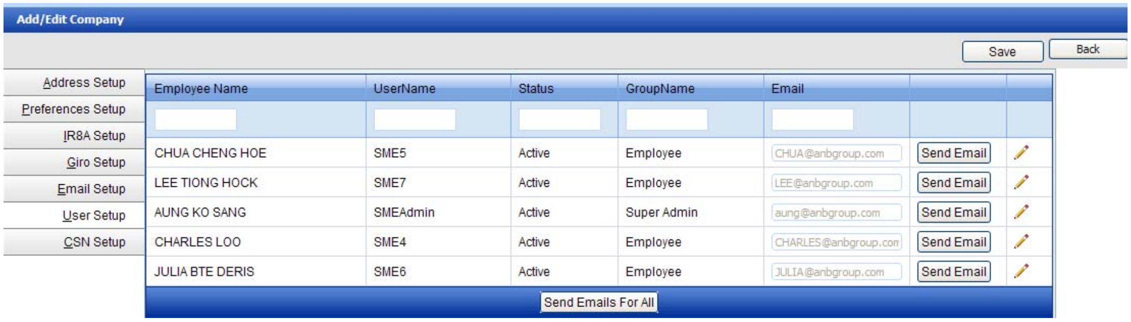
(A) SMTP Mail Server Default Setting

1. Sender Address : Email address that will be used to send emails
2. SMTP Server : Email server SMTP address ex: mail.smepayroll.com
3. SMTP port : Email server SMTP port ex: 25
4. SSL Enabled : Option to enable SSL if your mail server uses one.
5. User : Email senders username
6. Payroll Approver Email : Email address of payroll approval
7. Password : Email senders password

(B) Email Alert Template

8. Leave request Message : Default message – for Leave request
9. Leave Update Message : Default message – for Leave update (Approval/rejection)
10. Submit Payroll Message : Default message – for Payroll submission
11. Claim Request Message : Default message – for claim request
12. Claim Update Message : Default message – for claim update (Approval/rejection)

User Setup:



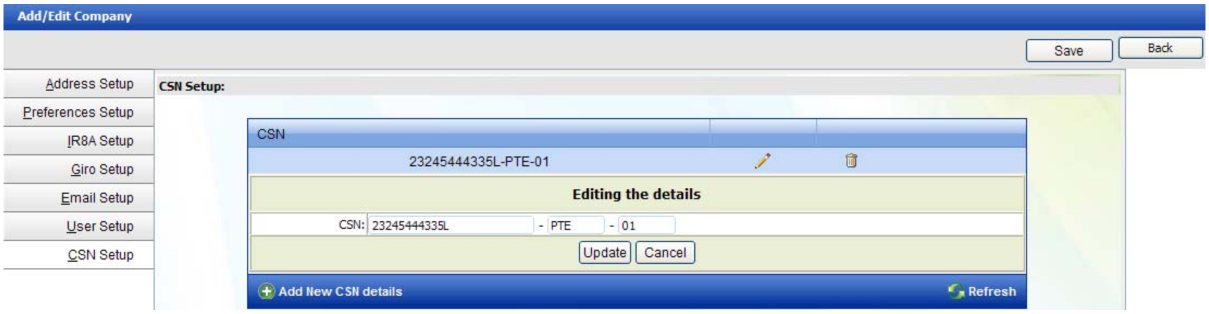
Once the new company is added successfully a default employee is also added in the company with super admin rights.

The user will use this account to access the newly created company. For Example: A new company is added with a prefix code as TEST, A default username: TESTadmin would be created with a default password: TEST_admin.

Nots: When an employee is added under the employee module, their user account is automatically created in the system (For employee's login purpose).

The user accounts can be viewed and managed under the user setup tab of the company. Employee user accounts can be enabled or disabled thus restricting their access to the software.

CSN Setup:



CSN = CPF Submission Number

Since 1 January 2009, all entities registered in Singapore can transact with government agencies using their Unique Entity Numbers (UEN). The UEN is like the NRIC number of the entity for identification purposes.

To transact with CPF Board, employers will use the CPF Submission Number (CSN), which comprises the “UEN + CPF Payment Code”. The CSN also identifies the types of payments that employers are making to the Board.

For employers who are individuals hiring local employee’s e.g. personal driver, gardener, local domestic worker etc., the CSN is the “NRIC/Foreign Identification Number (FIN) + CPF Payment Code”. For individuals hiring foreign domestic workers or the self-employed, the CSN is the NRIC/FIN.

A company can have multiple CSN numbers, to add a CSN number, click on Add New CSN details. Enter the CSN number and click on update button. Once the CSN number is created, it will be available in the employee profile.

Admin Management

{Manage User's Security}

Manage User's Security
Manage User Group rights, Add new User Group or edit existing User Group security rights.

User Rights:

SMEPayroll is very flexible and configurable to suit any company's requirements in terms of security rights. Any number of security groups can be created each with their respective rights.

In simple words every individual employee can have a different rights profile when they log into the system. The system can be configured in a way that the view of system is different for HR, Management, regular staff, etc.

By default 3 User security groups are available in the system; additional user security groups can be created.

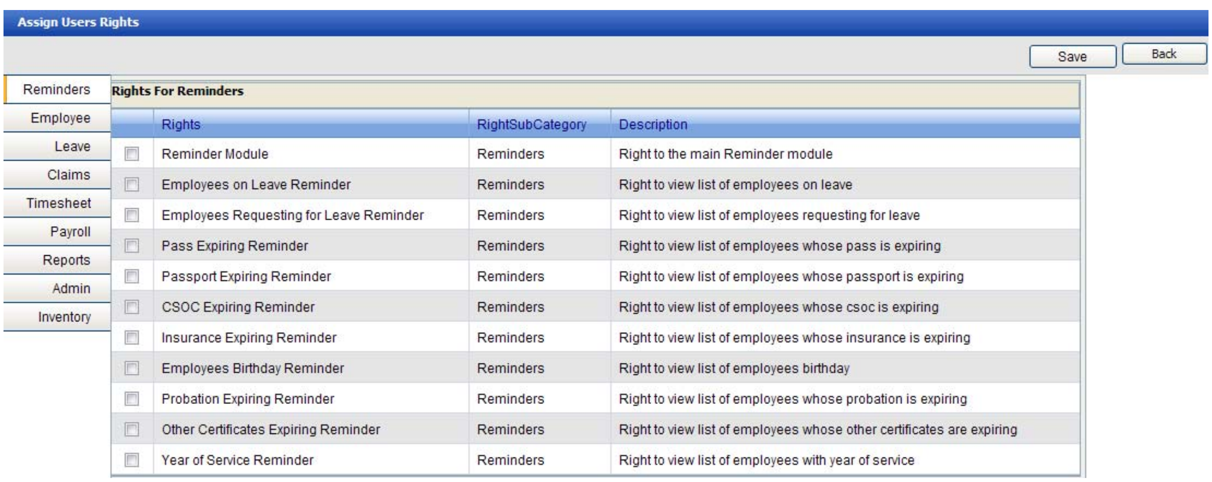
Employee	: The Group has normal employee rights like apply leave, apply claims etc
Super Admin	: The Group has system wide rights to all features and tasks
HR	: The Group has most of system rights mainly payroll processing and Leave Management

All the rights for above group can be modified; except Super Admin. The employees can be associated or linked through the employee module to specific user security group.

Assigning User Rights:

To assign rights to the security user groups click on rights option next to the security user group name. The rights are properly categorised based on the modules available in the system in respective tabs, the rights listed are properly arranged with descriptions, making it easier for user to assign rights.

1. Reminders tab
2. Employee tab
3. Leaves tab
4. Claims tab
5. Timesheet tab
6. Payroll tab
7. Reports tab
8. Admin tab
9. Inventory tab



	Rights	RightSubCategory	Description
☐	Reminder Module	Reminders	Right to the main Reminder module
☐	Employees on Leave Reminder	Reminders	Right to view list of employees on leave
☐	Employees Requesting for Leave Reminder	Reminders	Right to view list of employees requesting for leave
☐	Pass Expiring Reminder	Reminders	Right to view list of employees whose pass is expiring
☐	Passport Expiring Reminder	Reminders	Right to view list of employees whose passport is expiring
☐	CSOC Expiring Reminder	Reminders	Right to view list of employees whose csoc is expiring
☐	Insurance Expiring Reminder	Reminders	Right to view list of employees whose insurance is expiring
☐	Employees Birthday Reminder	Reminders	Right to view list of employees birthday
☐	Probation Expiring Reminder	Reminders	Right to view list of employees whose probation is expiring
☐	Other Certificates Expiring Reminder	Reminders	Right to view list of employees whose other certificates are expiring
☐	Year of Service Reminder	Reminders	Right to view list of employees with year of service

To give a rights simple check the check box option against the right, and to remove a right uncheck the check box against the right.

Admin Management

{Manage Settings (Lookups)}

Manage Settings (Lookups)
Manage all your DropDowns information.Add new types or update the existing information.

Manage Setting:

Under Manage Settings (Lookups) user can add/edit or delete information for following master setups:

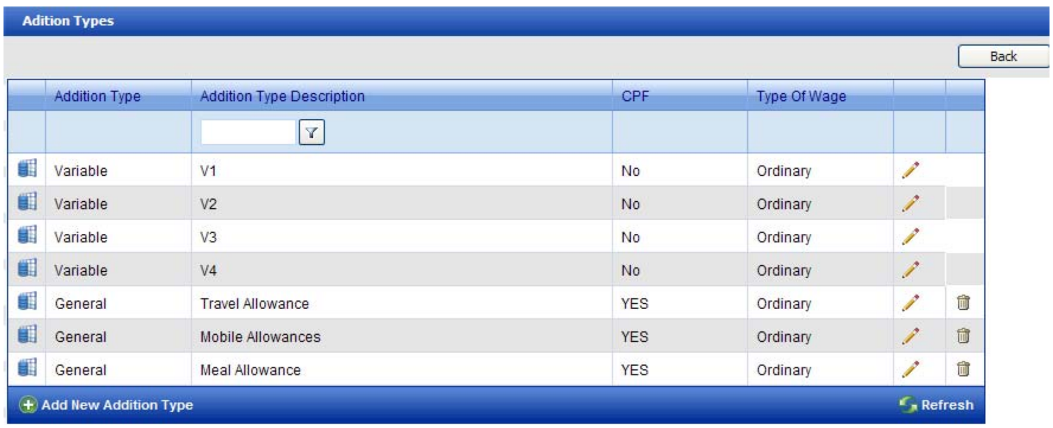
Additions	Agent
Banks	Certificate Category
Country	Deductions
Department	Designation
Document Category	MYE Certificate
Nationality	Race
Religion	Safety Pass
Trade	Training Course

01. **Additions** (Payroll additions types like Commissions, Bonus etc)
02. **Agents**
03. **Banks** (Ex: DBS, POSB, etc)
04. **Certificate Category** (Insurance, Passport, etc)
05. **Country** (Ex: Singapore, India, Malaysia, etc)
06. **Deductions** (Payroll deductions types like loans, Advances etc)
07. **Departments** (Ex: Accounts, IT, etc)
08. **Designations** (Ex: Manager, Director etc)
09. **Document Category** (Academic, Professional, etc)
10. **YMYE Certificate**
11. **Nationality** (Ex: Singaporean, American , British, Malaysian etc)
12. **Race** (Ex: Chinese, Hindu, Muslim, Eurasian etc)
13. **Religion** (Ex: Buddhist, Christian, Hindu, Muslim etc)
14. **Safety Passes** (Ex: Construction Safety Orientation Course - General Trade, Tunnelling, etc)
15. **Trade** (Ex: Painter, General worker, etc)
16. **Training Courses** (Ex:)

Payroll Additions: {Commissions, Bonus etc}

There are 3 different types of additions that are available in the system. User can define whether the addition type is CPF payable, taxable or not.

1. Additions: Payroll additions types like Commissions, Bonus etc
2. Claims: types like Reimbursement for travel, food etc. and
3. Variables: Meal Allowance, attendance allowance, Transport Allowance etc.



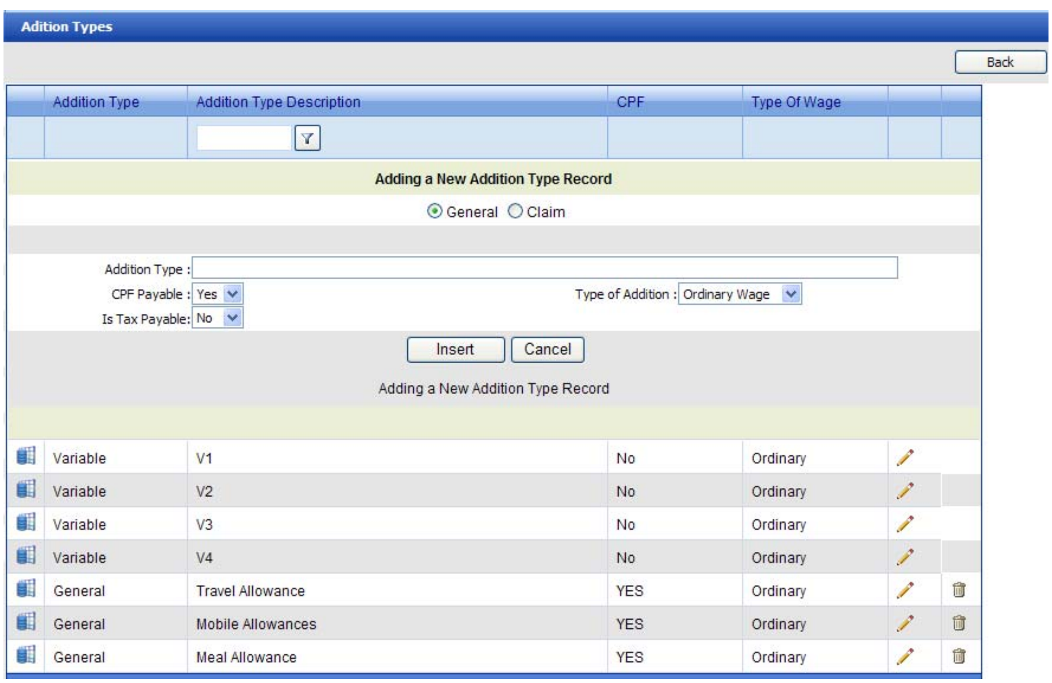
Adition Types

Back

	Addition Type	Addition Type Description	CPF	Type Of Wage		
	Variable	V1	No	Ordinary		
	Variable	V2	No	Ordinary		
	Variable	V3	No	Ordinary		
	Variable	V4	No	Ordinary		
	General	Travel Allowance	YES	Ordinary		
	General	Mobile Allowances	YES	Ordinary		
	General	Meal Allowance	YES	Ordinary		

Add New Addition Type — Refresh

To add a new addition type, click on Add New Addition Type link at the bottom of the grid. Enter the addition type and click on insert button to add the addition type or cancel button to cancel the process.



Adition Types

Back

Adding a New Addition Type Record

General Claim

Addition Type :

CPF Payable : Yes   Type of Addition : Ordinary Wage

Is Tax Payable: No

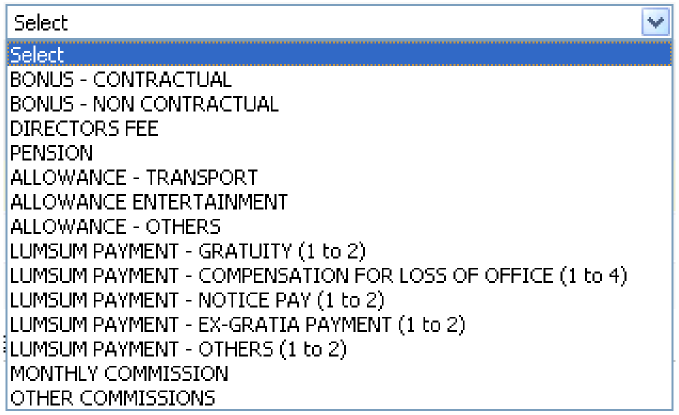
Insert Cancel

Adding a New Addition Type Record

	Addition Type	Addition Type Description	CPF	Type Of Wage		
	Variable	V1	No	Ordinary		
	Variable	V2	No	Ordinary		
	Variable	V3	No	Ordinary		
	Variable	V4	No	Ordinary		
	General	Travel Allowance	YES	Ordinary		
	General	Mobile Allowances	YES	Ordinary		
	General	Meal Allowance	YES	Ordinary		

If the addition type is CPF payable then the user will need to specify whether the addition would fall under ordinary wages or additional wages. If the addition type is taxable then the user will need to specify which taxable item the addition would fall under.

Tax payable options:

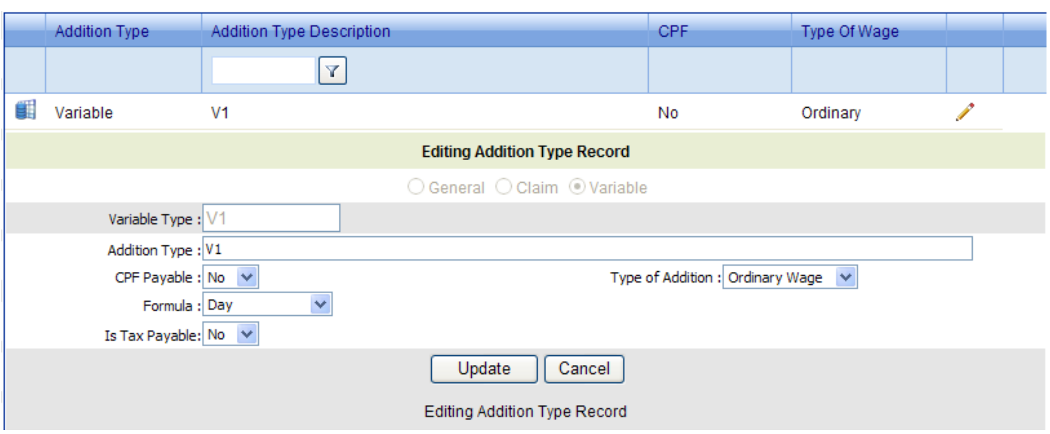


To edit the exiting addition type, click on the pencil image corresponding to the addition type the user needs to edit. Edit the addition type and click on insert button to save the addition type.

To delete the addition type, click on the delete image corresponding to the addition type the user needs to delete. If there is any transaction performed with the respective addition type, the delete will fail. Note: Addition type – variables cannot be deleted or should not be deleted.

Additional information for VARIABLES:

Under variables there are 4 variable types defined with default name V1, V2, V3, V4. User can edit the variable names to suit there organizational needs.



Variables continued..

Example 1 (formula Day): An organisational policy is sets for Attendance Allowance - Any employee who comes on time; this allowance is paid for each day of the month the employee fulfils the policy.

Step 1: User renames the variable V1 to Attendance Allowance and selects the formula as day.

Step 2: Under individual employees salary Tab; rate for the variable Attendance Allowance is set (For example $1 is set for employee A)

Step 3: Under the Manage overtime {Refer page 72} in payroll module Key in the number of days the employee came on time (For example the employee comes on time for 20 days)

Once the above fields are update - Employee A's payroll will have an addition of $20 for Addition type Attendance Allowance. {i.e. $1 x 20days = $20}

Example 2 (formula Time): An organisational policy is sets for Meal Allowance - Any employee who works later than 8:30pm; this allowance is paid for each day of the month the employee fulfils the policy.

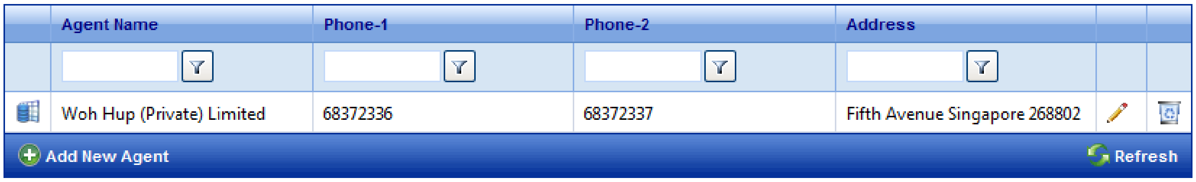
Step 1: User renames the variable V2 to Transport Allowance and selects the formula as time and sets time as 8:30pm

Step 2: Under individual employees salary Tab; rate for the variable Meal Allowance is be set (For example $6 is set for employee B)

Step 3: Under the Manage overtime {Refer page 72} in payroll module Key in the number of days the employee worked later than 8:30pm (For example the employee works for 10 days later than 8:30pm)

Once the above fields are update - Employee B's payroll will have an addition of $60 for Addition type Meal Allowance. {i.e. $6 x 10days = $60}

Agent: {Agent Name}



	Agent Name	Phone-1	Phone-2	Address		
	Woh Hup (Private) Limited	68372336	68372337	Fifth Avenue Singapore 268802		

To add a new agent, click on Add New agent link at the bottom of the grid. Enter the agent detail and click on insert button to add the agent or cancel button to cancel the process.

To edit the exiting agent information, click on the pencil image corresponding to the agent the user needs to edit. Edit the agent information and click on insert button to save the agent information.

To delete the agent info, click on the delete image corresponding to the agent, the user needs to delete.

Banks: {DBS, OCBC, UOB, etc}

List of Banks

Back

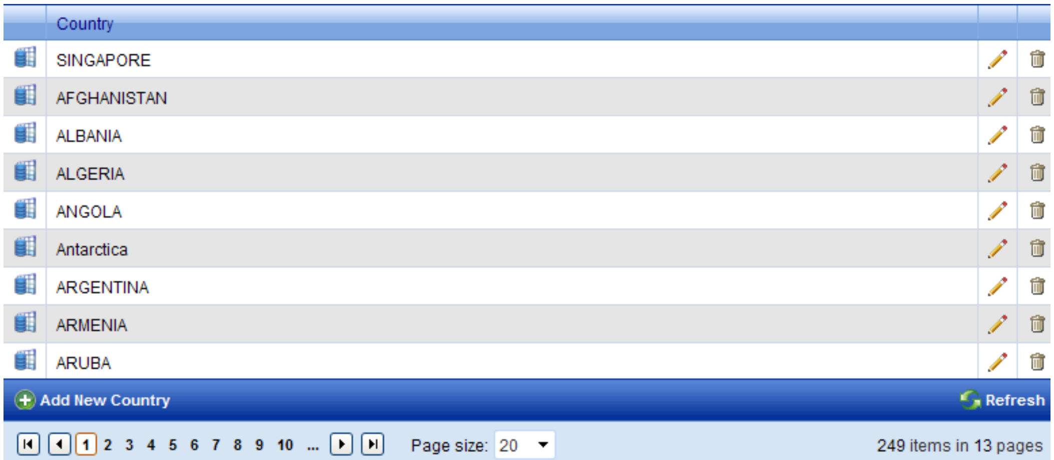
	BankCode	BankName	
	7339	OCBC	
	7375	UOB	
	7171	DBS/POSB	
	7463	Deutsche Bank	
	7144	STANDARD CHARTERED BANK	
	7621	Mizuho	
	7010	ABN AMRO BANK	
	7454	AMERICAN EXPRESS BANK LTD	
	7047	BANGKOK BANK PUBLIC CO LTD	
	7065	BANK OF AMERICA	

To add a new bank type, click on Add New bank Type link at the bottom of the grid. Enter the bank type and click on insert button to add the bank type or cancel button to cancel the process.

To edit the exiting bank type, click on the pencil image corresponding to the bank type the user needs to edit. Edit the bank type and click on insert button to save the bank type.

To delete the bank type, click on the delete image corresponding to the bank type the user needs to delete.

Country: {Singapore, India, Malaysia, etc}



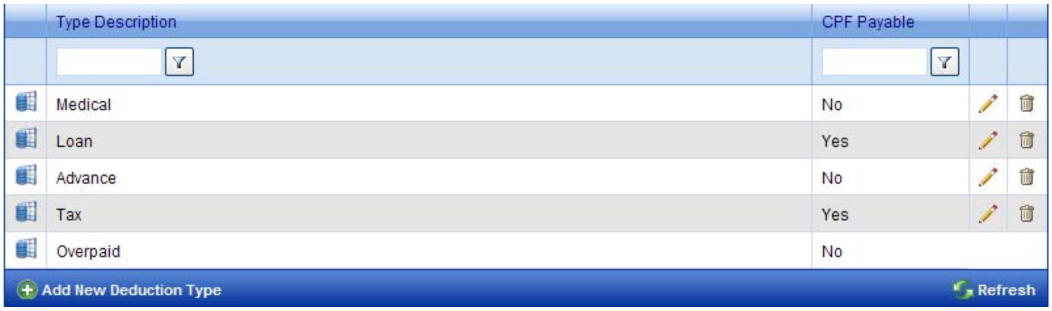
To add a new country type, click on Add New Country Type link at the bottom of the grid. Enter the country type and click on insert button to add the country type or cancel button to cancel the process.

To edit the exiting country type, click on the pencil image corresponding to the country type the user needs to edit. Edit the country type and click on insert button to save the country type.

To delete the country type, click on the delete image corresponding to the country type the user needs to delete.

Payroll Deductions: {loans, Advances, etc}

User can define different types of payroll deductions as well as edit the existing ones.

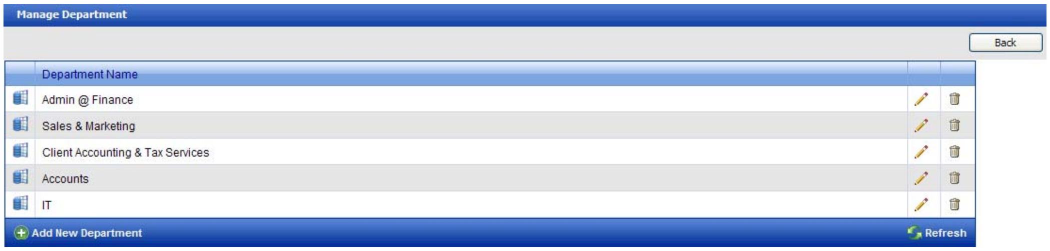


To add a new deduction type, click on Add New Deduction Type link at the bottom of the grid. Enter the deduction type and click on insert button to add the deduction type or cancel button to cancel the process.

To edit the exiting deduction type, click on the pencil image corresponding to the deduction type the user needs to edit. Edit the deduction type and click on insert button to save the deduction type.

To delete the deduction type, click on the delete image corresponding to the deduction type the user needs to delete. If there is any transaction performed with the respective deduction type, the delete will fail.

Department: {Accounts, Admin, Sales, etc}

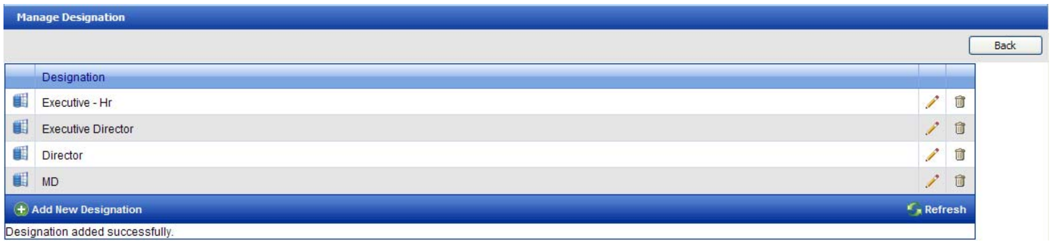


To add a new department type, click on Add New Department Type link at the bottom of the grid. Enter the department type and click on insert button to add the department type or cancel button to cancel the process.

To edit the exiting department type, click on the pencil image corresponding to the department type the user needs to edit. Edit the department type and click on insert button to save the department type.

To delete the department type, click on the delete image corresponding to the department type the user needs to delete.

Designation: {Manager, Director, Hr Executive, etc}

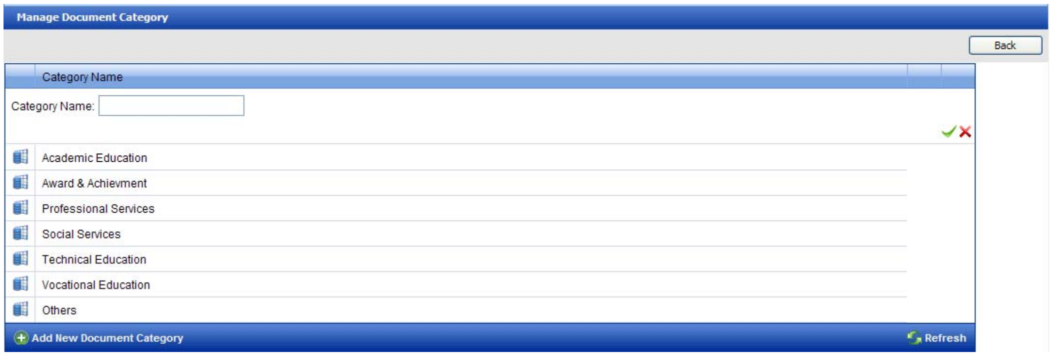


To add a new designation type, click on <u>Add New Designation Type</u> link at the bottom of the grid. Enter the designation type and click on insert button to add the designation type or cancel button to cancel the process.

To edit the exiting designation type, click on the pencil image corresponding to the designation type the user needs to edit. Edit the designation type and click on insert button to save the designation type.

To delete the designation type, click on the delete image corresponding to the designation type the user needs to delete.

Document Category: {Academic, Professional, Social, etc}

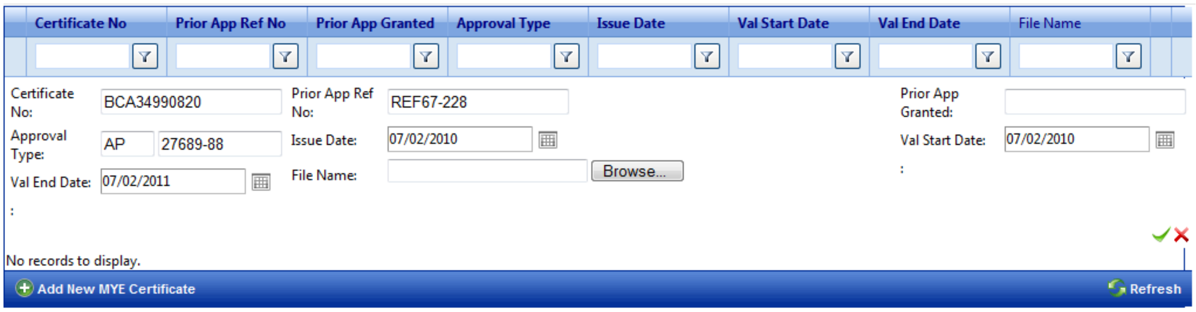


To add a new document category, click on Add New Document Category link at the bottom of the grid. Enter the document category type and click on insert button to add the document category type or cancel button to cancel the process.

To edit the exiting document category type, click on the pencil image corresponding to the document category type the user needs to edit. Edit the document category type and click on insert button to save the bank type.

To delete the document category type, click on the delete image corresponding to the document category type the user needs to delete.

MYE Certificate:



To add a new MYE Certificate, click on Add New MYE Certificate link at the bottom of the grid. Enter the following:

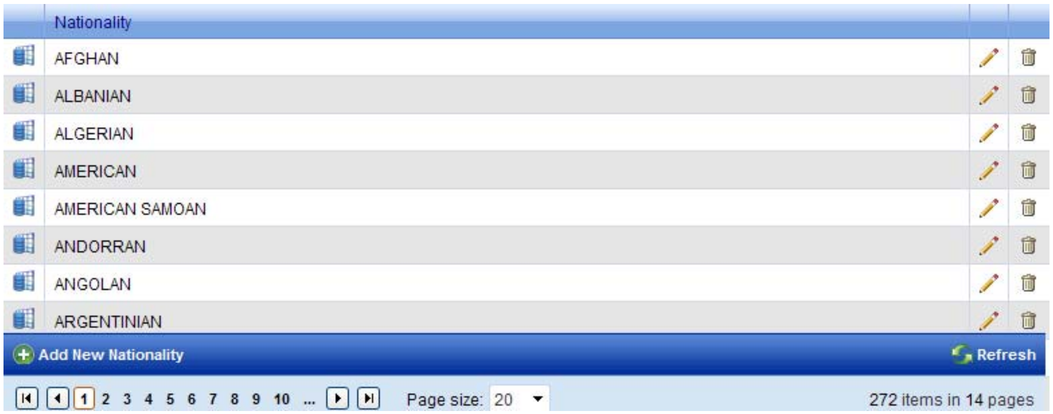
1. Certificate Number
2. Prior Approval Ref
3. Prior Approval Granted
4. Approval Type
5. Issue Date
6. Val Start Date
7. Val End Date
8. Upload certificate

Click on Add button to add the MYE Certificate or cancel button to cancel the process.

To edit the exiting MYE Certificate, click on the pencil image corresponding to the MYE Certificate the user needs to edit. Edit the MYE Certificate and click on Add button to save the MYE Certificate.

To delete the MYE Certificate, click on the delete image corresponding to the MYE Certificate the user needs to delete.

Nationality: {Singaporean, American, Malaysian, Indian, etc}



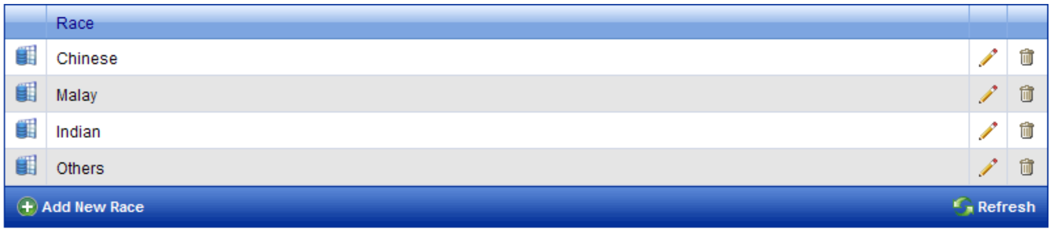
To add a new Nationality type, click on Add New Nationality Type link at the bottom of the grid. Enter the nationality type and click on insert button to add the nationality type or cancel button to cancel the process.

To edit the exiting nationality type, click on the pencil image corresponding to the nationality type the user needs to edit. Edit the nationality type and click on insert button to save the nationality type.

To delete the nationality type, click on the delete image corresponding to the nationality type the user needs to delete.

Note: Do not be deleted Nationalities until unless necessary as these would ne used in the IR8A submission

Race: {Chinese, Hindu, Muslim, Eurasian, etc}



To add a new Race type, click on Add New Race Type link at the bottom of the grid. Enter the race type and click on insert button to add the race type or cancel button to cancel the process.

To edit the exiting race type, click on the pencil image corresponding to the race type the user needs to edit. Edit the race type and click on insert button to save the race type.

To delete the race type, click on the delete image corresponding to the race type the user needs to delete.

Religion: {Buddhist, Christian, Hindu, Muslim, etc}

To add a new Religion type, click on Add New Religion Type link at the bottom of the grid. Enter the religion type and click on insert button to add the religion type or cancel button to cancel the process.

To edit the exiting religion type, click on the pencil image corresponding to the religion type the user needs to edit. Edit the religion type and click on insert button to save the religion type.

To delete the religion type, click on the delete image corresponding to the religion type the user needs to delete.

Safety Pass: {Construction Safety Orientation Course, etc}

To add a new Safety pass type, click on Add New Safety pass Type link at the bottom of the grid. Enter the safety pass type and click on insert button to add the safety pass type or cancel button to cancel the process.

To edit the exiting safety pass type, click on the pencil image corresponding to the safety pass type the user needs to edit. Edit the safety pass type and click on insert button to save the safety pass type.

To delete the safety pass type, click on the delete image corresponding to the safety pass type the user needs to delete.

Trade: {Painter, General Workers, etc}

To add a new trade, click on Add New trade link at the bottom of the grid. Enter the trade and click on insert button to add the trade or cancel button to cancel the process.

To edit the exiting trade, click on the pencil image corresponding to the trade the user needs to edit. Edit the trade and click on insert button to save the trade.

To delete the trade, click on the delete image corresponding to the trade the user needs to delete.

Training Courses: {MSOC, etc}

Id	Course Name		
1	Metalworking (MSOC)		
3	SSIC		
Add New Course			Refresh

To add a new training course type, click on Add New Training Course Type link at the bottom of the grid. Enter the training course type and click on insert button to add the training course type or cancel button to cancel the process.

To edit the exiting training course type, click on the pencil image corresponding to the training course type the user needs to edit. Edit the training course type and click on insert button to save the training course type.

To delete the training course type, click on the delete image corresponding to the training course type the user needs to delete.

Admin Management

{Manage Workflow}

Manage Workflow
Manage all your Workflow information.

A workflow consists of a sequence of connected steps. SMEPayroll Workflow offers additional business value and increased productivity for businesses that use SMEPayroll for there HR as well as payroll activities. The workflow designer, used to create workflows, is incorporated into the SMEPayroll application. It is available to all users with manage workflow rights.

By incorporating the workflow designer into the Web application, many features are automatically enabled for workflows. For companies with complex approval structure implementation of a workflow can be advantages. Currently SMEPayroll provides workflow to manage payroll approval structure only.

Manage Workflow
Manage Workflow Information

Manage Workflow Group
Manage Workflow Group Information

Manage Workflow Level
Manage Workflow Level Information

Assign Employee to Payroll Group
Manage Employee Assignment Information

Assign Employee to Workflow
Manage Payroll Workflow Assignments and Un Assignments.

SMEPayroll Workflow enables automation of business processes during which documents, information, or tasks are passed from one party to another and actions are performed according to a set of rules. Workflow provides many out-of-the-box components that business users and administrators can use to model their business processes.

How does workflow work?

SMEPayroll Workflow enables automation of business processes during which documents, information, or tasks are passed from one party to another and actions are performed according to a set of rules. Workflow provides many out-of-the-box components that business users and administrators can use to model their business processes.

The following step by step instruction will explain how to implement payroll workflow in SMEPayroll.

SENARIO:

Company Name: Advanced & Best Technologies Pte Ltd

Total Employees: 200

Requirement: Hierarchy structure

Payroll authority Level:

The scenario needs the top level group to be able to view and manager employees belonging to lower levels. The lower level group cannot view or manage employees in top level group

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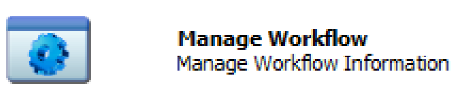
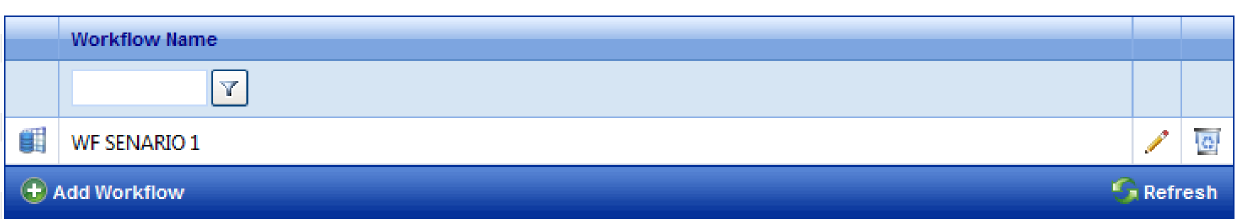
Manage Workflow:

Step 1:

Create Workflow name



Click on Add Workflow and enter a workflow name, we will use **WF SENARIO 1** for this scenario.



Manage Workflow Group:

Step 2:

Create Workflow groups

Manage Workflow Group
Manage Workflow Group Information

Click on Add Workflow Group, enter the names accordingly.

	Payroll Group Name		
	FINANCE CONTROLLER		
	HR MANAGER		
	ASST HR MANAGER		
	HR EXECUTIVE		

Add Workflow Group   Refresh

Manage Workflow Level

Step 3:

Create Workflow Levels {Hierarchy}

Manage Workflow Level
Manage Workflow Level Information

Select the workflow name from the dropdown list, Select the workflow type and select the payroll group name created in previous steps. Click on Add Level button to add the levels as shown in the figure below.

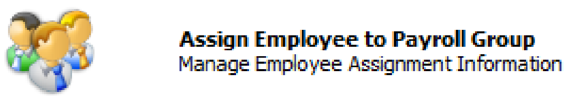
Workflow Name : WF SENARIO 1   Workflow Type: Payroll   Payroll Group Name: -select-   Add Level

	Level	Payroll Flow Type	Payroll Group Name	
	L-1	Payroll	FINANCE CONTROLLER	
	L-2	Payroll	HR MANAGER	
	L-3	Payroll	ASST HR MANAGER	
	L-4	Payroll	HR EXECUTIVE	

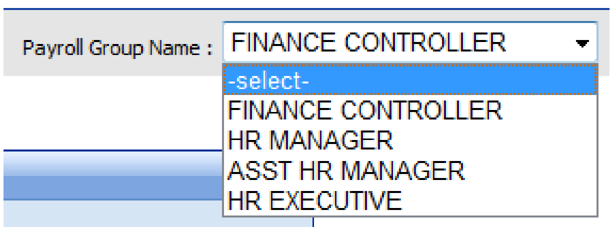
Assign Employee to Payroll Group:

Step 4:

Assign Employee to Payroll group

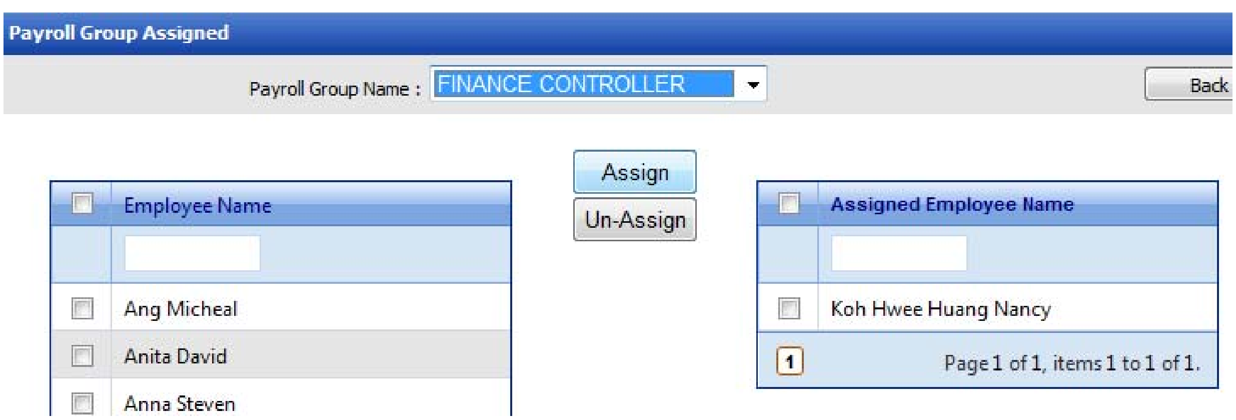


Select the payroll Group Name. For Example: Finance Controller



Select the employee names from the left grid and Click on Assign button to assign the employee as members of the Finance Controller group. All the employee that are assigned to this group will have Level 1 rights .i.e will be able to view and manage employee from their as well as lower groups.

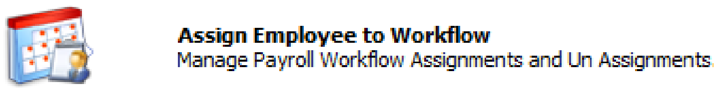
Follow the same steps to assign employee to other groups HR Manager, Assistant HR Manager and HR executive.



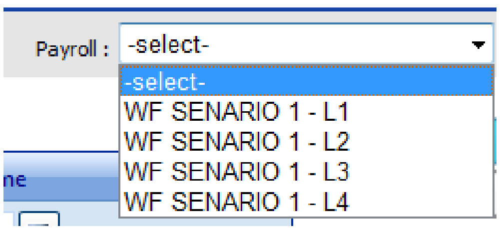
Assign Employee to Workflow:

Step 5:

Assign Employee to workflow

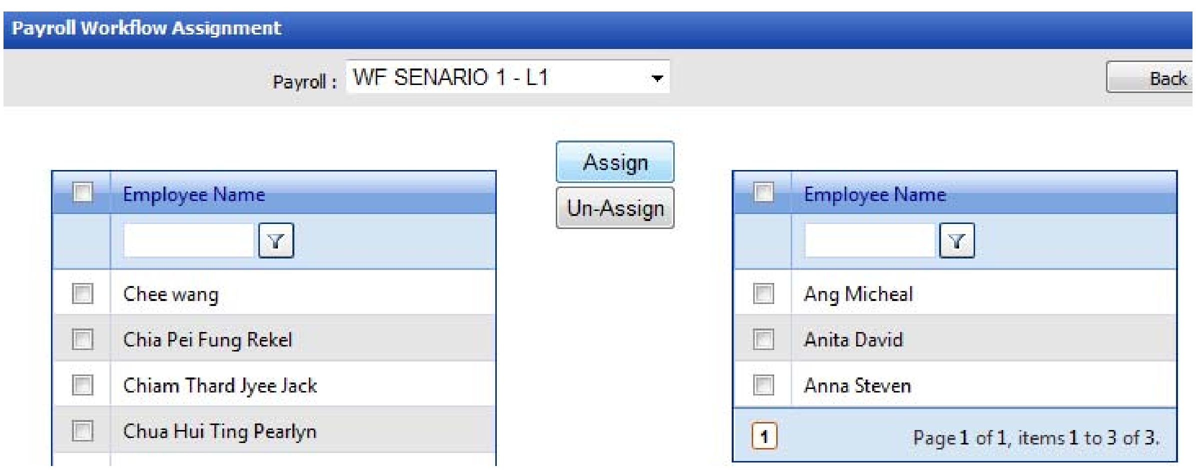


Select the Workflow level. For Example: WF SENARIO 1 - L1 {L1 = Level 1}



Select the employee names from the left grid and Click on Assign button to assign the employees to the workflow level WF SENARIO 1 - L1. All the employee that are assigned to this group will be view and managed by Level 1 payroll Group i.e Finance Controller Group

Follow the same steps to assign employee to other workflow levels WF SENARIO 1 - L2, WF SENARIO 1 - L3, WF SENARIO 1 - L4.

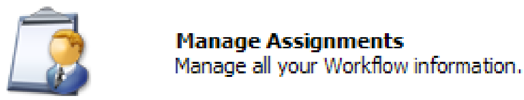


Once all the above steps are completed the effects can be viewed in the payroll management.

When the user logs into the system to access the payroll module, He /She will only be able to view or manager users belonging on their workflow level or lower.

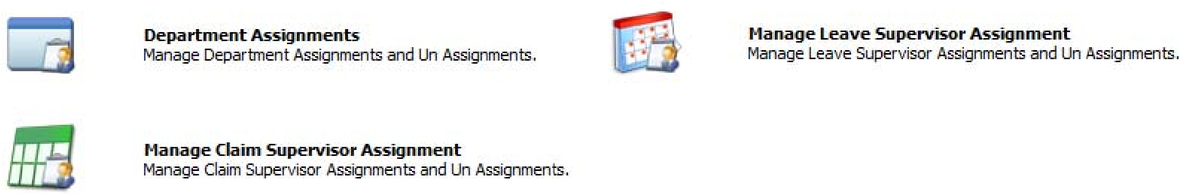
Admin Management

{Manage Assignments}



Manage Assignments module enables user to assign employees to different categories at one go, rather than entering data for individual employees which could be very time consuming and non productive. The following are the assignments currently available under this module.

1. Department Assignment
2. Leave Supervisor Assignment
3. Claims Supervisor Assignment

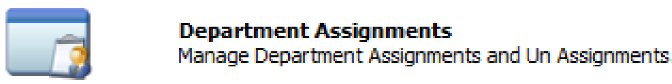


Department Assignment:

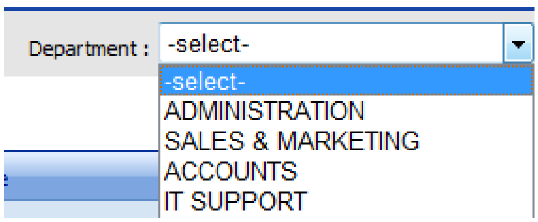
How to assign department to multiple employees?

Step 1:

Click on Department Assignment under the Manage Assignment

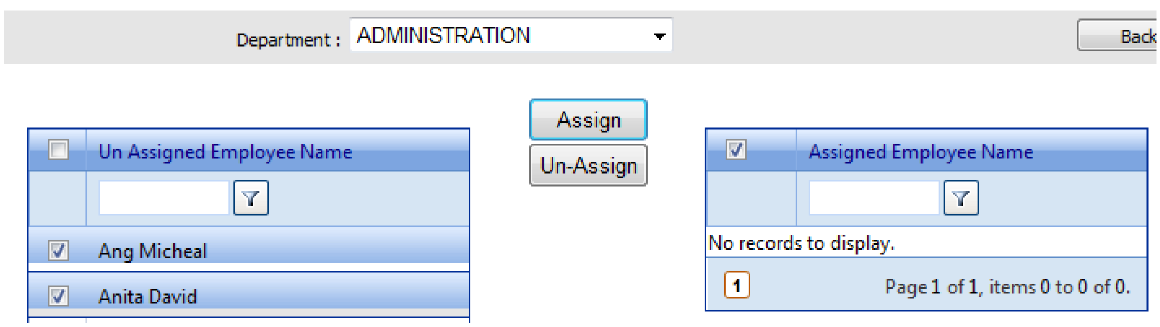


Select the Department name



Step 2:

Select the employee names from the left grid and Click on Assign button to assign the employee to selected department, for this scenario Administration department.

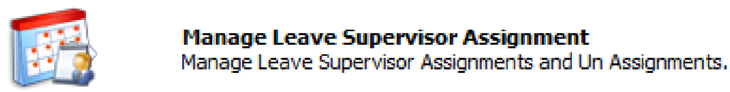


Manage leave Supervisor Assignment:

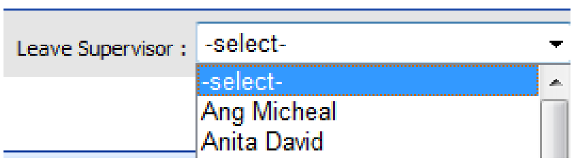
How to assign leave Supervisor to multiple employees?

Step 1:

Click Manage leave Supervisor Assignment under the Manage Assignment

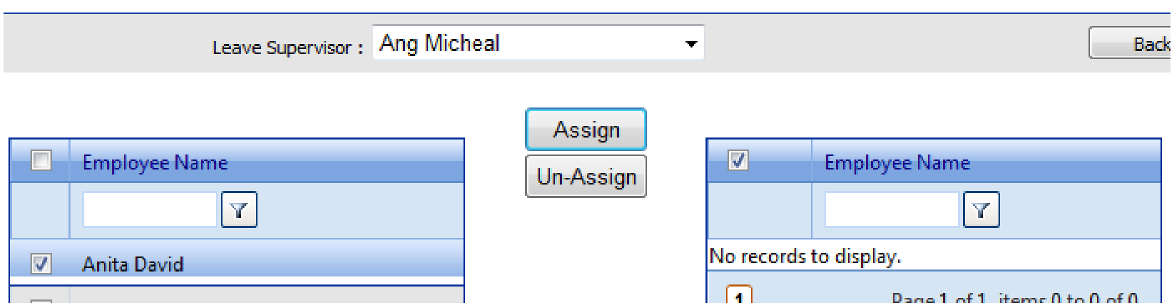


Select the leave Supervisors name



Step 2:

Select the employee names from the left grid and Click on Assign button to assign the leave Supervisor for the selected employees, for this scenario Ang Micheal.

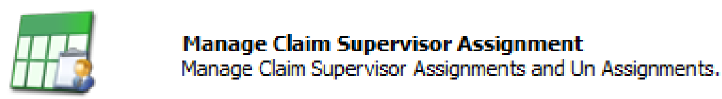


Manage Claim Supervisor Assignment:

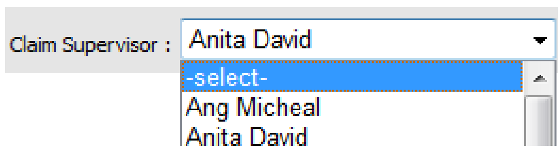
How to assign Claim Supervisor to multiple employees?

Step 1:

Click Manage Claim Supervisor Assignment under the Manage Assignment

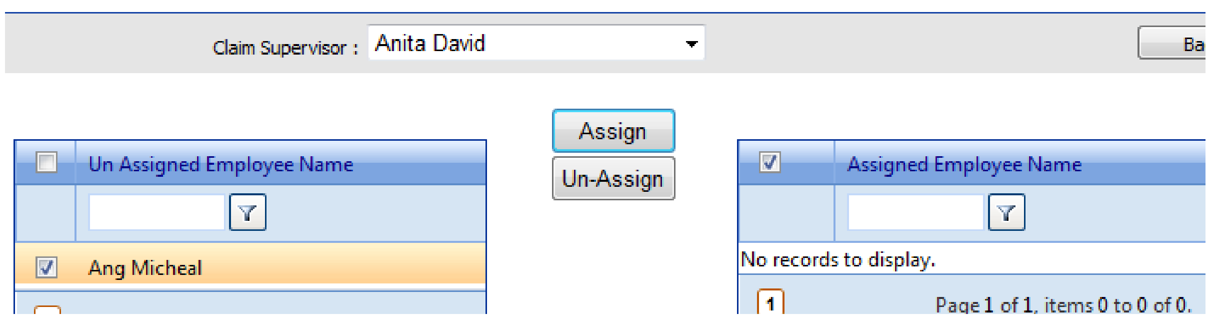


Select the Claim Supervisors name



Step 2:

Select the employee names from the left grid and Click on Assign button to assign the Claims Supervisor for the selected employees, for this scenario Anita David.



Employee Management

{Employee}

Employee Groups:

Employee Groups
Create Employee Groups for better management of
Employee Rights and categorising them into right groups.

Employee Group – Employee's can be grouped into different employee groups like Staff, Management etc. Before employee is added in the system it's important to define all the employee groups.

	Employee Group Name		
	Staff		
	Management		
Add New Employee Group			Refresh

To add a new Employee group, click on Add New Employee group link at the bottom of the grid. Enter the employee group and click on insert button to add the employee group or cancel button to cancel the process.

To edit the exiting employee group, click on the pencil image corresponding to the employee group the user needs to edit. Edit the employee group and click on insert button to save the employee group.

To delete the employee group, click on the delete image corresponding to the employee group the user needs to delete.

Employee:

Employee
Manage your Employee's information. Add new Employee's or update the existing employee's information.

User can view the list of all employees as well as add, edit or terminate employees based on rights.

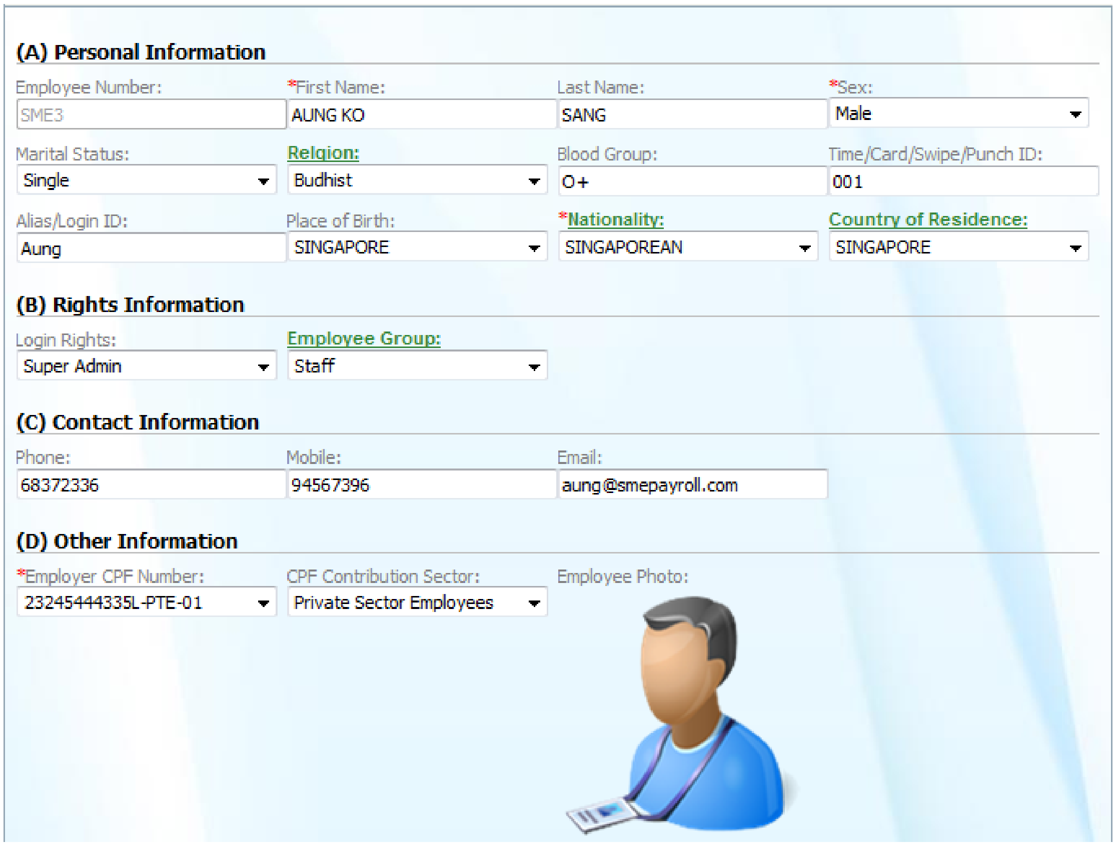
	Employee Name	Pass Type	IC/FIN Number	Type	ID	Designation	
	AUNG KO SANG	SC	S1714639D	Staff	001	Executive - Hr	
	CHARLES LOO	SC	S2694243H	Staff	002	Executive Director	
	CHUA CHENG HOE	SC	S0275697H	Staff	003	Director	
	JULIA BTE DERIS	SC	S7608469F	Staff	004	MD	
	LEE TIONG HOCK	SC	S1398283Z	Staff	005	Executive Director	

Add New Employee

To add new employee click **Add New Employee** link at the bottom of the tab, and user will be directed to a window containing 15 different tabs:

- Personal Info
- Contact info
- Job Info
- Salary Info
- Bank Info
- Foreign Worker
- Remarks
- Leave Info
- Certificate Info
- Safety Info
- Training Info
- Item Issued Info
- File Upload Info
- Progression Info
- Family Info

Personal Info:



(A) Personal Information

1. Employee Number : This is an auto field and also servers as employee's login user name.
2. First Name* : Employee's First Name
3. Last Name : Employee's Last Name
4. Sex* : Employee's Sex
5. Marital status : Employee's Marital Status (Ex: Married, Single, Divorced, etc)
6. Religion : Employee's Religion (Ex: Buddhist, Hindu, etc)
7. Blood Group : Employee's Blood Group (Ex: O+, etc)
8. Time Card : Employee's Time card Number (Ex: 0001, etc)
9. Alias : Employee's Alias
10. Place of Birth : Selection of Employee's Place of Birth
11. Nationality : Selection of Employee's Nationality
12. Country of Residence* : Employee's Country of Residence

(B) Rights Information

13. Login Rights : Selection of User (Rights) Group the employee belongs to
14. Employee Group : Employee's group (Ex: Staff, Management, etc)

(C) Contact Information

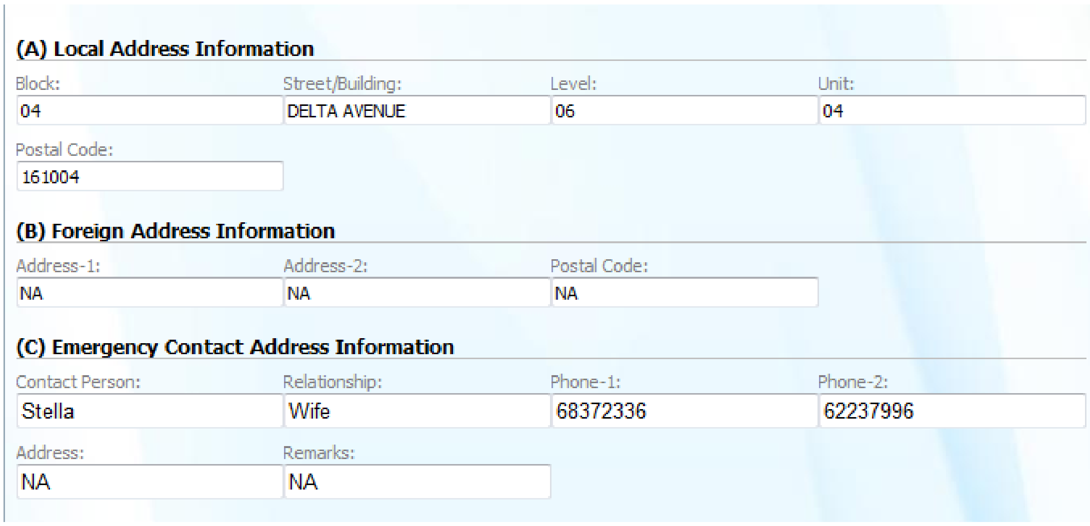
15. Phone : Employee's Phone Number
16. Mobile : Employee's Hand Phone Number
17. Email : Employee's Email Address

(D) Other Information

18. Employer CPF A/C : Select employers CPF Submission Number (CSN)
19. CPF Contribution Sector : Employee's CPF Group (Ex: Private sector, Government Sector, etc)
20. Employee photo : Employee's Photo (Upload)

* Denotes compulsory Field

Contact Info:



(A) Local Address Information

1.	Block	: Employee's Singapore's Formatted Address – Block No
2.	Street / building	: Employee's Singapore's Formatted Address – Street Name
3.	level	: Employee's Singapore's Formatted Address – Level
4.	Unit	: Employee's Singapore's Formatted Address – Unit
5.	Postal Code	: Employee's Singapore's Formatted Address – Postal Code

(B) Foreign Address Information

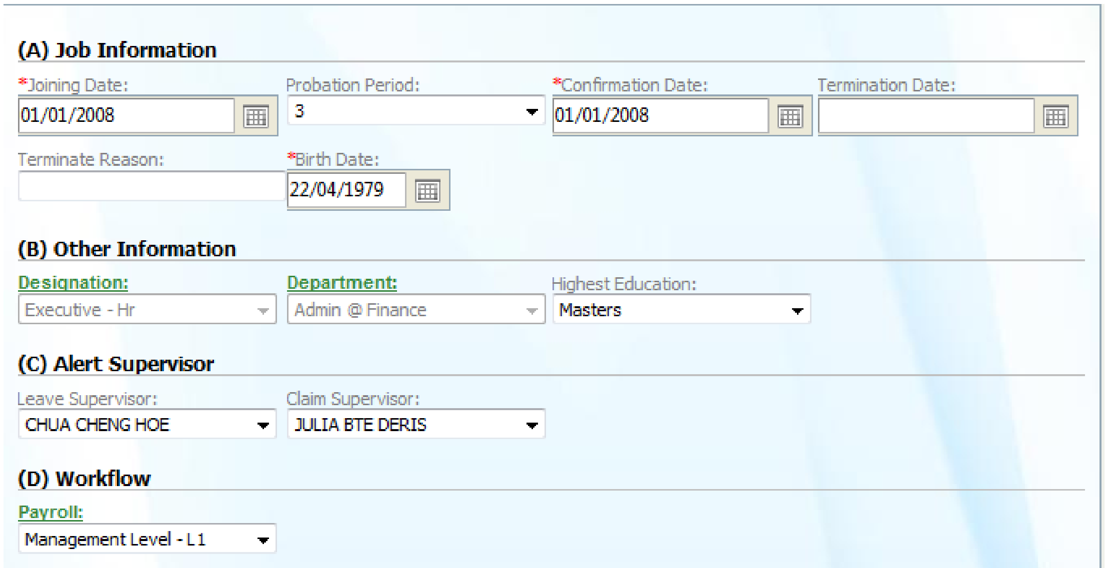
6.	Address 1	: Employee's Foreign Address Line 1
7.	Address 2	: Employee's Foreign Address Line 2
8.	Postal Code	: Employee's Foreign Postal Code

(C) Emergency Contact Address Information

9.	Contact Person	: Employee's Emergency Contact Person
10.	Relationship	: Employee's relationship with Emergency Contact Person
11.	Phone-1	: Emergency Contact Person phone Number 1
12.	Phone-2	: Emergency Contact Person phone Number 2
13.	Address	: Emergency Contact Person Address
14.	Remarks	: Any specific remarks to take note of in case of emergency

* Denotes compulsory Field

Job Info:



(A) Job Information

1. Joining Date* : Employee's Joining Date
2. Probationary Period : Employee's Probationary Period. (In months).
3. Confirmation Date : Employee's Job Confirmation Date
4. Termination Date : Employee's Termination Date
5. Termination Remarks : Employee's Reason for Termination
6. Birth Date* : Employee's Date of Birth

(B) Other Information

7. Designation : Selection of Employee's Designation
8. Department : Selection of Employee's Department
9. Trade : Selection of Employee's Trade
10. Highest Education : Selection of Employee's highest

(C) Alert Supervisor

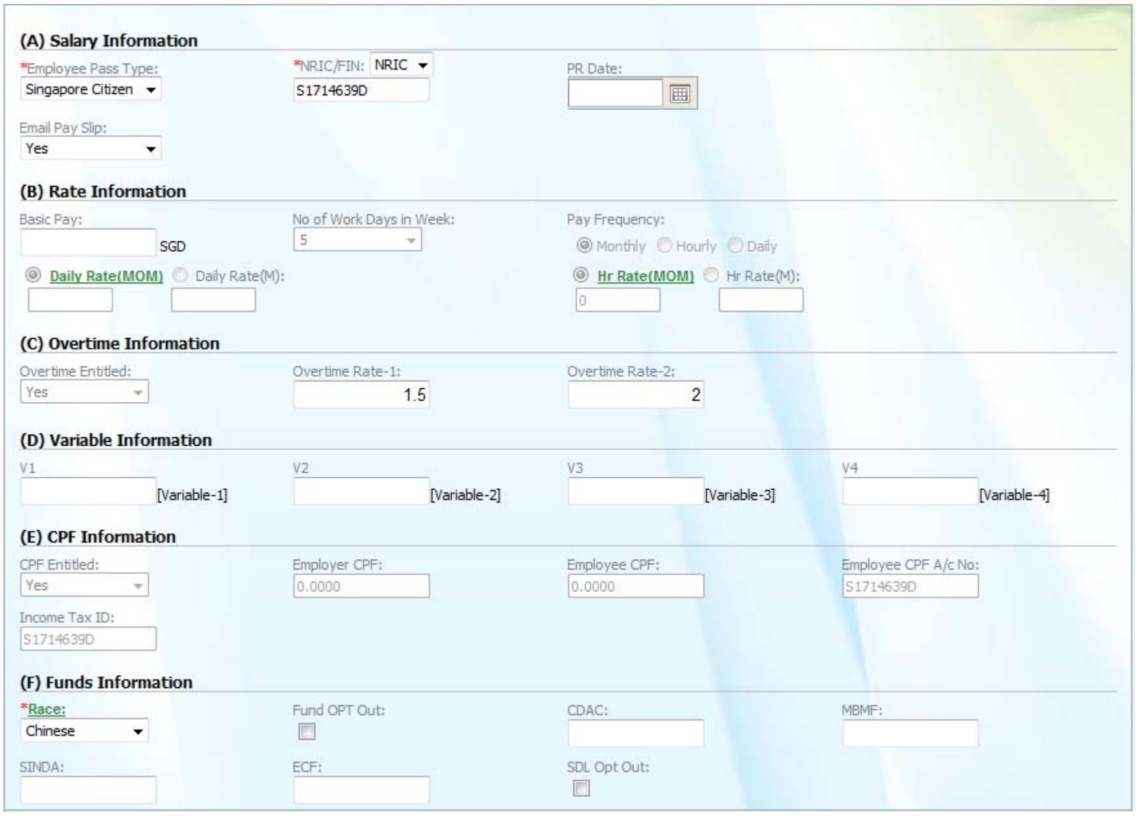
11. Leave Supervisor : Employee's leave Supervisor; Email request for leaves will be sent to the email address specified
12. Claim Supervisor : Employee's Claim Supervisor; Email request for Claims will be sent to the email address specified

(D) Workflow

13. Payroll : Employee's workflow level

* Denotes compulsory Field

Salary Info:



(A) Salary Information

1. Employee Pass Type* : Employee's Pass Type (Ex: Citizen, PR, EP, WP)
2. NRIC, FIN : Employee's Identity (Ex: NRIC, FIN, etc)
3. Date of PR : Employee's Date of Permanent Residence (Required for CPF contribution rate for PR 1 and 2nd year calculation)
4. Email Pay Slip : Enable or disable email Pay Slip option for Employee

(B) Rate Information

5. Basic Pay/ Pay Rate : Employee's Basic salary
6. No. of Working days* : Employee's Working Pattern (Required for leave as well as rate Calculations
7. Pay Frequency (Monthly /Hourly / Daily) : Employee's Salary Payment type, either fixed monthly, Daily or Hourly
8. Daily Rate (MOM) : Employee's Daily Rate calculated based on basic pay using Ministry of Manpower formula (i.e) {Monthly Basic Pay / Days in the month}
9. Daily Rate (Manual) : Manual Employee's Daily Rate

10. Hourly Rate (MOM) : Employee's Hourly Rate calculated based on basic pay using Ministry of Manpower formula (i.e) {12 * Monthly Basic Pay / 52 Weeks * 44 Hours}

11. Hourly Rate (Manual) : Manual Employee's Hourly Rate

(C) Overtime Information

12. O.T Entitled* : Selection of Employee's overtime entitled (YES or NO)

13. Overtime 1 Rate :

14. Overtime 2 Rate :

(D) Variable Information

15. Variable 1 (V1) : Variable Payment rate for variable V1 {Variable can be renamed to suit the organizations needs, more info on page 27 (variables under Additions Types)}

16. Variable 2 (V2) : Variable Payment rate for variable V2 {Variable can be renamed to suit the organizations needs, more info on page 27 (variables under Additions Types)}

17. Variable 3 (V3) : Variable Payment rate for variable V3 {Variable can be renamed to suit the organizations needs, more info on page 27 (variables under Additions Types)}

18. Variable 4 (V4) : Variable Payment rate for variable V4 {Variable can be renamed to suit the organizations needs, more info on page 27 (variables under Additions Types)}

(E) CPF Information

19. CPF Entitled : Selection of Employee's CPF Entitlement

20. Employer CPF : This is an auto field for information only

21. Employee CPF : This is an auto field for information only

22. Employee CPF Num : This is an auto field for information only

23. Income Tax Id : This is an auto field for information only

(F) Funds Information

24. Race* : Selection of Employee's Race

25. Fund Opt Out : Selection whether Employee wished to opt out from Funds contribution.

26. CDAC : This is an auto field for information only

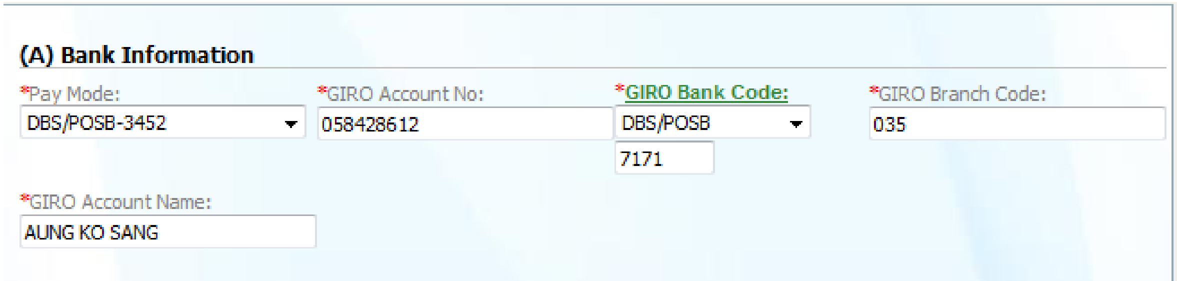
27. MBMF : This is an auto field for information only

28. SINDA : This is an auto field for information only

29. ECF : This is an auto field for information only

30. SDL Opt Out : Selection whether Employee excluded from SDL contribution

Bank Info:



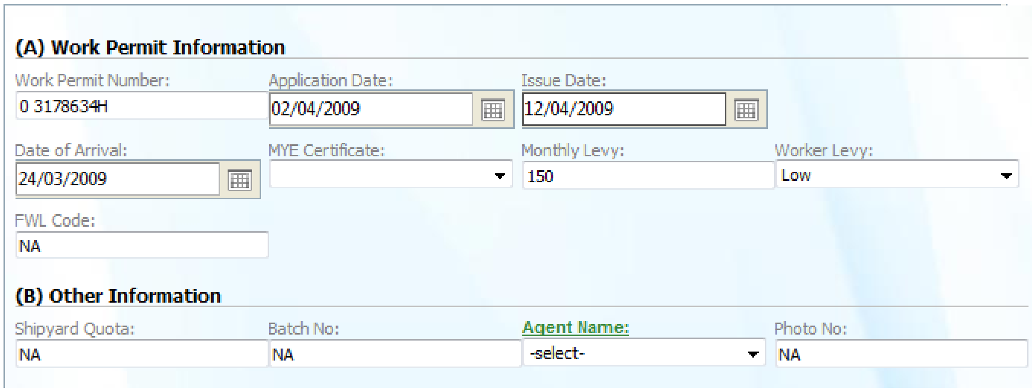
(A) Bank Information

1. Pay Mode* : Selection of Employee's Salary Payment (Ex: Cash, Cheque, Giro)
2. Giro Account No* : Employee's Giro Account No. (Applicable only if pay mode is Giro)
3. GIRO Bank Code* : Employee's Giro Bank Code. (Applicable only if pay mode is Giro)
4. GIRO Branch Code* : Employee's Giro Branch Code. (Applicable only if pay mode is Giro)
5. Giro Account Name* : Employee's Giro Acc Name. (Applicable only if pay mode is Giro)

* Denotes compulsory Field

Note: If the pay mode is other than cheque or cash all the other fields under bank info tab become mandatory

Foreign Worker:



(A) Work Permit Information

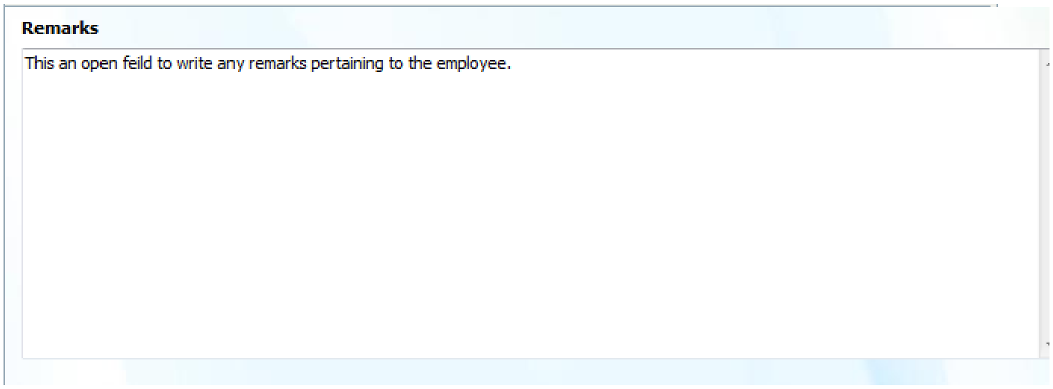
1. WP Number : Employee's Work Permit Number
2. WP Application Date : Employee's Work Permit Application Date
3. WP Issue Date : Employee's Work Permit Issue Date
4. Date of Arrival : Employee's Giro Branch Code. (Applicable only if pay mode is Giro)
5. MYE certificate : Employee's Giro Acc Name. (Applicable only if pay mode is Giro)
6. Monthly Levy : Employee's Monthly Foreign Workers Levy Amount
7. Workers Levy : Selection of Foreign Workers Levy type – High or Low
8. FWL Code : Employee's Foreign Workers Levy Code

(B) Other Information

9. Shipyard Quota : Employee's Shipyard Quota
10. Batch No. : Employee's Insurance Number
11. Agent Name : employee's Agent Name
12. Photo No. : Employee's Photo Number (Client Reference)

* Denotes compulsory Field

Remarks:



This is an open field to write remarks or comments for a specific employee about his performance, office behaviour, attitude etc.

Leave Info:

Year: 2010 Update Joining Date: 01 Jan 2008 Confirm Date: 01 Jan 2008 Leave Model: Fixed Yearly-Normal Work Days in Week: 5

*CAL=Company Allowed Leaves *LYL=Last Year Leaves *CYL=Current Year Leaves *CMLE=Current Month Leaves Earned

Leave Type	*CAL	*LYL	*CYL	Paid Leaves	Unpaid Leaves	Pending Leaves	Leaves Taken	Balance Leaves	
Annual Leave	14.0			0.0	0.0	0.0	0.0	0.00	Detail
Child Care Leave	6.0	0.0	6.0	0.0	0.0	0.0	0.0	6.00	Detail
Sick Leave	14.0	0.0		0.0	0.0	0.0	0.0	0.00	Detail

Enter Current Year Leaves and Last year leaves if available for Annual leave, for rest of the leave types enter current available leaves and click on Update button.

Year: 2010 Update Joining Date: 01 Jan 2008 Confirm Date: 01 Jan 2008 Leave Model: Fixed Yearly-Normal Work Days in Week: 5

*CAL=Company Allowed Leaves *LYL=Last Year Leaves *CYL=Current Year Leaves *CMLE=Current Month Leaves Earned

Leave Type	*CAL	*LYL	*CYL	Paid Leaves	Unpaid Leaves	Pending Leaves	Leaves Taken	Balance Leaves	
Annual Leave	14.0	0.0	14.0	0.0	0.0	0.0	0.0	14.00	Detail
Child Care Leave	6.0	0.0	6.0	0.0	0.0	0.0	0.0	6.00	Detail
Sick Leave	14.0	0.0	14.0	0.0	0.0	0.0	0.0	14.00	Detail

Click on detail button next to the leave type to have a detail view of the leaves.

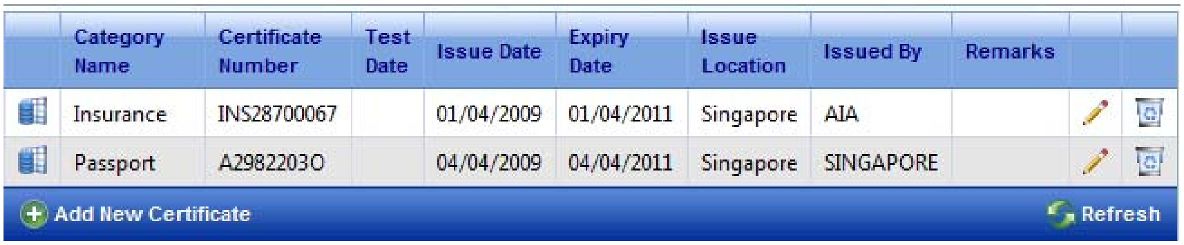
Year: 2010 Go Back Joining Date: 01 Jan 2008 Confirm Date: 01 Jan 2008 Leave Model: Fixed Yearly-Normal Work Days in Week: 5

*CAL=Company Allowed Leaves *LYL=Last Year Leaves *CYL=Current Year Leaves *CMLE=Current Month Leaves Earned

Month	*CAL	*LYL	*CMLE	*CYLE	Paid Leaves	Unpaid Leaves	Balance Leaves
January	14	0	14	14.00	0	0	14.0
February	14	0	14	14.00	0	0	14.0
March	14	0	14	14.00	0	0	14.0
April	14	0	14	14.00	0	0	14.0
May	14	0	14	14.00	0	0	14.0
June	14	0	14	14.00	0	0	14.0
July	14	0	14	14.00	0	0	14.0
August	14	0	14	14.00	0	0	14.0
September	14	0	14	14.00	0	0	14.0
October	14	0	14	14.00	0	0	14.0
November	14	0	14	14.00	0	0	14.0
December	14	0	14	14.00	0	0	14.0

Once the leaves are saved the employee will be able to use the application for applying leaves.

Certificate Info:



	Category Name	Certificate Number	Test Date	Issue Date	Expiry Date	Issue Location	Issued By	Remarks		
	Insurance	INS28700067		01/04/2009	01/04/2011	Singapore	AIA			
	Passport	A29822030		04/04/2009	04/04/2011	Singapore	SINGAPORE			

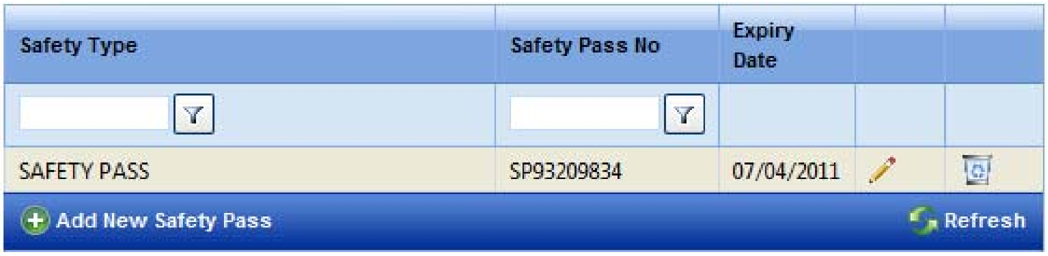
To add certificate info click **Add New Certificate**.

Fill in the following fields:

1. Category Name : Name of the Category {Insurance, Passport, etc}
2. Certificate Number : Certificate number
3. Test Date : Test date of the certificate
4. Issue Date : Issue date of the certificate
5. Expiry Date : Expiry Date of the certificate
6. Issue Location : Location where the certificate was issued
7. Issued By : Certificate issued by {Authority Name}
8. Remarks : Any remarks regarding the certificate

Once the above information is entered click on add button to save the information.

Safety Info:



To add safety pass info click **Add New Safety Pass**.

Fill in the following fields:

9. Safety Type : Name of the safety pass type
10. Safety Pass No. : Safety pass number
11. Expiry Date : Expiry of the safety pass

Once the above information is entered click on add button to save the information.

Training Info:

Course Name	Result	Venue	Course Date	No Of Attempts		
Metalworking (MSOC)	PASS	TUAS	01/04/2010	1		
CSOC	PASS	JURONG	01/04/2009	2		

Add New Training   Refresh

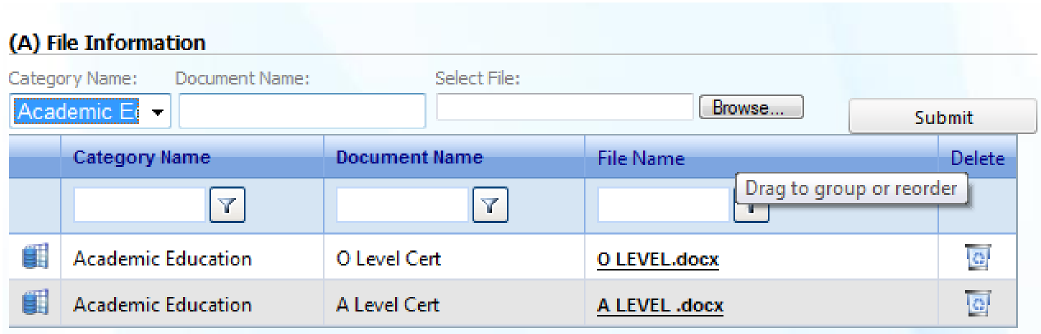
To add training info click **Add New Training**.

Fill in the following fields:

12. Course Name : Name of the training course name
13. Result : Result of the course {Pass, Fail, Etc}
14. Venue : Venue of the training course
15. Course Date : Date of training Course
16. No. of Attempts : Number of attempts taken for the training course.

Once the above information is entered click on add button to save the information.

File Upload Info:

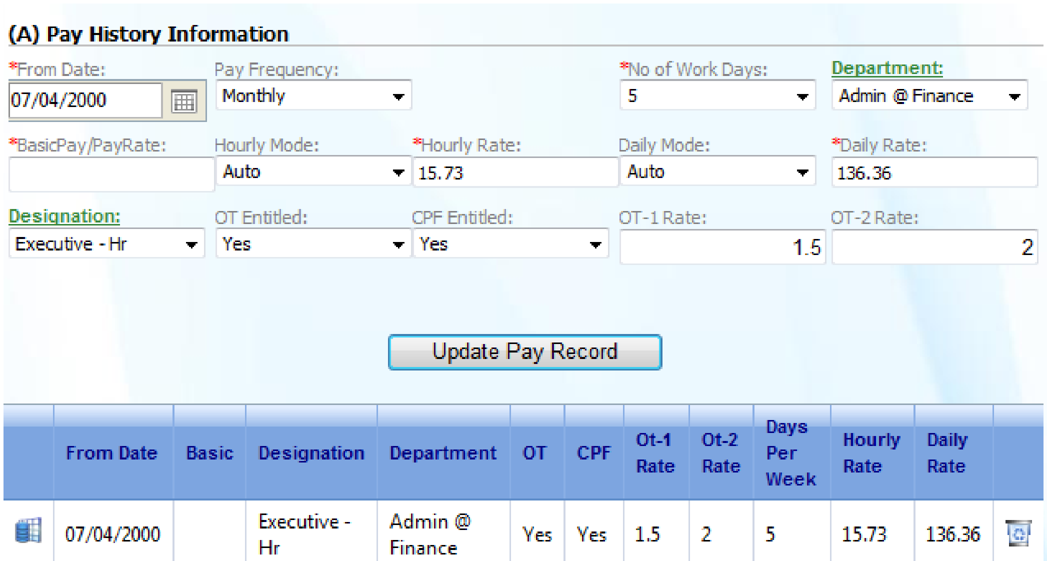


File upload Info tab allows user to upload any document pertaining to the employee Academic Education, Professional services, Awards & Achievements, Technical Education, Vocational Education and other categories.

More categories can be created under manage setting option in the admin management module.

To upload file select the category name, give a relevant document name, browse for the file and click on submit button to upload and save the file.

Progression Info:



(A) Pay History Information

	From Date	Basic	Designation	Department	OT	CPF	Ot-1 Rate	Ot-2 Rate	Days Per Week	Hourly Rate	Daily Rate	
	07/04/2000		Executive - Hr	Admin @ Finance	Yes	Yes	1.5	2	5	15.73	136.36	

Progression info tab records all the changes pertaining to the employee in terms of:

1. Basic pay
2. Pay frequency {Monthly, Hourly or Daily}
3. Number of working days pattern
4. Department
5. Hourly Rate calculation mode {Auto or Manual}
6. Hourly Rate
7. Daily Rate calculation mode {Auto or Manual}
8. Daily Rate
9. Designation
10. Overtime Entitlement
11. CPF Entitlement
12. Overtime 1 Rate
13. Overtime 2 Rate

Update any of the above parameter that need to be changed and click Update Pay Record button. The "From Date" parameter will define the date from which the new change will takes affect.

Family Info:

	Name	Relation	Date of Birth	Date of Marriage	Sex	Phone	ID NO	Status		
	Stella	Spouse	07/04/1978	08/04/2003	Female			Singaporean		
	Anna	Children	07/02/2005		Female			Singaporean		
	Andy	Children	07/04/2007		Male			Singaporean		
Add New Family Information										Refresh

To add family info click **Add Family Information**.

Fill in the following fields:

17. Name : Name of the family member
18. Relationship : Relation with the family member
19. Date of Birth : Date of birth of the family member
20. Date of Marriage : Date of marriage of the family member
21. Sex : Sex of the family member
22. Phone : Phone number of the family member
23. ID No. : Identification Number of the family member { NRIC / FIN / etc}
24. Status : Status of the family member {Singaporean / Non- Singaporean}

Once the above information is entered click on add button to save the information.

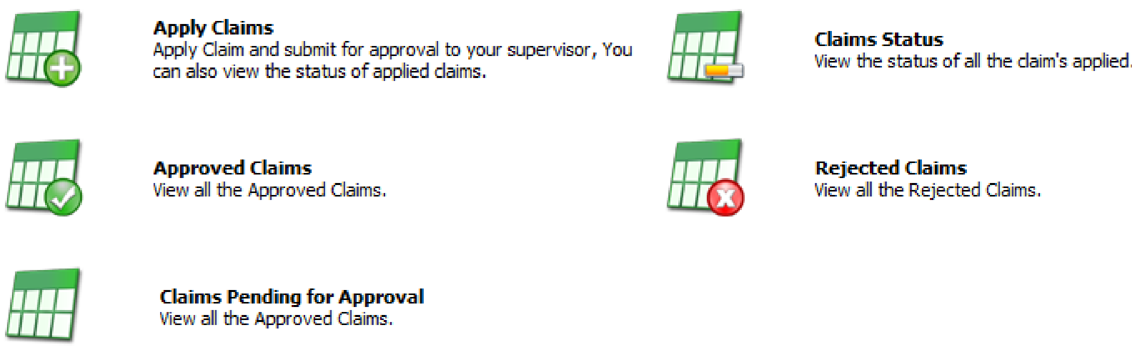
Note: Family information is required to calculate child care leave eligibility.

Claims Management

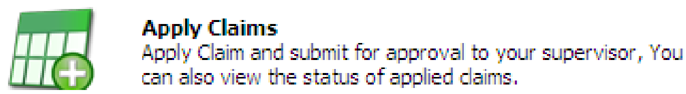
{Claim application to approval Process}

Claims Management Module:

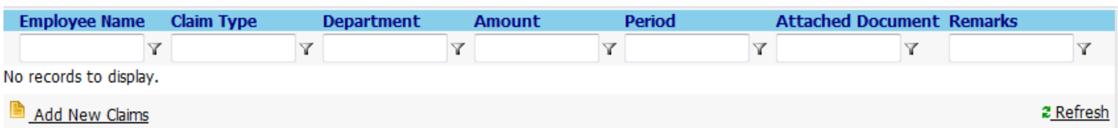
Claims Management Module covers the claims application, relevant document upload and approval process. As shown in figure following are the management options of claims Module:



Claims Process:

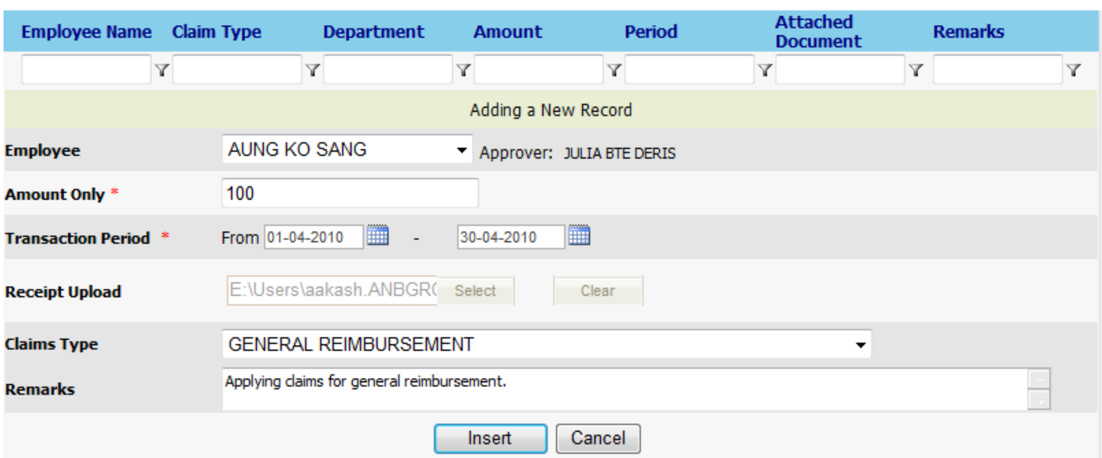


User (Employee) can apply for different types of claims from this link.



Step 1:

To add a new claim, click on Add New Claims link at the bottom of the grid.



User will input the following fields to apply for a claim:

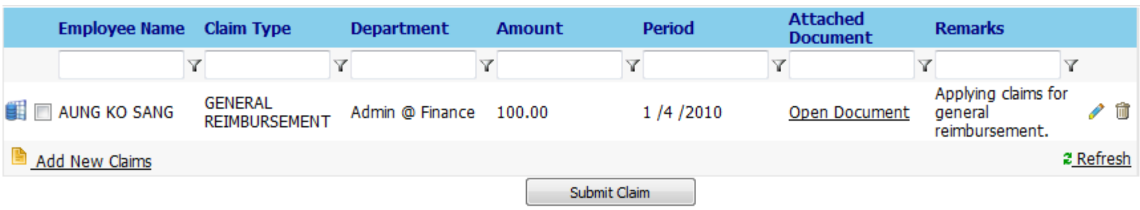
1.	Employee	: Selection of Employee Name
2.	Amount Only *	: Claim Amount
3.	Transaction period*	: Claim applied for the period From - To
4.	Receipt uploaded	: Upload Claim document if any
5.	Claims type	: Selection of claim type (Ex: Travel, medical Reimbursement)
6.	Remarks	: Any remarks pertaining to the Claim

* Denotes compulsory Field

Click Insert to add the claim.

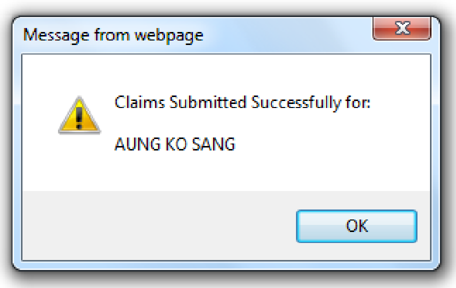
Step 2:

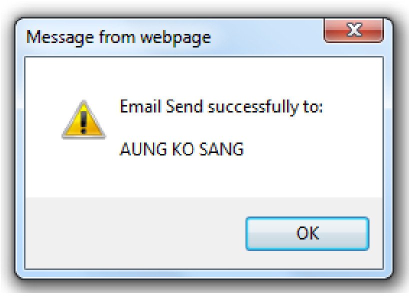
Submitting Claim:



Once the claim is added user can select the claim and submit for approval; an email will be sent to the respective supervisor for approval.

Following are the messages the user receives once the claim is submitted.

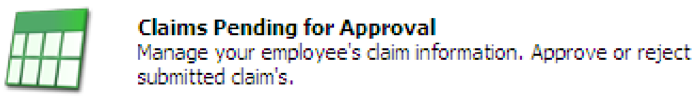




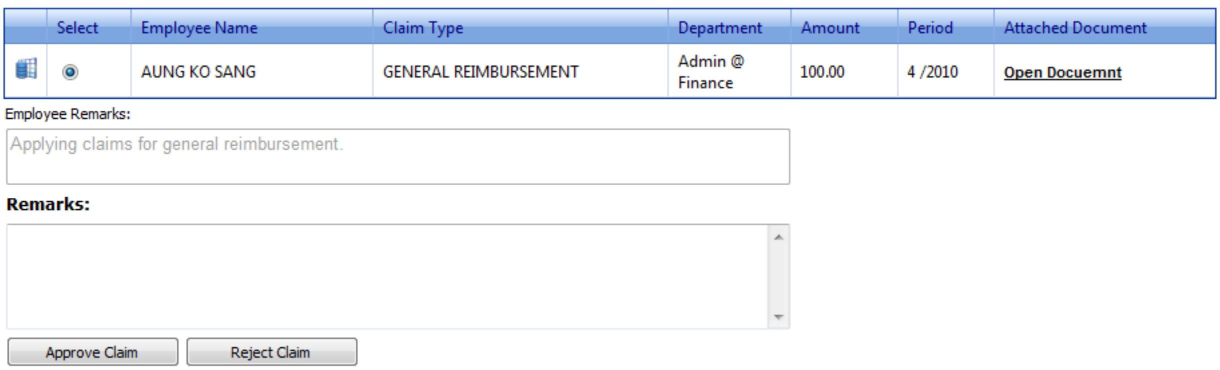
HR, Super Admin or any other user group with appropriate rights can also apply claims on behalf of the employee.

Step 3:

Approve / Reject Claim:

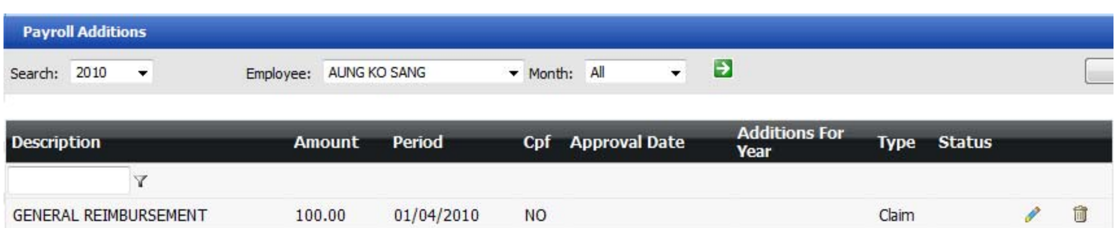


Supervisors (HR / Super Admin) can view pending Claims for approval. {Provided the appropriate rights are given to the group}. Once a Claim is applied an email alert is received by supervisor.



The supervisor can approve or reject applied claims and input any remarks if required. Once the claim is been approved or rejected an email is sent to the respective user letting them know that the claim status has been updated.

If the claim is approved it will automatically added to employee's additions (Payroll additions) and would appear in that particular month's payroll.



If the claim is rejected no action will be taken at the payroll level, the user can apply again the claim if any changes are required by the supervisor (Same claim transaction cannot be used to reapply a new claim transaction has to be created.)

Step 4:

Viewing Status of Claims applied:

Claims Status
View the status of all the claim's applied.

User can view the status of all there applied claims. {Approved, Rejected, Open, Etc}

	Employee Name	Claim Type	Department	Amount	Period (MM/DD/YYYY)	ClaimStatus	Remarks	Edit	Delete
	AUNG KO SANG	GENERAL REIMBURSEMENT	Admin @ Finance	100.00	04/01/2010	Approved	Applying claims for general reimbursement. - SMEAdmin:		
	AUNG KO SANG	GENERAL REIMBURSEMENT	Admin @ Finance	200.00	04/01/2010	Rejected	Applying for reimbursement - SMEAdmin:		
	AUNG KO SANG	GENERAL REIMBURSEMENT	Admin @ Finance	300.00	04/01/2010	Open			

Supervisor can edit the existing claim period (month) for pending claims if required to assign the claim to different month's payroll. To edit the exiting claim, click on the pencil image corresponding to the claim. Edit the claim period and click on insert button to save the claim.

The user can have other views like viewing only approved claims and viewing only rejected claims.

Approved Claims
View all the Approved Claims.

Users can view all the approved claims for current and past year.

View Approved Claims

Employee: AUNG KO SANG 2010 Back

	Employee Name	Claim Type	Department	Amount	Period	ClaimStatus	Remarks
	AUNG KO SANG	GENERAL REIMBURSEMENT	Admin @ Finance	100.00	4 /2010	Approved	Applying claims for general reimbursement. - SMEAdmin:

Rejected Claims
View all the Rejected Claims.

Users can view all the Rejected claims for current and past year.

	Employee Name	Claim Type	Department	Amount	Period	ClaimStatus	Remarks
	AUNG KO SANG	GENERAL REIMBURSEMENT	Admin @ Finance	200.00	4 /2010	Rejected	Applying for reimbursement - SMEAdmin:

Leaves Management

{Leaves}

Leave Management Module:

Leave Management Module covers a complete flow of leave processing in a company. As shown in figure following are the management options of Leave Module:

Apply Leave
Apply Leave and submit for approval to your supervisor, You can also view the status of total leave Allowed, leave taken till date and balance leave.

Leave Status
View the status of all the leave's applied.

Approved Leave
View all the Approved leave's.

Rejected Leave
View all the Rejected leave's.

Pending Approval
Manage your employee's leave information. Approve or reject submitted leave's.

Allowed Leave
Manage leaves allowed based on Employee Group. Add new leaves allowed or update the existing information.

Leave Types
Manage leave types. Add new leave types or update the existing information.

Leave Transfer
Tranfering the leaves from year to year.

Manage Holidays
View existing National Holidays. Add new Holidays information.

Manage Leaves
Global Update for Leave Additons and Deductions.

Leaves Management

{Leave Model Setup Process}

Leave Model Setup Process:

To setup the leave module follow the steps below. The user needs to have Super Admin rights to set up the leaves module as it involves setting up and modifying parameters from Admin, Leave as well as Employee module.

Step 1:

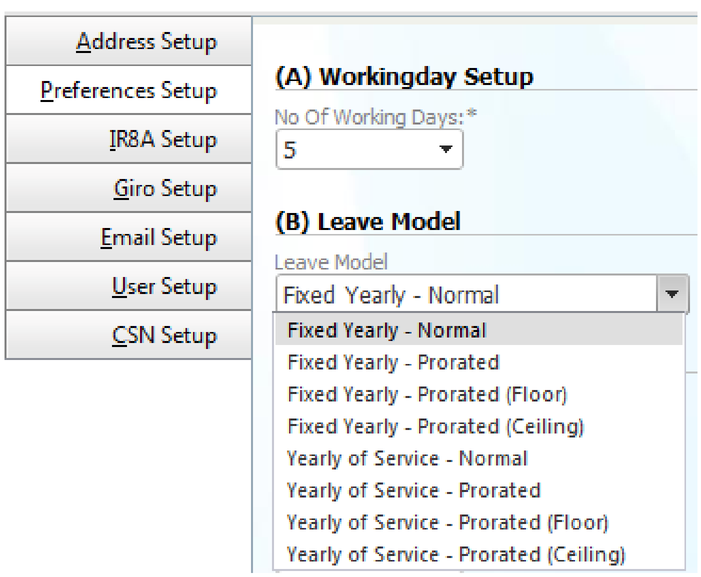
Choose the Leave model for your company.

Go to Admin Management, Click on Manage Company Information.

Step 2:

Click on edit icon next to the company name. Go to Preference Setup Tab

Choose one of the 8 different leave models available in the system.



Leave Models are broadly divided into 2 categories - Fixed yearly and Year of service.

<u>Fixed Yearly leave model - Leaves period - Calendar year January to December</u>
For Example: Mr. Tan Joins on 1 June 2010. the leave period would be from 1 June 2010 to 31 December 2010, and the following year January 2011 to December 2011.

<u>Year of Service leave model - Leaves period - Employee's joining anniversary.</u>
For Example: Mr. Tan Joins on 1 June 2010. the leave period would be from 1 June 2010 to 30 May 2011, and the following year 1 June 2011 to 30 May 2012.

Choosing between Fixed Yearly and Year of Service leave model is very important at this stage as it would define all further modification or additions the user will perform.

Fixed Yearly / Year of service - Normal: Under this leave model, all the leaves are available to an employee at any given time of the year.

For Example: An employee has joined the company on 01. Jan and has 14 Annual leaves entitled for that year. So if the employee is applying for leave in the month of January or any other month he/she would have 14 leaves available to consume

----

Fixed Yearly / Year of service - Prorated: Under this leave model, leaves available to an employee are prorated based on number of months of service.

For Example: An employee has joined the company on 01. Jan and has 14 Annual leaves entitled for that year. The leaves will be prorated by the formula:

14 (Leaves) /12 (Months) = 1.16 * Number of completed months. So if the employee is applying for leave in the month of April he/she would have 3.49 leaves available to consume. (i.e. 14/12 = 1.16 x 3 (Jan, Feb, March) = 3.49)

Fixed Yearly / Year of service - Prorated (Floor): Under this leave model, leaves available to an employee are prorated based on number of months of service

For Example: An employee has joined the company on 01. Jan and has 14 Annual leaves entitled for that year. The leaves will be prorated by the formula:

14 (Leaves) /12 (Months) = 1.16 * Number of completed months. So if the employee is applying for leave in the month of April he/she would have 3 leaves
available to consume. (i.e. 14/12 = 1.16 x 3 (Jan, Feb, March) = 3.49 in the concept of floor all the decimal are dropped = 3)

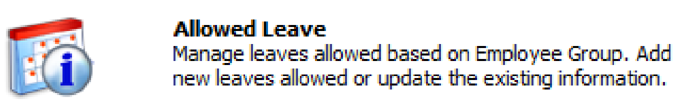
Fixed Yearly / Year of service - Prorated (Ceiling): Under this leave model, leaves available to an employee are prorated based on number of months of service

For Example: An employee has joined the company on 01. Jan and has 14 Annual leaves entitled for that year. The leaves will be prorated by the formula:

14 (Leaves) /12 (Months) = 1.16 * Number of completed months. So if the employee is applying for leave in the month of April he/she would have 4 leaves available to consume. (i.e. 14/12 = 1.16 x 3 (Jan, Feb, March) = 3.49 in the concept of ceiling the decimal are raised = 4)

Step 3:

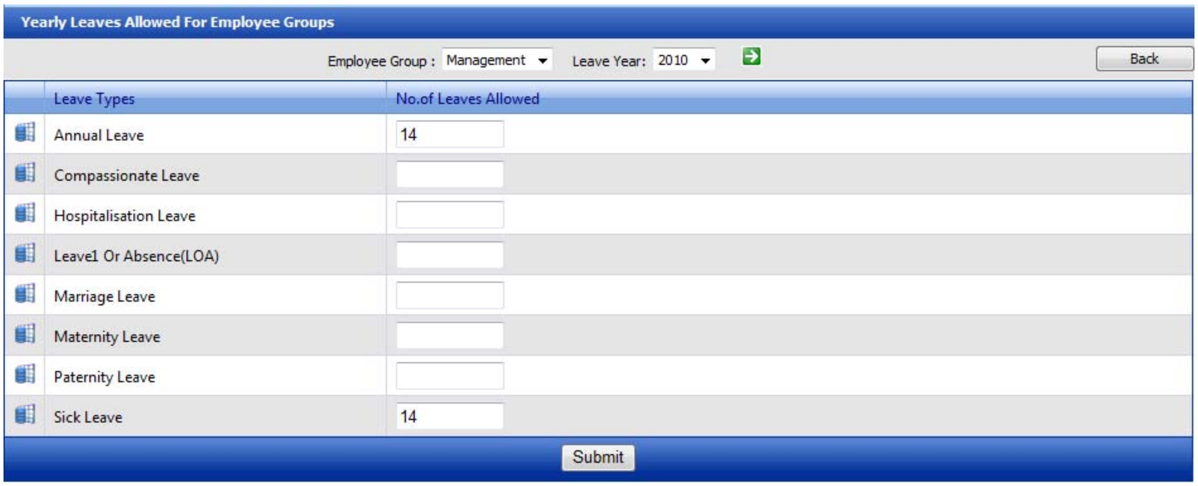
Setting up Leaves Allowed at company level, later we will setup leaves allowed at employee level. Go to Leave Management, Click on Allowed leave.



Based on your selection Fixed yearly or Year of service the following screen will be available.

Fixed yearly:

HR User can define the number of leave's available for the different employee group under the system. Any number of employee groups can be created and any number of leave types can be defined.



Yearly Leaves Allowed For Employee Groups

Employee Group : Management   Leave Year: 2010   Back

Leave Types	No.of Leaves Allowed
Annual Leave	14
Compassionate Leave	
Hospitalisation Leave	
Leave1 Or Absence(LOA)	
Marriage Leave	
Maternity Leave	
Paternity Leave	
Sick Leave	14

Submit

Select the employee group and the leave year in which the user needs to define the leaves allowed. For Example the following is the company policy for management group employees.

Annual Leave: 14

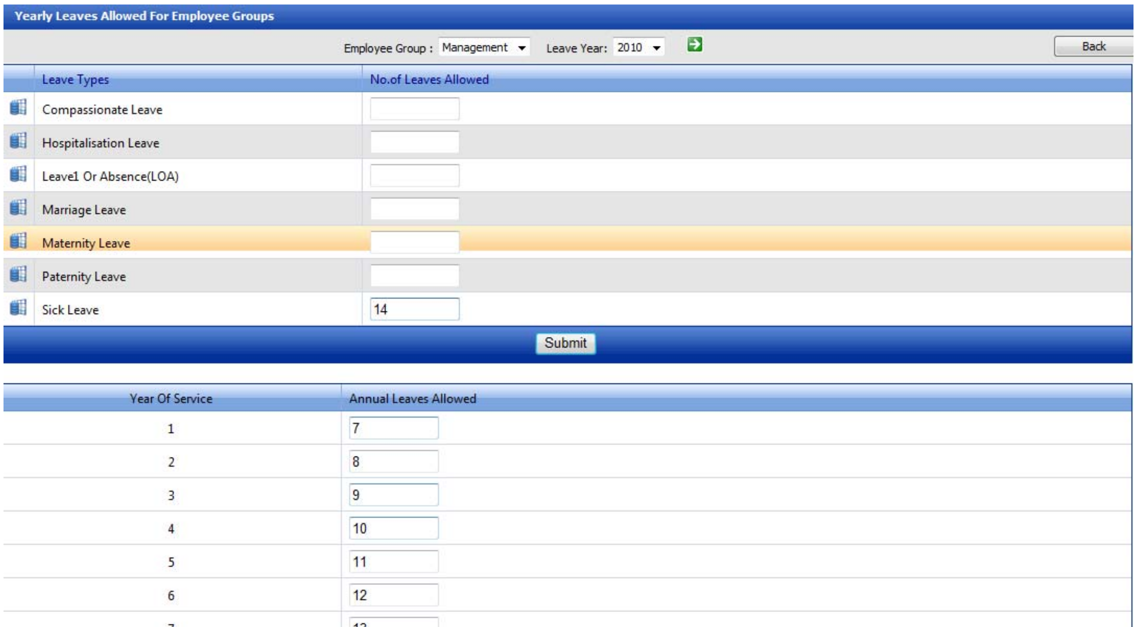
Sick leave: 14

Select → Employee Group: Management → Leave Year: 2010 → Click Go button

Enter 14 under column "No. of leave allowed" for Annual and Sick leave types.

Year of Service:

HR User can define the number of leave's available for the different employee group under the system. Any number of employee groups can be created and any number of leave types can be defined.



Select the employee group and the leave year in which the user needs to define the leaves allowed. For Example the following is the company policy for management group employees.

Sick leave: 14

Annual Leave for 1 year of service: 7

Annual Leave for 2 year of service: 8

Annual Leave for 3 year of service: 9

Annual Leave for 4 year of service: 10

Annual Leave for 5 year of service: 11

Annual Leave for 6 year of service: 12

Annual Leave for 7 year of service: 13

Annual Leave for 8 year of service: 14

Annual Leave for 9 year of service: 15

Annual Leave for 10 year of service: 16

Select → Employee Group: Management → Leave Year: 2010 → Click Go button

Enter 14 under column "No. of leave allowed" for Sick leave type, and under the year of service columns the number of annual leaves allowed based on years of service, as shown in the figure above.

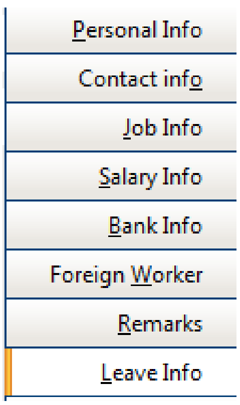
Step 4:

Setting up leaves for employee (For the first time only, there after every year user will use leave transfer option) Go to Employee Management, Click on Employee.

Employee
Manage your Employee's information. Add new Employee's or update the existing employee's information.

Click on edit icon next to the employee name.

Go to leave info tab.



Year: 2010 Update Joining Date: 01 Jan 2008 Confirm Date: 01 Jan 2008 Leave Model: Fixed Yearly-Normal Work Days in Week: 5

*CAL=Company Allowed Leaves *LYL=Last Year Leaves *CYL=Current Year Leaves *CMLE=Current Month Leaves Earned

Leave Type	*CAL	*LYL	*CYL	Paid Leaves	Unpaid Leaves	Pending Leaves	Leaves Taken	Balance Leaves	
Annual Leave	14.0			0.0	0.0	0.0	0.0	**0.00**	Detail
Child Care Leave	6.0	0.0	6.0	0.0	0.0	0.0	0.0	**6.00**	Detail
Sick Leave	14.0	0.0		0.0	0.0	0.0	0.0	**0.00**	Detail

Enter Current Year Leaves and Last year leaves if available for Annual leave, for rest of the leave types enter current available leaves and click on Update button.

Year: 2010 Update Joining Date: 01 Jan 2008 Confirm Date: 01 Jan 2008 Leave Model: Fixed Yearly-Normal Work Days in Week: 5

*CAL=Company Allowed Leaves *LYL=Last Year Leaves *CYL=Current Year Leaves *CMLE=Current Month Leaves Earned

Leave Type	*CAL	*LYL	*CYL	Paid Leaves	Unpaid Leaves	Pending Leaves	Leaves Taken	Balance Leaves	
Annual Leave	14.0	0.0	14.0	0.0	0.0	0.0	0.0	14.00	Detail
Child Care Leave	6.0	0.0	6.0	0.0	0.0	0.0	0.0	6.00	Detail
Sick Leave	14.0	0.0	14.0	0.0	0.0	0.0	0.0	14.00	Detail

Current available leaves means total leaves available to the employee. The system will automatically prorate leaves if the prorated leave model is selected.

Click on detail button next to the leave type to have a detail view of the leaves.

Year: 2010 Go Back Joining Date: 01 Jan 2008 Confirm Date: 01 Jan 2008 Leave Model: Fixed Yearly-Normal Work Days in Week: 5

*CAL=Company Allowed Leaves *LYL=Last Year Leaves *CYL=Current Year Leaves *CMLE=Current Month Leaves Earned

Month	*CAL	*LYL	*CMLE	*CYLE	Paid Leaves	Unpaid Leaves	Balance Leaves
January	14	0	14	14.00	0	0	14.0
February	14	0	14	14.00	0	0	14.0
March	14	0	14	14.00	0	0	14.0
April	14	0	14	14.00	0	0	14.0
May	14	0	14	14.00	0	0	14.0
June	14	0	14	14.00	0	0	14.0
July	14	0	14	14.00	0	0	14.0
August	14	0	14	14.00	0	0	14.0
September	14	0	14	14.00	0	0	14.0
October	14	0	14	14.00	0	0	14.0
November	14	0	14	14.00	0	0	14.0
December	14	0	14	14.00	0	0	14.0

Once the leaves are saved the employee will be able to use the application for applying leaves.

Leaves Management

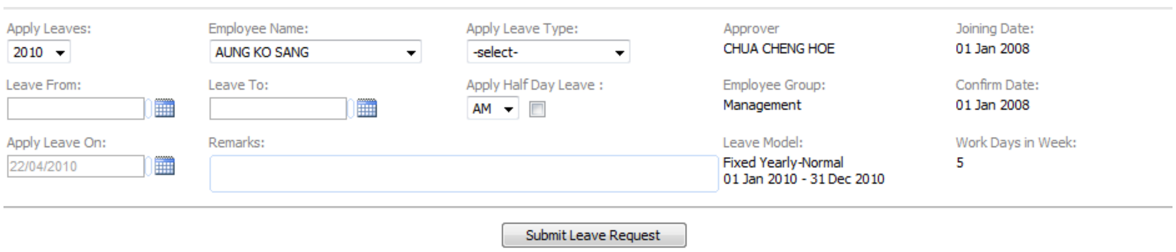
{Leaves application to approval Process}

Leave Application to Approval Process:

Step 1: Applying Leaves

Go to Leaves Module, Click on Apply Leave

Apply Leave
Apply Leave and submit for approval to your supervisor,
You can also view the status of total leave
Allowed, leave taken till date and balance leave.



Type	CYL	LYCF	CYLE	Paid Leaves	Unpaid Leaves	Pending Leaves	Leaves Taken	Balance Leaves
Annual Leave	14.0	0.0	14.00	0.0	0.0	0.0	0.0	**14.00**
Child Care Leave	6.0	0.0	6.00	0.0	0.0	0.0	0.0	**6.00**
Sick Leave	14.0	0.0	14.00	0.0	0.0	0.0	0.0	**14.00**

***CYL=Current Year Leaves *LYCF=Last Year Carry Forward *CYLE=Current Year Leaves Earned**

On the apply leave page the user can view the following:

1. Approver : Leave supervisor's name
2. Joining Date : Employee's Joining Date
3. Employee Group : Employee's Employee Group
4. Confirmation Date : Employee's Confirmation Date {Employee cannot apply leave before confirmation date}
5. Leave Model : Employee Leave Model {Fixed year, Year of service, etc}
6. Work Days in week : Number of working days pattern for the employee

Under Leave entitlement Information:

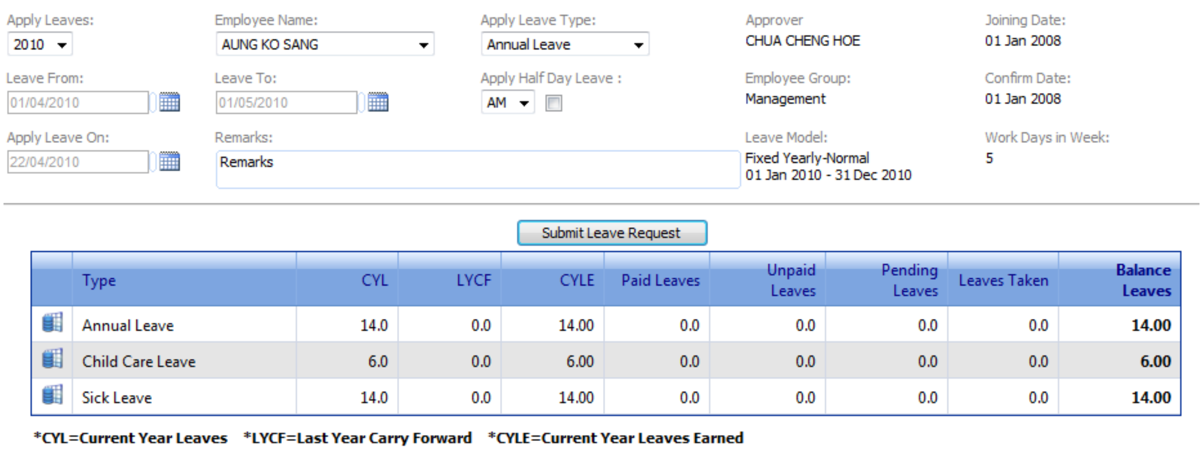
1. Leave Type : Name of the leave {Annual, Sick, Child care, etc}
2. CYL : Current Year leaves allowed
3. LYCF : Last Year leaves carry forward
4. CYLE : Total leaves earned as of the "Apply leaves on" date { Current year earned leaves + last year leaves carry forward}
5. Paid Leaves : Paid leaves taken
6. Unpaid Leaves : Unpaid leaves taken

7. Pending Leaves : Pending paid leaves {Waiting at the approval stage}
8. Leaves Taken : Total paid and Pending leaves
9. Balance Leaves : CYLE – leaves taken.

To apply for leaves select the leave type, enter leave from and leave to date and click on submit button. User can also enter remarks if required before submitting the leave.

If the user wants to apply for half a day leave, click the checkbox under “Apply Half Day Leave” and select the session, AM for morning session or PM for afternoon session. When applying for half a day leave user can only choose one day at a time.

Scenario: Leave application from 1st April 2010 to 1st May 2010, leave type Annual Leaves, leave available 14.



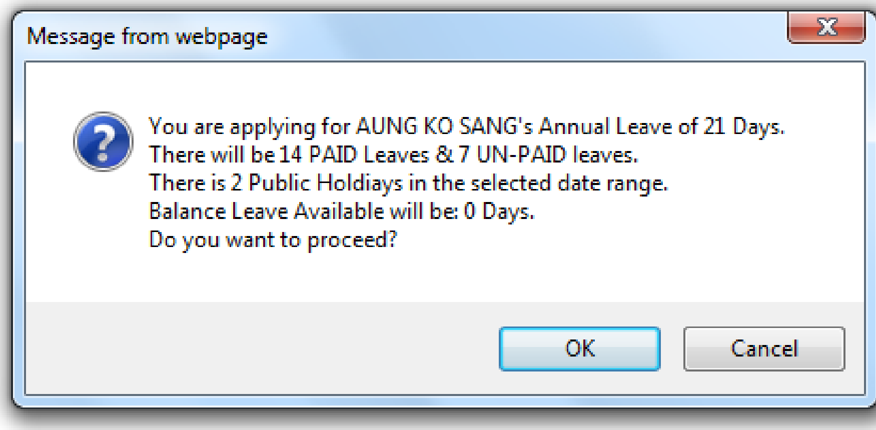
Apply Leaves: 2010
Employee Name: AUNG KO SANG
Apply Leave Type: Annual Leave
Approver: CHUA CHENG HOE
Joining Date: 01 Jan 2008
Leave From: 01/04/2010
Leave To: 01/05/2010
Apply Half Day Leave : AM
Employee Group: Management
Confirm Date: 01 Jan 2008
Apply Leave On: 22/04/2010
Remarks: Remarks
Leave Model: Fixed Yearly-Normal 01 Jan 2010 - 31 Dec 2010
Work Days in Week: 5

Submit Leave Request

	Type	CYL	LYCF	CYLE	Paid Leaves	Unpaid Leaves	Pending Leaves	Leaves Taken	Balance Leaves
	Annual Leave	14.0	0.0	14.00	0.0	0.0	0.0	0.0	**14.00**
	Child Care Leave	6.0	0.0	6.00	0.0	0.0	0.0	0.0	**6.00**
	Sick Leave	14.0	0.0	14.00	0.0	0.0	0.0	0.0	**14.00**

***CYL=Current Year Leaves *LYCF=Last Year Carry Forward *CYLE=Current Year Leaves Earned**

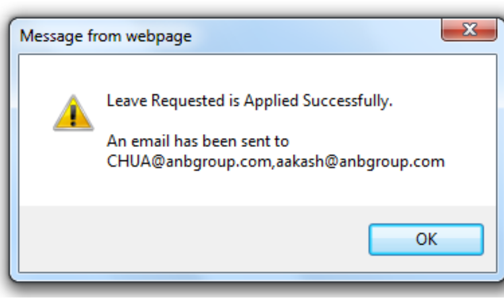
Select → Apply Leave Type: Annual Leave, Leave From: 01/04/2010, Leave To: 01/05/2010 and click submit leave request. The following message window pops up:



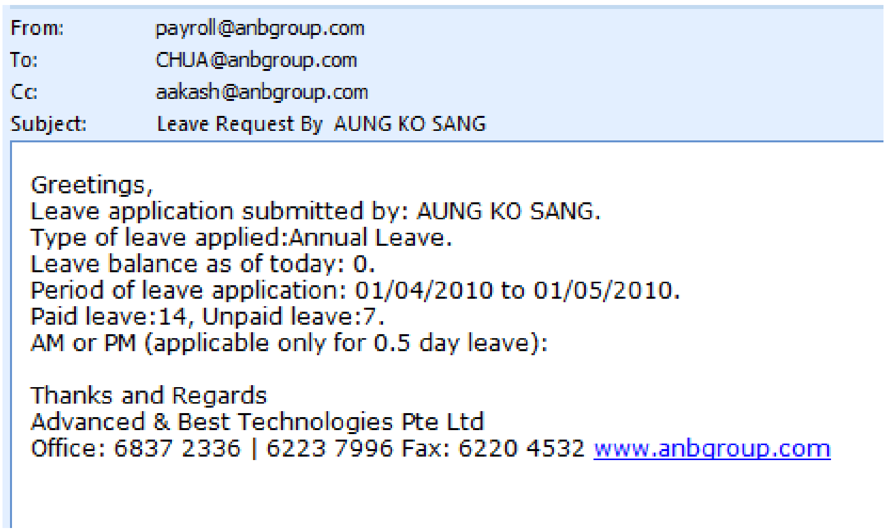
The Message window has the following information:

1. Users name applying for leave
2. Leave type applied for
3. Number of leaves applied for
4. Number of paid leaves applied for
5. Number of unpaid leaves applied for
6. Number of public holidays falling in the leave period applied for
7. Balance leave available after applying the leave

If user prefers to go ahead the following message box pops up informing the leave request has been successfully applied and email has been sent to respective supervisor and or HR.



The following email will be sent to the supervisor:



From: payroll@anbgroup.com
To: CHUA@anbgroup.com
Cc: aakash@anbgroup.com
Subject: Leave Request By AUNG KO SANG

Greetings,
Leave application submitted by: AUNG KO SANG.
Type of leave applied:Annual Leave.
Leave balance as of today: 0.
Period of leave application: 01/04/2010 to 01/05/2010.
Paid leave:14, Unpaid leave:7.
AM or PM (applicable only for 0.5 day leave):

Thanks and Regards
Advanced & Best Technologies Pte Ltd
Office: 6837 2336 | 6223 7996 Fax: 6220 4532 www.anbgroup.com

HR, Super Admin or any other user group with appropriate rights can also apply leave on behalf of the employee.

Step 2

Approve or Reject applied Leaves

Pending Approval
Manage your employee's leave information. Approve or reject submitted leave's.

Leave Supervisors with appropriate rights can view pending leaves for approval or rejection.

	Select	Employee Name	Leave Type	Duration From	To	Application Date	Paid	Unpaid	Total	Time Session
		AUNG KO SANG	Annual Leave	01/04/2010	01/05/2010	22/04/2010	14	7	21	

Employee Remarks:

Remarks

Supervisor Remarks:

Approve Reject

The supervisor can approve or reject leave applied and input any remarks if required. Once the leave is been approved or rejected an email is sent to the respective user letting them know that the leave status has been updated.

If there are any unpaid leaves that are approved, they will be reflected in that month's payroll as shown below. {There were 7 unpaid leaves in our scenario}

Employee Pay Detail

Back

April 2010

Name:	AUNG KO SANG is 31 years & 0 days.	**Employee Group:**	Management	**Working Days in a week:**	5
Emp Type:	Singapore Citizen	**CPF Applicable:**	Yes	**Day Rate($):**	154.55
Department:	Admin @ Finance	**CPF Age Group:**	1 - 35	**Hourly Rate($):**	17.83
Pay Mode:	Cheque	**CPF Employee Rate(%):**	20	**OT Entitiled:**	Yes
Joining Date:	01/01/2008	**CPF Employer Rate(%):**	14.5	**OT 1 rate:**	26.745 (17.83x1.5)
Termination Date:	-	**PR Date:**	-	**OT 2 rate:**	35.66 (17.83x2)
Working Days in Payroll:	22	**Act Working Days In Payroll:**	22	**UnPaid Leaves:**	7

(A) - Actual Basic Pay: 2318.25

{Basic Pay: 3400.10 (i.e 22 x (154.55 Day rate))} - {Unpaid Leaves(7): 1081.85(i.e 7 x (154.55 Day Rate))}

Step 3:

View Leaves Status

Leave Status

View the status of all the leave's applied.

User can view the status of all there applied Leaves. {Approved, Rejected, Open, Etc}

	Application Date	Leave Type	From	To	Status	Paid Leaves	Unpaid Leaves	Total Leaves	Session	Remarks
	22/04/2010	Annual Leave	01/04/2010	01/05/2010	Approved	14	7	21		Remarks - SMEAdmin:Approved
	22/04/2010	Child Care Leave	20/05/2010	22/05/2010	Rejected	2	0	2		- SMEAdmin:
	22/04/2010	Sick Leave	12/05/2010	14/05/2010	Open	3	0	3		

User can view the status of all there applied leaves for a given year. The leaves can be deleted by the super admin for the period the payroll is not processed.

The user can have other views like viewing only approved leaves and viewing only rejected leaves.

Approved Leave
View all the Approved leave's.

Users can view all the approved leaves for current and past year.

	Application Date	Leave Type	Duration From	To	Status	Paid Leaves	Un Paid Leaves	Total Leaves	Session	Remarks	Approved By
	22/04/2010	Annual Leave	01/04/2010	01/05/2010	Approved	14	7	21		Remarks - SMEAdmin:Approved	AUNG KO SANG

Rejected Leave
View all the Rejected leave's.

Users can view all the Rejected leaves for current and past year.

	Application Date	Leave Type	Duartion From	To	Status	Paid Leaves	Un Paid Leaves	Total Leaves	Session	Remarks	Rejected By
	22/04/2010	Child Care Leave	20/05/2010	22/05/2010	Rejected	2	0	2		- SMEAdmin:	AUNG KO SANG

Leaves Management

{Other Features}

Leave Types:

Leave Types
Manage leave types. Add new leave types or update the
existing
information.

HR User can define different type of leaves under this option. Example of different type of leaves

01. Annual Leave
02. Sick / Medical Leave
03. Maternity Leave
04. Parenting Leave
05. Child Care Leave
06. Hospitalisation Leave
07. Compensation Leave
08. Marriage Leave
09. Leave or Absence (LOA)

Leave Type
Annual Leave
Sick Leave
Maternity Leave
Paternity Leave
Child Care Leave
Hospitalisation Leave
Compassionate Leave
Marriage Leave
Leave1 Or Absence(LOA)

Add New Leave Type   Refresh

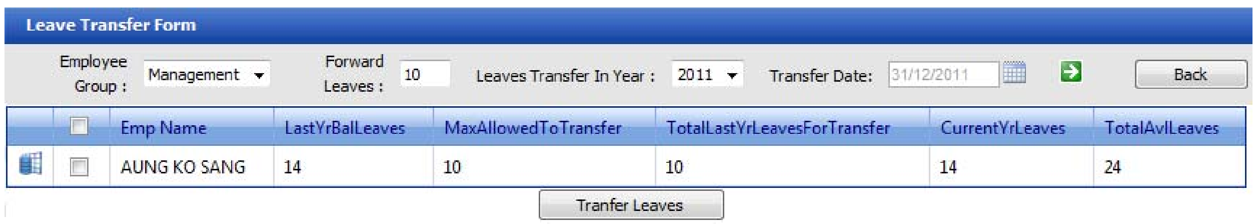
Leave Transfer:

Leave Transfer

Tranfering the leaves from year to year.

HR or any other User Group user with appropriate right can transfer leave for employee from different employee groups.

Select the user group {Employee Group}, Number of leaves allowed to carry forward {Forward Leaves} and year to which the employee leaves are transferred and click on Go button



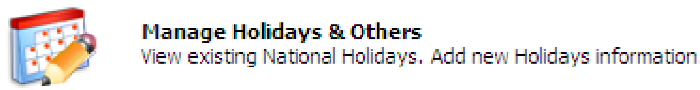
Once the selection is done, the employees are populated into the grid with the information based on selection.

The grid displays the following information

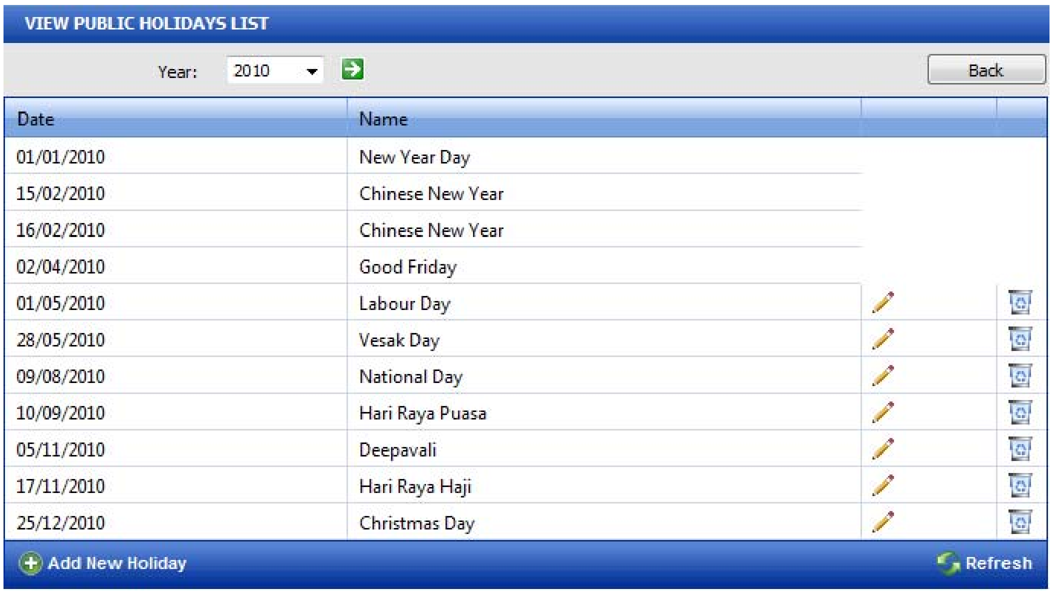
1. Employee Name
2. Last Year Balance Leaves {LastYrBalLeaves}
3. Maximum Number of Leaves that can be Carry Forward {MaxAllowedToTransfer}
4. Total Last Year Leaves for Transfer {TotalLastYrLeavesForTransfer}
5. Current Year allowed Leaves {CurrentYrLeaves}
6. Total available leaves after transfer {TotalAvlLeaves}

Select the employees and click on Transfer Leaves button to transfer leaves.

Manage Holidays:



Public holidays for current year are automatically included in the system.


VIEW PUBLIC HOLIDAYS LIST

Year: 2010 Back

Date	Name
01/01/2010	New Year Day
15/02/2010	Chinese New Year
16/02/2010	Chinese New Year
02/04/2010	Good Friday
01/05/2010	Labour Day
28/05/2010	Vesak Day
09/08/2010	National Day
10/09/2010	Hari Raya Puasa
05/11/2010	Deepavali
17/11/2010	Hari Raya Haji
25/12/2010	Christmas Day

Add New Holiday Refresh

To add a new holiday, click on Add New Holiday link at the bottom of the grid. Enter the holiday name, holiday date and click on insert button to add the holiday or cancel button to cancel the process.

To edit the exiting holiday, click on the pencil image corresponding to the holiday the user needs to edit. Edit the holiday and click on insert button to save the holiday.

To delete the holiday, click on the delete image corresponding to the holiday the user needs to delete.

Manage Leaves:

Manage Leaves
Global Update for Leave Additons and Deductions.

Employee Leaves can be added or deducted from Manage Leave Link. Select the following:

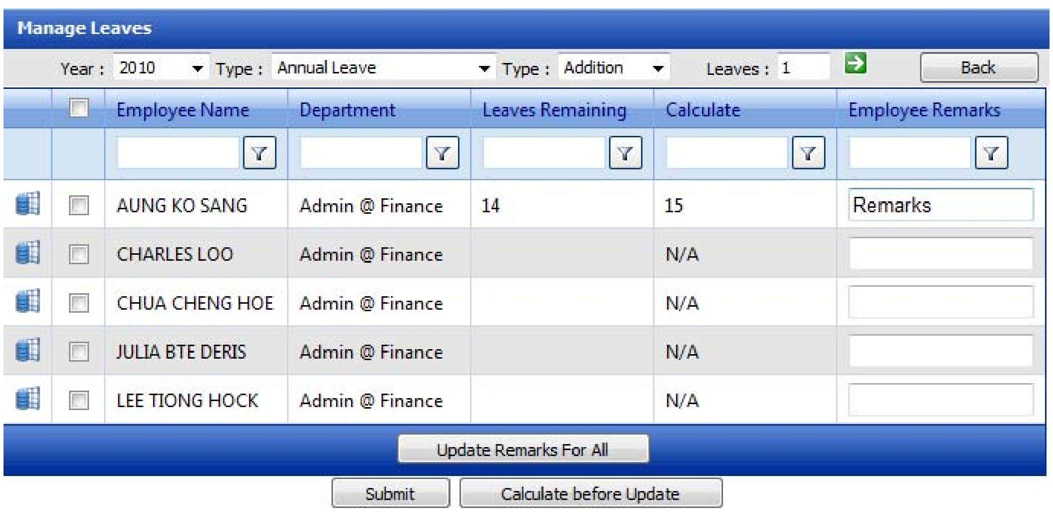
Year

Type of leave

Addition or deduction

Number of leaves to be added or deleted and click on Go button

Select the employees that need to be updated, you can select an individual employee or a group of employee or all employees in the Group and click on Calculate before update button to see how the update will affect the leaves.



Once satisfied with the calculation result click on submit button to make the changes effective.

Payroll Management

{Payroll}

Payroll Management Module:

Payroll Management Module covers additions, deduction, submission, approval, processing and printing of payroll.

Payroll Additions
Manage your payroll Additions information. Add new Payroll Additions or update the existing information

Payroll Deductions
Manage your payroll Deductions information. Add new Payroll Deductions or update the existing information

Manage Overtime Pay
Manage overtime pay rate for employee groups.

Submit Payroll
Submit payroll for approval to a designated personel as defined in the company management screen.

Approve Payroll
Manage your employee's payroll information. Approve or reject submitted payroll.

Generate Payroll
View approved payroll and generated Payroll for the month.

Print Payroll
Print or email the generated payroll for the current month and view previous months payroll information.

Unlock Payroll
Unlock the approved and generated payroll for the month.

HR or Super Admin or any other user who has the appropriate rights to the Payroll module can perform all the payroll functions like addition, deductions, submission, approval, generation and printing of payroll.

Payroll Management

{Payroll Process}

Payroll Additions:

Step 1:

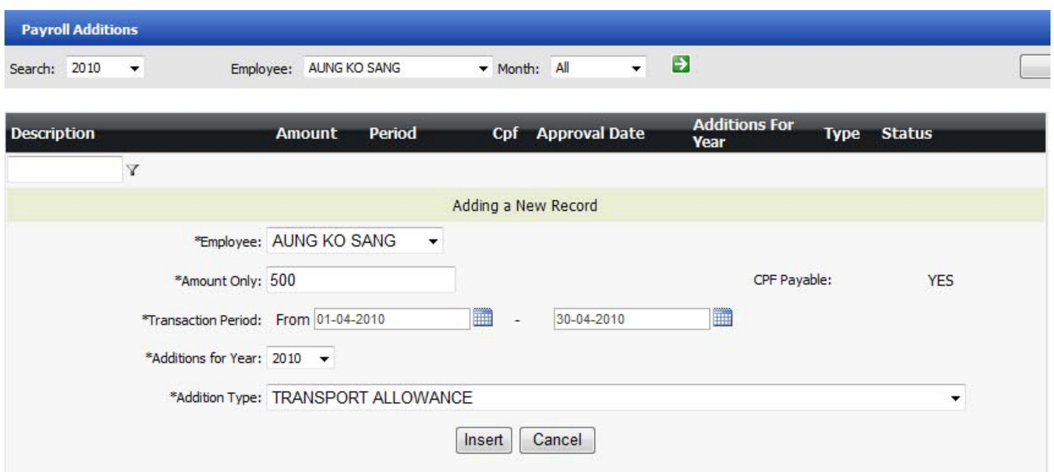
Payroll Additions

Payroll Additions
Manage your payroll Additions information. Add new Payroll Additions or update the existing information

If there are any additions or allowance for the employee apart from his or her basic salary they can be added under the payroll additions. General payroll additions are like Telephone allowance, Transport allowance, General reimbursement, etc.

Notes: Addition types are added under the "Manage Settings (Lookups)" in the Admin Management module.

To add a new Addition, click on Add New Addition link at the bottom of the grid.



User will input the following fields to add a new payroll addition

1. Employee Name* : Select Employee Name
2. Addition Amount* : Enter the addition amount
3. Transaction period from* : Select the start Period {Normally Month start}
4. Transaction period To* : Select the end period { Normally Month end}
5. Additions for year* : Select the year in which the additions are applicable {for IR8S purpose}
6. Addition Type* : Select the Addition type {This will also determine whether the addition type is CPF payable or no}

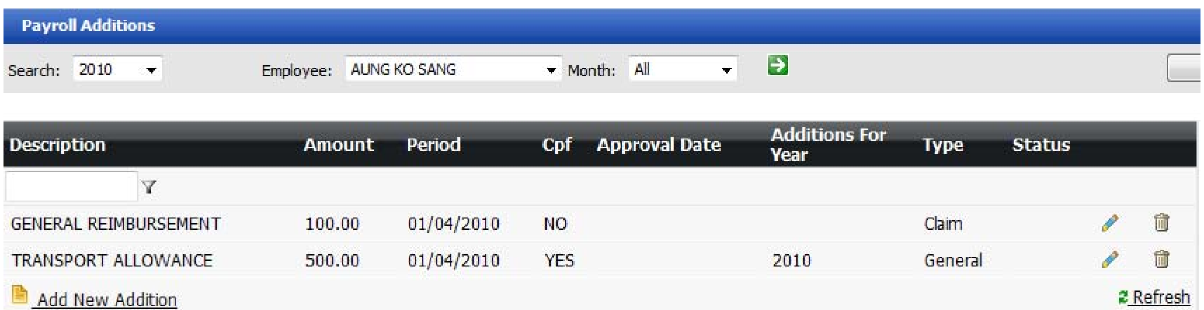
* Denotes compulsory Field

Click Insert to add the payroll addition.

Note: The transaction period can be for a month or few months, if you select one month, the addition would be included into that month's salary. If you choose few months then the addition type will be added to all the selected months.

Once the addition type is selected the system will automatically display whether this addition type is CPF PAYABLE or no

To view existing additions for a particular employee please select the employee name, month and year and click the go button.



Payroll Additions

Search: 2010 Employee: AUNG KO SANG Month: All

Description	Amount	Period	Cpf	Approval Date	Additions For Year	Type	Status
GENERAL REIMBURSEMENT	100.00	01/04/2010	NO			Claim	
TRANSPORT ALLOWANCE	500.00	01/04/2010	YES		2010	General	

Add New Addition Refresh

User can view the following details:

1. Payroll Addition Name
2. Payroll Addition Amount
3. Payroll Addition Month
4. Payroll Addition Applicable for CPF Contribution or no
5. Payroll Addition Approval Date
6. Payroll Addition Applicable in the year {For IRAS purpose}
7. Payroll Addition Type
8. Payroll Addition Status {Locked : The status will be update once the payroll has been processed}
9. Edit Option {Available only when payroll has not be processed}
10. Delete Option {Available only when payroll has not be processed}

Payroll Deductions:

Step 2:

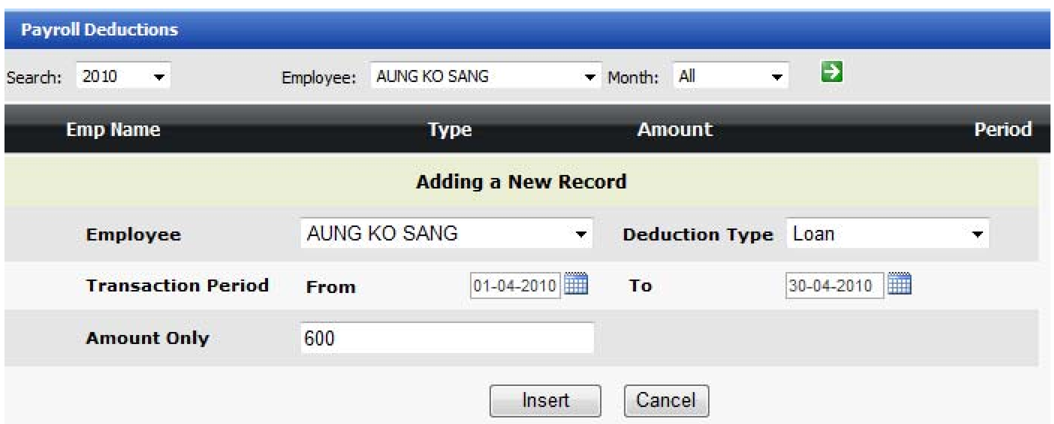
Payroll Deductions

Payroll Deductions
Manage your payroll Deductions information. Add new Payroll Deductions or update the existing information

If there are any Deductions for the employee they can be added under the payroll deductions. General payroll deductions are like Loans, Advances, etc.

Notes: Deduction types are added under the "Manage Settings (Lookups)" in the Admin Management module.

To add a new Deduction, click on Add New Deduction link at the bottom of the grid.



User will input the following fields to add a new payroll addition

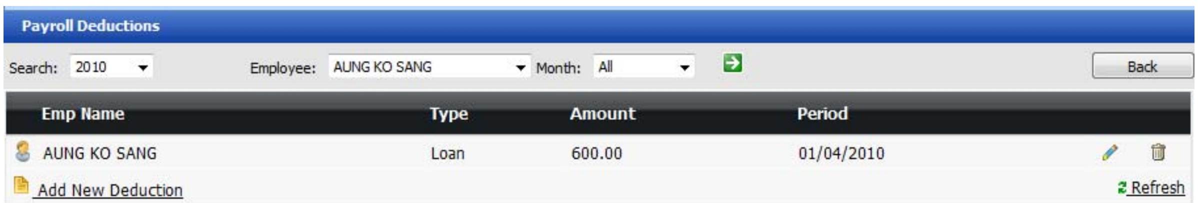
1. Employee Name* : Select Employee Name
2. Deduction Type* : Select the Addition type
3. Transaction period from* : Select the start Period {Normally Month start}
4. Transaction period To* : Select the end period { Normally Month end}
5. Deduction Amount* : Enter the deduction amount

* Denotes compulsory Field

Click Insert to add the payroll deduction.

Note: The transaction period can be for a month or few months, if you select one month, the deduction would be included into that month's salary. If you choose few months then the deduction type will be added to all the selected months.

To view existing deductions for a particular employee please select the employee name, month and year and click the go button.



User can view the following details:

1. Employee Name
2. Payroll Deduction Type
3. Payroll Deduction Amount
4. Payroll Deduction Month
5. Edit Option {Available only when payroll has not be processed}
6. Delete Option {Available only when payroll has not be processed}

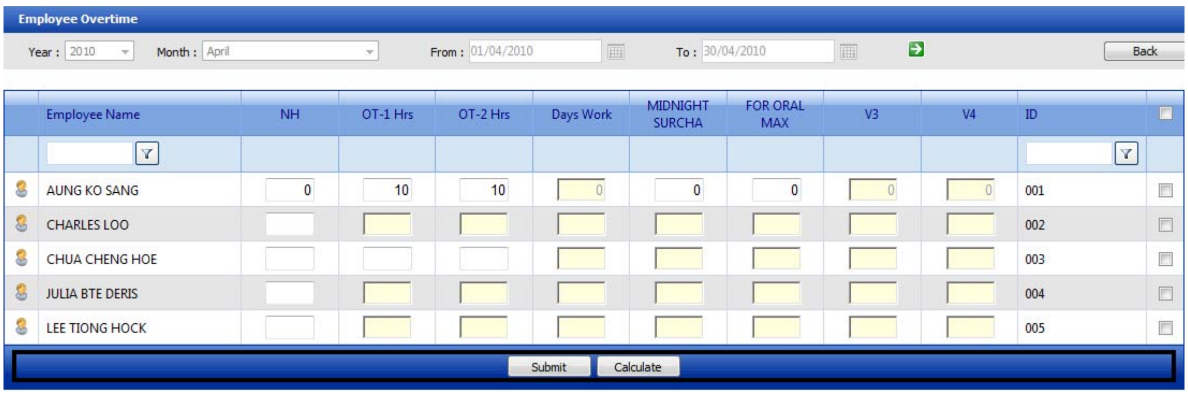
Payroll Overtime:

Step 3:

Payroll Overtime

Manage Overtime Pay
Manage overtime pay rate for employee groups.

Select the Year, month from and to dates and click the go button.



User can enter the following for individual employee:

01.	Normal Hours {NH}	: Input the number of normal hours worked during the selected period. {This field is for hourly paid employee}
02.	Overtime 1 Hours {OT-1 Hrs}	: Input the number of overtime 1 hour worked during the selected period.{This field is for hourly/monthly paid employee}
03.	Overtime 2 Hours {OT-2 Hrs}	: Input the number of overtime 2 hour worked during the selected period.{ This field is for hourly/monthly employee}
04.	Days Worked {Days Work}	: Input the number of days worked during the selected period{ This field is for Daily paid employee}
05.	V1	: Input the number of days for selected period
06.	V2	: Input the number of days for selected period
07.	V3	: Input the number of days for selected period
08.	V4	: Input the number of days for selected period

After entering the hours have to click submit button to save it.

Note: When entering the hours and minutes value for Normal hours, Overtime 1 and Overtime 2 – please enter in normal minutes (ex: 30.45 i.e. 30 hours and 45 minutes)

Submit Payroll:

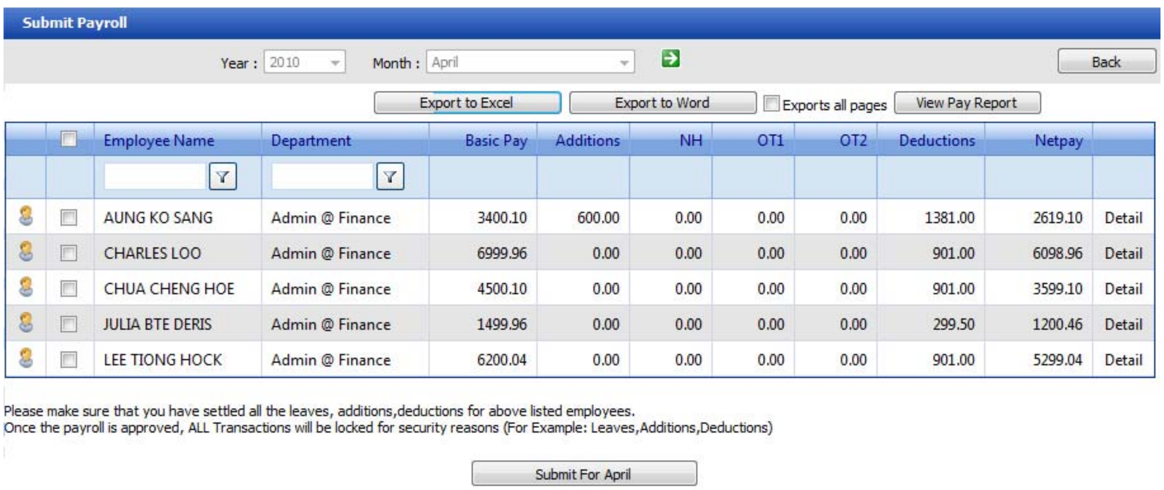
Step 4:

Payroll Submission

Submit Payroll
Submit payroll for approval to a designated personel as defined in the company management screen.

For Submitting payroll for the employees please follow the following steps:

1. Select the month and year for which you would like to submit the payroll, and click the go button. The current month and year is selected by default.



		Employee Name	Department	Basic Pay	Additions	NH	OT1	OT2	Deductions	Netpay	
		AUNG KO SANG	Admin @ Finance	3400.10	600.00	0.00	0.00	0.00	1381.00	2619.10	Detail
		CHARLES LOO	Admin @ Finance	6999.96	0.00	0.00	0.00	0.00	901.00	6098.96	Detail
		CHUA CHENG HOE	Admin @ Finance	4500.10	0.00	0.00	0.00	0.00	901.00	3599.10	Detail
		JULIA BTE DERIS	Admin @ Finance	1499.96	0.00	0.00	0.00	0.00	299.50	1200.46	Detail
		LEE TIONG HOCK	Admin @ Finance	6200.04	0.00	0.00	0.00	0.00	901.00	5299.04	Detail

2. Once selected you can view all the employees with there Basic Pay, Additions, Normal Hours (NH), Overtime 1 (OT 1), Overtime 2 (OT 2), Deductions and Net Pay.
3. Click on the Detail button corresponding to the employee to see more information regarding that individual employee's salary. {View figure under View Payroll Details for individual employee}
4. Click the check box next to the employee name to submit payroll for approval. You can alternatively also click on the check box on the header row to select all employees
5. Once all desired employees are selected click on submit for approval button.
6. All the selected employees submitted for approval will not be available in the current screen and would be available for approval payroll screen.
7. View Pay report button will show the details of payroll of all the employees. {View figure under View report}

Note: Once the payroll of an employee is submitted for approval all his or her transaction for the particular month of the year would be locked down (ex: leaves, timesheet, additions, deductions).

View Payroll Details for individual employee:

April 2010

Name:	AUNG KO SANG is 31 years & 0 days.	**Employee Group:**	Management	**Working Days in a week:**	5
Emp Type:	Singapore Citizen	**CPF Applicable:**	Yes	**Day Rate($):**	154.55
Department:	Admin @ Finance	**CPF Age Group:**	1 - 35	**Hourly Rate($):**	17.83
Pay Mode:	Cheque	**CPF Employee Rate(%):**	20	**OT Entitiled:**	Yes
Joining Date:	01/01/2008	**CPF Employer Rate(%):**	14.5	**OT 1 rate:**	26.745 (17.83x1.5)
Termination Date:	-	**PR Date:**	-	**OT 2 rate:**	35.66 (17.83x2)
Working Days in Payroll:	22	**Act Working Days In Payroll:**	22	**UnPaid Leaves:**	-

(A) - Actual Basic Pay: 3400.10
{Basic Pay: 3400.10 (i.e 22 x (154.55 Day rate))}

	ADDITIONS		**DEDUCTIONS**
GENERAL REIMBURSEMENT:	600.00	EMPLOYEEE CPF CONTRIBUTIONS:	780.00
TRANSPORT ALLOWANCE:	500.00	{(3900.1 Ord Wages) x20% (CPF Rate)}	
		(3900.10 Calculate on Fund) CDAC:	1.00
		Loan:	600.00
(B) ADDITIONS($):	**600.00**	**(C) DEDUCTIONS($):**	**1381.00**
		{(A+B)-C} Net Pay($):	**2619.10**
Gross Pay*:	**4000.10**		
Employer CPF Contribution:	**566.00**		
SDL*:	**9.75**		

This is comprehensive information, which gives the HR person 360 degree view of the employee's payroll details and related information.

1. Employee Name & Number of years and days old he or she is.
2. Employee Type {Singaporean, SPR, Dependent SPR,EP, S Pass, DP}
3. Department Employee belongs to
4. Payment Mode {Cash, Cheque, Bank Giro}
5. Employee Joining Date
6. Employee Termination Date
7. Number of working days in the current month
8. Employee Group employee belongs to
9. Employee is applicable for CPF {Yes or No}
10. Employee's CPF Age Group {1-35, etc}
11. Employee's CPF contribution rate
12. Employer's CPF contribution rate
13. Permanent Residence (PR) Date {To make sure employee PR year and CPF rate are correct}
14. Actual number of working days of the employee in the current month
15. Employee's working pattern {5 days, 5.5 Days, 6 Days, & Days}
16. Employee's Daily Rate
17. Employee's Hourly Rate
18. Employee overtime entitlement {Yes or No}
19. Employee's Overtime 1 Rate
20. Employee's Overtime 2 Rate
21. Employee's Unpaid Leaves in the current month

22. Actual Basic Salary = Basic Salary – Unpaid Leaves
23. Additions
24. Deductions
25. CPF calculation for ordinary and additional wages
26. Funds contribution
27. Gross Pay = Actual Basic Pay + Additions
28. Net Pay = (Actual Basic Pay + Additions) – Deductions
29. Employers CPF Contribution
30. SDL Contribution and
31. Leaves Status { Earned, Paid, Unpaid, Balance}

View pay Report:

Pay Detail Report

Employee Name	Actual Basic	OT1	OT2	Total Additions	Gross Pay (CPF)	Gross Pay	Employee CPF	Employer CPF	Fund Type	Fund Amount	Total Deductions	Net Pay
AUNG KO SANG	3400.10	0.00	0.00	600.00	3900.1	4000.10	780	566	CDAC	1	1381.00	2619.10
CHARLES LOO	6999.96	0.00	0.00	0.00	4500	6999.96	900	653	CDAC	1	901.00	6098.96
CHUA CHENG HOE	4500.10	0.00	0.00	0.00	4500	4500.10	900	653	CDAC	1	901.00	3599.10
JULIA BTE DERIS	1499.96	0.00	0.00	0.00	1499.96	1499.96	299	218	CDAC	0.5	299.50	1200.46
LEE TIONG HOCK	6200.04	0.00	0.00	0.00	4500	6200.04	900	653	CDAC	1	901.00	5299.04
Total :	**22600.16**	**0.00**	**0.00**	**600.00**	**18900.06**	**23200.16**	**3779.00**	**2743.00**		**4.50**	**4383.50**	**18816.66**

Information available in this report:

1. Employee's Name
2. Employee's Actual Basic
3. Employee's Overtime 1 Amount
4. Employee's Overtime 2 Amount
5. Employee's Total Payroll Additions
6. Employee's Gross Pay Applicable for CPF Calculation
7. Employee's Gross Pay
8. Employee's CPF Contribution Amount
9. Employer's CPF Contribution Amount
10. Employee's Fund Name
11. Employee's Fund Amount
12. Employee's Total Payroll Deductions
13. Employee's Net Pay

And a group total in the bottom.

Approve Payroll:

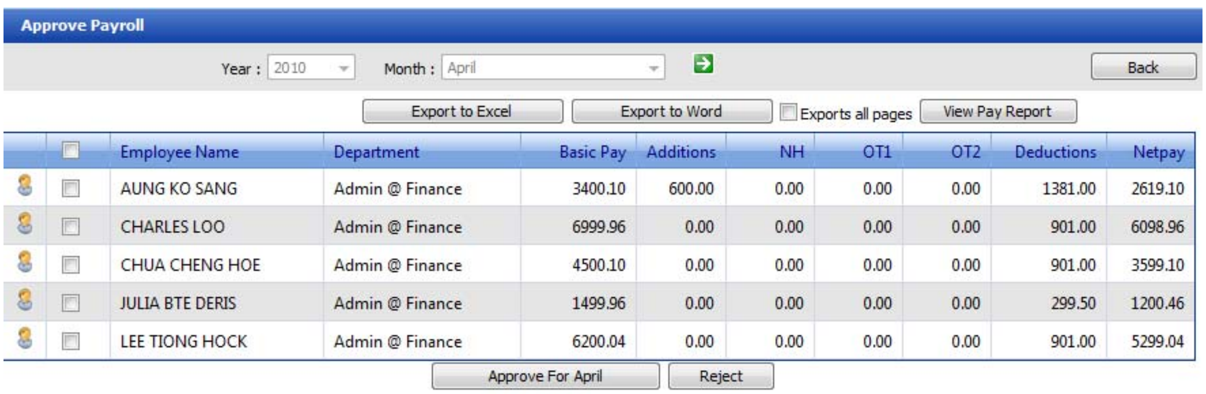
Step 4:

Payroll Approval or Rejection

Approve Payroll
Manage your employee's payroll information. Approve or reject submitted payroll.

For approving payroll for the employees please follow the following steps:

1. Select the month and year for which you would like to approve the payroll and click the go button. The current month and year is selected by default.
2. Once selected you can view all the employees submitted for approval with there Basic Pay, Additions, Normal Hours (NH), Overtime 1 (OT 1), Overtime 2 (OT 2), Deductions and Net Pay.



		Employee Name	Department	Basic Pay	Additions	NH	OT1	OT2	Deductions	Netpay
		AUNG KO SANG	Admin @ Finance	3400.10	600.00	0.00	0.00	0.00	1381.00	2619.10
		CHARLES LOO	Admin @ Finance	6999.96	0.00	0.00	0.00	0.00	901.00	6098.96
		CHUA CHENG HOE	Admin @ Finance	4500.10	0.00	0.00	0.00	0.00	901.00	3599.10
		JULIA BTE DERIS	Admin @ Finance	1499.96	0.00	0.00	0.00	0.00	299.50	1200.46
		LEE TIONG HOCK	Admin @ Finance	6200.04	0.00	0.00	0.00	0.00	901.00	5299.04

3. Click the check box next to the employee name to approve or reject the payroll. You can alternatively also click on the check box on the header row to select all employees
4. Once all desired employees are selected click on approve or reject button accordingly.

Employees whose payroll is approved will not be available in the current screen and would be available for generating payroll screen.

Employees whose payroll is rejected will not be available in the current screen and would be sent back to submit payroll screen for modifications.

Note: Once the payroll of an employee is approved all his or her transaction for the particular month of the year would be locked down (ex: leaves, timesheet, additions, deductions).

Generate Payroll:

Step 5:

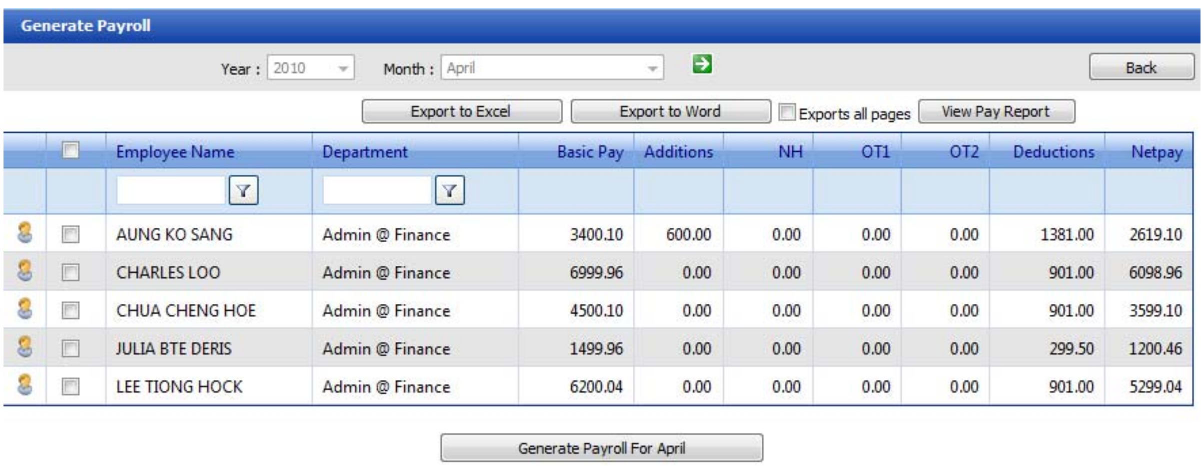
Payroll Generation

Generate Payroll

View approved payroll and generated Payroll for the month.

For generate payroll for the employees please follow the following steps:

1. Select the month and year for which you would like to generate the payroll and click the go button. The current month and year is selected by default.
2. Once selected you can view all the approved payroll employees with there Basic Pay, Additions, Normal Hours (NH), Overtime 1 (OT 1), Overtime 2 (OT 2), Deductions and Net Pay.



		Employee Name	Department	Basic Pay	Additions	NH	OT1	OT2	Deductions	Netpay
		AUNG KO SANG	Admin @ Finance	3400.10	600.00	0.00	0.00	0.00	1381.00	2619.10
		CHARLES LOO	Admin @ Finance	6999.96	0.00	0.00	0.00	0.00	901.00	6098.96
		CHUA CHENG HOE	Admin @ Finance	4500.10	0.00	0.00	0.00	0.00	901.00	3599.10
		JULIA BTE DERIS	Admin @ Finance	1499.96	0.00	0.00	0.00	0.00	299.50	1200.46
		LEE TIONG HOCK	Admin @ Finance	6200.04	0.00	0.00	0.00	0.00	901.00	5299.04

3. Click the check box next to the employee to generate the payroll. You can alternatively also click on the check box on the header row to select all employees
4. Once all desired employees are selected click on Generate Payroll button to generate the payroll for the selected month.

Note: Once the payroll of an employee is generated all his or her transaction for the particular month of the year would be locked down (ex: leaves, timesheet, additions, deductions).

Print Payroll:

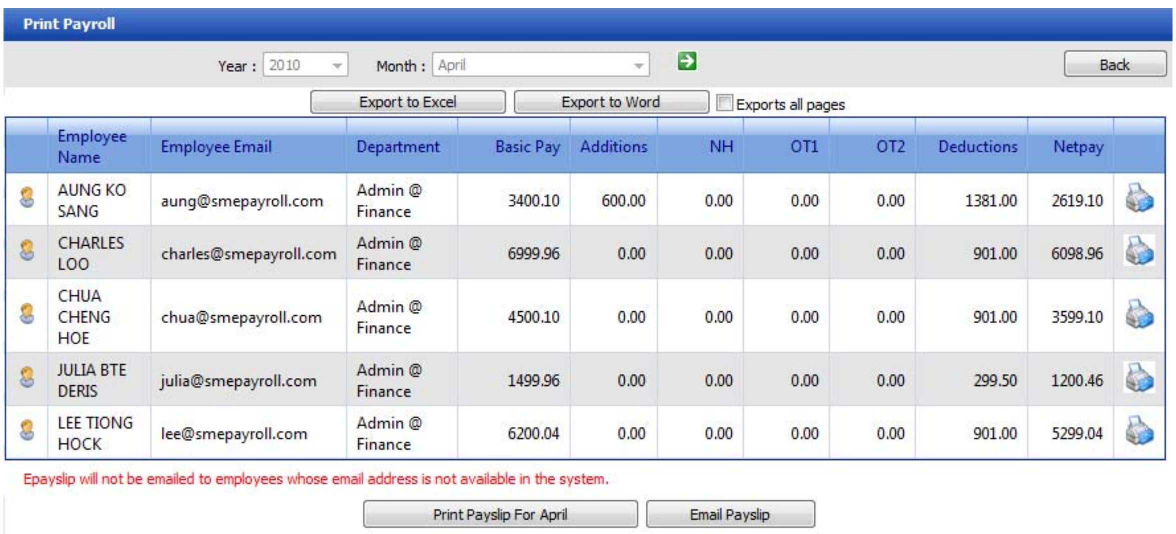
Step 6:

Print / Email Payslips

Print Payroll
Print or email the generated payroll for the current month and view previous months payroll information.

For printing payroll for the employees please follow the following steps:

1. Select the month and year for which you would like to print the payslip and click the go button. The current month and year is selected by default.
2. Once selected you can view all the payroll generated employees with there Basic Pay, Additions, Normal Hours (NH), Overtime 1 (OT 1), Overtime 2 (OT 2), Deductions and Net Pay.



Print Payroll

Year : 2010 Month : April Back

Export to Excel Export to Word Exports all pages

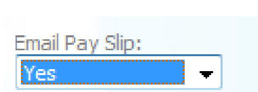
Employee Name	Employee Email	Department	Basic Pay	Additions	NH	OT1	OT2	Deductions	Netpay
AUNG KO SANG	aung@smepayroll.com	Admin @ Finance	3400.10	600.00	0.00	0.00	0.00	1381.00	2619.10
CHARLES LOO	charles@smepayroll.com	Admin @ Finance	6999.96	0.00	0.00	0.00	0.00	901.00	6098.96
CHUA CHENG HOE	chua@smepayroll.com	Admin @ Finance	4500.10	0.00	0.00	0.00	0.00	901.00	3599.10
JULIA BTE DERIS	julia@smepayroll.com	Admin @ Finance	1499.96	0.00	0.00	0.00	0.00	299.50	1200.46
LEE TIONG HOCK	lee@smepayroll.com	Admin @ Finance	6200.04	0.00	0.00	0.00	0.00	901.00	5299.04

Epayslip will not be emailed to employees whose email address is not available in the system.

Print Payslip For April Email Payslip

3. Click the printer icon for the respective employee to print the payslip. You can alternatively also click on the Print Payslip button to print all employees' payslips.
4. Click on Email Payslip to send the payslip to all the employee's with a valid email address.

Note: Only the employee's whose "Email Pay Slip" option is selected to yes under employee profile will receive the email. The payslip will be in a PDF format {attached to the email}



Payroll Management

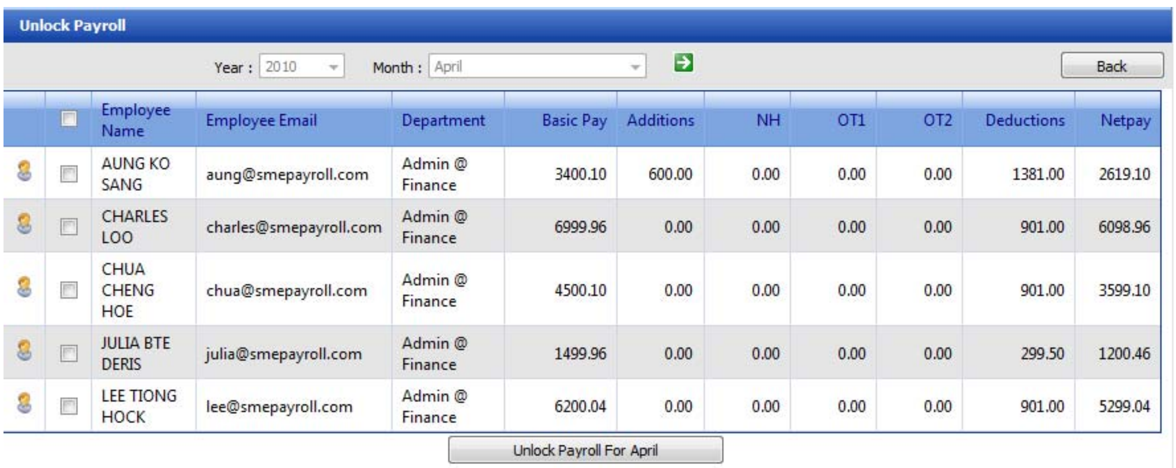
{Other Options}

Unlock Payroll:

Unlock Payroll
Unlock the approved and generated payroll for the month.

Once the payroll is approved or generated the additions, deductions, Overtime, Claims as well as leaves for that month are locked. If the user needs to make the changes to any of the above for an employee whose payroll is processed would need to unlock the payroll.

Users with rights to unlock payroll will be able to unlock payroll for any employee for any period. To unlock payroll select the month and the year and click on go button.



Employee Name	Employee Email	Department	Basic Pay	Additions	NH	OT1	OT2	Deductions	Netpay
AUNG KO SANG	aung@smepayroll.com	Admin @ Finance	3400.10	600.00	0.00	0.00	0.00	1381.00	2619.10
CHARLES LOO	charles@smepayroll.com	Admin @ Finance	6999.96	0.00	0.00	0.00	0.00	901.00	6098.96
CHUA CHENG HOE	chua@smepayroll.com	Admin @ Finance	4500.10	0.00	0.00	0.00	0.00	901.00	3599.10
JULIA BTE DERIS	julia@smepayroll.com	Admin @ Finance	1499.96	0.00	0.00	0.00	0.00	299.50	1200.46
LEE TIONG HOCK	lee@smepayroll.com	Admin @ Finance	6200.04	0.00	0.00	0.00	0.00	901.00	5299.04

Employees whose payroll is either approved or generated for the selected month will be populated in the grid. Select the employee or employees that need to be unlocked and click on unlock Payroll button.

Once an employee's payroll is unlocked their transaction will go back to submit payroll.

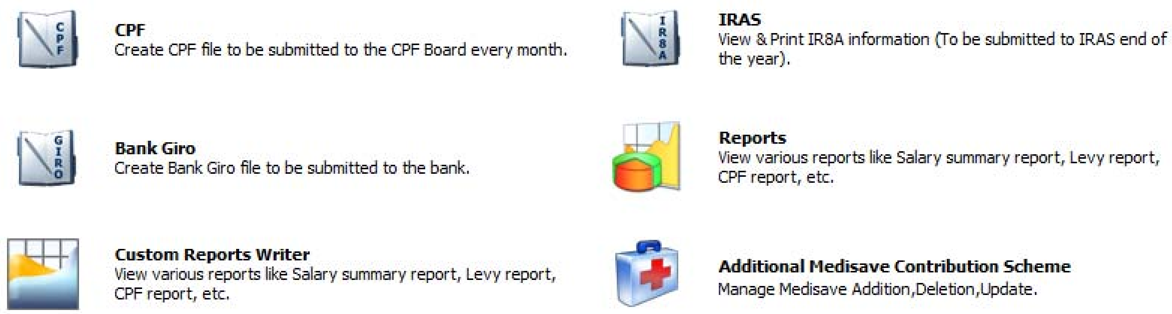
Submit Payroll
Submit payroll for approval to a designated personel
as defined in the company management screen.

Reports Management

{CPF, AMCS, BANK GIRO, IRAS, Custom Reports}

Management Reporting Module:

Management reporting module covers CPF, AMCS, BANK GIRO, IRAS file creation, Static as well as custom reports



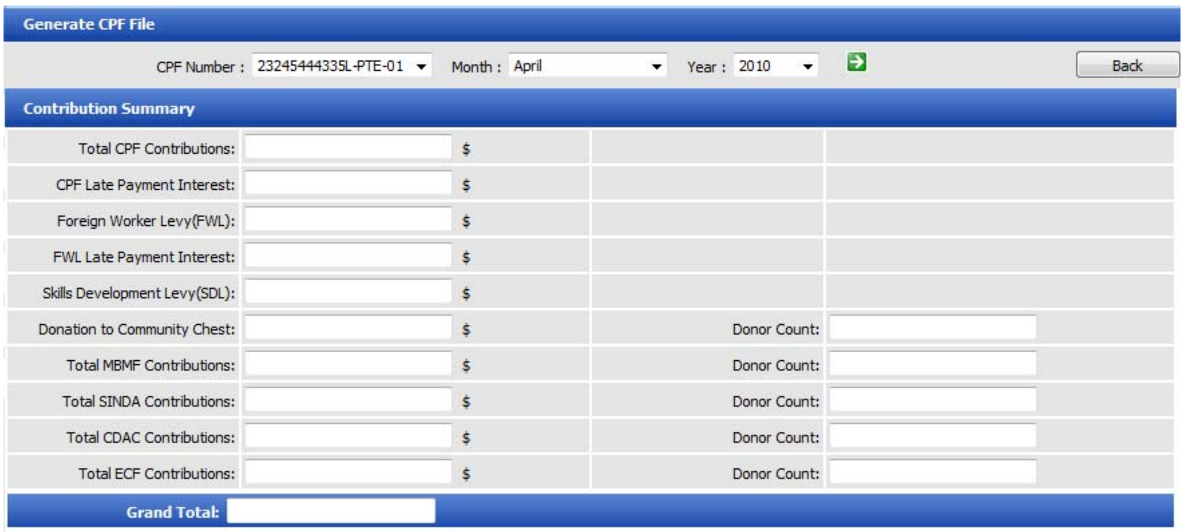
Reports Management

{CPF File Creation}

CPF File Creation:

CPF
Create CPF file to be submitted to the CPF Board every month.

CPF File can be created and submitted to CPF BOARD for CPF Contribution. The system will calculate the CPF Contribution and Funds Contribution for all CPF Payable employees.



Generate CPF File

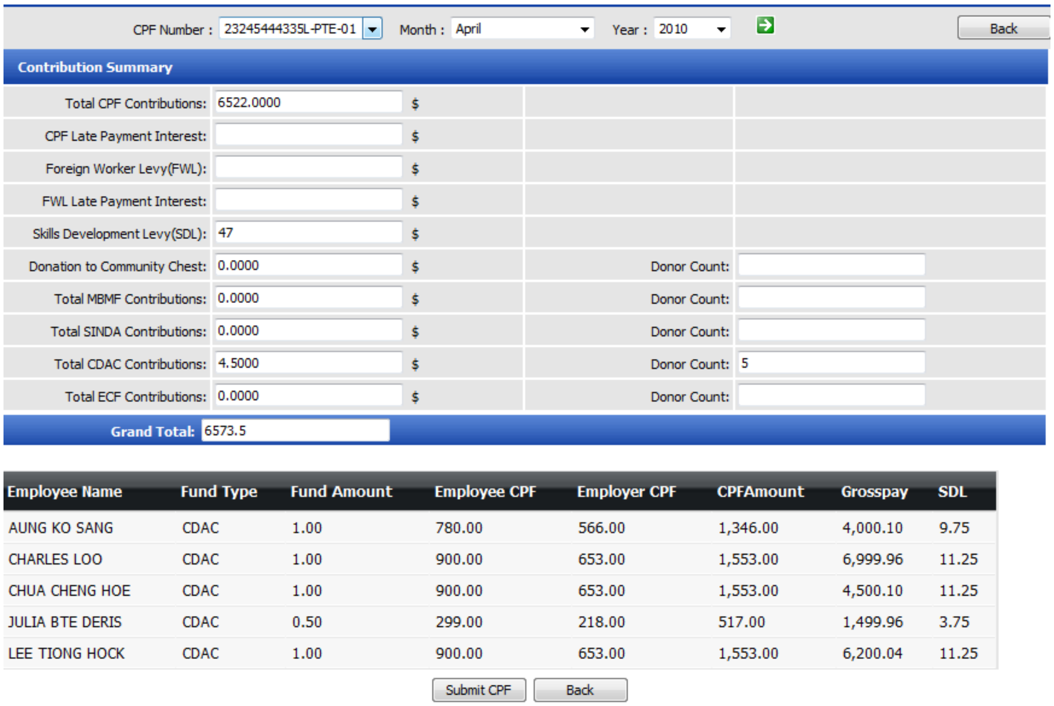
CPF Number : 23245444335L-PTE-01 | Month : April | Year : 2010 | Back

Contribution Summary

Total CPF Contributions:		$		
CPF Late Payment Interest:		$		
Foreign Worker Levy(FWL):		$		
FWL Late Payment Interest:		$		
Skills Development Levy(SDL):		$		
Donation to Community Chest:		$	Donor Count:	
Total MBMF Contributions:		$	Donor Count:	
Total SINDA Contributions:		$	Donor Count:	
Total CDAC Contributions:		$	Donor Count:	
Total ECF Contributions:		$	Donor Count:	
Grand Total:				

Only employees whose payroll has been generated will be available under CPF contribution summary page for the selected month.

To generate the CPF submission file → Select the CPF (CSN) Number, month and year and click the go button. The current month and year is selected by default.



CPF Number : 23245444335L-PTE-01 Month : April Year : 2010 Back

Contribution Summary

Total CPF Contributions:	6522.0000	$		
CPF Late Payment Interest:		$		
Foreign Worker Levy(FWL):		$		
FWL Late Payment Interest:		$		
Skills Development Levy(SDL):	47	$		
Donation to Community Chest:	0.0000	$	Donor Count:	
Total MBMF Contributions:	0.0000	$	Donor Count:	
Total SINDA Contributions:	0.0000	$	Donor Count:	
Total CDAC Contributions:	4.5000	$	Donor Count:	5
Total ECF Contributions:	0.0000	$	Donor Count:	
Grand Total:	6573.5			

Employee Name	Fund Type	Fund Amount	Employee CPF	Employer CPF	CPFAmount	Grosspay	SDL
AUNG KO SANG	CDAC	1.00	780.00	566.00	1,346.00	4,000.10	9.75
CHARLES LOO	CDAC	1.00	900.00	653.00	1,553.00	6,999.96	11.25
CHUA CHENG HOE	CDAC	1.00	900.00	653.00	1,553.00	4,500.10	11.25
JULIA BTE DERIS	CDAC	0.50	299.00	218.00	517.00	1,499.96	3.75
LEE TIONG HOCK	CDAC	1.00	900.00	653.00	1,553.00	6,200.04	11.25

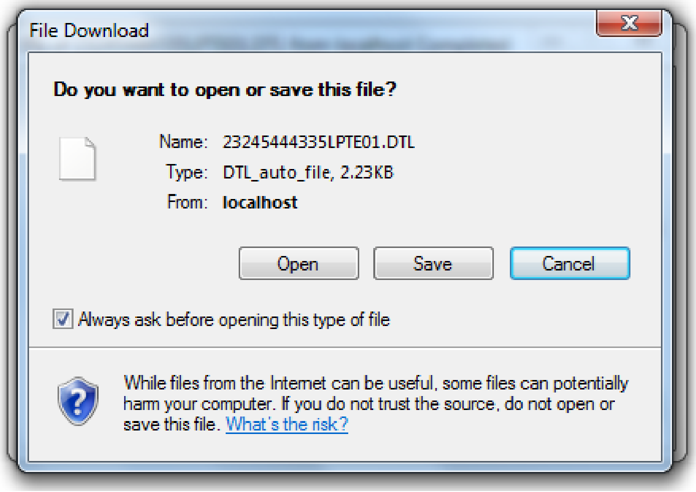
Submit CPF Back

A summary as well as a detailed view is shown for all the employee and their contribution. Information like:

1. Employee Name
2. Fund Name
3. Fund Amount Contributing
4. Employee's CPF Contribution Amount
5. Employer's CPF Contribution Amount
6. Total CPF Amount
7. Employee's Gross Pay
8. Employee's SDL Contribution Amount.

The total of all these amounts is the summary of the CPF contribution.

To create the CPF BOARD readable file click on “Submit CPF” button, this will create and open the file.



Save the file on the computer, Log into CPFBOARD website @ www.cpf.gov.sg with your SINGPASS and follow the steps to submit the file.

Reports Management

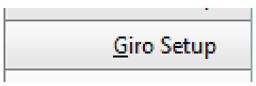
{Bank Giro Setup & File Creation}

Company Bank Account Setup:

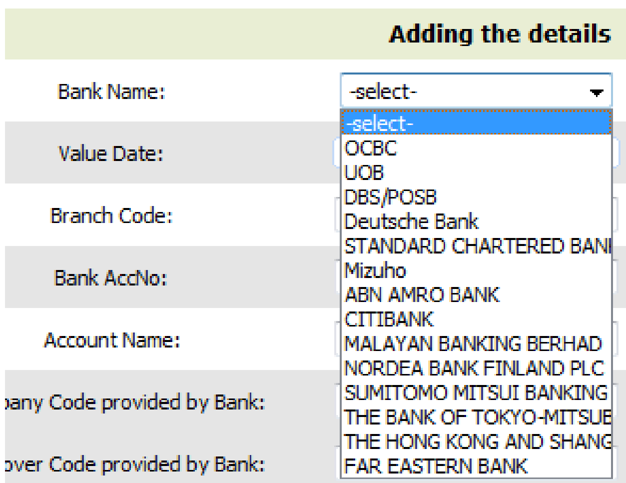
Step 1:

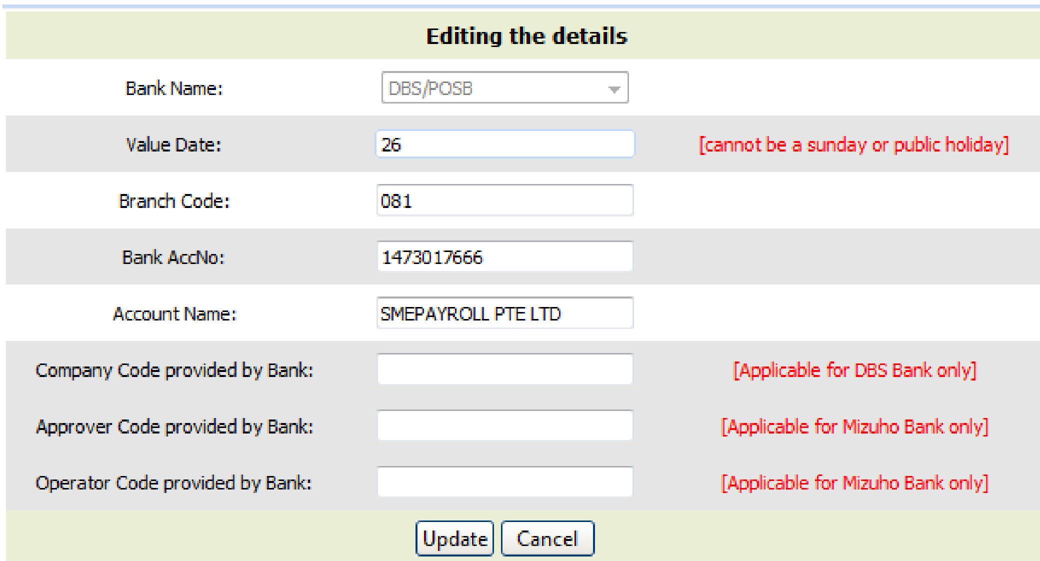
Go to Admin Management, Click on manage company option;

Edit the company the user wants to setup the company bank account information, Click on Giro Setup.



Click on  Add New Bank detail link at the bottom of the grid. Currently following banks are supported.





Editing the details

Bank Name:	DBS/POSB	
Value Date:	26	[cannot be a sunday or public holiday]
Branch Code:	081	
Bank AccNo:	1473017666	
Account Name:	SMEPAYROLL PTE LTD	
Company Code provided by Bank:		[Applicable for DBS Bank only]
Approver Code provided by Bank:		[Applicable for Mizuho Bank only]
Operator Code provided by Bank:		[Applicable for Mizuho Bank only]

Update Cancel

Select bank name from the drop down of available banks.

01.	Value Date	: Day of salary transfer {Ex: 24 or 30}
02.	Bank Branch Code	: Banks branch code number {Ex: 081}
03.	Bank Account Number	: Company's bank account number {Ex: 1473017666}
04.	Bank Account Name	: Company's bank account name
05.	Company code provided by bank	: (Applicable to DBS Bank)
06.	Approver code provided by bank	: (Applicable to Mizuho Bank)
07.	Operator code provided by bank	: (Applicable to Mizuho Bank)

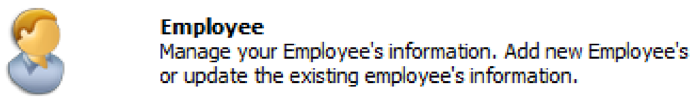
Then click insert to save the information.

To edit the exiting bank, click on the pencil image corresponding to the bank the user needs to edit. Edit the details and click on insert button to save the bank.

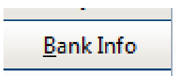
Employee Bank Account Setup:

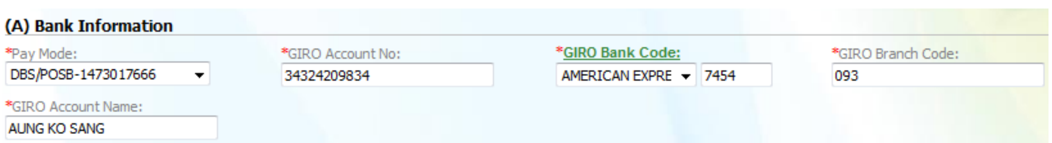
Step 2:

Go to Employee Management, Click on Employee option;



Edit the employee the user wants to setup the bank account information, Click on Bank Info.





Select the Pay Mode from the drop down of available payment methods.

1.	GIRO account number:	Employee's bank account number
2.	GIRO bank name:	Employee's bank name / code
3.	GIRO branch code:	Employee's bank's branch code
4.	GIRO account name:	Employee's bank account name

Bank Giro File Creation:

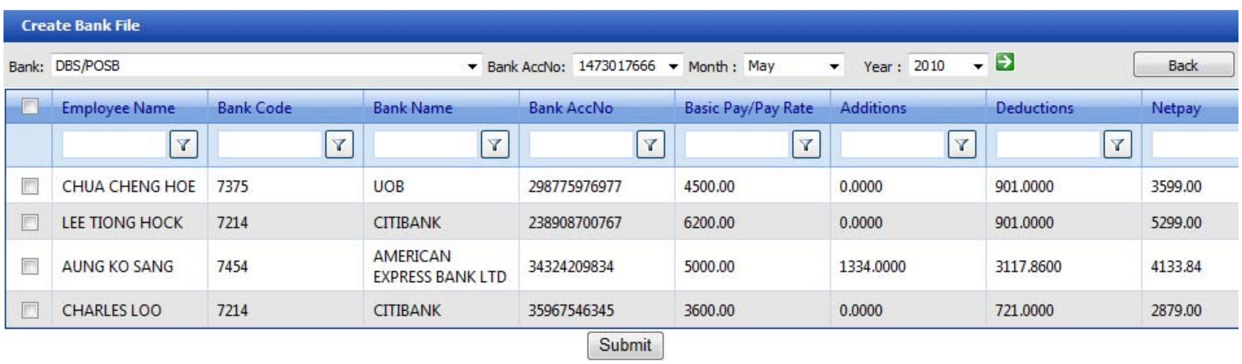
Step 3:

Go to Reports Management, Click on Bank Giro Link.

Bank Giro
Create Bank Giro file to be submitted to the bank.

Select the following to create the giro file for the bank:

01. Bank name
02. Bank account number
03. Month and
04. Year for which you need the file to be generated and click on go button.



	Employee Name	Bank Code	Bank Name	Bank AccNo	Basic Pay/Pay Rate	Additions	Deductions	Netpay
	CHUA CHENG HOE	7375	UOB	298775976977	4500.00	0.0000	901.0000	3599.00
	LEE TIONG HOCK	7214	CITIBANK	238908700767	6200.00	0.0000	901.0000	5299.00
	AUNG KO SANG	7454	AMERICAN EXPRESS BANK LTD	34324209834	5000.00	1334.0000	3117.8600	4133.84
	CHARLES LOO	7214	CITIBANK	35967546345	3600.00	0.0000	721.0000	2879.00

This will display list of all employees whose payroll has been processed for that month and year. Select the check box next to the employee and click on submit button to generate the bank giro file.

To select all employees check the checkbox on the top of the grid.

Reports Management

{Static Reports}

Reports: **(Static Reports)**

Under reports module user can view and print reports based on rights. Reports are divided into Three (3) categories:

If the user does not have rights to any of above 3 categories they would not be able to view any reports. Following are the reports currently available under each category.

Pay Related Reports

Payroll Details Report
Payroll Summary Report
Payroll Summary (detail) Report
Employers CPF Contribution Report
Funds Summary Report
Funds Detail Report
SDL Detail Report
SDL Summary Report

Reminder Related Reports

Pass Expiry Report
Passport Expiry Report
Insurance Expiry Report
CSOC Expiry Report
Levy Report

Employee Related Reports

Employee Details Report
Employee Personal Details Report
Employee Address Details Report
Employee Job Details Report
Employee Certs/Docs Details Report
Employee Salary Details Report

Reports Management

{Custom Reports}

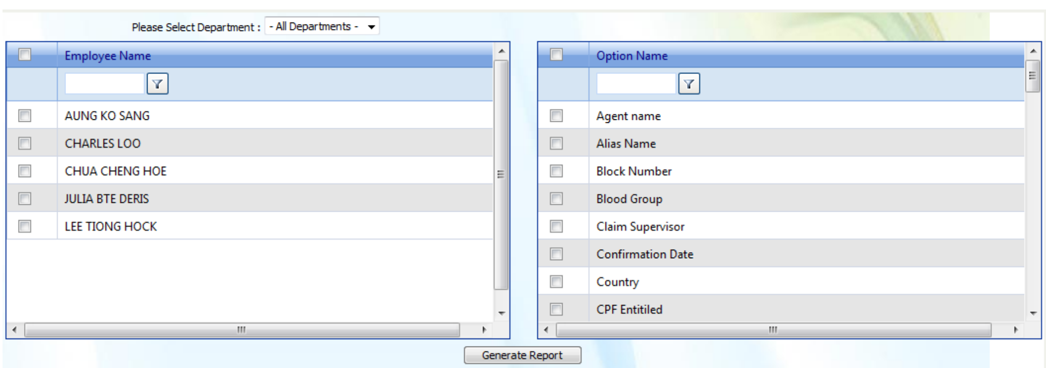
Custom Reports:

Custom reports can be created in the system based on the users requirement, the custom reports is divided into 9 Tabs currently.

01. Employee Tab
02. Payroll Tab
03. Additions Tab
04. Deductions Tab
05. Claims Tab
06. Grouping Tab
07. Leaves Tab
08. Email Tracking Tab

Using Employee Tab:

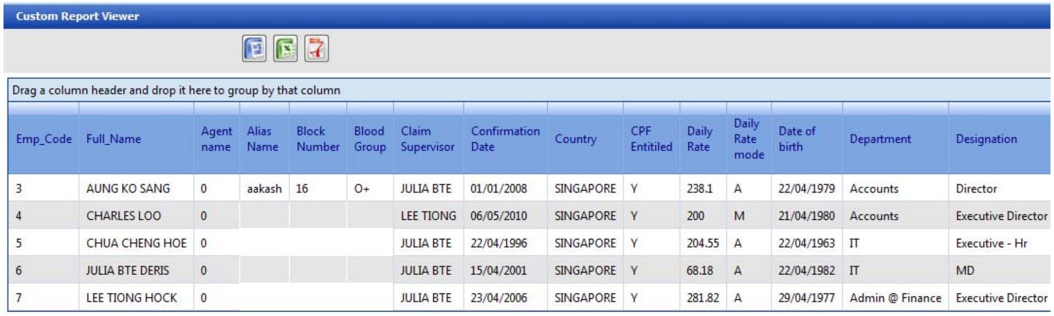
Click on custom reports under Reports Management. Click on employee tab following options will be available.



Select a specific department or all departments to populate employee name in the left grid. Once the employees are populated in the grid the user has the option to select a specific employee or select all employees under the list.

Once the employee names are select the user can select the field names from the right grid to generate the required report.

Once the selection is made, click on the Generate Report button. The report is then created and presented to the user as follows.

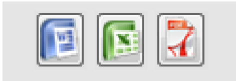


Custom Report Viewer

Drag a column header and drop it here to group by that column

Emp_Code	Full_Name	Agent name	Alias Name	Block Number	Blood Group	Claim Supervisor	Confirmation Date	Country	CPF Entitled	Daily Rate	Daily Rate mode	Date of birth	Department	Designation
3	AUNG KO SANG	0	aakash	16	O+	JULIA BTE	01/01/2008	SINGAPORE	Y	238.1	A	22/04/1979	Accounts	Director
4	CHARLES LOO	0				LEE TIONG	06/05/2010	SINGAPORE	Y	200	M	21/04/1980	Accounts	Executive Director
5	CHUA CHENG HOE	0				JULIA BTE	22/04/1996	SINGAPORE	Y	204.55	A	22/04/1963	IT	Executive - Hr
6	JULIA BTE DERIS	0				JULIA BTE	15/04/2001	SINGAPORE	Y	68.18	A	22/04/1982	IT	MD
7	LEE TIONG HOCK	0				JULIA BTE	23/04/2006	SINGAPORE	Y	281.82	A	29/04/1977	Admin @ Finance	Executive Director

The reports can be exported to the following formats. Microsoft Word, Microsoft Excel and PDF.



Similarly other reports can be created and exported.

Reports Management

{IRAS File Creation}

IR8A
View & Print IR8A information (To be submitted to IRAS end of the year).

IR8A form can be printed for employees as well as e-submission of IR8A details can be submitted to IRAS BOARD.

IRAS Setup
View & Print IR8A information (To be submitted to IRAS end of the year).

IR8A
View & Print IR8A information
(To be submitted to IRAS end of the year).

Setting up of Authorized person's details under company:

Step 1:

Go to Admin Management, Click on Manage Company, Edit the company, Click on IR8A setup.

IR8A Setup

Enter the following information:

(A) IR8S Information

Authorized person: Micheal Lim

Authorized person Designation: Director

Authorized person's Email-ID: mlim@smepayroll.com

Company ROC: 200100439R

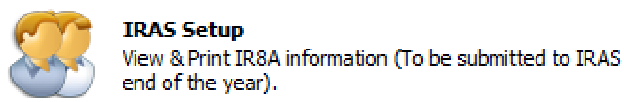
Company Type: UEN-Business Registration numbe

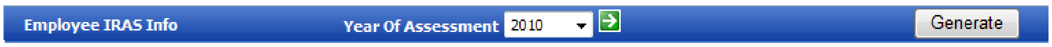
01.	Authorized person	: Authorized Person's name that will be printed on IR8A form.
02.	Authorized person Designation	: Authorized Person's Designation that will be printed on IR8A form.
03.	Authorized person's Email-ID	: Authorized Person's Email that will be printed on IR8A form.
04.	Company ROC	: Company's ROC number.
05.	Company Type	: Company Type.

Setting up of IRAS details:

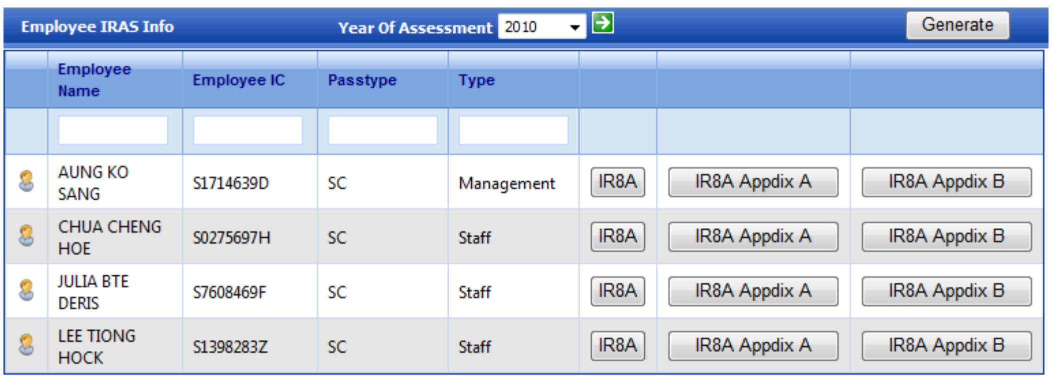
Step 2:

Go to Reports module, Click on IRAS Setup





Select the Year of Assessment and click on Go button. The list of all employees should be populated, if no employee is listed click on Generate button and the list of employees should be populated as below.



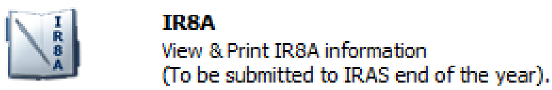
Employee Name	Employee IC	Passtype	Type			
AUNG KO SANG	S1714639D	SC	Management	IR8A	IR8A Appdix A	IR8A Appdix B
CHUA CHENG HOE	S0275697H	SC	Staff	IR8A	IR8A Appdix A	IR8A Appdix B
JULIA BTE DERIS	S7608469F	SC	Staff	IR8A	IR8A Appdix A	IR8A Appdix B
LEE TIONG HOCK	S1398283Z	SC	Staff	IR8A	IR8A Appdix A	IR8A Appdix B

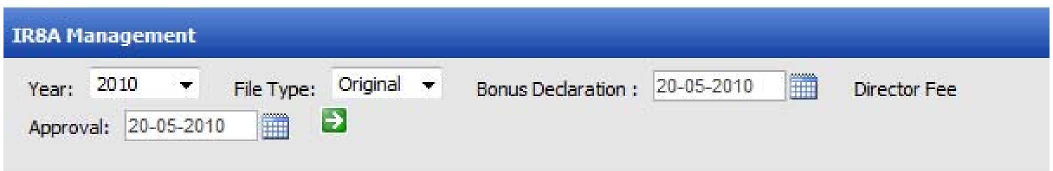
User can click on the IR8A to enter respective information. Once the information is input, go to IR8A link

Creating IRAS XML File and Print IR8A form:

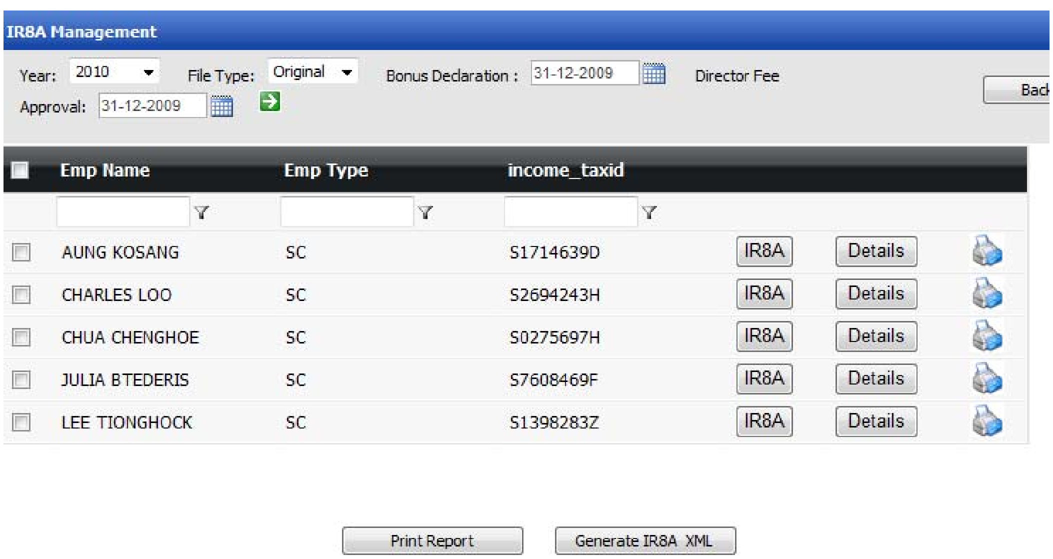
Step 3:

Go to Reports module, Click on IRAS Setup, Click on IR8A





Select the year, File type, Enter Bonus Declaration Date and Director Fee approval date and click on go button. The system will calculate the IR8A details and create a view as below.



To print IR8A form for an individual employee: Click on printer icon corresponding to the employee.

To print IR8A form for all employees: Click on Printer Report button on the bottom of the grid.

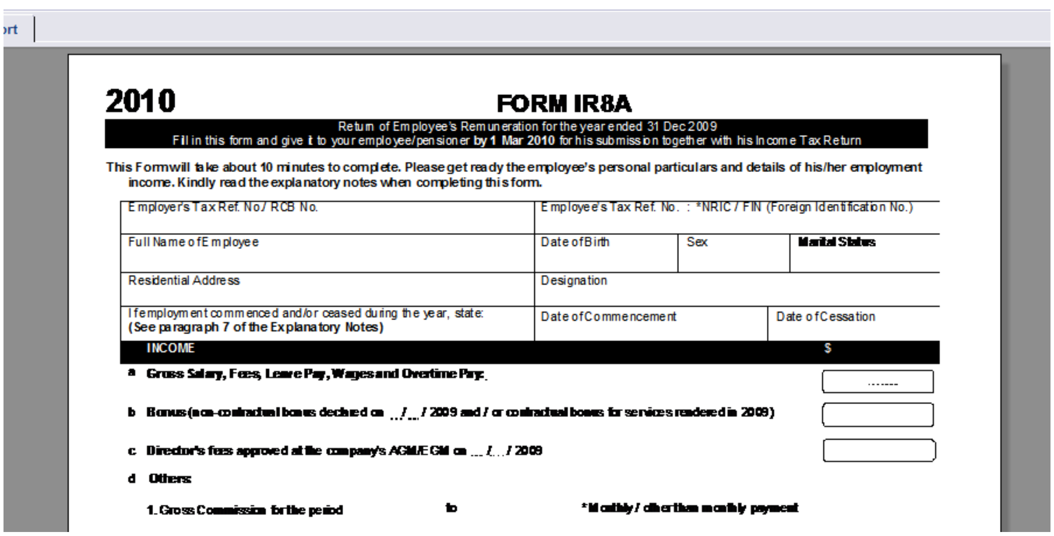
To generate XML file to submit to IRAS: click on Generate IR8A XML button

Click on Detail Button corresponding to the employee to view a complete calendar year details of the salary and other additions allocation.

IR8A Monthly Details

Month	GrossPay	Bonus	DirectorFee	Commission	Pension	TransptAllw	EntAllow	OtherAllow	EmployeeCPF	Funds	MBMF
January	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0	0	0	0	0
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

To print IR8A form for an individual employee: Click on printer icon corresponding to the employee.



2010

FORM IR8A

Return of Employee's Remuneration for the year ended 31 Dec 2009
Fill in this form and give it to your employee/pensioner by 1 Mar 2010 for his submission together with his Income Tax Return

This Form will take about 10 minutes to complete. Please get ready the employee's personal particulars and details of his/her employment income. Kindly read the explanatory notes when completing this form.

Employer's Tax Ref. No./ RCB No.	Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.)		
Full Name of Employee	Date of Birth	Sex	**Marital Status**
Residential Address	Designation		
If employment commenced and/or ceased during the year, state: (See paragraph 7 of the Explanatory Notes)	Date of Commencement		Date of Cessation

INCOME $

a Gross Salary, Fees, Leave Pay, Wages and Overtime Pay

b Bonus (non-contractual bonus declared on .../.../ 2009 and / or contractual bonus for services rendered in 2009)

c Director's fees approved at the company's AGM/EGM on .../.../ 2009

d Others:

1. Gross Commission for the period to *Monthly / other than monthly payment