

Human Resources

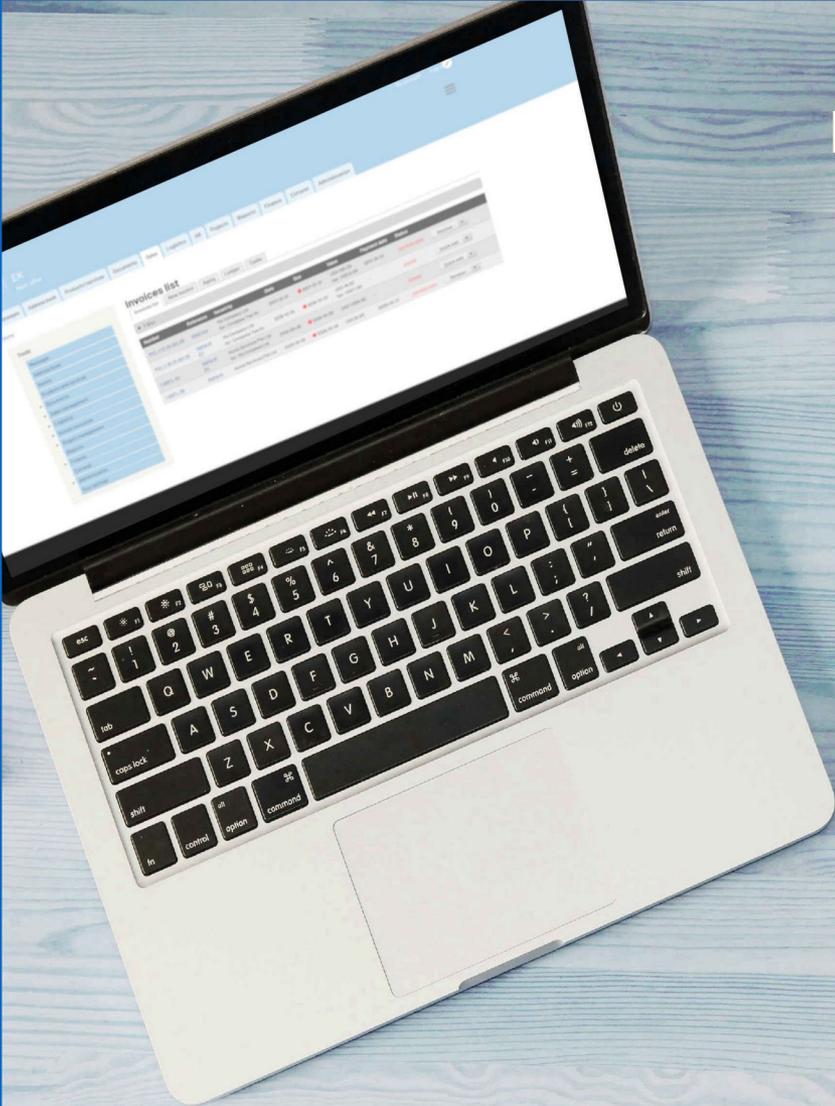


Table of content

Dashboard

Parameters

- Categories

- Allowances & deductions

- Main parameters

- Location

- Services

- Ranks

- Accounts

- Payslips forms

- HR forms

- Funds

- Formula variables

- Formula

Employee profile form

- Employees list

- Employee data

- Employee payroll history

Payroll

- Payroll record form

- Current payroll

- Advance

- Payslips

- HR forms

- Data posting

- Payroll expenses

Roster

Human resources

The HR module manages employee data:

- employment parameters;
- payroll;
- roster

Payroll data (salaries) can be posted to expenses with **finance** module

HR Dashboard

Current payroll cycle

- My Company Ltd: 2018-06
- Representative office: 2018-12

Payroll statistics

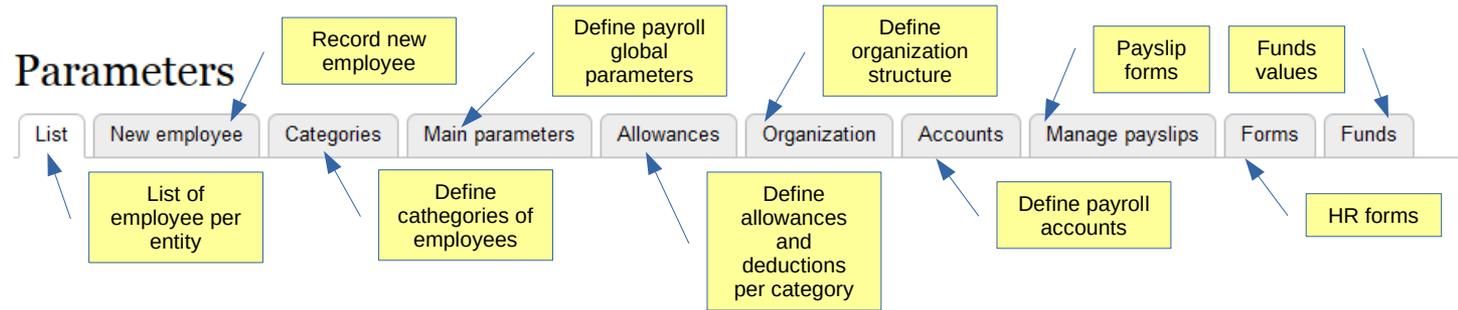
	working	resigned	total
My Company Ltd	11	0	11
Company Two llc	30	1	31
Representative office	1	0	1
Acme Services Pte Ltd	1	0	1

HR contracts expiration

- [Contract will expire in 20 day\(s\): 5a - Allan](#)
- [Contract is expired: 007 - Albert](#)

HR Birthday dates

- [Employee birthday in 14 day\(s\): 5a - Allan](#)
- [Employee birthday in 13 day\(s\): 20 - Julia](#)



Human resources

To set-up HR parameters, start with **Categories** :

- **Categories:**
Categories are classification of employees. You can have 5 different categories like for ex. "manager", "expatriate", "engineer", "part time", etc... For each categories you can define specific allowances and deductions parameters here. You need to define categories before allowances.

Edit categories

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips

company *

My Company Ltd

Categories are set by companies

Input the description name for each category used. For each category you can define specific parameters in [Allowances](#)

Category a

category 1

Category b

category b

Category c

category c

Category d

category d

Category e

category e

Save

You can set up to 5 categories per entity.

Each category will have its own allowance and deduction ratios

Human resources

Once categories are defined, go to **allowances and deductions** to set the payroll ratios for payment calculation.

Allowance and deductions are parameters for payroll calculation that will apply to an employee base on his/her category. They are classified in 2 sub sections: fixed and custom. Fixed means that the calculation rate is fixed by convention (for ex. the rate of overtime work) while custom means that any amount can be recorded in the payroll for a given description.

- 6 fixed
- 13 custom

Edit allowances and deductions

The screenshot shows a software interface for editing allowances and deductions. At the top, there are navigation tabs: List, New employee, Categories, Main parameters, Allowances, Organization, Accounts, Manage payslips, Forms, and Funds. Below the tabs, the 'company' is set to 'My Company Ltd'. The 'category' is 'category 1'. A dropdown menu is open for 'Fixed allowances', showing a list of items with columns for Description, Value, Formula, and Include tax. Annotations include: 'Edit "category 1" for entity "My Company Ltd"' pointing to the company dropdown; 'Fixed allowance' pointing to the 'Fixed allowances' dropdown; 'Not editable' pointing to the 'Normal OT' row; 'Value applicable per worked hour in "Normal Over time"' pointing to the '2.52' value; 'Indicated that this line will be used in total tax base' pointing to the 'yes' dropdown; and 'Input a formula calculation (see formulas)' pointing to the 'formula' field.

Description	Value	Formula	Include tax
Normal OT normal OT	2.52	formula	yes
Rest day OT rest day OT	3.36	formula	yes
PH OT PH	5.04	formula	yes
medical leave ML	13.44	formula	yes
extra hours Extra hours	1.68	formula	yes
Commission Sales	0.02	formula	yes

Note:
OT = Over time
PH = Public
Holiday

Human resources

Custom allowances are allowances that are all set by payroll manager.

Custom allowances

Description	Value	Formula	Include tax
Performance bonus custom allowance 1	0	formula	yes
Leader indemnity custom allowance 2	0	formula	yes
Punctuality custom allowance 3	0	formula	yes
Bonus custom allowance no tax 4	0	formula	yes
Claim custom allowance no tax 5	0	formula	yes
Telephone allowance custom allowance 6	0	formula	yes
Travel allowance custom allowance 7	0	formula	yes
Other 4 custom allowance 8	0	formula	yes
Other 5 custom allowance 9	0	formula	yes

Annotations:

- Custom allowance (points to the 'Custom allowances' header)
- Allowance description (points to the 'Description' column)
- Default value applicable per custom allowance (points to the '0' in the 'Value' column)
- Input a formula calculation (see formulas) (points to the 'formula' text in the 'Formula' column)

Human resources

Same principle applies to deduction calculations:

- 2 fixed
- 6 custom

▼ Fixed deductions

Description	Value	Formula	Include tax
Advance advance	0	formula	yes ▼
Less hours Less hours	1.68	formula	yes ▼

▼ Custom deductions

Description	Value	Formula	Include tax
Uniform deduction custom 2	0	formula	yes ▼
Other deduction custom 3	0	formula	yes ▼
Medical Ch.up deduction custom no tax 4	0	formula	yes ▼
Other 1 deduction custom 5	0	formula	yes ▼
Other 2 deduction custom 6	0	formula	yes ▼
Other 3 deduction custom 7	0	formula	yes ▼

Human resources

Main parameters

Main parameters are settings that are applicable to all categories and employees for a single company. For ex. the calculation rate of taxes or pension fund name.

You can define up to 6 funds names with their calculation method. A minimum of 3 funds are integrated in the payroll calculation based on system design

Edit main parameters

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips Forms Funds

company *
My Company Ltd

fund 1

Social Security
Fund 1 name

percent
Fund 1 calculation (P=percent; T=table)

15
employer Fund 1 contribution (%)

6
employee Fund 1 contribution (%)

Basic
Fund 1 calculation base (C=contract, A=average, B=basic, G=gross)

fund 2

Fund 2
Fund 2 name

tabulation
Fund 2 calculation (P=percent; T=table)

0
employer Fund 2 contribution (%)

Name of fund as it will appear in payroll

Type of calculation method:
percentage
table (to be provided)

If method is "Percent", indicate what is the value of % for employer and / or employee share

Set the base of calculation
Contract = value of salary set in contract
Other = value set in "other" field (see employee)
Basic = value set as basic salary(see employee)
Gross = calculated gross value of salary

In this example, if the basic salary is 100
Pension fund will be calculated as:
- 100 * 15% = 15 for employer
- 100 * 6% = 6 for employee

Human resources

Organization is defined by

- Locations
- Services
- Ranks

Here you need to define the structure of your payroll organization like "Location", "Services" or "Ranks". In locations, you can define as many working location as needed like "head office" or "factory"; In Services, you will define the type of services available in your organization like "marketing", "maintenance department" or "finance"; In ranks, you can upload a file definition of employees ranks like "General manager", "Senior engineer", "Clerk", etc...

Location

List New employee Categories Main parameters Allowances Organization Accounts

Locations Services Ranks

company *

Acme Services Pte Ltd ▼

Next >>

Location

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips Forms Funds

Locations Services Ranks

company *
Acme Services Pte Ltd

Name ▲	Description	Optional description	Turnover	Delete
Head office	HO description		0.00	<input type="checkbox"/>
Factory	Production site		0.00	<input type="checkbox"/>
Warehouse	Warehouse description			

Save

You can create as many location as you need

Select to delete

Used when calculation a commission per location turnover

Click "Save" to record

Services

- List
- New employee
- Categories
- Main parameters
- Allowances
- Organization
- Accounts
- Manage payslips
- Forms
- Funds

[Locations](#) | [Services](#) | [Ranks](#)

company *

Acme Services Pte Ltd

Name ▲	Manager	Delete
Sales and marketing	none ▼	<input type="checkbox"/>
Accounting	none ▼	<input type="checkbox"/>
Production	none ▼	

You can create as many SERVICES as you need

Select to delete

Optional "manager" of service. You can edit manager after you record the employees.

Save

Click "Save" to record

Human resources

Organization: ranks

Ranks are updated by directly or uploading a text file with the rank structure for more complex organisation.

Follow the example below to design your own structure

Ranks

[List](#) [New employee](#) [Categories](#) [Main parameters](#) [Allowances](#) [Organization](#) [Accounts](#) [Manage payslips](#) [Forms](#) [Funds](#)

[Locations](#) | [Services](#) | [Ranks](#)

company *
Company Two llc

You do not have any rank definition yet. You can create one directly by typing your structure or alternatively upload a text file.

1) indicate ranks titles by preceding the name with character "@" and terminated with comma "," 2) indicate rank within a title separated by comma.

```
@ADMINISTRATION,  
A1 General manager,  
A2 Executive,  
A3 Clerk,  
@SALES,  
S1 Manager,  
@LOGISTICS,  
L1 Manager,  
L2 Assistant,  
L3 Clerk,  
@
```

For simple structure, you can type the data and save it

You can also upload any text file (with .txt extension) with your structure.

No file selected.

Upload a new file

Second option is to upload a structure file following same markup

Human resources

Sample ranks text file

You can use any text editor and save a file like "ranks.txt" before uploading

Rank category indicated by "@"
Terminated by comma ","

@GENERAL ADMINISTRATION,

G1 CEO,
G2 Country Manager,

@Direction of Customer Relations (DCR),

C1 Director of DCR,
C2 Deputy Director of DCR,
C3 Director of DCR Marketing Dpt,
C4 Marketing executive
C9 Director of DCR Business Development Dpt,
C10 Deputy Director of Dpt,
C11 Assistant Director of Dpt,
C12 Sales executive,
C13 Sales clerk

Ranks inside a category indicated
Terminated by comma ","

@Direction of Operations (DO),

O1 Director of DO,
O2 Deputy Director of DO,
O4 Director of DO TechOps Dpt,
O12 Assistant Director of Dpt,
O13 Quality Control,

@Direction of Admin and Finance (DAF),

A1 Director of DAF,
A3 Assistant Director,
A7 HR Manager,
A8 HR Executive,
A11 Administration Executive,
A12 Administration Clerk,
A17 Internal Auditor,
A18 Accounts Clerk,

@ ...

Human resources

Finance accounts

When finance module is available, you need to map the payroll payment accounts with the accounting chart (see finance manuals)

Accounts

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips

company *

Acme Services Pte Ltd

Select finance account for each debit type

pay account (liability)

22400 - Payroll Liabilities

Liability accounts set in accounting chart

fund1 account (Fund 1)

22400 - Payroll Liabilities

fund2 account (Fund 2)

22420 - Payroll Tax Payable

fund3 account (Fund 3)

22400 - Payroll Liabilities

fund4 account (Fund 4)

22400 - Payroll Liabilities

fund5 account (Fund 5)

22400 - Payroll Liabilities

tax1 account (liability)

22400 - Payroll Liabilities

tax2 account (liability)

22400 - Payroll Liabilities

Save

Click "Save" to record

Human resources

Payslip forms

Payslip forms are common to all entities. You can have multiple forms.

Consult service provider to design new forms.

Manage payslips

- List
- New employee
- Categories
- Main parameters
- Allowances
- Organization
- Accounts
- Manage payslips
- Forms
- Funds

Upload file

No file selected.

Upload new form file provided by service provider

use file format name 'type_format_name.inc'. Ex. payslip_pdf_abc.inc

Form	Date	
ps1_pdf.inc	2012-05-17	[x]
ps1_xls.inc	2010-12-26	[x]
ps2_pdf.inc	2014-08-03	[x]

Forms that will be selectable when printing payslips

Click to delete

Human resources

HR forms

HR forms are custom forms to extract data from payroll.
i.e. tax submission form or pension declaration form can be inserted here.

Consult service provider to design new forms.

Manage forms

- List
- New employee
- Categories
- Main parameters
- Allowances
- Organization
- Accounts
- Manage payslips
- Forms
- Funds

Upload file

No file selected.

Upload new form file provided by service provider

use file format name 'type_format_name.inc'. Ex. form_xls_abc.inc or image file for logo

Form	Date	
form_xls_kwsp.inc	2015-03-30	[x]
kwsp-logo.jpeg	2015-03-29	[x]

Forms and other data that will be selectable when printing HR forms

Click to delete

Human resources

Funds tables

Funds table are used to calculate deduction values from tables. They can be edited directly and are specific to countries where applicable.

Consult your service provider to implement funds tables

Funds management

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips Forms Funds

Filter

company: My Company Ltd - Select - Apply

Example of social security table

Social Security MY	minimum	maximum	employer	employee
1	0.01	10	0	0
2	10.01	20	3	3
3	20.01	40	5	5
4	40.01	60	8	7
5	60.01	80	10	9
6	80.01	100	12	11
7	100.01	120	15	14
8	120.01	140	17	16
9	140.01	160	20	18
10	160.01	180	22	20

Salary range values

Corresponding contributions for employer and employee

Human resources

Once parameters are defined, you can record employees

New employee

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips Forms Funds

company *
My Company Ltd



Working status *
Working

image
Browse... No file selected.
Employee picture (image type allowed: png, jpg, gif)

administrators

- admin (authenticated,administrator)
- user (authenticated)
- user2 (authenticated)

name and contact

Name *
Bill

Address *
Mediterrania 1, Jalan Paramo 180, Sentil City

Email * abc@me.com Telephone * +6xxxxxxxxxx

Control access to profile by user. If none selected, All user with edit HR permission can edit the profile. Administrator may also receive HR email notifications

Name and contact section

▼ identification references

Sex *
Male

Date reference for alert

Birth date * 08 / 27 / 1982 Identification No. * 023595928

Retirement fund No.: Retirement Social security No.: 7909212398 Income tax No.: 0304997731 A

▼ work status

Category *
category 1

Status
confirmed

Location: Location B Service:

Rank
O1 Operation Man;

Start date * 10 / 01 / 2008 Resign date: mm / dd / yyyy

Contract expiration
09 / 01 / 2019 Date reference for alert

Annual leaves: 14 medical leaves: 30

▼ salary and payment

Main base salary value

Gross salary * 3000 Other base salary: 3000 currency * Dollar Singapore

Bank: Credit Money int. Bank account: 0071005388913 threshold salary value optionally used in funds

Type of account: own

Id and others references

Working status section

Salary section

Human resources

Once created, employee data can be access in the List

Parameters

- List
- New employee
- Categories
- Main parameters
- Allowances
- Organization
- Accounts
- Manage payslips
- Forms
- Funds

Filter

▼ Filter

company: My Company Ltd Working Apply Reset

Export

Export in Excel format

ID	Name	Status	Operations
5a	Allan	working	View
007	Albert	working	View
11	John Doe	working	View
12	Amelia	working	View
37	Bill	working	View
104	Gina	working (archived)	View
124	Ursule	working	View
257	Aline	working	View
258	Yori	working	View
264	Tristan	working	View
285	John Do	working	View Edit

Access data view or edit mode

Human resources

Employee data view

Data	Attachments	Edit	History
Company	My Company Ltd		
Status	working (Archived: no)		
Name	Albert		
Contact	Nulla eget felis lectus. Fusce semper libero ac tellus eleifend aliquam. Tel: 0916969742, abc@abcd.com		
Employee ID	10		
Given ID	007		
Note	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.		
Employee IC	023596928 ()		
Date of birth	1982-08-27		
Sex	M		
Retirement fund No			
Social security No	7909212398		
Income tax No	0304997731 (category: A)		
Category	category 1		
Status	confirmed		
Location	Location B (Description B)		
Service	0		
Rank	0		
Start	2008-10-01		
Resign			
Contract expiration			
Annual leaves	14		
medical leaves	30		
Gross salary	3000		
Average salary	3000		
Payment currency	SGD		
Bank ref.	Credit Money int. Account: 0071005388913		
Payslip template			



Attachments

Data Attachments Edit History

Upload file Upload new file

Browse... No file selected. Upload

Documents	Date	
resume.pdf	2016-05-30	[x] <small>Delete</small>

Delete

Edit employee

Data Attachments

Attached company can be changed with Administrator role

My Company Ltd

Working status *
Working

Archive *
no

Image
Browse... No file selected.

Employee picture (image type allowed: png, jpg, gif)

delete image:



Given ID
007

Note
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

- administrators
- admin (authenticated)
 - user (authenticated,manager)
 - user2 (authenticated,extranet)

name and contact

Name *
Albert

Address *
Nulla eget felis lectus. Fusce semper libero ac tellus eleifend aliquam.

Email * abc@abcd.com Telephone * 0916969742

Edit employee

Data Attachments Edit History

con't

▼ identification references

Sex *
Male ▾

Birth date * 08 / 27 / 1982 ⓘ Identification No. * 023595928

Retirement fund No.: Retirement Social security No.: 7909212398 Income tax No.: 0304997731 A ▾

▼ work status

Category *
category 1 ▾

Status
confirmed ▾

Location: Location B ▾ Service: ▾

Rank
O1 Operation Man: ▾

Start date * 10 / 01 / 2008 ⓘ Resign date: mm / dd / yyyy

Contract expiration
mm / dd / yyyy

Annual leaves: 14 medical leaves: 30

▼ salary and payment

Gross salary * 3000 Other base salary: 3000 currency * Dollar Singapour ▾

Bank: Credit Money int. Bank account: 0071005388913

Type of account: own ▾

Data Attachments Edit History

Employee history

Leaves recorded

	Annual leaves taken	Medical leaves taken
2012	3	1
2013	9	5
2014	6	9
2015	0	0
2016		

Edit leave data: - Select - - Select - Edit Add / edit leaves form

Summary of funds / tax contribution

	Pension		Social security		Other contributions		Income tax
	Employee	Employer	Employee	Employer	Employee	Employer	
2012	4356	4797	177	975	0	0	598
2013	4488	5304	177	624	0	0	702
2014	4488	5304	177	624	0	0	681
2015	374	442	14.75	52	0	0	62
2016							

	Gross	Nett	Basic	Variable	Allowances	Commission	Deductions	
2012-01	3100	2703.25	3100	0	0	0	0	view
2012-02	3100	2703.25	3100	0	0	0	0	view
2012-03	3100	2703.25	3100	0	0	0	0	view
2012-04	3100	2203.25	3100	0	0	0	0	view
2012-05	3700	3249.25	3400	0	300	0	0	view
2012-06	3400	2449.25	3400	0	0	0	0	view
2012-07	3400	2449.25	3400	0	0	0	0	view
2012-08	3400	2449.25	3400	0	0	0	0	view

Summary of salaries paid

Click to view each record details

Parameters Formulas.

Formulas can be applied to parameters to automatically calculate allowance or deduction values.

Available variables in parameters:

```
// salary (the main salary set in employee data)
// salary2 (the secondary salary set in employee data)
// work_base (the units work base)
// unit_work (the units worked)
// leave (the number of leave days / units)
// thisbasic (the calculated basic salary value)
// overtime_hours (the number of hours in overtime)
// normal_ot (the value of OT per hour)
// rest_hours (the number of hours in rest day)
// rest_day_ot (the value of OT per hour | rest day)
// ph_hours (the number of hours in holiday)
// ph_ot (the value of OT per hour | holiday)
// mc_days (the number of days in medical paid leave)
// mc_day_val (the value of 1 day in medical paid leave)
// x_hours (the number of extra hours worked)
// x_hours_val (the value per extra hours)
// turnover (the value of turnover used for commission)
// commission (the commission ratio)
// customaw1 to customaw14 (custom allowances values)

// total (the total of all allowances – gross value)

// adv (the value of salary advance)
// less_hour (the number of hours not paid)
// less_hours_val (the value per hour not paid)
// customd1 to customd7 (custom deduction values)

// deduc (the total of all deductions)
```

Human resources

Example of calculation of bonus with a formula

▼ Custom allowances

Description	Value	Formula	Include tax
Performance bonus custom allowance 1	0	n_days/d_base*300	yes

A performance bonus is calculated based on number of days actually worked

30 units work base * 28 units worked * 0 no pay days

0 Number of hours overtime 0.00 Normal OT

0 Number of hours rest days 0.00 Rest day OT

0 Number of hours on PH 0.00 PH OT

0 Number of days medical leave 0.00 Medical leave

0 Number of extra hours 0.00 Extra hours

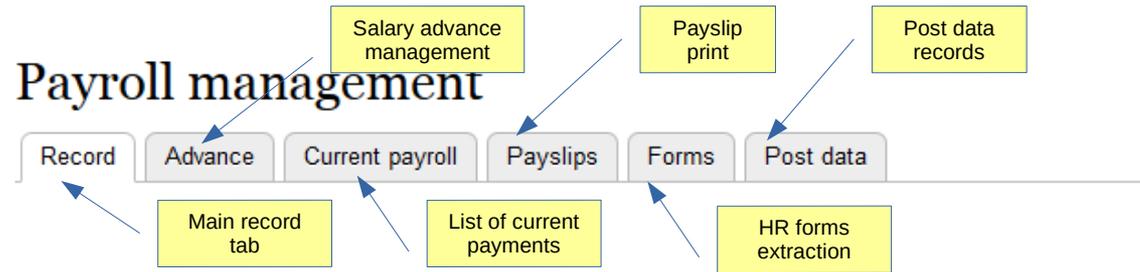
0 Turnover 0.00 Commission

▼ custom allowances

280.00 Performance bonus

Performance is calculated:
300 x 28 / 30

Formula can be set by parameter for value calculation. Go to "edit parameters" to change the formula.
{ n_days/d_base*300 }



Payroll management

Record Advance Current payroll Payslips Forms Post data Filter employee by company

company : My Company Ltd employees : Allan

Employee data: Allan

- ID: 5
- Payroll month: 2018-06
- basic salary: 1,000.00 SGD
- category: a
- rank: 0
- location: Location B
- start date: 2014-10-07
- status: working, confirmed

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

1 units work 1 units worked 0 no pay days 0 leaves 1,000.00 basic salary SGD

Fixed allowances

Unit	Value	tax	
1 Number of hours overtime	10 Normal OT		*
1 Number of hours rest days	11 Rest day OT		*
1 Number of hours on PH	12 PH OT		*
0 Number of days medical leave	0 Medical leave		*
0 Number of extra hours	0 Extra hours		*
10 Turnover	0 allowance	<input type="checkbox"/>	*

Main calculation bar. Set working units in days or hours to calculate values

Fixed allowances section

Filter employee by company

Profile summary of selected employee

Calculated net indicator

SGD 934

Allowance are set in parameters with fixed value or formula
Click on * to view formula

Human resources

Record (2)

Custom allowances section

Custom allowance can have a custom name, fixed value or formula.

Custom allowances				
Allowance				
1	allowance 1	<input type="checkbox"/>		*
0	allowance 2	<input type="checkbox"/>		*
0	allowance 3	<input type="checkbox"/>		*
0	allowance 4	<input type="checkbox"/>		*
0	allowance 5	<input type="checkbox"/>		*
0	allowance 6	<input type="checkbox"/>		*
0	allowance 7	<input type="checkbox"/>		*
0	allowance 8	<input type="checkbox"/>		*
0	allowance 9	<input type="checkbox"/>		*
0	allowance 10	<input type="checkbox"/>		*
0	allowance 11	<input type="checkbox"/>		*
0	allowance 12	<input type="checkbox"/>		*
0	allowance 13	<input type="checkbox"/>		*
Total gross salary			1034	
0	Number of less hours		0	
Advance			0	

Allowances list defined in the parameters

Click to include in revenue for personal income tax

SGD 934

Total of all allowances (Gross, before deductions)

Will indicate amount paid as advance on salary

Human resources

Record (3)

Custom deductions section
Custom deduction can have a custom name, fixed value or formula.

Social contributions
There are currently 3 contributions (funds) that can be customized with name, value and formula for employee and employer

Custom deductions

Deduction			
<input type="text" value="0"/> deduction 1	<input type="checkbox"/>		*
<input type="text" value="0"/> deduction 2	<input type="checkbox"/>		*
<input type="text" value="0"/> deduction 3	<input type="checkbox"/>		*
<input type="text" value="0"/> deduction 4	<input type="checkbox"/>		*
<input type="text" value="0"/> deduction 5	<input type="checkbox"/>		*
<input type="text" value="0"/> deduction 6	<input type="checkbox"/>		*
<input type="text" value="0"/> deduction 7	<input type="checkbox"/>		*
Total deductions	<input type="text" value="0"/>		

Contributions

Employer	Employee		
<input type="text" value="0"/> Social Security	<input type="text" value="0"/>	<input type="checkbox"/>	
<input type="text" value="0"/> Pension	<input type="text" value="0"/>	<input type="checkbox"/>	
<input type="text" value="0"/> Fund 3	<input type="text" value="0"/>	<input type="checkbox"/>	
Income tax	<input type="text" value="100"/>	<input type="checkbox"/>	

Total net salary

Clear Save

deductions list defined in the parameters

Click to insert or remove from personal tax

Sum of deductions

Paid by employer

Paid by employee

SGD 934

Click to calculate based on parameters set

Personal income tax. See main parameters to set calculation.

Human resources

After record, current payroll list shows payments for the period

Current payroll

Record Advance Current payroll Payslips Forms Post data

Filter

company My Company Ltd Apply Reset

Export in Excel format

Export

ID	Name	Month	Work status	Joined	Gross salary	Deductions	Net	
5a	Allan	2018-06	working	2014-10-07	0	500	0.00 SGD	Edit pay
007	Albert		working	2008-10-01	0	0	0.00 SGD	Edit pay
11	John Doe		working	2008-10-20	0	0	0.00 VND	Edit pay
12	Amelia		working	2011-08-15	0	0	0.00 VND	Edit pay
37	Bill		working	2019-05-06	0	0	0.00 SGD	Edit pay
104	Gina		working	01-03-2006	0	0	0.00 USD	Edit pay
124	Ursule		working	01-02-2006	0	0	0.00 EUR	Edit pay
257	Aline	2018-06	working	2014-04-24	0	0	0.00 EUR	Edit pay
258	Yori		working	2018-04-02	0	0	0.00 USD	Edit pay
284	Tristan		working	2018-04-09	0	0	0.00 MYR	Edit pay
285	John Do		working	2018-03-05	0	0	0.00 USD	Edit pay

Edit links.
Edit pay will redirect
to current month
payroll edit.

Human resources

When paying advance on salary, the advance value can be recorded separately and will be automatically added when recording payroll

Advance

Record Advance Current payroll Payslips Forms Post data

company *
My Company Ltd

Name	ID	Advance	
Albert	007	0	
Aline	257	0	EUR
Allan	5a	500	SGD
Amelia	12	0	VND
Bill	37	0	SGD
Gina	104	0	USD
John Do	265	0	USD
John Doe	11	0	VND
Tristan	264	0	MYR
Ursule	124	0	EUR
Yori	258	0	USD

Add advance value

Confirm advance for 2018-06

Save under current payroll

0	allowance 10	<input type="checkbox"/>	*
0	allowance 11	<input type="checkbox"/>	*
0	allowance 12	<input type="checkbox"/>	*
0	allowance 13	<input type="checkbox"/>	*
Total gross salary		1034	
0	Number of less hours	0	
Advance		500	

Value is included in payroll page

Payslips

- Record
- Advance
- Current payroll
- Payslips
- Forms
- Post data

company *

My Company Ltd

Print from

Bill

month

04

Print

to

Bill

Select range to print

year

2015

Select payroll period

templates

Default payslip

Select payslip format

Payslips

- Record
- Advance
- Current payroll
- Payslips
- Forms
- Post data

company *

My Company Ltd

Month: 2015-04

Pdf payslips

Page: 1 of 2 Automatic Zoom

My Company Ltd
address line 1
address line 2
778886668, MALAYSIA
tel. fax: +706623400
Reg number: A433

PAYSLIP

Payroll month:	2015-04	Employee No:	37
Location:	Location B	Employee Name:	Bill
Bank ref:	Permata bank - 7311845513	IC/Passport No:	2C11AB0557

EARNINGS DETAILS			
Basic salary			1,000.00
Normal OT	6	2.52	15.12
Telephone allowance			50.00
Travel allowance			50.00
GROSS SALARY (SGD)			1,115.12

DEDUCTIONS DETAILS			
Insurance contribution			10.00
Other contribution			2.50
Employee Income tax			80.00
TOTAL DEDUCTIONS (SGD)			92.50
NET PAY (SGD)			SGD 1,022.62

Human resources

Posting

When doing posting, you confirm all salaries payment and, if available, record the payment into accounts.

Once posted, data cannot be changed and payroll cycle is incremented to next month.

Post data

Record Advance Current payroll Payslips Forms Post data

company *
My Company Ltd

Current payroll month: 2015-04

There is 4 account(s) to be posted with gross value of 1,115.

Record payments in accounts

Confirm posting

Summary of number of records in current payroll (see list to confirm)

Option to record in accounts

Click to confirm

Human resources

Payroll record in accounts after posting

The form will let you change or adjust information before recording expenses

Record payroll

Payment method Exchange rate

select	Description ▲	client	Project	Account	Credit	Exc. rate	Pay date	Net + advance	Currency
<input checked="" type="checkbox"/>	allowance 2016-05 All	not applic ▼	not applic ▼	65002 - S ▼	[SGD], My ▼	1.311	06 / 02 / 2016 ☒	1,000.00	SGD
<input type="checkbox"/>	allowance 2016-05 All	▼	▼	▼	▼	1.311	☒	1,000.00	SGD
<input checked="" type="checkbox"/>	allowance 2016-05 Au	not applic ▼	not applic ▼	65002 - S ▼	[VND] -C€ ▼	22700	06 / 02 / 2016 ☒	15,000,000.00	VND

Record deselect to remove from record Chart of accounts Currency set in employee profile

You can assign cost to client or project

Human resources

Roster

The roster helps setting working planning and schedule per employee.

Roster

Change PH dates | Edit settings | Payroll period | Filter by location

Edit Roster | Public Holidays | Settings | Delete | Clear data

company: My Company Ltd | Cut-off day: 28 | Month: 2018-06 | Location: Location B

Calendar day 1-31

Click to display

Selection

Location B for month June and cut-off date 27

Export to Excel

Location B	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
10 Albert	0	0	0	0	0	0	0	0	0	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12 Amelia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
37 Bill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
104 Gina	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
265 John Do	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11 John Doe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
264 Tristan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
124 Ursule	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
258 Yori	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Public holiday

Last day of the week. You can change in settings

Record roster | Copy to 2018-07 | Record and push to 2018-06 payroll

Save data for current view

Record data and update current payroll with total hours per employee. Set hours per day in settings

Copy data of current view to next month
Note: it will only copy data if following month is empty.

Record = edit or record current data

Copy = duplicate data over following month

Push = calculate total days worked for the period and update in payroll. Will compute only normal day and public holidays. Go to settings to set the No. of hours per day.

Human resources

Roster
Text note

Roster

Edit Roster Public Holidays Settings Delete

company: My Company Ltd

Roster note

Add text note per day per employee

Roster note for Albert on 1

Custom comment

maximum 255 characters

Save

Save text

265	John Do	0	*	0.00	0.00	8.00	8.00	16.00	16.00
11	John Doe	0	*	0.00	0.00	8.00	8.00	16.00	16.00
264	Tristan	0	*	0.00	0.00	8.00	8.00	16.00	16.00
124	Ursule	0	*	0.00	0.00	8.00	8.00	16.00	16.00
258	Yori	0	*	0.00	0.00	8.00	8.00	16.00	16.00

Record roster Copy to 2018-09

Edit public holidays

Edit Roster Public Holidays Settings Delete

company*
My Company Ltd

Select holidays per company

Holiday date

Delete on save

Description	Holiday name	Date	Delete
Labor day		2018-5-1	<input type="checkbox"/>
Local Holiday		2018-6-6	<input checked="" type="checkbox"/>
New public holiday		mm / dd / yyyy	

Record new holiday

copy from
None

Save

Copy existing data from another company. Copy will take precedence on new data.

Settings

Edit Roster

Public Holidays

Settings

Delete

Company *

My Company Ltd

Select settings per company

Worked hours per day *

8.5

Number of hours worked per day. Used to calculate number of days worked per month based on total hours

Hours format in roster export *

hh:mm

Select format of time display: decimal value or "H:m" format

Last day of the week *

Saturday

Select the last day of the week. Default : Sunday

Save

save

Delete roster data

Edit Roster

Public Holidays

Settings

Delete

Select date(s) to delete (month-year):

5-2018

6-2018

7-2018

8-2018

Select roster periods to delete

Delete

Click to delete



AREA
Systems

EK