



**STARVISION INFORMATION TECHNOLOGY
(SDA)**

**HUMAN RESOURCE INFORMATION SYSTEM
(HRIS)**

**USER MANUAL
FOR
GETTING STARTED**

VERSION 1.0

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System Features

Human Resources Information System (HRIS) is designed and developed to operate as web based environment.

Consistency and Simplicity:

It is easy and simple to operate as menus and windows, together with on-line help messages govern the entire system. In addition each module is designed with the same operational procedure. New users need only to learn and be familiar with one module, and soon be familiar with all of them. Hence even users with no computer experience will find it easy to operate.

Flexible:

The system provides flexible master file maintenance for adding, modifying and deleting master file information respectively.

Popup windows/tables:

With the prompt windows, searches through files are made simple and it allows users to obtain prompt and accurate access data.

Reports provided:

Listing and statistical reports are provided too making checking and reporting purposes much more efficient and effective.

1.0 Introduction

The Getting Started feature enables to carry out the processing of payroll more easily in step by step process

Features available: -

- (a) Master File Setup
- (b) Company Details Setup
- (c) Employee Profile Setup
- (d) Employee Profile Setup
- (e) Run Payroll

2.0 Master File Setup

The Master File Setup consists of: -

- (a) Cost Centre
- (b) Segment for Organization Unit
- (c) Organization Unit
- (d) Salary Scale
- (e) Job Family
- (f) IR8A Position
- (g) Transaction Type
- (h) Bank Information



2.1 Cost Centre

This master file captures the different cost center of the employee.

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Master File Setup

- 1 Cost Centre
- 2 Segment for Organization Unit
- 3 Organization Unit
- 4 Salary Scale
- 5 Job Family
- 6 IRBA Position
- 7 Transaction Type
- 8 Bank Information

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit
Enquiry

<< < 1 > >> Pay centre code Quick Search Query Builder Export To Excel

Pay centre code	Pay centre description	Create date	Create by	Time log	User log
ADMIN	Admin	28/02/2007 19:43:12	eplatform	28/02/2007 19:43:12	dbo
CEO	Chief Executive Officer's Office	03/10/2013 13:39:40	hr_user01	03/10/2013 13:39:40	dbo
FIN	Finance Department	26/10/2007 12:05:35	eplatform	26/10/2007 12:05:35	dbo

Cost Center

Cost Centre Code:

Description:

Effective Date From: Effective Date To:

Created By: Modified By:

Note: Effective Date From and Effective Date To fields are auto-generated by system and is used for information purposes.

The **Cost Centre code** and the code **Description** can be expressed as a combination of alphabets and numbers i.e. alpha numeric.

Payroll reports are available by Cost Center Code.

Click the **Add button** to add a new record.

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit
Enquiry

<< < 1 > >> Pay centre code Quick Search Query Builder Export To Excel

Pay centre code	Pay centre description	Create date	Create by	Time log	User log
ADMIN	Admin	28/02/2007 19:43:12	eplatform	28/02/2007 19:43:12	dbo
CEO	Chief Executive Officer's Office	03/10/2013 13:39:40	hr_user01	03/10/2013 13:39:40	dbo
FIN	Finance Department	26/10/2007 12:05:35	eplatform	26/10/2007 12:05:35	dbo

Cost Center

Cost Centre Code:

Description:

Effective Date From: Effective Date To:

Created By: Modified By:

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2.2 Segment for Organization Unit

This file allows entry of different segment code. The different segment code will help to form the organization unit code in the **Organisation Unit Master** file. Note that the organization unit code can accept max 40 characters only.

Segment Code

Segment Name 

Segment Code

Description

Abbr Description

Modified By/On 

Click the **Add button** to add a new record.

Segment Code















Segment Code

Segment Name 

Segment Code

Description

Abbr Description

Modified By/On 

User needs to fill the **Segment Name**, **Segment Code** and **Description** Fields.

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Segment Code

Segment Name

Segment Code

Description

Abbr Description

Modified By/On

Click the **Save** button to save the record.

Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

Segment Code

Segment Name

Segment Code

Description

Abbr Description

Modified By/On

For more details on this module refer to **User Manual for Employee Profile Management System**.

2.3 Organisation Unit

This module captures different organization units within the Organization. Reports are available for printing by Organisation Unit.

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Organisation Unit Master

Organisation Unit

Cost Centre

Segment 0 Segment 5

Segment 1 Segment 6

Segment 2 Segment 7

Segment 3 Segment 8

Segment 4 Segment 9

Description

Modified By/On

Click the Add button to add a new record.

Update Search Print Move Next Cancel

Organisation Unit Master

Organisation Unit

Cost Centre

Segment 0 Segment 5

Segment 1 Segment 6

Segment 2 Segment 7

Segment 3 Segment 8

Segment 4 Segment 9

Description

Modified By/On

User needs to fill the Cost Centre, Segment 0, etc...

Organisation Unit Master

Organisation Unit

Cost Centre

Segment 0 Segment 5

Segment 1 Segment 6

Segment 2 Segment 7

Segment 3 Segment 8

Segment 4 Segment 9

Description

Modified By/On

STARVISION INFORMATION TECHNOLOGY (SDA)

Click the Save button to save the record.

The screenshot shows the 'Organisation Unit Master' form. At the top, there is a toolbar with buttons for Add, Update, Delete, Search, Query, Print, Move Prev, Move Next, Save, Cancel, and Exit. The 'Save' button is highlighted with a red box and an arrow. Below the toolbar is a purple header bar with the text 'Organisation Unit Master'. The form contains the following fields:

- Organisation Unit: CEO-ADMIN-FIN
- Cost Centre: FIN
- Segment 0: CEO
- Segment 1: ADMIN
- Segment 2: FIN
- Segment 3: (empty)
- Segment 4: (empty)
- Segment 5: (empty)
- Segment 6: (empty)
- Segment 7: (empty)
- Segment 8: (empty)
- Segment 9: (empty)
- Description: (empty)
- Modified By/On: dbo | 03/10/2013

For more details on this module refer to **User Manual for Employee Profile Management System**.

2.4 Salary Scale

This master file stores Salary Code representing the type of salary code employees are covered by.

The screenshot shows the 'Salary Scale' form. It contains the following fields:

- Salary Code: (empty)
- Salary Scale: (empty)
- Salary Mode: (empty)
- Effective Date From: (empty)
- Effective Date To: (empty)
- NWC Type: (empty)
- Created By: (empty)
- Modified By: (empty)

Click the **Add** button to add a new record.

STARVISION INFORMATION TECHNOLOGY (SDA)

+ Add
 ↩ Update
✖ Delete
🔍 Search
🔗 Query
🖨 Print
⏪ Move Prev
⏩ Move Next
💾 Save
🚫 Cancel
🚪 Exit

Salary Scale Master File

Salary Code

Salary Scale

Salary Mode

Effective Date From Effective Date To

NWC Type

Created By Modified By

System will show as follows.

Salary Scale Master File

Salary Code

Salary Scale

Salary Mode

Effective Date From Effective Date To

NWC Type

Created By Modified By

<< < 1 > >>
S/N
🔍 Quick Search
🔗 Query Builder
📄 Export To Excel

S/N
Basic salary
NPC Amt
Monthly salary
Gross salary
Salary point

Enter Information such as Salary Code, Salary Scale, Salary Mode, Effective Date From, Effective Date To and NWC Type fields.

Salary Scale Master File

Salary Code

Salary Scale

Salary Mode

Effective Date From Effective Date To

NWC Type

Created By Modified By

Before the **Add New** button is clicked, the system checks if the required field is empty. If this field is empty, system will prompt message (shown below). Click on the OK button to close the message box and fill in the indicated field. Then save the record again.

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To add the Salary Scale details, click on the **Add New** button.

Salary Scale Master File

Salary Code:

Salary Scale:

Salary Mode:

Effective Date From: Effective Date To:

NWC Type:

Created By: Modified By:

Navigation: << < 1 > >> | S/N | Quick Search | **Add New** | Query Builder

System will show as follows.

Salary Scale Master File

Salary Code:

S/N:

Basic Salary: Monthly Salary:

NPC Amt: NPVP Amt:

Salary Point: Gross Salary:

Created By: Modified By:

Navigation: << < 1 > >> | NWC Year | Quick Search | Query Builder | Export To

NWC Year	NWC Rate	NWC Amount	NWC Value
----------	----------	------------	-----------

Enter Information such as Basic Salary, NPC Amt and Salary Point fields.

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Salary Scale Master File

Salary Code	<input type="text" value="GEN"/>		
S/N	<input type="text" value="30"/>		
Basic Salary	<input type="text" value="80000.00"/>	Monthly Salary	<input type="text" value="85000.00"/>
NPC Amt	<input type="text" value="5000.00"/>	NPVP Amt	<input type="text"/>
Salary Point	<input type="text" value="MAX"/>	Gross Salary	<input type="text" value="85000.00"/>
Created By	<input type="text"/>	Modified By	<input type="text"/>

Click the **Save** button to save the detail record.

Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

Salary Scale Master File

Salary Code	<input type="text" value="GEN"/>		
S/N	<input type="text" value="30"/>		
Basic Salary	<input type="text" value="80000.00"/>	Monthly Salary	<input type="text" value="85000.00"/>
NPC Amt	<input type="text" value="5000.00"/>	NPVP Amt	<input type="text"/>
Salary Point	<input type="text" value="MAX"/>	Gross Salary	<input type="text" value="85000.00"/>
Created By	<input type="text"/>	Modified By	<input type="text"/>

Click on the **Cancel** button and the **Exit** button to go back to its previous screen. If the information entered is correct, the record will be saved into the system.

Salary Scale Master File

Salary Code	<input type="text" value="GEN"/>		
Salary Scale	<input type="text" value="GENERAL"/>		
Salary Mode	<input type="text" value="R"/>		<input type="text"/>
Effective Date From	<input type="text" value="01/01/2005"/>	Effective Date To	<input type="text" value="31/12/2099"/>
NWC Type	<input type="text" value="1"/>		
Created By	<input type="text" value="dbo"/>	Modified By	<input type="text" value="eplatform"/>

Quick Search
 Add New
 Query Builder

S/N	Basic salary	NPC Amt	Monthly salary	Gross salary	Salary point
10	80000.00	5000.00	85000.00	85000.00	MAX

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2.5 Job Family

This **Job Family** master file screen is for the user to setup/maintain the **Job Family** and description.

Job Family Master

Job Family Code Probation period Month(s)

Job Family Desc.

Remark

Effective Date From Effective Date To

Created by Modified by

Click the **Add button** to add a new record.

Job Family Master

Job Family Code Probation period Month(s)

Job Family Desc.

Remark

Effective Date From Effective Date To

Created by Modified by

User needs to fill the **Job Family Code**, **Probation Period**, **Job Family Description** and **Remark** and **Effective Dates** Fields.

Job Family Master

Job Family Code Probation period Month(s)

Job Family Desc.

Remark

Effective Date From Effective Date To

Created by Modified by

<< < 1 > >> Appointment code Quick Search

Appointment code	Appointment description	Appointment abbrev. desc.	Division Status	Create date	Created by
------------------	-------------------------	---------------------------	-----------------	-------------	------------

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Click the **Save** button to save the record.

Job Family Master

Job Family Code: FIN Probation period: 3 Month(s)

Job Family Desc.: Finance

Remark:

Effective Date From: 01/01/2006 Effective Date To: 01/01/2099

Created by: dbo 10/01/2007 Modified by: dbo 01/11/2011

Before the record is saved, the system checks if the required fields are empty. If these fields are empty, system will prompt messages which are shown below. Click on the **OK** button to close the message box and fills the indicated fields. Then save the record again. If the information entered is correct, the record will be saved into the system.

Scheme of Service code	Scheme of Service desc.	Probation Period	Remark	Effective Date From	Effective Date To	Create by	Create date
FIN	Finance	3		01/01/2006 00:00:00	01/01/2099 00:00:00	dbo	10/01/2007 10:12:00
GEN	General Job Family	1		01/01/2008 00:00:00	01/01/2099 00:00:00	dbo	07/01/2009 19:43:13
HR	Human Resource	3		26/07/2010 00:00:00	01/01/2099 00:00:00	dbo	26/07/2010 16:45:20
PROD	Production Staffs	6		01/01/2006 00:00:00	01/01/2099 00:00:00	dbo	10/01/2007 10:12:00

To add detail information and for more information on this module refer to **User Manual for Employee Profile Management System**.

2.6 IR8A Position

This module defines the position of the transaction value to be reflected in the IR8A form.

IR8A Position Indicator

IR8A Indicator: []

Description: []

Create by: [] Modified By: []

Click the **Add** button to add a new record.

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The screenshot shows the 'Indicator' table with the following data:

Indicator	Description	Create date	Created by	Time log	User log
265	Gross commission	23/02/2000 10:57:00	dbo	23/02/2000 10:57:00	dbo
340	Director's fee	23/02/2000 10:57:00	dbo	23/02/2000 10:57:00	dbo
341	Pension	23/02/2000 10:57:00	dbo	23/02/2000 10:57:00	dbo

Below the table is the 'IR8A Position Indicator' form with the following fields:

- IR8A Indicator:
- Description:
- Create by: Modified By:

User needs to fill the IR8A Indicator and Description. Click the **Save button** to save the record.

If the information entered is correct, the record will be saved into the system.

The screenshot shows the 'Indicator' table with the same data as above. The 'IR8A Position Indicator' form is now populated with the following values:

- IR8A Indicator: 300
- Description: Transport Allowance
- Create by: Modified By:

2.7 Transaction Type

This module allows user to set the various types of Allowance/Deduction code that will affect the employee's payroll computation such as transport allowances or no pay leave deduction.

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Transaction Master			
Transaction Code	BASIC	Transaction Indicator	TSA
Description	Basic Salary		
Abbrev. Description			
Group	BASIC		
Created by	dbo	08/10/2004	Modified By
			dbo
			08/10/2004
Transaction Type	A	Subject to CPF	Yes
AW Indicator	No	Subject to Tax	Yes
IR8A Posn. Indicator		Affected by NPL	No
Subject to Prorated Gross	No	Payroll Cost Item	Yes
Transaction Basis	A	Allowance Group	0
Basis for Unit Rate	NA	Unit of Measurement	NA
Multiplier Factor	1.0000	Check for Max Amt/Units	No
Max Amt/Units per Trans	0.0000	Max Amt/Units (YTD)	0.0000
Transaction Formula			
Effective Date From	01/01/2000	Effective Date To	01/01/2099

Item (TMA)	Item (RB/RG)	GL Interface
<< < 1 > >> Allowance code Quick Search Query Builder Export To Excel		
Allowance code	Allowance description	Allowance amount
Create date	Created by	

Payroll Master File–Transaction Type

GL Interface Tab

This tab is used for uploading payroll data to financial accounting or other accounting packages.

2.8 Bank Information

This module captures the list of standard banks' details such as Bank Code, Branch Code, Branch GIRO Code and Address that will be used for payroll via inter-bank GIRO.

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit Enquir					
<< < 1 > >> Bank code Quick Search Query Builder Export To Excel					
Bank code	Bank name	Bank giro code	Cash indicator	Create date	Created by
7010	ABN AMRO Bank NV	7010	N	01/01/2001 00:00:00	eplatform
7047	Bangkok Bank Public Company Ltd	7047	N	01/01/2001 00:00:00	eplatform
7056	P.T. Bank Negara Indonesia (Persero) Tbk	7056	N	01/01/2001 00:00:00	eplatform
7065	Bank of America, NA	7065	N	01/01/2001 00:00:00	eplatform

Payroll Master File–Bank

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Bank Master

Bank Code: 7144

Bank Name: Standard Chartered Bank

Bank Giro code: 7144

Effective Date From: 01/01/2000 Effective Date To: 01/01/2099

Created By: eplatform 01/01/2001 Modified By: eplatform 25/06/2007

Bank branch code	Bank address	Bank contact number	Create date	Created by	Time log
001	Main Office		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00
002	Robinson Road (002)		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00
003	Scotts Mall		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00
004	Tampines Central (004)		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00
005	Upper Thomson (005)		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00
006	Upper Thomson (006)		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00

Bank Branch Master

Bank Branch Code: 001

Branch Giro Code: 001

Bank Address: Main Office

Bank Contact No:

Created By: eplatform 01/01/2001 Modified By: eplatform 01/01/2001

3. Company Details Setup

3.1 Company Master

This is to set up the company information that will be used as default values in the payroll module. It includes information like Bank account details, Govt Rates and Business Info.

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Company Master

Company Code:

Company Name:

Create date: Modified By:

Company Info	Bank A/C	Govt Rates	Business Info
--------------	----------	------------	---------------

Building #: Floor/Unit No.: -

Street Name:

Postal Code: Country:

Telephone No.: Fax #:

Email Address:

Person In Charge

Person Name: Designation:

Telephone #: Email Address:

CPF	CPF A/C	Fund	FWL	Pay Period
Working Hours	Running No			

Quick Search Query Builder Export To Excel

CPF Type	Description	Govt CPF Type	Created on	Created by	Modified on
0	Not Contributing		1/51/2012 09:51	eplatform	1/51/2012 09:51
1	Private Sector Employees	PRI-EMPE	2/8/2005 12:08	dbo	3/31/2005 03:31
2	Non-Pensionable Employees	PUN-EMPE	2/5/2005 04:05	dbo	2/53/2005 09:53
3	Pensionable Employees	PUP-EMPE	2/45/2005 09:45	dbo	2/54/2005 09:54
4	Work Permit		1/52/2012 09:52	eplatform	1/52/2012 09:52
9	Others		2/47/2005 09:47	dbo	2/47/2005 09:47

Payroll Master File—Company Info tab

Bank A/C Tab

Details on Company/Employer's Bank account. Payment to employees in the form of GIRO Banking, Cheques and Cash are done through this account.

STARVISION INFORMATION TECHNOLOGY (SDA)

Company Master

Company Code
 Company Name
 Create date Modified By

Company Info	Bank A/C	Govt Rates	Business Info
--------------	-----------------	------------	---------------

Bank A/C #
 Bank A/C Name
 Bank Code Bank Branch
 Bank Name

Payroll Master File–Company-Bank A/C tab

Govt Rates Tab

This tab captures contributions by employer such as SDF (Skill Development Fund) and MSO (Medisave-Cum-Subsidised Outpatient Scheme).

Company Master

Company Code
 Company Name
 Create date Modified By

Company Info	Bank A/C	Govt Rates	Business Info
--------------	----------	-------------------	---------------

SDF contribution % CPF ind.
 SDF salary check Nearest round ind.
 SDF min. amount MSO %

Payroll Master File–Company-Gov Rates Tab

Business Info Tab

The tab captures the details on Company business information.

STARVISION INFORMATION TECHNOLOGY (SDA)

Company Master

Company Code
 Company Name
 Create date Modified By

Company Info	Bank A/C	Govt Rates	Business Info
--------------	----------	------------	----------------------

Nature of Business
 Company Ownership
 Country
 %Foreign
 Base Currency Code
 Foreign currency Code

Payroll Master File–Company-Business Info Tab

3.2 CPF Account

This master file stores CPF A/C representing the type of CPF Account employees are covered by.

CPF Account Master

CPF A/C #
 Created By/On Modified By/On

Click the **Add** button to add a new record.

CPF Account Master

CPF A/C #
 Created By/On Modified By/On

Enter Information such as CPF A/C # field.

STARVISION INFORMATION TECHNOLOGY (SDA)

CPF Account Master

CPF A/C #

Created By/On  Modified By/On 

Click the **Save** button to save the record.



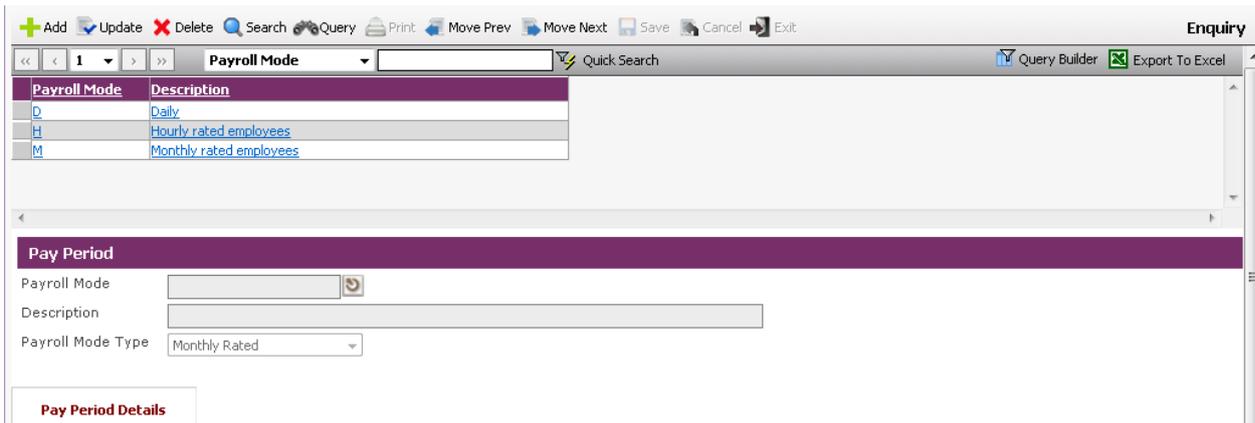
CPF Account Master

CPF A/C #

Created By/On  Modified By/On 

Before the record is saved, the system checks if the required field is empty. If this field is empty, system will prompt an error message (shown below). Click on the OK button to close the message box and fill in the indicated field. Then save the record again. If the information entered is correct, the record will be saved into the system.

3.3 Pay Period



Click the Add button to add a new record.

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The screenshot shows the 'Payroll Mode' form. At the top, there is a toolbar with buttons for '+ Add', 'Update', 'Delete', 'Search', 'Query', 'Print', 'Move Prev', 'Move Next', 'Save', 'Cancel', and 'Exit'. Below the toolbar is a table with the following data:

Payroll Mode	Description
D	Daily
H	Hourly rated employees
M	Monthly rated employees

Below the table is the 'Pay Period' section with the following fields:

- Payroll Mode:
- Description:
- Payroll Mode Type:

At the bottom left of the form is a button labeled 'Pay Period Details'.

Enter the Payroll mode, Description, and select Payroll mode type from the drop-down box. Click on the Add Button in the Pay Period window.

The screenshot shows the 'Pay Period' form. At the top, there is a toolbar with buttons for '+ Add', 'Update', 'Delete', 'Search', 'Query', 'Print', 'Move Prev', 'Move Next', 'Save', 'Cancel', and 'Exit'. Below the toolbar is a table with the following data:

Payroll Mode	Description
H	

Below the table is the 'Pay Period' section with the following fields:

- Payroll Mode:
- Description:
- Payroll Mode Type:

Below the 'Pay Period' section is a 'Pay Year' section with a table for entering details. The 'Add New' button is highlighted with a red box.

Pay Year	Pay Month	Pay Period	Pay Mode	Period From	Period To	Payment Date	Status	Close	Created Date	Created By	Time Log

Enter the Pay mode, Pay Year/Mth, Pay Period, Period From, Period To, Period Date etc. Click on the Save Button.

The screenshot shows the 'Pay Period' form. At the top, there is a toolbar with buttons for '+ Add', 'Update', 'Delete', 'Search', 'Query', 'Print', 'Move Prev', 'Move Next', 'Save', 'Cancel', and 'Exit'. Below the toolbar is a table with the following data:

Pay Mode	S/N	Pay Year/Mth	Pay Period	Period From	Period To	Payment Date	No. of Working Days	Created By	Modified By
H	10	2013 10	4	01/10/2013	24/10/2013		0		

The 'Save' button is highlighted with a red box.

Click on the **Cancel** button and the **Exit** button to go back to its previous screen. If the information entered is correct, the record will be saved into the system.

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Click the **Save** button to save the header record.

4. Employee Profile Setup

4.1 Employee Profile

Employee Records maintain employee’s current and historical information; records of joining, promotion and resignation.

This module captures and maintains employee’s information such as personal particulars, payroll details, next of kin details, bank details, fund details and career progression. It allows creation, amendment or viewing of an employee’s record. Each employee is assigned a unique identification number (ID) that will be used in payroll entry.

Employee Profile


 Photo currently not available.

Employee Id
 Name

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Salutation	<input type="text" value="Mr"/>							
Alias Name	<input style="width: 95%;" type="text"/>							
Chinese Name	<input style="width: 95%;" type="text"/>							
Created by	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>		Modified By	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>		

Qual/Prof/Edu	Skill/Other Exp	ECA	Past Employment	Awards	Language	Reservist
Membership	Family Members	Contact	Vehicle Licence	Occurrence	Screening	Exam
Union	Bank	Fund	Part Time	Disciplinary Action		

Click on the **Add button** to create a new record.

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Employee Profile



Employee Id

Name

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Salutation	<input type="text" value="Mr"/>							
Alias Name	<input type="text"/>							
Chinese Name	<input type="text"/>							
Created by	<input type="text"/>	<input type="text"/>	Modified By		<input type="text"/>	<input type="text"/>		

Enter the Employee information under **Name, Address, Personal, and identification, Foreigner** (if the Employee is non-local), **NS, Payroll, Remark.**

You need to fill up those fields that are highlighted, as they are the mandatory fields before you can save the whole record. System will prompt for missing information if you leave out any mandatory field when you are saving the Employee record. Click on the **OK button** to close the message box and fills the indicated fields. Then save the record again.

If the information entered is correct, the record will be saved into the system. For more details on this module refer to **User Manual for Employee Profile Management System.**

4.2 Bank Account

This module captures the Bank Account details of the employee.

Enquiry

Employee ID Quick Search

Employee ID	S/N	Bank Code	Bank Branch	Bank Account	Bank Type	Payment Percent	Payment Amount	Payment S
10003		10 7171	081	096113005	A	100.00		
10004		10 7375	005	80808808		100.00		
10005		10 7117	802	5675757		100.00		
10007		10 7171	081	011040691		100.00		
10008		10 7171	003	79080080		100.00		

Employee Bank

Employee ID/Name

Employee Account Name

S/N

Bank Code

Bank branch

Bank account Bank type

Payment percent

Created by Modified By

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Click on the Add button to create a new record.

Employee Bank

Employee ID/Name

Employee Account Name

S/N

Bank Code

Bank branch

Bank account Bank type

Payment percent

Created by Modified By

Employee Bank

Employee ID/Name

Employee Account Name

S/N

Bank Code

Bank branch

Bank account Bank type

Payment percent

Created by Modified By

System will prompt for missing information if you leave out any mandatory field when you are saving the Employee record. Click on the OK button to close the message box and fills the indicated fields. Then save the record again. Click the Save button to save the record.

If the information entered is correct, the record will be saved into the system.

STARVISION INFORMATION TECHNOLOGY (SDA)

4.3 Funds

Captures the Fund contributions applicable to employee.

The screenshot shows the 'Employee Fund' application interface. At the top, there is a toolbar with buttons for Add, Update, Delete, Search, Query, Print, Move Prev, Move Next, Save, Cancel, and Exit. Below the toolbar is a search bar with 'Employee ID' and a 'Quick Search' button. The main area contains a table with the following data:

Employee ID	Fund Code	Additional Amount	Created Date	Created By	Time Log	User Log
10003	CDAC	0.00	05/03/2013 16:04:05	dbo	05/03/2013 16:04:05	dbo
10004	CDAC	0.25	27/09/2013 18:01:16	hr_user05	02/10/2013 21:12:02	eplatform
10005	ECF	0.00	27/09/2013 15:33:42	hr_user05	27/09/2013 15:33:42	hr_user05
10007	CDAC	0.00	05/03/2013 16:04:05	dbo	05/03/2013 16:04:05	dbo
10007	SHARE	5.00	13/03/2013 19:33:09	dbo	13/03/2013 19:33:09	dbo

Below the table is a form titled 'Employee Fund' with the following fields:

- Employee ID/Name:
- Fund Code:
- Addn. Contribution:
- Created by:
- Modified By:

Click on the Add button to create a new record.

This screenshot is identical to the previous one, but the 'Add' button in the top toolbar is highlighted with a red box. The table and form below it remain the same.

Select the the Employee ID, Fund Code etc.

STARVISION INFORMATION TECHNOLOGY (SDA)

Add

Employee ID	Fund Code	Additional Amount	Created Date	Created By	Time Log	User Log
10003	CDAC	0.00	05/03/2013 16:04:05	dbo	05/03/2013 16:04:05	dbo
10004	CDAC	0.25	27/09/2013 18:01:16	hr_user05	02/10/2013 21:12:02	eplatform
10005	ECF	0.00	27/09/2013 15:33:42	hr_user05	27/09/2013 15:33:42	hr_user05
10007	CDAC	0.00	05/03/2013 16:04:05	dbo	05/03/2013 16:04:05	dbo
10007	SHARE	5.00	13/03/2013 19:33:09	dbo	13/03/2013 19:33:09	dbo

Employee Fund

Employee ID/Name:

Fund Code:

Addn. Contribution:

Created by: Modified By:

System will prompt for missing information if you leave out any mandatory field when you are saving the Employee record. Click on the OK button to close the message box and fills the indicated fields. Then save the record again.

If the information entered is correct, the record will be saved into the system.

4.4 Employee's New Appointment

After creating a new Employee profile, make sure you create a new appointment record for the new Employee profile.

New Appointment Details

Employee	<input type="text"/>		<input type="text"/>
Action	<input type="text" value="NA"/>	Transaction Date	<input type="text" value="15/10/2013"/> 

Current

Organisation Unit	<input type="text"/>		Appointment Code	<input type="text"/>	
Scheme of Service	<input type="text"/>		Division Status	<input type="text"/>	
Effective Date	<input type="text"/>		Joined Date	<input type="text"/>	
Confirm Date	<input type="text"/>		Appointment Date	<input type="text"/>	
			Next Incl Date	<input type="text"/>	

Payroll:

Payroll Mode	<input type="text"/>		Salary Code	<input type="text"/>	
Basic Salary	<input type="text" value="0.00"/>		Cost Centre Code	<input type="text"/>	
NPC Amount	<input type="text" value="0.00"/>		NPVP Amount	<input type="text" value="0.00"/>	
Monthly Salary	<input type="text"/>		Gross Salary	<input type="text" value="0.00"/>	

Reason Code	<input type="text"/>		Position Code	<input type="text"/>	
Essential Post	<input type="text"/>		Essential Category	<input type="text"/>	

Hold Against:

Scheme of Service	<input type="text"/>	
Appointment	<input type="text"/>	

Designation:

Designation	<input type="text"/>	
Title	<input type="text"/>	

Progress Remark	<input type="text"/>	 
-----------------	----------------------	--

Click on the **Add button** to create a new record.

+ Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

New Appointment Details

Employee	<input type="text"/>		<input type="text"/>
Action	<input type="text"/>	Transaction Date	<input type="text"/>

Current

Organisation Unit	<input type="text"/>		Appointment Code	<input type="text"/>	
Scheme of Service	<input type="text"/>		Division Status	<input type="text"/>	
Effective Date	<input type="text"/>		Joined Date	<input type="text"/>	
Confirm Date	<input type="text"/>		Appointment Date	<input type="text"/>	
			Next Inctl Date	<input type="text"/>	

Payroll:

Payroll Mode	<input type="text"/>		Salary Code	<input type="text"/>	
Basic Salary	<input type="text"/>		Cost Centre Code	<input type="text"/>	
NPC Amount	<input type="text"/>		NPVP Amount	<input type="text"/>	
Monthly Salary	<input type="text" value="0.00"/>		Gross Salary	<input type="text"/>	

Define all the fields highlighted in purple accordingly. Those fields with pick-list are defined under the **Company Details Setup**. Add or amend the necessary details to suit your Organization needs.

STARVISION INFORMATION TECHNOLOGY (SDA)

New Appointment Details

Employee	<input type="text" value="131027"/>	David
Action	<input type="text" value="NA"/>	Transaction Date <input type="text" value="15/10/2013"/>

Current

Organisation Unit	<input type="text" value="CEO-ADMIN-HR"/>	Appointment Code	<input type="text" value="HR-STAFF"/>
Scheme of Service	<input type="text" value="HR"/>	Division Status	<input type="text" value="III"/>
Effective Date	<input type="text" value="01/10/2013"/>	Joined Date	<input type="text" value="01/10/2013"/>
Confirm Date	<input type="text" value="01/01/2014"/>	Appointment Date	<input type="text" value="01/10/2013"/>
		Next Inctl Date	<input type="text" value="01/10/2014"/>

Payroll:

Payroll Mode	<input type="text" value="M"/>	Salary Code	<input type="text" value="GEN"/>
Basic Salary	<input type="text" value="0.00"/>	Cost Centre Code	<input type="text" value="ADMIN"/>
NPC Amount	<input type="text" value="0.00"/>	NPVP Amount	<input type="text" value="0.00"/>
Monthly Salary	<input type="text" value="0.00"/>	Gross Salary	<input type="text" value="0.00"/>

Reason Code	<input type="text"/>	Position Code	<input type="text" value="ACC01"/>
Essential Post	<input type="text"/>	Essential Category	<input type="text"/>

Hold Against:

Scheme of Service	<input type="text"/>
Appointment	<input type="text"/>

Designation:

Designation	<input type="text"/>
Title	<input type="text"/>

Progress Remark

After completion, click on the **Save button**

STARVISION INFORMATION TECHNOLOGY (SDA)

New Appointment Details

Employee: 131027 David
 Action: NA Transaction Date: 15/10/2013

Current

Organisation Unit	CEO-ADMIN-HR	Appointment Code	HR-STAFF
Scheme of Service	HR	Division Status	III
Effective Date	01/10/2013	Joined Date	01/10/2013
Confirm Date	01/01/2014	Appointment Date	01/10/2013
		Next Incl Date	01/10/2014

Payroll:

Payroll Mode	M	Salary Code	GEN
Basic Salary	0.00	Cost Centre Code	ADMIN
NPC Amount	0.00	NPVP Amount	0.00
Monthly Salary	0.00	Gross Salary	0.00

Reason Code		Position Code	ACC01
Essential Post		Essential Category	

Hold Against:

Scheme of Service	
Appointment	

Designation:

Designation	
Title	

Progress Remark

5 Run Payroll

5.1 Check Pay Period

Users can only close the period after completing the **payroll calculation** and **payment** processing. This module allows user to close the previous months payroll record and system will be updated to reflect the next pay period. It also accumulates amounts required for the year-end taxation, which are computed during the payroll run.

Select the pay period that you want to close.

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Pay Yr	Pay Mth	Pay Period	Payroll Mode	Close?
2013	1	4	M	Y
2013	2	4	M	Y
2013	3	4	M	Y
2013	4	4	M	Y
2013	5	4	M	Y

Payroll Period Close

Pay Mode:
 Status Close:

Pay Year/Mth:
 Pay Period:

Created By:
 Modified By:

Employee not in Payment batch

Employee ID	Name
-------------	------

Payroll Processing-Period Close

Click on Update icon to update the pay period 's status.

Pay Yr	Pay Mth	Pay Period	Payroll Mode	Close?
2013	9	4	M	N

Payroll Period Close

Pay Mode:
 Status Close:

Pay Year/Mth:
 Pay Period:

Created By: 26/02/2013 11:46
 Modified By:

Employee not in Payment batch

Employee ID	Name
-------------	------

Payroll Processing-Period Close

Change the status to 'Yes'. Then, the status for the pay period will be closed after you click on **Save** icon.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Period Close

Pay Mode: M Status Close: Yes
 Pay Year/Mth: 2013 9 Pay Period: Yes
 Created By: MWPDemo 26/02/2013 11:46 Modified By: Access\$SD, 15/07/2013 11:03
 Re-open Pay Period

Employee not in Payment batch

<< < 1 > >> Employee ID Quick Search Query Builder

Employee ID	Name
-------------	------

5.2 One Time Transaction Entry

This module provides the entry for one time transaction payroll item for employees. The Pay Yr/Mth field is defaulted to the current pay month. But user is allowed to change it to the pay month the transaction has taken place for payroll calculation.

Update Search Print Move Next Cancel

Payroll - One Time Transaction Entry

Transaction No: POW
 Employee ID/Name:
 Pay Yr/Mth/Period: 2013 10
 Transaction Code:
 Transaction Group:

	By Units	By Amount	By Allowance Code
UOM	<input type="text"/>	Currency Code <input type="text"/>	Allw Code <input type="text"/>
No. of Unit	<input type="text"/>	Exchange Rate <input type="text"/>	Allw Amt <input type="text"/>
Factor	<input type="text"/>	Amount <input type="text"/>	
Basic Yr/Mth	<input type="text"/>	Converted Amount <input type="text"/>	

Date from: Date to:
 Taxable Year:
 Remark:
 Created by: Modified by:

Go to **Payroll Entry > One Time Transaction Entry**, click on the **Add** icon to create a new payroll entry record.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll - One Time Transaction Entry

Transaction No	POV PY	<input type="text"/>
Employee ID/Name	BA01N0001 (Tammy Leong)	
Pay Yr/Mth/Period	2013 10 4	
Transaction Code	ADJ-CPF-EE (Employee CPF Adjustment)	
Transaction Group	ALLWCY	

	By Units		By Amount		By Allowance Code
UOM	NA	Currency Code	SGD	Allw Code	
No. of Unit	0.00	Exchange Rate	1	Allw Amt	0
Factor	0.00	Amount	500		
Basic Yr/Mth	0 0	Converted Amount	500		

Date from	01/10/2013	Date to	01/10/2014
Taxable Year	2013		
Remark	one Time		
Created by	<input type="text"/>	Modified by	<input type="text"/>

Enter in the One Time Transaction Details and the Date Range to effect this entry.

Save the record and run payroll to see the results.

5.3 Standard Allowance/ Deduction Entry

This module allows user to set the various types of standard allowances/deductions and pay period applicable to the employees for payroll calculation in every pay year/month within the effective date range defined.

Payroll - Standard Allowance / Deduction Entry

Transaction No.	PST PY	<input type="text"/>
Empe ID/Name	<input type="text"/>	
Pay Period	<input type="text"/>	
Transaction Code	<input type="text"/>	
Transaction Group	<input type="text"/>	

	By Units		By Amount		By Allowance Code
UOM		Currency Code		Allw/Ded Code	
No. of Unit		Exchange Rate		Allw Amt	
Factor		Amount			
Basic Yr/Mth		Converted Amount			

Eff. Date From	<input type="text"/>	End Date	<input type="text"/>
Remark	<input type="text"/>		
Created By	<input type="text"/>	Modified By	<input type="text"/>

STARVISION INFORMATION TECHNOLOGY (SDA)

Go to **Payroll Entry > Standard Allowance / Deduction Entry**, and click on the **Add** icon to create a new payroll entry record.

Payroll - Standard Allowance / Deduction Entry

Transaction No.

Empe ID/Name

Pay Period

Transaction Code

Transaction Group

	By Units		By Amount		By Allowance Code
UOM	<input type="text" value="NA"/>	Currency Code	<input type="text" value="SGD"/>	Allw/Ded Code	<input type="text"/>
No. of Unit	<input type="text" value="0.00"/>	Exchange Rate	<input type="text" value="1.00"/>	Allw Amt	<input type="text"/>
Factor	<input type="text" value="0.00"/>	Amount	<input type="text" value="500"/>		
Basic Yr/Mth	<input type="text" value="0"/> <input type="text" value="0"/>	Converted Amount	<input type="text" value="500"/>		

Eff. Date From End Date

Remark

Created By Modified By

Enter in the Allowance Details and the Date Range to effect this entry.

Save the record and run payroll to see the results.

5.4 Payroll calculation

Payroll Calculation

Batch No

Payroll Mode

Process Year/Mth

Process Date From Date To

Created By Modified By

Selection Criteria Job Status

Payroll Run Type

Organisation Unit Job Family

Appointment Code Grade

Employee ID From Employee ID To

Additional Selection
Check...

Show Selection
Show Details
Show Errors
Submit

STARVISION INFORMATION TECHNOLOGY (SDA)

Go to **Payroll Processing > Payroll Calculation**, and click on the **Add** icon to create a new payroll calculation record.

Payroll Calculation

Batch No	PBA PY 				
Payroll Mode	M 	Run Date	15/10/2013 		
Process Year/Mth	2013 9	Pay Period	4		
Process Date From	01/09/2013 	Date To	30/09/2013 		
Created By		Modified By			
Selection Criteria		Job Status <input type="text" value="New"/>			

Payroll Run Type	ALL 				
Organisation Unit		Job Family			
Appointment Code		Grade			
Employee ID From		Employee ID To			

Additional Selection	<input type="button" value="Check..."/>
<input type="button" value="Show Selection"/> <input type="button" value="Show Details"/> <input type="button" value="Show Errors"/> <input type="button" value="Submit"/>	

Select the correct **Payroll Mode** and all grey fields will populate automatically. You may wish to change the **Run Date** (default as the current date).

Note: The Process Year/Mth is the last Payment Year/Mth period which is not closed yet.

Check the Process Date From/To to ensure the dates are within the Process Year/Month.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Calculation

Batch No: PBA PY [] []
 Payroll Mode: M []
 Process Year/Mth: 2013 9
 Process Date From: 01/09/2013
 Created By: [] []
 Run Date: 15/10/2013
 Pay Period: 4
 Date To: 30/09/2013
 Modified By: [] []
 Selection Criteria: []
 Job Status: New
 Payroll Run Type: ALL (dropdown menu)
 Organisation Unit: [] []
 Appointment Code: [] []
 Employee ID From: [] []
 Job Family: [] []
 Grade: [] []
 Employee ID To: [] []

Additional Selection [Check...]
 []
 [Show Selection] [Show Details] [Show Errors] [Submit]

Select the Payroll Run Type as **ALL**. There are 4 options: **ALL** (which computes all transaction, pay, and also covers the computation of BONUS, FEST_ADV and FIXED_ADV), **BONUS** (which only computes BONUS), **FEST_ADV** (which only computes FEST_ADV) and **FIXED_ADV** (which only computes FIXED_ADV).

The screenshot shows the 'ePlatform.NET QueryBuilder -- Webpage Dialog' window. The 'Additional Selection' button is highlighted with a red box. The dialog contains a 'Query Form' section with logical operators (And, Or, Equal To, Not Equal To, Greater Than, Greater Than Equal To, Less Than, Less Than Equal To, Like, Is NULL, Is Not NULL, In, Not In) and a list of fields (Emp ID, Name, Alias Name, Payroll Mode, Action Code, Action Date, Trans Date, Org Unit, Appointment, Div Status, Date Joined, Inc Date, Confirm Date, Pay Centre). The 'Additional Selection' button is located at the bottom left of the dialog.

If you only wish to process only for a group of employees, you can make use of Selection Criteria Section consisting of: **Additional Selection** button to display the query builder to filter the employee records and/or with Organization Unit, Job Family, Appointment Code, Grade, Employee ID From/To.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Calculation

Batch No
Payroll Mode
Process Year/Mth
Process Date From
Created By
Selection Criteria
Payroll Run Type
Organisation Unit
Appointment Code
Employee ID From

Additional Selection
[Emp ID] = 'BA01N0001'

Check...

Show Selection Show Details Show Errors Submit

Employee ID	Name	Org Unit	Appt Code	Div Status
BA01N0001	Tammy Leong	CEO	CEO	IV

Use **Check...** button to view the defined employees.

Payroll Calculation

Batch No: PBA PY
Payroll Mode: M
Process Year/Mth: 2013 9
Process Date From: 01/09/2013
Created By:
Run Date: 15/10/2013
Pay Period: 4
Date To: 30/09/2013

Selection Criteria

Additional Selection
[Emp ID] = 'BA01N0001'

Show Selection Show Details Show Errors Submit

Employee ID	Name	Org Unit	Appt Code
BA01N0001	Tammy Leong	CEO	CEO

Otherwise, you can just click on the **Show Selection** button to check whether all your employees are selected for payroll processing.

Note: You will not be able to filter employee for processing once the payroll calculation record is created.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Calculation

Batch No	PBA PY	Run Date	15/10/2013
Payroll Mode	M	Pay Period	4
Process Year/Mth	2013 9	Date To	30/09/2013
Process Date From	01/09/2013	Modified By	
Created By		Job Status	New

Payroll Run Type	ALL	Job Family	
Organisation Unit		Grade	
Appointment Code		Employee ID From	BA01N0001
Employee ID From	BA01N0001	Employee ID To	BA01N0001

Additional Selection Check...

[Emp ID] = 'BA01N0001'

Click on the **Submit** button to proceed with the payroll processing and the record will be sent to the payroll job processing. (Note: The screen will proceed to the main **Payroll Processing** page).

5.5 Check Payroll Calculation

After payroll processing is completed, you need to preview/print pre-payment report to check the details of individual employee payment such as basic pay, CFP amount, fund contributions, allowances, deductions and etc.

There are a numbers of pre-payment reports that you can generate to check the employee payment. One such report is the Pre-Payment Transaction Listing By Organization Unit.

Pre-Payment Transaction Listing By Organisation Unit

Record Selection :

Print All Records	Select Criteria
Print the Report (Batch Job)	Click Here

Report Output

Select Report Type: PDF Document

Report Parameters

Payroll Batch No	2013000001
Print Cost Center(Y/N)	N
Page Break By Org Unit(Y/N)	N

STARVISION INFORMATION TECHNOLOGY (SDA)

Here, you can select to 'Print All Records' or 'Print Selected Records'. You will need to click on the **Selection Criteria** button to define the query for certain group of employees if the latter option is selected.

Select the Payroll Batch No and set the **Report Parameters**.

Click on the **Click Here** button to generate the report. The report will be displayed as pdf format where you can choose to save or print the report.

5.6 Make Payment

The screenshot shows the 'Payroll Payment' form with the following fields and values:

- Payment No: PY
- Bank Code: (empty)
- Bank Branch: (empty)
- Bank Account No: (empty)
- Bank Acc Name: (empty)
- Pay Year/Month: 2013
- Pay Period: (empty)
- Value Date: (empty)
- Created By: (empty)
- Modified By: (empty)
- Job Status: (empty)

Buttons: Submit, Show Errors, Export

To begin with, Go to **Getting Started> Make Payment** and click on the **Add** icon to create a new record.

The screenshot shows the 'Payroll Payment' form with the following fields and values:

- Payment No: PY
- Bank Code: 7302 (Malayan Banking Berhad)
- Bank Branch: 504
- Bank Account No: 12345678
- Bank Acc Name: StarVision IT Pte Ltd
- Pay Year/Month: 2013
- Pay Period: 4
- Value Date: (empty)
- Created By: (empty)
- Modified By: (empty)
- Job Status: (empty)

Buttons: Submit, Show Errors, Export

Note: The **Payment No**, **BankCode**, etc (grey fields) will be automatically populated with the last payment Pay Year/Month.

The screenshot shows the 'Payroll Payment' form with the following fields and values:

- Payment No: PY
- Bank Code: 7302 (Malayan Banking Berhad)
- Bank Branch: 504
- Bank Account No: 12345678
- Bank Acc Name: StarVision IT Pte Ltd
- Pay Year/Month: 2013
- Pay Period: 4
- Value Date: (empty)
- Created By: (empty)
- Modified By: (empty)
- Job Status: (empty)

Buttons: Submit, Show Errors, Export

The 'Add New' button is highlighted in red in the bottom right corner of the form area.

STARVISION INFORMATION TECHNOLOGY (SDA)

Click on the **AddNew** icon under the **Payroll Batch** tab to add a new payroll payment batch.

Payroll Payment Batch

S/N	<input type="text"/>
Payroll Batch No	PBA <input type="text"/> 
Created By	<input type="text"/> 
Modified By	<input type="text"/> 

After adding and saving the payroll payment batch, click on the Cancel icon to return to previous screen. Next, click on **Submit** button and the record will be sent to the payment job processing. (Note: after that, the screen will display the main **Payroll Payment** page).

5.7 Check Payment Information

After the payroll payment is completed, you need to preview/print payment report to check the details of individual employee payment such as basic pay, CFP amount, fund contributions, allowances, deductions, payslipsetc.

There are a numbers of payment reports that you can generate to check the employee payment. One such report is the Payment Transaction Listing By Organization Unit.

Payment Transaction Listing Summary By Organisation Unit

Record Selection :

<input type="button" value="Print All Records"/>	<input type="button" value="Select Criteria"/>
<input type="button" value="Print the Report (Batch Job)"/>	<input type="button" value="Click Here"/>

Report Output

Select Report Type

Report Parameters

Payment Run No	<input type="text" value="2013000007"/> 
Pg Break By Org Unit(Y/N)	<input type="text" value="N"/>
Suppress Rec With 0 Value(Y/N)	<input type="text" value="N"/>
Show Allw/Dedu Detail (Y/N)	<input type="text" value="N"/>

Here, you can select to 'Print All Records' or 'Print Selected Records'. You will need to click on the **Selection Criteria** button to define the query for certain group of employees if the latter option is selected.

Select the Payment Run No and set the **Report Parameters**. Click on the **Click Here** button to generate the report. The report will be displayed as pdf format where you can choose to save or print the report.

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5.8 Export GIRO

Go to Run Payroll >Export GIRO and click on the Add New Button.

The Fields Bank Code, Bank Branch, Bank Account No are auto filled in from the settings done for these fields in the **Company Master**.

Click on Payroll Batch tab and click on the Add New Button

Choose the Payroll Batch No. and click on the Save button.Click on Cancel Button and then click on Exit Button to exit and return to main screen.

Click Export to generate GIRO

5.9 CPF Export

This option allows you to export a defined CPF PAL/CPFLine formats and upload them to CPF Board.

Payment Export

CPF Format
 Output Format
 Company CPF A/C
 Advice Code
 Pay Year/Month Pay Period

Messages

To begin with, Go to Payroll Processing > CPF Export.

Payment Export

CPF Format
 Output Format
 Company CPF A/C
 Advice Code
 Pay Year/Month Pay Period

Messages

Select the correct bank format and output format. The 2 available formats are CPFLine, CPFPAL and MSO Balance Refund.

STARVISION INFORMATION TECHNOLOGY (SDA)

Key in the Pay Year/Month (Enter the Year in 'yyyy' in the first textbox and 'mm' in the second textbox). Select on the Pay Period.

Click to define the export file name and directory that you wish to save it to.

Click on the **Save** button.

Click on the **Export** button and select the export format correctly.

If you registered with CPF board on the e-submission, select CPF PAL format. Otherwise, if you subscribe to Crimson Logic services, select CPFLine format. Otherwise, if you subscribe to government once a year, select MSO Balance Refund format.

Click Export button. A Save file dialogue box will appear. The Messages text box will also display the export status. At the same time, you can check the summary on the export screen to tally with your payment reports.