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BIPO HRMS

Payroll Module User Guide

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Version 3.1

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Important Notice

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Version Control

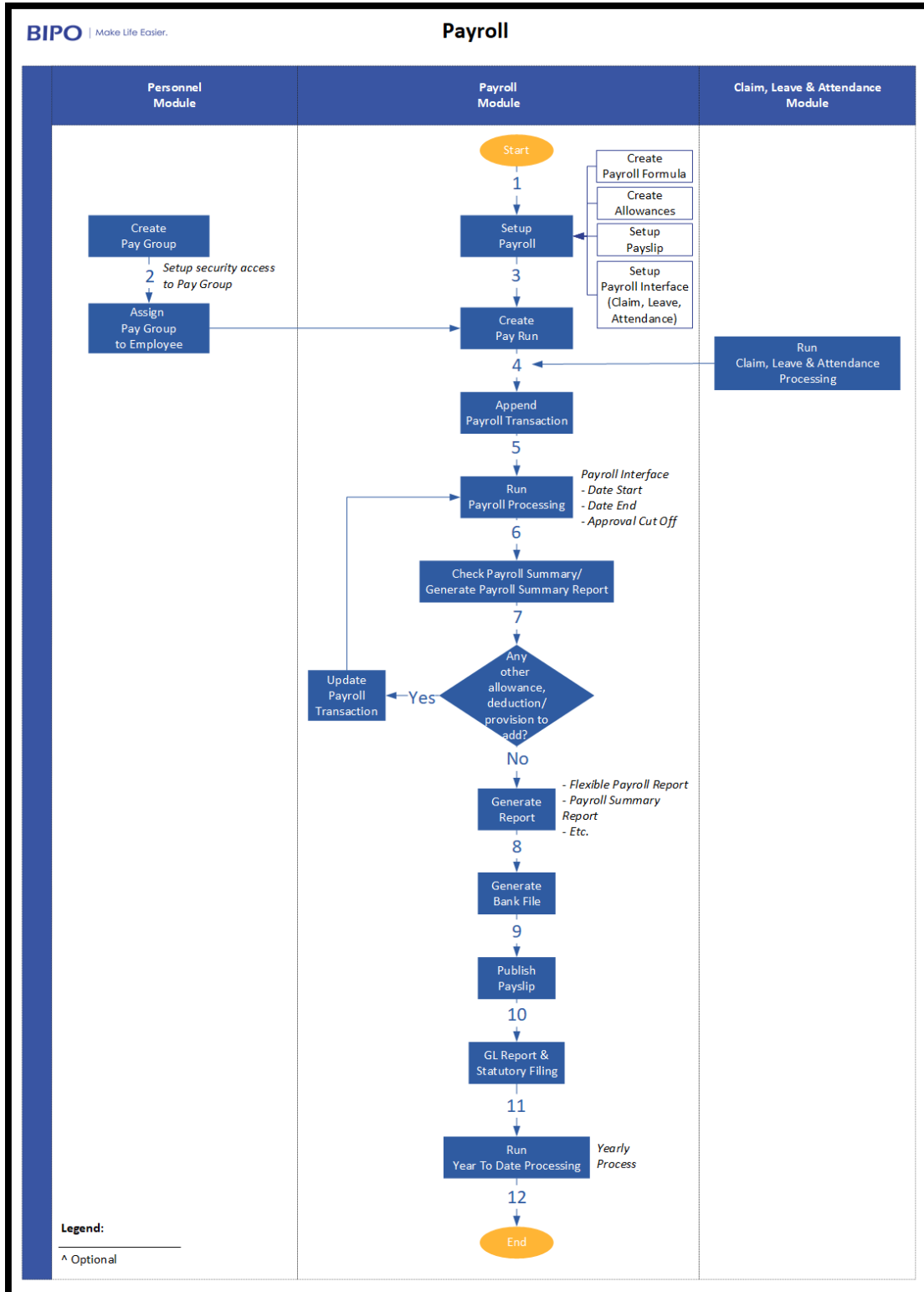
The history and reasons for the changes in this version of this document is as follow:

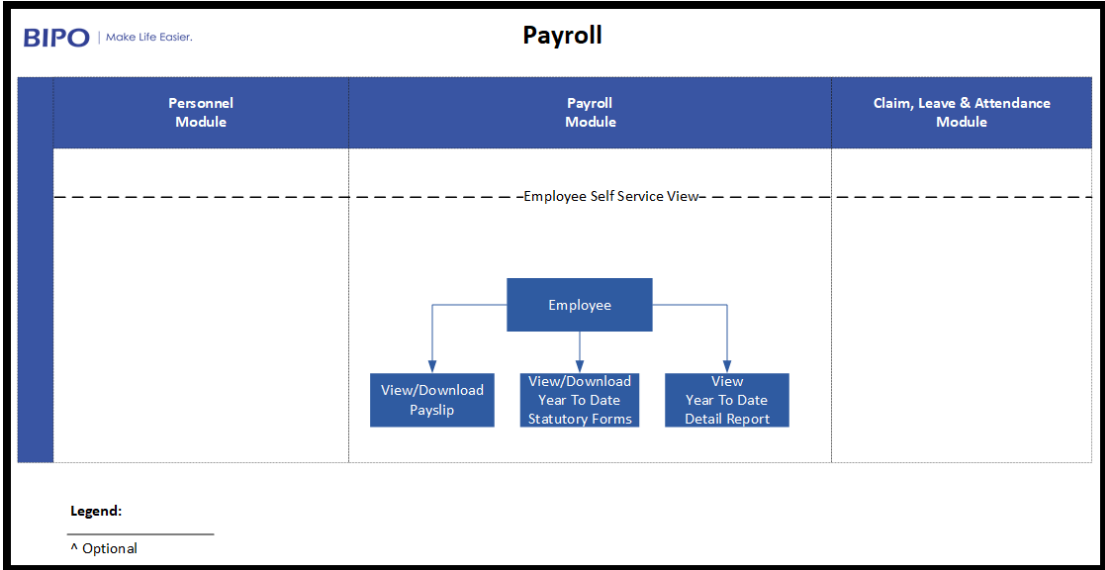
Version	Date	Author	Change Description
1.0	28 Sep 2022	Alex Chow	Enhancement 2021
2.0	03 Mar 2023	Claude Bonares	Enhancement 2022
2.1	16 June 2023	Alex Chow	Included Payroll Interface and Exception
3.0	30 Jan 2024	Mariae Ho	Add section: Append BOTH Payroll transaction records and Payroll transaction details records in one Excel Template (Pay Transaction Details)
3.1	30 Mar 2025	Mariae Ho	Added [Important Notes] on page 165

Where significant changes are made to this document, the version number will be incremented by 1.0.

Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

Payroll Flow Chart





Pay Group

Before the processing of pay, pay group must first be set up. The *Pay Group* is used to set up the pay period, proration and statutory requirements. Payroll processing is based on the employee’s pay group assigned.

The *Pay Group* code setup requires the following key parameters to be defined:

- Company Code /Name
- Statutory requirements like Company CPF No. / Voluntary No.
- Pay Period (Day Start, Day End, Day Mid , values)
- Bi-Monthly Method
- Basic Pay Proration policy
- Payroll Currency

Note:

- A company can have multiple pay groups to cater to different employees whose pay configuration differs.
- Pay processing frequency is NOT defined in Pay Group. Instead, we refer to the employee’s master record under Salary tab and look for Pay Mode. (eg. Monthly, Bi-monthly).

Below table is a sample illustration (for month of June 2022) showing the link between Pay Group, Company, Employee Pay Mode and Pay Run in one database:

Pay Group Code	Company	Emp Pay Mode	Pay Run Code/Name (linked to Pay Group Code)
PGA_M	Company A	Monthly	2022-06-01 : Whole Month Run [PGA_M]
PGA_E	Company A	Monthly	2022-06-02 : Whole Month Run [PGA_E]
PGA_NE	Company A	Monthly	2022-06-03 : Whole Month Run [PGA_NE]
PGB	Company B	Bi-Monthly	. 2022-06-04 : 1 st Half Run [PGB] . 2022-06-05 : 2 nd Half Run [PGB]

Creating New Pay Group

Access: Personnel Module > Reference > Assignment > Pay Group

1. Click **+** and the following screen will appear. Enter the relevant information. Note that the statutory fields settings would vary depending on the country you are logged in.

- a. **Day Start** – first day of the month
- b. **Day End** – last day of the month

Note: *Day Start* and *Day End* value can also be define according to user’s definition of first day and last day of the month, according to respective company’s requirement. For example:

Day Start	1	Day Start	24
Day End	31	Day End	23
Day Mid	16	Day Mid	8

- c. **Day Mid (For Monthly Payroll)** – It is obsolete since monthly payroll covers the whole month from the first day and last day of the month.
- d. **Day Mid (For Bi – Monthly Payroll)** – This is used to determine the starting day for *2nd Half Month*.

In the screenshot example on the left, when the *Day Stat and Day End* is the normal first to last day of the month, 15 is indicated as *Day Mid*, which means system will default the *Bi-Monthly Payroll* period as follow:

- 1 – 15 – Coverage of the 1st Half
- 16 – 31 – Coverage of the 2nd Half

In the screenshot example on the right, since *Day Start and Day End* starts on the 24th of the months and ends at 23rd of the following month, hence 8 is indicated as *Day Mid* which means system will default the *Bi-Monthly Payroll* period as follow:

- 24 – 7 – Coverage of the 1st Half
- 8 – 23 – Coverage of the 2nd Half

- e. **Bi – Monthly Method** – This field need only to be defined when pay group is *Bi – Monthly*.

Example: When *Pay Group* is *Bi-Monthly*, *Bi-Monthly Method* needs to define as either *Work Day, Divided by Two or Salary Factor*.

- *Work Day* – System will compute salary based on the number of workdays in each half month.
 - For the month of July 2020, from 1st to 15th July, there are 11 days.
 - For the month of July 2020, from 16th to 31st July, there are 10 days.

Note:


- The above breakdown is based on 5 day work week pattern – Monday to Friday (work day); Saturday (off day); Sunday (rest day).
- *Divided by two* – will automatically divide the employee monthly salary equally by 2.
 - 50% will be paid on the 1st Half
 - 50% will be paid on the 2nd Half
- *Salary Factor* – will automatically divide the employee monthly according to specified *First Half Salary Factor*, i.e. 0.40 means 40%.
 - 0.40 or 40% will be paid on the 1st Half

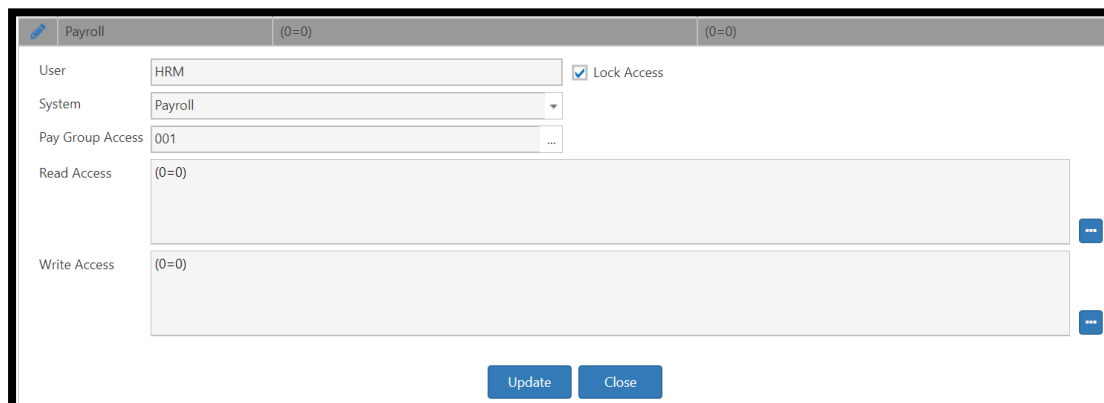
- 0.60 or 60% will be paid on the 2nd Half
 - f. **First Half Salary Factor** - This field needs to be defined with a value when *Bi-Monthly Method* defined as *Salary Factor*.
Example: 0.50 – means salary will be divided by a factor to 0.5 for the 1st Half and 2nd Half.
2. Click **Update** button to save the configuration.

Security Access to Pay Group

After the creation of the pay group, the administrator needs to add the access that pay group. Without that access, the administrator will not be able to use the pay group to run the payroll.

Access: Setup > Security > User Access


1. Click  icon under **Payroll** module.



The screenshot shows a configuration window for 'Payroll' with the following fields and values:

- User: HRM
- System: Payroll
- Pay Group Access: 001
- Read Access: (0=0)
- Write Access: (0=0)

There is a 'Lock Access' checkbox which is checked. At the bottom of the window are 'Update' and 'Close' buttons.

2. Click  on **Pay Group Access** field and add the *Pay Group*.
3. **Read** and **Write Access** must be specified to all modules to have access.
4. Click **Update** button to save.

How to Create a Pay Run

Before processing any payroll, the administrator will need to create a *Pay Run* first. The *Pay Run* is basically the menu in which administrator can define information such as the *Pay Group*, the *Pay Run Type* and other payroll related information.

Access: Payroll Module > Reference > Pay Run

1. Click **+** to create a *Pay Run*. Make sure to select the correct **Year** and **Pay Group**.

The screenshot shows a 'Pay Run' form with the following fields:

- Year:** 2022
- Pay Group:** PG555 - Pay Group 555
- Code:** (empty)
- Name:** (empty)

2. Enter the relevant payroll run information.

The screenshot shows the 'Add Pay Run' dialog box with the following fields:

- Month:** March
- Year:** 2022
- Run Type:** Whole Month
- Pay Group:** PG555 - Pay Group 555
- Pay Run:** Whole Month Mar 2022 [PG555]
- Value Date:** 03/31/2022

Buttons: OK, Cancel

- **Month / Year** – Enter the month and year to process
- **Run Type** – Select from:
 - *1st Half Month* – Only for bi – monthly payroll
 - *2nd Half Month* – Only for bi – monthly payroll
 - *Whole Month* – For monthly payroll
 - *Separate Run* – For separate payroll processing, example, some company would require the Bonus to be processed separately from the regular monthly payroll.
- **Pay Group** – Select the pay group to process
- **Pay Run** – A free-text that will default the naming convention to *Run Type*,

Month and Year.

- **Value Date** – If having more than 1 **Pay Run** within the month, the **Value Date** will determine which Pay Run's tax will process first.
3. Click **OK** button.
 4. The date populated will default to the settings of the **Pay Group** under **Personnel Module > Reference > Assignment > Pay Group**.

For Monthly Payroll – Pay Run Settings:

- a. **Run Type** – This will default from the selection in *Step 2*
- b. **Day Start / Date End** – This will default to the **Day Start** and **Day End** in [Pay Group settings](#)
- c. **Month Start / Month End** – This will default to the whole month coverage (as [defined by user in Pay Group](#)) regardless of **Run Type**.

Example below shows how the the **Pay Run** will default from the **Pay Group**:

- d. **Use Pay Period No** – If set to Yes, Pay Period No. will be displayed in Pay Run Master.

Code	M		
Name	Singapore Payroll		
Company	BIPO Service Singapore Pte Ltd		
Day Start	1	OT Day Start	0
Day End	31	OT Day End	0
Day Mid	16	Date of OT Payment	0
Bi-Monthly Method	-- Please select --	Date(s) of Salary Payment	0
First Half Salary Factor	0.00		
Basic Pay Rounding Method	Down		
Basic Pay Rounding Amount	0.00		
Basic Pay Proration	Work Day		
Resign in Current Run	-- Please select --		
Payroll Currency	SGD - Singapore Dollar		
CPF No	222222222		
MSO No			
CPF Voluntary No	33333333		
CPF Voluntary No 2			
Min day between Bank File and Pay Run	0		
Days Based On	Working Days		
Use Pay Period No.	Yes		
Obsolete	No		

Pay Run

Note: If *Pay Group's Date Start* and *Date End* is set as 24th of previous month and 23rd of current month, the *Pay Run* will also be defaulted to the same date range as well.

For Bi – Monthly Payroll – Pay Run Settings:

- **Run Type** – This will default from the selection in Step 2
- **Day Start / Date End** – This will respect the *Day Start*, *Day End* and *Day Mid* in Pay Group settings
- **Month Start / Month End** – This will default to the whole month coverage (as defined by user in Pay Group) regardless of *Run Type*.

Example below shows how the the *Pay Run* will default from the *Pay Group*:

Day Start	1
Day End	31
Day Mid	16
Bi-Monthly Method	Salary Factor
First Half Salary Factor	0.50

Pay Run: 1st Half Month

Code	SG2022-07-08	Value Date	15-07-2022
Name	1st Half Month Jul 2022 [M]	Month Start	01-07-2022
Run Type	1st Half Month	Month End	31-07-2022
Pay Group	M - Singapore Payroll	Show Payment Date (Payslip)	<input type="checkbox"/>
Pay Period No.	1	Additional Wage Pay Date	
Pay Batch		OT Start (Payslip Display)	
Date Start	01-07-2022	OT End (Payslip Display)	
Date End	15-07-2022	Arrears Cut-Off	

Pay Run: 2nd Half Month

Code	SG2022-07-09	Value Date	31-07-2022
Name	2nd Half Month Jul 2022 [M]	Month Start	01-07-2022
Run Type	2nd Half Month	Month End	31-07-2022
Pay Group	M - Singapore Payroll	Show Payment Date (Payslip)	<input type="checkbox"/>
Pay Period No.	1	Additional Wage Pay Date	
Pay Batch		OT Start (Payslip Display)	
Date Start	16-07-2022	OT End (Payslip Display)	
Date End	31-07-2022	Arrears Cut-Off	

Note: If *Pay Group's* Date Start, Date End and Day Mid is set as 24th, 23rd and 8th respectively of the respective month, the *Pay Run* will also be defaulted to the same date range as well.

- Show Payment Date (Payslip)** – This is to allow user to choose to show a specific payment date inside the payslip when generate under ESS. When *Show Payment Date (Payslip)* is **ticked** and a date is selected, system will display the date in the payslip:

Value Date	30/06/2022
Month Start	01/06/2022
Month End	30/06/2022
<input checked="" type="checkbox"/> Show Payment Date (Payslip)	
Additional Wage Pay Date	
OT Start (Payslip Display)	
OT End (Payslip Display)	
Arrears Cut-Off	
Approval Cut-Off	
Show in Payslip (ESS)	30/06/2022
Employee Range	

BIPO Singapore Pte Ltd					
Name of Employee	Scarlett Sim Xue Er	Employee Code	SG0001	Identity No	SXXXX900C
Join Date	01/07/2016	Department	Sales Department	Designation	Operations Manager
Date of Payment	30/06/2022	Mode of Payment	Bank	Account No	1130091900
Period	01/06/2022 - 30/06/2022				

Note: To use this feature, **Date Payment field** need to be configured in [Payslip Information in Field Selection](#) first.

The screenshot shows a 'Field Selection' dialog box. At the top, there is a 'Select' dropdown menu currently set to 'Payslip Information'. Below this is a table with columns: '+', 'No.', 'Field', 'Countries/Regions', 'Caption', and 'Display'. The table contains one row with '10' in the 'No.' column, 'Date Payment' in the 'Field' column, and 'Date of Payment' in the 'Caption' column. Below the table, there are input fields for 'No.' (set to 10), 'Field' (set to 'Date Payment'), 'Countries/Regions' (set to '*'), and 'Caption' (set to 'Date of Payment'). At the bottom of the dialog, there are three buttons: 'Update', 'Delete', and 'Close'. The footer of the dialog shows 'Page 1 of 1 (1 items)' and 'Page Size 10'.

Note: In the event the *Show Payment Date (Payslip)* is **unticked**, then the system will respect the date selected in *Show In Payslip (ESS)* as the *Date Payment value*.

6. **Show in Payslip (ESS)** – set the actual date where the payslip will be available to view in ESS. Employees will not be able to view the payslip prior to this date.
7. **Employee Range** – filter the employees who will be able to view their payslip in ESS on the date specified in *Show in Payslip (ESS)*. Default setting is blank/undefined which means every employee can view their payslip after the date.
8. **Lock Run For Processing** – used to lock the *Pay Run* once it has finalized and there will be no further amendments. This is to ensure that the *Pay Run* is closed, and no processing and amendment should be done. For more information on *Lock Run For Processing*, refer to [Validation for Lock Run For Processing](#).
9. **Arrears Cut-Off** – Date that will determine the cut-off date for arrears calculation. Example, *Arrears Cut-Off* is 23rd March, employee join 29th March, hence, salary from 29th to 31st will be paid in April as Arrears.

The screenshot shows a configuration form for a pay run. The form has several fields: 'Code' (MY2021-03-01), 'Name' (Whole Month Mar 2021 [BIPOMYPG]), 'Run Type' (Whole Month), 'Pay Group' (BIPOMYPG - BIPO Malaysia Pay Group), 'Pay Batch', 'Date Start' (01/03/2021), 'Date End' (31/03/2021), 'Value Date' (31/03/2021), 'Month Start' (01/03/2021), 'Month End' (31/03/2021), 'Show Payment Date (Payslip)' (checkbox), 'OT Start (Payslip Display)', 'OT End (Payslip Display)', and 'Arrears Cut-Off' (23/03/2021). The 'Arrears Cut-Off' field is highlighted with a red box.

Note: This field need to work in conjunction with *Personal Master > Salary tab, Salary Aears and Salary Aears Month fields.*

Employee: SG2001 - Wendy Tan

Statutory | **Salary** | Address | Atte

Work Days Per Week: 0.00
 Work Hours Per Day: 0.00
 Work Hours Per Year: 0.00
 Work Days Per Year: 0.00

Salary Arrears: Yes
Salary Arrears Month: 2022-06

Freeze Payment: -- Please select --
 Salary Currency:

Payroll Summary

Pay Group: -- All -- | Normal | Join Date: 27/06/2022 (M) | Departme: SEC - Security I | Exit Date: |
 Pay Run: **SG2022-07-01 - Whole Month Jul 2022 [SGM]** | Confirmed: | CPF Meth: #C - Singapore | Manager: |
 Employee: SG2001 - Wendy Tan | Total Employee: 7

Basic Pay	3,500.00	+	<input checked="" type="checkbox"/>	Open in Pay Transaction	<input type="checkbox"/>	Locked
Overtime Amount	0.00	+	<input checked="" type="checkbox"/>			
Unpaid Deduction	0.00	-	<input checked="" type="checkbox"/>			
Allowances (CPF)	636.36	+	<input checked="" type="checkbox"/>			
Deductions (CPF)	0.00	-	<input checked="" type="checkbox"/>	Show All	Value Date	31/07/2022
Total Pay	4,136.36			Remarks		
NS Pay	0.00	-	<input checked="" type="checkbox"/>	CPF Type: #C	Payment: <input type="checkbox"/> Cash	

Note: In accordance to Singapore Employment Act, your employer must pay your salary at least once a month and within 7 days after the end of the salary period. For more information on Paying Salary, refer to Singapore Ministry Of Manpower website via:

<https://www.mom.gov.sg/employment-practices/salary/paying-salary>

10. Multiple Salary Run Cut-Off – This is used to determine the cut-off date for each payrun in a multiple salary run within the same month to exclude existing employees from new/resigned employees based on join/resign date.

Note: *MultipleSalaryRuns* config need to set to **Yes** as shown:

Access: System > Config > Payroll > Parameter > MultipleSalaryRuns

Name	MultipleSalaryRuns
Value	Y
Description	<p>Steps for Multiple salary runs feature:</p> <p>Scenario #1</p> <ul style="list-style-type: none"> - Enter the cut-off date first salary run in the Pay Run master, to exclude employees who join/resign on or after the cut-off date - For the second salary run (the payrun with null cut-off date), only new joiners and resigned staffs are processed. <p>Scenario #2</p> <ul style="list-style-type: none"> - Empty the cut-off date for all salary runs - For the second or subsequent salary runs (payrun with null cut-off date), only employees who do not exist in earlier salary runs will be processed.
Update Version	

Example:

When the config is set to Y, system allows to have multiple *Whole Month Run (Salary Run)* created within the same month, as shown:

1st Whole Month Run

Code	MY2021-12-01	Value Date	25-12-2021
Name	Whole Month Dec 2021 [BIPOMYPG]	Month Start	01-12-2021
Run Type	Whole Month	Month End	31-12-2021
Pay Group	BIPOMYPG - BIPO Malaysia Pay Group	<input checked="" type="checkbox"/> Show Payment Date (Payslip)	17-12-2021
Pay Period No.	1	Additional Wage Pay Date	
Pay Batch		OT Start (Payslip Display)	
Date Start	01-12-2021	OT End (Payslip Display)	
Date End	31-12-2021	Arrears Cut-Off	
Template for Payroll Status	-- Please select --	Approval Cut-Off	
		Multiple Salary Runs Cut-Off	31-12-2021

2nd Whole Month Run

Code	MY2021-12-02	Value Date	31-12-2021
Name	Whole Month Dec 2021 (Join/Resign) [BIPOMYPG]	Month Start	24-11-2021
Run Type	Whole Month	Month End	23-12-2021
Pay Group	M - Singapore Payroll	<input checked="" type="checkbox"/> Show Payment Date (Payslip)	
Pay Period No.	1	Additional Wage Pay Date	
Pay Batch		OT Start (Payslip Display)	
Date Start	24-11-2021	OT End (Payslip Display)	
Date End	23-12-2021	Arrears Cut-Off	
Template for Payroll Status	-- Please select --	Approval Cut-Off	
		Multiple Salary Runs Cut-Off	

In the scenario above, *1st Whole Month Run* has a *Cut-Off Date* = 31st Dec, it will process all employees with *Join Date* < 31st Dec or *Exit Date* < 31st Dec. If *2nd Whole Month Run* has a *Cut-Off Date* = NULL, then system will process all employees that had not been processed in *1st Whole Month Run*.

Alternatively, if the *2nd Whole Month Run* has a *Cut-Off Date* = 25th Dec, then system will process all employees from 1st Dec to 24th Dec that had not been processed in *1st Whole Month Run*

11. **Approval Cut-Off** – It is used to set the cut-off date for payrun approval.

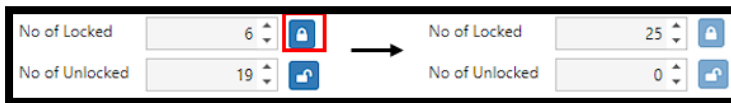
12. Click **Update** button to save.

Lock Run for Processing

Lock Run (of payroll record) is a feature in payroll Pay Run record. This is used to prevent payroll records from being updated or re-computed when the *Pay Run* is finalised.

When you first create the pay run record, the setting for **Lock Run for Processing** field, set to –Please select--. This will allow for payroll transactions to be input/update/deleted, pay processing performed. Payroll Summary record can also be edit and processed. Reason being both these records (Pay Transaction and Pay Summary are open, not locked).

Once payroll is finalised, go to the pay run record, lock the records as follows:



Next, change the setting for **Lock Run for Processing** field, set to *Yes*.

This will ensure that the *Pay Run* is closed, and no processing and amendment should be done to the *Pay Run* and its respective *Payroll Summary* and *Transaction Entry*.

Validation for Lock Run for Processing

When the *Pay Run* is finalized and there will be no further amendments, user can utilize **Lock Run for Processing** to lock and secure the respective *Pay Run* by selecting *Yes*. This will ensure that the *Pay Run* is closed, and no processing and amendment should be done to the *Pay Run* and its respective *Payroll Summary* and *Transaction Entry*.

Access: Payroll Module > Reference > Pay Run

1. When **Lock Run for Processing** is set to **Yes** and **No of Unlocked** is not 0, system will prompt *All records in this pay run must be locked* message upon clicking **Update** to save the pay run record. System will check **No of Unlocked** field before allowing user to save the record.

Note: Default setting is *--Please select--* which will behave the same way as *No*.

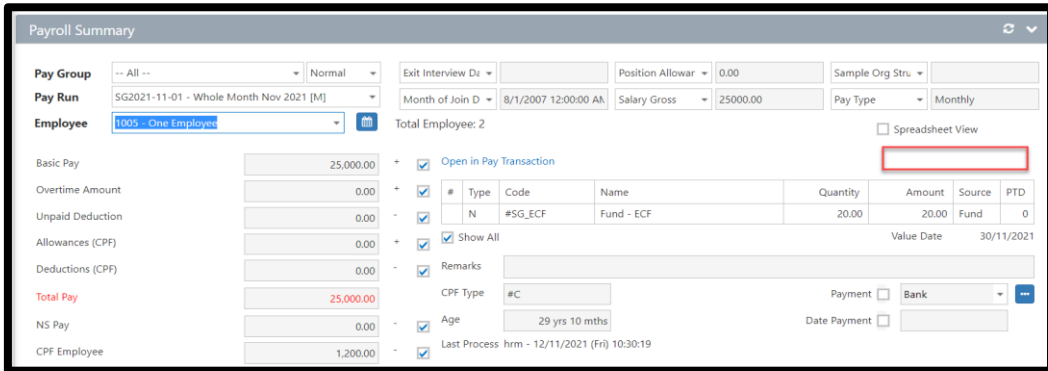
2. When **Lock Run for Processing** is set to **Yes** - system will also disable the **No of Locked** and **No of Unlocked** button upon clicking **Update**.

Refer to point no.1, **No of Unlocked** field need to be equal to 0, otherwise error message will prompt.

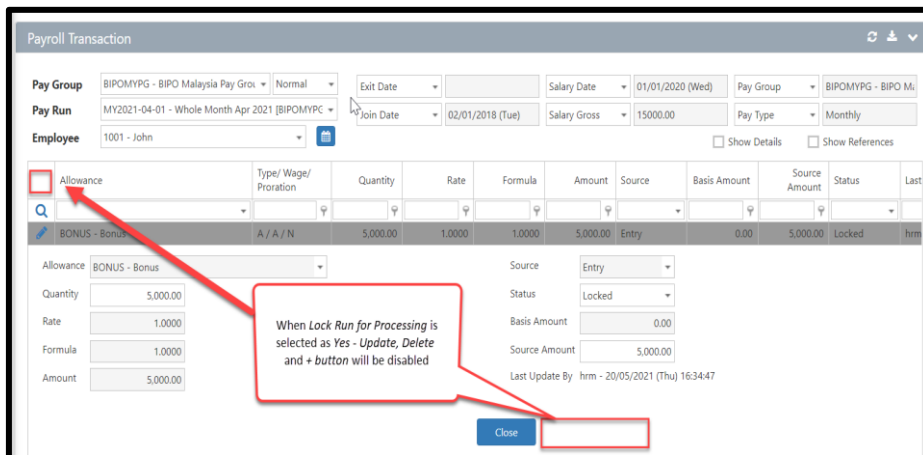
3. In **Payroll Summary** screen, the **Locked** checkbox will be hidden for the affected **Pay Run** when **Locked Run for Processing** is set to **Yes**. User will be unable to

unlock the *Pay Run* of the respective employees manually.

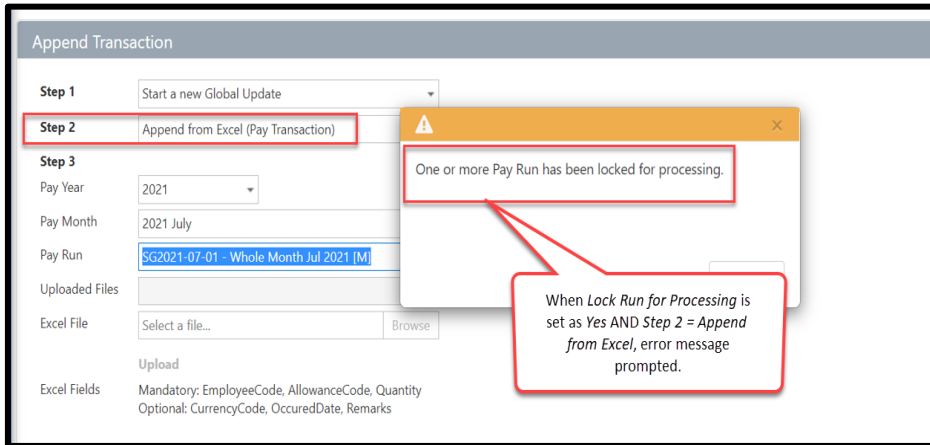
Access: Payroll Module > Payroll > Payroll Summary



4. **Add, Update, and Delete** button in *Payroll Transaction* will be disabled, hence, user will be unable to manually make amendments to the selected employees transaction entry in the *Pay Run*.

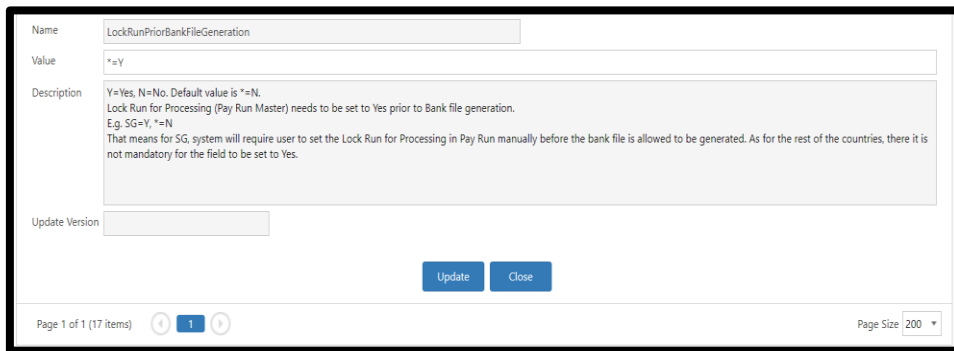


Note: The same validation has been added to all other payroll related screens, e.g., *Payroll Transaction by Allowance, Ad-hoc Allowance, Append Transaction, Amend Transaction, Hold Payment*, etc. User will be unable to amend, add, delete or process transaction, as shown in the *Append Transaction* example below:

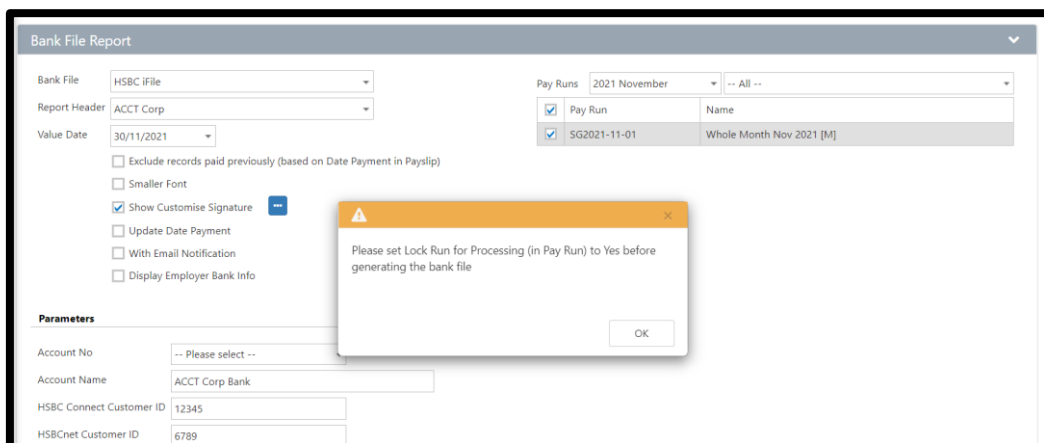


5. Prior to *Bank File* generation, user have the option to enable system to auto-check whether the respective *Pay Run* has been locked (**Lock Pay Run for Processing=Yes**) using **LockRunPriorBankFileGeneration** config.

Access: System > Config > Payroll > Bank File



When set to **=Y*, means all country/region is require to set *Lock Pay Run for Processing = Yes* for the respective *Pay Run* prior to bank file generation, otherwise system will prompt *“Please set Lock Run for Processing (in Pay Run) to Yes before generating the bank file”*, as shown:



When the value is set to **=N*, system will not check the *Lock Run for Processing*

field. This is the default system behavior. The default config setting is **=N*.

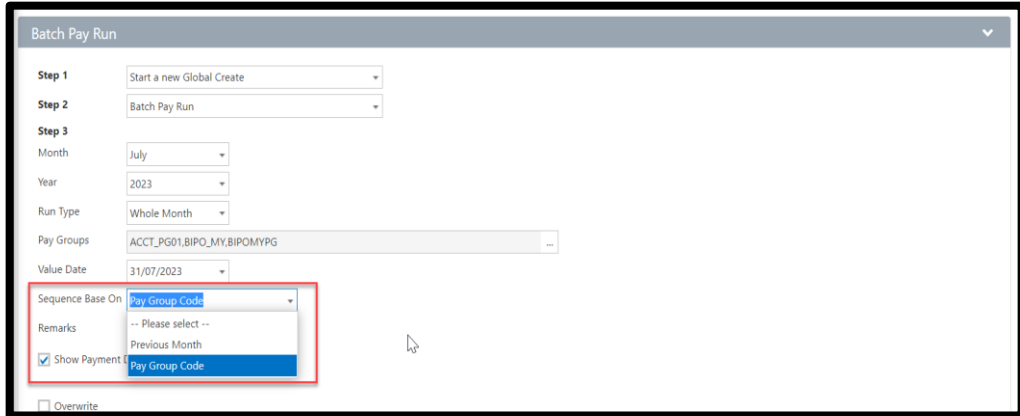
Note: Please also refer to [Payroll Upload Workflow Setup](#) which also has additional settings that are related to **Lock Run for Processing**.

Batch Pay Run

Batch Pay Run is used to create a Pay Run for multiple Pay Groups under one transaction. This feature is to enable user to create a Pay Run with the same configuration (example, same Month, Year, Run Type, Arrears/Approval Cut-Off, Show in Payslip (ESS) and etc.) to be created for multiple Pay Group, instead of creating it for one Pay Group at a time.

Access: *Payroll Module > Payroll > Generate Record > Batch Pay Run*

1. Specify all the fields:
 - a) Step 1 – Start a new **Global Create**
 - b) Step 2 – Select **Batch Pay Run**
 - c) **Month / Year / Run Type** – these 3 fields refer to the month, year and run type of the Pay Run you want to create in multiple Pay Group. Refer to [How to Create Payrun](#) point #2 for more details.
 - d) **Pay Groups** - select the few *Pay Groups* that you want to create the Pay Run.
 - e) **Value Date** – refer to [How to Create Pay Run](#) for detailed definition.
 - f) **Sequence Based On** – select either **Previous Month** or **Pay Group Code**



For example:

Current **Pay Group** in June 2023 consist of the following code PG1, PG2 and PG3. Their respective **Pay Run** (for *Run Type = Whole Month*) is as follow:

Pay Group	Pay Run Code	Run Type
PG1	SG2023-06-02	Whole Month
PG2	SG2023-06-01	Whole Month
PG3	SG2023-06-03	Whole Month

Note: In the example above, we are filtering out the *Run Type = Whole Month*. In actual scenario, the **Pay Run code** is generated by default based on the order of creation within the Pay Group, i.e., If **Pay Run** with *Run Type = Separate Month* is created first, the code sequence will be default to *SG2023-06-01*. If follow by *Whole Month* creation, then by default it will be *SG2023-06-02*.

- If select **Previous Month**, while using Batch Pay Run to create **July Pay Runs** for the Pay Groups, system will create pay runs as below:

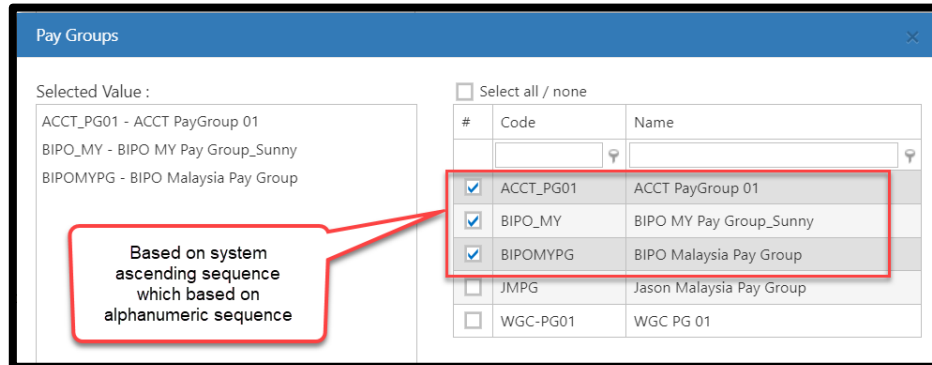
Pay Group	Pay Run Code	Run Type
PG1	SG2023-07-02	Whole Month
PG2	SG2023-07-01	Whole Month
PG3	SG2023-07-03	Whole Month

System will follow the sequence pattern for the **Pay Run code** following previous month, June 2023.

- If select **Pay Group Code**, while using Batch Pay Run to create **July Pay Runs** for the Pay Groups, system will create pay runs as below:

Pay Group	Pay Run Code	Run Type
PG1	SG2023-07-01	Whole Month
PG2	SG2023-07-02	Whole Month
PG3	SG2023-07-03	Whole Month

System will create the *Pay Run code* based on the ascending order of Pay Group for the month of July 2023.



Code	Name	Run Type	Pay Group	Value Date
MY2023-07-01	Whole Month Jul 2023 [ACCT_PG01]	Whole Month	ACCT_PG01 - ACCT PayGroup 01	31/07/2023
MY2023-07-02	Whole Month Jul 2023 [BIPO_MY]	Whole Month	BIPO_MY - BIPO MY Pay Group_Sunny	31/07/2023
MY2023-07-03	Whole Month Jul 2023 [BIPO_MYPG]	Whole Month	BIPO_MYPG - BIPO Malaysia Pay Group	31/07/2023
MY2023-07-04	Separate Jul 2023 [ACCT_PG01]	Separate	ACCT_PG01 - ACCT PayGroup 01	28/07/2023
MY2023-07-05	Separate Jul 2023 [BIPO_MY]	Separate	BIPO_MY - BIPO MY Pay Group_Sunny	28/07/2023
MY2023-07-06	Separate Jul 2023 [BIPO_MYPG]	Separate	BIPO_MYPG - BIPO Malaysia Pay Group	28/07/2023

Note: Every Batch Pay Run creation will be based on the sequence of Pay Group ascending order.

- g) **Remarks** – this field is optional and can be used for additional instructions.
- h) **Show Payment Date (Payslip)** - Refer to [How to Create Pay Run](#) point #5 for more details.

2. **Overwrite** is used to edit the following fields before clicking **Go**:

Note: Once the **Overwrite** check box has been selected, the other checkbox will be activated for selection. Make sure you select the check box of respective fields before entering the values on the right side.

By default, the system will respect the existing Pay Run values (i.e. June 2023 Approval Cut-Off, Arrears Cut-Off etc.) when creating the following month's Pay Run. The purpose of *Overwrite* is to allow user to overwrite/edit the values of each respective field for the new Pay Run instead of following the existing values.

Hence, for the following field, user can edit accordingly:

- a) Arrears Cut-Off
- b) Approval Cut-Off
- c) Show in Payslip (ESS)
- d) Show in Payroll Report (ESS and Role User)
- e) Pay Batch
- f) Date Start
- g) Date End
- h) Month Start
- i) Month End

3. Once **Go** button is clicked with specified field, it will show a summary:

Pay Group	Sequence	Pay Run Name	Value Date	Arrears Cut-Off	Approval Cut-Off	Show in Payslip (ESS)	Show in Payroll Report (ESS and Role User)	Pay Batch	Remarks	Show Payment Date (Payslip)	Date
PH - Philippines Payroll	1	Whole Month Mar 2023 [PH]	31/03/2023								
PH-SEMI2 - PH Semi Monthly 2	2	Whole Month Mar 2023 [PH-SEMI2]	31/03/2023								

Page 1 of 1 (2 items)

Download Process Upload

4. Click **Process** to proceed.

5. It will now create the Pay Run for Multiple Pay groups specified.

Access: Payroll Module > Reference > Pay Run

Pay Run

Year: 2023
Pay Group: -- All --

Code	Name	Run Type	Combine Tax Run Type	Pay Group	Value Date
PH2023-03-01	Whole Month Mar 2023 [PH]	Whole Month		PH - Philippines Payroll	31/03/2023

Code: PH2023-03-01
Name: Whole Month Mar 2023 [PH]
Run Type: Whole Month
Pay Group: PH - Philippines Payroll
Pay Batch:
Date Start: 01/03/2023
Date End: 31/03/2023
Remarks:
No of Locked: 0
No of Unlocked: 0
Language:
Value Date: 31/03/2023
Month Start: 01/03/2023
Month End: 31/03/2023
Arrears Cut-Off: 28/03/2023
Approval Cut-Off: 28/03/2023
Employee Range:
Show in Payroll Report (ESS and Role User): -- Please select --

Pay Run

Year: 2023
Pay Group: -- All --

Code	Name	Run Type	Combine Tax Run Type	Pay Group	Value Date
PH2023-03-01	Whole Month Mar 2023 [PH]	Whole Month		PH - Philippines Payroll	31/03/2023
PH2023-03-02	Whole Month Mar 2023 [PH-SEMI2]	Whole Month		PH-SEMI2 - PH Semi Monthly 2	31/03/2023

Code: PH2023-03-02
Name: Whole Month Mar 2023 [PH-SEMI2]
Run Type: Whole Month
Pay Group: PH-SEMI2 - PH Semi Monthly 2
Pay Batch:
Date Start: 01/03/2023
Date End: 31/03/2023
Remarks:
No of Locked: 0
No of Unlocked: 0
Language:
Value Date: 31/03/2023
Month Start: 01/03/2023
Month End: 31/03/2023
Arrears Cut-Off: 28/03/2023
Approval Cut-Off: 28/03/2023
Employee Range:
Show in Payroll Report (ESS and Role User): -- Please select --

Basis Allowance

Basis Allowance is used to mapped multiple allowances amount to a specific allowance. It also eliminates the long expression in mapping the *Payroll Formula* by just simply selecting *Pay Transaction and Basis Amount*.

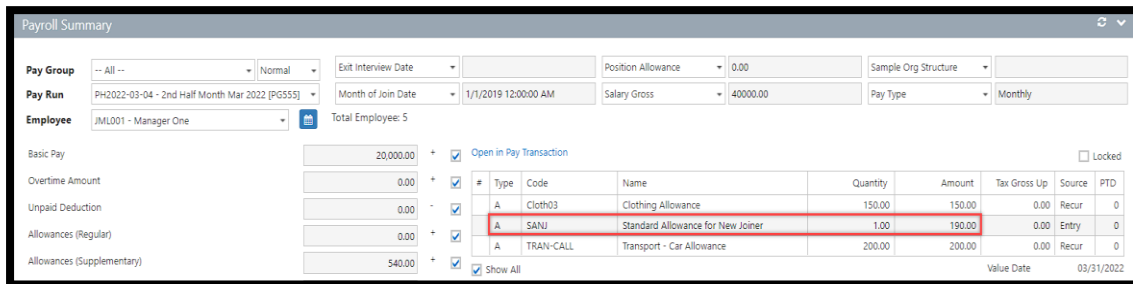
Example:

New Joiners are eligible for additional allowance called **SANJ – Standard Allowance for New Joiner** which is composing of:

- 80% of employee’s Transport - Car Allowance
- 20% of employee’s Clothing Allowance

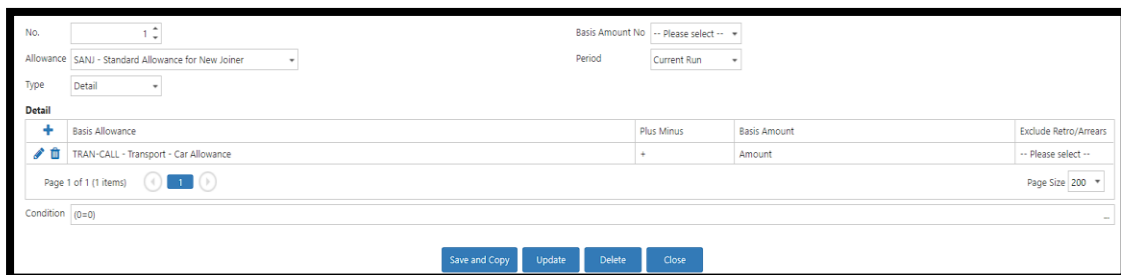
If employee is getting:

Transport - Car Allowance	200
Clothing Allowance	150
SANJ – Standard Allowance for New Joiner	160 (80% of 200) + 30 (20% of 150) = 190



Setting Up Basis Allowance

Access: Payroll Module > Reference > Allowances > Basis Allowance



1. **No** – is the creation number of **Basis Allowance**.
2. **Allowance** – Select the pay code that will display the overall total of **Basis Allowance**. In this example, the pay code is **SANJ – Standard Allowance for New Joiner**.
3. **Type** – Select from:
 - Simple – which will enable only **Basis Allowances** field.
 - Detail – which will enable **Basis Allowance, Plus Minus, Basis Amount, Exclude**

Retro/Arrears field.

4. **Basis Allowance** – Select the 1st **Basis Allowance**. In the example above, the first allowance is *Transport – Car Allowance*.
5. **Basis Amount No** – if unspecified or –Please Select– it will be automatically 1. In this example, *Transport – Car Allowance is the 1st Basis Allowance*.

Detail	Plus Minus	Basis Amount	Exclude Retro/Arrears
TRAN-CALL - Transport - Car Allowance	+	Amount	-- Please select --

Since there are two **Basis Allowance** in the sample which is:

- 80% of employee’s Transport - Car Allowance
- 20% of employee’s Clothing Allowance

Then, the **Basis Amount No** for *Clothing Allowance* would be 2.

Detail	Plus Minus	Basis Amount	Exclude Retro/Arrears
Cloth03 - Clothing Allowance	+	Amount	-- Please select --

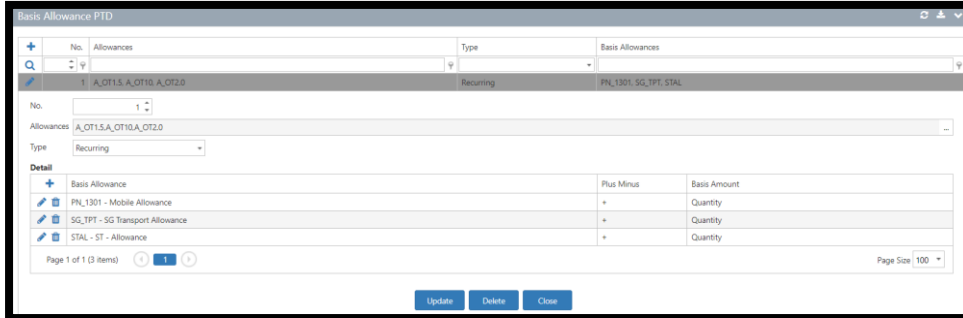
6. **Period** – This will be when the **Basis Allowance** will start. If current run is selected, that means that the system will get 80% of *Transport – Car Allowance* and 20% of *Clothing Allowance* in the current run. Other selections are *Current Month* and *Previous Month*.
7. **Plus Minus** – to indicate the **Basis Allowance** is addition or deduction i.e. in this case *Transport - Car Allowance* and *Clothing Allowance* is add together, then this field will be +.
8. **Basis Amount** – this field is to indicate the **Basis Allowance** captured is based on the following selection:
 - a. Quantity
 - b. Quantity x Rate
 - c. Quantity x Formula
 - d. Quantity x Formula x Rate
 - e. Formula
 - f. Amount

9. **Condition** – Specify if there are condition for this **Basis Allowance**. (0=0) means it applies to all employees.

Basis Allowance PTD

Basis Allowances PTD is used to eliminate the creation of payroll formula with nested case and complicated SQL.

Access: Payroll Module > Reference > Allowances > Basis Allowance PTD



1. **No** – is the creation number of **Basis Allowance PTD**.
2. **Allowance** – Select the pay code that will display the overall total of **Basis Allowance PTD**. In this example, the pay code is **A_OT1.5, A_OT10 and A_OT2.0**
3. **Type** – Select from:

<u>Type</u>	<u>Behaviour for each Basis Allowances</u>
Recurring	<pre>SELECT TOP 1 Quantity FROM TblRecurring WHERE Employee=EM.EmployeeCode AND DateStart<=PTD.DateStart AND (DateEnd IS NULL OR DateEnd>PTD.DateStart) AND AllowanceCode in ('Define in TblBasisAllowancePTDDetail')</pre>
Pay Transaction	<pre>SELECT SUM(Amount) FROM TblPayTransaction WHERE Employee=EM.EmployeeCode AND PayRunCode LIKE 'XX%' AND SUBSTRING(PayRunCode,3,7)=FORMAT(PTD.DateStart,'yyyy- mm')</pre> <p>AND AllowanceCode in ('Define in TblBasisAllowancePTDDetail')</p>
Avg 3Mths Pay Transaction	<pre>SELECT AVG(Amount) FROM TblPayTransaction WHERE Employee=EM.EmployeeCode AND PayRunCode LIKE 'XX%' AND SUBSTRING(PayRunCode,3,7) BETWEEN</pre>

	<pre>FORMAT DATEADD(m,-3,PTD.DateStart), 'yyyy-mm') AND FORMAT DATEADD(m,-1,PTD.DateStart), 'yyyy-mm') AND AllowanceCode in ('Define in TblBasisAllowancePTDDetail')</pre>
Avg 6Mths Pay Transaction	<pre>SELECT AVG(Amount) FROM TblPayTransaction WHERE Employee=EM.EmployeeCode AND PayRunCode LIKE 'XX%' AND SUBSTRING(PayRunCode,3,7) BETWEEN FORMAT DATEADD(m,-6,PTD.DateStart), 'yyyy-mm') AND FORMAT DATEADD(m,-1,PTD.DateStart), 'yyyy-mm') AND AllowanceCode in ('Define in TblBasisAllowancePTDDetail')</pre>

4. **Details** – Specify the **Basis Allowance/Plus Minus/Basis Amount**.

Mapping to Payroll Formula

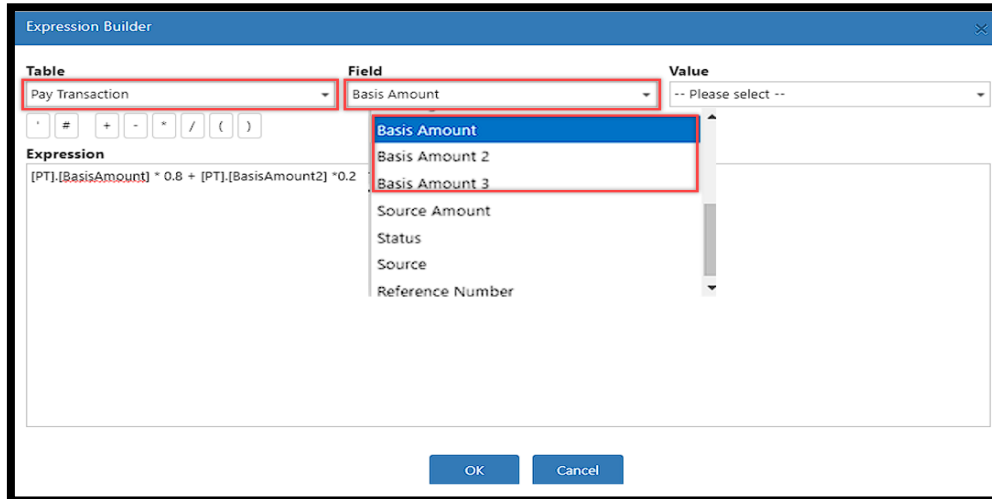
Since that we have already created the **Basis Allowance** for pay code SANJ – *Standard Allowance for New Joiner*, which is *Transport – Car Allowance* and *Clothing Allowance*, we are now going to map these allowances to the *Payroll Formula*.

Access: Payroll Module > Reference > Allowances > Payroll Formula

The screenshot shows a configuration window for a payroll formula. At the top, there are input fields for 'Code' (SANJ), 'Name' (Standard Allowance for New Joiner Formula), and 'Country/Region' (Philippines). Below these is a table with columns for '+', 'No.', 'Expression', 'Condition', 'Enabled', and 'Skip Validation'. A single row is present with '1' in the 'No.' column, the expression '[PT].[BasisAmount] * 0.8 + [PT].[BasisAmount2] * 0.2' in the 'Expression' column, and '(0=0)' in the 'Condition' column. Below the table, there are sections for 'Sequence' (set to 1), 'Enabled' (checked), and 'Skip Validation' (unchecked). The 'Expression' and 'Condition' fields are expanded into larger text areas for editing, with the current values highlighted in red boxes. At the bottom, there are buttons for 'Copy', 'Update', 'Delete', and 'Close'.

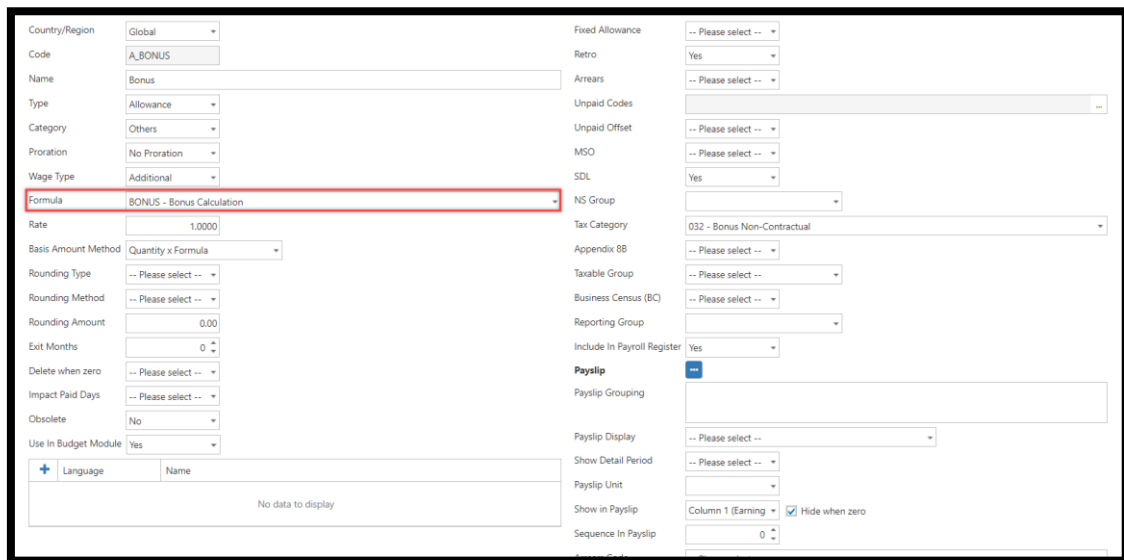
1. **Code** – Select the code that you would want to map the formula, i.e in the above example will be SANJ – *Standard Allowance for New Joiner*.
2. **Name** – Name of the formula for identification
3. **Country/Region** – Select the *Country/Region* that this formula will be applicable to.
4. **Click +** to add/create formula.

- Expression** - In this *Payroll Formula*, the system will calculate 80% of Basis Amount (which is *Transport – Car Allowance*) and 20% of Basis Amount 2 (which is *Clothing Allowance*), as shown in the screenshot below:



- Once it is done, click **OK**.
- After creating the *Payroll Formula*, it should be mapped to the pay code, as shown below:

Access: Payroll Module > Reference > Allowances > Allowances



- Once all the above steps been completed, add the allowance code to the respective employee's transaction and do payroll process. Once done processing, the *Allowance Code (SANJ – Standard Allowance for New Joiner)* will appear in the *Payroll Summary* with the amount calculated based on the *mapped formula* and

Basis Allowance setup.

The screenshot shows the 'Payroll Summary' window for employee JML001 - Manager One. The 'Pay Run' is PH2022-03-04 - 2nd Half Month Mar 2022 (PGS55). The 'Salary Gross' is 40000.00. The 'Pay Type' is Monthly. The 'Total Employee' is 5. The table below shows the breakdown of allowances:

#	Type	Code	Name	Quantity	Amount	Tax Gross Up	Source	PTD
A		Cloth03	Clothing Allowance	150.00	150.00	0.00	Recur	0
A		SANJ	Standard Allowance for New Joiner	1.00	190.00	0.00	Entry	0
A		TRAN-CALL	Transport - Car Allowance	200.00	200.00	0.00	Recur	0

Payroll Preparation Configuration

Payroll Preparation is a new feature allowing users to verify all the payroll data, e.g., staff movement in the month, payroll interface data, etc. before user performs the payroll processing.

Access: System > Config > Payroll > Parameter

The screenshot shows the 'System Config (Payroll)' window with the 'Section' set to 'Parameter'. The configuration for 'UsePayrollPreparation' is as follows:

Section	Name	Value
Parameter	UsePayrollPreparation	*=Y

Name: UsePayrollPreparation
Value: *=Y
Description: To determine if payroll preparation to be used before payroll process. Comma delimited countries that use this function. *=N, HK=Y means all countries disable this function, except HK. By Default is *=N
Update Version: [Empty field]

Buttons: Update, Close

1. If users do not wish to use this feature, set value of **UsePayrollPreparation** as *=N.
2. If users wish to use this feature, set value of **UsePayrollPreparation** as *=Y.

EE Data Field Selection Setup

EE Data Field Selection is used to show fields other than standard fields that users wish to show in *Employee Data Verification* and *Payroll Interface Data*.

Access: *Payroll Module > Reference > Payroll Preparation > EE Data Field Selection*

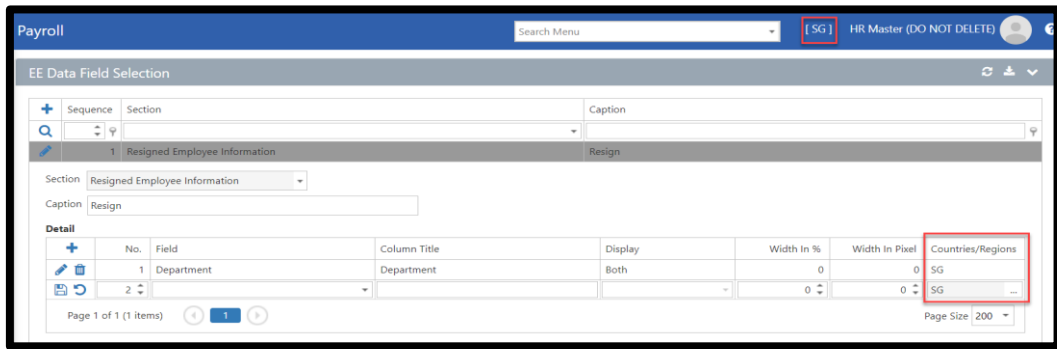
The screenshot shows the 'EE Data Field Selection' window. At the top, there are fields for 'Sequence' and 'Section'. Below these, there is a 'Caption' field. The 'Section' dropdown is set to 'Resigned Employee Info' and the 'Caption' field contains 'Resign'. At the bottom of the form, there are 'Update' and 'Close' buttons. Below the form, there is a table with one row: '1 New Employee Information' with 'New Employee Information' in the 'Caption' column. At the very bottom, it says 'Page 1 of 1 (1 items)' and 'Page Size 10'.

1. Click **+** to add a new **Section** or to modify an existing setting.
2. **Caption** – Enter the **Caption** of the **Section**.
3. Click **Update** button to save your setting.

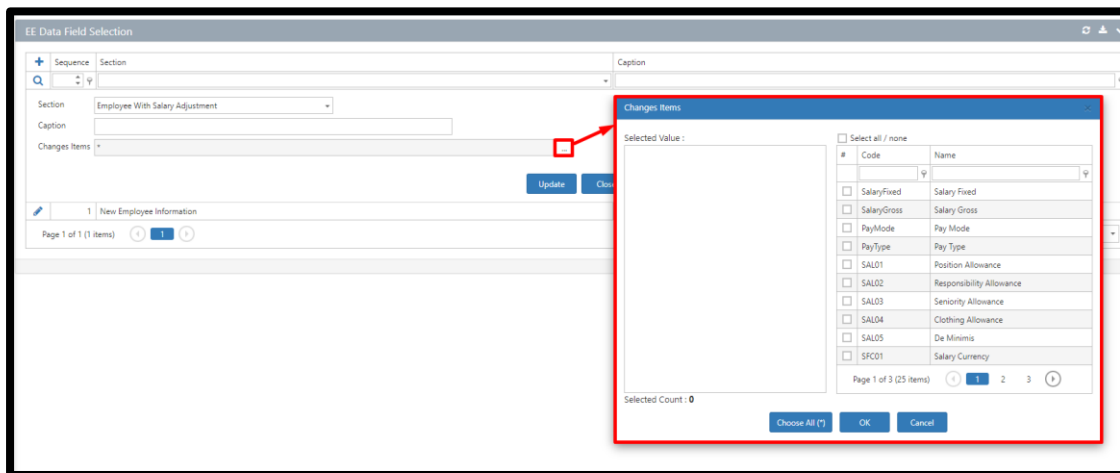
The screenshot shows the 'EE Data Field Selection' window with a table of sections. The table has columns for 'Sequence', 'Section', and 'Caption'. It lists two sections: '1 New Employee Information' with caption 'New Employee Information' and '2 Resigned Employee Information' with caption 'Resign'. Below the table, there is a form for editing the selected section, with 'Section' set to 'Resigned Employee Informatic' and 'Caption' set to 'Resign'. Below the form is a 'Detail' table with columns: 'No.', 'Field', 'Column Title', 'Display', 'Countries/Regions', 'Width In %', and 'Width In Pixel'. The 'Detail' table has two rows: '1 Department' with 'Department' as the column title and 'Both' as the display type, and '2' with an empty field, column title, and display type. At the bottom, there are 'Update', 'Delete', and 'Close' buttons. At the very bottom, it says 'Page 1 of 1 (1 items)' and 'Page Size 10'.

4. A field selection grid box will be shown after clicking **Update** button. Click **+** to add a new field or to modify an existing field. Available fields are those fields from *Employee Master*.

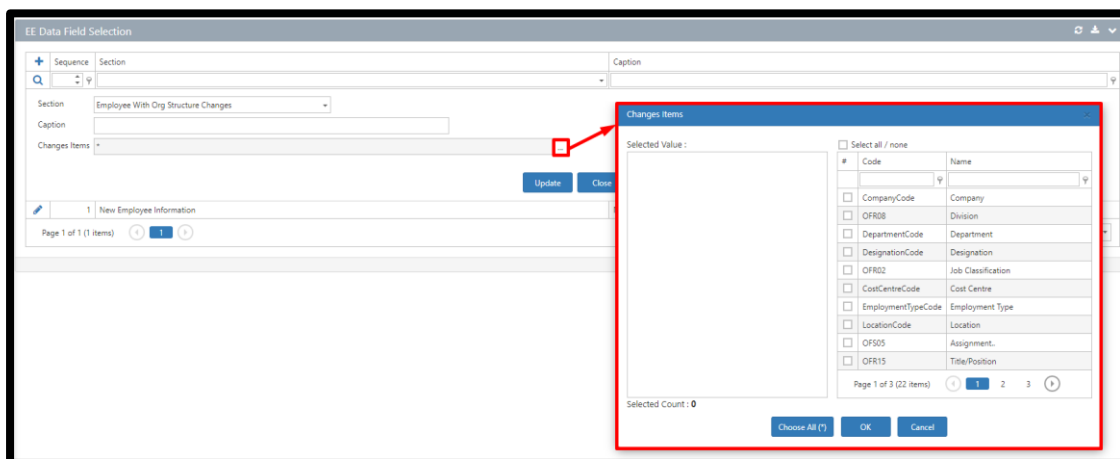
Note: When user creates a new record in the **Detail** table, the **Countries/Regions** will be defaulted to the **Application Country**.



If *Employee With Salary Adjustment* or *Employee With Org Structure Adjustment* is selected under **Section** dropdown, an additional field called **Changes Items** will be visible. This is for users to select which field value change is required to be shown in the verification process.



If the section selected is *Employee With Salary Adjustment*, the multi-selection values of *Changes Item* include fields from *Salary Tab*, *Salary Variable* or *Spare Salary* fields that are being used.

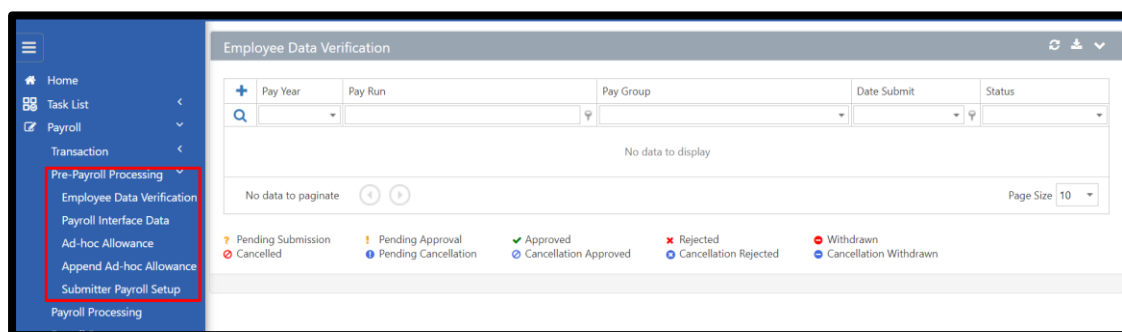


If the section selected is *Employee With Org Structure Changes*, the multi-selection values of *Changes Item* include fields from *Org Structure*, *Spare Org Structure* fields that are being used.

Pre-Payroll Processing

A new menu *Pre-Payroll Processing* with 5 Sub-Menu, ***Employee Data Verification***, ***Payroll Interface Data***, ***Ad-hoc Allowance***, ***Append Ad-hoc Allowance*** and ***Submitter Payroll Setup*** has been added. This menu will be visible if system config *UsePayrollPreparation* parameter is set to *Y*.

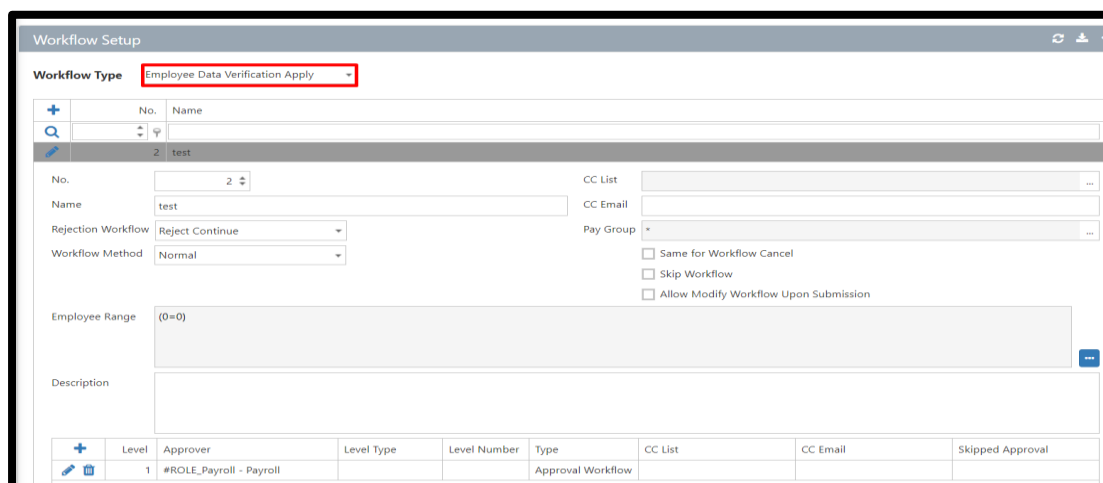
Access: Payroll Module > Payroll > Pre-Payroll Processing



Employee Data Verification

Employee Data Verification can be used to generate and submit *Employee Data Verification* of the selected *Pay Run*. First, the *workflow* is needed to set up for the verification approval.

Access: Setup > Workflow > Workflow Setup

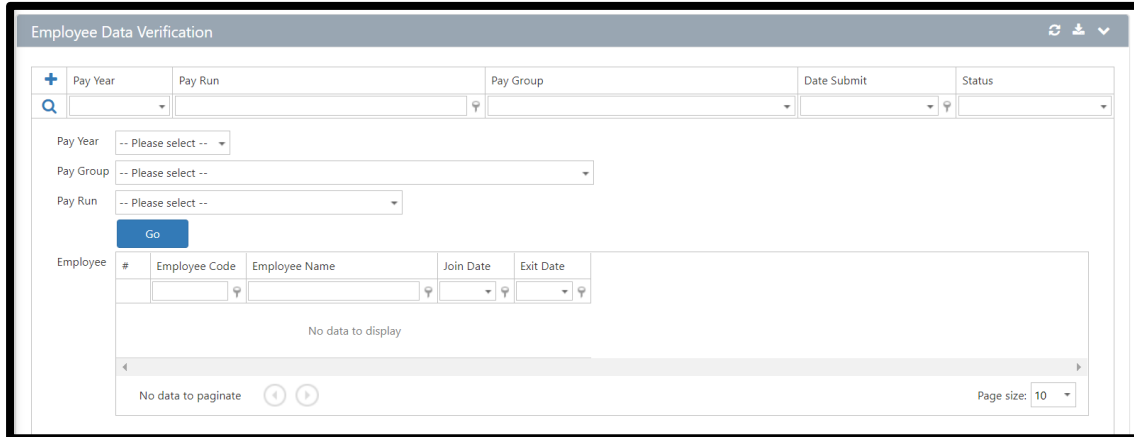


The approval workflow will follow the newly created ***Employee Data Verification***

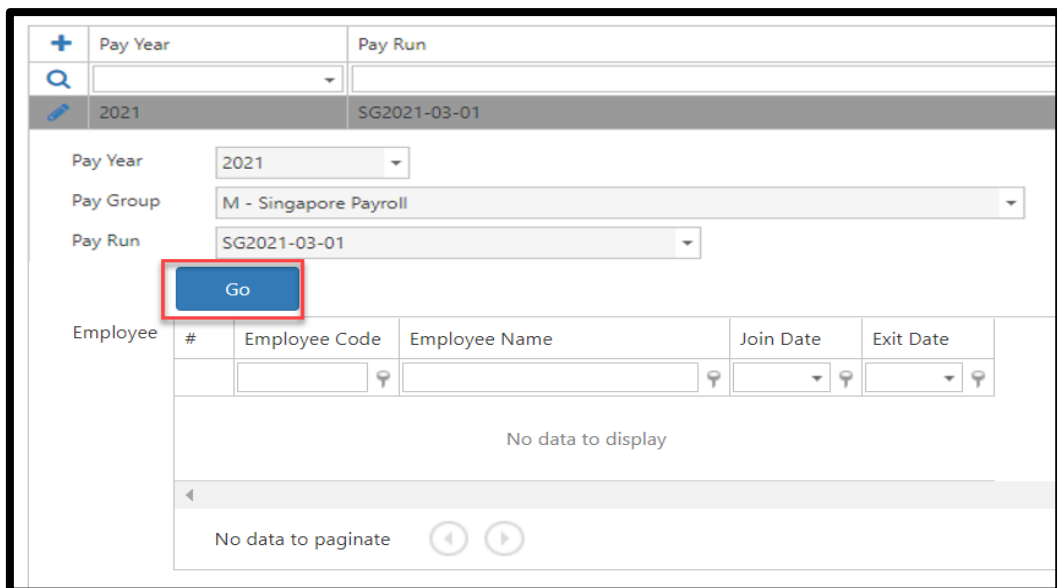
Apply Workflow Type.

Access: Payroll Module > Payroll > Pre-Payroll Processing > Employee Data

Verification



1. Select **Pay Year**, **Pay Group** and **Pay Run**.
2. Click to select employees to be included in the verification process. Employees will be sorted by *New Joiner(s)* of the selected *Pay Run*, followed by employees who has exit date within the selected *Pay Run's Date Start* and *End*, then followed by the existing *Employee Code*.
3. Enter **Pay Year**, **Pay Group** and **Pay Run**, click **GO** button to generate the employee grid table. User can select or deselect employees at the grid table before proceeding to *Generate Data* and *Workflow*.



Pay Year: 2021
 Pay Group: M - Singapore Payroll
 Pay Run: SG2021-03-01
 Go

Employee	<input checked="" type="checkbox"/>	Employee Code	Employee Name	Date Join	Date Resign
	<input type="checkbox"/>				
	<input checked="" type="checkbox"/>	MY0002	MY Employee 0002	11/01/2021	
	<input checked="" type="checkbox"/>	MY0001	MY Employee 0001	02/11/2020	

4. Click **Generate Data and Workflow** to generate *Employee Data Verification* records.

<input type="checkbox"/>	1101	Chow Alan	04/01/2021	
<input checked="" type="checkbox"/>	1201	Testing 01	29/03/2021	
<input checked="" type="checkbox"/>	2001	John Tan	02/01/2018	
<input checked="" type="checkbox"/>	ANDYG	Andy Gan	01/04/2020	
<input checked="" type="checkbox"/>	MY001	Testing 01	01/07/2017	

Page 1 of 2 (11 items) 1 2

Generate Data and Workflow

5. There will be 5 tabs generated, including:

a. New Employee Information

Employees where their current pay run is their first pay run will be listed under this tab. **Employee Code, Employee Name, Date Join, Date Resign** and **Salary Fixed** are standard fields.

Employee Data Verification

Pay Year: 2021 | Pay Run: SG2021-03-01

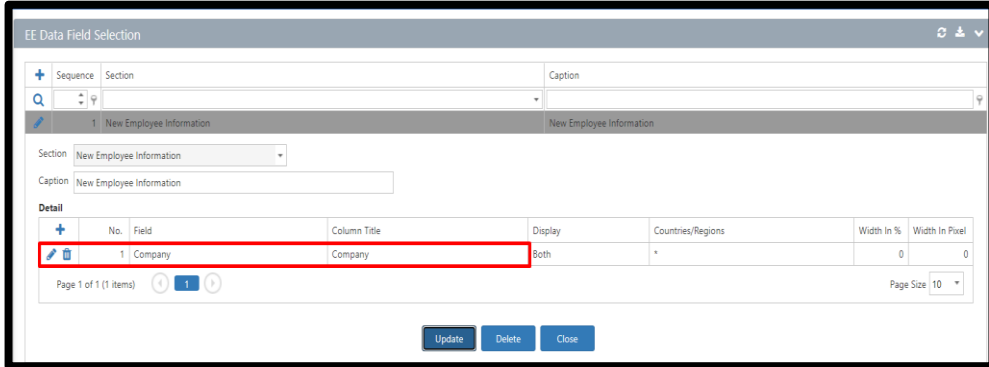
Pay Year: 2021
 Pay Group: M - Singapore Payroll
 Pay Run: SG2021-03-01
 Employee Code: SG016,SG021,SG017,SG018,SG019

New Employee Information | Resigned Employee Information | Employee With Salary

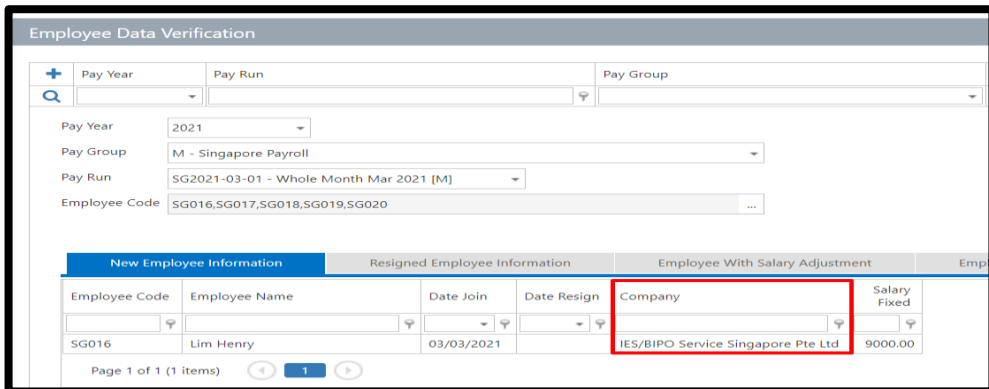
Employee Code	Employee Name	Date Join	Date Resign	Salary Fixed
SG017	Tan Nikita	01/01/2021	31/03/2021	9000.00

Page 1 of 1 (1 items) 1

For employees who **Join** and **Resign Date** fall within the selected **Pay Run**, the employee will be shown under **New Employee Information** tab only but not **Resigned Employee Information** Tab.

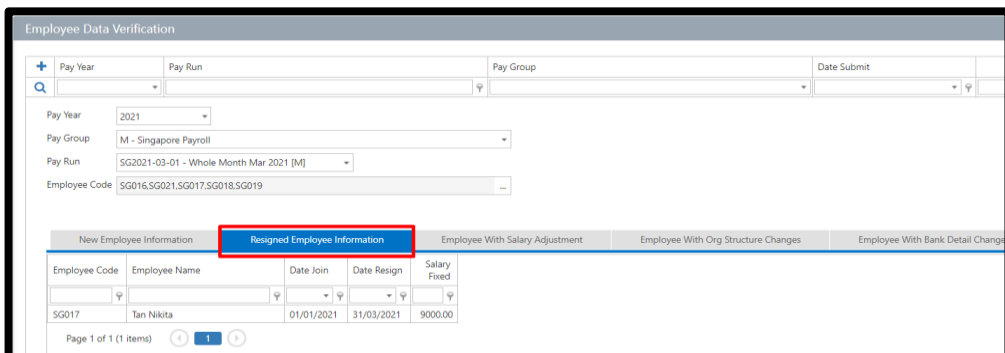


- If users wish to select other fields to be shown in this tab, go to EE Data Field Selection screen.
- Select New Employee Information under Section.
- Click + to add fields to be shown.



- Company column will be shown in Employee Data Verification's New Employee Information tab.

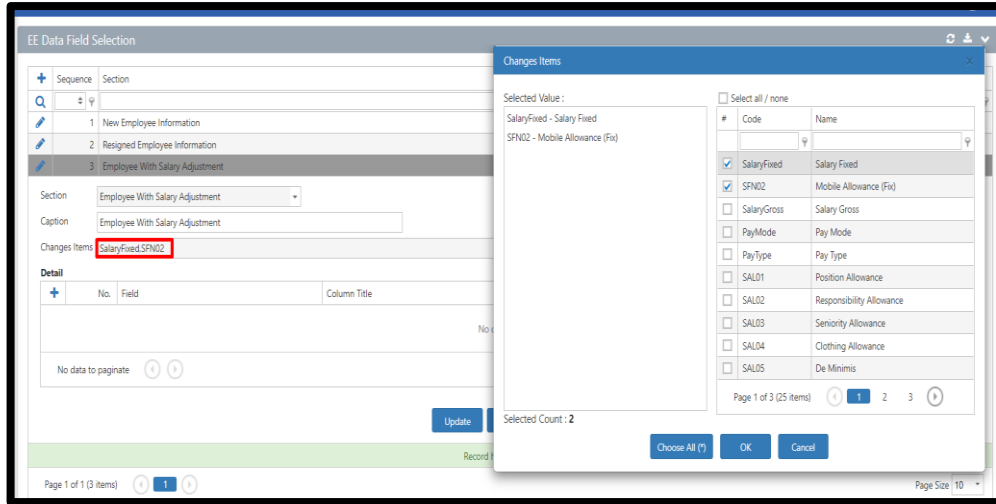
b. Resigned Employee Information



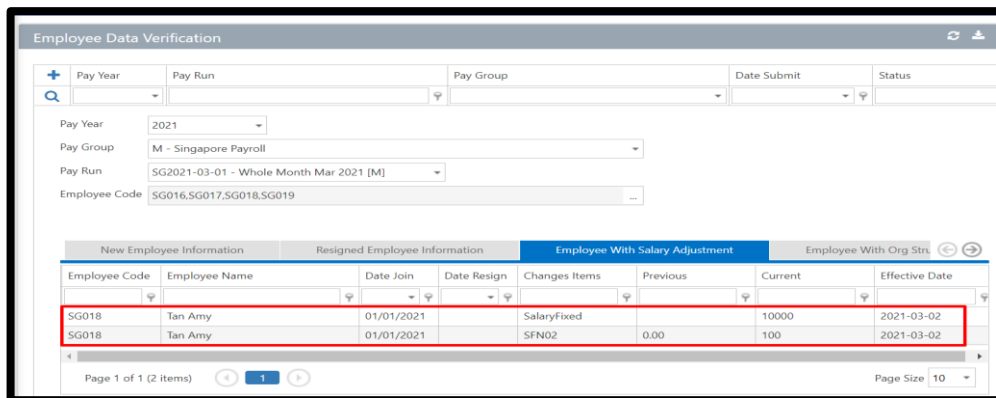
Employees where their **Exit Date** fall within the selected **Pay Run** will be listed

under this tab. **Employee Code, Employee Name, Date Join, Date Resign** and **Salary Fixed** are standard fields.

c. Employee with Salary Adjustment

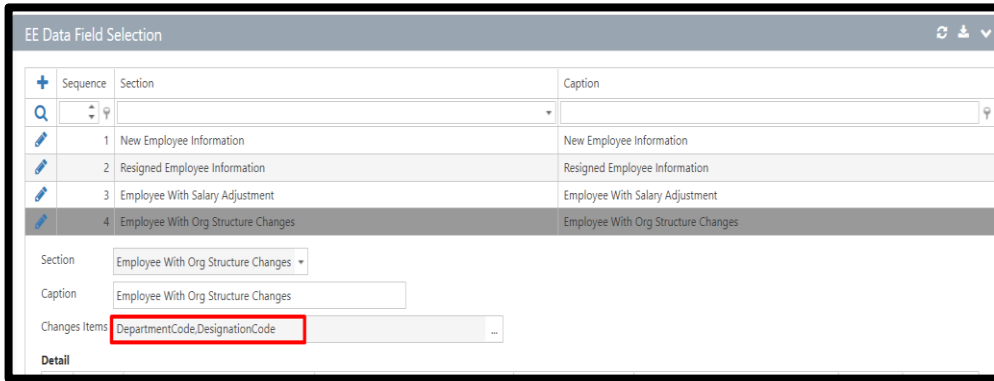


Employees who had changes on **Changes Item** selected in **EE Data Field Selection** where the effective start falls within the selected **Pay Run** will be listed under this tab.

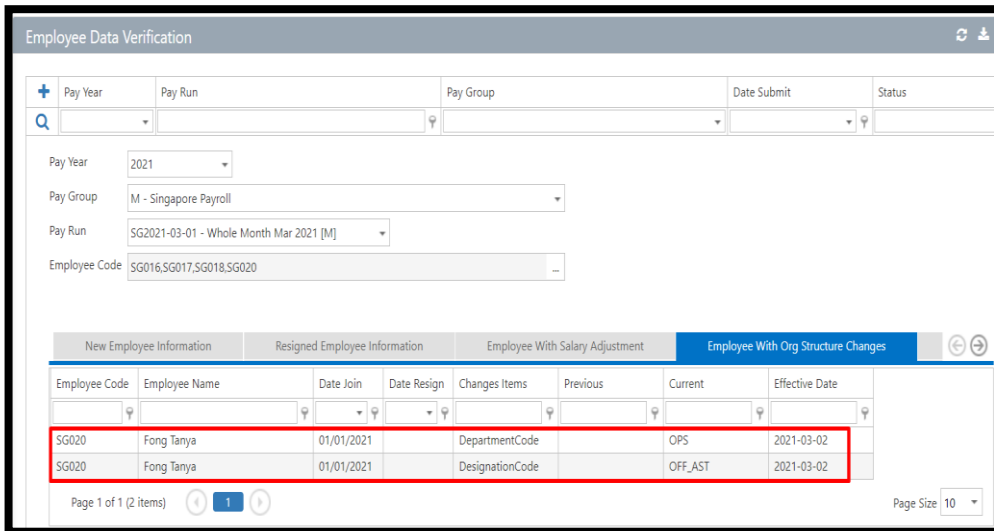


Employee Code, Employee Name, Date Join, Date Resign, Changes Item, Previous, Current and **Effective Date** are standard fields.

d. Employee with Org Structure Changes

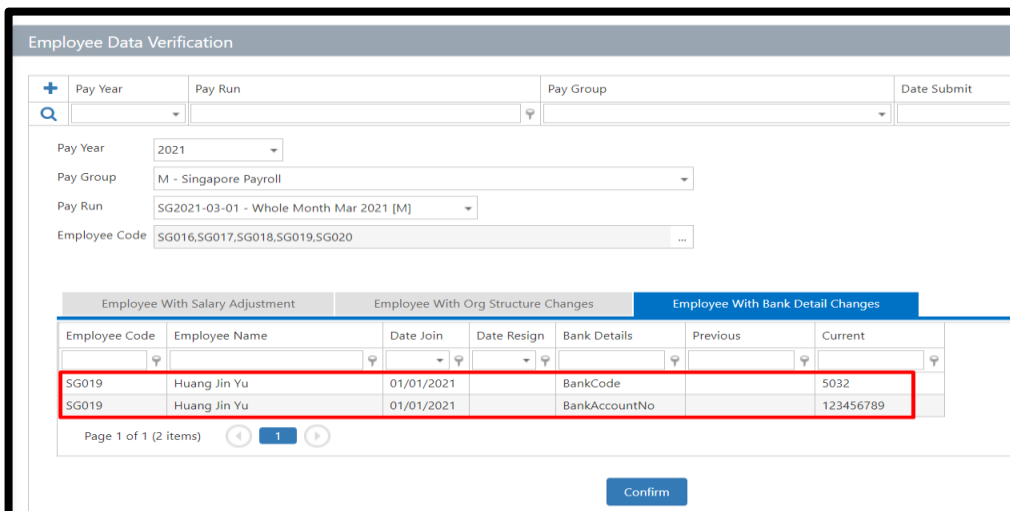


Employees who had changes on **Changes Item** selected in **EE Data Field Selection** where the effective start falls within the selected **Pay Run** will be listed under this tab.



Employee Code, Employee Name, Date Join, Date Resign, Changes Item, Previous, Current and **Effective Date** are standard fields.

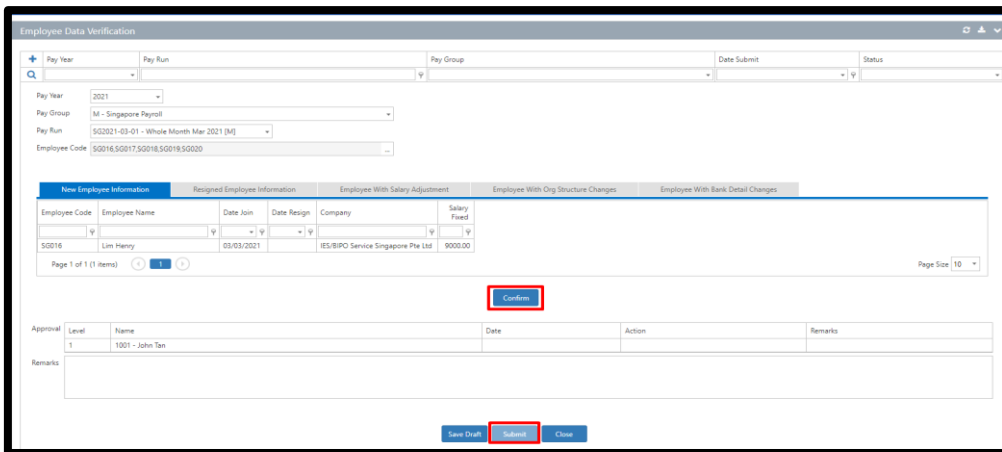
e. Employee with Bank Detail Changes



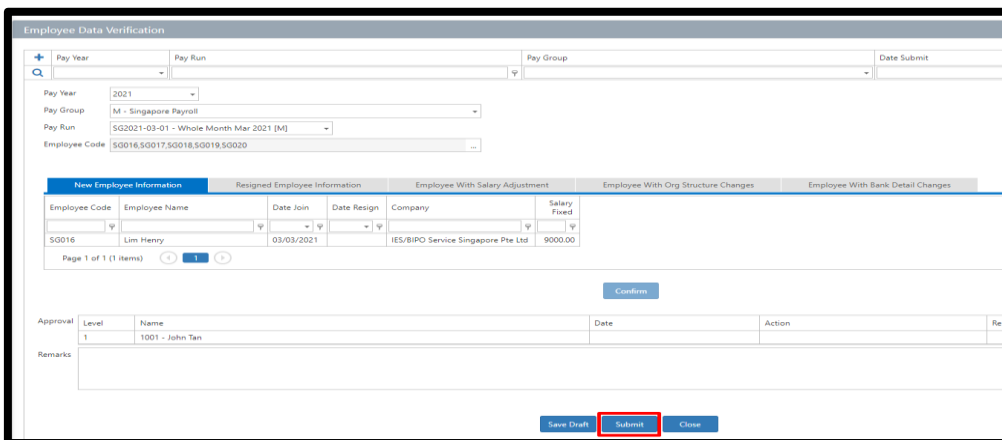
Employees who had changes in **Bank Details** where the effective start falls within the selected **Pay Run** will be listed under this tab. **Employee Code, Employee Name, Date Join, Date Resign, Bank Details, Previous** and **Current** are standard fields.

Note: When *All Employees in the Pay Run are Locked*, a warning message will prompt “All employees have been locked for the corresponding Pay Run. No data will be generated.” Subsequently, if *Partial of the Employees in the Pay Run are Locked*, only *Unlocked Employees* in *Employee List*.

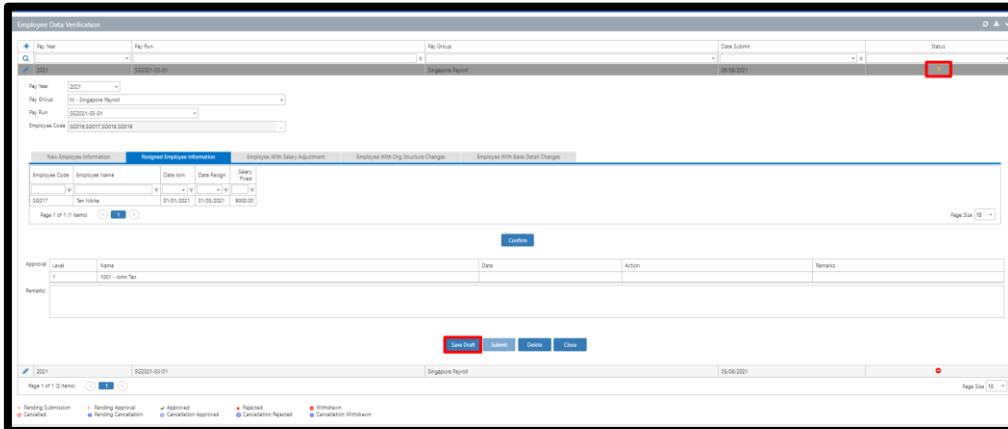
- For each tab, there will be a **Confirm** button to let users confirm that they had cross- checked the information generated. Users need to click Confirm for each tab before submitting the record.



Note: If **Confirm** button is not clicked, then **Submit** button will be disabled. If **Confirm** button of all tabs are clicked, then **Submit** button will be enabled.

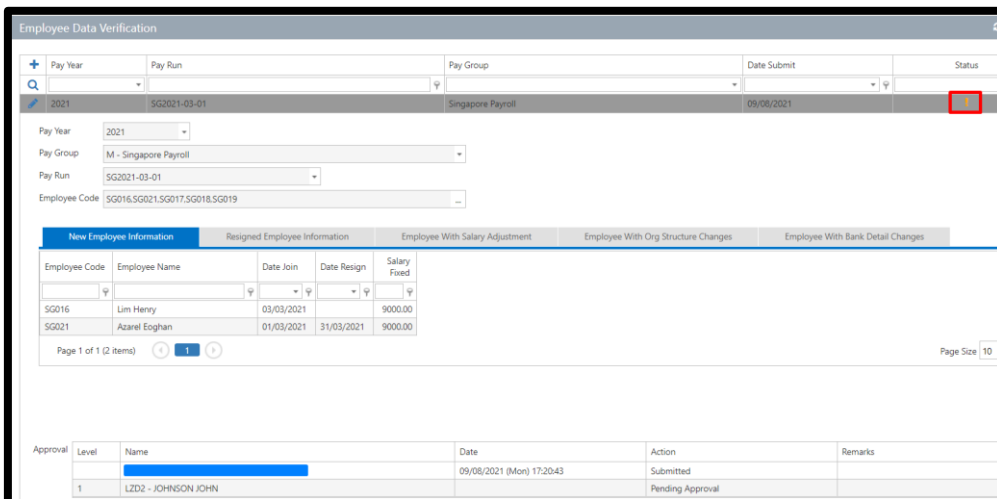


- Users able to **Save Draft** first before submitting the generated records.



After clicking **Save Draft** button, the status will be **Pending Submission** and making changes to the data generated is allowed at this point.

6. After users confirming all the generated records, users able to click **Submit** button for submission.

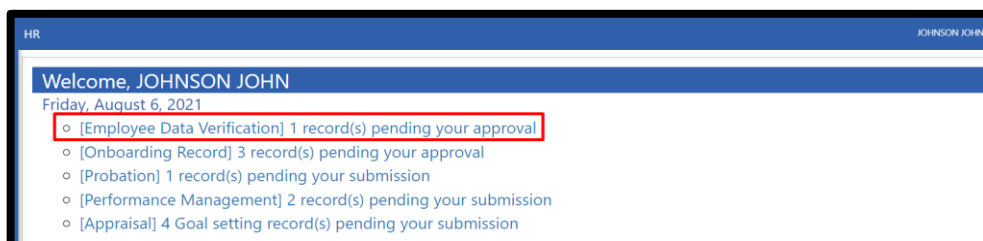


After clicking the **Submit** button, the status will be **Pending Approval** and making changes to the data generated is *not allowed*.

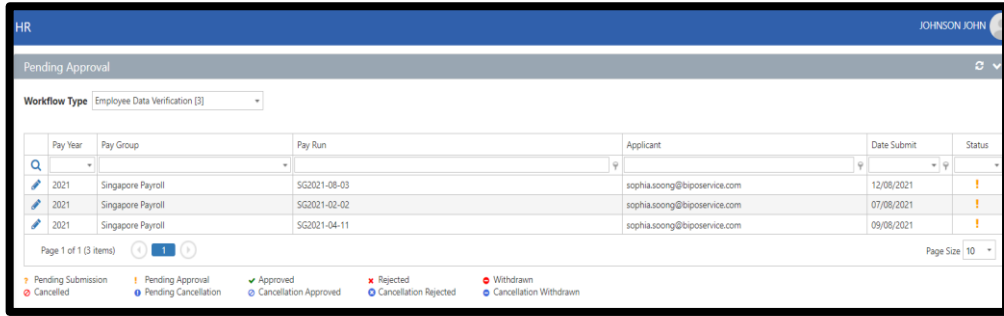
7. Approver can approve or reject the records using methods as below:

a. Dashboard Link

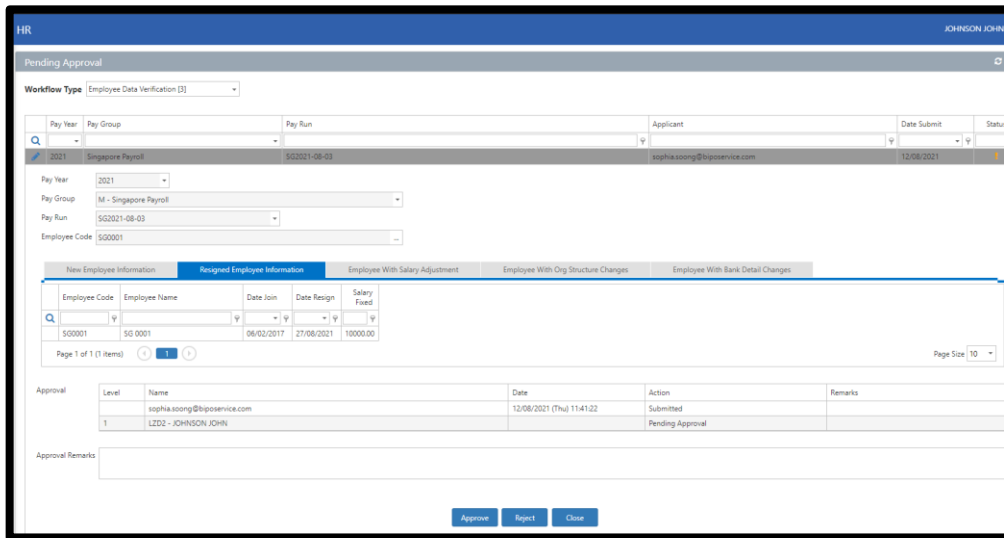
Access: ESS > Dashboard




- Click on the link on **Dashboard**.



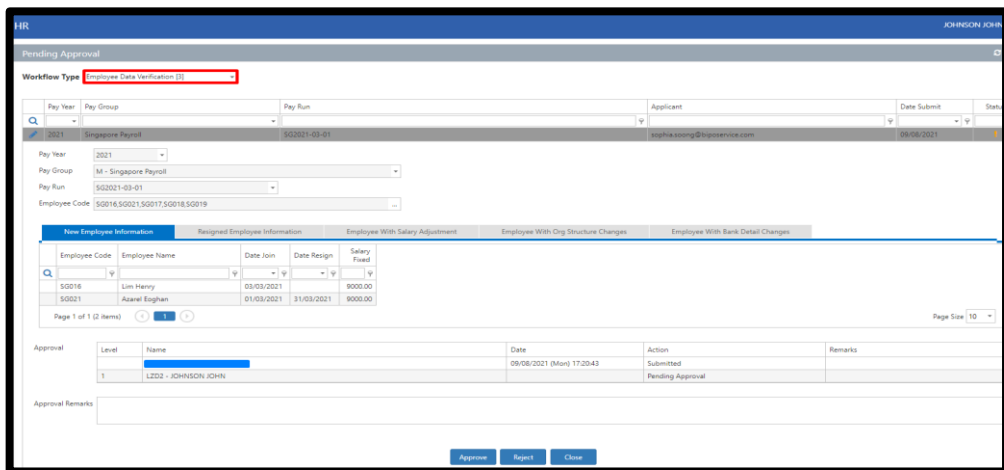
- Users will be redirected to **Employee Data Verification Pending Approval** screen where the **Workflow Type** is automatically selected.




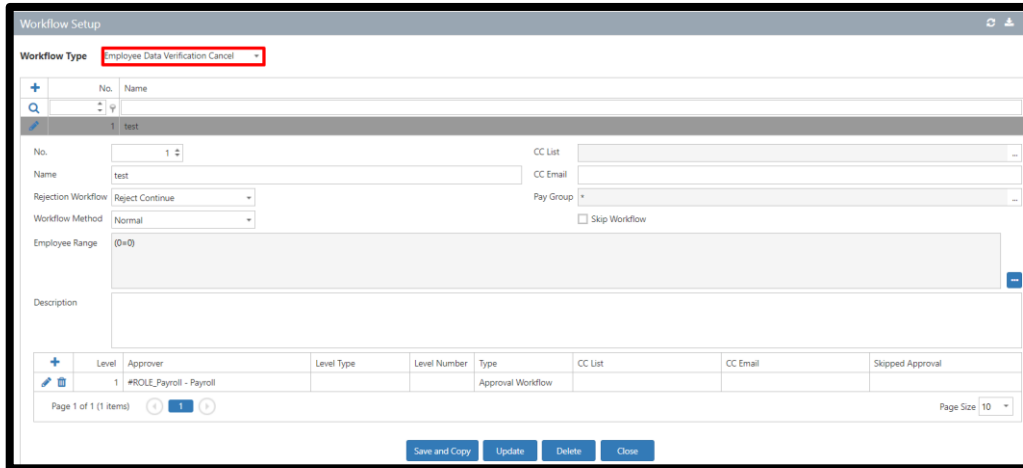
- Click  to expand the records.
- Click **Approve** or **Reject** button.

b. Task List

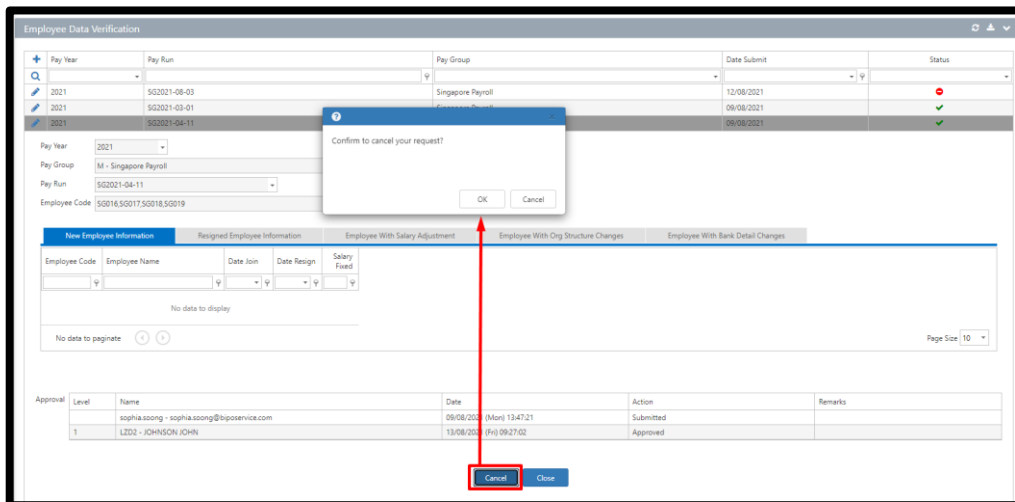
Access: ESS > Task List > Pending Approval



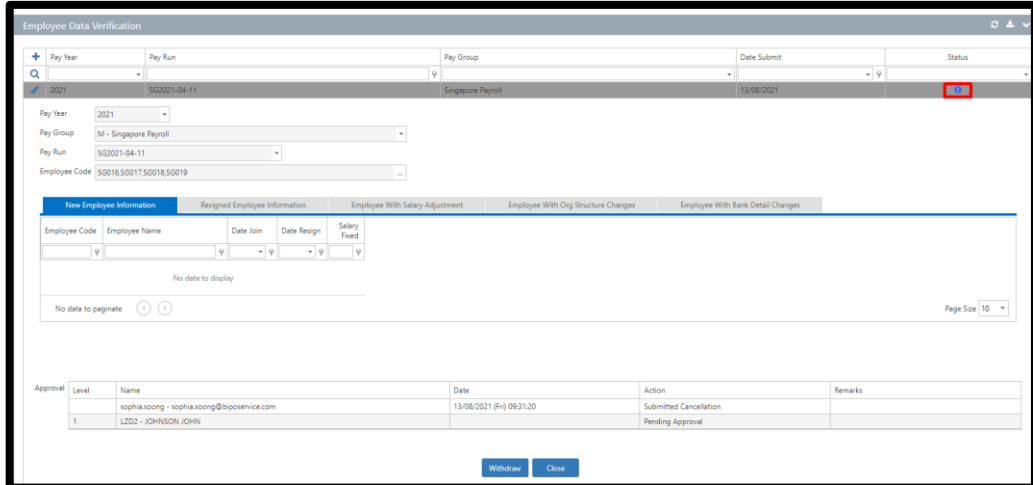
- Select **Employee Data Verification** under *Workflow Type* dropdown.
 - Click  to expand the records.
 - Click **Approve** or **Reject** button.
8. If users wish to delete an approved record, they may use the **Cancel** button. But before that, remember to setup the **Employee Verification Cancel Workflow**.



The cancellation approval will follow the newly created **Employee Data Verification Cancel Workflow**.



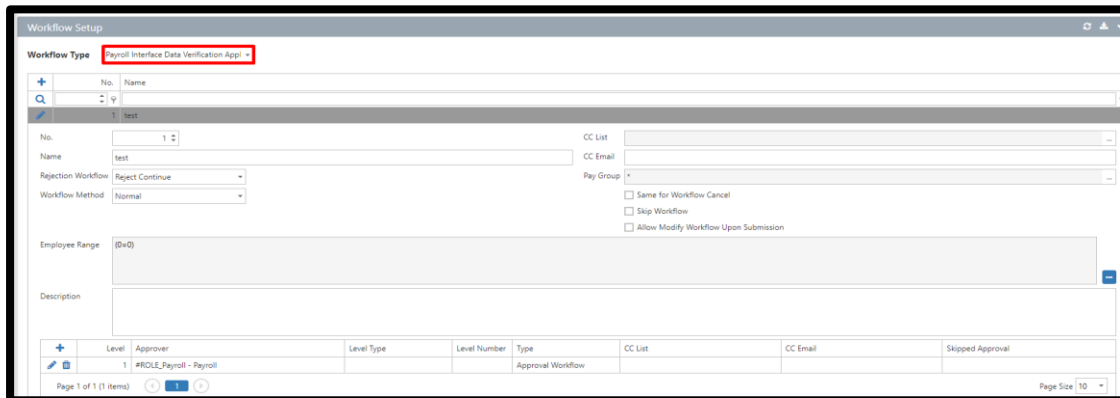
- Click the **Cancel** button.
- Click **OK** to submit the cancellation request.



c. Record status is now **Pending Cancellation**.

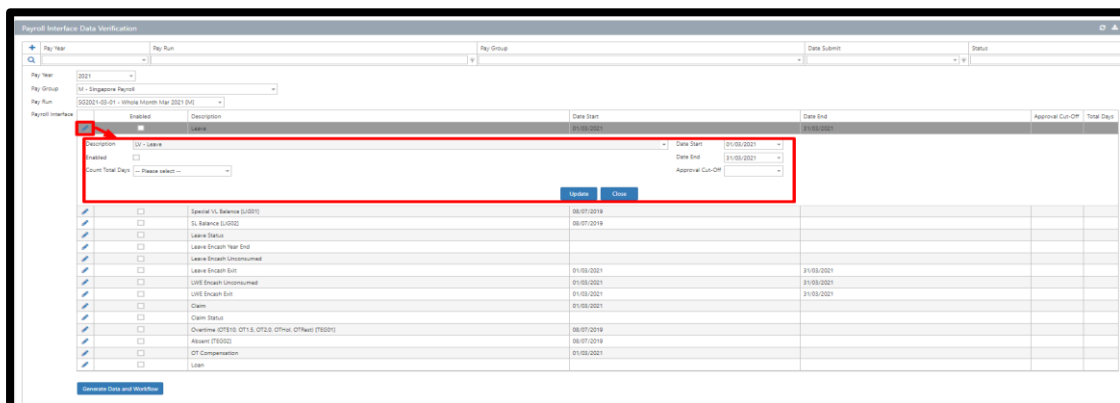
Payroll Interface Data

Payroll Interface Data can be used to generate and submit **Payroll Interface Data** before payroll processing.




The approval workflow will follow the newly created **Payroll Interface Verification Apply Workflow Type**.

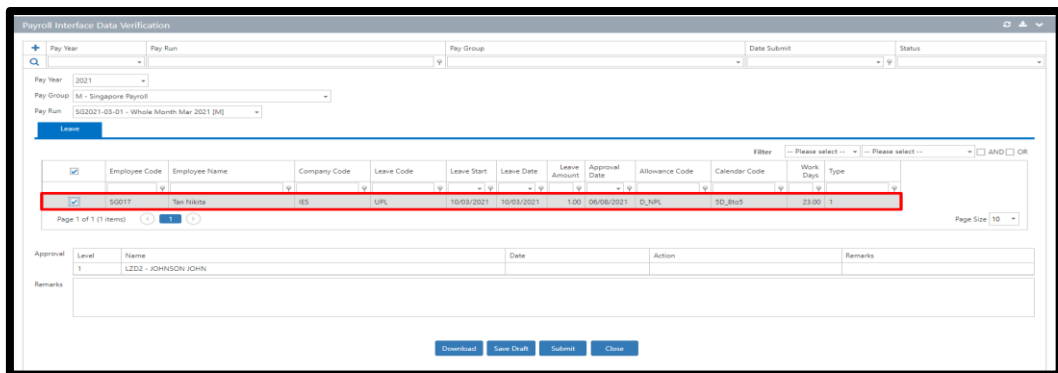
Access: Payroll Module > Payroll > Pre-Payroll Processing > Payroll Interface Data



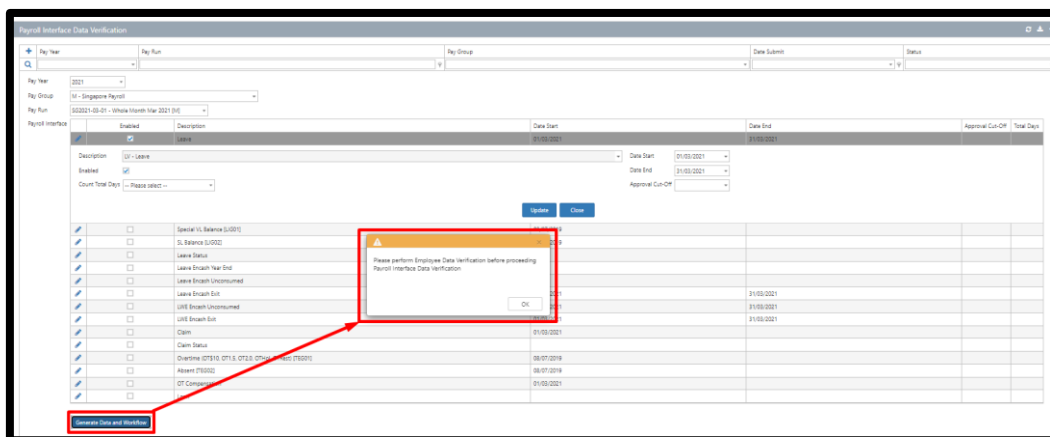
Note: System will separate Leave and Attendance related interface data from *Payroll Interface Data*.

- When creating new record at *Payroll Interface Data Verification*, only those *Payroll Interfaces* which are not related to Leave and Attendance will be displayed
- User can process *Leave* and *Attendance* related payroll interface data verification in [Leave Attendance Data](#) menu under **Pre-Payroll Processing**

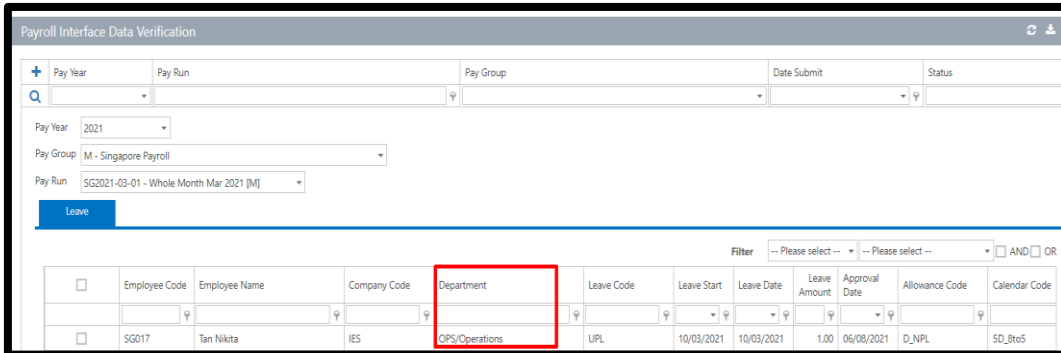
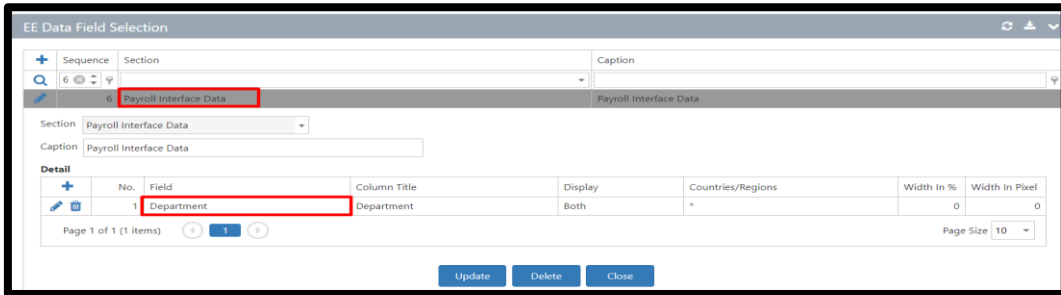
1. Click  to edit the payroll interface setup setting.
2. Click **Update** button to save the setting.
3. Click **Generate Data** and **Workflow** button to generate the **Payroll Interface Verification data**.



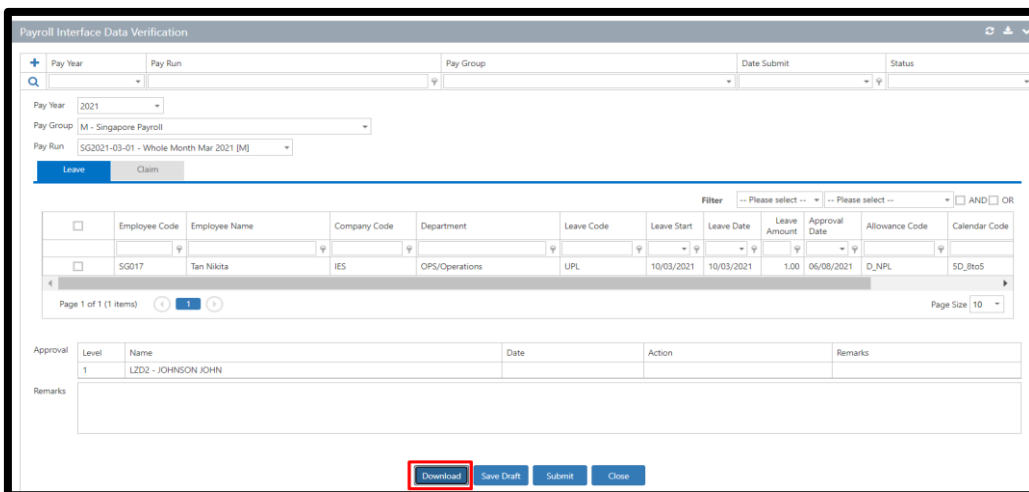
To generate *Payroll Interface Verification Data*, the selected *Pay Run's Employee Data Verification* must be approved.



If the selected *Pay Run's Employee Data Verification* is not approved, there will be a pop-up window stating, '*Please perform Employee Data Verification before proceeding Payroll Interface Data Verification*'.



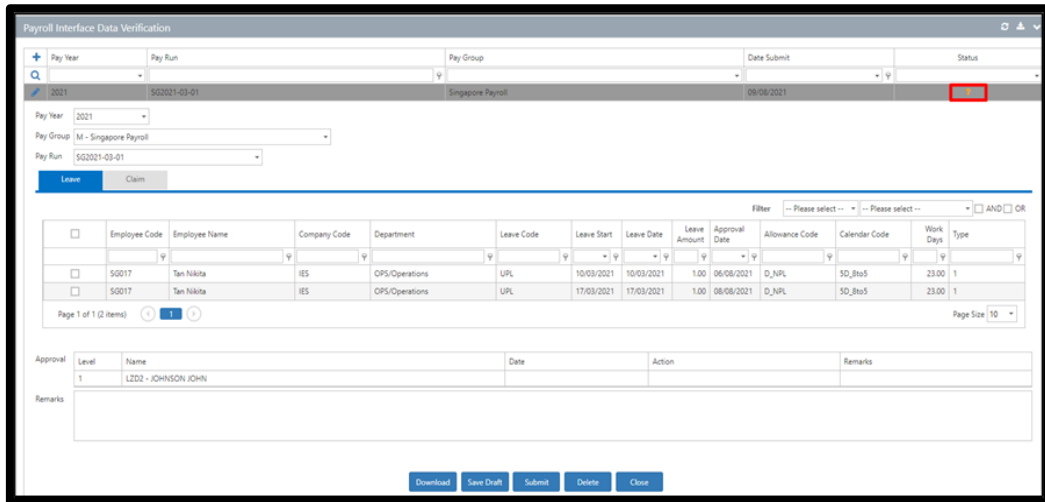
Besides the standard fields, other fields can be shown in *Payroll Interface Data Verification* by using *EE Data Field Selection* screen.



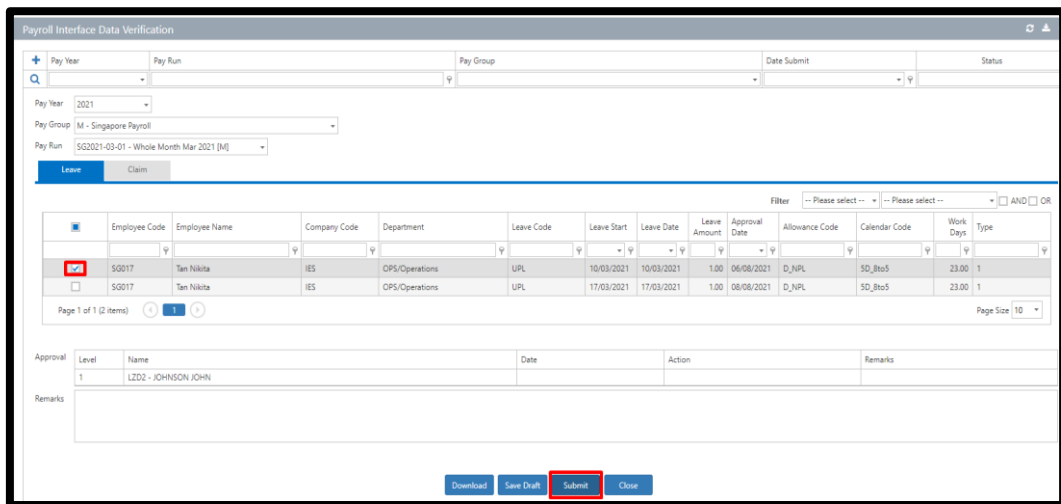
4. **Download** button is used to download Excel File including selected *Payroll Interface* tab in different sheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	EmployeeCode	EmployeeName	CompanyCode	Department	ClaimCode	ClaimDate	ClaimAmount	ApprovalDate	AllowanceCode	CalendarCode	WorkDays	Type
2	SG019	Huang Jin Yu	IES	BD/Business Development	MEAL	06/08/2021	100	06/08/2021	MEAL	5D_8to5	31	1

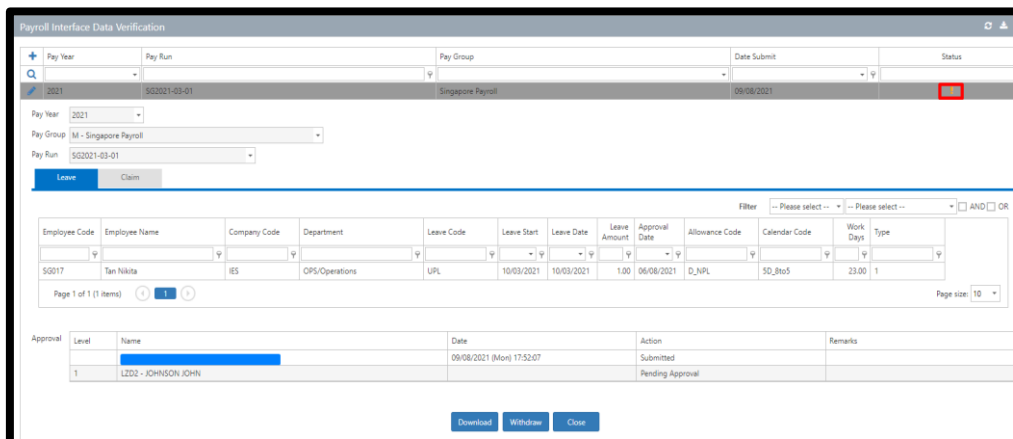
5. Generated excel file as shown.



Users able to **Save Draft** first before submitting the generated records. After clicking **Save Draft** button, the status will be *Pending Submission* and making changes on the data generated is allowed at this point.

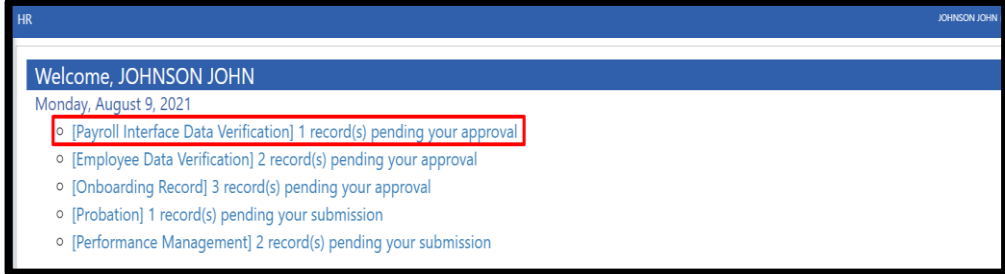


6. After clicking Submit button, the status will be Pending Approval and making changes on the data generated is not allowed.

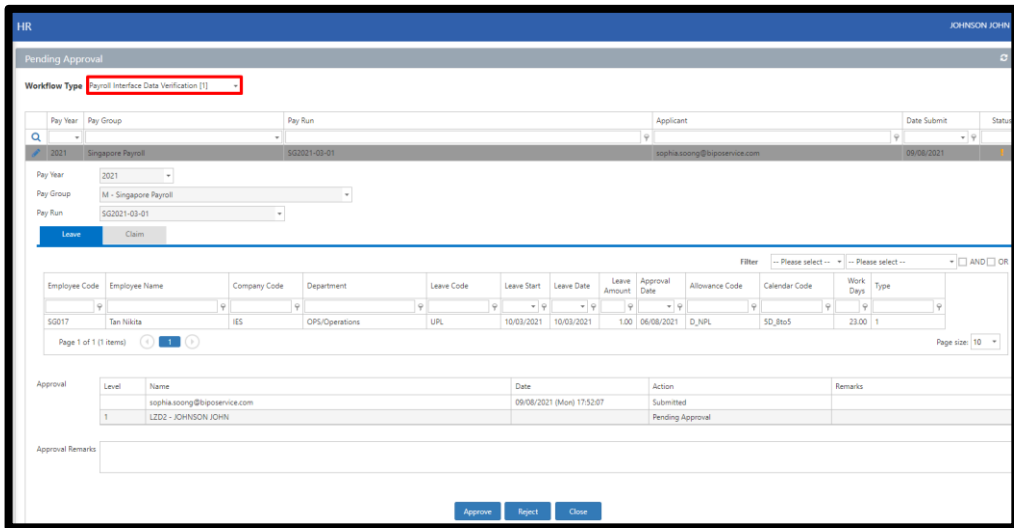



7. Only those data where the checkbox are checked will be submitted.
8. Approver can approve or reject the records using methods as below:

a. Dashboard Link

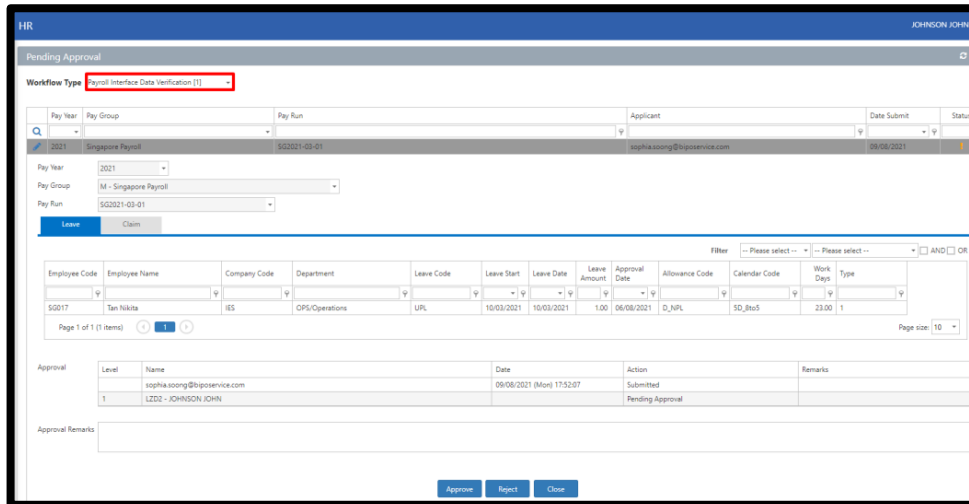



- Click on the link on **Dashboard**.



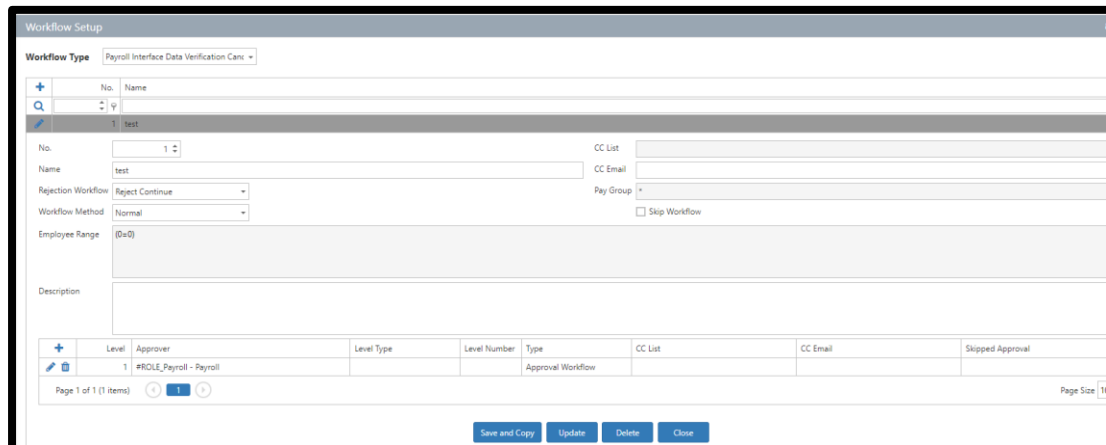
- Users will be redirected to *Payroll Interface Data Verification Pending Approval* screen where the *Workflow Type* is automatically selected.
- Click  to expand the records.
- Click **Approve** or **Reject** button.

b. Task List

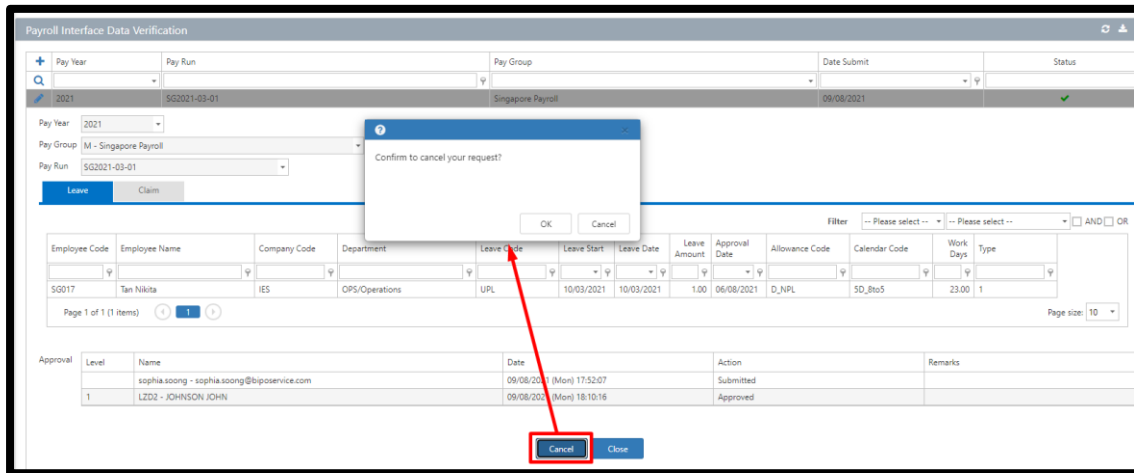


- Select *Payroll Interface Data Verification* under *Workflow Type* dropdown.
- Click  to expand the records.
- Click **Approve** or **Reject** button.

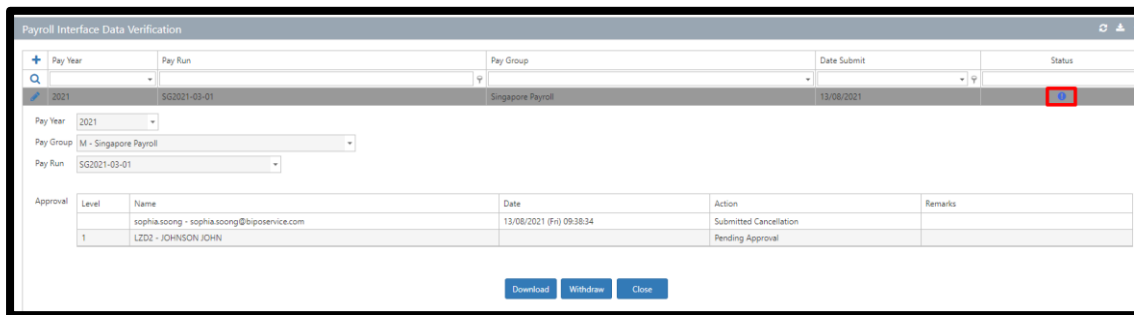
If users wish to delete an approved record, they may use the **Cancel** button. But before that, remember to setup the *Payroll Interface Data Verification Cancel Workflow*.



The cancellation approval will follow the newly created *Payroll Interface Data Verification Cancel Workflow*.



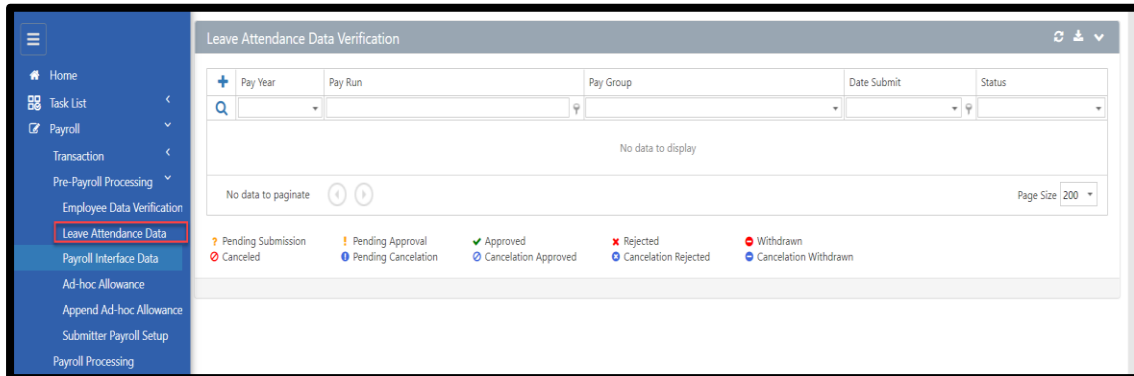
1. Click the **Cancel** button.
2. Click **OK** to submit the cancellation request.



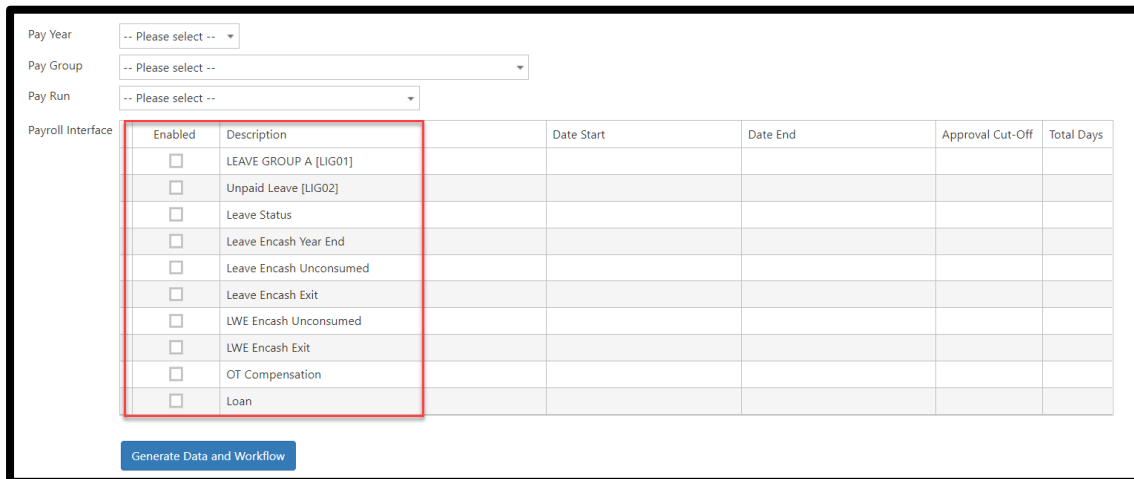
3. Record status is now **Pending Cancellation**.

Leave Attendance Data Menu

Access: Payroll Module > Payroll > Pre-Payroll Processing > Leave Attendance Data

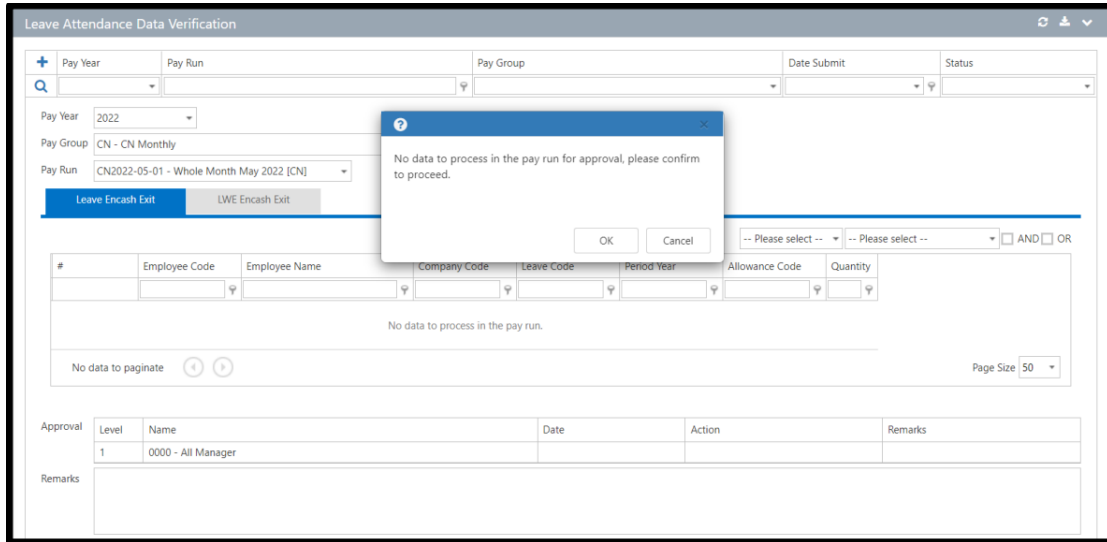


User can process *Leave* and *Attendance* related payroll interface data verification at this menu. The screen and logic are similar to *Payroll Interface Data Verification*. However, when creating a new record, only those *Leave* and *Attendance* related *Payroll Interfaces* will be displayed, as shown:



Note: System will skip the validation on checking approval status of “Approve” or “Pending Approve” when leave attendance data is submitted from ESS site. The system will generate excel file which includes leave or attendance data that already submitted before if there is same data but has different submitter.

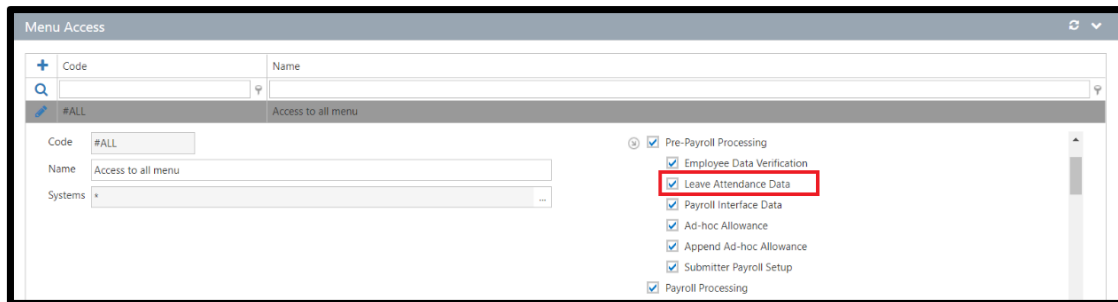
User can also submit null data for Leave Attendance Data Verification for approval. System will prompt a message when there is no leave or attendance data.



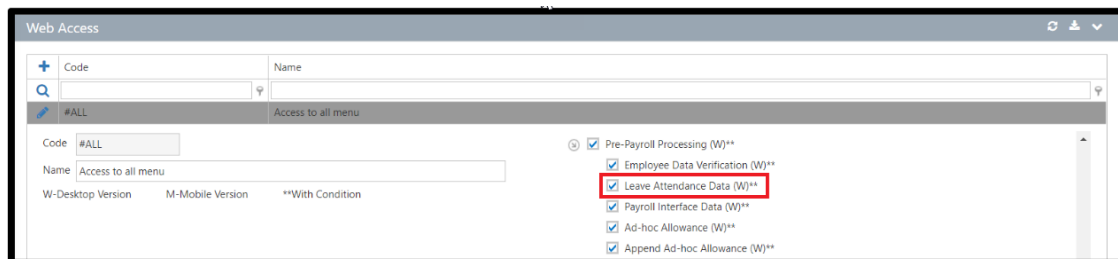
Leave Attendance Data Menu Security Access

Please ensure **Leave Attendance Data** access has been selected in **Menu Access** and **Web Access** security setting.

Access: Setup > Security > Menu Access



Access: Setup > Security > Web Access



Leave Attendance Data Verification Workflow Setup

Access: *Setup > Workflow > Workflow Setup*

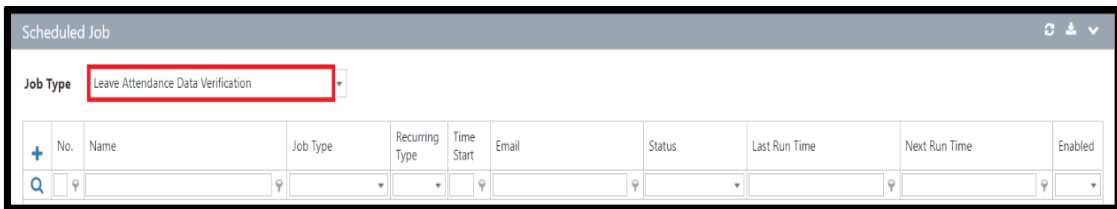


Workflow Types allow user to create workflow process for Leave Attendance Data Verification:

1. Leave Attendance Data Verification Apply
2. Leave Attendance Data Verification Cancel

Leave Attendance Data Verification Scheduled Job Type

Access: *Setup > Scheduled Job*



Leave Attendance Data Verification Scheduled Job Type is available as shown above.

Ad-hoc Allowance

Ad-hoc Allowance will be available under **Pre-Payroll Processing Menu** and hidden under **Transaction Menu** if system config **UsePayrollPreparation** parameter is set to **Y**.

Access: Payroll Module > Payroll > Pre-Payroll Processing > Ad-hoc Allowance

The screenshot shows the 'Ad-hoc Allowance' application window. At the top, there is a 'Pay Run' dropdown menu set to 'SG2023-03-01 - Whole Month Mar 2023 [JL]' and a 'Show Active Pay Runs' checkbox. Below this is a table with columns for 'Pay Group', 'No of Records', 'Total Amount', and 'Status'. A search icon is present next to the 'Pay Group' field. The main area contains a grid with columns: 'Employee', 'Allowance', 'Currency', 'Quantity', 'Date Start', 'Date End', and 'Remarks'. The grid is currently empty, displaying 'No data to display'. Below the grid is a pagination control showing 'No data to paginate' and a 'Page Size' dropdown set to '100'. At the bottom, there are sections for 'Attachment', 'Remarks', and 'Approval' (with columns for Level, Name, Date, Action, Remarks), all of which are currently empty. A 'Close' button is located at the bottom center.

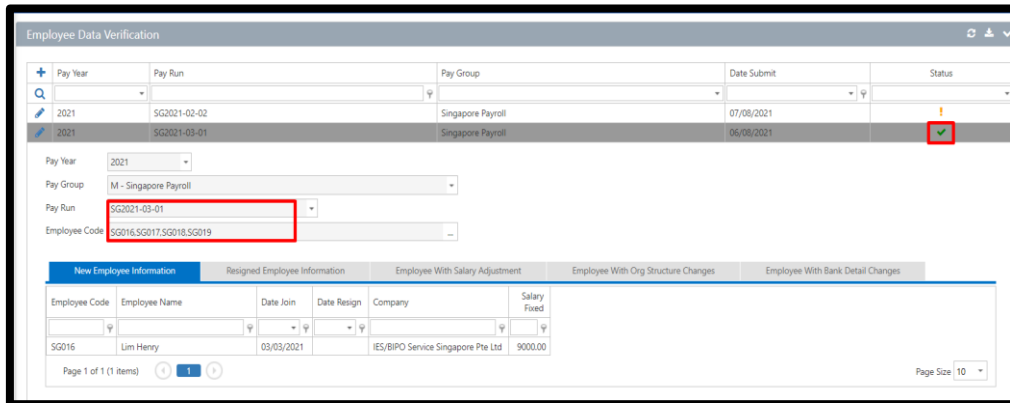
1. Select Pay Run and click + to add a new grid.

This screenshot shows the 'Ad-hoc Allowance' application window with the form fields for adding a new record. The 'Pay Run' dropdown is still 'SG2023-03-01 - Whole Month Mar 2023 [JL]'. The main form area is populated with the following fields: 'Employee' (dropdown: '-- Please select --'), 'Allowance' (dropdown: '-- Please select --'), 'Currency' (dropdown), 'Quantity' (text input: '0.00'), 'Date Start' (dropdown), 'Date End' (dropdown), and 'Remarks' (text area). There is a 'Hide Resignees' checkbox. At the bottom, there are 'Update' and 'Close' buttons. The pagination control shows 'No data to paginate' and 'Page Size' set to '100'.

2. Click + to select Employee, Allowance Code and Currency Code accordingly.

This screenshot shows the 'Ad-hoc Allowance' application window with a record entered. The 'Pay Run' dropdown is 'SG2021-03-01 - Whole Month Mar 2021 [ME]'. The form fields are populated with: 'Employee' (dropdown: 'SG018 - Tan Amy'), 'Allowance Code' (dropdown: 'A_BONUS - Bonus'), 'Currency Code' (dropdown: 'SGD'), 'Quantity' (text input: '5,000.00'), 'Date Start' (dropdown: '01/03/2021'), 'Date End' (dropdown: '31/03/2021'), and 'Remarks' (text area: 'Bonus add'). There are 'Update' and 'Close' buttons at the bottom. The pagination control shows 'No data to paginate' and 'Page Size' set to '100'.

- To select employees in this screen, the selected Pay Run's Employee Data Verification must be approved.

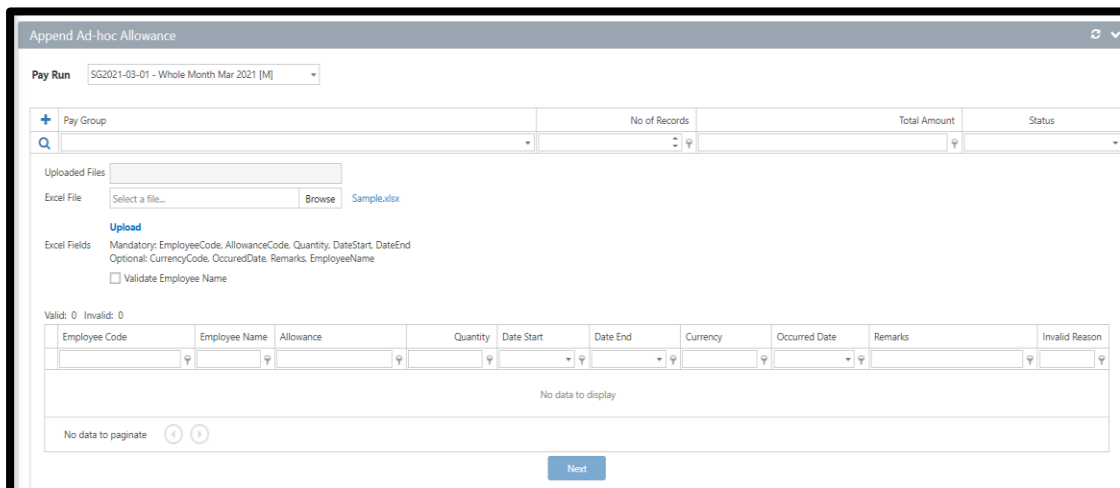


- Fill in the **Quantity**, **Date Start** and **Date End**.
- Fill in the **Remarks** if there is any.
- Click **Update** button for submission. The approval workflow will be the same as the existing *Ad-hoc Allowance*.

Append Ad-hoc Allowance

Append Ad-hoc Allowance has been added under **Pre-Payroll Processing Menu** and functions the same as in existing *Append Ad-hoc Allowance*. Users able to add allowance by batch using this screen.

Access: Payroll Module > Payroll > Pre-Payroll Processing > Append Ad-hoc Allowance



1. Select **Pay Run** and click **+** to append ad-hoc allowance.
2. Click **Sample.xlsx** to download sample file.

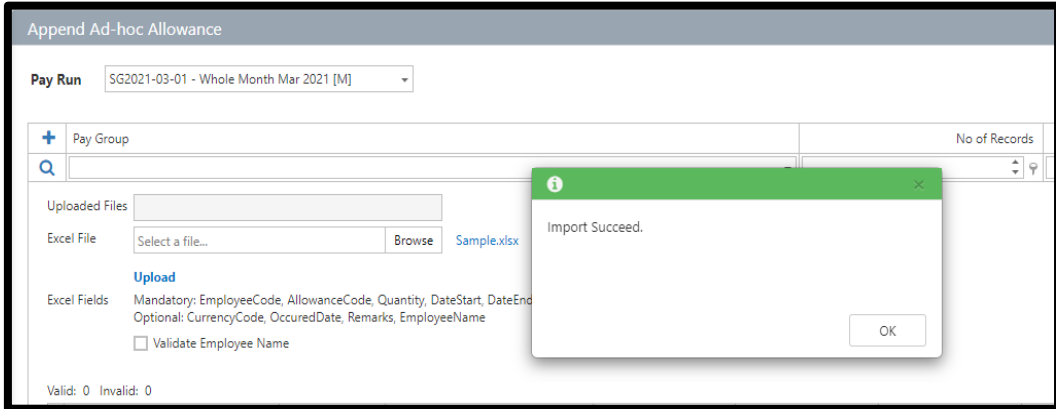
	A	B	C	D	E	F	G	H	I
1	EmployeeCode	EmployeeName	AllowanceCode	Quantity	DateStart	DateEnd	CurrencyCode	OccuredDate	Remarks
2	SG016		C_TRANSPORT	1	1/3/2021	31/3/2021			
3	SG021		Meal55	2	1/3/2021	31/3/2021			
4									
5									

3. Fill in the mandatory fields **Employee Code, Allowance Code, Quantity, Date Start** and **Date End**.

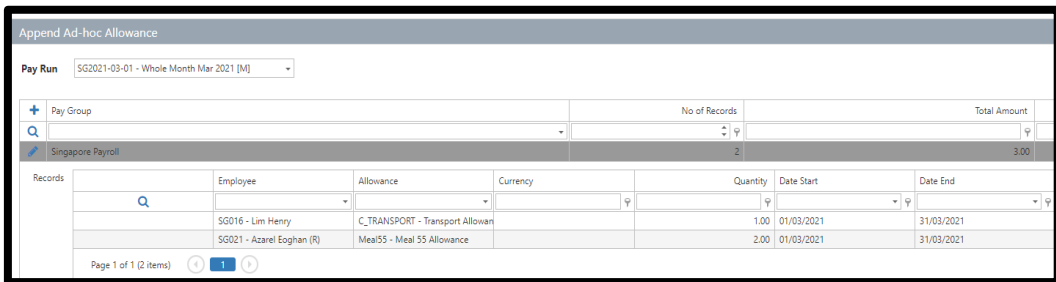
4. Browse for the file and click **Upload** button.
5. Click **Next** button.

Employee Code	Employee Name	Allowance	Quantity	Date Start	Date End	Currency	Occurred Date	Remarks	Invalid Reason
SG016	Lim Henry	C_TRANSPORT	1.0000	01/03/2021	31/03/2021				
SG021	Azarel Eoghain	Meal55	2.0000	01/03/2021	31/03/2021				

6. Click **Update** button.



7. Import succeeded.

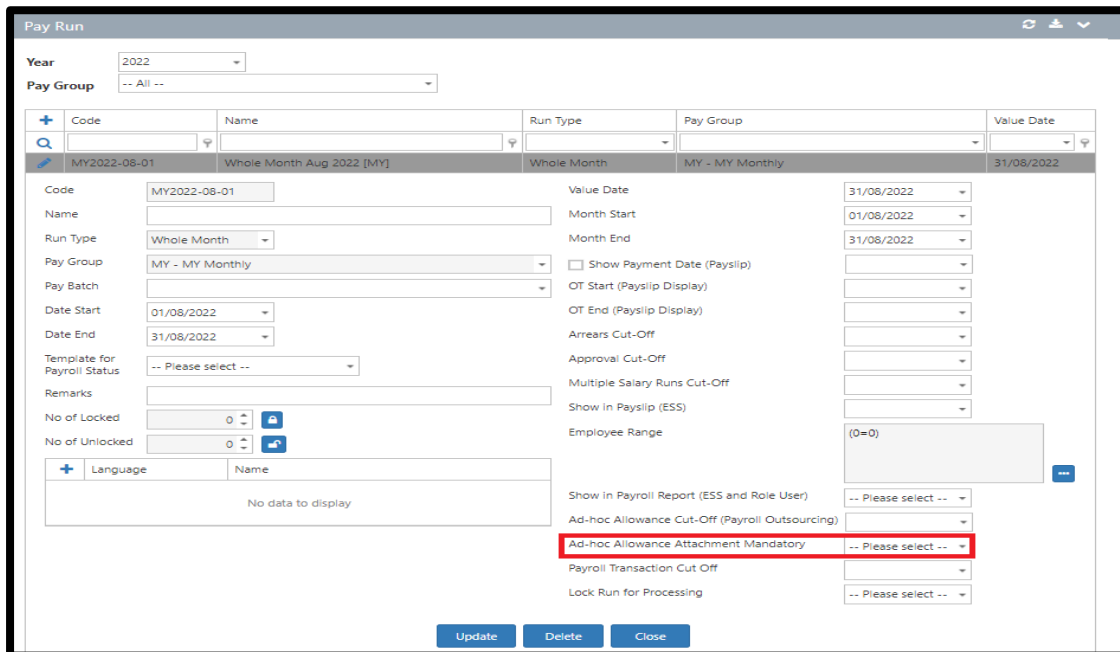


8. Allowance codes are appended.

Attachment Field to Ad-Hoc Allowance

Attachment in **Ad-hoc Allowance** can be enabled in setting in Pay Run Master.

Access: Payroll Module > Reference > Pay Run



Access: Payroll Module > Payroll > Transaction > Ad-hoc Allowance

The Attachment field will also be available in Append Ad-hoc Allowance.

Access: Payroll Module > Payroll > Generate Record > Append Ad-hoc Allowance

Submitter Payroll Setup

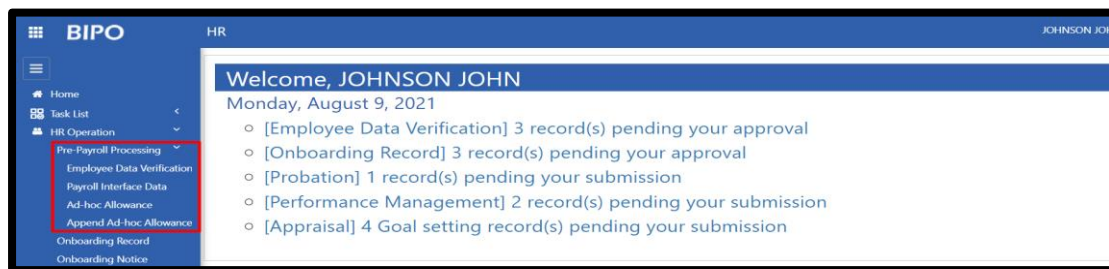
For **Submitter Payroll Setup** please refer to [ESS Employee Data Verification and Payroll Interface Data Submission](#) for more information.

ESS Pre-Payroll Processing Setup

ESS Pre-Payroll Processing Menu will be available if system config

UsePayrollPreparation parameter is set to **Y** and **Pre-Payroll Processing** is enabled in **Web Access**.

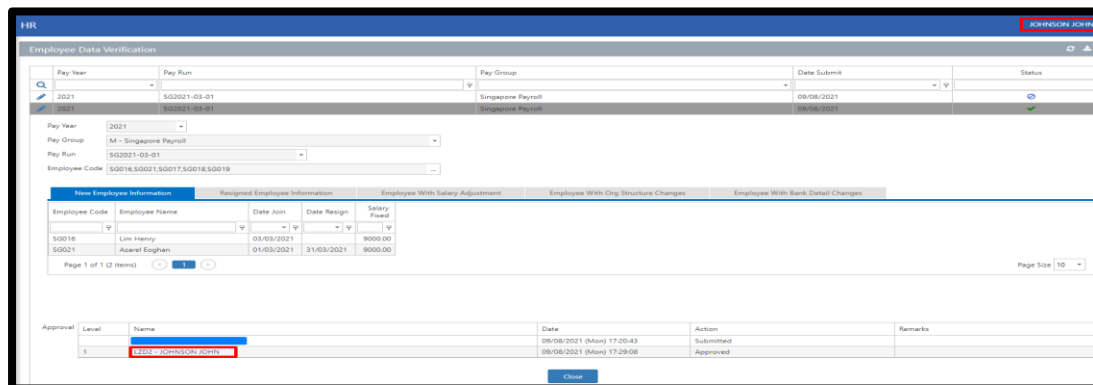
Access: ESS > HR Operation > Pre-Payroll Processing



Employee Data Verification

ESS users able to view status of the *Employee Data Verification* that are pending approval or submission under them.

Access: ESS > HR Operation > Pre-Payroll Processing > Employee Data Verification



Payroll Interface Data

ESS users able to view the status of the *Payroll Interface Data* that are pending approval or submission under them.

Access: ESS > HR Operation > Pre-Payroll Processing > Payroll Interface Data

Payroll Interface Data Verification

Pay Year: 2021 | Pay Run: SQ2021-03-01 | Pay Group: Singapore Payroll | Date Submit: 09/08/2021 | Status: Pending Approval

Employee Code	Employee Name	Company Code	Department	Leave Code	Leave Start	Leave Date	Leave Amount	Approval Date	Allowance Code	Calendar Code	Work Days	Type
S5017	Tan Nikita	IES	OPS/Operations	UPL	10/03/2021	10/03/2021	1.00	06/06/2021	D_NPL	SD_8to5	23.00	1

Page 1 of 1 (1 Items) | Page size: 10

Level	Name	Date	Action	Remarks
1	J003-JOHNSON JOHN	09/08/2021 (Mon) 17:52:07	Submitted	Pending Approval

Close

ESS Ad-hoc Allowance

ESS users able to add allowance code for employees here. The approval workflow will follow *Ad-hoc Allowance Apply Workflow Type*.

Workflow Setup

Workflow Type: Ad-hoc Allowance Apply

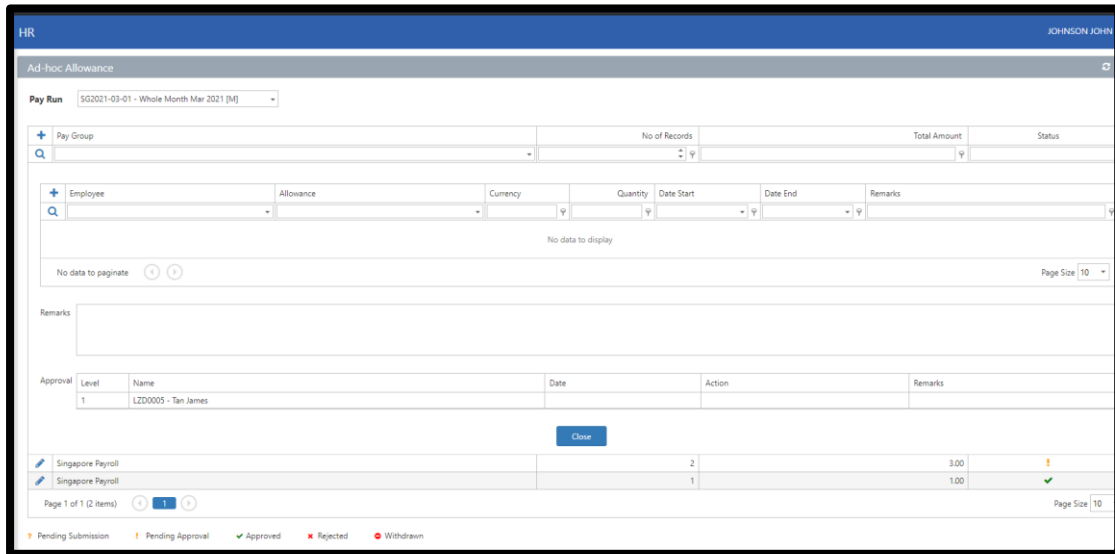
No.	Name
1	MMM
2	test

No.: 2 | Name: test | Workflow Method: Normal | Pay Group: MM2

Employee Range: (0=0)

Level	Approver	Level Type	Level Number	Type	CC List	CC Email	Skipped Approval
1	LZD0005 - Tan James			Normal Workflow			

Access: Payroll Module > Payroll > Pre-Payroll Processing > Ad-hoc Allowance



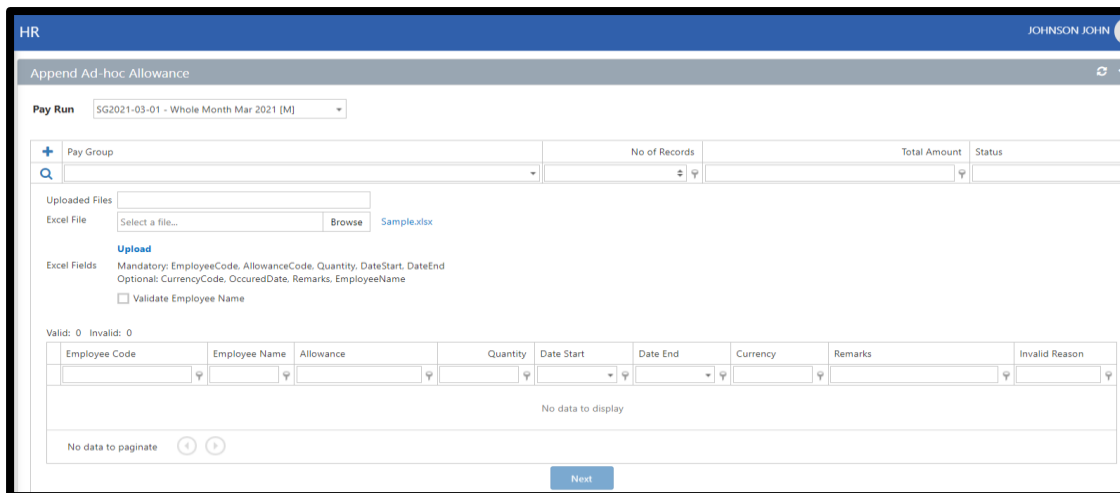
Note:

To select employee in **Ad-hoc Allowance** screen, the selected **Pay Run's Employee Data Verification** must be approved.

ESS Append Ad-hoc Allowance

ESS users able to add allowance by batch using this screen. The approval workflow will follow **Ad-hoc Allowance Apply Workflow Type**.

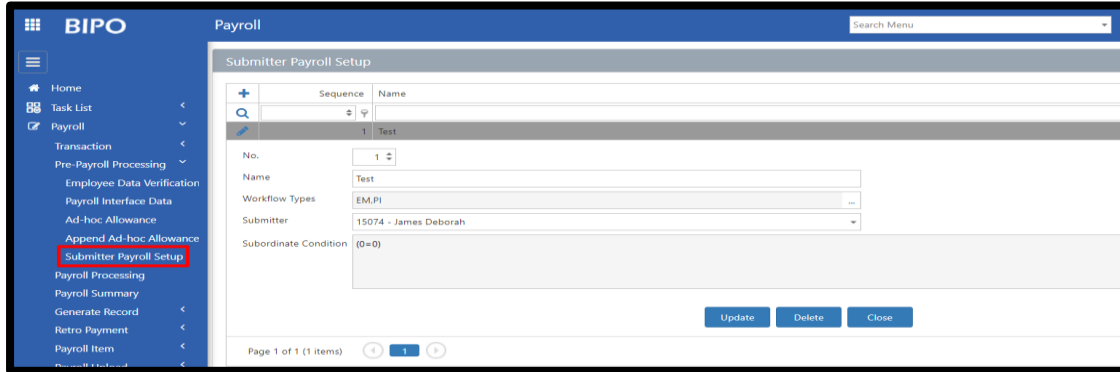
Access: ESS > HR Operation > Pre-Payroll Processing > Append Ad-hoc Allowance



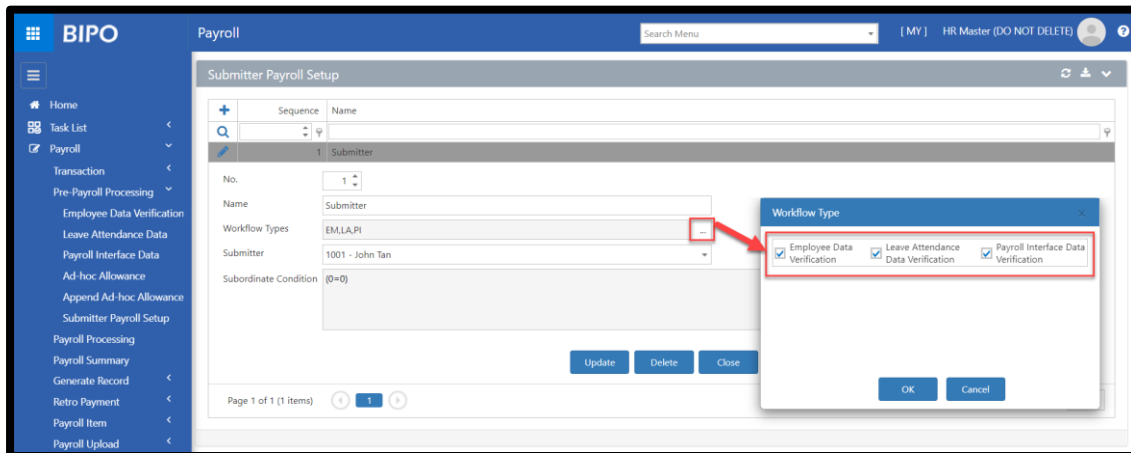
ESS Employee Data Verification and Payroll Interface Data Submission

ESS users will also be able to submit *Employee Data Verification* and *Payroll Interface Data*. But before that, **Submitter Payroll Setup** needs to be created for system to create pending submission record under the submitter.

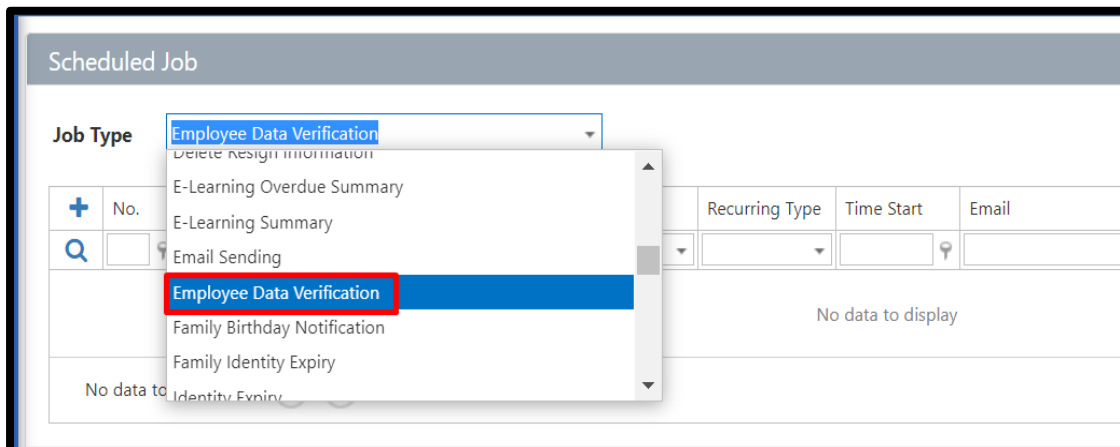
Access: Payroll Module > Payroll > Pre-Payroll Processing > Submitter Payroll Setup



Users can create submitter setup for either *Employee Data Verification*, *Payroll Interface Data Verification*, or both.



Next, **Scheduled Job** needs to be setup.



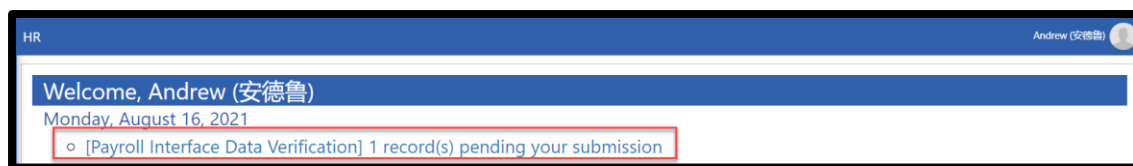
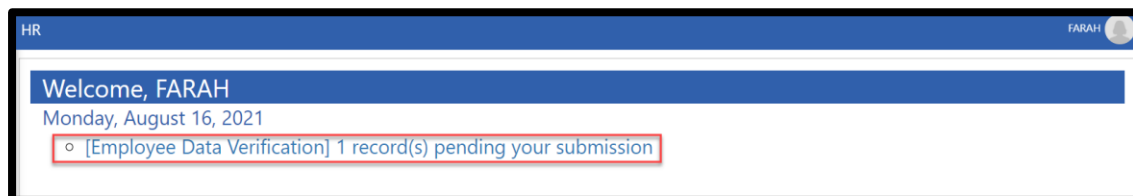
Select *Employee Data Verification* under **Job Type** for creation of *Employee Data Verification* record.

Recurring Type	Time Start	Email
Daily	11:22	sophia.soong@biposervice.com

Select *Payroll Interface Data Verification* under **Job Type** for creation of *Payroll Interface Data* record.

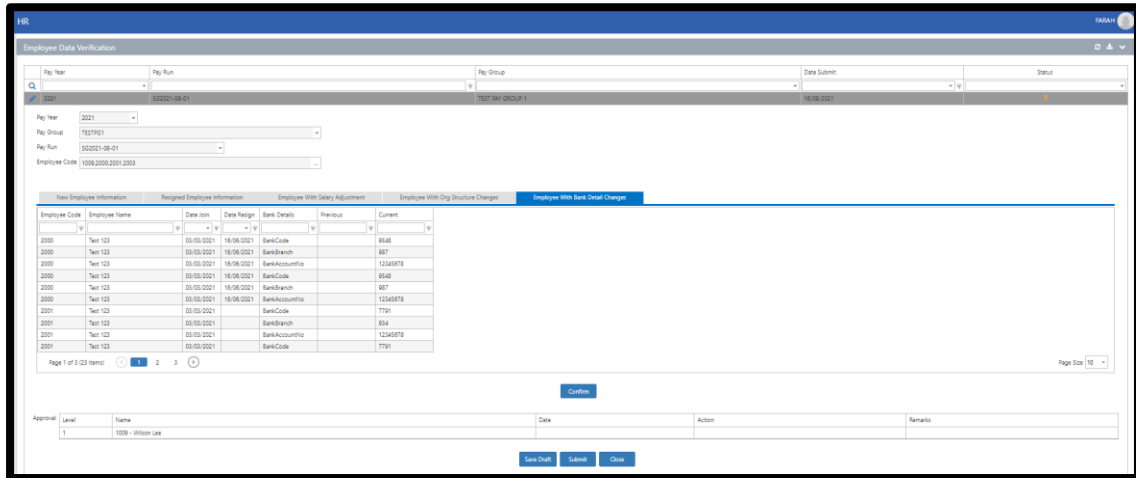
After the *Scheduled Job* has been run, pending submission task will be auto created for the submitter as per *Schedule Job Setting* and *Submitter Payroll Setup*. Submitters can click the **Pending Submission** which links to *Employee Data Verification* or *Payroll Interface Data* screen for submission.

Access: ESS > Dashboard

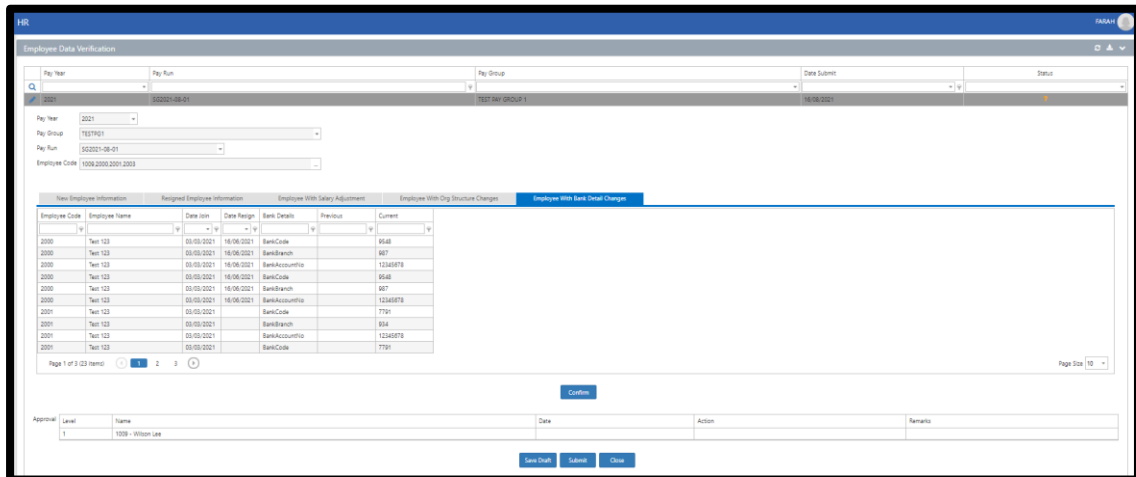


Submitters will be able to submit the records using ESS *Employee Data Verification* and ESS *Payroll Interface Data* screens.

Access: ESS > HR Operation > Pre-Payroll Processing > Employee Data Verification

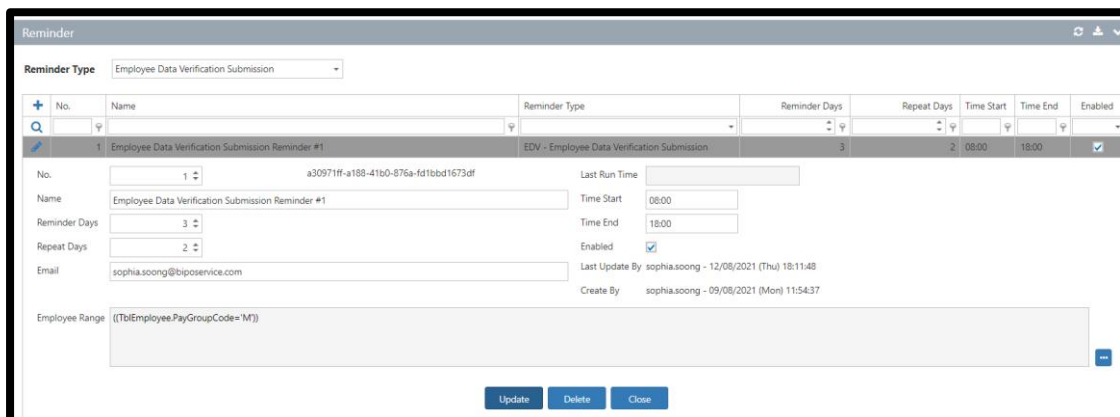


Access: ESS > HR Operation > Pre-Payroll Processing > Payroll Interface Data



Reminder Job for Employee Data Verification and Payroll Interface Data

Users will be able to setup reminder for Employee Data Verification and Payroll Interface Data Submission. Submitter will receive an email with a *list of pending submission list* according to the **Reminder** setting.



Reminder

Reminder Type: Payroll Interface Data Verification Submission

No.	Name	Reminder Type	Reminder Days	Repeat Days	Time Start	Time End	Enabled
1	Payroll Interface Data Verification Submission Reminder #1	PDV - Payroll Interface: Data Verification Submission	3	2	01:00	01:05	<input checked="" type="checkbox"/>

No.: 1 | 8145e003-5991-46d5-bf17-535cb37fd4b | Last Run Time: [empty]

Name: Payroll Interface Data Verification Submission Reminder #1 | Time Start: 01:00 | Time End: 01:05

Reminder Days: 3 | Repeat Days: 2 | Enabled:

Email: sophia.soong@biposervice.com | Last Update By: sophia.soong - 12/08/2021 (Thu) 18:13:51 | Create By: sophia.soong - 12/08/2021 (Thu) 18:13:51

Employee Range: (0=0)

Buttons: Update, Delete, Close

Payroll Processing with Payroll Preparation

If the system config **UsePayrollPreparation** parameter is set to **Y**, the **Payroll Processing** screen will be amended as below. A new checkbox **Include payroll interface** has been added. The employees of the **Pay Run** selected will be ordered by new joiner, followed by employees with Exit Date and the other active employees.

Access: Payroll Module > Payroll > Payroll Processing

Payroll Processing

Pay Year: 2021 | Pay Group: M - Singapore Payroll | Pay Run: SG2021-03-01 - Whole Month Mar 2021 [M]

<input type="checkbox"/>	Employee Code	Employee Name	Join Date	Date Resign
<input type="checkbox"/>	SG016	Lim Henry	03/03/2021	
<input type="checkbox"/>	SG017	Tan Nikita	01/01/2021	31/03/2021
<input type="checkbox"/>	SG018	Tan Amy	01/01/2021	
<input type="checkbox"/>	SG019	Huang Jin Yu	01/01/2021	

Page 1 of 1 (4 items) | Page Size: 10

Exceptions:

Resignee Payment: Bank | Delete zero net pay records that have no transaction

New Joiner Payment: Bank | **Include payroll interface**

Negative Net Pay: Bank

Process

Employee Data Verification

Pay Year	Pay Run	Pay Group	Date Submit	Status
2021	SG2021-04-11	Singapore Payroll	07/08/2021	<input checked="" type="checkbox"/>
2021	SG2021-02-02	Singapore Payroll	07/08/2021	<input type="checkbox"/>
2021	SG2021-03-01	Singapore Payroll	06/08/2021	<input checked="" type="checkbox"/>

Before performing payroll processing, make sure the **Pay Run's Employee Data Verification** is approved. If it is not approved, the **Pay Run** will not be shown in the **Pay Run dropdown**.

Employee Code	Employee Name	Join Date	Date Resign
SG016	Lim Henry	03/03/2021	
SG021	Azareel Eoghan	01/03/2021	31/03/2021
SG017	Tan Nikita	01/01/2021	31/03/2021
SG018	Tan Amy	01/01/2021	
SG019	Huang Jin Yu	01/01/2021	

1. Select **Pay Year**, **Pay Group** and **Pay run**.
2. Select **Employees** to be processed.
3. Click **Process** button.

4. If there is pending **Ad-hoc Allowance** record, system will prompt '**Ad-hoc Allowance for this pay run is pending for approval. Confirm to proceed the payroll processing without including those data?**'

5. If users *do not wish* to include the pending ad-hoc allowance, click **OK** to proceed with payroll processing and the pending records will not be included.

If users *wish to include* the pending ad-hoc allowance, click **Cancel**. Approvers need to perform the approval on the record, then only proceed with payroll processing.

Payroll Item Processing

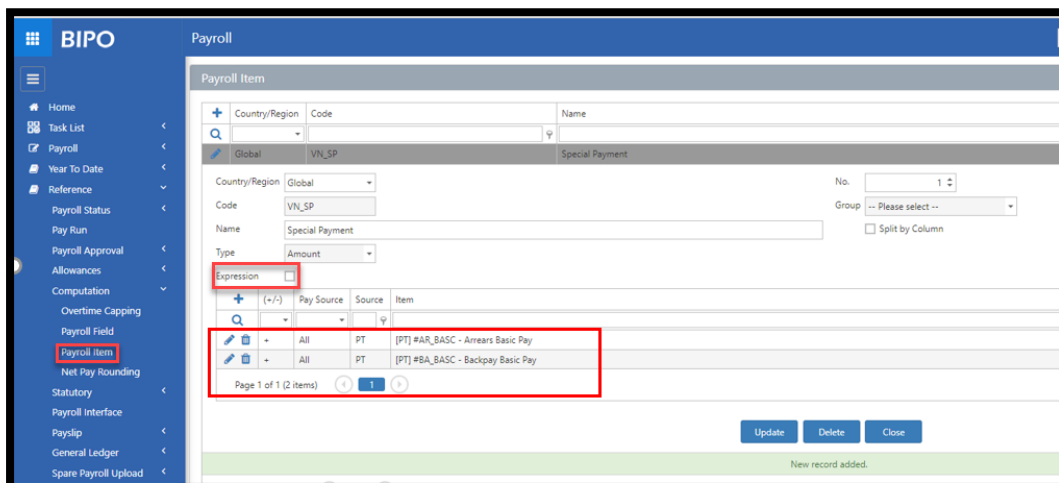
Payroll Item Processing is a special function to compute specific items that are excluded in the calculation of *Payroll Processing*. **Payroll Item Processing** is performed after *Payroll Processing* has been completed.

Payroll Item Setup

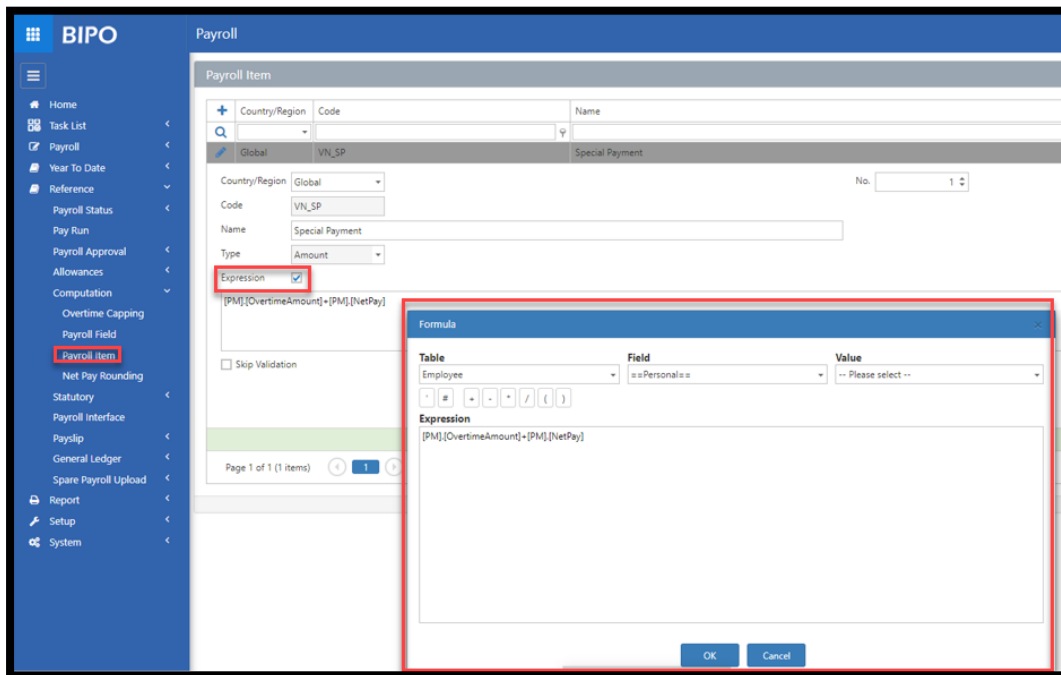
Payroll Item should be setup to map the correct *Item* or *Expression*.

Access: Payroll Module > Reference > Computation > Payroll Item

- If *Expression* field is unticked, *Item* should be specified.



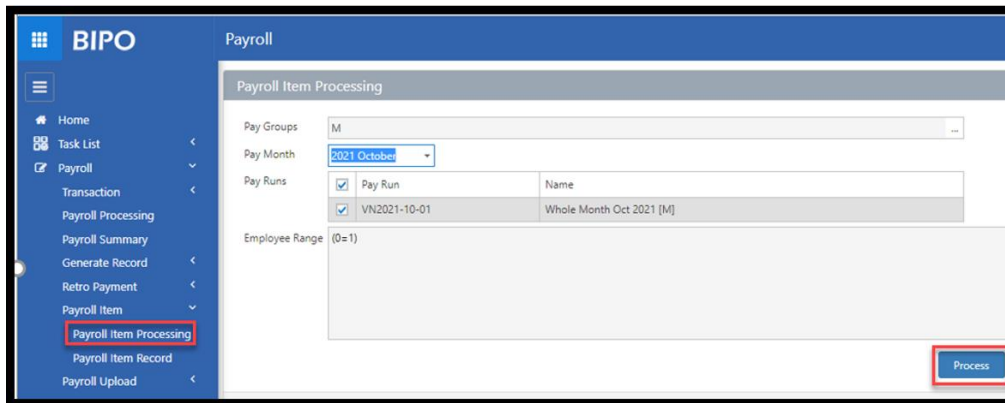
- If *Expression* field is ticked, then *Formula* should be specified.



Performing Payroll Item Processing

Payroll Item Processing can now be processed after setting up **Payroll Item**. The **Pay Group**, **Pay Month**, **Pay Runs** and **Employee Range** are needed to specify to process.

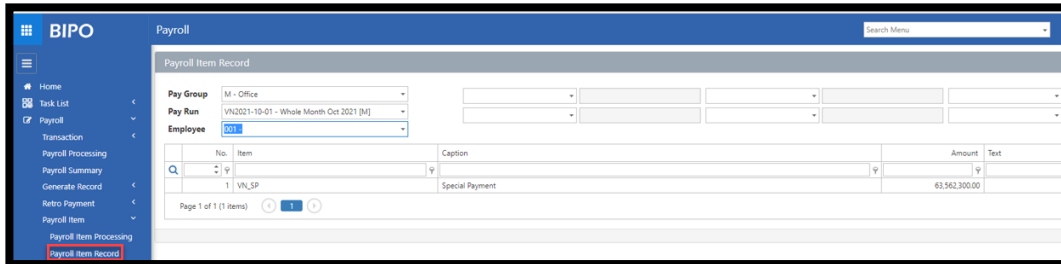
Access: **Payroll Module > Payroll > Payroll Item > Payroll Item Processing**



Payroll Item Record

After performing the **Payroll Item Processing**, the calculated results will display in **Payroll Item Record**.

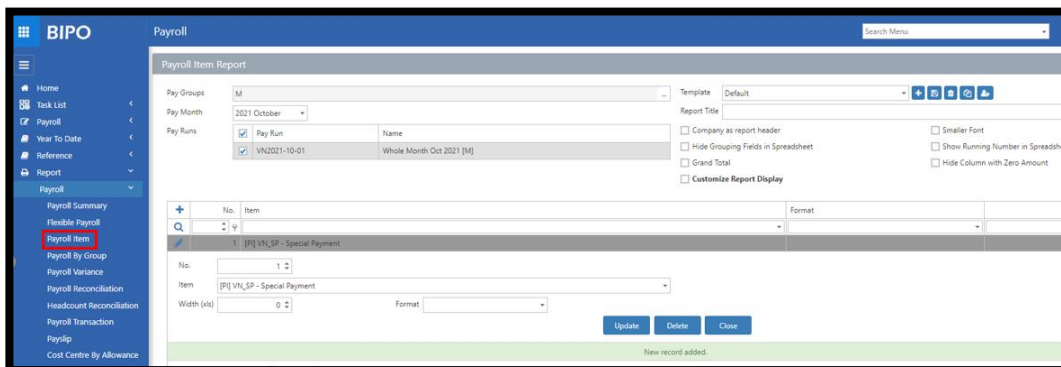
Access: Payroll Module > Payroll > Payroll Item > Payroll Item Record



Payroll Item Report

All items calculated in **Payroll Item Processing** can be viewed in **Payroll Item Report**.

Access: Payroll Module > Report > Payroll > Payroll Item



Payroll Item in Payslip

The calculated **Payroll Item** can also reflect in payslip upon setting up the **Payslip Statutory**.

Note: Payslip Statutory is currently open to Country = VN, further enhancement will commence to open this feature to more country.

Access: Setup > Setting > Field Selection > Payslip Statutory

BIPO					
Payslip					
BIPO Service (Viet Nam) Ltd.					
Employee Name /		Employee Code /		Identity No /	
Department / Phòng Ban		Position / Chức Vụ		Bank Code / Mã Ngân Hàng	
Bank Account /		Join Date / Ngày Vào Làm		Exit Date / Ngày Nghỉ Việc	
Pay Run / Kỳ Lương		No. Of Dependant		Actual Paid Days / Công Thục TẾ	
Human Resource		001		VietcomBank	
01/10/2021 - 31/10/2021		HR Manager		01/06/2017	
2		2		21.00	
Salary Description / Mô.Tả Lương					
Total Gross Income/ Tổng Thu nhập trước thuế		Total Deduction/ Tổng Các Khoản Trừ		Company Support / Công Ty Hỗ Trợ	
Gross Salary / Lương Theo Công	VND 80,000,000	Social Insurance/ BHXH 8%	VND 2,384,000	Social Insurance/ BHXH 17%	VND 5,066,000
Meal Allowance / Phụ Cấp Com	VND 750,000	Health Insurance/ BHYT 1.5%	VND 447,000	Health Insurance/ BHYT 3%	VND 894,000
Phone Allowance / Phụ Cấp Điện Thoại	VND 500,000	Unemployment Ins./ BHTN 1%	VND 800,000	Unemployment Ins./ BHTN 1%	VND 800,000
		Personal Income Tax/ Thuế TNCN	VND 11,276,700	Accident Insurance Employer/ TNLĐ 0.5%	VND 149,000
		Trade Union Fee/ Phí Đoàn Viên	VND 2,780,000		
		Non-Taxable OT/ OT Không TNCN	VND 0		
		Special Payment	VND 63,562,300		
Total / Tổng	VND 81,250,000	Total Deduction/ Tổng Khoản Trừ	VND 81,250,000	Company Support / Công Ty Hỗ Trợ	VND 6,909,000
				Net Paid/ Lương thực nhận	VND 63,562,300
Year to Date (2021)					
Total Income		Dependent Relief		Tax Amount	
830,181,618		88,000,000		116,701,664	
Remark / Lưu ý: For any enquiries, kindly contact HR Department via hr@biposervice.vn. Mọi thắc mắc xin vui lòng liên hệ phòng nhân sự qua hr@biposervice.vn.					

Payroll Processing

The screenshot shows the 'Payroll Processing' interface with the following fields and options:

- Pay Year:** 2022
- Pay Group:** -- Please select --
- Pay Run:** -- Please select --
- Employee Range:** (0=0)
- Exceptions:** (Empty field)
- Resignee Payment:** -- Please select -- Delete zero net pay records that have no transaction
- New Joiner Payment:** -- Please select --
- Negative Net Pay:** -- Please select --
- Payroll Interface Table:**

Enabled	Description	Date Start	Date End	Approval Cut-Off	Total Days
<input type="checkbox"/>	Leave				
<input type="checkbox"/>	Leave Status				
<input type="checkbox"/>	Leave Encash Exit				
<input type="checkbox"/>	Claim				
<input type="checkbox"/>	Contract (Monthly)				
<input type="checkbox"/>	Contract (End-Period)				
<input type="checkbox"/>	Contract Benefit				
<input type="checkbox"/>	Attendance [TEG01]				
<input type="checkbox"/>	Loan				
- Buttons:** Process, Preview Interface, Show pending records

Once the *Pay Run* is setup, the *Payroll Processing* will do all the calculation and processing of the items in the *Pay Run*.

Access: Payroll Module > Payroll > Payroll Processing

1. Select the **Pay Year**.

Pay Year: 2022

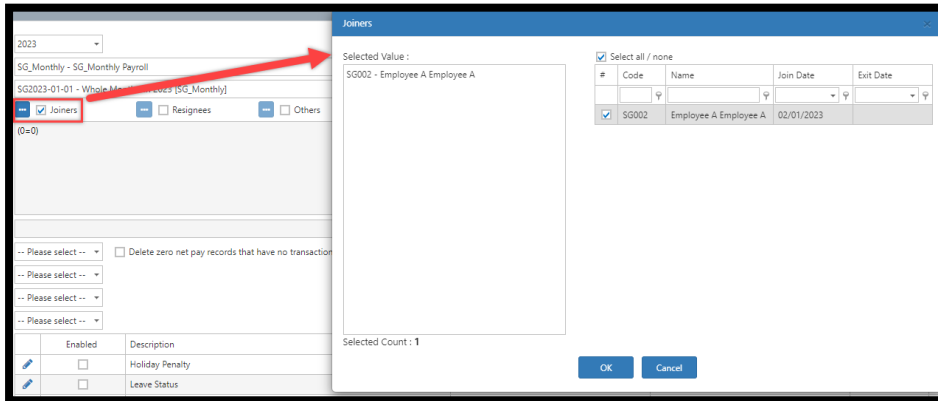
2. Select the **Pay Group**.

Pay Group: SGM - Singapore Monthly Payroll

3. Select the **Pay Run** that was setup at the *Pay Run Setup*.

Pay Run: SG2022-06-01 - Whole Month Jun 2022 [SGM]

4. User can specify if employees to process is only for:



- Joiners – Employees whose Join Date is within the coverage of payroll to process
- Resignees – Employees whose Exit Date is within the coverage of payroll to process
- Others

Apply the required ranged at the Employee Range or simply indicate the value (0=0) which meant all employees.



5. **Exceptions** displays various payroll check conditions. When the checkbox is ticked, the transaction and employee information would be checked during payroll processing. System will reference to the preset condition to generate excel file(s) to indicate the changes detected from the processing result. Default is ALL.




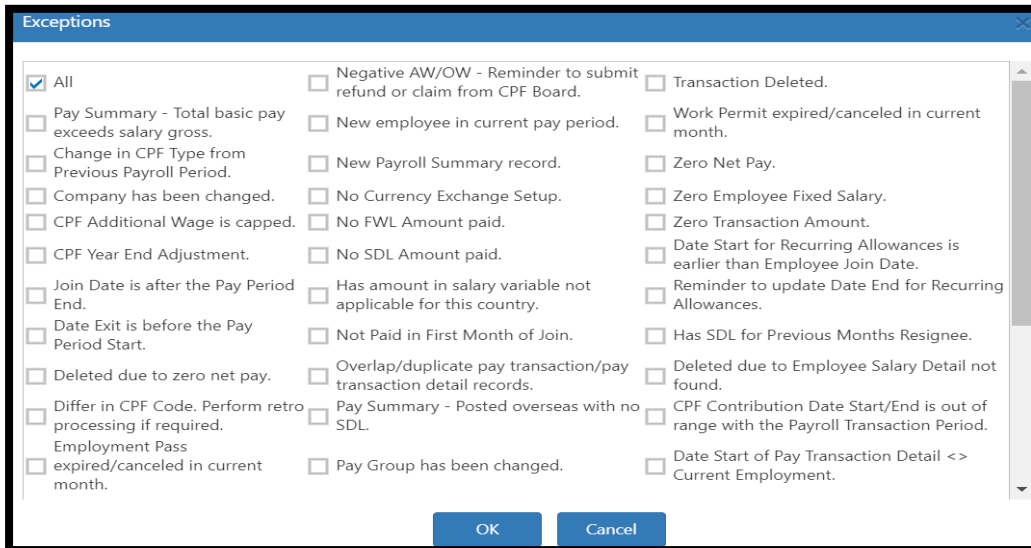
Note:

Activity	Details to note
Pay Processing > Exceptions	<ul style="list-style-type: none"> • Definition of the word 'Exceptions' used here is <i>“to identify something that is not <u>included</u> in a <u>rule</u>, <u>group</u>, or <u>list</u> or that does not <u>behave</u> in the <u>expected</u> way”</i>.
	<ul style="list-style-type: none"> • Exceptions conditions checkbox list will be displayed according to <i>Country/Region</i> selected.

- When payroll processing is run the first time, system will generate excel file(s) as change is detected because records are empty and after processing stores the computed results.
- For subsequent payroll processing, exceptions excel files will be generated when change is detected due to payroll processing run **OR** to highlight/remind the administrator of details that are to be verified.

For this illustration, Country/Region = Singapore.

Click  to open the exceptions pop-up.



If tick **All** checkbox, the following is a scenario where this exceptions are generated:

a. When the payroll processing is performed the 1st time:

A	B	C	D	E	F
PayRunCode	PayRunName	Source	EmployeeCode	EmployeeName	Remarks
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Summary - Zero Net Pay.	SG1105	Employee SG1105	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Identity Number is undefined for CPF contributor.	SG2001	Employee SG2001	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Company has been changed.	SG0015	Employee SG0015	BIPOSG » CA
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Has salary arrears record.	SG0034	Employee SG0034	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Resignee in current pay period.	SG2001	Employee SG2001	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG0001	Employee SG0001	#SG_CDAC
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG0032	Employee SG0032	#SG_CDAC
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG0034	Employee SG0034	#SG_CDAC
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG2001	Employee SG2001	#SG_CDAC
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG9901	Employee SG9901	#SG_CDAC
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG2001	Employee SG2001	#SG_WD
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG0009	Employee SG0009	SG_AEXP_REIMB
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG0018	Employee SG0018	SG_AEXP_REIMB
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG0020	Employee SG0020	SG_AHOU_ALLW
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG1104	Employee SG1104	SG_AHOU_ALLW
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG0005	Employee SG0005	SG_AMOB_ALLW
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Transaction Created.	SG0014	Employee SG0014	SG_AMOB_ALLW
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Excluded due to Salary Arrears.	SG0004	Employee SG0004	DJ=2022-09-01
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Date Start for Recurring Allowances is earlier than Employee Join Date.	SG0020	Employee SG0020	SG_AHOU_ALLW

b. When the 2nd time payroll processing is performed:

A	B	C	D	E	F
PayRunCode	PayRunName	Source	EmployeeCode	EmployeeName	Remarks
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Summary - Zero Net Pay.	SG1105	Employee SG1105	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Identity Number is undefined for CPF contributor.	SG2001	Employee SG2001	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Company has been changed.	SG0015	Employee SG0015	BIPOSG » CA
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Has salary arrears record.	SG0034	Employee SG0034	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Resignee in current pay period.	SG2001	Employee SG2001	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Excluded due to Salary Arrears.	SG0004	Employee SG0004	DJ=2022-09-01
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Date Start for Recurring Allowances is earlier than Employee Join Date.	SG0020	Employee SG0020	SG_AHOU_ALLW

Source : Pay Transaction – Transaction Created rows have been removed as in the pay processing second time, there are no changes to pay transaction records.

- c. When the 3rd time payroll processing is performed, a similar exception excel will be generated, as some of these information would require the administrator to action, therefore, this excel functions as a reference reminder list.

A	B	C	D	E	F
PayRunCode	PayRunName	Source	EmployeeCode	EmployeeName	Remarks
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Summary - Zero Net Pay.	SG1105	Employee SG1105	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Identity Number is undefined for CPF contributor.	SG2001	Employee SG2001	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Company has been changed.	SG0015	Employee SG0015	BIPOSG » CA
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Has salary arrears record.	SG0034	Employee SG0034	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Resignee in current pay period.	SG2001	Employee SG2001	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Excluded due to Salary Arrears.	SG0004	Employee SG0004	DJ=2022-09-01
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Date Start for Recurring Allowances is earlier than Employee Join Date.	SG0020	Employee SG0020	SG_AHOU_ALLW

Note: if there are no changes done to the employee in this list, the exception report will keep repeating the exception details to highlight/remind the administrator of details that are to be verified.

- d. When the payroll processing is performed after employee SG2001’s record is updated with the Identity Number:

A	B	C	D	E	F
PayRunCode	PayRunName	Source	EmployeeCode	EmployeeName	Remarks
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Summary - Zero Net Pay.	SG1105	Employee SG1105	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Company has been changed.	SG0015	Employee SG0015	BIPOSG » CA
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Has salary arrears record.	SG0034	Employee SG0034	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Resignee in current pay period.	SG2001	Employee SG2001	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Excluded due to Salary Arrears.	SG0004	Employee SG0004	DJ=2022-09-01
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Date Start for Recurring Allowances is earlier than Employee Join Date.	SG0020	Employee SG0020	SG_AHOU_ALLW

Note: the row **Source : Employee – Identity Number is undefined for CPF contributor** is not displayed. However, the other rows are still displayed with the similar message.

- e. When the payroll processing is performed after employee SG0001’s has a pay transaction record added:

A	B	C	D	E	F
PayRunCode	PayRunName	Source	EmployeeCode	EmployeeName	Remarks
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Summary - Zero Net Pay.	SG1105	Employee SG1105	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Company has been changed.	SG0015	Employee SG0015	BIPOSG » CA
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Has salary arrears record.	SG0034	Employee SG0034	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Resignee in current pay period.	SG2001	Employee SG2001	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Summary - Net Pay is Different from Previous One.	SG0001	Employee SG0001	
SG2022-09-01	Whole Month Sep 2022 [SGM]	Employee - Excluded due to Salary Arrears.	SG0004	Employee SG0004	DJ=2022-09-01
SG2022-09-01	Whole Month Sep 2022 [SGM]	Pay Transaction - Date Start for Recurring Allowances is earlier than Employee Join Date.	SG0020	Employee SG0020	SG_AHOU_ALLW

Note : the row **Source : Payroll Summary – Net Pay is Different from Previous One** is displayed. Reason being with the pay transaction record added, followed by pay processing, the Pay Summary are updated.

- User can select the payment method for resignees, new joiner or for scenarios such as negative net pay and staff without bank account under the following filed **Resignee Payment, New Joiner Payment, Negative Net Pay** and **Without Bank Account**. Click on the drop down arrow on each field's and the available payment would be *Bank, Cash, check, E-Wallet* or *put on Hold*.

Note: If not selected or - - *Please select* - -, default would be **Bank**

- For employee(s) **Without Bank Account**, the available payment would be *Cash, Check, E-Wallet* or *put on Hold*.

- Tick **Delete zero net pay records that have no transaction** if applicable so employee(s) with zero net pay records that have no transactions will be deleted from the pay summary record.

- Once done, click **Process** button to proceed with the processing.
- Once the process is done, the following message will appear.



Payroll Interface

Payroll Interface is used to integrate data from other modules such as Leave, Claim, Attendance and other modules to Payroll Module to be process as allowances/deductions during processing.

Payroll Interface	Enabled	Description	Date Start	Date End	Approval Cut-Off	Total Days	Preview Interface
	<input type="checkbox"/>	Holiday Penalty	01/02/2023	28/02/2023			<input type="checkbox"/> Show pending records
	<input checked="" type="checkbox"/>	Leave	01/02/2023	28/02/2023	23/02/2023		
	<input type="checkbox"/>	Leave Status					
	<input type="checkbox"/>	Leave Encash Year End					
	<input type="checkbox"/>	Leave Encash Unconsumed					
	<input type="checkbox"/>	Leave Encash Exit	01/02/2023	28/02/2023			
	<input type="checkbox"/>	LWE Encash Unconsumed	01/02/2023	28/02/2023			
	<input type="checkbox"/>	LWE Encash Exit	01/02/2023	28/02/2023			
	<input checked="" type="checkbox"/>	Claim	01/02/2023	28/02/2023	23/02/2023		
	<input type="checkbox"/>	Claim Status					
	<input type="checkbox"/>	Contract (Monthly)					
	<input type="checkbox"/>	Contract (End-Period)					
	<input type="checkbox"/>	Contract Benefit					
	<input type="checkbox"/>	OT Compensation	01/02/2023		23/02/2023		
	<input type="checkbox"/>	Loan					

To enable the selection of multiple interfaces as seen from the sample screenshot above for payroll processing, it is required to configure the *Payroll Interface* prior to processing, otherwise system will not be enabled for interface selection.

To configure **Payroll Interface**, please refer to [Payroll Interface User Guide](#)

Payroll Interface during Payroll Processing

Once *Payroll Interface* has been configured, the **Payroll Interface fields** in **Payroll Processing** screen can now be used to specify the relevant information, including the date coverage to be included in the calculation.

NOTE: Ensure to do **Leave Processing** or **Claim Processing** prior to **Payroll Processing** so data from other modules will be calculated and included in **Payroll Processing**.

Payroll Interface	Enabled	Description	Date Start	Date End	Approval Cut-Off	Total Days	Preview Interface
	<input checked="" type="checkbox"/>	Unpaid Leave [LIG02]	01/03/2023	31/03/2023			<input type="checkbox"/> Show pending records
	<input type="checkbox"/>	Leave Status					
	<input type="checkbox"/>	Leave Encash Year End					
	<input type="checkbox"/>	Leave Encash Unconsumed					
	<input type="checkbox"/>	Leave Encash Exit	01/03/2023	31/03/2023			
	<input type="checkbox"/>	LWE Encash Unconsumed	01/03/2023	31/03/2023			
	<input type="checkbox"/>	LWE Encash Exit	01/03/2023	31/03/2023			
	<input type="checkbox"/>	Contract (Monthly)					
	<input type="checkbox"/>	Contract (End-Period)					
	<input type="checkbox"/>	Contract Benefit					
	<input type="checkbox"/>	Daily [TEG03]	01/03/2023				
	<input type="checkbox"/>	OT Compensation	01/03/2023				
	<input type="checkbox"/>	Loan					

Click on the *pencil button* to setup the interface prior to executing payroll processing.
Note: Only items that are configured in *Reference > Payroll Interface* will only be displayed in the above selection screen. Refer to [Payroll Interface User Guide](#) for further information.

Leave and Claim

Leave 01/02/2023 28/02/2023 23/02/2023

Description: LV - Leave Date Start: 01/02/2023

Enabled: Date End: 28/02/2023

Count Total Days: -- Please select -- Approval Cut-Off: 23/02/2023

Claim 01/02/2023 28/02/2023 23/02/2023

Description: CL - Claim Date Start: 01/02/2023

Enabled: Date End: 28/02/2023

Count Total Days: -- Please select -- Approval Cut-Off: 23/02/2023

OT Compensation 01/02/2023 28/02/2023 23/02/2023

Description: OTC - OT Compensation Date Start: 01/02/2023

Enabled: Date End: 28/02/2023

Count Total Days: -- Please select -- Approval Cut-Off: 23/02/2023

- Description** – Default to the item to be interfaced to payroll. This is setup in *Payroll Interface setup page*.
- Enabled** – Tick to enable. If untick, system will not include this item to be interfaced in payroll.
- Count Total Days** – Select if include holiday or exclude holiday. Default is undefined.

d. **Date Start / Date End** – Select the Date Start and Date End coverage. Leave within the specified range will be included to be interfaced in payroll.

Note: This fields needs to work together with **Cross Month fields** in **Payroll Interface**. Please refer to the [Payroll Interface User Guide](#) for more information.

e. **Approval Cut-off** – User can specify the cut-off date for approval to be included. Note that if undefined, it will follow what has been set in *Pay Run master*.

The screenshot shows a configuration window for a payroll run. The 'Approval Cut-Off' field is highlighted with a red box and is set to '23/02/2023'. Other fields include Code (SG2023-02-01), Name (Whole Month Feb 2023 [SG_Monthly]), Run Type (Whole Month), Pay Group (SG_Monthly - SG_Monthly Payroll), Date Start (01/02/2023), Date End (28/02/2023), and Value Date (27/02/2023).

Leave Status, Claim Status, Leave Encash Year End and Leave Encash Unconsumed

Some items such as Leave Status, Leave Encash Year End and Leave Encash Unconsumed will only display **Description** and **Enabled**.

The screenshot shows the 'Leave Status' configuration window. The 'Description' field is set to 'LVS - Leave Status' and the 'Enabled' checkbox is checked. There are 'Update' and 'Close' buttons at the bottom.

The screenshot shows the 'Claim Status' configuration window. The 'Description' field is set to 'CLS - Claim Status' and the 'Enabled' checkbox is checked. There are 'Update' and 'Close' buttons at the bottom.

Note: Ensure the *Enable* is selected if there is a need to include Claim Status and Leave Status to calculate the balance claim/leave as part of payment or deduction. Refer to [Payroll Interface User Guide](#) on how to set up this as deduction/allowance before payroll processing.

Leave Encash Exit, LWE Encash Exit

Leave Encash Exit and LWE Encash Exit will display the same fields with Leave except

that dates would be referring to exit start and exit end.

1. Once dates in **Payroll Interface** have been setup and **Enabled** button have been ticked for each items to be included, click **Process** button.
2. After payroll processing, the calculated leave and claim application (if there is outstanding application) will now be included in **Payroll Summary**.

Preview Interface

Enabled	Description	Date Start	Date End	Approval Cut-Off	Total Days
<input checked="" type="checkbox"/>	Unpaid Leave [LIG02]	01/03/2023	31/03/2023		
<input type="checkbox"/>	Leave Status				
<input type="checkbox"/>	Leave Encash Year End				
<input type="checkbox"/>	Leave Encash Unconsumed				
<input type="checkbox"/>	Leave Encash Exit	01/03/2023	31/03/2023		
<input type="checkbox"/>	LWE Encash Unconsumed	01/03/2023	31/03/2023		
<input type="checkbox"/>	LWE Encash Exit	01/03/2023	31/03/2023		
<input type="checkbox"/>	Contract (Monthly)				
<input type="checkbox"/>	Contract (End-Period)				
<input type="checkbox"/>	Contract Benefit				
<input type="checkbox"/>	Daily [TEG03]	01/03/2023			
<input type="checkbox"/>	OT Compensation	01/03/2023			
<input type="checkbox"/>	Loan				

User can use the **Preview Interface** function to preview and check whether the selected codes, start date and end date, approval cut-off dates and etc. has been selected accordingly before performing the actual **Payroll Processing**. If it is selected correctly, system will be able to generate an Excel file with the relevant fields and code in it. User can use it to check prior to processing.

EmployeeCode	EmployeeName	CompanyCode	LeaveCode	LeaveStart	LeaveDate	LeaveAmount	ApprovalDate	AllowanceCalendarC	WorkDays	Type	ApprovalStat
1001	John Tan	BIPOMY	UPL	15/03/2023	15/03/2023	1	16/06/2023	MYNPL	Cal_ACCT	31	A
1001	John Tan	BIPOMY	UPL	28/03/2023	28/03/2023	1		MYNPL	Cal_ACCT	31	PA
1001	John Tan	BIPOMY	UPL	20/03/2023	20/03/2023	1	16/06/2023	MYNPL	Cal_ACCT	31	A
1001	John Tan	BIPOMY	UPL	20/03/2023	21/03/2023	1	16/06/2023	MYNPL	Cal_ACCT	31	A

Show Pending Records – once this is ticked, system will also include all pending records (approval) in Excel, however, these pending records will not be process in *Payroll*. Hence, it is useful for user to know which items are still pending for approver and will not be included in Payroll.

EmployeeCode	EmployeeName	CompanyCode	LeaveCode	LeaveStart	LeaveDate	LeaveAmount	ApprovalDate	AllowanceCalendarC	WorkDays	Type	ApprovalStat
1001	John Tan	BIPOMY	UPL	15/03/2023	15/03/2023	1	16/06/2023	MYNPL	Cal_ACCT	31	A
1001	John Tan	BIPOMY	UPL	28/03/2023	28/03/2023	1		MYNPL	Cal_ACCT	31	PA
1001	John Tan	BIPOMY	UPL	20/03/2023	20/03/2023	1	16/06/2023	MYNPL	Cal_ACCT	31	A
1001	John Tan	BIPOMY	UPL	20/03/2023	20/03/2023	1	16/06/2023	MYNPL	Cal_ACCT	31	A

No approval. Will only show in Excel but will not be included in Payroll Process

Payroll Summary

The *Payroll Summary* can be used to check whether the pay is processed correctly. This is used to check the breakdown of payments per employee including the statutory. Alternatively, user can use *Payroll Summary Report*.

Access: Payroll Module > Payroll > Payroll Summary

Payroll Summary

Pay Group -- All -- Normal Join Date Department Exit Date
Pay Run -- Please select -- Confirmec CPF Meth Manager
Employee -- Please select -- Total Employee: 0

1. Select the **Pay Group**:

Pay Group SGM - Singapore Monthly Payroll

2. Select the **Pay Run** which you wish to check at:

Pay Run SG2022-06-01 - Whole Month Jun 2022 [SGM]

3. Select which **Employee** that you wish to check:

Employee SG0001 - Scarlett Sim Xue Er

Once selected you should see the pay details of the employee for that specific pay run.

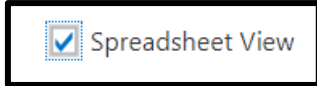
Payroll Summary

Pay Group: -- All -- Normal Join Date: 01/07/2016 (Fri) Department: MAR - Marketing Exit Date:
 Pay Run: SG2022-06-01 - Whole Month Jun 2022 [SGM] Confirmed: 30/12/2016 (Fri) CPF Method: #C - Singaporean Manager: SG0005 - Mitch I
 Employee: SG0001 - Scarlett Sim Xue Er Total Employee: 25 Spreadsheet View

Basic Pay: 12,000.00 Open in Pay Transaction Locked
 Overtime Amount: 1,038.46
 Unpaid Deduction: 0.00
 Allowances (CPF): 0.00
 Deductions (CPF): 0.00
Total Pay: 13,038.46 Show All Value Date: 30/06/2022
 NS Pay: 0.00
 CPF Employee: 1,200.00 CPF Type: #C Payment: Bank
 Allowances (Non-CPF): 50.00 Age: 27 yrs 08 mths Date Payment:
 Deductions (Non-CPF): 3.00 Last Process: HRSG - 01/08/2022 (Mon) 16:07
Net Pay: 11,885.46
 CPF Employer: 1,020.00
 MSO: 0.00
 Skill Development Levy: 11.25
 Foreign Worker Levy: 0.00

#	Type	Code	Name	Quantity	Amount	Source	PTD
N		#SG_CDAC	Fund - CDAC	3.00	3.00	Fund	0
O		SG_AOT15	Overtime 1.5 (C)	10.00	1,038.46	Entry	2
N		SG_ASVCFEE	Service Fee	50.00	50.00	Entry	0

4. For **Spreadsheet View** checkbox, if ticked, it will enable user to view all employees' payroll record within the same *Pay Run*.



5. It will be displayed in spreadsheet table format at the bottom of the *Payroll Summary* page, as shown:

Payroll Summary

Pay Group: -- All -- | Normal | Join Date: 01/07/2016 (Fri) | Department: MAR - Marketin | Exit Date:
Pay Run: SG2022-06-01 - Whole Month Jun 2022 [SGM] | Confirmed | 30/12/2016 (Fri) | CPF Metho: #C - Singaporea | Manager: SG0005 - Mitch
Employee: SG0001 - Scarlett Sim Xue Er | Total Employee: 25 | Spreadsheet View

Basic Pay: 12,000.00 + Open in Pay Transaction Locked
 Overtime Amount: 1,038.46 +
 Unpaid Deduction: 0.00 -
 Allowances (CPF): 0.00 +
 Deductions (CPF): 0.00 -
Total Pay: 13,038.46
 NS Pay: 0.00 -
 CPF Employee: 1,200.00 -
 Allowances (Non-CPF): 50.00 +
 Deductions (Non-CPF): 3.00 -
Net Pay: 11,885.46
 CPF Employer: 1,020.00
 MSO: 0.00
 Skill Development Levy: 11.25
 Foreign Worker Levy: 0.00

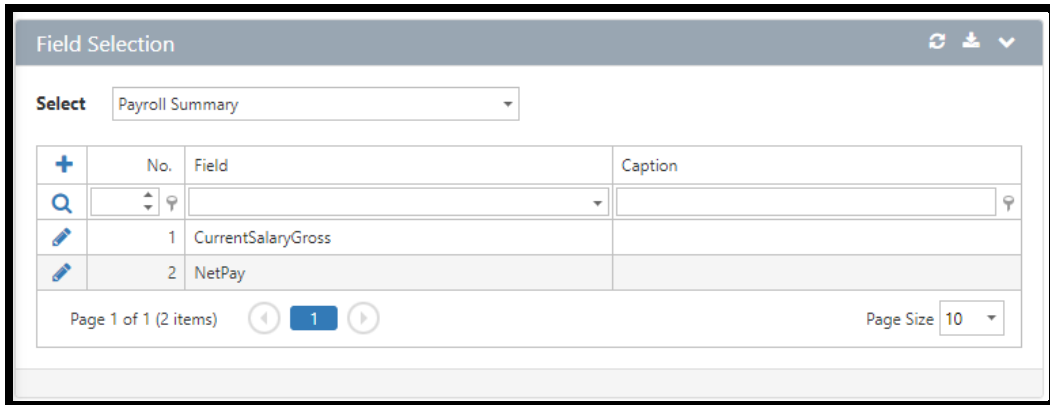
Show All | Value Date: 30/06/2022
 Remarks:
 CPF Type: #C | Payment: Bank
 Age: 27 yrs 08 mths | Date Payment:
 Last Process: HRSR - 01/08/2022 (Mon) 16:07

Employee Code	Employee Name	Current Salary Gross	Net Pay
SG0001	Scarlett Sim Xue Er	12000.00	11885.46
SG0002	Brendan Jones	2800.00	2240.00
SG0003	Rebecca Seow Yi Fang	3000.00	2400.00
SG0004	Karen Johnson	2500.00	2000.00
SG0005	Mitch Han	7000.00	6050.00
SG0007	Hadfidz Bin Muhammed	3000.00	2400.00
SG0008	Suneeta D/O Gopal	4500.00	3600.00
SG0009	Tan Swee Leng	4000.00	3250.00
SG0010	William Smith	4500.00	4118.00
SG0011	Prithi Kumal D/O Prakesh	3500.00	2800.00
		100,768.00	87,010.46

Page 1 of 3 (25 items) | 1 2 3

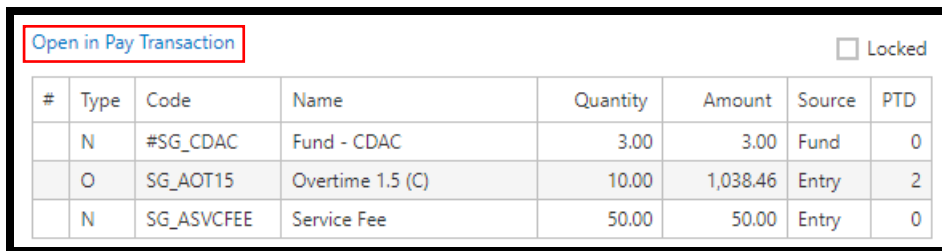
Spreadsheet View field layout can be configured in *Field Selection*, as show:

Access: Setup > Setting > Field Selection > Select: Payroll Summary

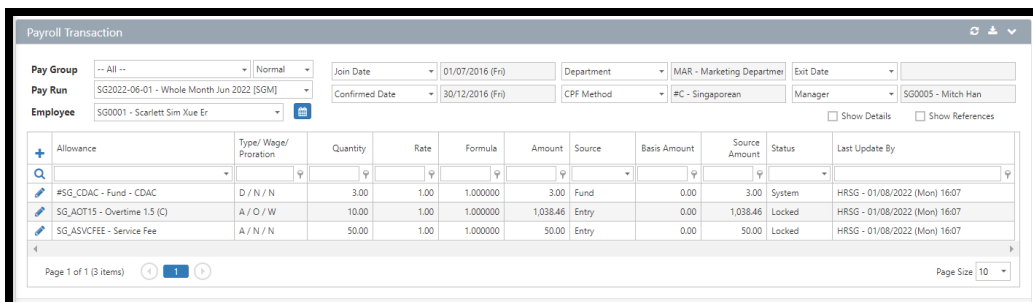


Once the **Payroll Summary** configuration is done, the **Spreadsheet View** checkbox will auto appear in the top right corner of **Payroll Summary** screen. **Note:** If the configuration us *NULL*, then the **Spreadsheet View** checkbox will not appear.

6. To add other allowance, deduction, or provision, click:



7. The system will open another tab showing the following screen:



Note: To be able to select the employee from the **Employee** field drop-down list when running the **Pay Run** for the first time, i.e. first entry for the **Pay Run**, please ensure that an initial **Payroll Processing** must be carried out before being able to select the employees in the **Payroll Transaction's Employee** drop-down list.

There is a config setting to allow system to display the existing employees within the *Pay Group* that had run payroll process previously, however, for new employees that are running the payroll for the first time, there is still a need to run the initial payroll process before any transaction entry.

Access: System > Config > Payroll > Section: Parameter > AllowPTInputSalaryRun

8. There are 2 types of transaction for input:

a. Payroll Transaction

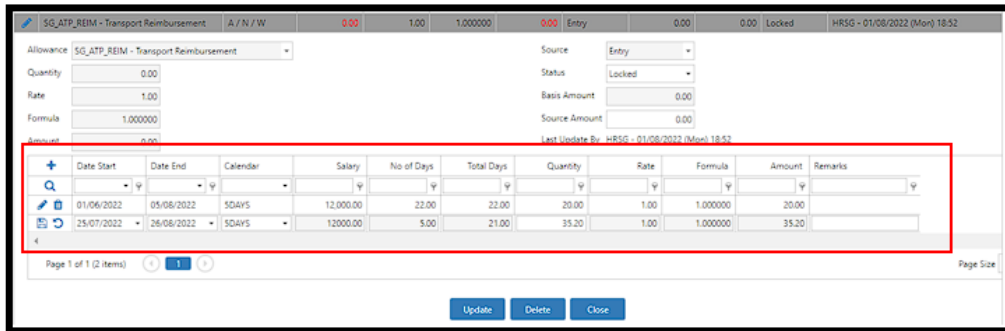
Click **+**. Select the *allowance, deduction or provision* to add to *Allowance* field.

Enter the quantity amount in **Quantity Field** and click **Update** button.


b. Payroll Transaction Detail

Click **+**. Select the *allowance, deduction or provision* code to add to *Allowance* field.

Click **Update** button to expand the payroll transaction detail record as follows:



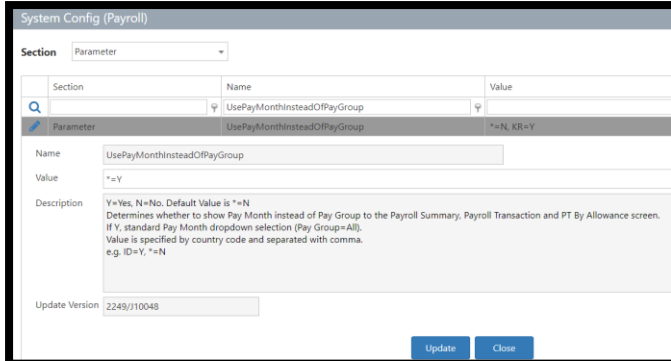
Input the transaction details for **Date Start**, **Date End** and **Quantity**.

- Click  to save the transaction detail record.
- Click **Update** button to save the whole record.

9. Go back to **Payroll Summary** and click the **Process** button to recalculate the added allowance. This is important step to ensure that the system will be refreshed with the newly added payroll data.

Note: There is a system config **UsePayMonthInsteadOfPayGroup** that can be enabled to use Pay Month as filter.

Access: System > Config > Payroll > Parameter

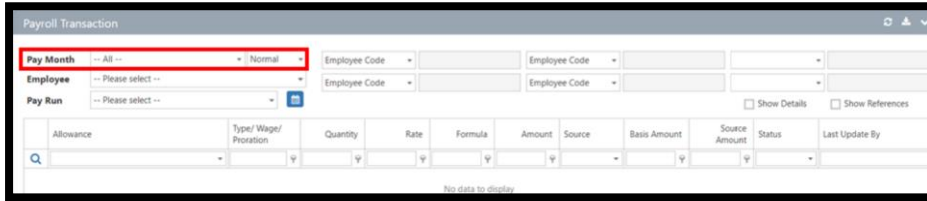


Access: Payroll Module > Payroll > Payroll Summary

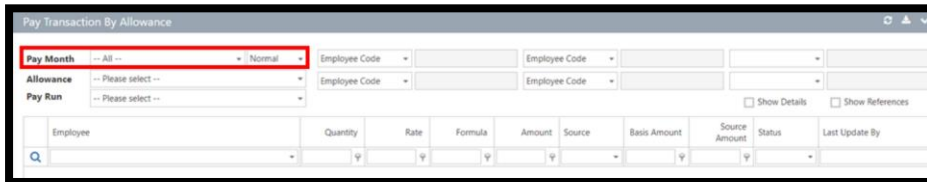


This will also reflect in Payroll Transaction and PT by Allowance.

Access: Payroll Module > Payroll > Transaction > Payroll Transaction



Access: Payroll Module > Payroll > Transaction > PT By Allowance

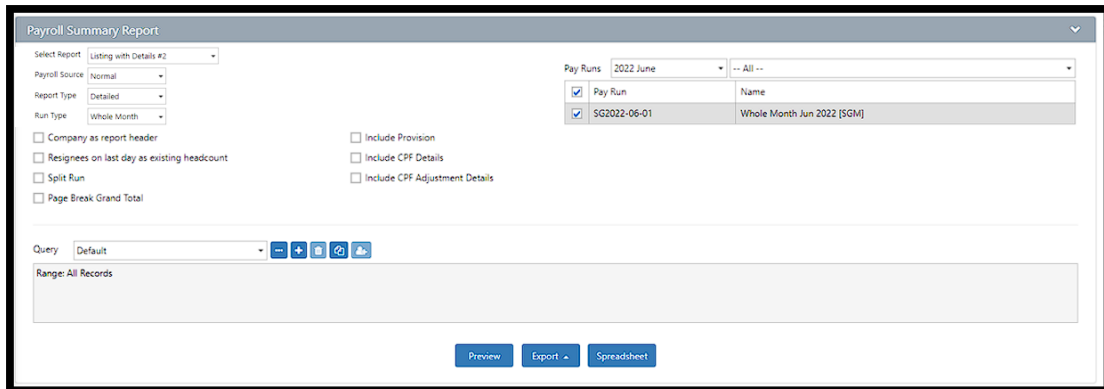


Payroll Summary Report


This report generates the monthly processed data. Use this report to check for compliance with the Payroll Instruction Template submitted by client.

In this report format, you would be able to check for headcount changes, ensure that interface records are imported correctly.

Access: Payroll Module > Report > Payroll > Payroll Summary



Input all the relevant parameters:

- Select Report (3 report templates are available)
- Pay Source
- Pay Type
- Pay run
- Check box items (select where required)
- Data generation via Preview, Export, Spreadsheet options are available.
- Query setup. Click on the  button to define the conditions. To know more about Query, please click this [link](#).

Sample system generated report 'Listing with Details #2':

BIPO Service Payroll Summary SG2022-06-01							HRSG - Page 1 of 1	
Range: ((Employee Code between 'SG0001' and 'SG0002'))								
Employee Code/Name	Basic Pay	Allowance	Deduction	Net Pay	Employer			
Salary Gross	Total Pay							
SG0001 / Scarlett Sim Xue Er	12,000.00	1,038.46 O Overtime 1.5 (C) (10.00 hrs)	3.00 N Fund - CDAC	11,913.84 B	1,020.00 CPF Employer	11.25 SDL		
12,000.00	13,038.46	50.00 N Service Fee	1,200.00 N CPF Employee					
		28.38 N Transport Reimbursement	1,203.00 T Total Deductions					
		1,116.84 T Total Allowances						
SG0002 / Brendan Jones	2,800.00		560.00 N CPF Employee	2,240.00 B	476.00 CPF Employer	7.00 SDL		
2,800.00	2,800.00							
Grand Total	14,800.00	1,038.46 O Overtime 1.5 (C) (10.00 hrs)	3.00 N Fund - CDAC	14,153.84 B	1,496.00 CPF Employer	18.25 SDL		
New Join	0		1,760.00 N CPF Employee	2				
Existing	2	50.00 N Service Fee	1,763.00 T Total Deductions	2				
Resigned	0	28.38 N Transport Reimbursement						
Arrears	0	1,116.84 T Total Allowances						

Legend

Wage Type	Net Pay
(B) Basic Pay	B - Bank
(A) Additional	C - Cash
(O) Ordinary	D - Cheque
(N) Non-CPF	W - E-Wallet
(T) Total of (A)+(O)+(N)	T - Total
	Z - Zero Pay
	N - Negative Pay
	H - Hold

Sample system generated report 'Listing with Details':

(Select Report Listing with Details):

BIPO Service Payroll Summary SG2022-06-01														HRSG - Page 1 of 1	
Range: ((Employee Code between 'SG0001' and 'SG0002'))															
Emp Code	Employee Name	Salary Fixed	Salary Var 1	Gross Basic	NS Pay	0+Neg Net Pay	Bank	Cheque	Cash	Hold	SDL	FWL	MSD		
Date Join	Date Resign	Basic Pay	OT Amount	ABS/NPL	Allow CPF	Deduct CPF	Total Pay	Emp/ee CPF	Allow NCPF	Deduct NCPF	Net Pay	Emp/er CPF	Total CPF		
SG0001	Scarlett Sim Xue Er	12,000.00		12,000.00	0.00	0.00	11,913.84	0.00	0.00	0.00	11.25	0.00	0.00		
01/07/2016		12,000.00	1,038.46	0.00	0.00	0.00	13,038.46	-1,200.00	78.38	-3.00	11,913.84	1,020.00	2,220.00		
	Allowances (CPF)	Amount	H/C	Deductions (CPF)	Amount	H/C	Allowances (Non-CPF)	Amount	H/C	Deductions (Non-CPF)	Amount	H/C			
	Overtime 1.5 (C) (10.00 hrs)	1,038.46	1				Service Fee	50.00	1	Fund - CDAC	3.00	1			
							Transport Reimbursement	28.38	1						
SG0002	Brendan Jones	2,800.00		2,800.00	0.00	0.00	2,240.00	0.00	0.00	0.00	7.00	0.00	0.00		
20/07/2017		2,800.00	0.00	0.00	0.00	0.00	2,800.00	-560.00	0.00	0.00	2,240.00	476.00	1,036.00		
	Allowances (CPF)	Amount	H/C	Deductions (CPF)	Amount	H/C	Allowances (Non-CPF)	Amount	H/C	Deductions (Non-CPF)	Amount	H/C			
Headcount for NS/0+NegNetPay/Bank/Cheque/Cash/Hold/SDL/FWL/MSO					0	0	2	0	0	0	2	0	0		
Grand Total	2	14,800.00	0.00	14,800.00	0.00	0.00	14,153.84	0.00	0.00	0.00	18.25	0.00	0.00		
		14,800.00	1,038.46	0.00	0.00	0.00	15,838.46	-1,760.00	78.38	-3.00	14,153.84	1,496.00	3,256.00		
	Allowances (CPF)	Amount	H/C	Deductions (CPF)	Amount	H/C	Allowances (Non-CPF)	Amount	H/C	Deductions (Non-CPF)	Amount	H/C			
	Overtime 1.5 (C) (10.00 hrs)	1,038.46	1				Service Fee	50.00	1	Fund - CDAC	3.00	1			
							Transport Reimbursement	28.38	1						

Sample system generated report 'Listing' (Select Report Listing):

BIPO Service Payroll Summary SG2022-06-01														HRSG - Page 1 of 1	
Range: ((Employee Code between 'SG0001' and 'SG0002'))															
Emp Code	Employee Name	Salary Fixed	Salary Var 1	Gross Basic	NS Pay	0+Neg Net Pay	Bank	Cheque	Cash	Hold	SDL	FWL	MSD		
Date Join	Date Resign	Basic Pay	OT Amount	ABS/NPL	Allow CPF	Deduct CPF	Total Pay	Emp/ee CPF	Allow NCPF	Deduct NCPF	Net Pay	Emp/er CPF	Total CPF		
SG0001	Scarlett Sim Xue Er	12,000.00		12,000.00	0.00	0.00	11,913.84	0.00	0.00	0.00	11.25	0.00	0.00		
01/07/2016		12,000.00	1,038.46	0.00	0.00	0.00	13,038.46	-1,200.00	78.38	-3.00	11,913.84	1,020.00	2,220.00		
SG0002	Brendan Jones	2,800.00		2,800.00	0.00	0.00	2,240.00	0.00	0.00	0.00	7.00	0.00	0.00		
20/07/2017		2,800.00	0.00	0.00	0.00	0.00	2,800.00	-560.00	0.00	0.00	2,240.00	476.00	1,036.00		
Headcount for NS/0+NegNetPay/Bank/Cheque/Cash/Hold/SDL/FWL/MSO					0	0	2	0	0	0	2	0	0		
Grand Total	2	14,800.00	0.00	14,800.00	0.00	0.00	14,153.84	0.00	0.00	0.00	18.25	0.00	0.00		
		14,800.00	1,038.46	0.00	0.00	0.00	15,838.46	-1,760.00	78.38	-3.00	14,153.84	1,496.00	3,256.00		

Creating Allowance

Allowances are pay items that can be added or subtracted from the employees pay. Each company will have their own sets of Allowances.

Access: Payroll Module > Reference > Allowances > Allowances

1. To search / filter for an allowance, use the top row.

The screenshot shows a table titled 'Allowances' with the following columns: Country/Region, Code, Name, Type, Category, Proration, Wage Type, Formula, and Obsolete. The top row, including the search icon and dropdown menus, is highlighted with a red border.

Country/Region	Code	Name	Type	Category	Proration	Wage Type	Formula	Obsolete
Global	#AR_BASC	Arrears Basic Pay	Allowance	Others	No Proration	Additional		No
Global	#BA_BASC	Backpay Basic Pay	Allowance	Others	No Proration	Additional		No
Global	#BA_NET	Backpay Net Pay	Allowance	Others	No Proration	Non-CPF		No
Global	#BACK	Back Payment	Allowance	Others	No Proration	Additional		No
Global	#FHBP	First Half Basic2	Deduction	Basic Pay	No Proration	Ordinary		No
Global	#HOLD	Hold Payment	Allowance	Others	No Proration	Non-CPF		No
Global	#NJ_BACK	New Joiner Back Payment	Allowance	Others	No Proration	Additional		No
Global	#NJ_HOLD	New Joiner Hold Payment	Deduction	Others	No Proration	Additional		No
Singapore	#SG_ADJ_AWC	Adjustment AW Capping	Provision	Others	No Proration	Non-CPF		No
Singapore	#SG_ADJ_OWC	Adjustment OW Capping	Provision	Others	No Proration	Non-CPF		No

2. Click + to add a new allowance.

The screenshot shows the same 'Allowances' table as above, but with a red box highlighting the '+' icon in the top-left corner of the table header area, indicating the action to add a new allowance.

Country/Region	Code	Name	Type	Category	Proration	Wage Type	Formula	Obsolete
Global	#AR_BASC	Arrears Basic Pay	Allowance	Others	No Proration	Additional		No
Global	#BA_BASC	Backpay Basic Pay	Allowance	Others	No Proration	Additional		No
Global	#BA_NET	Backpay Net Pay	Allowance	Others	No Proration	Non-CPF		No
Global	#BACK	Back Payment	Allowance	Others	No Proration	Additional		No
Global	#FHBP	First Half Basic2	Deduction	Basic Pay	No Proration	Ordinary		No
Global	#HOLD	Hold Payment	Allowance	Others	No Proration	Non-CPF		No
Global	#NJ_BACK	New Joiner Back Payment	Allowance	Others	No Proration	Additional		No
Global	#NJ_HOLD	New Joiner Hold Payment	Deduction	Others	No Proration	Additional		No
Singapore	#SG_ADJ_AWC	Adjustment AW Capping	Provision	Others	No Proration	Non-CPF		No
Singapore	#SG_ADJ_OWC	Adjustment OW Capping	Provision	Others	No Proration	Non-CPF		No

3. Fill in the respective fields.


Note: the statutory and other fields content would vary depending on the country you are logged in.

Country/Region	Singapore	Fixed Allowance	-- Please select --
Code	SG_OTL15	Retro	Yes
Name	OT Leave Encashment 1.5	Arrears	Yes
Type	Allowance	Unpaid Codes	...
Category	Others	Unpaid Offset	-- Please select --
Proration	Work Day <input type="checkbox"/> Fixed Days	MSO	-- Please select --
Wage Type	Additional	SDL	Yes
Formula	AL - Annual Leave Encashment	NS Group	
Rate	1.5000	Tax Category	010 - Gross Salary/Fees/Leave Pay/OT Pay
Basis Amount Method	Quantity	Appendix 8B	-- Please select --
Rounding Type	-- Please select --	Taxable Group	-- Please select --
Rounding Method	-- Please select --	Reporting Group	
Rounding Amount	0.00	Include In Payroll Register	Yes
Exit Months	0	Payslip	+
Delete when zero	-- Please select --	Payslip Grouping	
Obsolete	No	Payslip Display	-- Please select --
Use In Budget Module	-- Please select --	Show Detail Period	No
		Payslip Unit	
		Show in Payslip	Column 1 <input checked="" type="checkbox"/> Hide when zero
		Sequence In Payslip	0
		Arrears Code	-- Please select --
		Backpay Code	-- Please select --

Update Delete Copy Close

Field	Explanation
Country/Region	Default to the country that this allowance is available to. This would be depending on the country that you are logged in.
Code	Allowance Code
Name	Title of the allowance
Type	<ul style="list-style-type: none"> • Allowance - Payment • Deduction - Deduction • Provision – ER Contribution
Category	<ul style="list-style-type: none"> • Basic Pay • Overtime • Unpaid • Others <p>*Individual country's related statutory such as:</p> <ul style="list-style-type: none"> ○ CPF Employee/Employer (SG)

	<ul style="list-style-type: none"> ○ MSO, NS Pay (SG) ○ SI Employee/Employer (CN) ○ HF Employee/Employer (CN) ○ MPF Employee/Employer (HK) ○ EPF Employee/ Employer (MY)
Proration	<ul style="list-style-type: none"> • Calendar - This set Pay Code to follow the Calendar days to calculate any payment, deduction of contribution • Work Day - This set the Pay Code to follow ONLY the Work Day per employee • Roster - The set the Pay Code to follow the scheduled Roster per employee • No Proration
Wage Type	<p>Singapore/Malaysia/Philippines Specific:</p> <p>Wage Type for some allowance is required to be set as Additional/Supplementary, such as Bonus. This is for tax and other statutory calculation purposes</p> <ul style="list-style-type: none"> • Ordinary • Additional/Supplementary • Non-CPF/None/None-Taxable
Formula	This is to be setup under Payroll Formula menu
Rate	Multiplier of calculation
Basis Amount Method	<ul style="list-style-type: none"> • Quantity • Quantity x Rate • Quantity x Formula • Formula • Amount • Source Amount
Rounding Type	<ul style="list-style-type: none"> • Detail • Summary • Both
Rounding Method	<p>The value in Rounding Amount will be rounded by:</p> <ul style="list-style-type: none"> • Down

	<ul style="list-style-type: none"> • Nearest • Up
Rounding Amount	Rounding Amount
Exit Months	<p>Any recurring/fixed allowance will still be paid in the Pay Run of x months from this date resign months.</p> <p>If:</p> <ul style="list-style-type: none"> • Exit Months = 1 • Employee Exit Date = August <p>Then, the recurring/fixed allowance will still be included in Resign Month + Exit Month (August + September since 1 month after August is September).</p> <p>When Exit Month is <> 0 and resigned employee is who has Recurring or Fixed Allowance(s), system will verify both start date and end date of recurring allowance. This is to ensure system will not overpay the employee.</p>
Delete When Zero	Pay Item will not be displayed if zero amount.
Impact to Paid Days	<p>This field will be enabled if:</p> <ul style="list-style-type: none"> • System > Config > Payroll > Parameter > EnableActualPaidDays is set to Y. • Allowance Category is: Overtime, Unpaid or Others <p>If:</p> <ul style="list-style-type: none"> • Work Days is 14 • NPL2 (Non-paid Leave Allowance code) is a deduction and value is 1 – Impact to Days is set to Yes.  <p>Then, the Work Days becomes 13 (14-1).</p>
Obsolete	Used to disable a pay item
Fixed Allowance	Fixed Amount
Retro	Tag Yes if Pay Item will be used in Retro Payment
Arrears	Tag Yes if used in Arrears

Tax Category	Pay Item will be reported to specified tax category
Reporting Group	For reporting purposes, tag the pay item if Allowances, Deductions, Overtime, etc..
Payslip Display	<ul style="list-style-type: none"> • None • Quantity • Quantity x Rate • Quantity x Formula • Quantity x Rate x Formula
Payslip Unit	Choose from Day, Hour if applicable
Show in Payslip	Column in Payslip that this pay item will be grouped.
Sequence In Payslip	Sequence order in Payslip

4. Click **Update** button to save the *Allowance*.

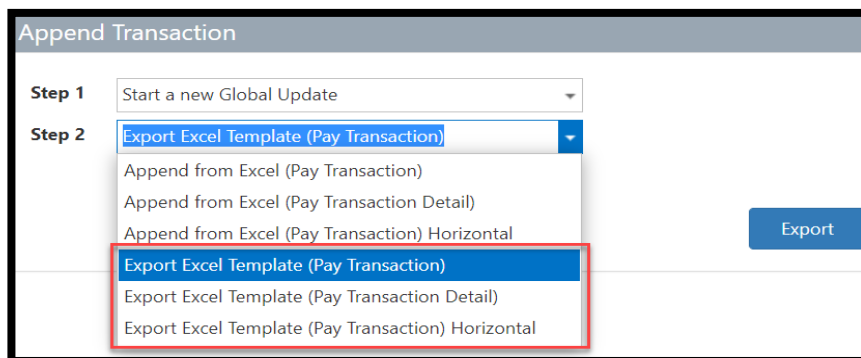
Global Append Payroll Transaction

Global Append Payroll Transaction is used to import bulk payroll transactions to be calculated in the payroll process.

Export Excel Template

There are three templates that user can choose. Each template has its own format to suit the way of populating the payroll transaction by the user.

Access: Payroll Module > Payroll > Generate Record > Append Transaction



Export Excel Template (Pay Transaction)

This template format is used for allowances that define **Proration policy** = “No Proration”. Refer to [Creating Allowance](#) - Proration.

With “No Proration” selected, the following type of data will be required in the excel template for uploading.

	A	B	C	D	E	F
1	EmployeeCode	AllowanceCode	Quantity	CurrencyCode	OccuredDate	Remarks
2	SG0001	A_BONUS Bonus	1500			
3						

Field	Description
Employee Code	<i>Employee Code</i>
Allowance Code	Refer to <i>Payroll Module > Reference > Allowances > Allowances</i> to check the <i>Allowance Code</i> .
Quantity	Quantity of <i>Allowance Code</i>
Currency Code	Optional field.
Occurred Date	Optional field.
Remarks	Optional field. Comment section to indicate remarks. Note: Do not enter any digits (1,2,3 ... etc). System will not import the template if having digits.

Export Excel Template (Pay Transaction Detail)

For this template format, it is used for allowances that define **Proration policy** = “Calendar” / “Work Day”. Therefore excel template will incorporate *Date Start* and *Date End* field. Refer to [Creating Allowance](#) - Proration.

With “Calendar” or “Work Day” selected, date range value of the allowance earned/deducted is required in the excel template.

A	B	C	D	E	F	G	H	I	J	K	L	M
EmployeeCode	AllowanceCode	Quantity	DateStart	DateEnd	PJM01	PJM02	PJM03	PJM04	PJM05	CurrencyCode	OccuredDate	Remarks
SG0001	A_OT1.5 Overtime 1.5	5	16-Dec-23	22-Dec-23								
SG0001	A_OT1.5 Overtime 1.5	10	23-Dec-23	29-Dec-23								
SG0001	A_OT1.5 Overtime 1.5	6	30-Dec-23	5-Jan-24								
SG0001	A_OT1.5 Overtime 1.5	6	6-Jan-24	12-Jan-24								
SG0001	A_OT1.5 Overtime 1.5	2	13-Jan-24	15-Jan-24								

Field	Description
Employee Code	<i>Employee Code</i>
Allowance Code	Refer to <i>Payroll Module > Reference > Allowances > Allowances</i> to check the <i>Allowance Code</i> .
Quantity	Quantity of <i>Allowance Code</i>
Date Start	Indicate the date start of reference
Date End	Indicate the date end of reference
PJM01 to PJM05	Optional field.
Currency Code	Optional field.
Occurred Date	Optional field.
Remarks	Optional field. Comment section to indicate remarks. Note: Do not enter any digits (1,2,3 ... etc). System will not import the template if having digits.

Export Excel Template (Pay Transaction) Horizontal

This Excel format displays *Allowance Code* that were created and saved in *Allowance Master* in succeeding fields.

A	B	C	D	E
EmployeeCode	#AR_BASC / Arrears Basic Pay	#BA_BASC / Backpay Basic Pay	#BA_NET / Backpay Net Pay	#BACK / Back Payment

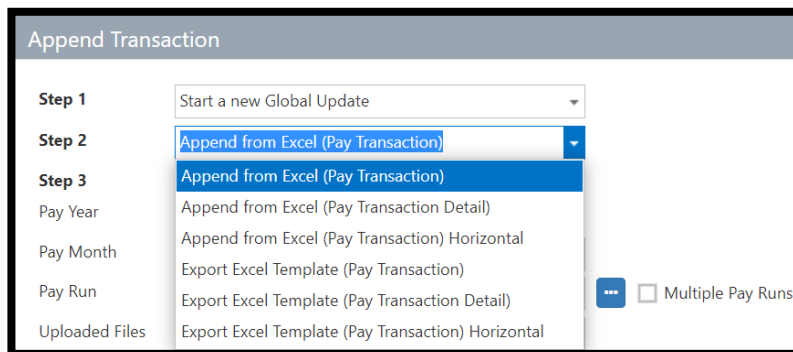
Field	Description
Employee Code	<i>Employee Code</i>
Succeeding Fields	The succeeding fields would be all the allowance code saved in the system in

	<p><i>Payroll Module > Reference > Allowances > Allowances.</i> User will indicate the value/quantity for respective allowance code.</p>
--	---

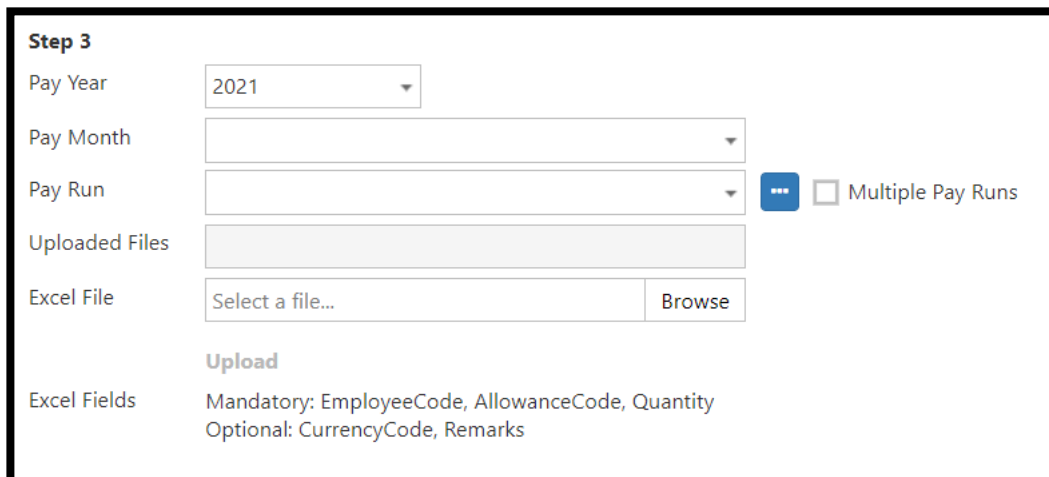
Importing the Template

User may now upload the template after selecting the template and successfully populating it.

Access: Payroll Module > Payroll > Generate Record > Append Transaction

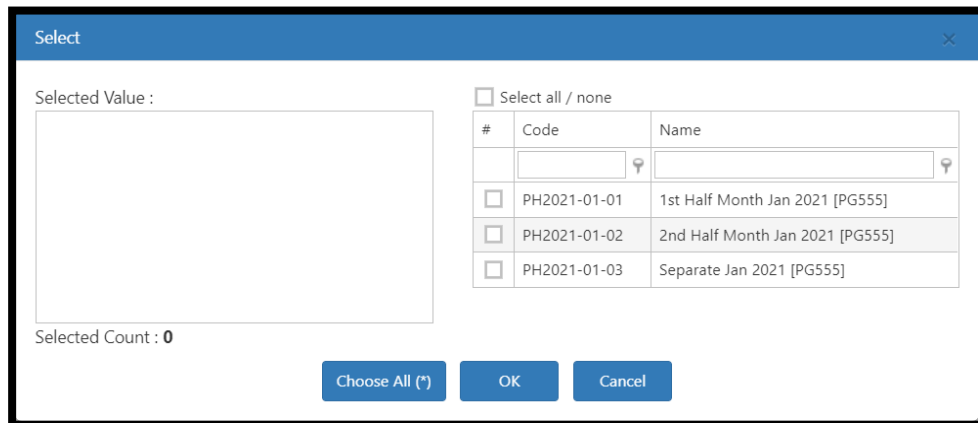


1. **Step 1** – Select **Start a new Global Update**.
2. **Step 2** – If user populated:
 - a. **Export Excel Template (Pay Transaction)**, then select **Append from Excel (Pay Transaction)**.
 - b. **Export Excel Template (Pay Transaction Detail)**, then select **Append from Excel (Pay Transaction Detail)**.
 - c. **Export Excel Template (Pay Transaction) Horizontal**, then select **Append from Excel (Pay Transaction) Horizontal**.

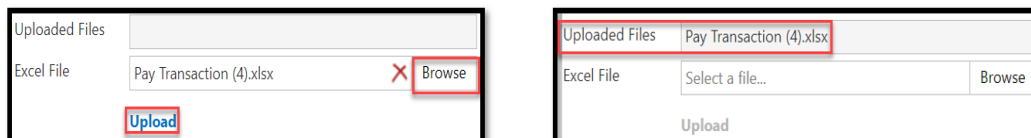


3. **Step 3**

- a. **Pay Year** – Select the *Pay Year* of payroll.
- b. **Pay Month** – Select the *Pay Month* of payroll.
- c. **Pay Run** – Select the *Pay Run* of payroll.
- d. **Multiple Pay Runs** – If ticked, the *Pay Run* field will be disabled, and user can select multiple pay runs using the to select the pay runs to upload the excel template.



- e. **Excel File** – Click the **Browse** button and locate the template file. Click the **Upload** button. After clicking the **Upload** button, the file will be transferred to the **Uploaded Files** field.



- 4. Click **Next** button.



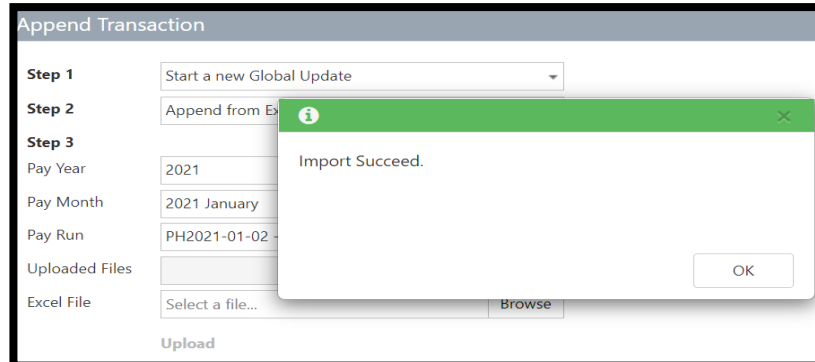
- 5. If the template contains an invalid data (invalid format/ blank mandatory field etc..) an excel template containing the error message will automatically downloaded. Open the excel and look for **Column – Invalid reason**. The correction should be done in the original template file. Once modified, re-upload the corrected template file.

A	B	C	D	E	F	G	H	I	J	K
EmployeeN	RowNo	EmployeeC	AllowanceC	Quantity	CurrencyCode	OccuredDate	Remarks	DateStart	DateEnd	Invalidreason
Manager C	1	jml001	500	0	TRANS					Allowance Code not found

- 6. If template file is valid and contains no error, the **Import** button will be enabled.



7. Click **Import** button to upload the file. A notification will be displayed for successful import.



Append BOTH Payroll Transaction records and Payroll Transaction Detail records in one Excel Template (Pay Transaction Detail)

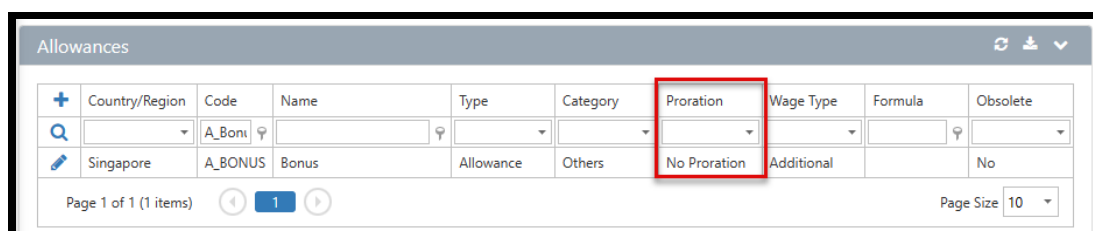
In most cases, payroll transaction records are appended using either **Pay Transaction Template** or **Pay Transaction Details Template**, depending on the allowance/deduction item to be uploaded.

However, system can allow for both pay transaction type records to be uploaded together (in one excel file), by using Pay Transaction Details template.

Below is an illustration on how the records are entered into the Pay Transaction Detail template:

A	B	C	D	E	F	G	H	I	J	K	L	M
EmployeeCode	AllowanceCode	Quantity	DateStart	DateEnd	PJM01	PJM02	PJM03	PJM04	PJM05	CurrencyCode	OccuredDate	Remarks
SG0001	A_BONUS Bonus	2500										
SG0001	A_OT1.5 Overtime 1.5	5	16-Dec-23	22-Dec-23								
SG0001	A_OT1.5 Overtime 1.5	10	23-Dec-23	29-Dec-23								
SG0001	A_OT1.5 Overtime 1.5	6	30-Dec-23	5-Jan-24								
SG0001	A_OT1.5 Overtime 1.5	6	6-Jan-24	12-Jan-24								
SG0001	A_OT1.5 Overtime 1.5	2	13-Jan-24	15-Jan-24								

For the **A_BONUS** allowance code, the *DateStart/DateEnd* value is not required as the Allowance – Proration is defined as “No Proration”.



For the **A_OT15** allowance code, input the *DateStart/DateEnd* value, as the Allowance – Proration is defined as “Work Day”.

Country/Region	Code	Name	Type	Category	Proration	Wage Type	Formula	Obsolete
Singapore	A_OT1.5	Overtime 1.5	Allowance	Overtime	Work Day	Ordinary	#HR	No

Once the template is ready for upload, use **Payroll - Append Transaction** (refer to below screen) to import the template.

Access: Payroll Module > Payroll > Generate Record > Append Transaction

Payroll [Search Menu] [SG] HR User Master

Append Transaction

Step 1: Start a new Global Update

Step 2: Append from Excel (Pay Transaction Detail)

Step 3: Pay Year: 2024, Pay Group: -- All --

Refer to [Importing the Template](#), for import action steps.

Append Recurring

Append Recurring is used to upload allowance in payroll data in a single transaction that would recur every *Pay Run*. The entered allowance will recur on the given *Date Start* and *Date End*. There are two menus that *Append Recurring* can be performed:

- **Recurring Individual** – Recurring allowance can be entered to a specific employee record following the *Date Start* and *Date End*.
- **Recurring Range** – Recurring allowance can be entered to multiple employees following the *Date Start* and *Date End*.

Recurring Individual

Recurring Individual is used to assign a recurring allowance to a specific employee following the date duration specified.

Access: Payroll Module > Payroll > Transaction > Recurring Individual

1. **Filter** – Allows the employee to filter and narrow down the searching of specific employee.
2. **Employee** – Specify the employee that will be the recipient of the allowance.

Allowance	Date Start	Date End	Currency	Quantity	Run Type	Bi-Monthly Option	Pay Batch
PH_Other1 - PH_Other Allowances (471-1)	01/Aug/2019	31/Aug/2019	PHP	3,000.00	1st Half Month	Full Month Value	
TRANS - Transport Allowance	01/Jun/2011	01/Jun/2023	PHP	5,000.00	2nd Half Month	Full Month Value	PH2019-10-07

Allowance: TRANS - Transport Allowance
 Date Start: 01/Jun/2011
 Date End: 01/Jun/2023
 Currency: PHP
 Quantity: 5,000.00
 Run Type: 2nd Half Month
 Bi-Monthly Option: Full Month Value
 Pay Batch: PH2019-10-07
 Last Update By: hrm - 04/Nov/2019 (Mon) 15:30:58

3. Click **+** to enter a new recurring **Allowance** to employee.
4. Specify the recurring **Allowance**.
5. **Date Start** – The *Date Start* of when the employee will receive the allowance.
6. **Date End** – The *Date End* of when the employee will stop receiving the allowance.
Note: If left *blank* or *unspecified*, the allowance will continue to recur every *Pay Run*.
7. **Quantity** – The *Quantity* of allowance.
8. **Remarks (Optional)** – Enter any necessary *Remarks / Comment*.
9. **Currency (Optional)** – It is a good practice to specify the *Currency* of the allowance. If not specified, this will default to the currency set in *Pay Group, Personnel Module > Reference > Assignment > Pay Group*.
10. **Run Type** – The payroll frequency of how the employee will receive the recurring allowance:
 - a. **Both 1st and 2nd Half** – for *bi-monthly* payroll, the employee will receive the allowance on *both 1st and 2nd half*.
 - b. **1st half Month** – for *bi-monthly* payroll, the employee will only receive the allowance on *1st half*.

- c. **2nd half Month** – for *bi-monthly* payroll, the employee will only receive the allowance on *2nd half*.
 - d. **Whole Month** – for *monthly* payroll, the employee will receive the allowance once during every regular payroll.
11. **Value** – Specify if the *Quantity* will be given in *Full Month Value* or *Half Month Value*.
12. **Pay Batch (Optional)** – Used with Recurring Individual scenarios:
 In *Recurring Individual*, the following recurring allowance is being appended with the respective *Run Type* and *Pay Batch*, as shown:

Allowance	Run Type	Pay Batch
Car Allowance	1 st Half	Pay Batch = Test
Housing Allowance	2 nd Half	Pay Batch = Blank/Undefined

The following will happen when *Update* is clicked to append the allowance to the respective *Pay Run*:

Pay Run - 1st Half

- If *Pay Batch* in the *Pay Run* is Blank/Undefined > the *Car Allowance* **WOULD NOT** be appended.
- If *Pay Batch* in the *Pay Run* is Test > the *Car Allowance* **WOULD BE** appended.

Pay Run - 2nd Half

- If *Pay Batch* in the *Pay Run* is Blank/Undefined > the *House Allowance* **WOULD BE** appended.
- If *Pay Batch* in the *Pay Run* is Test > the *House Allowance* **WOULD NOT** be appended.

Code	SG2022-03-01
Name	1st Half Month Mar 2022 [M]
Run Type	1st Half Month
Pay Group	M - Singapore Payroll
Pay Batch	
Date Start	01/03/2022
Date End	15/03/2022

13. **Last Update By** – Shows the user who created or last edited by.

Recurring Range

Recurring Range is used to allocate recurring allowance to multiple employees by setting the *Condition* and following the date duration specified.

Access: Payroll Module > Payroll > Transaction > Recurring Range

1. Click **+** to enter a new **Allowance** to multiple employees.
2. Specify the **Allowance**.

The screenshot displays the 'Recurring Range' form. At the top, there is a table with columns: Allowance, Date Start, Date End, Currency, Quantity, Run Type, Bi-Monthly Option, and Pay Batch. Below the table, the form fields are populated with the following values:

- Allowance: Laundry - Laundry Allowance
- Date Start: 01/Dec/2019
- Date End: 28/Feb/2023
- Quantity: 1,000.00
- Currency: PHP
- Run Type: Both 1st and 2nd Half
- Bi-Monthly Option: Half Month Value
- Condition: ((TbiEmployee.EmployeeCode=PHAA001-M))

At the bottom of the form, there are three buttons: Update, Delete, and Close.

3. **Date Start** – The *Date Start* of when the employees will receive the recurring allowance.
4. **Date End** – The *Date End* of when the employees will stop receiving the recurring allowance.

Note: If left *blank or unspecified*, the allowance will continue to recur *every Pay Run*.

5. **Quantity** – The quantity of allowance.
6. **Remarks (Optional)** – Enter any necessary *Remarks / Comment*.
7. **Condition** – Set the *recurring condition* for multiple employees. It can be specified to a specific Department, Cost Centre, Employee, etc..
8. **Currency (Optional)** – It is a good practice to specify the currency of the allowance. If not specified, this will default to the currency set in *Pay Group* in **Personnel Module > Reference > Assignment > Pay Group**.
9. **Run Type** – The payroll frequency of how the employee will receive the recurring allowance:
 - a. **Both 1st and 2nd Half** – for *bi-monthly* payroll, the employee will receive the allowance on both 1st and 2nd half.
 - b. **1st half Month** – for *bi-monthly* payroll, the employee will only receive the

- allowance on 1st half.
 - c. **2nd half Month** – for *bi-monthly* payroll, the employee will only receive the allowance on 2nd half.
 - d. **Whole Month** – for *Monthly* payroll, the employee will receive the allowance once during regular payroll.
10. **Value** – Specify if the quantity will be given in *Full Month Value* or *Half Month Value*.
 11. **Pay Batch (Optional)** – Refer to [Pay Batch \(Optional\) – Used with Recurring Individual scenarios:](#)
 12. **Last Update By** – Shows the user who created or last edited by.

Ad hoc Allowance

Ad hoc Allowance is used to add additional allowances. These allowances are ad hoc allowances and may require payment approval. Records that is appended by the Administrator is auto approved. Should the records be submitted in **ESS**, the request will be routed for approval.

Append Records

Access: Payroll Module > Payroll > Pre-Payroll Processing > Ad-hoc Allowance

Pay Group	No of Records	Total Amount	Status
Singapore Monthly Payroll	3	1,400.00	✓
Singapore Monthly Payroll	3	1,450.00	✓
Singapore Monthly Payroll	3	19,300.00	✓

1. Select the **Pay Run**.

The screenshot shows the 'Ad-hoc Allowance' interface. At the top, the 'Pay Run' dropdown is highlighted with a red box and contains the text 'SG2022-02-01 - Whole Month Feb 2022 [SGM]'. Below this, there are search and filter fields for 'Pay Group', 'No of Records', 'Total Amount', and 'Status'. A table with columns 'Employee', 'Allowance', 'Currency', 'Quantity', 'Date Start', 'Date End', and 'Remarks' is shown, but it contains 'No data to display'. Below the table is a 'Remarks' text area and an 'Approval' table with columns 'Level', 'Name', 'Date', 'Action', and 'Remarks'. The 'Approval' table has one entry: Level 1, Name SG0022 - Mark Lee. At the bottom, there is a 'Close' button and a summary table with three rows of 'Singapore Monthly Payroll' entries. The bottom status bar includes a legend for 'Pending Submission', 'Pending Approval', 'Approved', 'Rejected', and 'Withdrawn'.

2. Click **+** to create a new record in the pay run.

This screenshot is identical to the one above, but the '+' icon in the 'Employee' column of the table is highlighted with a red box. This indicates the action to click to create a new record.

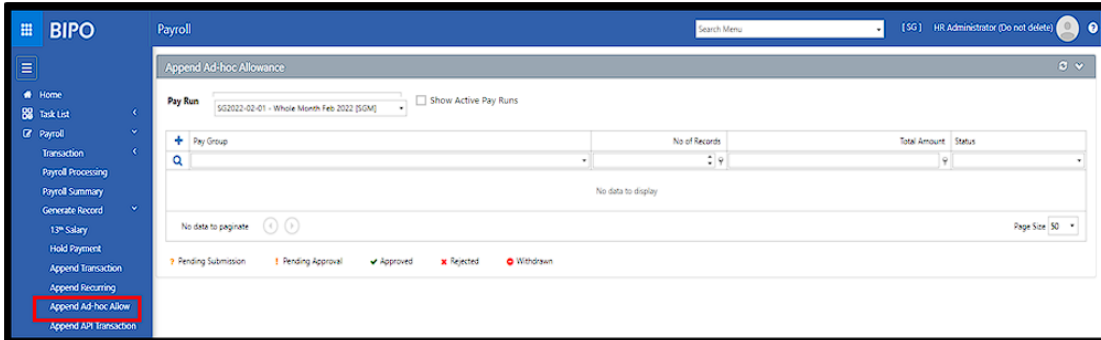
3. Click **+** to create a new record in the employee section.


4. Input the **Employee Code, Allowance Code, Currency, Quantity, Date Start, Date End** (to determine the time period this allowance will be included in the processing, i.e. Date Start = 1st Jan, Date End = 31st Jan, this allowance will only be processed during the January payroll processing and not others) **and Remarks**.
5. Click **Update** button to confirm the record entry.
6. Record will be auto approved if it is entered by the administrator.
7. Final step is to perform **Payroll Processing** to include the appended allowances in the **Payrun** file.

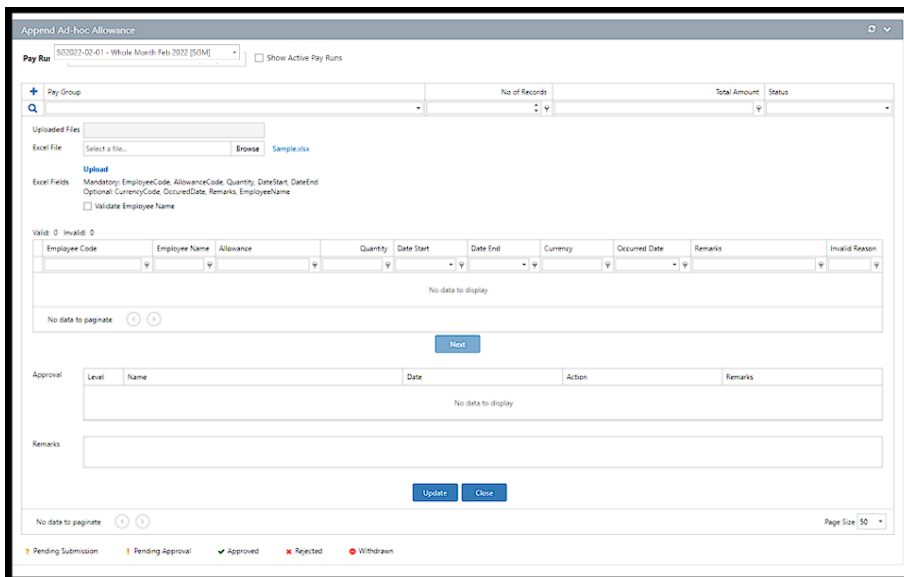
Append Records via Excel

To add multiple *ad hoc allowance* records:

Access: Payroll Module > Payroll > Generate Record > Append Ad-hoc Allowance



1. Select the *Payrun*
2. Click  to create a new record.



3. Prepare the excel template with the following mandatory fields and format.

Click on [Sample.xlsx](#) to export a sample template format.

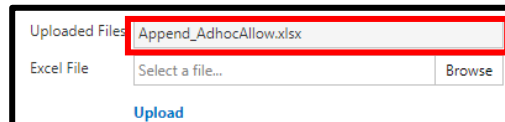
Field	Description
Employee Code	Employee Code
Employee Name	Employee Name. This is optional field.
Allowance Code	Refer to Payroll Module > Reference > Allowances > Allowances to check the <i>Allowance Code</i> Alternatively, refer to the <i>Legend tab</i> in the Sample.xlsx file for reference.

A	B	C
1 EmployeeCode	EmployeeName	AllowanceCode
2 1001		A_BONUS
3 1005	One Employee	
4 122201	MICHAEL TAN CHEN Ten	
5 2002	2002 Employee	
6 JAS	Jason Sim	
25		

Ad-hoc Allowance Legends

Quantity	Quantity of <i>Allowance Code</i>
Date Start	Indicate the date start of reference, date format dd/mm/yyyy
Date End	Indicate the date end of reference, date format dd/mm/yyyy
Currency Code	Optional field
Occurred Date	Optional field.
Remarks	Optional field. Comments section to indicate remarks. Note: Do not enter and digits (1,2,3 ... etc). System will not import the template if having digits.

- Once the excel file is ready, next step proceed to upload the excel file. Click the **Browse** button to locate the template file. Next, click the **Upload** button and the file selected will be displayed in the **Uploaded Files** field.



- Enter the necessary parameters in the following screen. And click **Next** button.
- If the template contains any invalid data (invalid format/ blank mandatory field etc..), the uploaded record will be displayed with a red flag and the error message will be displayed in *Invalid Reason* column. Proceed to do the correction in the original template file. Once updated, re-upload the corrected template file.

Employee Code	Employee Name	Allowance	Quantity	Date Start	Date End	Currency	Occurred Date	Remarks	Invalid Reason
SG0018	Raphael Cheong Ming Jun	SG_ATP_ALLW	350.0000						DateStart and DateEnd cannot be null for Promotion Type Work Day / Calendar
SG0001	Sarah Watson	SG_ATP_ALLW	500.0000	01/02/2022	28/02/2022				
SG0002	Brendan Jones	SG_ATP_ALLW	600.0000	01/02/2022	28/02/2022				

Page 1 of 1 (3 items) [Next]

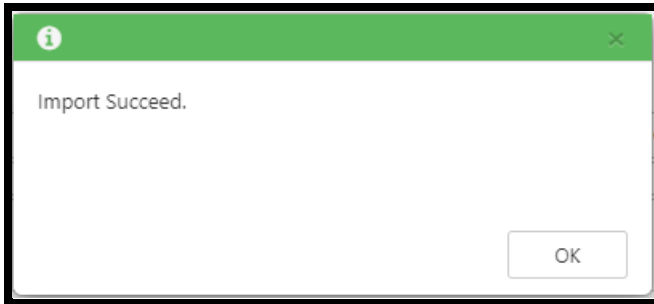
- If template file is valid and contains no error, the records will be uploaded and

displayed as follows:

Employee Code	Employee Name	Allowance	Quantity	Date Start	Date End	Currency	Occurred Date	Remarks	Invalid Reason
SG0001	Sarah Watson	SG_ATP_ALLW	500.0000	01/02/2022	28/02/2022				
SG0002	Brendan Jones	SG_ATP_ALLW	600.0000	01/02/2022	28/02/2022				
SG0018	Raphael Cheong Ming Jun	SG_ATP_ALLW	350.0000	01/02/2022	28/02/2022				

Page 1 of 1 (3 items) Next

- Click **Update** button to confirm records uploaded. When action is done by an Administrator, the records are auto approved and the import is successful.




- To view the appended record details, go to:

Access: Payroll Module > Payroll > Generate Record > Append Ad-hoc Allowance

Pay Run	No of Records	Total Amount	Status
Singapore Monthly Payroll	3	1,450.00	✓
Singapore Monthly Payroll	3	19,300.00	✓

Page 1 of 1 (2 items) Page Size 50

- Click the  button to view the record details.

Employee	Allowance	Currency	Quantity	Date Start	Date End	Remarks
SG0001 - Sarah Watson	SG_ATP_ALLW - Transport Allow		500.00	01/02/2022	28/02/2022	
SG0002 - Brendan Jones	SG_ATP_ALLW - Transport Allow		600.00	01/02/2022	28/02/2022	
SG0018 - Raphael Cheong Ming Jun	SG_ATP_ALLW - Transport Allow		350.00	01/02/2022	28/02/2022	

Approval Level	Name	Date	Action	Remarks
HRM - HR Administrator (Do not delete)		04/04/2022 (Mon) 15:31	Submitted	
HRM - HR Administrator (Do not delete)		04/04/2022 (Mon) 15:31	Approved	

Remarks

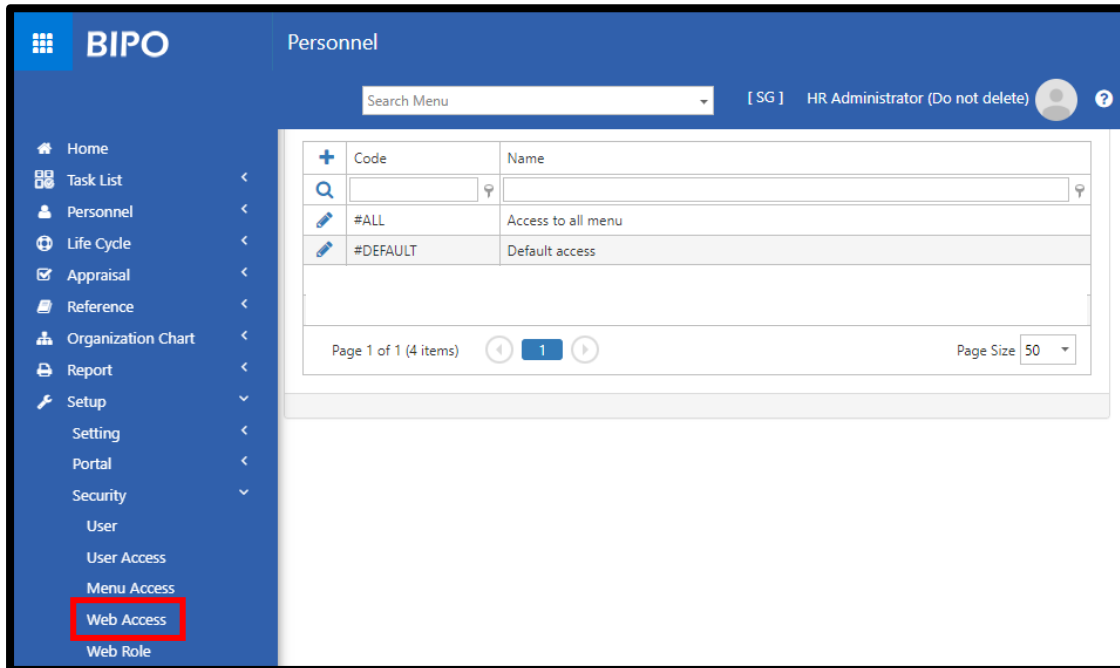
Close

11. Final step is to perform payroll processing to include the appended allowances in the *Payrun* file.

Setup Web Access

The configuration is defined by the administrator, to display the *ESS Append Ad-hoc Allowance* menu.

Access: Setup > Security > Web Access



Note: The *Web Access* code must be linked to the *Web Role*, which would need to be defined in the *Employee* record.

Setup Workflow Type: Append Ad-hoc Allowance

Workflow Setup is used to configure the approver workflow process. This will allow the submission to be in *ESS* and forward for approval.

Access: *Setup > Workflow > Workflow Setup > Workflow Type*

The screenshot shows the BIPO 'Workflow Setup' interface. The 'Workflow Type' dropdown is highlighted with a red box and set to 'Ad-hoc Allowance Apply'. Below this, there is a table with two rows of workflow entries:

No.	Name
1	Ad hoc Allowance Apply MY
2	Ad-hoc Allowance Apply SG



The selected entry 'Ad-hoc Allowance Apply SG' is shown in a detailed form with the following fields:

- No.: 2
- Name: Ad-hoc Allowance Apply SG
- Workflow Method: Normal
- Pay Group: SGM
- Employee Range: (0=0)
- Description: (empty text area)

At the bottom, there is a table for 'Approver' information:

Level	Approver	Level Type	Level Number	Type	CC List	CC Email	Skipped Approval
1	SG0022 - Mark Lee			Approval Workflow			

Buttons at the bottom include 'Save and Copy', 'Update', 'Delete', and 'Close'. The page shows 'Page 1 of 1 (2 items)' and 'Page Size 50'.

1. Click the add **+** icon to enter a new record or edit  icon to modify an existing one.
2. Input the **Name** of the workflow.
3. **Workflow Method** – Select the workflow method to use: *Normal / Line Manager*.
 - a. *Normal* – System will follow workflow as per normal.
 - b. *Line Manager* – System will have additional fields to fill in to specify approver for different level and conditions. In *Line Manager*, approver levels will continue to loop based on reporting line (Line Manager).
4. **CC List** – Click the  to select a role or employee that will be carbon copied (CC) informed once workflow starts.
5. **CC Email** – Enter the CC person email address.
6. **Pay Group Codes** – Select the *Pay Group* codes that this workflow is applicable. *Multiple Pay Groups* may be selected.

7. **Skip Workflow** – When tick, the application will be auto approved.
8. **Skip Workflow Email** – If ticked, then the setup in **Setup > Workflow > Workflow Email** will be skipped.
9. **Allow Modify Workflow upon Submission** – When tick, this option allows to select the role or employee that will be able to change the workflow routing.
10. **Employee Range** – Specify the employee range that will follow this workflow. Must be set to value **(0=0)** if it applies to all.
11. **Description** – This is an optional free-text for any description/comments about the workflow.

ESS Ad-hoc Allowance

System allows for the ad hoc allowance to be input by employees and route to their approving officers for action.

ESS Append records

To add ad hoc allowance for 1 or 2 employees:

Access: ESS > HR Operation > Ad-hoc Allowance

The screenshot shows the BIPO HR system interface. On the left, a navigation menu lists various HR functions, with 'Ad-hoc Allowance' highlighted in a red box. The main window displays the 'Ad-hoc Allowance' page for the pay run 'SG2022-02-01 - Whole Month Feb 2022 [SGM]'. A table lists the allowance records:

Pay Group	No of Records	Total Amount	Status
Singapore Monthly Payroll	3	1,400.00	Approved

Below the table, there are navigation controls for 'Page 1 of 1 (1 items)' and 'Page Size 10'. A legend at the bottom indicates status icons: Pending Submission (yellow), Pending Approval (orange), Approved (green), Rejected (red), and Withdrawn (grey).

To add a new record, please refer to Administrator section: [Append Records](#)

ESS Append records via Excel

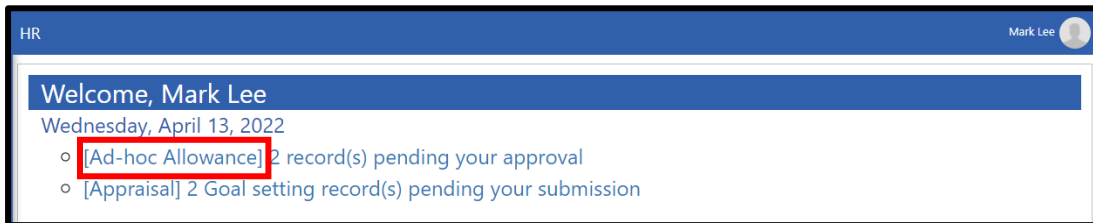
ESS users able to add allowance by batch using this screen. The approval workflow will follow *Ad-hoc Allowance Apply* workflow type.

Access: ESS > HR Operation > Append Ad-hoc Allowance

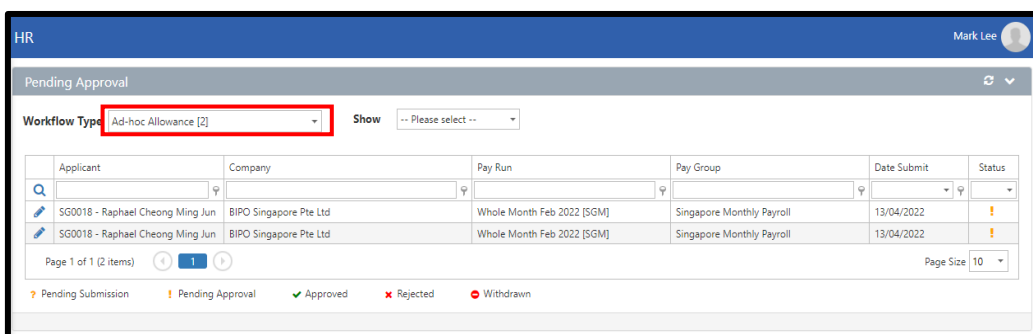
Please refer to Administrator section: [Append Records via Excel](#)

Pending Approval

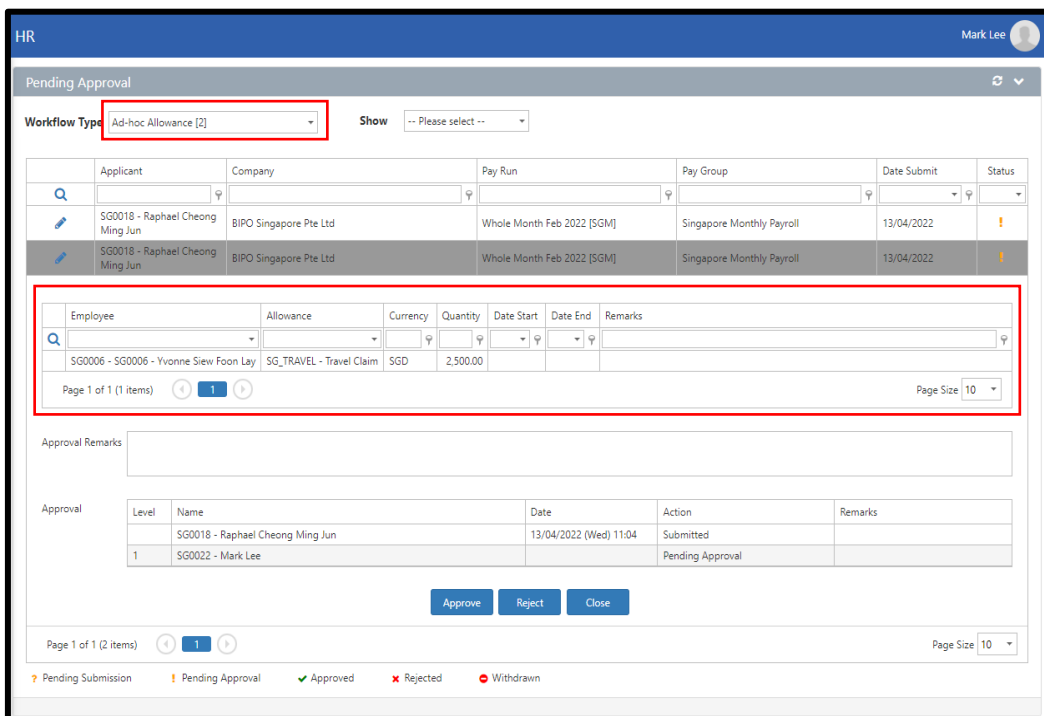
Once the record(s) is submitted, the approving officer when login will see the notification on the dashboard.



1. Click on **[Ad-hoc Allowance]** to open the following record:



2. Select the record to view the list of employees waiting approval for the ad-hoc allowance.

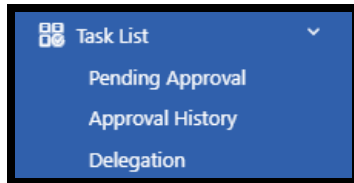


3. Check the details and click **Approve** button or **Reject** button as required.
4. Once records are approved, **Administrator** will have to perform **Payroll Processing**

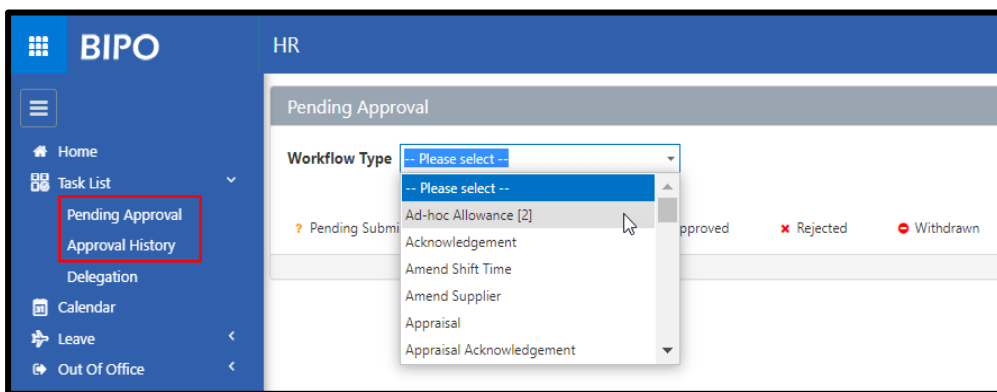
to compute the *Ad-Hoc Allowance* added.

Task List

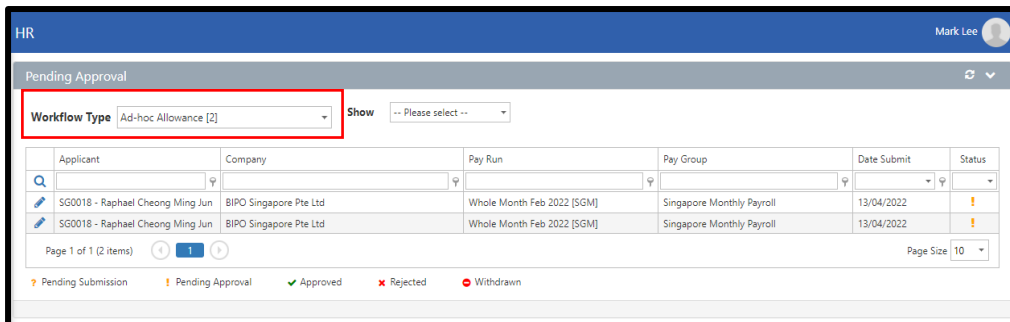
Pending Approval records or **Approval History** records are also accessible from **Task List**.



1. Click on Pending Approval to open the following screen:



2. Select **Workflow Type = Ad-hoc Allowance** to open the records waiting approval action.



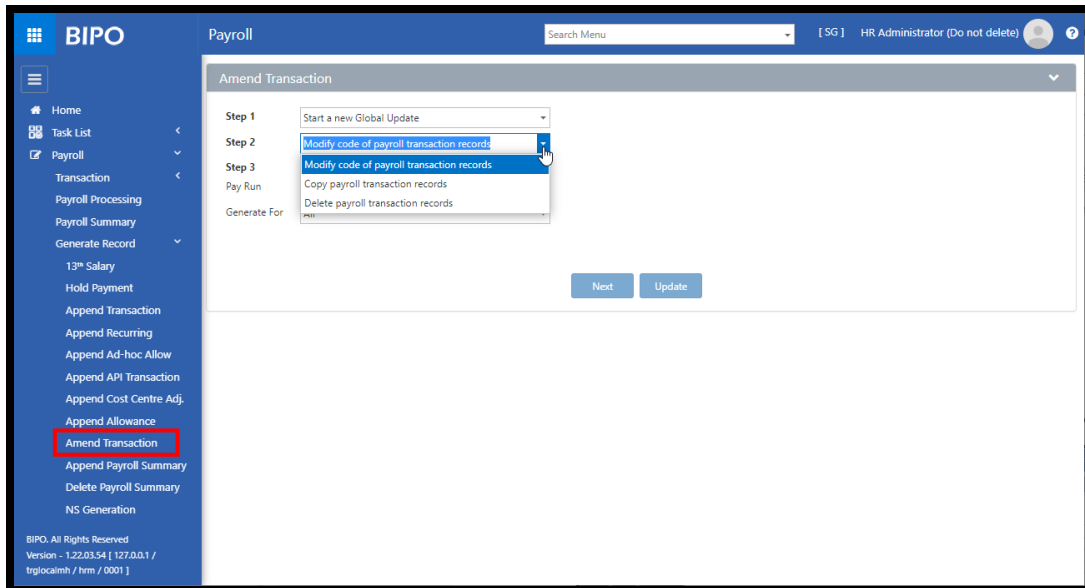
3. Check the details and click **Approve** button or **Reject** button as required.
4. Once records are approved, **Administrator** will have to perform **Payroll Processing** to compute the *Ad-hoc allowance* added.

Note: To access and view past approved/rejected records, go to **Approval History** menu.

Amend Transaction

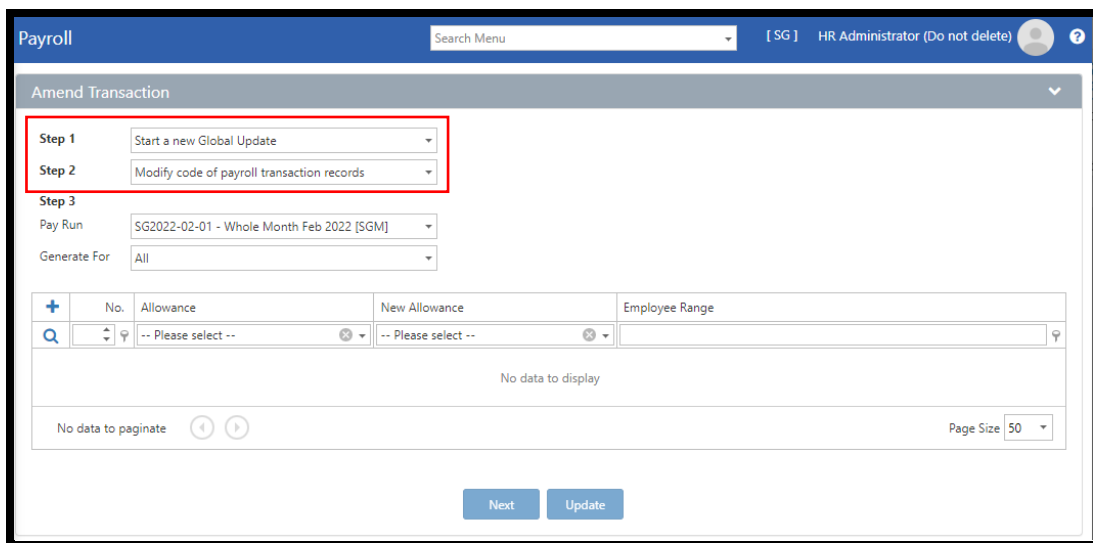
This function allows the administrator to perform amendments to appended payroll transaction records.

Access: Payroll Module > Payroll > Generate Record > Amend Transaction



This is a working environment that allows the administrator to create a batch job for modifying, copying and deleting pay transaction records. The system also allows the undo action for the batch job that was processed.

Modify Code of Payroll Transaction Records



1. Go to **Step 1**, select *Start a new Global Update* from the dropdown list.
2. **Step 2**, select *Modify code of payroll transaction records*.

3. **Step 3**, select the *Pay Run* that requires the changes.
4. Next, select the group of employees to *Generate for*, ie. ALL, Existing or Resignees only.
5. Input the (current) *Allowance*, input the *New Allowance* code to change to and the *Employee Range*. Click *Next* button to confirm the entry.

Amend Transaction

Step 1: Start a new Global Update
 Step 2: Modify code of payroll transaction records
 Step 3: Pay Run: SG2022-02-01 - Whole Month Feb 2022 [SGM]; Generate For: All

No.	Allowance	New Allowance	Employee Range
1	SG_ACOMM - Commission	SG_AEXP_REIMB - Expense Reimbursement	((Tb Employee.EmployeeCode=SG0001))

Selected: 1 Invalid: 0

Invalid	Employee Code	Employee Name	Allowance	New Allowance	Quantity	Currency	Invalid Reason
<input checked="" type="checkbox"/>	SG0001	Sarah Watson	SG_ACOMM - Commission	SG_AEXP_REIMB - Expense Reimbursement	10,000.0000		

Buttons: Next, Update

6. Select the displayed record and click *Update* button to execute the change.
7. Perform pay processing to compute the changes done.

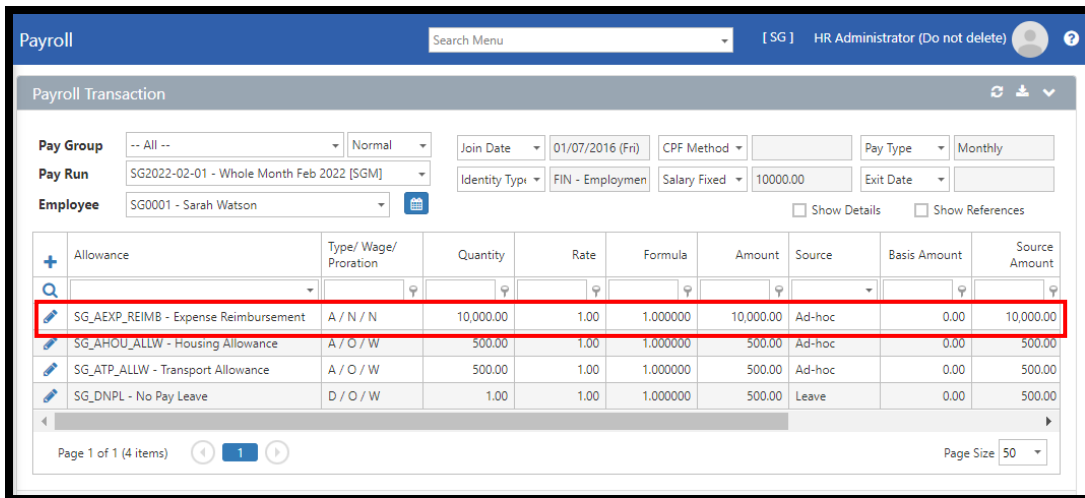
The following is the payroll transaction screen **BEFORE** the amend transaction action to modify code:

Payroll Transaction

Pay Group: -- All -- Normal; Join Date: 01/07/2016 (Fri); CPF Method: ; Pay Type: Monthly
 Pay Run: SG2022-02-01 - Whole Month Feb 2022 [SGM]; Identity Type: FIN - Employmen; Salary Fixed: 10000.00; Exit Date: ;
 Employee: SG0001 - Sarah Watson

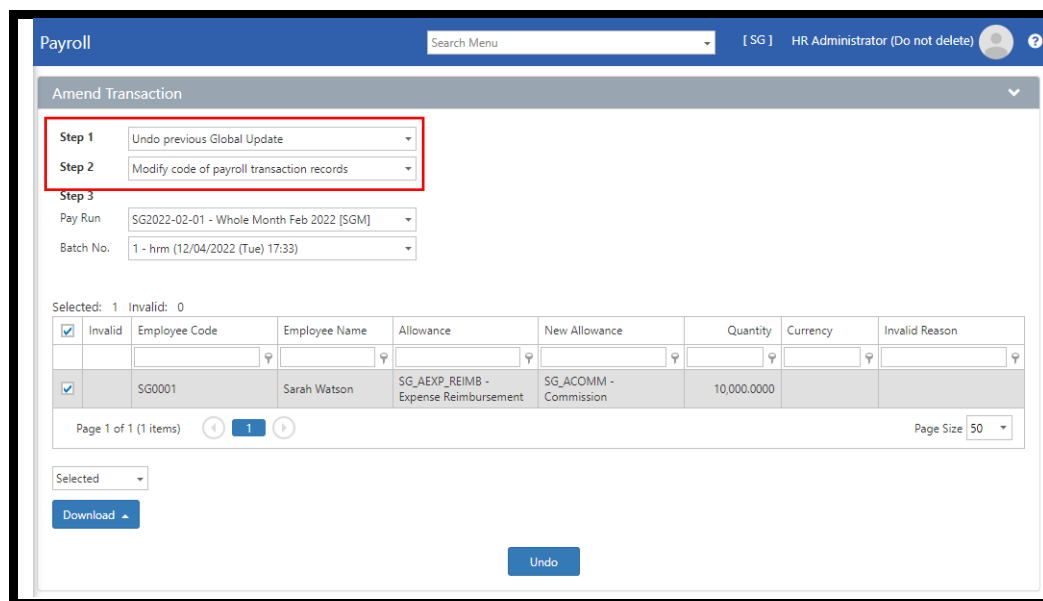
Allowance	Type/ Wage/ Proration	Quantity	Rate	Formula	Amount	Source	Basis Amount	Source Amount
SG_ACOMM - Commission	A / A / N	10,000.00	1.00	1.000000	10,000.00	Ad-hoc	0.00	10,000.00
SG_AHOU_ALLW - Housing Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
SG_ATP_ALLW - Transport Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
SG_DNPL - No Pay Leave	D / O / W	1.00	1.00	1.000000	500.00	Leave	0.00	500.00

Once the Amend Transaction – Modify code of payroll transaction is performed, the following is the updated payroll transaction screen.



Undo – Modify Code of Payroll Transaction Records

The action can be reversed by using the Undo previous Global Update option.



1. Go to Step 1, select *Undo previous Global Update* from the dropdown list.
2. Step 2, select *Modify code of payroll transaction records*.
3. Step 3, select the *Pay Run* that requires the changes.
4. Next, select the *Batch No.* to reverse the action done.
5. Select the displayed record and click *Undo* button to execute the reverse action.
6. Perform pay processing to compute the changes done.

Copy Payroll Transaction Records

The payroll transaction records can also be duplicated by using the copy payroll transaction option.

1. Go to Step 1, select *Start a new Global Update* from the dropdown list.
2. Step 2, select *Copy payroll transaction records*.
3. Step3, select the *Pay Run* that requires the changes.
4. Next, select the group of employees to *Generate for*, ie. ALL, Existing or Resignees only.
5. Input the (current) *Allowance*, input the *New Allowance* code to copy and the *Employee Range*. Click *Next* button to confirm the entry.

6. Select the displayed record and click *Update* button to execute the copy action.
7. Perform pay processing to compute the changes done.

The following is the Payroll transaction screen **BEFORE** the amend transaction action to copy:

Payroll Transaction

Pay Group: -- All -- | Normal | Join Date: 01/07/2016 (Fri) | CPF Method: | Pay Type: Monthly

Pay Run: SG2022-02-01 - Whole Month Feb 2022 [SGM] | Identity Type: FIN - Employmen | Salary Fixed: 10000.00 | Exit Date: |

Employee: SG0001 - Sarah Watson

+	Allowance	Type/ Wage/ Proration	Quantity	Rate	Formula	Amount	Source	Basis Amount	Source Amount
	SG_AEXP_REIMB - Expense Reimbursement	A / N / N	10,000.00	1.00	1.000000	10,000.00	Ad-hoc	0.00	10,000.00
	SG_AHOU_ALLW - Housing Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
	SG_ATP_ALLW - Transport Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
	SG_DNPL - No Pay Leave	D / O / W	1.00	1.00	1.000000	500.00	Leave	0.00	500.00

Page 1 of 1 (4 items) | Page Size 50

After the Amend Transaction – Copy payroll transaction records is performed, the following is the updated payroll transaction screen.

Payroll Transaction

Pay Group: -- All -- | Normal | Join Date: 01/07/2016 (Fri) | CPF Method: | Pay Type: Monthly

Pay Run: SG2022-02-01 - Whole Month Feb 2022 [SGM] | Identity Type: FIN - Employmen | Salary Fixed: 10000.00 | Exit Date: |

Employee: SG0001 - Sarah Watson

+	Allowance	Type/ Wage/ Proration	Quantity	Rate	Formula	Amount	Source	Basis Amount	Source Amount
	SG_AEXP_REIMB - Expense Reimbursement	A / N / N	10,000.00	1.00	1.000000	10,000.00	Ad-hoc	0.00	10,000.00
	SG_AHOU_ALLW - Housing Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
	SG_AMOB_ALLW - Mobile Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
	SG_ATP_ALLW - Transport Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
	SG_DNPL - No Pay Leave	D / O / W	1.00	1.00	1.000000	500.00	Leave	0.00	500.00

Page 1 of 1 (5 items) | Page Size 50

Undo – Copy Payroll Transaction Records

The action can be reversed by using the Undo previous Global Update option.

The screenshot shows the 'Amend Transaction' window. At the top, there's a search menu and user information. The main area is divided into three steps:

- Step 1:** A dropdown menu with 'Undo previous Global Update' selected.
- Step 2:** A dropdown menu with 'Copy payroll transaction records' selected.
- Step 3:** Includes 'Pay Run' (SG2022-02-01 - Whole Month Feb 2022 [SGM]) and 'Batch No.' (2 - hrm (12/04/2022 (Tue) 18:35)).

Below the steps, a table displays transaction details:

Selected	Invalid	Employee Code	Employee Name	Allowance	New Allowance	Quantity	Currency	Invalid Reason
<input checked="" type="checkbox"/>		SG0001	Sarah Watson	SG_AMOB_ALLW - Mobile Allowance	SG_ATP_ALLW - Transport Allowance	500,000		

At the bottom, there are 'Download' and 'Undo' buttons.

1. Go to Step 1, select *Undo previous Global Update* from the dropdown list.
2. Step 2, select *Copy payroll transaction records*.
3. Step 3, select the *Pay Run* that requires the changes.
4. Next, select the *Batch No.* to reverse the action done.
5. Select the displayed record and click *Undo* button to execute the reverse action.
6. Perform pay processing to compute the changes done.

Delete Payroll Transaction Records

Payroll transaction records can also be deleted by using the delete payroll transaction option.

The screenshot shows the 'Amend Transaction' window. At the top, there's a search menu and user information. The main area is divided into three steps:

- Step 1:** A dropdown menu with 'Start a new Global Update' selected.
- Step 2:** A dropdown menu with 'Delete payroll transaction records' selected.
- Step 3:** Includes 'Pay Run' (SG2022-02-01 - Whole Month Feb 2022 [SGM]) and 'Generate For' (All).

Below the steps, a table is shown with the message 'No data to display'.

No.	Allowance Code	Employee Range
No data to display		

At the bottom, there are 'Next' and 'Update' buttons.

1. Go to Step 1, select *Start a new Global Update* from the dropdown list.
2. Step 2, select *Delete payroll transaction records*.
3. Step 3, select the *Pay Run* that requires the changes.
4. Next, select the group of employees to *Generate for*, ie. ALL, Existing or Resignees only.
5. Input the (current) *Allowance* and the *Employee Range*. Click *Next* button to confirm the entry.

Payroll Amend Transaction

Step 1: Start a new Global Update

Step 2: Delete payroll transaction records

Step 3: Pay Run: SG2022-02-01 - Whole Month Feb 2022 [SGM]

Generate For: All

No.	Allowance Code	Employee Range
1	SG_AHOU_ALLW - Housing Allowance	((Tb)Employee.EmployeeCode='SG0001'))

Selected: 1 Invalid: 0

Invalid	Employee Code	Employee Name	Allowance	Quantity	Rate	Currency	Invalid Reason
<input checked="" type="checkbox"/>	SG0001	Sarah Watson	SG_AHOU_ALLW - Housing Allowance	500.0000	1.0000		

Buttons: Next, Update

6. Select the displayed record and click *Update* button to execute the copy action.
7. Perform pay processing to compute the changes done.

The following is the Payroll transaction screen **BEFORE** the amend transaction action to copy:

Payroll

Search Menu [SG] HR Administrator (Do not delete)

Payroll Transaction

Pay Group: -- All -- Normal Join Date: 01/07/2016 (Fri) CPF Method: Pay Type: Monthly

Pay Run: SG2022-02-01 - Whole Month Feb 2022 [SGM] Identity Type: FIN - Employmen Salary Fixed: 10000.00 Exit Date:

Employee: SG0001 - Sarah Watson

Allowance	Type/ Wage/ Proration	Quantity	Rate	Formula	Amount	Source	Basis Amount	Source Amount
SG_AEXP_REIMB - Expense Reimbursement	A / N / N	10,000.00	1.00	1.000000	10,000.00	Ad-hoc	0.00	10,000.00
SG_AHOU_ALLW - Housing Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
SG_AMOB_ALLW - Mobile Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
SG_ATP_ALLW - Transport Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
SG_DNPL - No Pay Leave	D / O / W	1.00	1.00	1.000000	500.00	Leave	0.00	500.00

Page 1 of 1 (5 items) Page Size 50

After the Amend Transaction – Delete payroll transaction records is performed, the following is the updated payroll transaction screen.

Payroll

Search Menu [SG] HR Administrator (Do not delete)

Payroll Transaction

Pay Group: -- All -- Normal Join Date: 01/07/2016 (Fri) CPF Method: Pay Type: Monthly

Pay Run: SG2022-02-01 - Whole Month Feb 2022 [SGM] Identity Type: FIN - Employmen Salary Fixed: 10000.00 Exit Date:

Employee: SG0001 - Sarah Watson

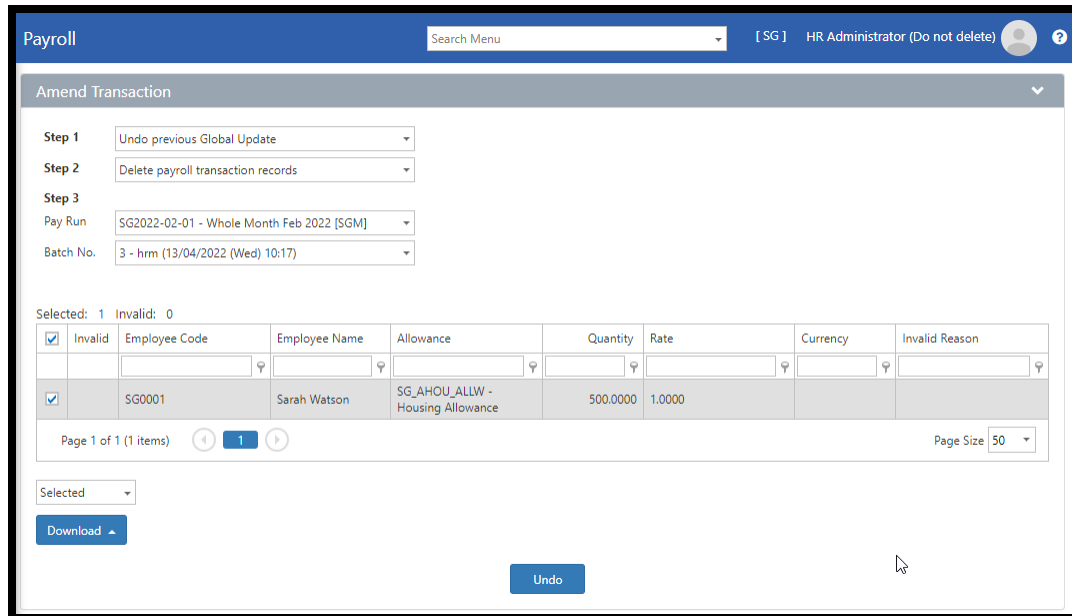
Allowance	Type/ Wage/ Proration	Quantity	Rate	Formula	Amount	Source	Basis Amount	Source Amount
SG_AEXP_REIMB - Expense Reimbursement	A / N / N	10,000.00	1.00	1.000000	10,000.00	Ad-hoc	0.00	10,000.00
SG_AMOB_ALLW - Mobile Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
SG_ATP_ALLW - Transport Allowance	A / O / W	500.00	1.00	1.000000	500.00	Ad-hoc	0.00	500.00
SG_DNPL - No Pay Leave	D / O / W	1.00	1.00	1.000000	500.00	Leave	0.00	500.00

Page 1 of 1 (4 items) Page Size 50

Note: The SG_AHOU_ALLW-Housing Allowance record is removed for the pay transaction file.

Undo – Delete Payroll Transaction Records

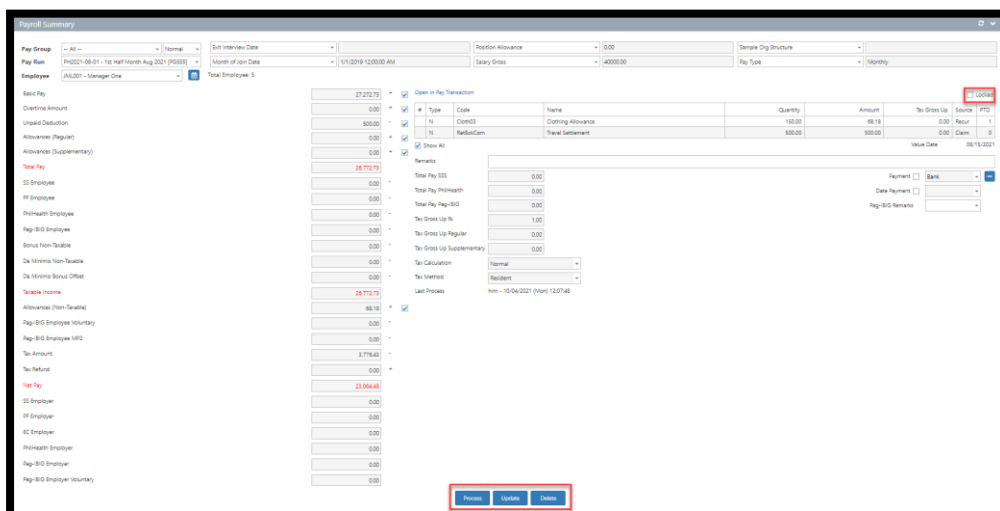
The action can be reversed by using the Undo previous Global Update option.



1. Go to Step 1, select *Undo previous Global Update* from the dropdown list.
2. Step 2, select *Delete payroll transaction records*.
3. Step 3, select the *Pay Run* that requires the changes.
4. Next, select the *Batch No.* to reverse the action done.
5. Select the displayed record and click *Undo* button to execute the reverse action.
6. Perform pay processing to compute the changes done.

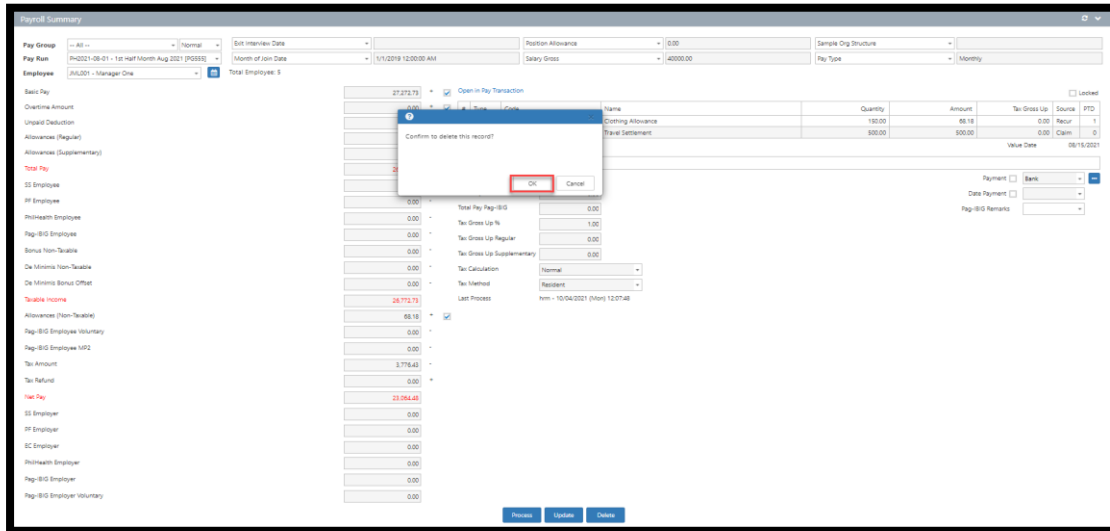
Deleting Payroll Summary

Once payroll is unlocked, the **Delete** button will be enabled together with **Process** and **Update** button. Click **Delete** button to delete *Payroll Summary*.



- **Process** – is used to recalculate the payroll.
- **Update** – is used to save.
- **Delete** – is used to delete the *Payroll Summary* of the specific employee.

Confirmation to delete the payroll will pop up. Click **OK** to proceed.

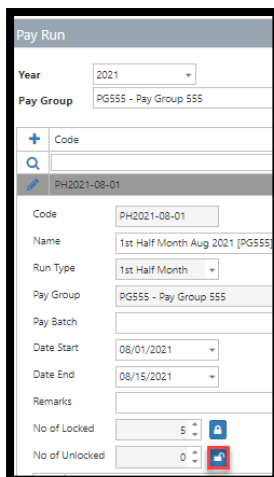


Payroll Summary for the specific employee will now be deleted.

Unlocking the Payroll

Deleting Payroll Summary can be done provided if that payroll is unlocked. There are two ways to unlock the payroll.

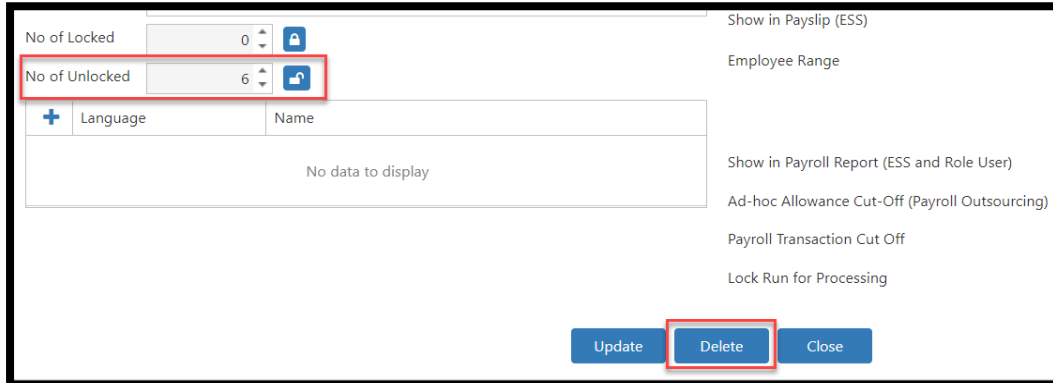
Access: *Payroll Module > Reference > Pay Run*



Click **unlock** icon to unlock the payroll. **Note:** This will unlock the payroll for *all employees* included in the *Pay Run*.

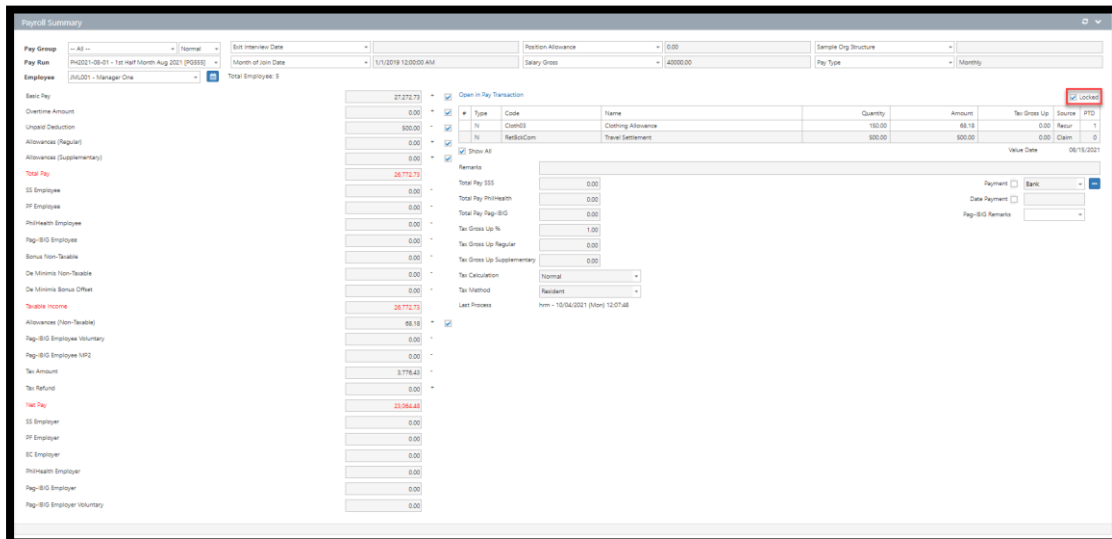
Once the *Pay Run* is unlocked, click the **Delete** button to delete the *Pay Run*.

Note: This will delete all the payroll information for all employees included in the *Pay Run*.



While the second method is by unlocking the employee in *Payroll Summary Menu*.

Access: *Payroll Module > Payroll > Payroll Summary*



Untick the **locked checkbox**. **Note:** this will unlock only the *specific employee*.

Generating Bank File

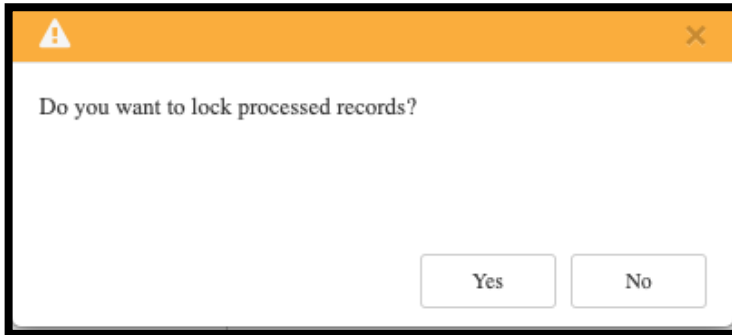
Bank file allows clients to upload the salary transfer instruction to the banks.

Access: Payroll Module > Report > Payment > Bank File

1. Select the correct bank file. Selecting the wrong bank file would result in an error when the file is being uploaded to the bank.
2. Select **Report Header** by selecting the company concerned.
3. Enter the **Value Date**.
4. Select the **Pay Run**.

5. Select the **Pay Run Group**.

6. Enter the information at the **Parameters**. If the company bank account is not set, kindly refer to this [link](#).
7. **Query** can be used to filter the bank file according to certain fields.
8. Click **Preview** or **Export** button to review the file. To download the bank file, click on the **Spreadsheet** button.
9. For the bank file to be generated, the system will need to lock up the records in the bank run. Click **YES**.



10. Once the bank file is generated, the system will display a preview of the Bank

Payroll Upload Set Up

Payroll Upload is used to submit various payroll reports such as, *Bank Approval*, *Payroll Summary*, or *Statutory Submission* reports to be reviewed and approved by the person-in-charge (PIC).

Following are the setup that need to be done before Payroll Upload submission:

1. *Type Setting (Optional)*
2. *Workflow Setup (Mandatory)*

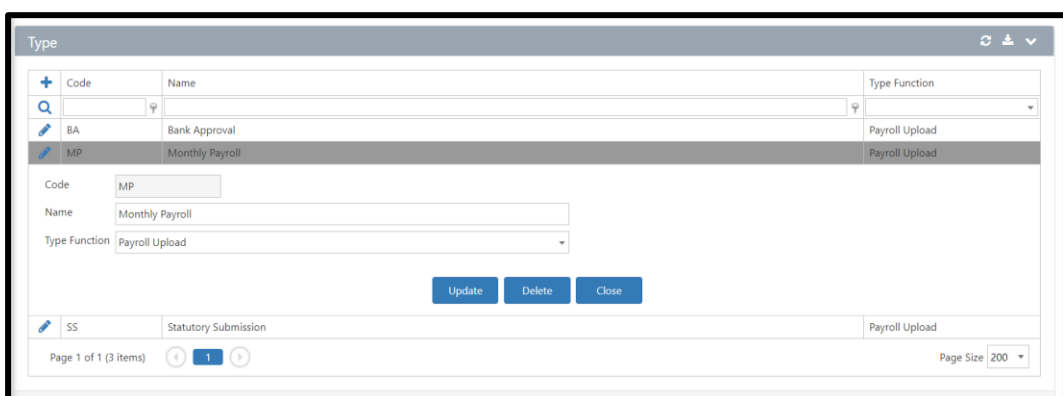
Type Setting

If there is a need to differentiate the type of payroll upload reports to be submitted, user can utilize the *Type*.

Following are the steps to create the **Payroll Upload Type**:

1. Go to **Type** master screen:

Access: Personnel Module > Reference > Other > Type



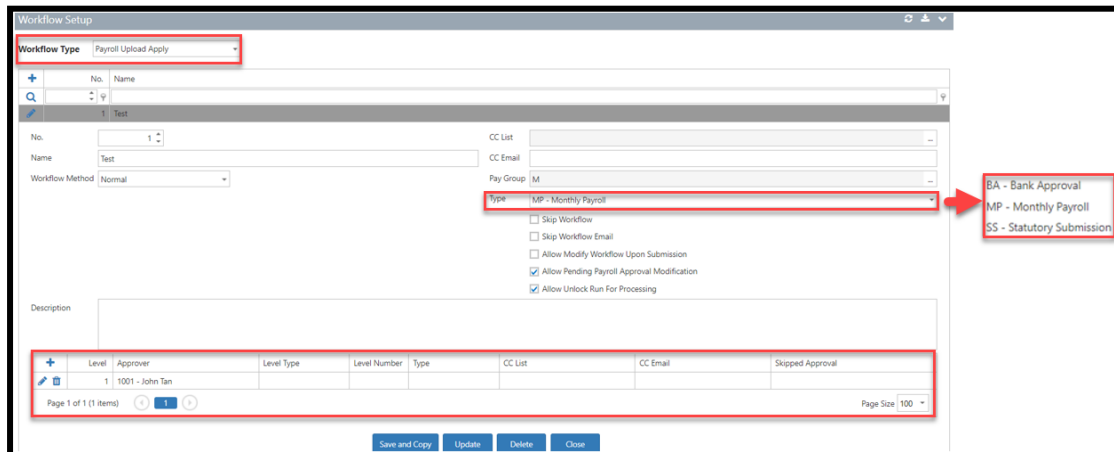
2. Click on the **+** to add the **Type** field, e.g., *Bank Approval*, *Payroll Summary*, *GL Report* or *Statutory Submission* (based on user's requirements).
3. Specify the **Code** and **Name**.

4. Define **Type Function** as *Payroll Upload*.
5. Click on the **Update** button

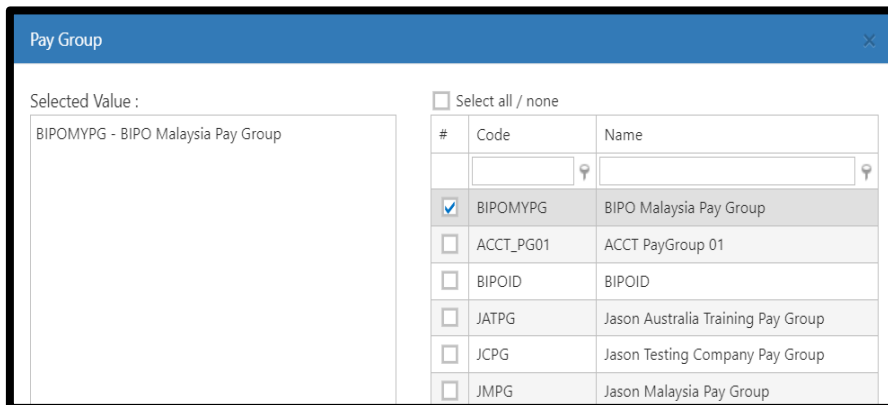
Payroll Upload Workflow Setup

The **Workflow Setup** for *Payroll Upload* needs to be configured to route the payroll upload submission to the respective approvers.

Access: Setup > Workflow > Workflow Setup > Workflow Type: Payroll Upload Apply



1. **Pay Group** – select the *Pay Group* that is applicable. User can create more than one *Payroll Upload Apply Workflow* for different *Pay Group* according to the needs.



2. The **Type** field is optional, depending on whether the *Payroll Upload Type* is defined.

If the *Payroll Upload Type* is defined, user can define different set of approvers for different *Payroll Upload Type*.

For example:

Bank related reports will be routed to Finance Manager and statutory submission

reports will be routed to HR Manager.

In this case, user can set 2 workflow setups:

- a. *Type = Bank Approval* with approver = Finance Manager
- b. *Type = Statutory Submission* with approver = HR Manager

Allow Unlock Run For Processing Checkbox

Allow Unlock Run For Processing checkbox - System default is checked, this is the default setting.

Access: Setup > Workflow > Workflow Setup > Workflow Type: Payroll Upload Apply

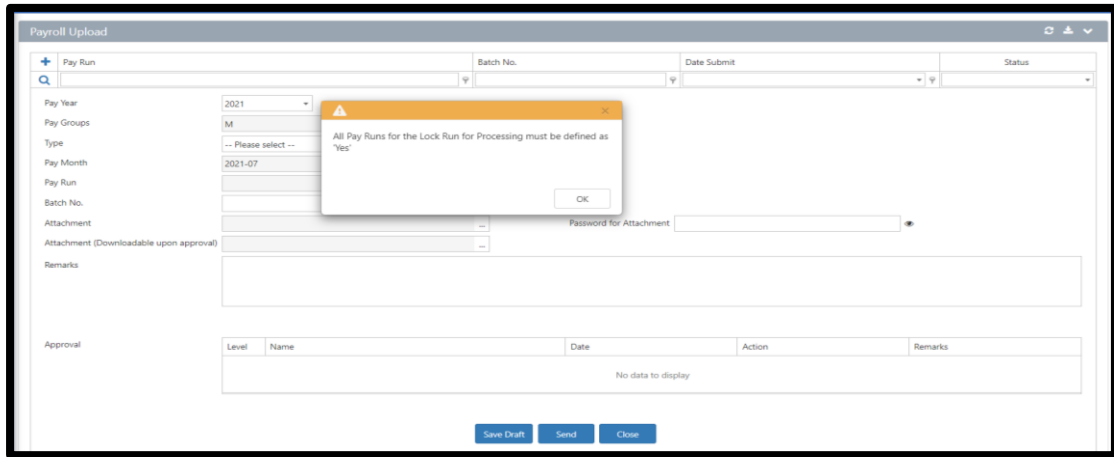
The screenshot shows the 'Workflow Setup' form for 'Payroll Upload Apply'. The 'Workflow Method' is set to 'Normal'. The 'Type' is 'MP - Monthly Payroll'. The 'Allow Pending Payroll Approval Modification' checkbox is checked. The 'Allow Unlock Run For Processing' checkbox is also checked and highlighted with a red box.

When it is *checked*, system will not check the *Lock Pay Run for Processing* (whether is select as *Yes* or *No*) in the respective *Pay Run* during *Payroll Upload*.

When **Allow Unlock Run for Processing** is *un-checked*, system will check whether *Lock Run for Processing* has been set to *Yes* for this *Pay Run*.

The screenshot shows the 'Pay Run' setup form. The 'Lock Run for Processing' dropdown menu is set to 'Yes' and highlighted with a red box. Other fields include 'Remarks', 'No of Locked', 'No of Unlocked', 'Arrears Cut-Off', 'Approval Cut-Off', 'Multiple Salary Runs Cut-Off', 'Show in Payslip (ESS)', 'Employee Range', 'Show in Payroll Report (ESS and Role User)', 'Ad-hoc Allowance Cut-Off (Payroll Outsourcing)', and 'Payroll Transaction Cut Off'.

If it has not been set *Yes*, system will prompt “*All Pay Runs for the Lock Run for Processing must be defined as Yes*” message during payroll upload. User will be unable to upload payroll and is required to manually set *Lock Run for Processing = Yes*



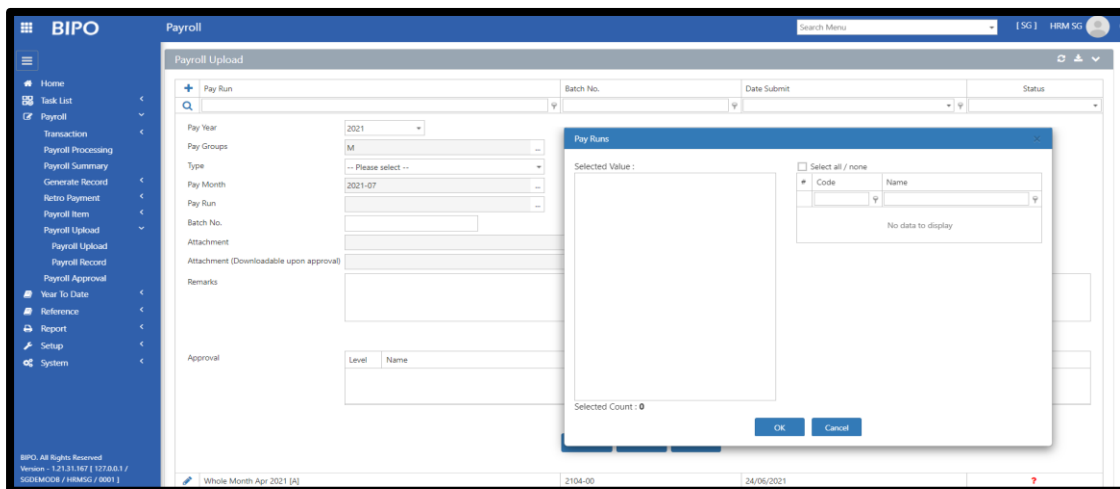
Note: Existing validation in *Pay Run* such as, *No of Unlocked = 0* is compulsory prior to setting *Lock Run for Processing = Yes*, still applies and the logic is as follows:

Pay Group	Pay Month	Pay Run
M	2021-07	SG2021-07-01

Scenario 1:

Allow Unlock Run for Processing (Workflow)	Lock Run for Processing (Pay Run)	Existing Pay Run Validation	
		No. of Unlocked	Outcome
Ticked (Default)	No	> 0	SG2021-07-01 is not displayed.

When *Unlock Run for Processing* is ticked, system will not check *Lock Run for Processing*, but existing *Pay Run* validation still applies.



Scenario 2:

Allow Unlock Run for Processing (Workflow)	Lock Run for Processing (Pay Run)	Existing Pay Run Validation	
		No. of Unlocked	Outcome
Ticked (Default)	No	= 0	SG2021-07-01 is displayed and can be selected. Payroll Upload can submit and withdraw.

Scenario 3:

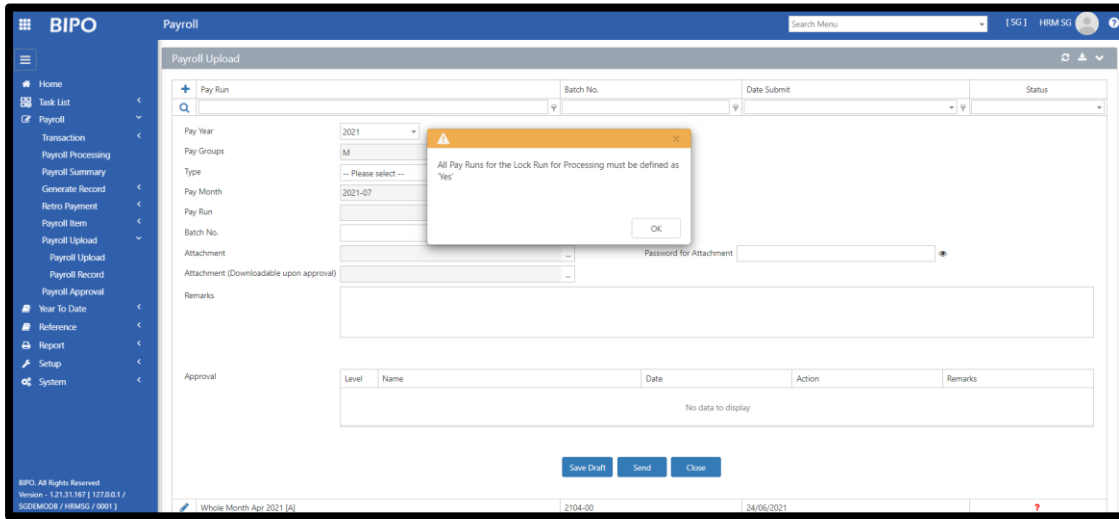
Allow Unlock Run for Processing (Workflow)	Lock Run for Processing (Pay Run)	Existing Pay Run Validation	
		No. of Unlocked	Outcome
Ticked (Default)	Yes	= 0	SG2021-07-01 is displayed and can be selected. Payroll Upload can submit and withdraw.

When *Unlock Run for Processing* is ticked, system will not check *Lock Run for Processing*, but existing *Pay Run* validation still applies.

Scenario 4:

Allow Unlock Run for Processing (Workflow)	Lock Run for Processing (Pay Run)	Existing Pay Run Validation	
		No. of Unlocked	Outcome
Unticked	No	= 0	SG2021-07-01 is displayed but error message prompted,

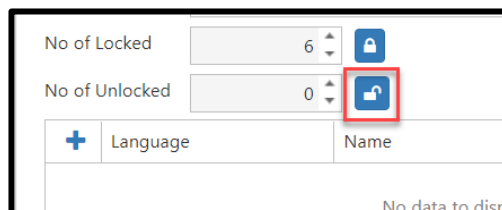
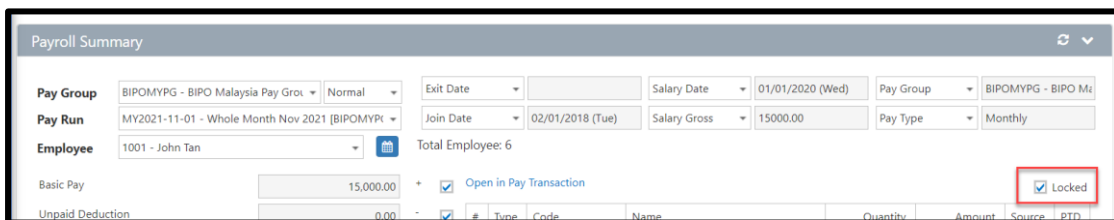
			cannot be select.
--	--	--	-------------------



Default *checked* setting for **Allow Unlock Run For Processing** provides user the options to process and upload the *Pay Run* without the needs to *set Lock Run for Processing = Yes*. Hence, allow the flexibility to make amendment if required (i.e. append new allowances, adding new employees to pay run, removing allowances etc.) after the initial upload.

Example:

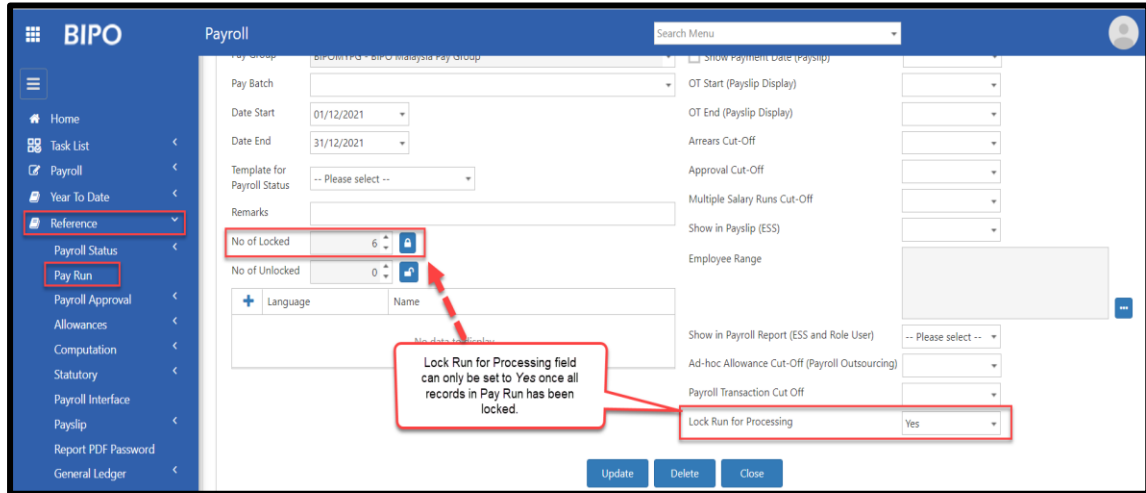
After performing upload, user can still retain the options of unlocking individual employees in *Payroll Summary* or unlocking *Pay Run* for amendment and re-processing.



Application of Lock Run for Processing in Pay Run

Lock Run for Processing is in *Pay Run* page where user can set it to *Yes or No/ -- Please Select--* (as shown in screenshot below):

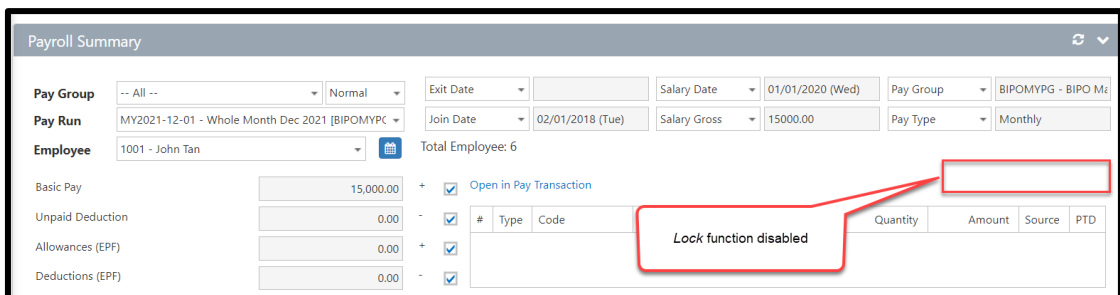
Access: Payroll Module > Reference > Pay Run



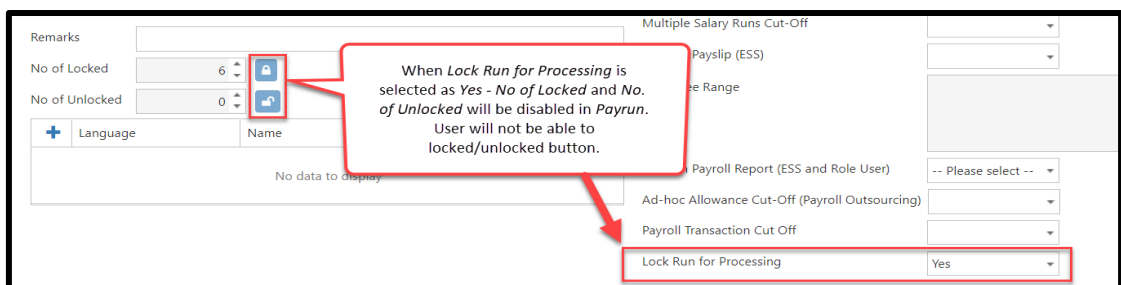
Note: Generally, **Lock Run for Processing** is recommended to select to **Yes** when the *Pay Run* is finalized/ closed and there will be no further uploads, processing and amendments required. This will ensure that the *Pay Run* is closed, and no processing and amendment can be done.

When **Lock Run for Processing = Yes**

1. **Lock/Unlock** function of employees in *Payroll Summary* will be disabled.



2. **No of Locked** and **No of Unlocked** will be disabled in *Pay Run*.



3. All editing and processing functions i.e. *+*, *Update*, *Delete* and *Process* button will be disabled for all payroll transaction and processing related features (i.e. *Payroll Transaction*, *PT By Allowance*, *Hold Payment*, *Delete Payroll Summary* etc.). User will be unable to amend, add, delete or process transaction.

The screenshot shows the 'Payroll Transaction' window. At the top, there are fields for Pay Group (BIPOMYPG - BIPO Malaysia Pay Gro), Pay Run (MY2021-04-01 - Whole Month Apr 2021), and Employee (1001 - John). Below this is a table with columns: Allowance, Type/ Wage/ Proration, Quantity, Rate, Formula, Amount, Source, Basis Amount, Source Amount, Status, and Last. A row is highlighted for 'BONUS - Bonus' with a quantity of 5,000.00, rate of 1,000, formula of 1.0000, and amount of 5,000.00. The status is 'Locked'. A callout box points to the 'Allowance' column header and the 'BONUS - Bonus' row, stating: 'When Lock Run for Processing is selected as Yes - Update, Delete and + button will be disabled'. Another callout box points to the 'Close' button, which is also disabled.

The screenshot shows the 'Append Transaction' window. It has three steps: Step 1 (Start a new Global Update), Step 2 (Append from Excel (Pay Transaction)), and Step 3 (Pay Year: 2021, Pay Month: 2021 July, Pay Run: SG2021-07-01 - Whole Month Jul 2021 [M]). An error message box is displayed over Step 2, stating: 'One or more Pay Run has been locked for processing.'. A callout box points to this error message and says: 'When Lock Run for Processing is set as Yes AND Step 2 = Append from Excel, error message prompted.' Below the error message, there are fields for 'Excel File' and 'Excel Fields' (Mandatory: EmployeeCode, AllowanceCode, Quantity; Optional: CurrencyCode, OccuredDate, Remarks).

Payroll Upload Process

Payroll Upload Submission

The following are the steps to perform **Payroll Upload**:

Access: Payroll Module > Payroll > Payroll Upload > Payroll Upload

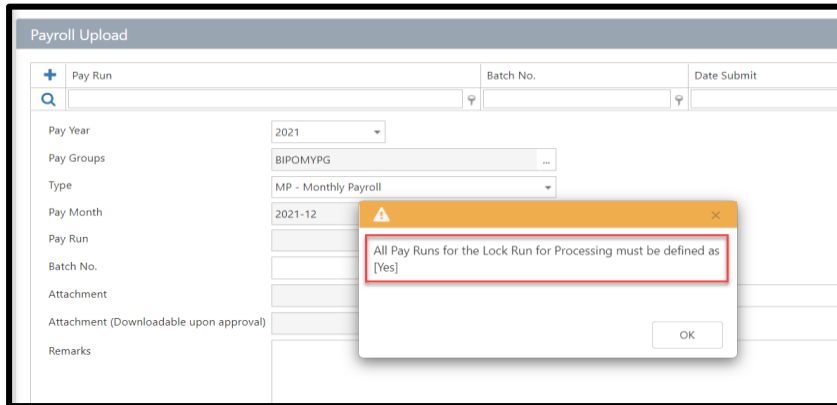
1. Click **+** to add a *new payroll upload record*.
2. Specify the following *parameters*:

Mandatory:

- a. **Pay Year**
- b. **Pay Groups**
- c. **Pay Month**
- d. **Pay Run**

Only *Pay Runs* with all the *payroll records have been locked* will be shown.

Note: Error message will prompt during *Payroll Upload* if either *Allow Unlock Run For Processing* checkbox in *Workflow* or *Lock Run for Processing* field in *Pay Run* is not appropriately selected, as shown:



(Refer to [Payroll Upload Workflow Setup](#) for more details)

e. Batch No

User may enter any value. However, for easy reference, user may enter with *<Entity-YYMM-01>* format, e.g., BIPOSG-2102-01 for February 2021 Version 1 or BIPOSG-2102-02 for February 2021 Version 2.

f. Attachment and Password for Attachment

Attach the respective payroll reports in the **Attachment** field and enter the password for approver to open the attachment under **Password for Attachment** field.

Optional:

g. Type

If user needs to differentiate different types of reports, then can utilize the *Type* field. The *Type* would need to be pre-defined, and it will be available for selection.

The steps to create *Type* can be found under [Type Setting](#).

h. Attachment (Downloadable upon approval)

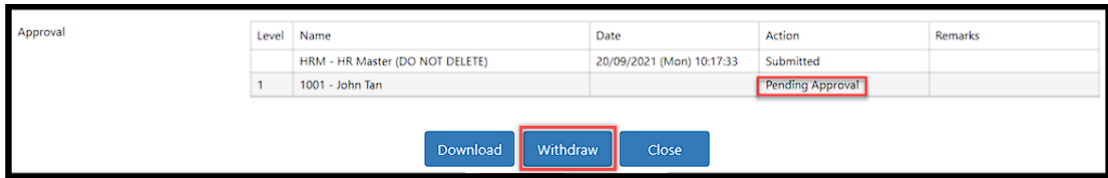
If there are reports that can only be downloaded upon *payroll upload approval*, the reports can be attached here. Example, Bank File.

i. Remarks

3. Click on the **Save Draft** button if user wants to save the record and submit later.
4. Click on the **Send** button to submit the payroll upload reports for approval.
5. Once sent, it will be directed to the respective approver to be reviewed and

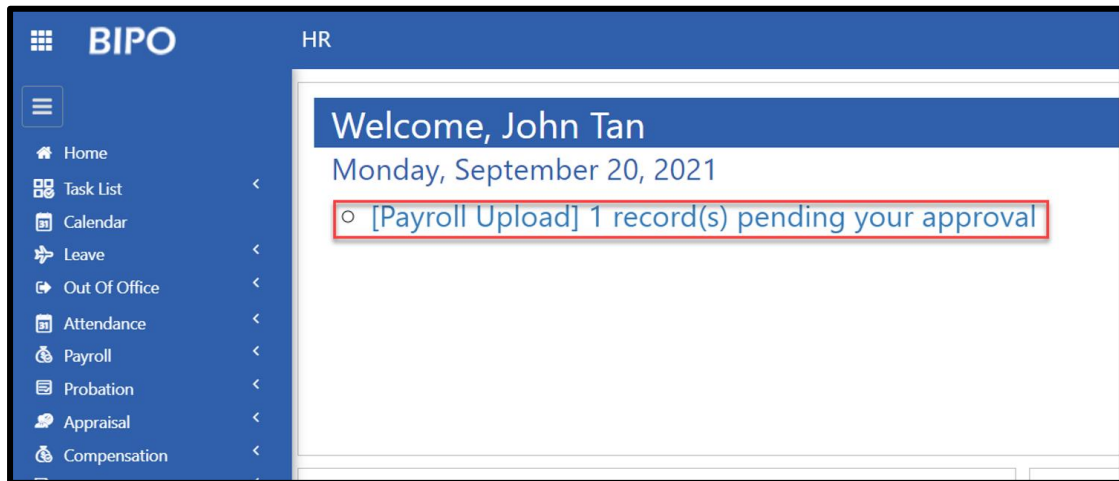
approved.

- After the payroll upload record has been submitted, the submitter will have the option to **Withdraw**, as shown:



Payroll Upload Approval – Employee Self Service


The approver will receive email notification on the submitted *Payroll Upload* and the pending task will be displayed as a notification in the approver’s home page, as shown:

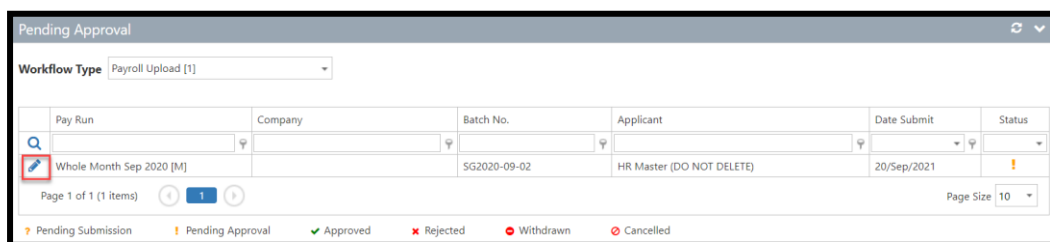


Alternatively, the pending task can be found under **Pending Approval** menu.

Access: ESS > Task List > Pending Approval > Workflow Type = Payroll Upload

Following are the steps to approve the **Payroll Upload** record:

- Click on the pending task shown on the homepage or click on the  icon from the **Pending Approval** menu:



2. The following screen will be shown:

Level	Name	Date	Action	Remarks
	HR Master (DO NOT DELETE)	20/Sep/2021 (Mon) 10:17:33	Submitted	
1	1001 - John Tan		Pending Approval	

3. To download the report, click on the icon next to the **Attachment** field and enter the password.

Note: The password is **not** the login password.

If user is unsure of the password, they may confirm with the submitter.

4. Click on the **Approve** button to approve the payroll upload record or click on the **Reject** button to reject it.

Payroll Upload Approval History

The approver can view or download the previously approved / rejected payroll upload record from the **Approval History** menu.

Access: *ESS > Task List > Approval History > Workflow Type: Payroll Upload*

Pay Run	Company	Batch No.	Applicant	Date Submit	Status
Whole Month Sep 2020 [M]		SG2020-09-02	HR Master (DO NOT DELETE)	20/Sep/2021	✓

Note:

- **Attachment** – if icon is clicked, approver can download the attached file and the output files will be zipped.
- **Attachment (Download upon Approval)** – If provided and icon is clicked, approver can download the attached file that the submitter has uploaded. This download can only be done *upon approval*.

Level	Name	Date	Action	Remarks
	HR Master (DO NOT DELETE)	20/Sep/2021 (Mon) 10:17:33	Submitted	
1	1001 - John Tan	20/Sep/2021 (Mon) 10:29:47	Approved	

Payroll Approval Setup

Payroll Approval is used to submit payroll details to be reviewed and approved by the person-in-charge (PIC).

Following are the setups that need to be done before *Payroll Approval submission*:

1. **System Config**
2. **Payroll Approval Template**
3. **Workflow Setup**

System Config Setup

There are two parameters related to *Payroll Approval*:

Access: System > Config > Payroll > Section: Parameter

- **PayrollApprovalPasswordWeb** – This config is to determine whether the approver needs to enter password before viewing the *Payroll Approval Screen* on ESS.
- **PayrollApprovalWorkflow** – This config is to determine whether the payroll approval needs to go through workflow for approval.

Section	Name	Value
Parameter	PayrollApprovalPasswordWeb	Y
Parameter	PayrollApprovalWorkflow	Y

Template Setup

Payroll Approval Template is used to set up the layout and specify the template to be used for:

1. *Payroll Details*
2. *Payroll Summary*
3. *Payroll Variance*
4. *Payroll Reconciliation*

These templates will also be used to map to the respective approval workflow.

Access: Payroll Module > Reference > Payroll Approval > Payroll Approval Template

The screenshot shows the 'Payroll Approval Template' configuration window. The main form has the following fields:

- Code:** PATest
- Name:** PA_Summary_Template
- Country/Region:** Global
- Obsolete:** No
- Pay Group:** M
- Report Type:** Summary (with a dropdown menu open showing options: Detailed, Summary, Variance, Reconciliation)
- Group By:** [Empty]
- Employee Range:** (([Employee.EmployeeCode IN ('122201','CLIFF','VIN')]))

Below the form is a table with the following columns: No., Caption, Type, Group, Width (cm), Width (in). The table contains 6 rows of data:

No.	Caption	Type	Group	Width (cm)	Width (in)
1	Employee Name	Character		0.00	0
2	Basic Pay	Amount		0.00	0
3	Transportation Allowance	Amount		0.00	0
4	FUND - CDAC	Amount		0.00	0
5	AACTING	Amount		0.00	0
6	Net Pay	Amount		0.00	0

At the bottom of the window, there are fields for Page Header (PA_Variance_Template), Page Footer (PA_Variance_Template), and Submission Message (This is a Submission Message). Buttons for Update, Delete, and Close are located at the bottom right.

1. Specify the **Code** and **Name**.
2. Specify which **Country/Region** the template applies to.
3. Indicate the **Pay Group** by clicking on the ... button. User is allowed to select *multiple Pay Group*.
4. Select the template type by indicating in the **Report Type** field.
5. Indicate the respective **Employee Range** for the template.
6. Click on the + to add the **Caption** and **Type** field (based on **Report Type** and user's requirements), refer to the two screenshots below for examples:

7. **Hide Row with Null/Zero Value** – This is used whether to show or not the row with zero or null value.

Access: ESS Site > Task List > Pending Approval

Detail Report						
Employee Code	Basic Pay	Overtime	Meal Allowance	Transport Allowance	Reward	
NE003	77,600.00	0.00	2,400.00	0.00	10,000.00	
NE005	142,600.00	0.00	2,400.00	2,000.00	15,000.00	
Grand Total	220,200.00	0.00	4,800.00	2,000.00	25,000.00	

Page 1 of 1 (3 Items) Page Size 10

Summary Report				
Department	LP Employee	LI Employee	NHI Employee	
Programmer	3,000.00	1,054.00	3,404.00	
Grand Total	3,000.00	1,054.00	3,404.00	

Page 1 of 1 (2 Items) Page Size 10

Approval				
Level	Name	Date	Action	Remarks
	HRM - HR Master_BIPO use	2022/09/17 (Sat) 11:34	Submitted	
1	NE078 - NE078	2022/09/17 (Sat) 11:37	Approved	
	NE323 - NE323		Pending Approval	
2	NE002 - NE002		Pending Approval	

8. Define **Source** and **Item**. This is to define the information source for the field the user is creating.

9. Click on the **Update** button.

Payroll Approval Workflow Setup

Set up the **Payroll Approval Apply** workflow with the mapping to the template created in the **Payroll Approval Template**.

Access: Setup > Workflow > Workflow Setup > Workflow Type: Payroll Approval Apply

The screenshot shows the 'Workflow Setup' form. Key elements include:

- Workflow Type:** Payroll Approval Apply
- Name:** Payroll Approval Workflow
- Level:** Approver
- Level Type:** #ROLE_MNGR - Manage
- Payroll Approval Template:** Payroll Approval Template
- CC List:** 0@Test

Payroll Approval Process

After payroll processing has been completed, user can send the payroll detail to the respective approvers for approval.

Payroll Approval Submission

Access: Payroll Module > Payroll > Payroll Approval

The screenshot shows the 'Payroll Approval' form. Key elements include:

- Generate Workflow:** A button highlighted with a red box and a red arrow pointing to the 'Approval' table.
- Approval Table:**

Level	Name	Date	Action	Remarks
1	1001 - John Tan			

1. Click + to add the **Payroll Approval** record.
2. Specify the following:
 - a. **Pay Year**
 - b. **Pay Group**

- c. **Pay Run**
 - d. **Employee Range**
3. Click on the **Generate Workflow** to display the approver(s) in the **Approval section**.
 4. Enter **Remarks** (optional).
 5. Click on the **Save Draft** button if user wants to save the record and submit later.
 6. Click on the **Submit** button to submit the payroll approval record for approval.
 7. Once submitted, the approval status will show as **Pending Approval**.

Approval	Level	Name	Date	Action	Remarks
		HRM - HR Master (DO NOT DELETE)	21/09/2021 (Tue) 12:23:37	Submitted	
1	1001	John Tan		Pending Approval	

8. User can perform the following on the same screen:
 - **Withdraw** the submission (**Withdraw** button only appear for record that has yet to be approved).
 - **Cancel** the submission (**Cancel** button only appear for record that has been approved).
 - **Download** the payroll approval template.
 - **View** the approval status.

Payroll Approval – Employee Self Service

The approver will receive email notification on the submitted *Payroll Approval* and the pending action will be displayed as a notification in the approver’s home page, as shown:



Alternatively, the pending task can be found under **Pending Approval** menu.

Access: ESS > Task List > Pending Approval > Workflow Type = Payroll Approval

Following are the steps to approve the *Payroll Approval* record:

1. When accessing the task, the approver will be prompted to enter the password. The password would be the password used by the approver to log in to the system.

This password prompt will be enabled when the [PayrollApprovalPasswordWeb](#) system config has been set to Y.

2. When the correct password is entered, system will show the payroll approval record.
3. Click on the icon to view the detail.

Pay Year	Pay Group	Pay Run	Applicant	Date Submit	Status
2020	Singapore Payroll	Whole Month Feb 2020 [M]	HR Master (DO NOT DELETE)	22/09/2021	!

4. System will display the **Payroll Approval Template** according to the **Workflow Setup**. If in the **Workflow Setup**, it is set that the 1st approver can view all templates, then system will show the multiple templates one after the other with the list of employees under each template, as shown:

EC	E.Name	NP	CPF EE	CPF ER	CO	DE
Andy	Andy	10,400.00	1,300.00	1,105.00	BIPO Singapore Pte Ltd	Operations
Mandy	Mandy	4,000.00	500.00	425.00	BIPO Singapore Pte Ltd	Operations
Alex	Alex	9,600.00	1,200.00	1,020.00	BIPO Singapore Pte Ltd	Operations
Joy	Joy	9,240.00	1,200.00	1,020.00	BIPO Singapore Pte Ltd	Research and Development
Jimmy	Jimmy	9,600.00	1,200.00	1,020.00	BIPO Singapore Pte Ltd	Business Development
Jenny	Jenny	9,600.00	1,200.00	1,020.00	BIPO Singapore Pte Ltd	Operations
Melissa	Melissa	100,000.00	0.00	0.00	BIPO Singapore Pte Ltd	Information Technology
Budi	Budi	30,000,000.00	0.00	0.00	BIPO Singapore Pte Ltd	Information Technology
Manager	Manager	8,000.00	1,000.00	850.00	BIPO Singapore Pte Ltd	Operations
Dave	Dave	3,199.00	400.00	340.00	BIPO Singapore Pte Ltd	Operations

Page 1 of 2 (12 items) Page size: 10

Payroll Summary

Company	Department	NP	CPF EE	CPF ER	SDL
BIPO Singapore Pte Ltd	Research and Development	15,081,819.50	8,000.00	6,800.00	101.25

If in the **Workflow Setup**, it is set that the 2nd approver can only view **Payroll Summary** template only, then system will show accordingly, as shown:

Pay Group: M - Singapore Payroll
 Pay Run: SG2020-10-01
 Employee Range: (0=0)

Company	Department	NP	CPF EE	CPF ER	SDL
BIPO Singapore Pte Ltd	Research and Development	15,081,819.50	8,000.00	6,800.00	101.25
Grand Total		15,081,819.50	8,000.00	6,800.00	101.25

Page 1 of 1 (2 items) Page size: 10

Payroll Summary

Payroll Retro Processing

Retro Processing is used to compute the payment difference due to salary increment, or other changes that may affect the *Pay Items* due to an employee.

Updating Employee Salary

If **Retro Processing** is required due to change in the employee's salary, the new salary under employee records must be entered for system to calculate the salary difference and other pay items affected by the change in the salary.

For Example:

Employee's January and February payroll has been processed. However, there is a change in employee's basic salary with effect from Jan 1, 2021. The employee's new salary needs to be updated into the system:

Access: Personnel Module > Personnel > Employee > Salary Tab

- From Salary Gross: **2,500** (Jul 1, 2019)
- To Salary Gross: **3,500** (Jan 1, 2021)

The screenshot shows the 'Salary' tab for an employee starting on 01/07/2019. The 'Salary' section includes a table with columns: From, Current, Previous, Increment, and Increment Percentage. The 'SalaryGross' row shows a value of 2,500.00. Below this, the 'Salary*' section has a 'Salary Gross*' field highlighted with a red box, containing the value 2,500.00. The 'Date Start*' is 01/07/2019 and the 'Status Change Reason' is '-- Please select --'.

The screenshot shows the 'Salary' tab for an employee starting on 01/01/2021. The 'Salary' section includes a table with columns: From, Current, Previous, Increment, and Increment Percentage. The 'SalaryGross' row shows a value of 3,500.00. Below this, the 'Salary*' section has a 'Salary Gross*' field highlighted with a red box, containing the value 3,500.00. The 'Date Start*' is 01/01/2021 and the 'Status Change Reason' is 'PROMO - Promotion'.

Enabling Pay Items

All **Pay Items** that need to be included in the **Retro Processing** needs to have the **Retro** field in **Allowance Master** set to **Yes**.

Access: Payroll Module > Reference > Allowances > Allowances

The screenshot shows the 'Allowances' list in the Payroll Module. The table has columns: Country/Region, Code, Name, Fixed Allowance, Retro, Others, and No Proration. The 'TAP' allowance is highlighted with a red box, and its 'Retro' field is set to 'Yes'.

If the **back payment** amount needs to use a different pay item code, the **Backpay Code** field needs to be specified, as shown:

Note:

The **Backpay Code** needs to be created in **Allowance Master** as one of the pay items beforehand.

Retro Flag

If the **Automatic flagging for retro payment** is ticked, system will record changes to the following fields only: **Birthdate, Salary Change, Pay Type, and Pay Mode.**

Access: Payroll Module > Payroll > Retro Payment > Retro Flag

And if the checkbox is ticked, the change must appear on **Retro Flag** before it can be included in the **Retro Processing**, as shown in the random example below where the changes to **Birthdate, Salary Change, Pay Type, and Pay Mode** to an employee code is captured.

Retro Flag											
<input checked="" type="checkbox"/> Automatic flagging for retro payment											
Date Time	Employee Code	Action	Field Name	Old Value	New Value	User	Process Flag	Retro Process	Pay Run	Retro Payment Log	
08/06/2022	1005	M	SalaryFixed	4000.00	5000	hrm	U				
08/06/2022	1005	A	PayMode		M	hrm	U				
08/06/2022	1005	A	PayType		M	hrm	U				
08/06/2022	1005	A	SAL05		0	hrm	U				
08/06/2022	1005	A	SAL04		0	hrm	U				
08/06/2022	1005	A	SAL03		0	hrm	U				
08/06/2022	1005	A	SAL02		0	hrm	U				
08/06/2022	1005	A	SAL01		0	hrm	U				
08/06/2022	1005	M	BirthDate	3/22/1975 12:00:00 AM	1/1/1990 12:00:00 AM	hrm	U				

If the **Automatic flagging for retro payment** is *not ticked*, system will check broader range of changes, e.g., **Salary Change, Calendar Change, Identity Change, Recurring Allowances**, etc. to be included in the **Retro Processing**.

By *default*, this parameter is not ticked.

Retro Processing

Access: Payroll Module > Payroll > Retro Payment > Retro Processing

The screenshot shows the 'Retro Processing' form with the following details:

- Pay Group:** M - Singapore Payroll
- Month Start:** 2021 January
- Month End:** 2021 February
- Method:** Total Pay
- Pay Runs:**

Pay Run	Name
<input checked="" type="checkbox"/> SG2021-02-01	Whole Month Feb 2021 [M]
<input checked="" type="checkbox"/> SG2021-01-01	Whole Month Jan 2021 [M]
- Employee Range:** ((To|Employee.EmployeeCode='sg002'))
- Checkboxes:**
 - Retro Wage
 - Retro Funds
 - Retro SDL
 - Retro Union
- Process Button:** Located at the bottom right of the form.

Following are the steps to perform the **Retro Processing**:

1. Select the **Pay Group** - Pay group for the employee records to be processed.
2. Specify the **Month Start** and **Month End** - The *month start* and *month end* where system need to recompute the payroll records.

For example:

Current payroll period is March and there is a change on employee's salary from January. System needs to compute the difference in employee's pay from January to February payroll.

In this case, the *Month Start* should be specified as January and *Month End* should be specified as February.

3. Select the **Method**
 - a. **Basic Pay** - calculate back payment on *Basic Salary* only.
 - b. **Total Pay** - calculate back payment for *Basic Salary* and any other *Pay Items* indicated with *Retro = Yes* in the *Allowance Master* setup (Refer to Section: [Enabling Pay Items](#)). The system will itemize the backpay amount for each pay item for each pay run.
 - c. **Net Pay** - calculate back payment for *Basic Salary* and any other *Pay Items* indicated with *Retro = Yes* in the *Allowance Master* setup (Refer to Section: [Enabling Pay Items](#)). The system will sum up the backpay amount (*Basic Pay*

back payment and *Pay Item* back payment) into one transaction for each pay run.

4. Tick the relevant **Pay Runs** for the retro processing.
5. Specify the **Employee Range** - Specify the applicable employee range for the retro processing.
6. Click on the **Process** button.

Retro Payment

Access: Payroll Module > Payroll > Retro Payment > Retro Payment

The screenshot shows the 'Retro Payment' interface. At the top, there's a 'Retro Payment' dropdown set to 'Pending'. Below it, a summary shows 'Selected 0 Ignored 0 Total 14'. A 'Change all action to' dropdown is set to '-- Please select --'. A 'Download' button is visible. The main table has the following data:

	Employee Code	Employee Name	Allowance	Source	Amount	Action
	MY006	Kong Tai	Club - Club Subscription Fees	MY2018-02-01	120.00	-- Please select --
	MY002	Fandi	COMM2 - Commission (Project 2)	MY2018-02-01	250.00	-- Please select --
	MY002	Fandi	COMM2 - Commission (Project 2)	MY2018-04-01	250.00	-- Please select --
	008	Isabel Tan Wright	#BA_BASC - Backpay Basic Pay	MY2018-04-01	7,000.00	-- Please select --
	1005	Melvin Tan	#BA_BASC - Backpay Basic Pay	MY2021-01-05	2,343.97	-- Please select --
	MY006	Kong Tai	OT1 - Overtime Rate 1	MY2018-03-01	2.89	-- Please select --
	MY006	Kong Tai	Club - Club Subscription Fees	MY2018-03-01	120.00	-- Please select --
	MY002	Fandi	COMM2 - Commission (Project 2)	MY2018-03-01	250.00	-- Please select --

Page 1 of 1 (14 items) | Page Size 100

Note: When Action is [Ignored], the retro payment will not be included in the next Retro Processing. If it needs to be included, you may use the bin icon instead.

Pay retro payments into

Pay Run: -- Please select --

Process

In this screen, user would be able to:

- View/check the backpay amount computed by the system.
- Generate report for the records shown to either PDF or Excel format by clicking on the **Generate** button.
- Append the back payment transaction to a definable pay run.

Generate Report

Following are the steps to *generate the report*:

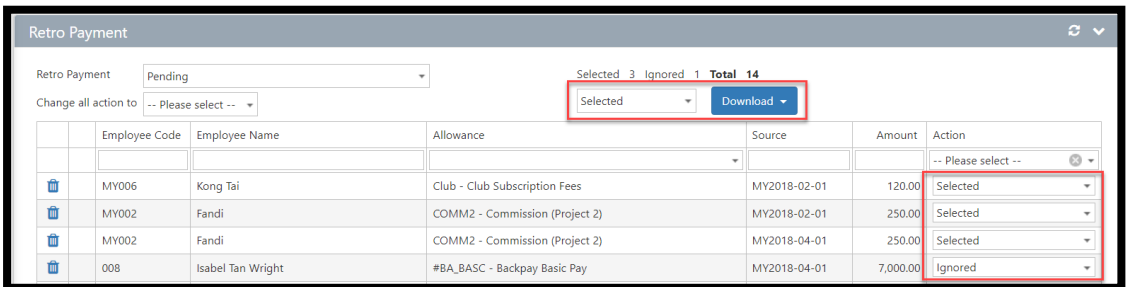
1. Specify the **Retro Payment** to *Pending*.
2. Specify whether to generate the report for **Selected or Ignored or Both** records, as shown:



3. Click on the **Download** button and select whether to generate the report to **PDF or Excel format**.



Example: When report for **Selected** is chosen for PDF, system will only generate PDF report for employees with **Action field = Selected**, as shown below:

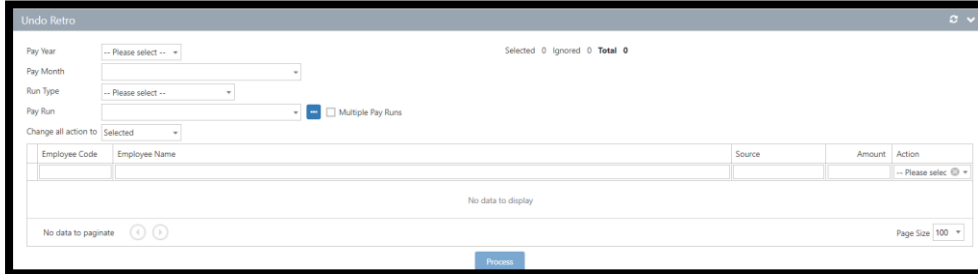


BIPO Service Retro Payment										
08/06/2022 (Wed) 23:35:43										
hrm - Page 1 of 1										
Employee Code	Employee Name	Allowance	Source	Original Amount	Formula	Rate	Quantity	Recomputed Amount	Amount	Action
MY006	Kong Tai	Club - Club Subscription Fees	MY2018-02-01	0.00	1.00	1.00	120.00	120.00	120.00	Selected
MY002	Fandi	COMM2 - Commission (Project 2)	MY2018-02-01	0.00	1.00	1.00	250.00	250.00	250.00	Selected
MY002	Fandi	COMM2 - Commission (Project 2)	MY2018-04-01	0.00	1.00	1.00	250.00	250.00	250.00	Selected

Undo Retro for Multiple Employees

User can undo the Retro Payment for multiple employees simultaneously.

Access: Payroll Module > Payroll > Retro Payment > Undo Retro



1. Select the **Pay Run, Pay Month, Run Type** and **Pay Run**.
2. Tick **Multiple Pay Runs** and specify if applicable.
3. **Change all action to:**
 - Selected – The transaction will be included in Undo Retro
 - Ignore – The transaction will be skipped in Undo Retro
4. Click **Process**.

Append the Back Payment Transaction

Following are the steps to append the retro transaction into a specific pay run:

1. Specify **Retro Payment** to **Pending**.



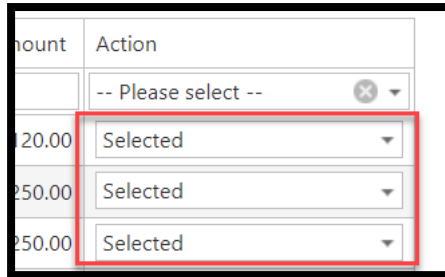
Pending records refer to retro transaction that has yet to be processed.

2. Change the **Action** to **Selected**.

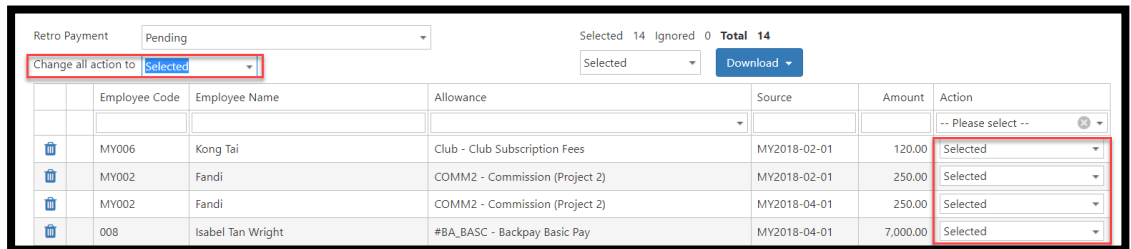
	Employee Code	Employee Name	Allowance	Source	Amount	Action
	MY006	Kong Tai	Club - Club Subscription Fees	MY2018-02-01	120.00	Selected
	MY002	Fandi	COMM2 - Commission (Project 2)	MY2018-02-01	250.00	Selected
	MY002	Fandi	COMM2 - Commission (Project 2)	MY2018-04-01	250.00	Selected

There are two ways to select the record to be processed:

- a. To set the record individually: Set the **Action** column to **Selected** for each applicable record.



b. To set the record for all record: Set the **Change all action to** field to **Selected**.



Note:

User has the option to set the **Action** column to **Ignored**. Record set to **Ignored** will not be appended to the selected **Pay Run**. When a particular record has been set to **Ignored**, the retro payment will not re-appear in the **Retro Payment** when user perform the next **Retro Processing**.

For example:

S0015 has 3 retro payment transactions:

- OT transaction, this has been set to **Ignored**
(Common scenario is during data migration and this transaction has been manually entered to tally with client's report during parallel run, hence do not need to re-appear for future processing.)
- #SG_SDL, this has been set to **Selected**
- #BA_BASC, no action has been selected for this transaction

Retro Payment

Retro Payment: Pending Selected 1 Ignored 1 Total 7

Change all action to: -- Please select -- Selected Download

	Employee Code	Employee Name	Allowance	Source	Amount	Action
	S0018	SG Employee 0018	#WD - Work Days	SG2021-04-01	800.00	-- Please select --
	S0018	SG Employee 0018	#SG_RET_OW - Retro Ordinary Wage	SG2021-04-01	6,400.00	-- Please select --
	S0018	SG Employee 0018	#BA_BASC - Backpay Basic Pay	SG2021-04-01	800.00	-- Please select --
	S0015	SG Employee 0005	OT - OT	SG2021-01-01	91.78	Ignored
	S0015	SG Employee 0005	#SG_SDL - Backpay SDL	SG2021-01-01	-5.00	Selected
	S0015	SG Employee 0005	#BA_BASC - Backpay Basic Pay	SG2021-01-01	-17,500.00	-- Please select --
	1001	Employee 002	#SG_RET_OW - Retro Ordinary Wage	SG2021-02-01	5,205.53	-- Please select --

Page 1 of 1 (7 items) Page Size 10

Note: When Action is "Ignored", the retro payment will not be included in the next Retro Processing. If it needs to be included, you may use the bin icon instead.

Pay retro payments into

Pay Run: SG2021-05-01 - Whole Month May 2021 [TESTSG]

Process

When user re-run the **Retro Processing**, system will only show the #BA_BASC transaction as the #SG_SDL transaction has been processed and the OT transaction has been set to *Ignored* previously.

Retro Payment

Retro Payment: Pending Selected 0 Ignored 0 Total 5

Change all action to: -- Please select -- Selected Download

	Employee Code	Employee Name	Allowance	Source	Amount	Action
	S0018	SG Employee 0018	#WD - Work Days	SG2021-04-01	800.00	-- Please select --
	S0018	SG Employee 0018	#SG_RET_OW - Retro Ordinary Wage	SG2021-04-01	6,400.00	-- Please select --
	S0018	SG Employee 0018	#BA_BASC - Backpay Basic Pay	SG2021-04-01	800.00	-- Please select --
	S0015	SG Employee 0005	#BA_BASC - Backpay Basic Pay	SG2021-01-01	-17,500.00	-- Please select --
	1001	Employee 002	#SG_RET_OW - Retro Ordinary Wage	SG2021-02-01	5,205.53	-- Please select --

Page 1 of 1 (5 items) Page Size 10

Note: If user needs the retro payment to be included in the to be included in the next *Retro Processing*, user may use the icon instead to temporarily remove it. This will allow the retro payment to re-appear when processing is done again.

3. Select **Pay Run**.

This refers to the **Pay Run code** on which the retro transactions are to be appended into.

4. Click on the **Process** button.

Retro Payment

Retro Payment: Pending Selected 4 Ignored 0 Total 10

Change all action to: Selected Selected Download

	Employee Code	Employee Name	Allowance	Source	Amount	Action
	SG001	Andy Lee	A_HOLIDAY - Holiday Pay	SG2021-02-01	20.83	Selected
	SG001	Andy Lee	BA_TAP - Backpay for TAP Allowance	SG2021-02-01	2.50	Selected
	SG001	Andy Lee	#BA_BASC - Backpay Basic Pay	SG2021-02-01	500.00	Selected
	SG001	Andy Lee	#BA_BASC - Backpay Basic Pay	SG2021-01-01	500.00	Selected

Page 1 of 1 (4 items) Page size: 200

Pay retro payments into

Pay Run: SG2021-03-01 - Whole Month Mar 2021 [M]

Process

The backpay transaction will be appended into the **Pay Run code** selected and **Payroll Processing** will need to be done for that **Pay Run code** in order to enable the retro payment to be included in the **Pay Run**.

Sample Scenario for Different Retro Processing Method

Current payroll period is March 2021 and Employee SG002’s January 2021 and February 2021 payroll has been processed. However, there is a change in employee’s basic salary with effect from Jan 1, 2021 from **SGD 2,500** to **SGD 3,500**.

Following are the summary of SG002 payroll transaction for Jan and Feb 2021:

Employee Code	Salary / Pay Item	January 2021	February 2021
SG002	Basic Salary	2,500	2,500
	Fuel Allowance	140	140
	Loan Repayment	1,100	1,100
	TAP	-	12.50
	A_Holiday	-	104.17

Fuel Allowance – Pay item is not affected by the employee’s salary.

Loan Repayment – Pay item is not affected by the employee’s salary.

TAP – Pay item is affected by the employee’s salary. The formula for this pay item is Basic Salary x 0.005.

A_Holiday – Pay item is affected by the employee’s salary. The formula for this pay item is Basic Salary / 24.

Retro Processing Method = Basic Pay

Retro Processing

Pay Group: M - Singapore Payroll

Month Start: 2021 January

Month End: 2021 February

Method: Basic Pay

Pay Runs	Pay Run	Name
<input checked="" type="checkbox"/>	SG2021-02-01	Whole Month Feb 2021 [M]
<input checked="" type="checkbox"/>	SG2021-01-01	Whole Month Jan 2021 [M]

Employee Range: ((TblEmployee.EmployeeCode='SG002'))

Specify the parameter accordingly:

Pay Group: M – Singapore Payroll (employee SG002 belongs to this pay group).

Month Start / Month End: 2021 January / 2021 February (the change of salary is from January and both January and February have been processed under old salary).

Method: Basic Pay

Pay Runs: SG2021-01-01 and SG2021-02-01 (this refers to January and February pay run code where the employee SG002 belongs to).

Employee Range: Specify just employee code SG002.

Retro Payment will show the back payment transaction and amount as follow:

Employee Code	Employee Name	Allowance	Source	Amount	Action
SG002	Mandy Sia	#BA_BASC - Backpay Basic Pay	SG2021-02-01	1,000.00	-- Please select --
SG002	Mandy Sia	#BA_BASC - Backpay Basic Pay	SG2021-01-01	1,000.00	-- Please select --

Retro method selected is *Basic Pay*, hence system only computed the back payment for employee’s *Basic Salary*.

Employee’s change of salary from SGD 2,500 to SGD 3,500, so the backpay amount is SGD 1,000 for January and February, respectively.

Note:

The #BA_BASC is system code where system will use this code for back payment of basic pay transaction accordingly.

Retro Processing Method = Total Pay

Pay Group: M - Singapore Payroll
 Month Start: 2021 January
 Month End: 2021 February
 Method: Total Pay
 Pay Runs:

Pay Run	Name
<input checked="" type="checkbox"/> SG2021-02-01	Whole Month Feb 2021 [M]
<input checked="" type="checkbox"/> SG2021-01-01	Whole Month Jan 2021 [M]

Retro Wage
 Retro Funds
 Retro SDL
 Retro Union

Employee Range: ((TblEmployee.EmployeeCode='SG002'))

All the parameters are the same as previous example, with the exception for **Method** field. The **Method** field is specified as *Total Pay*.

Retro Payment will show the back payment transaction and amount as follow:

The screenshot shows the 'Retro Payment' interface. At the top, there is a dropdown menu for 'Retro Payment' set to 'Pending'. To the right, it shows 'Selected 0 Ignored 0 Total 8'. Below this is a 'Change all action to' dropdown set to '-- Please select --' and a 'Download' button. The main table has columns: Employee Code, Employee Name, Allowance, Source, Amount, and Action. The table contains four rows of data for employee Mandy Sia (Employee Code: sg002).

Employee Code	Employee Name	Allowance	Source	Amount	Action
sg002	Mandy Sia	#BA_BASC - Backpay Basic Pay	SG2021-02-01	1,000.00	-- Please select --
sg002	Mandy Sia	#BA_BASC - Backpay Basic Pay	SG2021-01-01	1,000.00	-- Please select --
sg002	Mandy Sia	A_HOLIDAY - Holiday Pay	SG2021-02-01	41.66	-- Please select --
sg002	Mandy Sia	BA_TAP - Backpay for TAP Allowance	SG2021-02-01	5.00	-- Please select --

Page 1 of 1 (4 items) | Page size: 200

Retro method selected is *Total Pay*, system will compute the back payment for employee's *Basic Salary* and the *Pay Item(s)* affected by the change of employee's salary.

#BA_BASC

Back payment amount for employee's basic salary.

Employee's change of salary from 2,500 to 3,500, so the backpay amount is 1,000 for January and February, respectively.

A_HOLIDAY

Back payment amount for a_holiday pay item which employee received in February pay run.

A_HOLIDAY for February = 104.17 (2,500 / 24).

Computation of A_HOLIDAY with new salary = 3,500 / 24 = 145.83.

Back payment amount = 145.83 – 104.17 = 41.66.

BA_TAP

Back payment amount for TAP pay item which employee received in February pay run.

TAP for February = 12.50 (2,500 * 0.005).

Computation with new salary = 3,500 * 0.005 = 17.50.

Back payment amount = 17.50 – 12.50 = 5.00.

Note:

1. No **Backpay code** is specified for A_HOLIDAY, so system will use the same pay item

code for the back payment.

2. **Backpay code** for TAP has been specified as BA_TAP, so system will use the BA_TAP code for the back payment.
3. Depending on the country/region selected, the **statutory contribution checkbox** for **Retro Processing** may show different statutory contribution. If this is checked, system will compute the back payment amount for the statutory contribution accordingly.

Example:

For **Country/Region = SG**

For **Country/Region = ID**

Retro Processing Method = Net Pay

All the parameters are the same as previous example, with the exception for **Method** field. The **Method** field is specified as **Net Pay**.

In addition, the **Retro Net Pay** needs to be *checked*.

Pay Run	Name
<input checked="" type="checkbox"/>	SG2021-02-01 Whole Month Feb 2021 [M]
<input checked="" type="checkbox"/>	SG2021-01-01 Whole Month Jan 2021 [M]

Retro Payment will show the back payment transaction and amount as follow:

Employee Code	Employee Name	Allowance	Source	Amount	Action
sg002	Mandy Sia	#BA_NET - Backpay Net Pay	SG2021-01-01	1,000.00	-- Please select --
SG002	Mandy Sia	#BA_NET - Backpay Net Pay	SG2021-02-01	1,046.66	-- Please select --

Retro method selected is *Net Pay*, system will compute the back payment for employee’s *Basic Salary* and the *Pay Item(s)* affected by the change of employee’s salary and the back payment amount will be summed up into one pay item.

#BA NET

Back payment amount for employee’s basic salary and pay item(s) affected by the employee’s salary

Employee’s change of salary from SGD 2,500 to SGD 3,500,

For January, no changes on any of the pay item in January, so the backpay amount of 1,000 is for salary only.

For February, the amount 1,046.66 are computed as follow:

Back payment for Basic Pay: 1,000 (3,500 – 2,500).

Back payment for A_HOLIDAY: 41.66 (Computation is similar as the Total Pay method).

Back payment for TAP: 5.00 (Computation is similar as the Total Pay method).

Total back payment amount = 1,000 + 41.66 + 5.00 = 1,046.66 for February.

Note:

The #BA_NET is a system defined code where system will use this code for back payment when Retro Method = Net Pay.

Separate Run

Separate Run is required when payments are processed outside of the regular payroll cycle. It can be processed before or after the regular payroll run. It is sometimes referred to as **Off Cycle** or **Special Run**.

Pay Run Set Up

Access: Payroll Module > Reference > Pay Run

The screenshot shows the 'Pay Run' application window. On the left, there's a table with columns 'Code' and 'Name'. The first row is 'PH2021-01-01' with '1st Half Month Jan 2021'. The second row is 'PH2021-01-02' with '2nd Half Month Jan 2021'. A red box highlights a '+' button in the top left of the table. On the right, an 'Add Pay Run' dialog box is open. It contains several dropdown menus: 'Month' (January), 'Year' (2021), 'Run Type' (Separate), 'Pay Group' (PG555 - Pay Group 555), 'Pay Run' (Separate Jan 2021 [PG555]), and 'Value Date' (02/02/2021). At the bottom of the dialog are 'OK' and 'Cancel' buttons.

1. Select the **Year** and **Pay Group**.
2. Click **+** button.
3. Specify the:
 - **Month** – The month that the **Separate Run** refers to.
 - **Year** – Current year.
 - **Run Type** – Select **Separate**.
 - **Pay Group** – The Pay Group to process.
 - **Pay Run** – Free text for naming convention.
 - **Value Date** – Pay date.
4. Click **OK** button.
5. The **Pay Run** set up screen will be displayed. Ensure that the:
 - **Date Start & Date End** – covers the pay period that the separate run refers to.
 - **Value Date** – correct **Pay Date**.
 - **Show in Payslip (ESS)** – The date when the **Separate Run's** payslip will be available in ESS.

Note: Use *Employee Range* field to define the employees who will have their separate run's payslip shown in their ESS. If left blank or set to (0=0), all processed employees will have their separate run's payslip shown in their ESS.

The screenshot shows a configuration form for a payroll run. Key fields include:

- Code:** PH2021-01-03
- Name:** Separate Jan 2021 [PG555]
- Run Type:** Separate
- Pay Group:** PG555 - Pay Group 555
- Date Start:** 01/01/2021
- Date End:** 01/31/2021
- Value Date:** 02/02/2021
- Month Start:** 01/01/2021
- Month End:** 01/31/2021
- Show in Payslip (ESS):** 02/02/2021
- Employee Range:** ((TblEmployee.EmployeeCode='JML001'))

Buttons at the bottom include Update, Delete, and Close.

6. Click **Update** button to save.

Important Note:

1. When there are multiple pay runs created in a payroll month, it is important to process the payroll in sequence of the value date specified.

For example:

- Separate Run for Jan 2021 – Value Date: 02 Feb 2021
- Whole Month Run for Jan 2021 – Value Date: 20 Feb 2021

In the above scenario, the processing sequence (based on Value Date defined) should be the *Separate Run* first followed with the *Whole Month Run*.

In any case, if after running the Whole Month Run, user runs the Separate Run again, user must remember to re-run Whole Month Run. This is because the value date will affect certain statutory computation.

2. In the case of Malaysia (MY) (due to payroll statutory practice), it is recommended to run WHOLE Month payrun **BEFORE** you proceed to do SEPARATE Run processing. That is, when creating the pay run, set the Value Date for the Whole Month run to be **BEFORE** the Separate Run Value Date. (Eg. Whole Month Value Date = 30 Jan 2025, Separate Run Value Date =31 Jan 2025.)

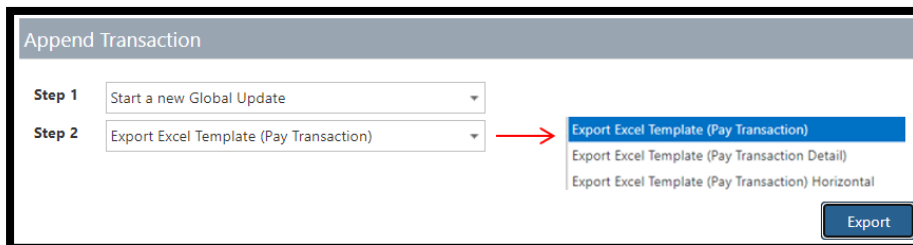
Once the separate run is processed (& accurate), lock the separate run and change the value date to **BEFORE** the value date of the WHOLE Month file. This ensures that statutory deductions are computed under the whole month rather than being allocated to the separate run, preventing higher computations in the separate run.

Downloading the Template for Separate Run Payroll Data

To upload the payroll data to the Separate Run, the template must be downloaded and populated with payroll data.

Access: Payroll Module > Payroll > Generate Record > Append Transaction

1. Step 1 – Select **start a new global update**.
2. Step 2 – Select the template. Note that each template has their own format.



3. Click **Export** button.
4. Upon downloading, open the template and populate with the payroll data that needs to be processed in **Separate Run**.

	A	B	C	D	E
1	EmployeeCode	AllowanceCode	Quantity	CurrencyCode	Remarks
2	JML001	TRANS	1500		

NOTE:

Currency Code and **Remarks** are both optional fields.

Importing the Separate Run Payroll Data

Once the template has been populated, it can now be imported from the **Append Transaction**.

1. Step 1 – Select **Start a new global update**.
2. Step 2 – Select **Append from Excel (the type of template you populated)**.

Append Transaction

Step 1 Start a new Global Update

Step 2 Append from Excel (Pay Transaction)

Step 3

Pay Year: 2021

Pay Month: 2021 January

Pay Run: PH2021-01-03 - Separate Jan 2021 [PG555] Multiple Pay Runs

Uploaded Files

Excel File: Pay Transaction (3).xlsx

Upload

Excel Fields
Mandatory: EmployeeCode, AllowanceCode, Quantity
Optional: CurrencyCode, Remarks

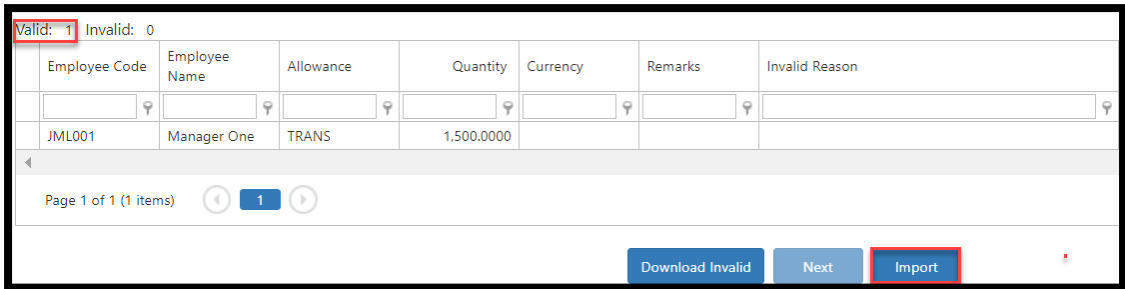
3. Step 3
 - **Pay Year** – Select the Pay Year.
 - **Pay Month** – Select the Pay Month.
 - **Pay Run** – Select the **Separate Run** created in **Pay Run**.
 - **Excel File** – Click the **Browse** button and locate the template file.
4. Click the **Upload** button. After clicking the **Upload** button, the file will be transferred to the **Uploaded Files** field.

Uploaded Files: Pay Transaction (3).xlsx

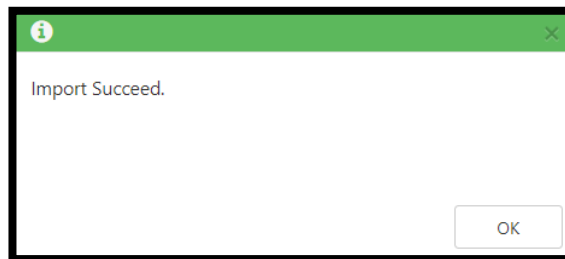
Excel File: Select a file...

5. Click **Next** button.

- The payroll data will be displayed as a preview together with the number of **valid** and **invalid** data. If there is no invalid data, click **Import** button to upload.



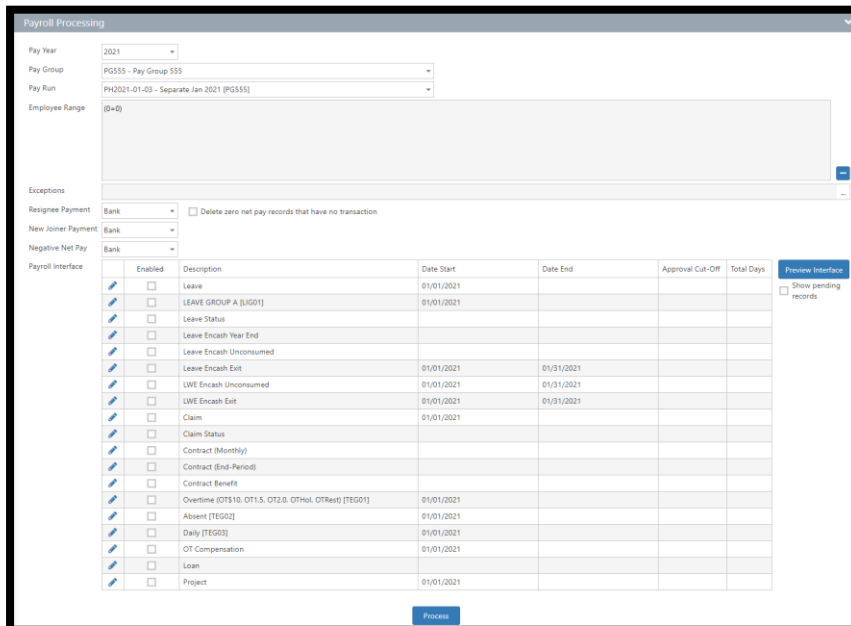
- The notification that the import process has been completed will be shown.



Separate Run Payroll Processing

Access: Payroll Module > Payroll > Payroll Processing

- Select the **Pay Year**.
- Select the **Pay Group** to process.
- Select the **Separate Pay Run** created.



- Employee Range** – The value set can be (0=0). It means that all employees who

have payroll data in the imported template will be included in the payroll calculation for **Separate Run**.

5. **Payroll Interface Section** – Untick so the data from the other modules will not be included in the payroll calculation for **Separate Run**.
6. Click **Process** button.

Payroll Summary

The **Payroll Summary** will serve as a preview of calculated payroll data for employee. The **Total Employee** will display the number of calculated employees during the **Separate Run** payroll processing. The **Imported Payroll Data** will also be included in the calculated **Net Pay**.

Access: Payroll Module > Payroll > Payroll Summary

The screenshot displays the 'Payroll Summary' window. At the top, there are several dropdown menus and input fields: 'Pay Group' (All), 'Normal', 'Exit Date', 'Salary Date' (01/01/2019), 'Pay Group' (PG555 - Pay Group 555), 'Pay Run' (PH2021-01-03 - Separate Jan 2021 [PG555]), 'Join Date' (01/01/2019), 'Salary Gross' (40000.00), and 'Tax Method' (Resident). The 'Employee' field is set to 'JML001 - Manager One' and 'Total Employee: 1' is displayed. Below this, there are several sections: 'Basic Pay' (0.00), 'Overtime Amount' (0.00), 'Unpaid Deduction' (0.00), 'Allowances (Regular)' (0.00), 'Allowances (Supplementary)' (0.00), 'Total Pay' (0.00), 'SS Employee' (0.00), 'PF Employee' (0.00), 'PhilHealth Employee' (0.00), 'Pag-IBIG Employee' (0.00), 'Bonus Non-Taxable' (0.00), 'De Minimis Non-Taxable' (0.00), 'De Minimis Bonus Offset' (0.00), 'Taxable Income' (0.00), 'Allowances (Non-Taxable)' (1,500.00), 'Pag-IBIG Employee Voluntary' (0.00), 'Pag-IBIG Employee MP2' (0.00), 'Tax Amount' (0.00), 'Tax Refund' (0.00), and 'Net Pay' (1,500.00). A table of allowances is also shown, with a 'Transport Allowance' of 1,500.00. The interface includes buttons for 'Process', 'Update', and 'Delete' at the bottom.

13th Month Salary

13th Month Salary is a payroll process for some countries to calculate the statutory bonus of employees.

13th Month Salary Setup & Process

Access: Payroll Module > Payroll > Generate Record > 13th Salary

1. **Template** – Allow users to save the *13th Salary setting*. User can save multiple setting in different template.

- a. Click **+** icon to add a new template.
- b. Click **📁** icon to save the modification made to the template.
- c. Click **🗑️** icon to delete the template created.
- d. Click **📄➡️** icon to copy the template selected to another template.
- e. Click **👤** icon to distribute the selected template to other users.

2. **Pay Group** - Specify the *Pay Group* from the drop down if having multiple.

3. **Pay Month** - This will be the basis of when the *13th month* will be paid.

4. **Pay Run** – The *Pay Run* listed in the selection table corresponds to the *Pay Month* selected, it varies from one pay month to another depending on the number of

Pay Run required and created for the respective month.

Pay Run	<input checked="" type="checkbox"/>	Pay Run	Name
	<input checked="" type="checkbox"/>	MY2021-05-01	1st Half Month May 2021 [BIPOMYPG]
	<input checked="" type="checkbox"/>	MY2021-05-02	2nd Half Month May 2021 [BIPOMYPG]
	<input checked="" type="checkbox"/>	MY2021-05-03	Separate May 2021 [BIPOMYPG]
	<input checked="" type="checkbox"/>	MY2021-05-04	Whole Month May 2021 [BIPOMYPG]

Select the *Pay Run* in which the *13th Month Salary* is to be paid.

- Employee Range** - It sets the condition of selecting eligible employees, i.e. by Company, Department etc. (0=0) means this setting applies to all employees.

Employee Range	((TblEmployee.CompanyCode='BIPOMY'))
----------------	--------------------------------------

- Year Start & Year End** - This will be the basis of year calculation specified on **Bonus Final Formula** field.

Year Start	2021
Year End	2021

- Bonus Formula** - The basis calculation set to derive the *13th-Month* amount.

Bonus Formula	[EM].[SalaryFixed]*1.5
---------------	------------------------

Example:

[EM].[SalaryFixed] refers to the *Employee Salary Fixed* before any additional pay components. If the payout is 1.5 months of salary, then this can be set as [EM].[SalaryFixed]*1.5

8. **Bonus Final Formula** - It sets the condition for the final calculation of the total *13th-Month Amount*. In the given example below, the formula is used to pro-rate the amount by calendar days and to take into account any NPL (No Pay Leave) days.

Bonus Final Formula

Formula

Table: 13th Salary Field: NPL Days Value: -- Please select --

Expression:

OK Cancel

9. **Proration Period** – Choose from:

- a. By Days
- b. By Months.

10. **Proration Type** - Choose from:

- a. Calendar Days
- b. Working Days
- c. Working 5 Days

Proration Period:

Proration Type:

11. **NPL Leave Code & NPL Leave Code (Hours)** - The selected leave code(s) will be excluded from the calculation. This will offset the days when the leave was rendered.

Note: This will only apply if using *Leave Module*.

NPL Leave Code:

NPL Leave Code (Hours):

Allowance:

Include Negative Amount

Go

12. **Allowance** – Refers to the *Allowance Code* where the *13th Month* will be credited to.

13. **Include Past Month Resignees** – if the checkbox is ticked, system will show the **Exit Date From** field.

13th Salary

Template: Default

Pay Group: -- Please select --

Pay Month: -- Please select --

Include Past Months Resignees

Exit Date From: [Field]

14. **Exit Date From** – allow user to set a date to from which an employee who resigned after this date will still be included in the *13th Salary* payment generation

Example:

Exit Date From is set to 27 Aug 2021, any employee who resigned after 27 Aug 2021 will be included in the *13th Salary* generation, as shown:

13th Salary

Template: TEST

Pay Group: TESTSG - TESTSG

Pay Month: 2021 September

Pay Runs: Pay Run Name: SG2021-09-02 Whole Month Sep 2021 [TESTSG]

Employee Range: ((TblEmployee.EmployeeCode IN ('S0009','S0010')))

Year Start: 2021

Year End: 2021

Bonus Formula: [EM] [SalaryFixed]

Bonus Final Formula: [EM] [SalaryFixed]

Proration Period: By Days

Proration Type: Calendar Days

NPL Leave Code: [Field]

NPL Leave Code (Hours): [Field]

Allowance: 13PAY - 13PAY

Include Negative Amount

Go

<input checked="" type="checkbox"/>	Employee Code	Employee Name	Join Date	Exit Date	Confirm Date	Bonus	Calendar Days (Prorate)	Calendar Days (Full Year)	NPL Days	NPL Hours	Bonus Final	Pay Run Code	Exist Pay Run	Allowance
<input checked="" type="checkbox"/>	S0009	SG Employee 0009	01/08/2020	27/08/2021		5000.00	239.00	365.00	0.00	0.00	5000.00	SG2021-09-02		13PAY
<input checked="" type="checkbox"/>	S0010	SG Employee 0010	01/08/2020	30/08/2021		5000.00	242.00	365.00	0.00	0.00	5000.00	SG2021-09-02		13PAY

Export Process

This is to allow processing of *13th Month Salary* for employees even after their *Exit Date* in the event there are payment which is processed after the employee exit.

15. **Include Negative Amount** - if checkbox is ticked, employee with negative *Final Amount* will be included in the processing when user click **Go**.

Include Negative Amount

NPL Leave Code

NPL Leave Code (Hours)

Allowance 13PAY - 13PAY

Include Negative Amount

Go

<input checked="" type="checkbox"/>	Employee Code	Employee Name	Join Date	Exit Date	Confirm Date	Bonus	Calendar Days (Prorate)	Calendar Days (Full Year)	NPL Days	NPL Hours	Bonus Final	Pay Run Code	Exist Pay Run	Allowance
<input checked="" type="checkbox"/>	50011	SG Employee 0011	01/08/2020	27/08/2021		5000.00	239.00	365.00	0.00	0.00	-1000.00	SG2021-09-02		13PAY

Export Process

16. Click on button **Go** to check the calculation details. The details will appear in the table at the bottom.

Go

<input checked="" type="checkbox"/>	Employee Code	Employee Name	Join Date	Exit Date	Confirm Date	Bonus	Calendar Days (Prorate)	Calendar Days (Full Year)	NPL Days	NPL Hours	Bonus Final	Pay Run Code	Exist Pay Run	Allowance
<input checked="" type="checkbox"/>	1003	Johan Yakob	02/05/2005		01/08/2000	13500.00	365.00	365.00	0.00	0.00	13500.00	MY2021-05-01		13thMonth
<input checked="" type="checkbox"/>	1001	John Tan	02/01/2018		03/02/2020	22500.00	365.00	365.00	0.00	0.00	22500.00	MY2021-05-01		13thMonth
<input checked="" type="checkbox"/>	1002	James Lee	01/04/2020		01/05/2020	15000.00	365.00	365.00	0.00	0.00	15000.00	MY2021-05-01		13thMonth
<input checked="" type="checkbox"/>	ANDYG	Andy Gan	01/04/2020			7500.00	365.00	365.00	0.00	0.00	7500.00	MY2021-05-01		13thMonth
<input checked="" type="checkbox"/>	1101	Chow Alan	04/01/2021		10/03/2021	30000.00	365.00	365.00	0.00	0.00	30000.00	MY2021-05-01		13thMonth
<input checked="" type="checkbox"/>	1201	Testing 01	29/03/2021			9000.00	365.00	365.00	0.00	0.00	9000.00	MY2021-05-01		13thMonth
<input checked="" type="checkbox"/>	1003	Johan Yakob	02/05/2005		01/08/2000	13500.00	365.00	365.00	0.00	0.00	13500.00	MY2021-05-02		13thMonth
<input checked="" type="checkbox"/>	1001	John Tan	02/01/2018		03/02/2020	22500.00	365.00	365.00	0.00	0.00	22500.00	MY2021-05-02		13thMonth
<input checked="" type="checkbox"/>	1002	James Lee	01/04/2020		01/05/2020	15000.00	365.00	365.00	0.00	0.00	15000.00	MY2021-05-02		13thMonth
<input checked="" type="checkbox"/>	ANDYG	Andy Gan	01/04/2020			7500.00	365.00	365.00	0.00	0.00	7500.00	MY2021-05-02		13thMonth

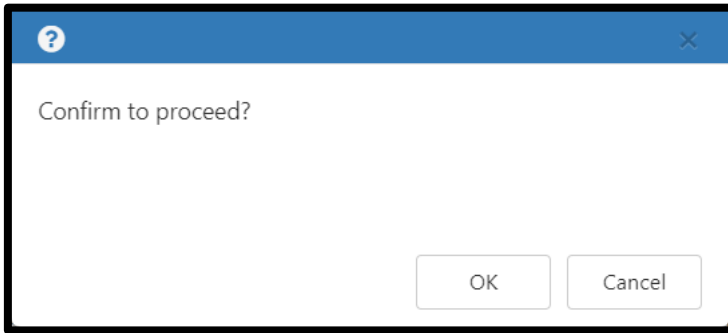
Page 1 of 3 (24 items)

Export Process

17. At this point, you can export the details of the calculation, click **Export** to download an excel file that contains the data.

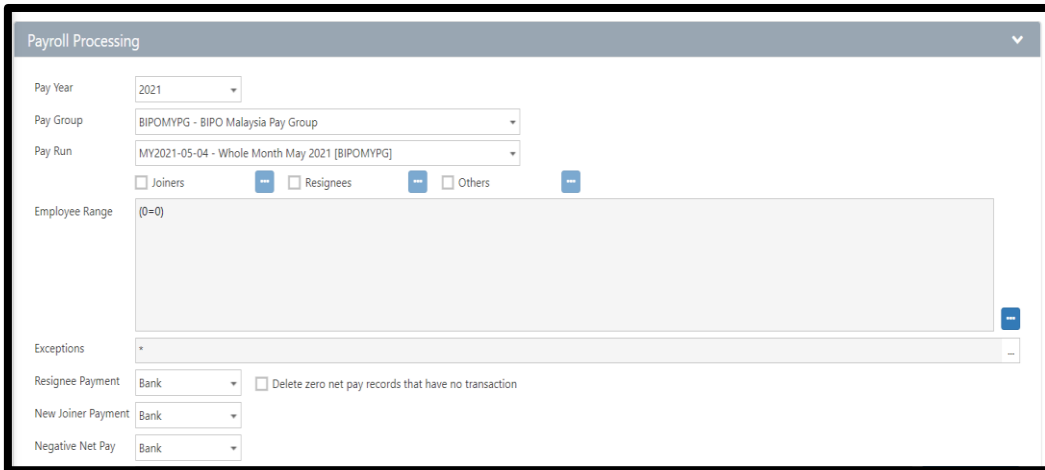
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
EmployeeCode	EmployeeName	JoinDate	ExitDate	ConfirmDate	Bonus	CalendarDaysProrate	CalendarDaysFullYear	NPLDays	NPLHours	BonusFinal	PayRunCode	ExistsPayRun	AllowanceCode	
1003	Johan Yakob	02/05/2005		01/08/2000	13500	365	365	0	0	13500	MY2021-05-01		13thMonth	
1001	John Tan	02/01/2018		03/02/2020	22500	365	365	0	0	22500	MY2021-05-01		13thMonth	
1002	James Lee	01/04/2020		01/05/2020	15000	365	365	0	0	15000	MY2021-05-01		13thMonth	
ANDYG	Andy Gan	01/04/2020			7500	365	365	0	0	7500	MY2021-05-01		13thMonth	
1101	Chow Alan	04/01/2021		10/03/2021	30000	365	365	0	0	30000	MY2021-05-01		13thMonth	

18. Click **Process** to continue and click **OK** to confirm proceed.



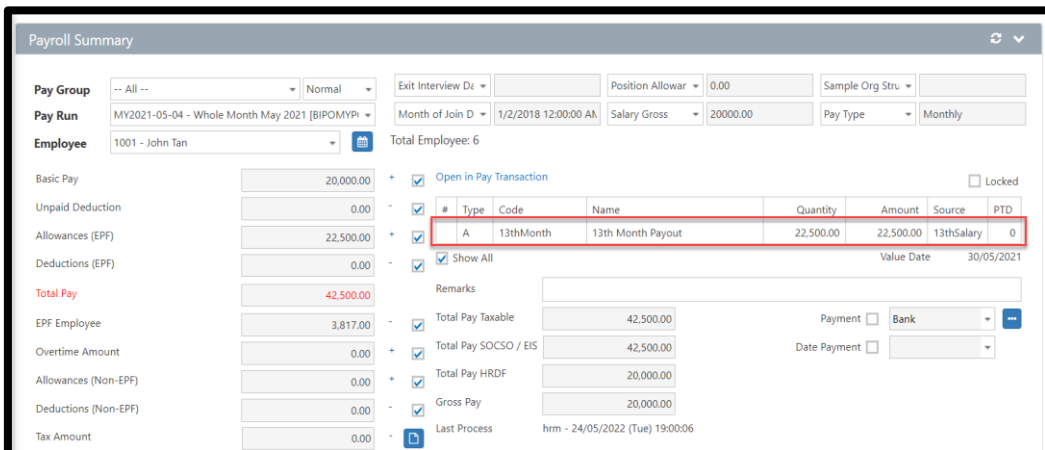
19. Once the process is completed. Proceed to *Payroll Process* to process the payroll and the *13th Month* payment.

Access: Payroll Module > Payroll > Payroll Processing



20. Once *Payroll Process* is complete, the *13th Month* payment will be included in employees *Payroll Summary* (according to the *Employee Range* setting) for the *Pay Month* and *Pay Run* selected earlier, as shown:

Access: Payroll Module > Payroll > Payroll Summary

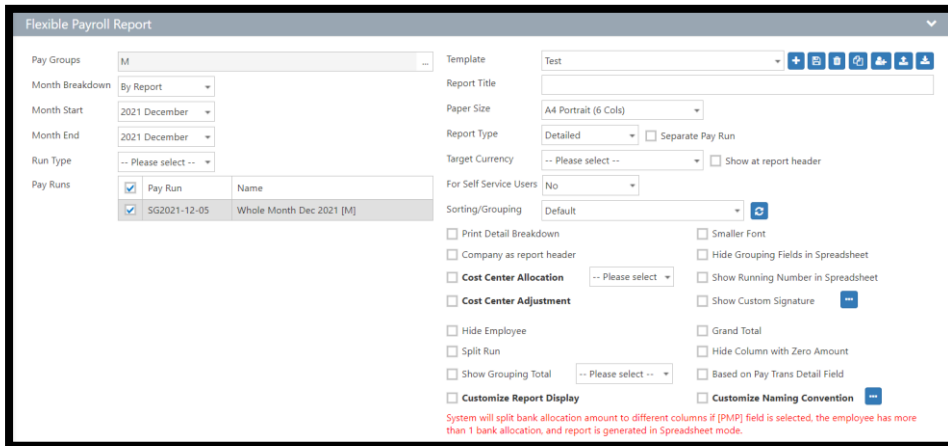



Flexible Payroll Report

The Flexible Payroll Report allows user to configure the report information according to certain requirements.


Creating a Flexible Payroll Report Template

Access: Payroll Module > Report > Payroll > Flexible Payroll



1. Click  to create a new template. Enter the template name.
2. **Pay Group** – Select the **Pay Group(s)** to generate Flexible Payroll Report.
3. **Month Breakdown** – Select if By Report or By Column. Default is By Report.
4. **Month Start / Month End / Run Type / Pay Runs** – Specify the coverage of the report.
5. **Template** – A drop-down selection of templates that have been created.
6. **Report Title** – A free-text to enter the report title that will display in the report.
7. **Paper Size** – Select between Portrait or Landscape.
8. **Report Type** – Select between:
 - Summary – Report will be presented in summarized and in grouping.
 - Detailed – Report will be presented per employee.
9. **Separate Pay Run** – This will only be enabled if Report Type is selected as Detailed.
10. **Target Currency** – Select the target currency to display in the report. This field is optional. Note that **Personnel Module > Reference > Other > Currency Exchange** must be setup.
11. **Show at Report Header** – Pertains if Target Currency will show at report header.
12. **For Self Service Users** – Select if this template will be available in **ESS** for **Global**,

Country Specific or None.

- 13. **Sorting/Grouping** – Select the created **Query** from this field. If a **Query** has just been added or created, click  to refresh and display the new **Query**.
- 14. **Customize Report Display** – If ticked, other fields will be enabled for report formatting specifications.

- 15. **System will split bank allocation amount to different columns if [PMP] field is selected, the employee has more than 1 bank allocation, and report is generated in Spreadsheet mode** – This will show if “**UseBankDetail**” config is set to Y. This is used to show the bank allocation amount in the Flexible Payroll Report when **UseBankDetail = Y**.

Access: System > Config > Base > Parameter

System will split bank allocation amount to different columns if [PMP] field is selected, the employee has more than 1 bank allocation, and report is generated in Spreadsheet mode.

Report split to multiple columns for employee who have more than 1 bank account.

C	D	E	F	G	H	I	J	K	L
Net Pay	PMP Amount 1	PMP Amount 2	PMP Amount 3	PMP Amount BC 1	PMP Amount BC 2	PMP Amount BC 3	PMP Amount SC 1	PMP Amount SC 2	PMP Amount SC 3
57433.98	22166.74	33267.24	2000	22166.74	5521.81	0	22166.74	33267.24	2000

16. **Configure the Report Header**

- a) Click **+** to add a field.
- b) **No** is a sequence order in the report header.
- c) Select the **Field** that will be included in the report and will serve as a header.
- d) Edit **Column Title** to change the header name in the report. This is default to **Field** name.
- e) **Display** will be depending on the selected **Field**. For some **Field**, it could be greyed out while some fields can be selected to display as **Code, Name or Both**.
- f) **Width (cm) / Format / Align / B and I** – Used to format the column and header fields in the report.
- g) **Sum / Average** – Sum and Average.

No.	Field	Column Title	Display	Width (cm)	Format	Align	B	/	Sum	Avg
1	Employee Code	Employee Code		2.00		Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	==Personal==	ee Name		2.00		Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Employee Code	Code	Both	2.00		Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Login Code	Name		2.00		Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Title	Start		2.00	dd/MM/yyyy	Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	First Name	End		2.00	dd/MM/yyyy	Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Last Name						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Middle Name						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. **Query** – It is used to set the condition of range to be included in the report. It has a default query intended for every report. To set a query according to your own specification, click **+** to add a new **Query** and enter the **Query** name.

EmployeeFlexible-Salary : By Company

Sort

No.	Field	Sort	Group By	Page Break
1	Employee Code	Ascending	<input type="checkbox"/>	<input type="checkbox"/>

Range

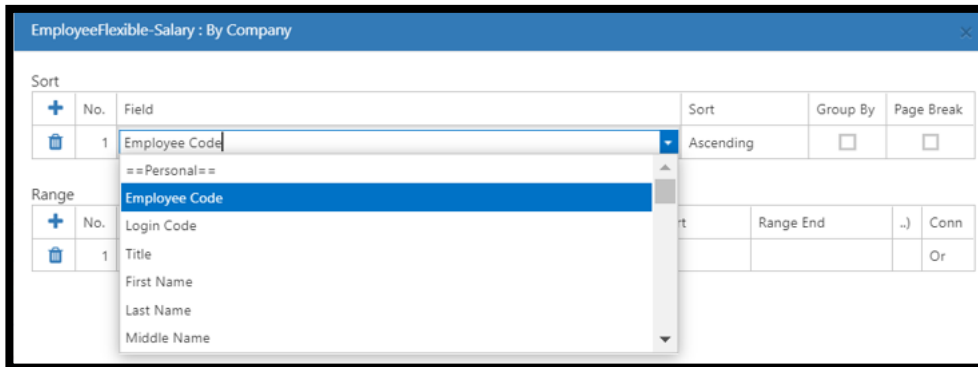
No.	(..	Not (.	Field	Opr	Range Start	Range End	..)	Conn
1	<input type="checkbox"/>	<input type="checkbox"/>	Pay Group	=	PH-Semi			Or

Update Cancel

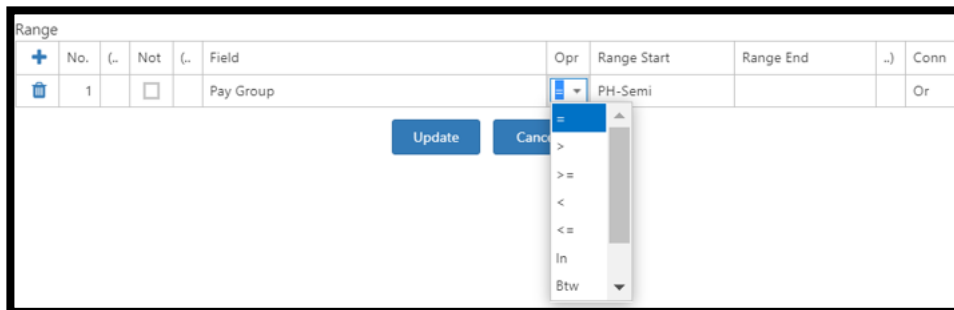
Click **+** to add a filter in **Sort** and **Range**. **No** means the order sequence if having multiple fields.

Select in the drop-down list of filed to set how to filter employee and select the **Sort**

order.



In **Range**, Set “Opr” as this will be the formula from the given Range Start and Range End.



- = means can select only one value in Range Start
- In means can select several values in Range Start
- Between - means need to set value in Range Start and Range End
- >= - means the field must large or equal the value set in Range Start

The **Conn** column is used if having multiple Range. Values given are “And” and “Or”, then click “Update”.

18. Click **Preview, Export or Spreadsheet** button to generate the report.

Comparison Report Method

Comparison Report Method can be enabled for Headcount Reconciliation , Payroll Variance and Payroll Reconciliation and Report using system config.

Access: System > Config > Payroll > Report

The screenshot shows the 'System Config (Payroll)' interface. The 'Section' dropdown is set to 'Report'. A table lists configuration items, with 'ComparisonReportMethod' selected. Below the table, the configuration details for 'ComparisonReportMethod' are shown:

- Name:** ComparisonReportMethod
- Value:** *=2
- Description:** Determine the Comparison Report Method for Payroll Variance, Payroll Reconciliation and Headcount Reconciliation Report. Value is comma delimited by countries. e.g., *=1, AU=2, NZ=2
1=Fixed list of comparison selection
2=Flexible list of comparison selection
Default value is *=1, AU=2, NZ=2.
- Update Version:** (empty field)

Buttons for 'Update' and 'Close' are located at the bottom right.

1. **Headcount Reconciliation** – Run Type, From Pay Runs, To Pay Runs and Comparison Title fields have been added and it changes the method of comparison.

Access: Payroll Module > Report > Payroll > Headcount Reconciliation

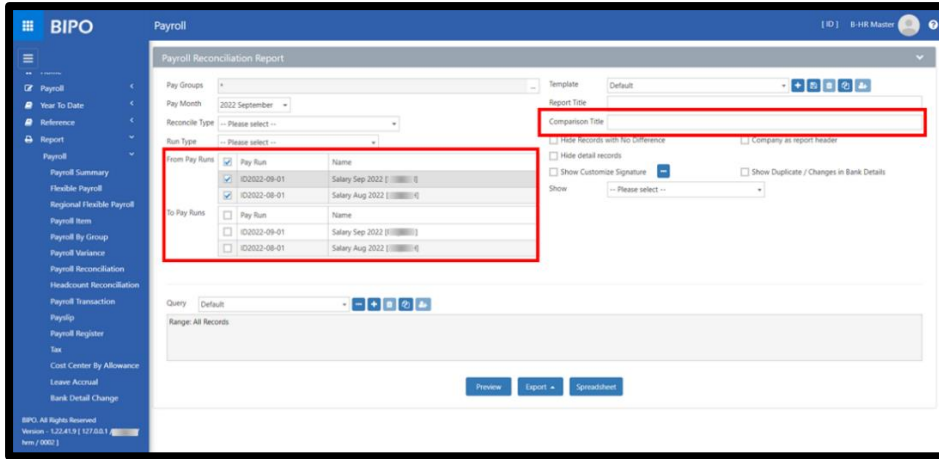
The screenshot shows the 'BIPO Payroll' interface for the 'Headcount Reconciliation Report'. The 'Run Type' is set to 'Whole Month'. The 'From Pay Runs' and 'To Pay Runs' sections are highlighted with a red box, showing the following data:

Run Type	From Pay Runs	To Pay Runs
Whole Month	<input checked="" type="checkbox"/> Pay Run	<input checked="" type="checkbox"/> Pay Run
	<input checked="" type="checkbox"/> AU2021-12-01 Whole Month Dec 2021 [3210]	<input checked="" type="checkbox"/> AU2021-12-01 Whole Month Dec 2021 [3210]
	<input checked="" type="checkbox"/> AU2021-11-01 Whole Month Nov 2021 [3210]	<input checked="" type="checkbox"/> AU2021-11-01 Whole Month Nov 2021 [3210]

The 'Comparison Title' field is also highlighted with a red box and contains the text 'NEW VERSION SETTINGS TWO'. Other fields include 'Pay Groups', 'Pay Month' (2021 December), 'Reconcile Type' (Net Salaries), and 'Template' (Default). Buttons for 'Preview', 'Export', and 'Spreadsheet' are at the bottom.

3. **Payroll Reconciliation** – Run Type, From Pay Runs, To Pay Runs and Comparison Title fields have been added and it changes the method of comparison.

Access: Payroll Module > Report > Payroll > Payroll Reconciliation



Previous ID2021-07-01
Current ID2021-06-01

Payroll Reconciliation
Payroll Recon Test Report

05/10/2022 (Wed) 11:08 hrm - Page 1 of 2

Range: All Records

	Headcount	Amount
Last month net pay	249	6,605,729,842.00
Basic Salary		
(i) New employees this month	1	-6,142,857.00
Employee	Join Date	Exit Date
0121011 / xxxxxxxxxxxxxxxxxxxxxxx	07/06/2021	
		Amount
		-6,142,857.00
(ii) New employees last month	2	-10,000,000.00
Employee	Join Date	Exit Date
0121012 / xxxxxxxxxxx	01/07/2021	
0421009 / xxxxxxxxxxx	21/07/2021	28/02/2022
		Amount
		-10,000,000.00
		0.00
(iii) Resigned employees last month	5	-101,900,000.00

Payslip Customization


Payslip in BIPO can be easily customized based on the requirement of the company.

Inserting Logo to Company Payslip

BIPO allows the insertion of the company's logo on the payslip.

Access: Personnel Module > Reference > Organization > Company

The screenshot shows the 'Company' form in BIPO. The 'Main' tab is selected. The 'Logo' section is expanded, showing a table with columns for 'Date Start' and 'Description'. The first row has '01/Jan/2019' in the 'Date Start' column and 'Logo' in the 'Description' column. There is a '+ Language' button below the table. The 'No data to display' message is visible at the bottom of the table area.

1. Click on the  at the company that you wish to insert the logo.
2. At the **Main tab**, click on **+** at the Logo section.
3. Enter the **Start Date** of the logo.
4. Enter the **Description** of the logo.
5. Click **Upload** button.

The screenshot shows the 'Logo' upload dialog box. It has a title bar with 'Logo' and a close button. Below the title bar is a text input field with 'Select a file...' and a 'Browse' button. Underneath is the 'Upload' section, which includes the text 'Allowed file extensions: .jpg, .jpeg, .png' and 'Maximum file size: 500 KB'.

6. Click on the **Browse** button.
7. Click on **Upload**. The following screen will appear with the logo.

The screenshot shows the 'Logo' dialog box after the logo has been uploaded. The 'Date Start' field is set to '06/01/2018' and the 'Description' field contains 'Logo'. The logo itself is displayed in the center, featuring the text 'BIPO' in large blue letters and 'Make Life Easier.' in smaller blue letters below it. There are 'Update' and 'Close' buttons at the bottom.

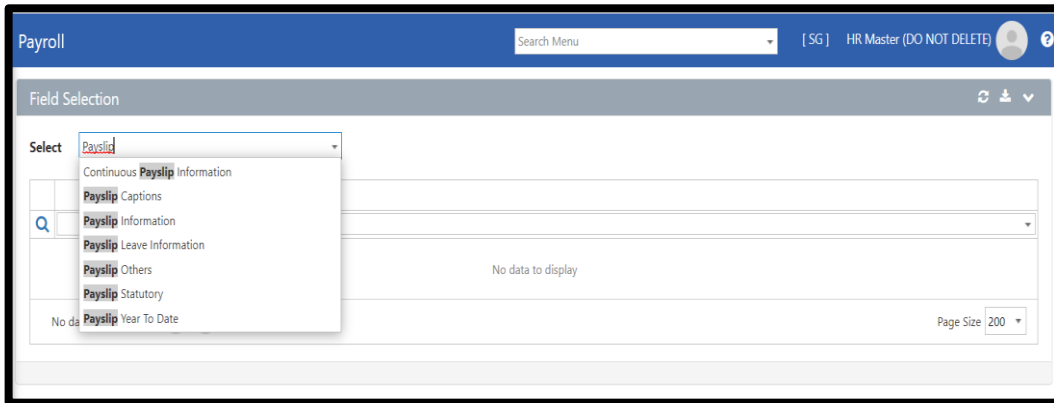
8. Click **Update** button to save.

Modifying Payslip Caption

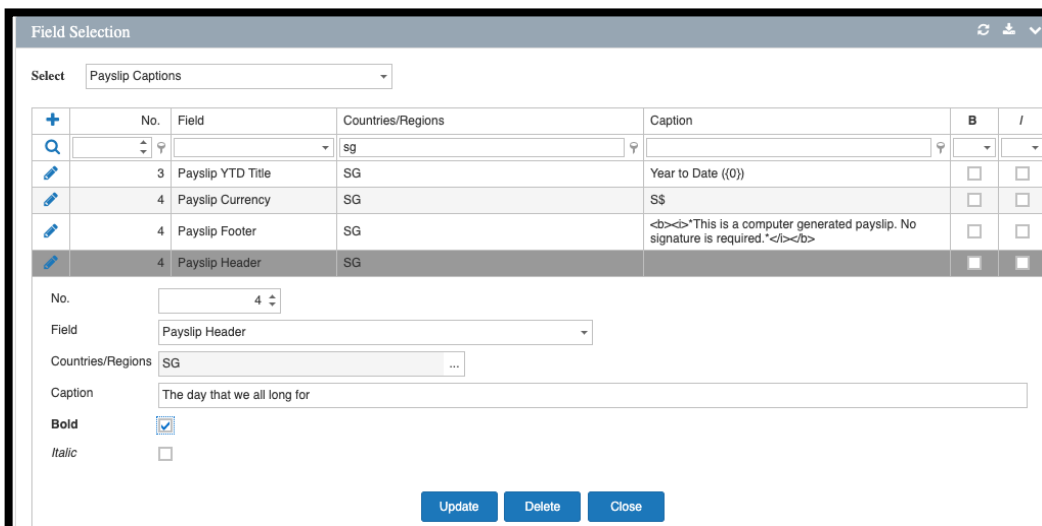
Payslip Caption can be set as a naming convention of every section in *Payslip*.

Access: *Setup > Setting > Field Selection*

1. Select ***Payslip Captions*** in ***Select Field***.



2. Click  on the specific field to modify.



3. Enter the caption in ***Caption Field***.
4. Click ***Update*** button to save.

BIPO
Make Life Easier.

This is the day that everyone is waiting for

Testing Company Pte Ltd

Name of Employer	Testing Company Pte Ltd	Employee Code	AMYT	Name of Employee	Amy Tan
Pay Period	01/07/2020 - 31/07/2020	Age	28 yrs 07 mths		

Salary Payment Statement (2020-07)

Payment	Deduction		Contribution	
Basic Salary	S\$	3,000.00	CPF Employer	S\$ 0.00
Hong Bao (Cash)	S\$	500.00	SDL	S\$ 8.75
			CPF Employee	S\$ 0.00
Total Pay	S\$	3,500.00	Total Deduction	S\$ 8.75
			Net Pay	S\$ 3,500.00

Year to Date (2020)

YTD Basic Pay	YTD CPF (OW)	YTD CPF (AW)	Other Income	Gross Salary	Employee Contribution Amount
18,000.00	0.00	0.00	359.00	18,500.00	0.00

This is a computer generated payslip. No signature is required. Please contact Jerry of any discrepancies

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Payslip Information

Payslip Information is the set of data that can be found in the first box of the payslip.

Access: Setup > Setting > Field Selection

BIPO
Make Life Easier.

This is the day that everyone is waiting for

Testing Company Pte Ltd

Name of Employer	Testing Company Pte Ltd	Employee Code	AMYT	Name of Employee	Amy Tan
Pay Period	01/07/2020 - 31/07/2020	Age	28 yrs 07 mths		

Salary Payment Statement (2020-07)

Payment	Deduction		Contribution	
Basic Salary	S\$	3,000.00	CPF Employer	S\$ 0.00
Hong Bao (Cash)	S\$	500.00	SDL	S\$ 8.75
			CPF Employee	S\$ 0.00
Total Pay	S\$	3,500.00	Total Deduction	S\$ 8.75
			Net Pay	S\$ 3,500.00

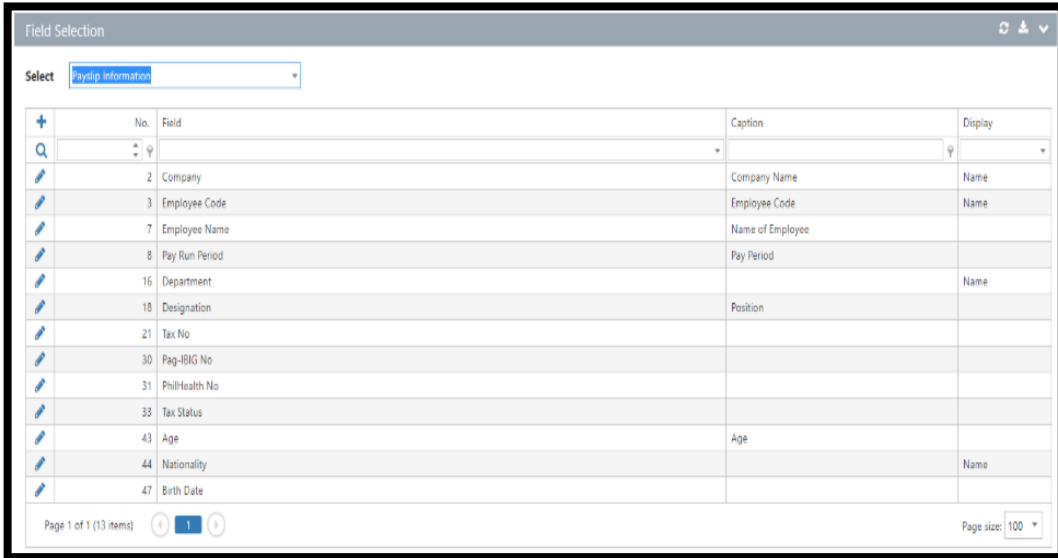
Year to Date (2020)

YTD Basic Pay	YTD CPF (OW)	YTD CPF (AW)	Other Income	Gross Salary	Employee Contribution Amount
18,000.00	0.00	0.00	359.00	18,500.00	0.00

This is a computer generated payslip. No signature is required. Please contact Jerry of any discrepancies

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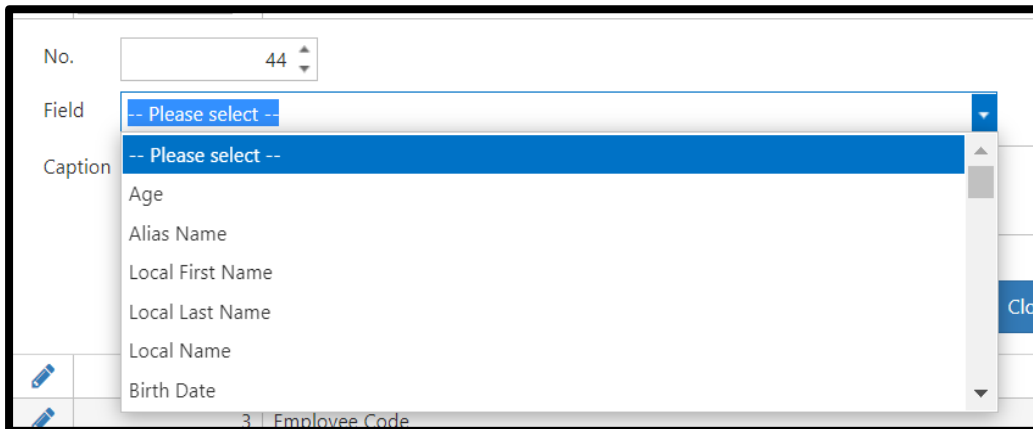
1. Type in **Payslip Information** from the **Select** drop down.



2. Click **+** icon to add another information that you want to display in payslip.
3. Specify the **No.** This is the sequence order in the payslip.



4. Select from the **Field** drop down the information that you want to add in payslip.



Note: For **Show Latest Record** tickbox will be enabled if **Current Salary Fixed** and **Current Salary Gross** is selected in Field.

Form configuration details:

- No.: 96
- Field: Current Salary Fixed
- Show Latest Record
- Update
- Close

5. Enter the **Caption**. This is the caption that will display in payslip.

Form configuration details:

- Caption: [Empty]

6. Click **Update** to save.

Payroll Employee Fields

Payroll Employee Fields is used to capture the Employee Master’s Data Information during Payroll Processing and enable all the fields to **Payslip Information** and **Continuous Payslip Information**.

Access: Setup > Setting > Field Selection > Select = Payroll Employee Field

Field Selection window details:

- Select: Payroll Employee Field
- Table:

No.	Field
8	Company
9	Locality
10	Pay Group
11	Salary Fixed
- Page 1 of 1 (4 items)
- Page Size: 10

Access: Setup > Setting > Field Selection

Field Selection window details:

- Select: Payslip
- Dropdown options:
 - Continuous Payslip Information
 - Payslip Information
 - Payslip Year To Date
- No data to display
- Page Size: 10

Field Selection

Select Payslip Information

No.	Field	Countries/Regions	Caption	Display
1	Employee Code	*	员工编号	
2	Employee Name	*	员工姓名	
3	Join Date	*		
4	Department	*		Name
5	Payment	*		Name
6	Pay Run Period	*	Pay Run Period	
36	Identity No	*		
38	Locality	*		Both
39	Pay Group	*		Both
40	Salary Fixed	*		

Page 1 of 1 (10 items) Page Size 10

Access: Payroll > Report > Payroll > Payslip

Payslip

Pay Year: -- All --
 Pay Group: CN - CN Monthly
 Pay Run: CN2022-05-01 - Whole Month May 2022 [CN]
 Show Date in ESS:
 Employee: CN0002 - CN Employee 0002
 Currency: Local Country Currency

BIPO Standard Payslip 薪资月份 Payroll Month 2022-05

员工编号	CN0002	员工姓名	CN Employee 0002	Join Date	01/10/2020
Department	Marketing	Payment	Bank	Pay Run Period	01/05/2022 - 31/05/2022
Identity No	360002199202020000	Locality	L - Resident	Pay Group	CN - CN Monthly
Salary Fixed	20,000.00				

请妥善保管工资单，请勿相互交流。 Please keep payslip properly as private and confidential information. 货币 Currency CNY

Payslip Statutory

Payslip Statutory is used to display the statutory payment, deduction or employer / employee contributions to the payslip.

Access: Setup > Setting > Field Selection

BIPO Make Life Easier.

This is the day that everyone is waiting for

Testing Company Pte Ltd

Name of Employer	Testing Company Pte Ltd	Employee Code	AMYT	Name of Employee	Amy Tan
Pay Period	01/07/2020 - 31/07/2020	Age	28 yrs 07 mths		

Salary Payment Statement (2020-07)

Payment	Deduction	Contribution
Basic Salary S\$ 3,000.00	CPF Employer S\$ 0.00	CPF Employer S\$ 0.00
Hong Bao (Cash) S\$ 500.00	SDL S\$ 8.75	
	CPF Employee S\$ 0.00	
Total Pay S\$ 3,500.00	Total Deduction S\$ 8.75	Net Pay S\$ 3,500.00

Year to Date (2020)					
YTD Basic Pay	YTD CPF (OW)	YTD CPF (AW)	Other Income	Gross Salary	Employee Contribution Amount
18,000.00	0.00	0.00	359.00	18,500.00	0.00

This is a computer generated payslip. No signature is required. Please contact Jerry if any discrepancies

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1. Type in **Payslip Statutory** from the **Select** drop down.

Field Selection						
Select Payslip Statutory						
	No.	Field	Mandatory	Column	Caption	Sign
	16	SS Employee	Yes	Column 3		-
	37	Pag-IBIG Employee Voluntary	No		HDMF Employee (Voluntary)	
	39	De Minimis Non-Taxable	No	Column 3		
	43	PhilHealth Employee	Yes	Column 3		-
	46	Pag-IBIG Employee	Yes	Column 3		-
	50	Tax Amount	Yes	Column 2		-

2. Click + icon to add another statutory to display in payslip.
3. Specify the **No.** This is the sequence order in the payslip.

No.

4. Select from the **Field** drop down the statutory that you want to add in payslip.

Field: -- Please select --
Mandatory: -- Please select --
Column: SS Employer
Caption: EC Employer
Sign: PhilHealth Employee
Pag-IBIG Employee

5. Select Yes if the statutory specified in is **Mandatory**.

Mandatory: -- Please select --
Column: -- Please select --
Caption: Yes
No

6. Select the **Column** if the *Statutory* will reflect in *Column 2* or *Column 3* in the *Payslip*. Note that *Column 1 Pay Items* are set in *Payroll Module > Reference > Allowances > Allowances*.

Column: -- Please select --
Caption: -- Please select --
Column 2
Column 3

- Caption** - this is optional and can be left blank. If *caption* is specified, this will be the displayed caption of statutory in payslip.

A screenshot of a form field labeled 'Caption'. The field is empty and has a blue border. A vertical cursor is visible at the beginning of the input area.

- Sign** - Indication of *payment* or *deduction*. Can be left blank.

A screenshot of a dropdown menu labeled 'Sign'. The menu is open, showing a selection box with the text '-- Please select --'. Below the selection box, there are two options: a plus sign (+) and a minus sign (-).

- Click **Update** button to save.

Payslip Year To Date

Payslip Year To Date is the overall running sum of statutory and leave balance.

Access: Setup > Setting > Field Selection

The screenshot shows the BIPO payslip interface. At the top, it says 'BIPO Make Life Easier.' and 'This is the day that everyone is waiting for'. The company name is 'Testing Company Pte Ltd'. Below this, there are two tables: one for employee details and one for the salary payment statement. At the bottom, there is a 'Year to Date (2020)' summary table and three buttons: 'Download', 'Email Payslip', and 'Email Without Payslip'.

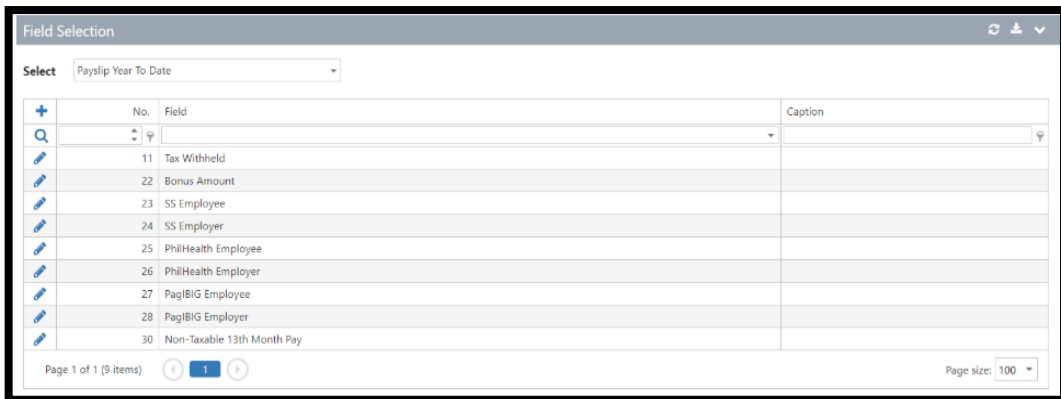
Name of Employer	Testing Company Pte Ltd	Employee Code	AM/YT	Name of Employee	Amy Tan
Pay Period	01/07/2020 - 31/07/2020	Age	28 yrs 07 mths		

Payment	Deduction	Contribution
Basic Salary S\$ 3,000.00	CPF Employer S\$ 0.00	CPF Employer S\$ 0.00
Hong Bao (Cash) S\$ 500.00	SDL S\$ 8.75	
	CPF Employee S\$ 0.00	
Total Pay S\$ 3,500.00	Total Deduction S\$ 8.75	Net Pay S\$ 3,500.00

Year to Date (2020)					
YTD Basic Pay	YTD CPF (OW)	YTD CPF (AW)	Other Income	Gross Salary	Employee Contribution Amount
18,000.00	0.00	0.00	359.00	18,500.00	0.00

This is a computer generated payslip. No signature is required. Please contact Jerry of any discrepancies

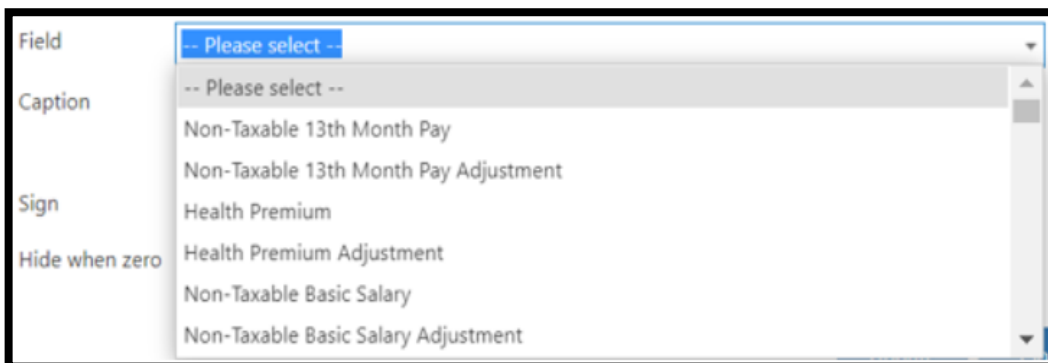
1. Type in **Payslip Year To Date** from the **Select** drop down.



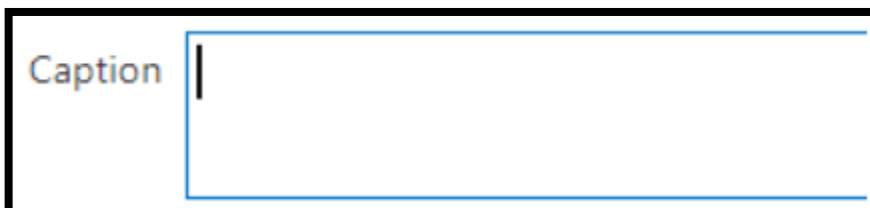
2. Click **+** icon to add another year to date that you want to display in payslip.
3. Specify the **No.** This is the sequence order in the payslip.



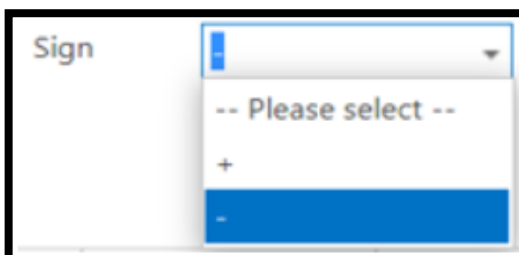
4. Select from the **Field** drop down the year to date that you want to add in payslip.



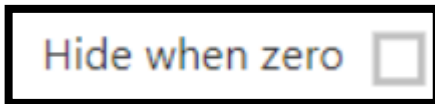
5. Enter the **Caption**. This is the caption that will display in payslip.



6. **Sign** - Indication of payment or deduction. Can be left blank.



7. Tick to **Hide when zero** when the amount is zero and need to be hidden.



8. Click **Update** button to save.

Payslip Leave Information

Employee *Year To Date Leave Balance (Annual Leave and Sick Leave)* can be displayed in payslip for employee reference.

Access: Setup > Setting > Field Selection

\$\$\$Happy PayDay\$\$\$---

BIPO Singapore Pte Ltd

Nem	normal employee	Name	employee	Category		Ethnic Origin	
Nationality	Mayotte	Age	29 yrs 01 mths	Pay Run Period	01/12/2020 - 31/12/2020	Birth Date	
Gender	F - Female	Department					

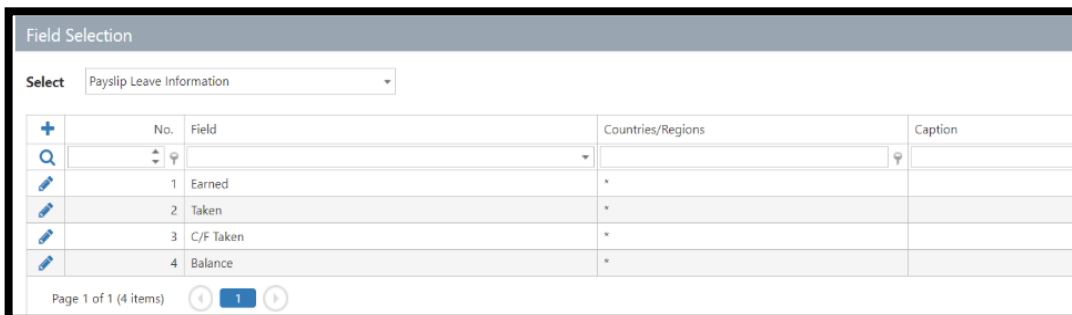
Salary Payment Statement (2020-12)

Earnings/Allowances			Deductions			Other Contributions		
Bonus	S\$	3,000.00	Fund - CDAC	S\$	2.00	Ordinary Wage	S\$	4,500.00
gross commission	S\$	5,000.00	CPF Employer	S\$	300.00			
Mobile Allowance	S\$	0.00	SDL	S\$	11.25			
Transport Allowance	S\$	0.00	CPF Employee	S\$	-375.00			
Transport Allowance with Non-CPF	S\$	0.00	Ordinary Wage	S\$	4,500.00			
Overtim	S\$	500.00	CPF					
OT	S\$	0.00	Additional Wage	S\$	3,000.00			
0.00 hrs x 0.0000 x 0.0000								
Total Pay	S\$	8,500.00	Total Deduction	S\$	7,438.25	Subtotal Col 3	S\$	4,500.00
						Net Pay	S\$	12,123.00

Year to Date (2020)

YTD Basic Pay	YTD CPF (OW)	YTD CPF (AW)	Other Income	Gross Salary	Employee Contribution Amount	CPF Employee Percentage	CPF Employer Percentage
4,000.00	225.00	300.00	5,000.00	4,000.00	0.00	5.00	4.00

1. Type in **Payslip Leave Information** from the **Select** drop down.



- Earned, Taken, C/F Taken and Balance** are the usual information field to appear in Payslip. User can specify other information such as forfeited, encashed, etc...
- Click + icon.
- Specify the **No.** This is the sequence order in the payslip.

A screenshot of a form field labeled "No." with a text input containing the number "1" and a plus-minus icon to its right.

- Specify the **Leave Codes**. This will display the *Annual Leave* and *Sick Leave* nature type of leave.

The image shows two overlapping dialog boxes. The "Field Selection" dialog on the left has a "Leave Codes" field with a dropdown menu. A red arrow points from this dropdown to the "Leave" dialog on the right. The "Leave" dialog contains a table of leave codes and a "Selected Value" field.

#	Code	Name
<input type="checkbox"/>	ANL	Annual Leave
<input type="checkbox"/>	SL	Sick Leave
<input type="checkbox"/>	VAC	Vacation Leave_PH
<input type="checkbox"/>	PHANL	PH_Annual Leave
<input type="checkbox"/>	TH_SL	TH_Sick Leave
<input type="checkbox"/>	ANL_HRS	Annual Leave Hours
<input type="checkbox"/>	ANL-Days	AL By Days
<input type="checkbox"/>	PHProj_VL	Vacation Leave
<input type="checkbox"/>	PHReg_VL	Vacation Leave
<input type="checkbox"/>	PHProj_SL	Sick Leave

- Select from the **Field** the information to display in payslip.

A screenshot of a dropdown menu for the "Field" property. The "Earned" option is selected and highlighted in blue. Other visible options include "C/F Taken", "C/F Taken To-Date", "Taken", "Taken To-Date", and "Forfeited".

- Select the **Country / Region**.

A screenshot of a form field labeled "Countries/Regions" with an asterisk (*) and a plus icon to its right.

8. Enter the **Caption**. This is the caption that will display in payslip.

A screenshot of a software interface showing a text input field labeled 'Caption'. The field is empty and has a blue border. A vertical cursor is visible at the beginning of the field.

9. **Sign** - Indication of payment or deduction. Can be left blank.

A screenshot of a software interface showing a dropdown menu labeled 'Sign'. The menu is open, displaying a list of options: '-- Please select --', '+', and '-'. The background is blurred.

10. **Display** refers to the *Leave* name display, to determine whether *Code*, *Name* or *Both* will appear in payslip

A screenshot of a software interface showing a dropdown menu labeled 'Display'. The menu is open, displaying a list of options: 'Name', '-- Please select --', 'Code', 'Name', and 'Both'. The 'Name' option is currently selected and highlighted in blue.


Leave Capture Payslip

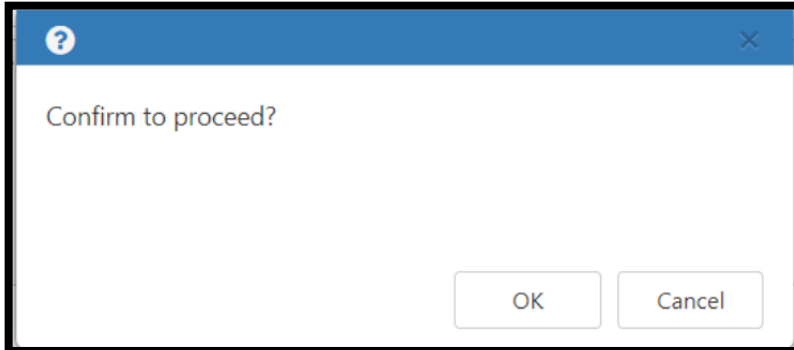
Leave Capture Payslip should be processed to display the updated balance in payslip upon setting up the *Payslip Leave Information*.

Access: *Leave Module > Leave > Leave Capture Payslip*

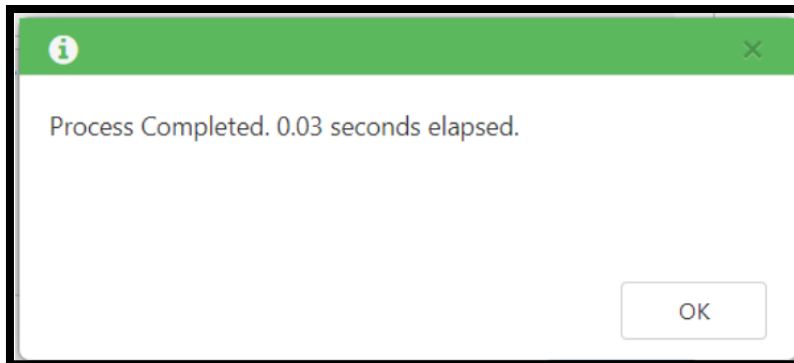
A screenshot of the 'Leave Capture Payslip' form. The form has a title bar 'Leave Capture Payslip' with a dropdown arrow. It contains three main input areas: 'Pay Run' with a dropdown menu showing 'PH2020-03-01'; 'Leave' with a text input field containing an asterisk and a dropdown arrow; and 'Employee Range' with a large text area containing the SQL query: '((TblEmployee.EmployeeCode IN ('THM0001','THM0002','THM0003'))'. At the bottom right, there is a blue 'Process' button.

1. **Pay Run** - Select the correct *Pay Run* to calculate correct leave balance.
2. **Leave** - Specify the *Leave Code*. Note that it should also match the leave code in *Payslip Leave Information Setup*.

3. **Employee Range** - Select the applicable employee to include in leave calculation by clicking .
4. Click **Process** button and Click **OK** to confirm.



5. Notification for success process will be displayed.






Currency Display for Payslip

Payslip can display currency options. This can be enabled by setting system config

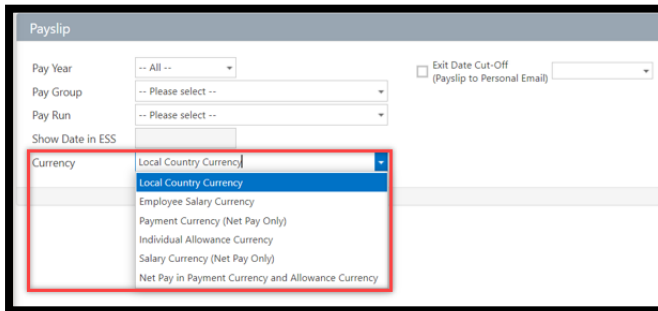
ShowCurrencyDisplay / ShowCurrencyDisplayESS to Yes.

- **ShowCurrencyDisplay** – Currency Display will be available for selection at the Payslip Generation for Admin
- **ShowCurrencyDisplayESS** –Currency Display will be available for selection at the Payslip Generation in ESS

Access: System > Config > Payroll > Payslip > ShowCurrencyDisplay / ShowCurrencyDisplayESS

System Config (Payroll)			
Section Payslip			
	Section	Name	Value
	<input type="text"/>	show	<input type="text"/>
	Payslip	ShowCurrencyDisplay	*=Y
	Payslip	ShowCurrencyDisplayESS	*=Y

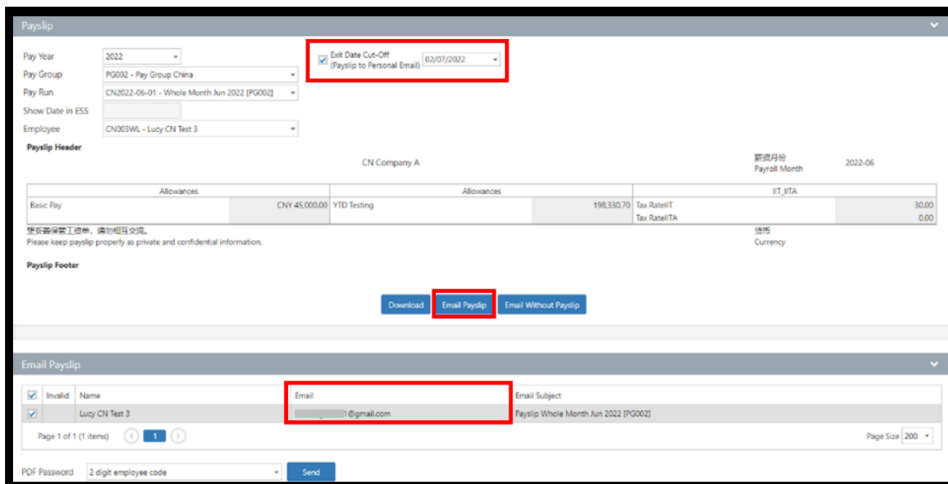
Access: Payroll Module > Report > Payroll > Payslip



Payslip Exit Date Cut-Off

Specifying the **Exit Date Cut-Off** checkbox allows User to send the payslip to resignee's personal email.

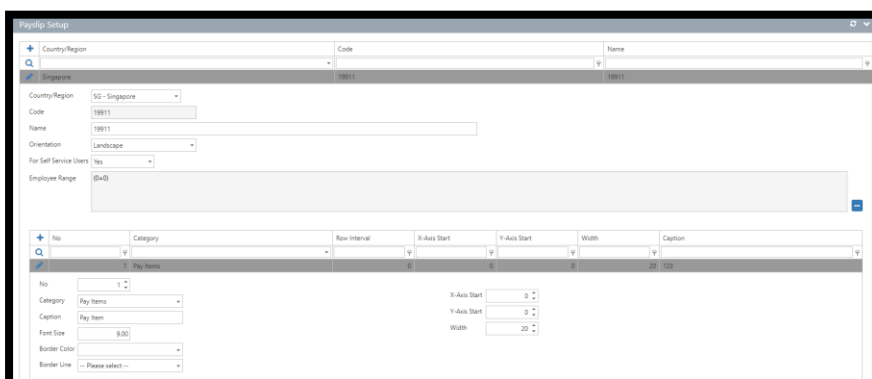
Access: Payroll Module > Report > Payroll > Payslip



Payslip Setup

User can modify the payslip layout including font size, border color, border line, caption and field size using **Payslip Setup**. The created **Payslip Setup** will then be used in generating **Flexible Payslip Report**.

Access: Payroll Module > Reference > Payslip > Payslip Setup



1. Select the **Countries/Region** that this setup is applicable to.
2. Enter a unique code for the setup.
3. Enter the name of the **Payslip Setup**.
4. **Orientation** can be landscape or portrait.
5. **For Self Service Users** – Select if this template will be available in **ESS**.
6. Apply the required ranged at the **Employee Range** or simply indicate the value (0=0) which meant all employees.
7. Click + to specify the formatting of each selected **Category**. The **Category** are the items that will be included in the payslip when **Flexible Payslip Report** is generated.

Note: Grid box, border and color is hidden when generating **Flexible Payslip Report** when there is no data for the employee.

Appendix

All Enhancement 2022 included in this User Guide can be found in the following Release Note Version:

#	RELEASE NOTE	JIRA	SUMMARY
1	Release Note 2211	HRMS-6775	Enhancement to Flexible Payroll Report
2	Release Note 2215	HRMS-7547 HRMS-7548 HRMS-7549 HRMS-7550 HRMS-7551	Pre-Payroll Processing Enhancement
3	Release Note 2217	HRMS-7575	Customize Report Display for Regional Flexible Payroll Report
4	Release Note 2221	HRMS-8056	New Batch Pay Run Menu
5	Release Note 2225	HRMS-7905	Undo Retro for Multiple Employees
6	Release Note 2227	HRMS-8262	Enhancement to Leave Attendance Data Verification
7	Release Note 2229	HRMS-8216	Enhance to add Download button in Payroll Upload
8	Release Note 2231	HRMS-8639	Enhancement to Field Selection for Payroll Processing and Payslip
9	Release Note 2235	HRMS-8965 HRMS-9101	Enhancement to Payroll Processing for Resigned Employee Who Has Recurring Allowance Introducing New Function Basis Allowance PTD
10	Release Note 2237	HRMS-8146 HRMS-8808 HRMS-8817 HRMS-8949	Flexible Payslip Enhancement Enhancement to Leave Attendance Data Verification Enhancement to Payroll Variance Report Enhancement to Ad-Hoc Allowance
11	Release Note 2239	HRMS-9088 HRMS-9089 HRMS-9461	Enhancement to Consolidated Payslip Payslip Currency Display Enhancement Enhancement for Row with Zero or Null Value in Pending Approval Screen (Admin and ESS Site)
12	Release Note 2241	HRMS-8686	Comparison Reports Enhancement
13	Release Note 2243	HRMS-9053 HRMS-9289 HRMS-9658	Enhancement to Flexible Payroll Report Added Run Type to Payroll Transaction Report and Payroll Summary Report Added Pay Period No. to Pay Run Master
14	Release Note 2245	HRMS-9605 HRMS-9606	Introduced Run Type in Payroll Reports
15	Release Note 2247	HRMS-9659 HRMS - 10045	Enhancement to Add "Attachment" Field to Ad-Hoc Allowance Enhancement to Add Parameters Fields to the Batch Pay Run Generation
16	Release Note 2251	HRMS-10048 HRMS-10052 HRMS-10188 HRMS-10194 HRMS-10277	Added System Config to Determine to Show Pay Group or Pay Month to the Payroll Summary, Payroll Transaction and PT By Allowance Screen Currency Display Enhancement for Generating Payslip in Admin or ESS Retro Processing, Retro Payment, Undo Retro Screen Enhanced to Select Multiple Pay Runs Changed the Method of Undo Pay Transaction and Batch No Generation for Append Transaction Function Enhanced Email Payslip to Send Email to Resignee via Personal Email

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