

Human Resources

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

Search payroll

-  John Steed
-  James W
-  James Bond

Current payroll cycle

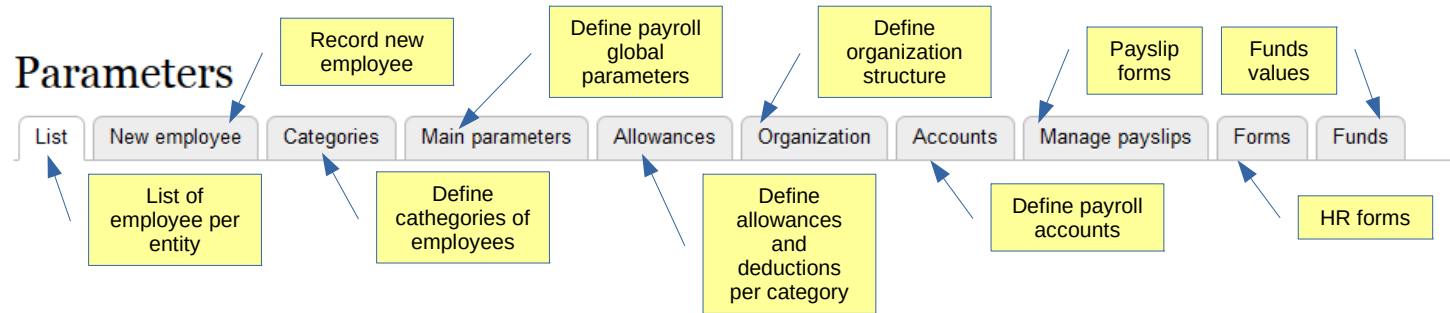
- My Company Ltd: 2014-08
- My Other Company LLC: 2015-08

Payroll statistics

	working	resigned	total
My Company Ltd	5	6	11
My Other Company LLC	1	0	1
Princess Dreams	0	0	0

Human resources

Parameters



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

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 endeminity 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
Telephoneallowance 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)
- Value (points to the 'Value' column)
- Defuaut value applicable per custom allowance (points to the '0' value in the first row)
- Input a formula calculation (see formulas) (points to the 'formula' text in the last row)

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 >>

Human resources

Organization: locations

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 commision 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

Save

Click "Save" to record

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

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

@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

@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,

@ ...

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

Ranks inside a category indicated
Terminated by comma ","

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

Browse... No file selected. Upload

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)

Select who will have access to employee data

name and contact

Name *

Bill

Address *

Mediterania 1, Jalan Paramo 180, Sentil City

Email : abc@me.com

Telephone : +6xxxxxxxxxx

Name and contact section

Human resources

The

▼ **identification references** Id and others references

Sex *
Male

Birth date * : 08-06-1979 Identification No. * : 2C11AB0557

Retirement fund No.: 0000001 Social security No.: 179067932902060 Income tax No.: 0000003

A

▼ **work status** Working status section

Category: category 1 Status: confirmed

Location: Location B Service: service b - My Company Ltd Rank: O4 Team Leader

Start date * : 01-04-2010 Resign date: YYYY-mm-dd

Annual leaves: 15 medical leaves: 6

▼ **salary and payment** Salary section

Gross salary * : 1000 Other base salary: 1000 currency * : US dollar

Bank: Pertama Bank Bank account: 7311845513

Type of account: own

secondary salary value optionally used in funds

Main base salary value

Save

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

company * My Company Ltd Working Apply Reset

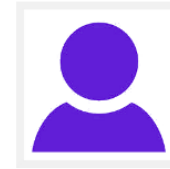
ID ▲	Name	Status	Operations
5	Allan	working	View
37	Bill	working	View Edit

Access data view or edit mode

Employee data

Data Attachments Edit History

Administrators	admin
Company	My Company Ltd
Status	working (Archived: no)
Name	Bill
Contact	Mediterrania 1, Jalan Paramo 180, Sentil City Tel: +6281387078575, abc@me.com
Employee ID	37



Note Error impedit dolor ducimus illo veniam. Quia doloribus et quae eligendi. Voluptates ad beatae sint dolorem a voluptatem itaque occaecati. Suscipit excepturi qui fuga dignissimos accusamus adipisci quod

Employee IC	2C11AB0557 0
Date of birth	08-06-1979
Sex	M
Retirement fund No	0000001
Social security No	179067932902060
Income tax No	0000003 (category: A)

Category	category 1
Status	confirmed
Location	Location B
Service	3 service c
Rank	O4 Team Leader
Start	01-04-2010
Resign	
Annual leaves	23
medical leaves	10

Gross salary	1000
Average salary	1000
Payment currency	SGD
Bank ref.	Permata bank Account: 7311845513
Payslip template	

Human resources

File attachment per employee

Attachments

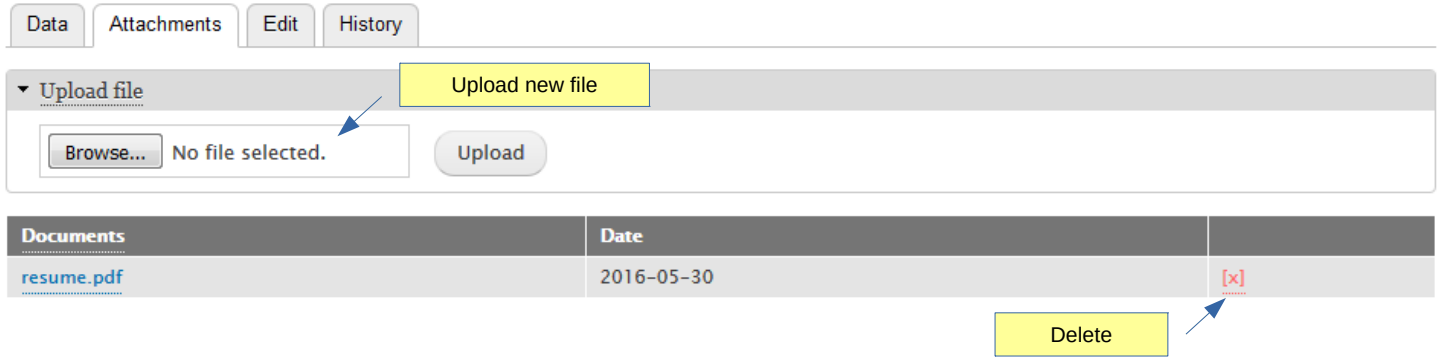
Data Attachments Edit History

Upload file Upload new file

Browse... No file selected. Upload

Documents	Date	
resume.pdf	2016-05-30	[x]

Delete

The screenshot shows a web interface for managing attachments. At the top, there are four tabs: 'Data', 'Attachments', 'Edit', and 'History'. Below the tabs is a section for uploading files. It features a dropdown menu labeled 'Upload file' with a yellow 'Upload new file' button next to it. Below the dropdown is a text input field containing 'No file selected.' with a 'Browse...' button to its left and an 'Upload' button to its right. A blue arrow points from the 'Browse...' button to the text field. Below the upload section is a table with three columns: 'Documents', 'Date', and an empty column. The table contains one row with the file name 'resume.pdf', the date '2016-05-30', and a red '[x]' icon. A yellow 'Delete' button is positioned below the table, with a blue arrow pointing from the button to the '[x]' icon.

Edit employee

Data Attachments Edit History

company *

My Company Ltd

Working status *

Working

Archive *

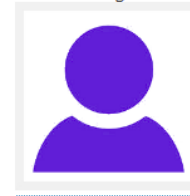
no

image

Browse... No file selected.

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

delete image:



Note

space reserved for notes and information

administrators

name and contact

Name *

Bill

Address *

Mediterania 1, Jalan Paramo 180, Sentil City

Email * abc@me.com

Telephone * +6281387078575

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 - 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

Human resources

Example of history record view

Basic 3400 (MYR) Average 3400 (MYR)

Payroll 2012-01

Note: o

Units work base:	30	Units worked:	30
		No pay day(s):	0
		Leave(s):	0
		Basic pay:	3100
:	0	Value:	0
:		Value:	0
:		Value:	0
:		Value:	0
:	0	Value:	0
:		Value:	0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
			0
Total gross:			3100
:	0	Value:	0
:		Value:	0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
:			0
EPF:		52	341
Socso:		403	14.75
Fund 3:		0	0
Nett:			2703.25

Human resources

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)
// d_base (the units work base)
// n_days (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
933.33 basic salary * 0 leaves

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

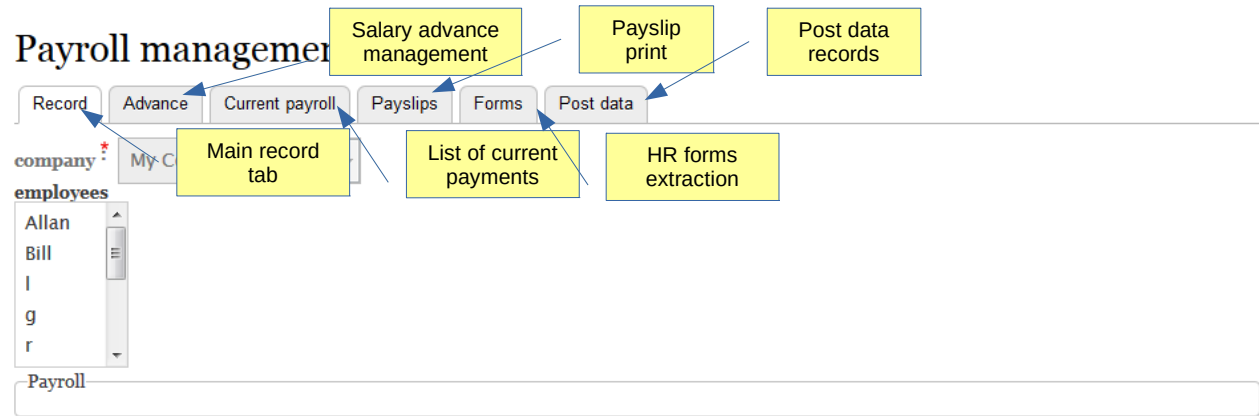
280.00	Performance bonus	<input checked="" type="checkbox"/> <input type="checkbox"/>
--------	-------------------	--

Performance is calculated:
300 x 28 / 30

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

Human resources

Payroll management



Human resources

Record

Payroll

Summary of employee profile

Employee data

ID: **37**
basic salary: **1,000.00** SGD
rank: **O4 Team Leader**
start date: **01-04-2010**

resigned date:

Payroll month: **2015-04**
category: **a**
location: **Location B**
status: **working, confirmed**

Unit base for calculation
It can be 1 (month, week) or 30 (days) for instance

Actual number of units worked from base

30 units worked *

1000.00 basic salary *

0 no pay days

0 leaves

6 Number of hours overtime

0 Number of hours rest days

0 Number of hours on PH

0 Number of days medical leave

0 Number of extra hours

0 Turnover

15.12 Normal OT

0.00 Rest day OT

0.00 PH OT

0.00 Medical leave

0.00 Extra hours

0.00 Commission

Fixed allowances record

30	units worked *
1000.00	basic salary *
0	no pay days
0	leaves
6	Number of hours overtime
0	Number of hours rest days
0	Number of hours on PH
0	Number of days medical leave
0	Number of extra hours
0	Turnover
15.12	Normal OT
0.00	Rest day OT
0.00	PH OT
0.00	Medical leave
0.00	Extra hours
0.00	Commission

Human resources

Record (2)

Custom allowance section

Allowance list defined in the parameters

Click to include in the tax base

▼ custom allowances

<input type="text" value="0"/>	Performance bonus	<input checked="" type="checkbox"/>	f
<input type="text" value="0"/>	Leader endemnity	<input checked="" type="checkbox"/>	f
<input type="text" value="0"/>	Punctuality	<input checked="" type="checkbox"/>	f
<input type="text" value="0"/>	Bonus	<input checked="" type="checkbox"/>	f
<input type="text" value="0"/>	Claim	<input checked="" type="checkbox"/>	f
<input type="text" value="50"/>	Telephoneallowance	<input checked="" type="checkbox"/>	f
<input type="text" value="50"/>	Travel allowance	<input checked="" type="checkbox"/>	f
<input type="text" value="0"/>	Other 4	<input checked="" type="checkbox"/>	f
<input type="text" value="0"/>	Other 5	<input checked="" type="checkbox"/>	f
<input type="text" value="0"/>	Other 6	<input checked="" type="checkbox"/>	f
<input type="text" value="0"/>	Other 7	<input checked="" type="checkbox"/>	f
<input type="text" value="0"/>	Other 8	<input checked="" type="checkbox"/>	f
<input type="text" value="0"/>	Other 9	<input checked="" type="checkbox"/>	f

Total of all allowances (Gross, before deductions)

Total gross

Number of less hours Less hours

Advance

Human resources

Record (3)

Total gross		1115.12
0	Number of less hours	0.00 Less hours
0	Advance	Deduct advance paid (see advances)
custom deductions		
	10	Insurance contribution
	2.5	Other contribution
	0	Other 1
	0	Other 2
	0	Other 3
	0	Other 4
Total deductions		12.50
325.00	Social Security	0.00
0	Fund 2	0
0	Tax	0
	Income tax	80
Total net		1022.62

Custom deduction section

Deductions values

Employer

Employee

Funds contribution and income tax calculation

Clear Save ✓ Data updated [top](#)

Click to save data

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 [Export in Excel format](#)

ID	Name	Month	Work status	Joined	Gross salary	Deductions	Net	Edit links
5	Allan		working	2014-10-07	0	0	0.00 SGD	Edit pay
37	Bill	2015-04	working	01-04-2010	1115.12	12.5	1,022.62 SGD	Edit pay
104	Gina		working	01-03-2006	0	0	0.00 USD	Edit pay

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

Add advance value

Allan 500 SGD

Bill 0 SGD

Gina 0 USD

Ursule EUR

Confirm advance for 2015-04

Save under current payroll

Payroll

Employee data

ID: 5
basic salary: 1,200.00 SGD
rank: 0
start date: 2014-10-07
comment

resigned date:

Payroll month: 2015-04
category: a
location: Location B
status: working, confirmed

0 no pay days

1 units work base * 0 units worked * 0 leaves

0 basic salary *

0 Number of hours overtime 0 Normal OT

0 Number of hours rest days 0 Rest day OT

0 Number of hours on PH 0 PH OT

0 Number of days medical leave 0 Medical leave

0 Number of extra hours 0 Extra hours

0 Turnover 0 Commission

custom allowances

Total gross 0

0 Number of less hours 0 Less hours

500 Advance

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

year

2015

templates

Default payslip

Select range to print

Select payslip format

Select payroll period

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
778888888, MALAYSIA
tel. fax: +708823400
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

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

Payment method

Exchange rate

Record

Un-select 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

company *

Cut-off day *
Month *
Location *

Change PH dates
Payroll period
Filter by location
Calendar day

Roster

company *

location : Location B for month 5

[Edit Public Holidays](#)
Change PH dates
Click date for edit mode
Export in excel format

[Export](#)

Location B		28	29	30	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
5	Allan	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
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

PH

Roster

company *

location : Location B for month 5 and cut-off date 28

[Edit Public Holidays](#)

Location B: 7

Total worked hours

Move sliders to adjust work time

Click to go back to calendar

Employee	Current Hours	7.00	8.00	8.00	16.00	16.00	16.00	Work status:
5 Allan	9.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
37 Bill	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	off
104 Gina	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
124 Ursule	7.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Time

Work status:
 Off day
 Medical absence
 Leave absence
 Absent

Roster

company *

location : Location B for month 5 and cut-off date 28

[Edit Public Holidays](#)

Export

Edited planning

Location B	28	29	30	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
5 Allan	0	0	0	0	0	0	0	0	0	9.00	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	
104 Gina	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	
124 Ursule	0	0	0	0	0	0	0	0	0	7.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



AREA
Systems

AK