



**STARVISION INFORMATION TECHNOLOGY
(SDA)**

**HUMAN RESOURCES INFORMATION SYSTEM
(HRIS)**

**USER MANUAL
FOR
PAYROLL MANAGEMENT SYSTEM**

VERSION 1.0

1. INTRODUCTION.....	2
2. MASTER FILE MAINTENANCE	5
3. PAYROLL ENTRY	6
3.1 Bonus Entitlement	6
3.2 Standard Allowance/ Deduction Entry	8
3.3 One Time Transaction Entry.....	9
3.4 Daily/ Hourly Rated Entry	10
3.5 Overtime Entry	11
3.6 No Pay Leave Entry (NPL)	12
3.7 Transaction Upload.....	13
3.8 Excel Template	14
4. PROCESSING OF PAYROLL CALCULATION	15
4.1 Creating a new payroll calculation	15
4.2 Checking the pre-payment report	19
4.3 Reprocess the payroll calculation	20
5. PAYMENT.....	23
5.1 Creating a payment record	23
5.2 Exporting Payment Journal	25
5.3 Exporting Bank GIRO.....	26
5.3 Exporting CPF PAL/CPFLine	28
5.4 Viewing all Payment Job Status	30
5.5 Viewing Payment Reports	30
5.6 Viewing employee’s salary history.....	31
6. PAYMENT CANCELLATION	32
6.1 Payment Cancellation	32
6.2 Re-Calculating Payroll.....	35
6.3 Processing Payment Again	42
7. PERIOD CLOSE	49
7.1 Closing the pay period.....	49
7.2 Re-Open the pay period	50
8. IRAS (YEAR END PROCESSING)	51
8.1 Creating a IRAS record	51

1. Introduction

Human Resources Information System (HRIS) was designed to enhance productivity and effectiveness in payroll administration and data processing online. It enables the processing of payroll efficiently by providing the built-in intelligence to assist in managing the payroll functions from recruitment to termination. It caters to varying policies relating to wages; leave entitlement and salary payment methods.

Features available: -

- Employee Profile
- New / Change Appointment, Resignation and Rejoin of Employee
- Promotion / Increment
- Bonus and Benefit Entitlement
- Standard Allowance / Deduction Entry and One Time Transaction Entry
- Recurrent Transactions
- Overtime and No Pay Leave Entry
- Advance Pay
- Payroll processing and payment
- CPF Pa/Line & IR8A (Year End Processing)
- CPF Returns Report
- Pre-Payment & Payment Reports

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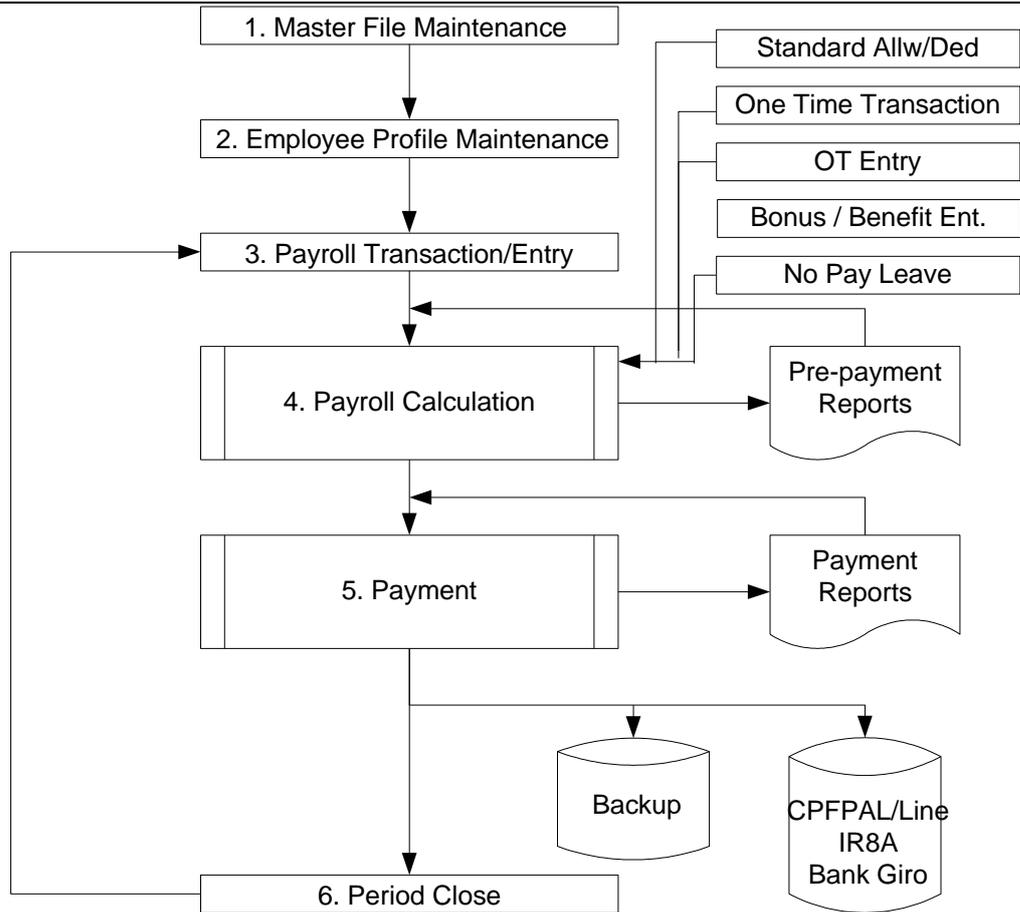


Fig 1. Payroll Work Flow

2. Master File Maintenance

You only need to maintain the master files when there are changes such as creation of new organization unit or salary scale changes. Otherwise, you may ignore this step.

The master files that need to maintain are as below.

- a. Payroll Master File > Job Family (changes to appointments)
- b. Payroll Master File > Transaction Type (changes to payroll transaction type)
- c. Payroll Master File > Salary Scale (changes to range of salary capping)
- d. Payroll Master File > Company > Pay Period (changes to range of payroll yr/mth)
- e. Position Database > Segment Code (changes to organization unit)
- f. Position Database > Organization Unit (changes to organization unit)
- g. Payroll Master File > Transaction Type (changes to payroll transaction type)

3. Payroll Entry

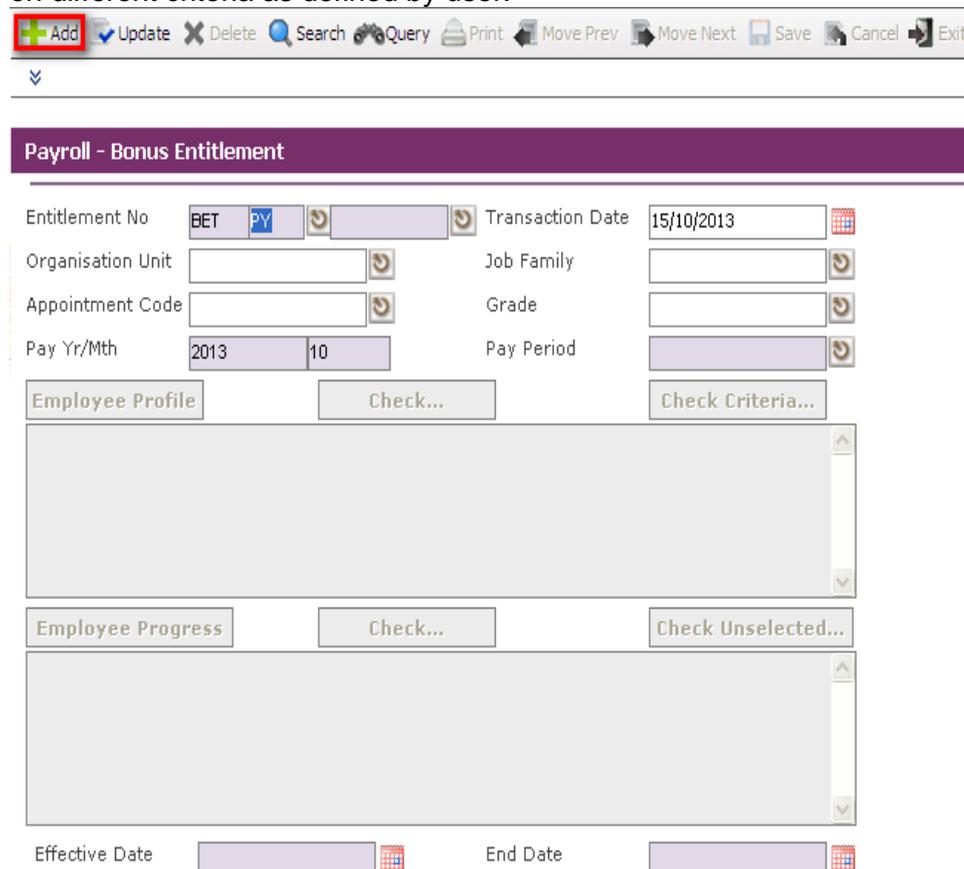
Payroll Entry keeps track of information required and affecting payroll calculations. All the operation modes listed as below will ultimately affect the calculation of payroll.

Features available: -

- Entry of Bonus Entitlements
- Entry of Benefit Transactions
- Entry of Standard Allowances/Deductions
- One Time Entry by Transaction Code/Employee
- Daily/ Hourly Rated Entry
- Overtime Entry
- No Pay Leave Entry
- Back pay Entry
- Transaction Upload
- Back Pay Upload

3.1 Bonus Entitlement

This module allows the selection of employees eligible for the relevant bonus based on different criteria as defined by user.



Go to **Payroll Entry > Bonus Entitlement**, click on the **Add** icon to create a new payroll entry record.

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Payroll - Bonus Entitlement

Entitlement No: BET PY 1310000001 Transaction Date: 15/10/2013
 Organisation Unit: HR Job Family: OSS
 Appointment Code: OSS5 Grade: I
 Pay Yr/Mth: 2013 10 Pay Period: 4

Employee Profile Check... Check Criteria...
 Employee Progress Check... Check Unselected...

Effective Date: 01/10/2013 End Date: 01/10/2014
 Created by: eplatform 15/10/2013 Modified by: eplatform 15/10/2013

« 1 » S/N Quick Search Add New Query Builder Export

S/N	Transaction code	Allowance code	Allowance unit	Converted Amount	Allowance percentage	Currency	Exchange Rate	Amount
-----	------------------	----------------	----------------	------------------	----------------------	----------	---------------	--------

Click the **New** button and enter in the payment details of the Bonus Entitlement.

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

Payroll - Bonus Entitlement Type

Transaction no.: BET PY 1310000001 S/N: 10
 Transaction Code: BONUS-A (Bonus By Amount)
 Transaction Group: BNS

	By Units	By Amount	By Allowance Code
UOM	NA	Currency Code: SGD	Allw Code
No. of Unit	0.00	Exchange Rate: 1.00	Allw Amt
Factor	1.00	Amount: 500	
Basic Yr/Mth	0 0	Converted Amount: 500	

Qualifying Date From: 01/10/2013 Qualifying Date To: 01/10/2014
 Remark: Bonus By Amount
 Created by: Modified by:

Enter the **Bonus Amount** and the **Qualifying Period**.

Save the record.

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3.2 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.

The screenshot shows the top toolbar with the 'Add' button (a green plus sign) highlighted in a red box. Below the toolbar is a purple header bar with the text 'Payroll - Standard Allowance / Deduction Entry'. The form fields are as follows:

- Transaction No.: PST PY [dropdown]
- Empe ID/Name: [text field]
- Pay Period: [text field]
- Transaction Code: [text field]
- Transaction Group: [text field]

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

Below the table are fields for Eff. Date From, End Date, Remark, Created By, and Modified By, each with a calendar icon.

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

The screenshot shows the same form as above, but with data entered. The purple header bar remains. The form fields are filled with the following information:

- Transaction No.: PST PY [dropdown]
- Empe ID/Name: BA01N0001 (Tammy Leong)
- Pay Period: 4
- Transaction Code: ADVANCE (Advance Pay)
- Transaction Group: ALLWCY

	By Units	Currency Code	By Amount	By Allowance Code
UOM	NA	[text field]	SGD	Allw/Ded Code [text field]
No. of Unit	0.00	Exchange Rate	1.00	Allw Amt [text field]
Factor	0.00	Amount	500	
Basic Yr/Mth	0 0	Converted Amount	500	

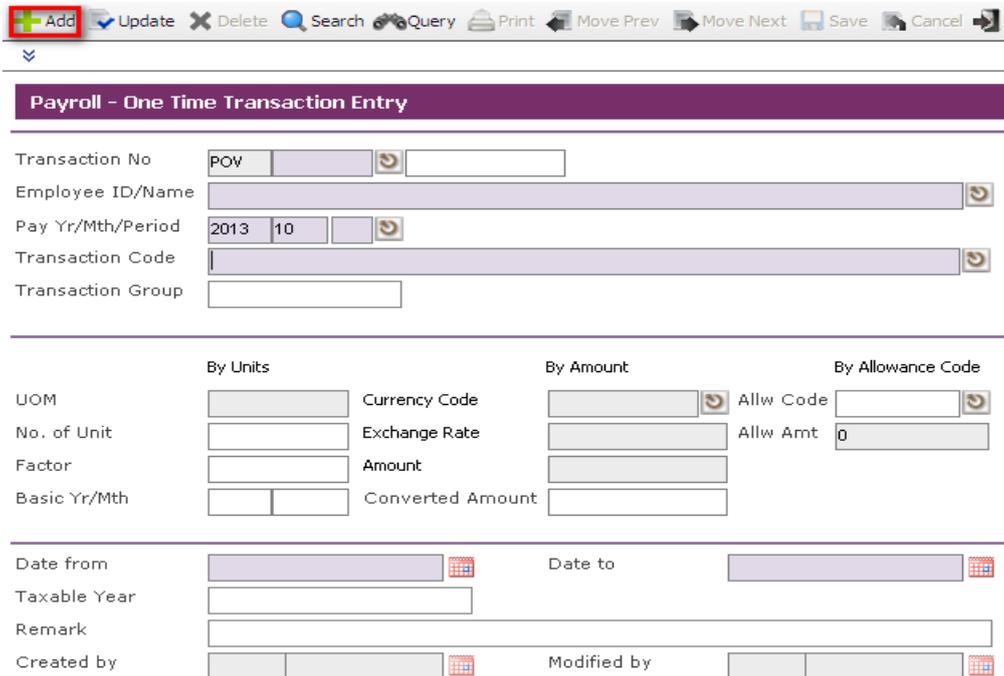
Below the table are fields for Eff. Date From (01/10/2013), End Date (01/10/2014), Remark, Created By, and Modified By, each with a calendar icon.

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

Save the record and run payroll to see the results.

3.3 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.



Payroll - One Time Transaction Entry

Transaction No:

Employee ID/Name:

Pay Yr/Mth/Period:

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" value="0"/>
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.

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Payroll - One Time Transaction Entry

Transaction No: POV PY

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 <input type="text"/>	Currency Code	SGD <input type="text"/>	Allw Code	<input type="text"/>
No. of Unit	0.00 <input type="text"/>	Exchange Rate	1 <input type="text"/>	Allw Amt	0 <input type="text"/>
Factor	0.00 <input type="text"/>	Amount	500 <input type="text"/>		
Basic Yr/Mth	0 0 <input type="text"/>	Converted Amount	500 <input type="text"/>		

Date from: 01/10/2013 Date to: 01/10/2014

Taxable Year: 2013

Remark: one Time

Created by: Modified by:

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.

3.4 Daily/ Hourly Rated Entry

This module allows user to enter an employee's daily rate.

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

Payroll - Daily / Hourly Rated Entry

Transaction No.: PDR

Employee ID/Name:

Pay Yr/Mth: Payroll Mode:

Transaction Code: BASIC (Basic Salary)

Transaction Group:

By Unit

UOM:

Days/Hours Worked:

Basic Yr/mth:

Date From: Date To:

Taxable Year:

Remark:

Created By: Modified By:

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Go to **Payroll Entry > Daily/ Hourly Rated Entry**, click on the **Add** icon to create a new payroll entry record.

Payroll - Daily / Hourly Rated Entry

Transaction No.

Employee ID/Name

Pay Yr/Mth Payroll Mode

Transaction Code

Transaction Group

By Unit

UOM

Days/Hours Worked

Basic Yr/mth

Date From Date To

Taxable Year

Remark

Created By Modified By

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

Save the record and run payroll to see the results.

3.5 Overtime Entry

This module allows user to enter the employee's overtime records.

Payroll - Overtime (OT) Entry

Transaction No

Employee ID/Name

Pay Yr/Mth

Transaction Code

Transaction Group

	By Units		By Amount		By Allowance Code
UOM	<input type="text"/>	Currency Code	<input type="text"/> <input type="button" value="↺"/>	Allw Code	<input type="text"/>
OT Unit	<input type="text"/>	Exchange Rate	<input type="text"/>	Allw Amt	<input type="text"/>
OT Rate	<input type="text"/>	Amount	<input type="text"/>		
Basic Yr/Mth	<input type="text"/> <input type="text"/>	Converted Amount	<input type="text"/>		

Date from Date to

Taxable Year

Remark

Created by Modified by

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

Payroll - Overtime (OT) Entry

Transaction No

Employee ID/Name

Pay Yr/Mth

Transaction Code

Transaction Group

	By Units		By Amount		By Allowance Code
UOM	<input type="text" value="NA"/>	Currency Code	<input type="text" value="0"/>	Allw Code	<input type="text"/>
OT Unit	<input type="text" value="6.00"/>	Exchange Rate	<input type="text" value="0.00"/>	Allw Amt	<input type="text"/>
OT Rate	<input type="text" value="1.00"/>	Amount	<input type="text" value="0"/>		
Basic Yr/Mth	<input type="text" value="2013"/> <input type="text" value="10"/>	Converted Amount	<input type="text" value="0"/>		

Date from

Date to

Taxable Year

Remark

Created by

Modified by

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

Save the record and run payroll to see the results.

3.6 No Pay Leave Entry (NPL)

This module allows user to enter an employee's no pay leave record.

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

Payroll - No Pay Leave Entry

Transaction No.

Employee ID/Name

Pay Yr/Mth Pay Period

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"/>
NPL 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"/> <input type="text"/>	Converted Amount	<input type="text"/>		

Date From

Date To

Remark

Created By

Modified By

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Go to **Payroll Entry > No Pay Leave Entry**, click on the **Add** icon to create a new payroll entry record.

Payroll - No Pay Leave Entry

Transaction No.	NPL PY		
Employee ID/Name	BA01N0001 (Tammy Leong)		
Pay Yr/Mth	2013 9	Pay Period	4
Transaction Code	NPL (No Pay Leave)		
Transaction Group	NPL		

	By Units		By Amount		By Allowance Code
UOM	D	Currency Code	SGD	Allw Code	
NPL Unit	12.00	Exchange Rate	1	Allw Amt	
Factor	1	Amount			
Basic Yr/Mth	2013 9	Converted Amount			

Date From	01/09/2013	Date To	01/09/2014
Remark	No Pay Leave Entry		
Created By		Modified By	

Enter in the No Pay Leave Entry Details and the Date Range to effect this entry.

Save the record and run payroll to see the results.

3.7 Transaction Upload

This module allows users to upload One-Time Transactions easily into the **One-Time Transaction Entry** module, using a pre-defined excel file.

Transaction Upload

Progress No	POV PY	Transaction Date	15/10/2013
Transaction Type	<div style="border: 1px solid #ccc; padding: 2px;"> Select... Select... OneTime Transaction </div>		
Insert Detail	<div style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> </div>		
<div style="background-color: #ccc; padding: 5px; display: inline-block; border: 1px solid #ccc;"> Import </div>			

Message

Go to **Payroll Entry > Transaction Upload**.

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Transaction Upload

Progress No Transaction Date

Transaction Type

Insert Detail

Message

Select the Transaction Type to upload.

Select the file to import and click on the **Import** button.

Save the record and run payroll to see the results.

3.8 Excel Template

This module allows user to save the pre-defined excel file format for the Transaction Type.

[Transaction Excel Templates](#)

Right click on the link and choose "Save Target As"

[OneTime Transaction Template](#)

[Back Pay Template](#)

[Bank Details Template](#)

[Pay Period Template](#)

[Account Information Template](#)

Please Note

- A new Record Terminator column has been added to the template files. This column must contain the value EOR. This is to circumvent Excel Bug which occurs when there are more than 15 records while saving as Excel.
- All date entries must be in one of the following formats
 - **dd MMM yyyy** for e.g. 01 Aug 2005
 - **yyyy/MM/dd** for e.g 2005/08/01
- Remember to save your files in **Excel** format

4. Processing of Payroll Calculation

After entering all transactions into the system for the pay period, you can now start to process the payroll.

Payroll Management System Processing Work Flow

- Processing of payroll calculation
- Preview and print options of pre-payment reports available
- Processing of payment
- Preview and print options of payment reports available
- Generate pay slips
- Generation of Giro file for submission
- Generation of CPF Line/Pal for submission
- Closing of Payment Period (Period Close).

4.1 Creating a new payroll calculation

The screenshot shows the 'Payroll Calculation' form with the following fields:

- Batch No:** PBA
- Payroll Mode:** (empty)
- Process Year/Mth:** 2013
- Process Date From:** (empty)
- Created By:** (empty)
- Run Date:** (empty)
- Pay Period:** (empty)
- Date To:** (empty)
- Modified By:** (empty)
- Job Status:** (empty)
- Payroll Run Type:** ALL
- Organisation Unit:** (empty)
- Appointment Code:** (empty)
- Employee ID From:** (empty)
- Job Family:** (empty)
- Grade:** (empty)
- Employee ID To:** (empty)

At the bottom, there is an 'Additional Selection' area with a 'Check...' button and a list box. Below the list box are four buttons: 'Show Selection', 'Show Details', 'Show Errors', and 'Submit'.

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

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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		Created By	
Created By			Modified By	
Selection Criteria			Job Status	New

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

Additional Selection	Check...		
Show Selection	Show Details	Show Errors	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.

Payroll Calculation

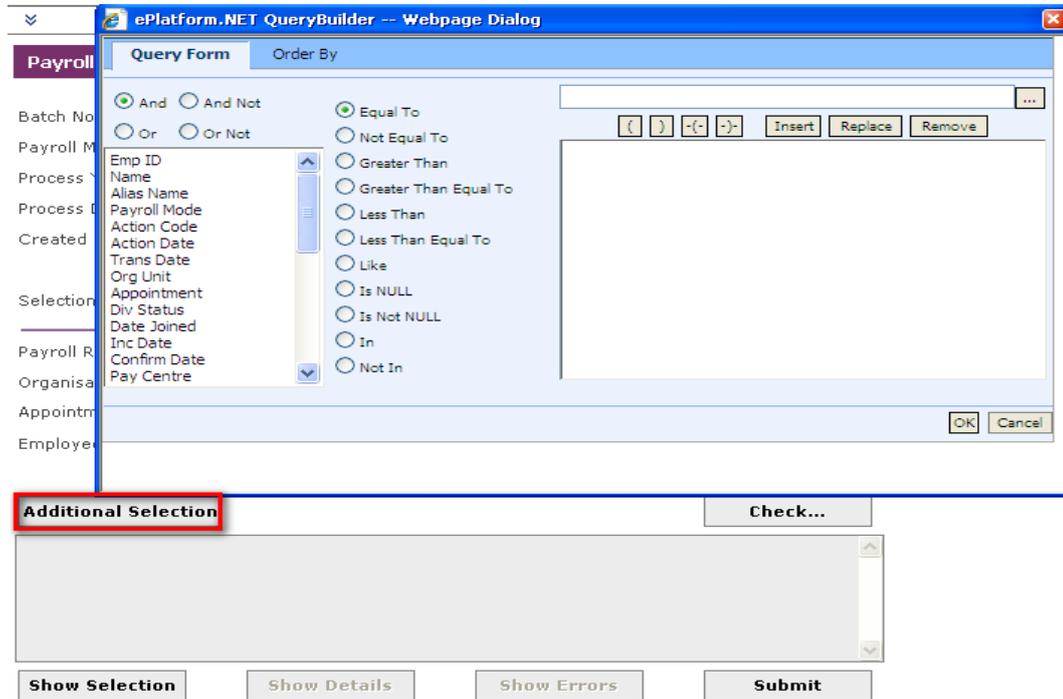
Batch No	PBA PY		Run Date	15/10/2013
Payroll Mode	M		Pay Period	4
Process Year/Mth	2013 9		Date To	30/09/2013
Process Date From	01/09/2013		Created By	
Created By			Modified By	
Selection Criteria			Job Status	New

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

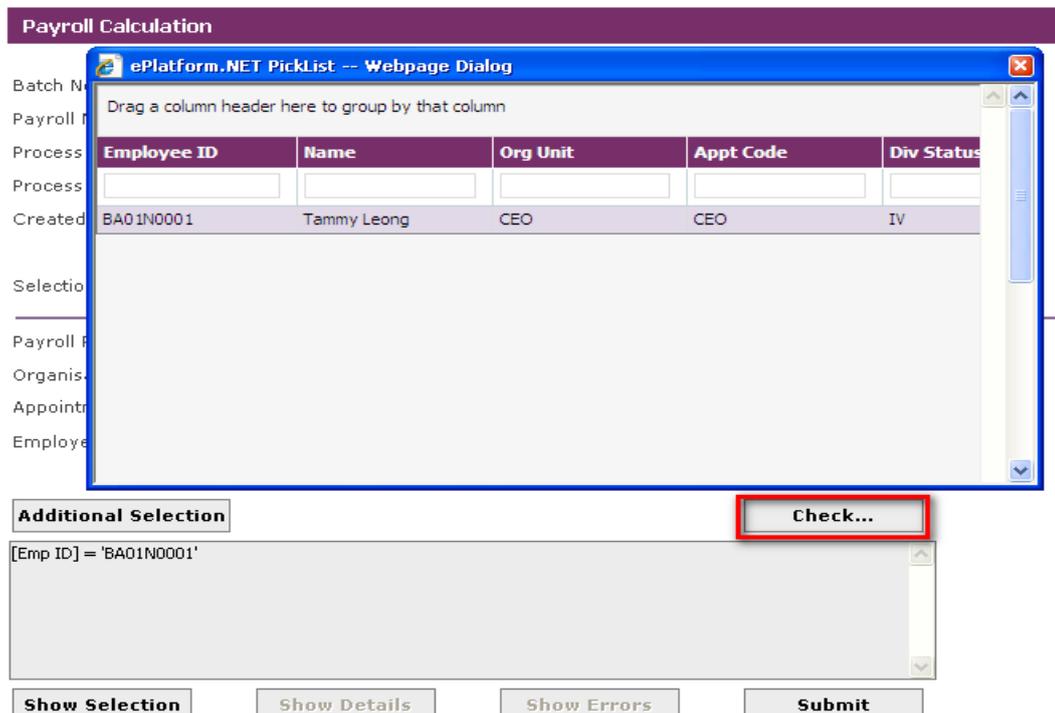
Additional Selection	Check...		
Show Selection	Show Details	Show Errors	Submit

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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).



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.



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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

Payroll Run Type
 Organisation Unit
 Appointment Code
 Employee ID From

Additional Selection
 [Emp ID] = 'BA01N0001'

ePlatform.NET PickList -- Webpage Dialog

Drag a column header here to group by that column

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

Show Selection Show Details Show Errors Submit

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.

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:
 Job Status: New

Selection Criteria

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

Additional Selection **Check...**
 [Emp ID] = 'BA01N0001'

Show Selection Show Details Show Errors **Submit**

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).

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Job Status (Payroll Calculation Status)							
Job Type	Job Number	Job Description	Job Priority	Job Status	Job Start Time	Job End Time	Job Schedule Time
PAYROLL_CALC	1310000020	Payroll Calculation	LOW	Completed	03/10/2013 17:19:23	03/10/2013 17:19:29	03/10/2013 17:19:27
PAYROLL_CALC	1310000016	Payroll Calculation	LOW	Completed	03/10/2013 11:25:34	03/10/2013 11:25:35	03/10/2013 11:25:34
PAYROLL_CALC	1310000015	Payroll Calculation	LOW	In Progress	03/10/2013 11:25:34		03/10/2013 11:25:33
PAYROLL_CALC	1310000013	Payroll Calculation	LOW	Completed	03/10/2013 11:22:19	03/10/2013 11:22:21	03/10/2013 11:22:19
PAYROLL_CALC	1310000007	Payroll Calculation	LOW	Completed	03/10/2013 10:53:40	03/10/2013 10:53:40	03/10/2013 10:53:39
PAYROLL_CALC	1310000006	Payroll Calculation	LOW	Completed	03/10/2013 10:49:37	03/10/2013 10:49:37	03/10/2013 10:49:35
PAYROLL_CALC	1310000005	Payroll Calculation	LOW	Completed	03/10/2013 10:49:36	03/10/2013 10:49:36	03/10/2013 10:49:35
PAYROLL_CALC	1310000004	Payroll Calculation	LOW	In Progress	03/10/2013 10:49:36		03/10/2013 10:49:34
PAYROLL_CALC	1310000003	Payroll Calculation	LOW	In Progress	03/10/2013 10:49:35		03/10/2013 10:49:34
PAYROLL_CALC	1310000001	Payroll Calculation	LOW	Completed	03/10/2013 09:46:16	03/10/2013 09:46:19	03/10/2013 09:46:13
PAYROLL_CALC	1309000023	Payroll Calculation	LOW	Completed	30/09/2013 11:19:48	30/09/2013 11:19:50	30/09/2013 11:19:50
PAYROLL_CALC	1309000019	Payroll Calculation	LOW	Completed	30/09/2013 10:31:23	30/09/2013 10:31:25	30/09/2013 10:31:24
PAYROLL_CALC	1309000017	Payroll Calculation	LOW	Completed	30/09/2013	30/09/2013	30/09/2013

Go to **Payroll Processing > Payroll Calculation Job Status** (on success, you should see the status as 'Completed'), select the record you have added for the above. Click and check on the **Show Details** button to check how system computes certain calculations.

*Note: If the status is 'Failed', go to the record and click on the **Show Errors** button to see the cause of the error. Redo the payment calculation creation with the error corrected from Section 4.3.*

4.2 Checking the pre-payment report

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

Print the Report (Batch Job)

Report Output

Select Report Type

Report Parameters

Payroll Batch No

Print Cost Center(Y/N)

Page Break By Org Unit(Y/N)

Go to **Payroll Report > Pre-Payment Transaction Listing By Organization Unit.**

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.

4.3 Reprocess the payroll calculation

After checking the pre-payment reports, you may need to make amendments to the employee profile or the transaction amount. You will have to go back to Section 3 and Section 4 to clear the amendments.

Upon clearing all amendments, you will need to reprocess the payroll calculation so that the employee payment will reflect correctly.

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Job Status (Payroll Calculation Status)							
Job Type	Job Number	Job Description	Job Priority	Job Status	Job Start Time	Job End Time	Job Schedule Time
PAYROLL_CALC	1310000020	Payroll Calculation	LOW	Completed	03/10/2013 17:19:23	03/10/2013 17:19:29	03/10/2013 17:19:27
PAYROLL_CALC	1310000016	Payroll Calculation	LOW	Completed	03/10/2013 11:25:34	03/10/2013 11:25:35	03/10/2013 11:25:34
PAYROLL_CALC	1310000015	Payroll Calculation	LOW	In Progress	03/10/2013 11:25:34		03/10/2013 11:25:33
PAYROLL_CALC	1310000013	Payroll Calculation	LOW	Completed	03/10/2013 11:22:19	03/10/2013 11:22:21	03/10/2013 11:22:19
PAYROLL_CALC	1310000007	Payroll Calculation	LOW	Completed	03/10/2013 10:53:40	03/10/2013 10:53:40	03/10/2013 10:53:39
PAYROLL_CALC	1310000006	Payroll Calculation	LOW	Completed	03/10/2013 10:49:37	03/10/2013 10:49:37	03/10/2013 10:49:35
PAYROLL_CALC	1310000005	Payroll Calculation	LOW	Completed	03/10/2013 10:49:36	03/10/2013 10:49:36	03/10/2013 10:49:35
PAYROLL_CALC	1310000004	Payroll Calculation	LOW	In Progress	03/10/2013 10:49:36		03/10/2013 10:49:34
PAYROLL_CALC	1310000003	Payroll Calculation	LOW	In Progress	03/10/2013 10:49:35		03/10/2013 10:49:34
PAYROLL_CALC	1310000001	Payroll Calculation	LOW	Completed	03/10/2013 09:46:16	03/10/2013 09:46:19	03/10/2013 09:46:13
PAYROLL_CALC	1309000023	Payroll Calculation	LOW	Completed	30/09/2013 11:19:48	30/09/2013 11:19:50	30/09/2013 11:19:50
PAYROLL_CALC	1309000019	Payroll Calculation	LOW	Completed	30/09/2013 10:31:23	30/09/2013 10:31:25	30/09/2013 10:31:24
PAYROLL_CALC	1309000017	Payroll Calculation	LOW	Completed	30/09/2013	30/09/2013	30/09/2013

Go to **Payroll Processing > Payroll Calculation Job Status**, select the correct existing payroll calculation record in the list.

Payroll Calculation

Batch No:

Payroll Mode:

Process Year/Mth:

Process Date From:

Created By:

Run Date:

Pay Period:

Date To:

Modified By:

Selection Criteria:

Job Status:

Payroll Run Type:

Organisation Unit:

Appointment Code:

Employee ID From:

Job Family:

Grade:

Employee ID To:

Click on the **Update** button. You will notice that the **Submit** button has changed to **Re-Submit**.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Calculation

Batch No: PBA [Pay] 1310000004
 Payroll Mode: M
 Process Year/Mth: 2013 9
 Process Date From: 01/09/2013
 Created By: eplatform 03/10/2013 10:49
 Run Date: 03/10/2013
 Pay Period: 4
 Date To: 30/09/2013
 Modified By: eplatform 03/10/2013 05:19
 Selection Criteria: Job Status: Completed

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

Additional Selection [Check...]

[Show Selection] [Show Details] [Show Errors] **[Re-Submit]**

Click on the **Re-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).

Job Status (Payroll Calculation Status)

Job Type [] Quick Search

Job Type	Job Number	Job Description	Job Priority	Job Status	Job Start Time	Job End Time	Job Schedule Time
PAYROLL_CALC	1310000020	Payroll Calculation	LOW	Completed	03/10/2013 17:19:23	03/10/2013 17:19:29	03/10/2013 17:19:27
PAYROLL_CALC	1310000016	Payroll Calculation	LOW	Completed	03/10/2013 11:25:34	03/10/2013 11:25:35	03/10/2013 11:25:34
PAYROLL_CALC	1310000015	Payroll Calculation	LOW	In Progress	03/10/2013 11:25:34		03/10/2013 11:25:33
PAYROLL_CALC	1310000013	Payroll Calculation	LOW	Completed	03/10/2013 11:22:19	03/10/2013 11:22:21	03/10/2013 11:22:19
PAYROLL_CALC	1310000007	Payroll Calculation	LOW	Completed	03/10/2013 10:53:40	03/10/2013 10:53:40	03/10/2013 10:53:39
PAYROLL_CALC	1310000006	Payroll Calculation	LOW	Completed	03/10/2013 10:49:37	03/10/2013 10:49:37	03/10/2013 10:49:35
PAYROLL_CALC	1310000005	Payroll Calculation	LOW	Completed	03/10/2013 10:49:36	03/10/2013 10:49:36	03/10/2013 10:49:35
PAYROLL_CALC	1310000004	Payroll Calculation	LOW	In Progress	03/10/2013 10:49:36		03/10/2013 10:49:34
PAYROLL_CALC	1310000003	Payroll Calculation	LOW	In Progress	03/10/2013 10:49:35		03/10/2013 10:49:34
PAYROLL_CALC	1310000001	Payroll Calculation	LOW	Completed	03/10/2013 09:46:16	03/10/2013 09:46:19	03/10/2013 09:46:13
PAYROLL_CALC	1309000023	Payroll Calculation	LOW	Completed	30/09/2013 11:19:48	30/09/2013 11:19:50	30/09/2013 11:19:50
PAYROLL_CALC	1309000019	Payroll Calculation	LOW	Completed	30/09/2013 10:31:23	30/09/2013 10:31:25	30/09/2013 10:31:24
PAYROLL_CALC	1309000017	Payroll Calculation	LOW	Completed	30/09/2013	30/09/2013	30/09/2013

Again, Go to **Payroll Processing > Payroll Calculation Job Status** (on success, you should see the status as 'Completed'), select on the record you had redone for the above. Click and check on the **Show Details** button to check how system computes certain calculations.

You may proceed to step 4.2 to check the pre-payment reports.

Note: Make sure the payment for the particular Pay Year/Mth was not made as it will affect the payroll calculation. If so, delete the Payment record for the Pay Year/Mth.

5. Payment

Once the checking of the pre-payment reports is completed and there are no more amendments to employee net pay, you may proceed to generate payment.

Note: If you need to re-process the payroll calculation after generating the payment, you need to delete the payment record and proceed to step 5.3.

5.1 Creating a payment record

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

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

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

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Payment Batch

S/N:

Payroll Batch No:

Created By:

Modified By:

After adding and saving the payroll payment batch, click on the Return 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).

Job Status (Payroll Payment Status)

Job Type	Job Number	Job Description	Job Priority	Job Status	Job Start Time	Job End Time	Job Schedule Time
PAYROLL PYMT	1310000017	Payment Processing	LOW	Completed	03/10/2013 11:26:42	03/10/2013 11:26:43	03/10/2013 11:26:42
PAYROLL PYMT	1310000014	Payment Processing	LOW	Completed	03/10/2013 11:23:00	03/10/2013 11:23:01	03/10/2013 11:23:00
PAYROLL PYMT	1310000008	Payment Processing	LOW	Completed	03/10/2013 10:55:01	03/10/2013 10:55:01	03/10/2013 10:54:59
PAYROLL PYMT	1310000002	Payment Processing	LOW	Completed	03/10/2013 09:47:48	03/10/2013 09:47:46	03/10/2013 09:47:45
PAYROLL PYMT	1309000021	Payment Processing	LOW	Completed	30/09/2013 10:35:15	30/09/2013 10:35:16	30/09/2013 10:35:15
PAYROLL PYMT	1309000015	Payment Processing	LOW	Completed	27/09/2013 18:38:23	27/09/2013 18:38:22	27/09/2013 18:38:21
PAYROLL PYMT	1309000002	Payment Processing	LOW	Completed	27/09/2013 16:53:19	27/09/2013 16:53:21	27/09/2013 16:53:19
PAYROLL PYMT	1205000034	Payment Processing	LOW	Completed	16/05/2012 10:51:24	16/05/2012 10:51:24	16/05/2012 10:51:24
PAYROLL PYMT	1205000033	Payment Processing	LOW	Completed	16/05/2012 10:51:19	16/05/2012 10:51:21	16/05/2012 10:51:19
PAYROLL PYMT	1205000021	Payment Processing	LOW	Completed	15/05/2012 16:09:25	15/05/2012 16:09:27	15/05/2012 16:09:24
PAYROLL PYMT	1203000035	Payment Processing	LOW	Completed	12/03/2012 10:15:21	12/03/2012 10:15:22	12/03/2012 10:15:21
PAYROLL PYMT	1203000033	Payment Processing	LOW	Completed	12/03/2012 10:14:21	12/03/2012 10:14:26	12/03/2012 10:14:21
PAYROLL PYMT	1203000014	Payment Processing	LOW	Completed	06/03/2012	06/03/2012	06/03/2012

Then go to **Payroll Processing > Payment Job Status** (on success, you should see the status as 'Completed'), select the record you have added for the above. In Section 5.1, system will generate a list of employee under the **Employee Payment** tab. You **must** check whether all your employees are in the list. If no, please click on the **Delete** icon to remove this record and redo the payment creation from Section 5.1.

*Note: If the status is 'Failed', go to the record and click on the **Show Errors** button to see the cause of the error. Redo the payment creation with the error corrected from Section 5.1*

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Payment

Payment No: PY [input]
 Bank Code: 7302 (Malayan Banking Berhad)
 Bank Branch: 504
 Bank Account No: 12345678 Bank Acc Name: StarVision IT Pte Ltd
 Pay Year/Month: 2013 9 Pay Period: 4
 Value Date: [input]
 Created By: [input] Modified By: [input]
 Job Status: [input] **Submit** **Show Errors** **Export**

Payroll Batch | Employee Payment

Quick Search: S/N [input] Add New Query Builder Export To Excel

S/N	Ref. Doc. Type	Ref. Grade	Batch Register No	Employee ID from	Employee ID to	Created Date	Created By	Time Log	Modified By
-----	----------------	------------	-------------------	------------------	----------------	--------------	------------	----------	-------------

Finally, click on the **Export** button if you wish to export the payment out as GIRO (Refer to Section 5.2)

5.2 Exporting Payment Journal

Click on the GIRO Export Tab.

GIRO Export | IRBA Export

Bank Format: HSBC ENC MRI(SG) **Export**
 Output Format: GIRO

Payment Type: Select...
 Payment Set No.: [input]
 Payment Description: [input]

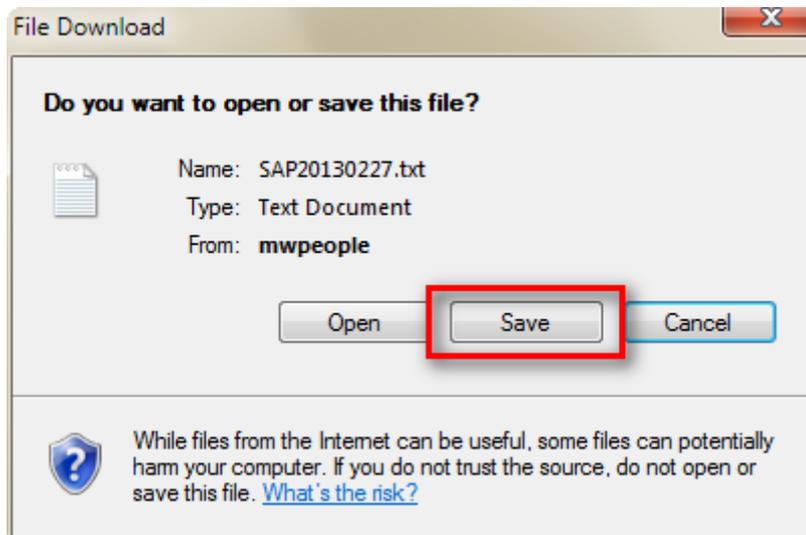
Messages

Choose “HSBC ENC MRI(SG)” in the Bank Format textbox. Then choose either GIRO or Text or Text (Pipe Delimited) from the Output Format textbox.

STARVISION INFORMATION TECHNOLOGY (SDA)

GIRO Export	IR8A Export
Bank Format	HSBC ENC MRI(SG) <input type="button" value="Export"/>
Output Format	GIRO
Payment Type	Select...
Payment Set No.	
Payment Description	

Click on the Export button to start generation and a pop up save dialog will appear. Click on the Save button to continue.



5.3 Exporting Bank GIRO

This option allows you to export a defined bank formats such as DBS Ideal to credit the salary into your employee bank account.

If you wish to generate a bank that is not available in the selection, please contact us for more information.

Note: You need to make sure that the bank accounts information is entered in the employee profile and **Payment Method By** are set to 'Bank'.

Click on Payroll Processing → Payment Export

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Processing

- Payroll Calculation
- Payment
- Period Close
- Employee Salary History Enquiry
- Payroll Calculation Job Status
- Payment Job Status
- IRAS
- CPF Export
- CPF AW Ceiling Enquiry
- **Payment Export**

Choose the latest payment batch from header grid.

Doc. Type	Dept Code	Run No	Bank Code	Bank Branch	Bank Account #	Value Date	Pay Period	Pay Month	Pay Year
PY	PY	1310000006	7302	504	12345678		4	9	2013

Payment Export

Payment No: PY PY

Bank Code: [] Bank Branch: []

Bank Account No: [] Value Date: []

GIRO Export | IRBA Export

Bank Format: HSBK ENC MRI(SG) [Export]

Output Format: GIRO

Messages

Click on GIRO export tab
Choose Output Format (either GIRO or Text format)

STARVISION INFORMATION TECHNOLOGY (SDA)

Choose Payment Type and Payment Set No.
Click Export to generate GIRO

Payment Export

Payment No	<input type="text" value="PY"/>	<input type="text" value="PY"/>	<input type="text" value="1310000006"/>
Bank Code	<input type="text" value="7302"/>	Bank Branch	<input type="text" value="504"/>
Bank Account No	<input type="text" value="12345678"/>	Value Date	<input type="text" value=""/> 

GIRO Export

IR8A Export

Bank Format	<input type="text" value="HSBC ENC MRI(SG)"/>	Export
Output Format	<input type="text" value="GIRO"/>	

Payment Type	<input type="text" value="API (AutoPay In)"/>
Payment Set No.	<input type="text" value="E60"/>
Payment Description	<input type="text" value="Payment on 15/10/2013"/>

Messages

A GIRO file will be created in the pre-defined output folder/directory.

5.3 Exporting CPF PAL/CPFLine

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

STARVISION INFORMATION TECHNOLOGY (SDA)

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.

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. The 2 available formats are PAL CPFLine and CPFLine.

If you registered with CPF board on the e-submission, select CPFPAL 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 you payment reports.

STARVISION INFORMATION TECHNOLOGY (SDA)

You can also generate CPF returns reports. Go to **Payroll Reports > CPF Returns**.

5.4 Viewing all Payment Job Status

This option allows you to view the status, information of all the payment submitted.

Job Status (Payroll Payment Status)							
<< < 1 > >> Job Type <input type="text"/> Quick Search							
Job Type	Job Number	Job Description	Job Priority	Job Status	Job Start Time	Job End Time	Job Schedule Time
PAYROLL PYMT	1310000017	Payment Processing	LOW	Completed	03/10/2013 11:26:42	03/10/2013 11:26:43	03/10/2013 11:26:42
PAYROLL PYMT	1310000014	Payment Processing	LOW	Completed	03/10/2013 11:23:00	03/10/2013 11:23:01	03/10/2013 11:23:00
PAYROLL PYMT	1310000008	Payment Processing	LOW	Completed	03/10/2013 10:55:01	03/10/2013 10:55:01	03/10/2013 10:54:59
PAYROLL PYMT	1310000002	Payment Processing	LOW	Completed	03/10/2013 09:47:48	03/10/2013 09:47:46	03/10/2013 09:47:45
PAYROLL PYMT	1309000021	Payment Processing	LOW	Completed	30/09/2013 10:35:15	30/09/2013 10:35:16	30/09/2013 10:35:15
PAYROLL PYMT	1309000015	Payment Processing	LOW	Completed	27/09/2013 18:38:23	27/09/2013 18:38:22	27/09/2013 18:38:21
PAYROLL PYMT	1309000002	Payment Processing	LOW	Completed	27/09/2013 16:53:19	27/09/2013 16:53:21	27/09/2013 16:53:19
PAYROLL PYMT	1205000034	Payment Processing	LOW	Completed	16/05/2012 10:51:24	16/05/2012 10:51:24	16/05/2012 10:51:24
PAYROLL PYMT	1205000033	Payment Processing	LOW	Completed	16/05/2012 10:51:19	16/05/2012 10:51:21	16/05/2012 10:51:19
PAYROLL PYMT	1205000021	Payment Processing	LOW	Completed	15/05/2012 16:09:25	15/05/2012 16:09:27	15/05/2012 16:09:24
PAYROLL PYMT	1203000035	Payment Processing	LOW	Completed	12/03/2012 10:15:21	12/03/2012 10:15:22	12/03/2012 10:15:21
PAYROLL PYMT	1203000033	Payment Processing	LOW	Completed	12/03/2012 10:14:21	12/03/2012 10:14:26	12/03/2012 10:14:21
PAYROLL PYMT	1203000014	Payment Processing	LOW	Completed	06/03/2012	06/03/2012	06/03/2012

To begin with, Go to **Payroll Processing > Payment Job Status**.

Click on any of the record's link to view the payment record details.

5.5 Viewing Payment Reports

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, payslips and etc.

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 :

Report Output

Select Report Type

Report Parameters

Payment Run No
 Pg Break By Org Unit(Y/N)
 Suppress Rec With 0 Value(Y/N)
 Show Allw/Dedu Detail (Y/N)

Go to **Payroll Report > Payment Transaction Listing By Organization Unit**.

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.

5.6 Viewing employee's salary history

This option allows you to view the salary history (gross pay, allowance, deduction, net pay for each pay year/mth) till date. **Only enquiry mode is enabled here.**

Employee Salary History Enquiry

Employee ID
 Organization Unit
 Appointment Code
 Cost Center Code

Name
 Job Family
 Division Status
 Payroll Mode

Emp ID	Pay Yr	Pay Mth	Gross Pay	Allowance	Deduction	Net Pay
--------	--------	---------	-----------	-----------	-----------	---------

To begin with, Go to **Payroll Processing > Employee Salary History Enquiry**.

Click on the **Query by form** icon to show a listing of employees.

STARVISION INFORMATION TECHNOLOGY (SDA)

Employee Salary History Enquiry

Employee ID	10003	Name	Smith Tun
Organization Unit	PD-FM	Job Family	AA
Appointment Code	AA4	Division Status	I
Cost Center Code	1234567890	Payroll Mode	M

« < 1 > »
Emp ID
Quick Search

Emp ID	Pay Yr	Pay Mth	Gross Pay	Allowance	Deduction	Net Pay
10003	2012	1	0.00	0.00	0.00	0.00

Click on any of the record's link to view the salary history details at the bottom segment. You may wish to click on the individual employee pay records to view the breakdown details of the allowance, deduction, etc.

6. Payment Cancellation

Once the checking of the pre-payment reports is completed and there are no more amendments to employee net pay, you may proceed to generate payment.

Note: If you need to re-process the payroll calculation after generating the payment, you need to delete the payment record and proceed to step 5.3.

6.1 Payment Cancellation

To begin with , Go to **Payroll Processing >> Payment .**

STARVISION INFORMATION TECHNOLOGY (SDA)

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

⌵

Payroll Payment

Payment No:

Bank Code:

Bank Branch:

Bank Account No: Bank Acc Name:

Pay Year/Month: Pay Period:

Value Date:

Created By: Modified By:

Job Status:

Payroll Batch		Employee Payment	
1 <input type="text" value="S/N"/> Quick Search			
S/N	Ref. Doc Type	Ref. Grade	Batch Register No
			Employee ID from

Click the **Query Button** to view existing **Payment** records.

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

⌵

Payroll Batch		Employee Payment	
1 <input type="text" value="Doc. Type"/> Quick Search			
Doc. Type	Dept Code	Run No	Bank Code
Bank Branch	Bank Account #	Value Date	Pay Period
Pay Month			
PY	PY	1310000008	7302
			504
			12345678
		01/10/2013	4
		00:00:00	9
PY	PY	1310000006	7302
			504
			12345678
			4
			9

Payroll Payment

Payment No:

Bank Code:

Bank Branch:

Bank Account No: Bank Acc Name:

Pay Year/Month: Pay Period:

Value Date:

Created By: Modified By:

Job Status:

Payroll Batch		Employee Payment	
1 <input type="text" value="S/N"/> Quick Search			
S/N	Ref. Doc Type	Ref. Grade	Batch Register No
Employee ID from	Employee ID to	Created Date	Created E

Choose the **Latest Payment Batch** from header grid to delete.

Doc. Type	Dept Code	Run No	Bank Code	Bank Branch	Bank Account #	Value Date	Pay Period	Pay Month	Pay Year
PY	PY	1310000008	7302	504	12345678	01/10/2013 00:00:00	4	9	2013
PY	PY	1310000006	7302	504	12345678		4	9	2013

Payroll Payment

Payment No: PY PY 1310000008
 Bank Code: 7302 (Malayan Banking Berhad)
 Bank Branch: 504
 Bank Account No: 12345678 Bank Acc Name:
 Pay Year/Month: 2013 9 Pay Period: 4
 Value Date: 01/10/2013
 Created By: dbo 15/10/2013 04:13 Modified By: dbo 15/10/2013 04:13
 Job Status: New [Submit] [Show Errors] [Export]

Payroll Batch Employee Payment

S/N	Ref. Doc Type	Ref. Grade	Batch Register No	Employee ID from	Employee ID to	Created Date	Created By
10	PBA	PY	1301000005			17/01/2013 11:31	eplatform

Click on the “Delete” button on the toolbar.

Toolbar: + Add, Update, **Delete**, Search, Query, Print, Move Prev, Move Next, Save, Cancel, Exit

Payroll Payment Batch

S/N: 10
 Payroll Batch No: PBA PY 1301000005
 Created By: eplatform 17/01/2013 11:31
 Modified By: eplatform 17/01/2013 11:31

The pop-up dialog will appear. Click OK button to continue .

Are you sure you wish to delete this record.
 Record once deleted cannot be recovered.
 Click OK to confirm , Cancel to abort

[OK] [Cancel]

6.2 Re-Calculating Payroll

To begin with, Go to **Payroll Processing >> Payroll Calculation** .

Payroll Calculation

Batch No	<input type="text" value="PBA"/>		
Payroll Mode	<input type="text"/>		Run Date <input type="text"/>
Process Year/Mth	<input type="text" value="2013"/>		Pay Period <input type="text"/>
Process Date From	<input type="text"/>		Date To <input type="text"/>
Created By	<input type="text"/>		Modified By <input type="text"/>
Selection Criteria			Job Status <input type="text"/>

Payroll Run Type	<input type="text" value="ALL"/>		
Organisation Unit	<input type="text"/>		Job Family <input type="text"/>
Appointment Code	<input type="text"/>		Grade <input type="text"/>
Employee ID From	<input type="text"/>		Employee ID To <input type="text"/>

Additional Selection

Check...

Show Selection

Show Details

Show Errors

Submit

Choose the **Latest Payment Calculation Batch** from header grid to re-calculate.

STARVISION INFORMATION TECHNOLOGY (SDA)

Dept code	Run No	Pay Yr	Pay Mth	Pay Perd	Pay Mode	Run date	Status	Org Unit	From
PY	1302000006	2013	2	4	M	26/02/2013 00:00:00	COM		
PY	1302000005	2013	2	4	M	15/02/2013 00:00:00	COM		
PY	1302000004	2013	2	4	H	15/02/2013 00:00:00	COM		

Payroll Calculation

Batch No:
 Payroll Mode:
 Process Year/Mth:
 Process Date From:
 Created By:
 Selection Criteria:

Run Date:
 Pay Period:
 Date To:
 Modified By:
 Job Status:

Payroll Run Type: ALL
 Organisation Unit:
 Appointment Code:
 Employee ID From:

Job Family:
 Grade:
 Employee ID To:

Click on **Submit Button** to start the **Payroll Calculation** process.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Calculation

Batch No	PBA PY		
Payroll Mode	M		Run Date: 26/02/2013
Process Year/Mth	2013 2		Pay Period: 4
Process Date From	01/02/2013		Date To: 28/02/2013
Created By			Modified By
Selection Criteria			Job Status: New

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

Additional Selection
Check...

[Emp ID] = '10004'

Show Selection
Show Details
Show Errors
Submit

Click on the menu **Payroll Processing - Payroll Calculation Job Status** menu. A list of job calculation batch displayed on the screen with the **Job Status**.

Job Status (Payroll Calculation Status)

1
Job Type
Quick Search

Job Type	Job Number	Job Description	Job Priority	Job Status	Job Start Time	Job End Time	Job Schedule Time
PAYROLL_CALC	1302000112	Payroll Calculation	LOW	Completed	26/02/2013 13:34:15	26/02/2013 13:34:22	26/02/2013 13:34:15
PAYROLL_CALC	1302000096	Payroll Calculation	LOW	Completed	15/02/2013 12:58:37	15/02/2013 12:58:48	15/02/2013 12:58:38
PAYROLL_CALC	1302000095	Payroll Calculation	LOW	Completed	15/02/2013 12:58:02	15/02/2013 12:58:06	15/02/2013 12:58:03
PAYROLL_CALC	1302000094	Payroll Calculation	LOW	Aborted	15/02/2013 12:53:59	15/02/2013 12:57:58	15/02/2013 12:54:00
PAYROLL_CALC	1302000092	Payroll Calculation	LOW	Completed	15/02/2013 12:51:09	15/02/2013 12:51:19	15/02/2013 12:51:09
PAYROLL_CALC	1302000091	Payroll Calculation	LOW	Aborted	15/02/2013 12:48:33	15/02/2013 12:51:02	15/02/2013 12:48:34
PAYROLL_CALC	1302000090	Payroll Calculation	LOW	Completed	15/02/2013 12:42:42	15/02/2013 12:42:53	15/02/2013 12:42:42
PAYROLL_CALC	1302000089	Payroll Calculation	LOW	Completed	15/02/2013 12:42:16	15/02/2013 12:42:26	15/02/2013 12:42:16
PAYROLL_CALC	1302000087	Payroll Calculation	LOW	Completed	15/02/2013 12:27:11	15/02/2013 12:27:38	15/02/2013 12:27:11
PAYROLL_CALC	1302000086	Payroll Calculation	LOW	Aborted	15/02/2013 11:59:57	15/02/2013 12:27:05	15/02/2013 11:59:57
PAYROLL_CALC	1302000081	Payroll Calculation	LOW	Completed	08/02/2013 10:34:50	08/02/2013 10:35:20	08/02/2013 10:34:51
PAYROLL_CALC	1301000220	Payroll Calculation	LOW	Completed	28/01/2013 12:49:32	28/01/2013 12:49:57	28/01/2013 12:49:32
PAYROLL_CALC	1301000219	Payroll Calculation	LOW	Completed	28/01/2013 12:43:43	28/01/2013 12:43:51	28/01/2013 12:43:43

Click on the latest payroll calculation batch to view, system will redirect to the particular batch processing to the **Payroll Calculation** main page.

STARVISION INFORMATION TECHNOLOGY (SDA)

Job Status (Payroll Calculation Status)							
Job Type	Job Number	Job Description	Job Priority	Job Status	Job Start Time	Job End Time	Job Schedule Time
PAYROLL_CALC	1302000112	Payroll Calculation	LOW	Completed	26/02/2013 13:34:15	26/02/2013 13:34:22	26/02/2013 13:34:15
PAYROLL_CALC	1302000096	Payroll Calculation	LOW	Completed	15/02/2013 12:58:37	15/02/2013 12:58:48	15/02/2013 12:58:38
PAYROLL_CALC	1302000095	Payroll Calculation	LOW	Completed	15/02/2013 12:58:02	15/02/2013 12:58:06	15/02/2013 12:58:03
PAYROLL_CALC	1302000094	Payroll Calculation	LOW	Aborted	15/02/2013 12:53:59	15/02/2013 12:57:58	15/02/2013 12:54:00
PAYROLL_CALC	1302000092	Payroll Calculation	LOW	Completed	15/02/2013 12:51:09	15/02/2013 12:51:19	15/02/2013 12:51:09
PAYROLL_CALC	1302000091	Payroll Calculation	LOW	Aborted	15/02/2013 12:48:33	15/02/2013 12:51:02	15/02/2013 12:48:34
PAYROLL_CALC	1302000090	Payroll Calculation	LOW	Completed	15/02/2013 12:42:42	15/02/2013 12:42:53	15/02/2013 12:42:42
PAYROLL_CALC	1302000089	Payroll Calculation	LOW	Completed	15/02/2013 12:42:16	15/02/2013 12:42:26	15/02/2013 12:42:16
PAYROLL_CALC	1302000087	Payroll Calculation	LOW	Completed	15/02/2013 12:27:11	15/02/2013 12:27:38	15/02/2013 12:27:11
PAYROLL_CALC	1302000086	Payroll Calculation	LOW	Aborted	15/02/2013 11:59:57	15/02/2013 12:27:05	15/02/2013 11:59:57
PAYROLL_CALC	1302000081	Payroll Calculation	LOW	Completed	08/02/2013 10:34:50	08/02/2013 10:35:20	08/02/2013 10:34:51
PAYROLL_CALC	1301000220	Payroll Calculation	LOW	Completed	28/01/2013 12:49:32	28/01/2013 12:49:57	28/01/2013 12:49:32
PAYROLL_CALC	1301000219	Payroll Calculation	LOW	Completed	28/01/2013 12:43:43	28/01/2013 12:43:51	28/01/2013 12:43:43

Payroll Calculation

Batch No:

Payroll Mode:

Process Year/Mth:

Process Date From:

Created By:

Run Date:

Pay Period:

Date To:

Modified By:

Selection Criteria:

Payroll Run Type:

Organisation Unit:

Appointment Code:

Employee ID From:

Job Family:

Grade:

Employee ID To:

Additional Selection:

[Emp ID] = '10004'

Click on **Show Details Button**, to show the details after processing calculation.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Calculation

Batch No: PBA PY 1302000006
 Payroll Mode: M Run Date: 26/02/2013
 Process Year/Mth: 2013 2 Pay Period: 4
 Process Date From: 01/02/2013 Date To: 28/02/2013
 Created By: eplatform 26/02/2013 01:34 Modified By: eplatform 26/02/2013 01:34
 Selection Criteria: Job Status: Completed

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

Additional Selection: [Emp ID] = '10004' Check...

Show Selection Show Details Show Errors Submit

Payroll Calculation Details

Batch No: PBA Show All Details
 Pay Year/Mth/Period: 2013
 Employee ID:

<< < 1 > >> S/N Quick Search

Click on **Show Errors Button**, to show the errors records after processing calculation.

Note thatThe System will save the record. If mandatory field(s) is left blank, the system will prompt error message.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Calculation

Batch No	PBA PY 1302000006	Run Date	26/02/2013
Payroll Mode	M	Pay Period	4
Process Year/Mth	2013 2	Date To	28/02/2013
Process Date From	01/02/2013	Modified By	eplatform 26/02/2013 01:34
Created By	eplatform 26/02/2013 01:34	Job Status	Completed

Selection Criteria

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

Additional Selection Check...

[Emp ID] = '10004'

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

Note : The System will save the record. If mandatory field(s) is left blank, the system will prompt error message.

And then click on the Payroll Reports → Pre-payment reports menu.

Payroll Report

- Employee Profile Reports
- Pre-Payment Reports
- Payment Reports
- Payment Reports (Customized)
- Statutory Reports
- Year End Reports

The System will show the following screen: Click on the report: - 18. [Pre018.SG] Pre-Payment Transaction Listing By Employee ID (Month)

STARVISION INFORMATION TECHNOLOGY (SDA)

Pre-Payment Reports

Click on the image below to launch report.

- 01. [PRE001.SG] Pre-Payment Allowance Listing By Organisation Unit
- 02. [PRE002.SG] Pre-Payment Allowance Listing By Organisation Unit(Month)
- 03. [PRE003.SG] Pre-Payment Allowance Listing By Cost Centre
- 04. [PRE004.SG] Pre-Payment Allowance Listing By Cost Centre(Month)
- 05. [PRE005.SG] Pre-Payment Deduction Listing by Organisation Unit
- 06. [PRE006.SG] Pre-Payment Deduction Listing By Organisation Unit(Month)
- 07. [PRE007.SG] Pre-Payment Deduction Listing By Cost Centre
- 08. [PRE008.SG] Pre-Payment Deduction Listing By Cost Centre(Month)
- 09. [PRE009.SG] Pre-Payment Allowance And Deduction Listing Report By Employee ID
- 10. [PRE010.SG] Pre-Payment Allowance And Deduction Listing Report By Employee ID (Month)
- 11. [PRE011.SG] Pre-Payment Overtime Listing by Employee ID
- 12. [PRE012.SG] Pre-Payment Overtime Listing by Employee ID(Month)
- 13. [PRE013.SG] Pre-Payment Overtime Listing by Organisation Unit
- 14. [PRE014.SG] Pre-Payment Overtime Listing by Organisation Unit(Month)
- 15. [PRE015.SG] Pre-Payment Overtime Listing by Cost Centre/Employee ID
- 16. [PRE016.SG] Pre-Payment Overtime Listing by Cost Centre/Employee ID(Month)
- 17. [PRE017.SG] Pre-Payment Transaction Listing By Employee ID
- 18. [PRE018.SG] Pre-Payment Transaction Listing By Employee ID(Month)
- 19. [PRE019.SG] Pre-Payment Transaction Listing By Organisation Unit

The System will show the following screen: Enter the Year and Month for the pre-payment report.

Pre-Payment Transaction Listing By Employee ID(Month)

Record Selection :

Print All Records

Print the Report (Batch Job)

Report Output

Select Report Type

Report Parameters

Year

Month

Period

Click on the “Click Here” button to generate the report.

STARVISION INFORMATION TECHNOLOGY (SDA)

Pre-Payment Transaction Listing By Employee ID(Month)

Record Selection :

Print All Records

Print the Report (Batch Job)

Report Output

Select Report Type PDF Document

Report Parameters

Year 2013

Month 10

Period %

6.3 Processing Payment Again

Once the checking of the pre-payment reports is completed and there are no more amendments to employee net pay, you may proceed to generate payment.

To begin with, Go to **Payroll Processing – Payment** menu.

Payroll Payment

Payment No

Bank Code

Bank Branch

Bank Account No Bank Acc Name

Pay Year/Month Pay Period

Value Date

Created By Modified By

Job Status

Payroll Batch Employee Payment

Quick Search:

S/N	Ref. Doc Type	Ref. Grade	Batch Register No	Employee ID from	Employee ID to	Created Date

Click **Add Button** to create a new record.

STARVISION INFORMATION TECHNOLOGY (SDA)

Click on **Pay Period** Pick list to select the Pay Period, Pay Year and Pay month for which **Payment** is to process.

Serial Number	Pay Year	Pay Month	PAY_MODE	Pay Period
660	2013	9	M	4
680	2013	10	M	4
700	2013	11	M	4
720	2013	12	M	4

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

After the above fields have been set, click on the Batch Registry tab in the Grid below.

This tab is to add the Payroll batch(s) which have been processed/calculated before and are ready for making final **Payment**.

Click on the **Add New Button**.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Payment

Payment No: PY PY [Pick List]
 Bank Code: 7302 (Malayan Banking Berhad)
 Bank Branch: 504
 Bank Account No: 12345678 Bank Acc Name: StarVision IT Pte Ltd
 Pay Year/Month: 2013 9 Pay Period: 4
 Value Date: [Calendar]
 Created By: [Text] Modified By: [Text]
 Job Status: [Text] **Submit** **Show Errors** Export

Payroll Batch Employee Payment

S/N [Text] Quick Search **Add New** Query Builder Export To Excel

S/N	Ref. Doc. Type	Ref. Grade	Batch Register No	Employee ID from	Employee ID to	Created Date	Created By	Time Log	Modified By
-----	----------------	------------	-------------------	------------------	----------------	--------------	------------	----------	-------------

A new screen, Payroll **Payment** Batch, appears.

Payroll Payment Batch

S/N [Text]
 Payroll Batch No: PBA [Pick List]
 Created By: [Text]
 Modified By: [Text]

Click on the Pick list button next to 'PBA'.

Select a batch to add for **Payment** process.

Payroll Payment Batch

S/N [Text]
 Payroll Batch No: PBA [Pick List]
 Created By: [Text]
 Modified By: [Text]

Click on **Save Button**.

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

Payroll Payment Batch

S/N [Text]
 Payroll Batch No: PBA PY [Pick List]
 Created By: [Text]
 Modified By: [Text]

STARVISION INFORMATION TECHNOLOGY (SDA)

If there are more than 1 batch for the select year/month/period, and if you wish to process **Payment** for all the batches together, choose the batches 1 by 1 as above and save.

After selecting and saving the batch(s), click on **Cancel Button** and then click on **Exit Button** to exit .and return to main screen.And then return to main screen.

Payroll Payment

Payment No: PY 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 9 Pay Period: 4

Value Date: 01/10/2013

Created By: Modified By:

Job Status:

Payroll Batch
Employee Payment

<< < 1 > >>
S/N
Quick Search

S/N	Ref. Doc Type	Ref. Grade	Batch Register No	Employee ID from	Employee ID to	Created Date	Cre
-----	---------------	------------	-------------------	------------------	----------------	--------------	-----

Next click on the **Submit Button**.

Payroll Payment

Payment No: PY 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 9 Pay Period: 4

Value Date: 01/10/2013

Created By: Modified By:

Job Status:

Payroll Batch
Employee Payment

<< < 1 > >>
S/N
Quick Search

S/N	Ref. Doc Type	Ref. Grade	Batch Register No	Employee ID from	Employee ID to	Created Date	Cre
-----	---------------	------------	-------------------	------------------	----------------	--------------	-----

Click on the Payroll Reports → Payment reports menu.

STARVISION INFORMATION TECHNOLOGY (SDA)

- ▲ **Payroll Report**
- Employee Profile Reports
- Pre-Payment Reports
- **Payment Reports**
- Payment Reports (Customized)
- Statutory Reports
- Year End Reports

The System will show the following screen: Click on the report: - 18. [PYT015.SG] Payment Transaction Listing by Employee ID(Month)

Payment Reports

Click on the image below to launch report.

01. [PYT001.SG] Payment Allowance Listing By Organisation Unit
02. [PYT002.SG] Payment Allowance Listing By Cost Centre
03. [PYT003.SG] Payment Deduction Listing By Organisation Unit
04. [PYT004.SG] Payment Deduction Listing By Cost Centre
05. [PYT005.SG] Payment Allowance And Deduction Summary Report By Organisation Unit
06. [PYT006.SG] Payment Allowance And Deduction Summary Report By Cost Center
07. [PYT007.SG] Payment Allowance And Deduction History Report By Employee ID
08. [PYT008.SG] Payment Allowance And Deduction History By Transaction Code
09. [PYT009.SG] Payment Overtime Listing by Employee ID
10. [PYT029.SG] Payment Overtime Listing by Employee ID(Month)
11. [PYT010.SG] Payment Overtime Listing by Organisation Unit
12. [PYT030.SG] Payment Overtime Listing by Organisation Unit(Month)
13. [PYT011.SG] Payment Overtime Listing by Cost Centre/Employee ID
14. [PYT031.SG] Payment Overtime Listing by Cost Centre/Employee ID(Month)
15. [PYT012.SG] Payment Pay Item Summary Report By Organisation Unit
16. [PYT013.SG] Payment Pay Item Summary Report By Cost Center
17. [PYT014.SG] Payment Transaction Listing by Employee ID
18. [PYT015.SG] Payment Transaction Listing by Employee ID(Month)
19. [PYT016.SG] Payment Transaction Listing by Organisation Unit

The System will show the following screen:

STARVISION INFORMATION TECHNOLOGY (SDA)

Payment Transaction Listing By Employee ID (Month)

Record Selection :

Print All Records

Print the Report (Batch Job)

Report Output

Select Report Type PDF Document

Report Parameters

Year

Month

Period %

Enter the Year and Month for the payment report.

Payment Transaction Listing By Employee ID (Month)

Record Selection :

Print All Records

Print the Report (Batch Job)

Report Output

Select Report Type PDF Document

Report Parameters

Year 2013

Month 10

Period %

Click on the “Click Here” button to generate the report.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payment Transaction Listing By Employee ID (Month)

Record Selection :

Print All Records 

Select Criteria

Print the Report (Batch Job)

Click Here

Report Output

Select Report Type

PDF Document 

Report Parameters

Year

2013

Month

10

Period

% 

7. Period Close

You have completed the monthly payroll and now you need to close the current pay period and prepare for the next month payroll.

7.1 Closing the pay period

Note: Once you have closed the pay period, you are not able to rollback to do any amendment. If you really need to rollback to previous pay periods, you need to contact us.

Payroll Period Close

Pay Mode: Status Close: Yes

Pay Year/Mth: 2013 Pay Period:

Created By: Modified By:

Re-open Pay Period

Employee not in Payment batch

Employee ID	Name

Go to **Payroll Processing > Period Close**.

Click the **Query by** form button to show a listing of periods (enter under **Payroll Master File > Company > Pay Period > M/H > Pay Period Details**). Select on the pay period you wish to close.

Payroll Period Close

Pay Mode: M Status Close: No

Pay Year/Mth: 2013 9 Pay Period: 4

Created By: dbo 26/02/2013 11:46 Modified By: dbo 15/07/2013 11:03

Re-open Pay Period

Employee not in Payment batch

Employee ID	Name
BA01N0001	Tammy Leong

Click on the **Update** icon. Set the Status Close as 'Yes'.

STARVISION INFORMATION TECHNOLOGY (SDA)

Payroll Period Close

Pay Mode: M Status Close: Yes
 Pay Year/Mth: 2013 9 Pay Period: 4
 Created By: dbo 26/02/2013 11:46 Modified By: dbo 15/07/2013 11:03

Employee not in Payment batch

<< < 1 > >> Employee ID Quick Search

Employee ID	Name
BA01N0001	Tammy Leong

Click on the **Save** icon and this pay period is closed.

7.2 Re-Open the pay period

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

<< < 1 > >> Pay Yr Quick Search

Pay Yr	Pay Mth	Pay Period	Payroll Mode	Close?
--------	---------	------------	--------------	--------

Payroll Period Close

Pay Mode: Status Close: Yes
 Pay Year/Mth: 2013 Pay Period:
 Created By: Modified By:

Employee not in Payment batch

<< < 1 > >> Employee ID Quick Search

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

Go to **Payroll Processing > Period Close**.

Select on the pay period you wish to re-open.

Payroll Period Close

Pay Mode: M Status Close: Yes
 Pay Year/Mth: 2013 3 Pay Period: 4
 Created By: dbo 26/02/2013 11:41 Modified By: dbo 15/07/2013 11:05

Employee not in Payment batch

<< < 1 > >> Employee ID Quick Search

Employee ID	Name
BA01N0001	Tammy Leong

Click on the **Re-Open Pay Period**. The Status Close will be set to 'No'.

8. IRAS (Year End Processing)

At the end of the year, employer will need to generate the IRAS forms for the employees on taxation statements based on the tax year and employer tax ref number specified. The IRAS form is divided into two sections: Company details and Employee details.

8.1 Creating a IRAS record

The screenshot shows the 'Employee IRAS Form' creation screen. The top toolbar contains buttons for 'Add', 'Update', 'Delete', 'Search', 'Query', 'Print', 'Move Prev', 'Move Next', 'Save', 'Cancel', and 'Exit'. The 'Add' button is highlighted with a red box. Below the toolbar, the form is titled 'Employee IRAS Form' and contains several input fields: Reference, Pay Year, Employer Tax Ref, Company Type (set to 'Government Dept'), Tax Ref Type, Employer Name, Employer Address, Date of Incorporation, and Upload Status (set to 'Original'). There are 'Import 8A Details' and 'Export' buttons. Below this is a section for 'Authorised Person Making the Declaration' with fields for Name, Designation, and Tel No. At the bottom, there are tabs for IR8A, A8A, A8B, and IR8S, and a table header with columns: Empe ID, Empe Tax Ref., Name, Gross Salary, Bonus, Others Amt, CPF Amt, Donations, Mosque Contribution, Modified On.

To begin with, Go to **Payroll Processing > IRAS** and click the **Add** icon to create a new IRAS record.

The screenshot shows the 'Employee IRAS Form' creation screen with example data entered. The 'Add New' button in the bottom toolbar is highlighted with a red box. The form fields are filled: Reference (IRA, PY), Pay Year (2013), Employer Tax Ref (1234567.8), Company Type (Government Dept), Tax Ref Type (Others (Obsolete)), Employer Name (Demo Company1), Employer Address (19 Kallang Ave #04-161/16 SINGAPORE 339410), Date of Incorporation (01/10/2013), and Upload Status (Original). The 'Authorised Person Making the Declaration' section is filled with Name (IRENE), Designation (OBSOLETE), and Tel No (62934828). The bottom toolbar and table header are the same as in the previous screenshot.

Input the **Pay Year**, **Employer Tax Ref**, **Company Type**, **Tax Ref Type**, **Employer Name** and **Employer Address**.

Click the **Add New** button and enter in the IR8A details of the Employee IRAS Form.

STARVISION INFORMATION TECHNOLOGY (SDA)

IRBA Form-Employee Details

Pay Year	2013	Employer Tax Ref	1234567.8
Employee ID	BA01N0001	Employee Tax Ref	S0202100E NRIC
Full Name of Employee	Tammy Leong		
of Pensioner			
Residential Address	35 Johnny Road, #13-22 SINGAPORE 817261		
Date Of Birth	07/09/1951	Sex	MALE
Marital Status	MARRIED		
Designation	CEO		
Date Of Commencement	01/10/2013	Date Of Cessation	01/10/2014
Remark			

INCOME	INCOME/Others (d1-d4)	INCOME/Others (d5-d9)	DEDUCTIONS
a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay			0.00
b) Bonus (non-contractual bonus declared on 0 / 0 /2013 and /or contractual bonus for services rendered in 2013)			0.00
c) Directors Fees approved at the company AGM/EGM on 0 / 0 /2013			0.00
d) Others (items d1 to d9)			0.00
e) Employees Income Tax borne by employer :			
If income tax is fully borne by employer, DO NOT enter amount in (i) and (ii)			
<input type="text"/>			
Disable Printing	Created By / On	Modified By / On	
IR8A Form	<input type="checkbox"/>		

Enter in the IR8A details of the Employee IRAS Form.

Click on any employee record in the bottom segment to view employee's details. You may fill in the information under the **Income** Tab, **Income/Others (d1-d4)** Tab, **Income/Others (d5/d9)** Tab and **Deductions** Tab (if any) to complete the form.

Employee IRAS Form

Reference	IRA	PY	2013000001
Pay Year	2013	Employer Tax Ref	1234567.8
Company Type	Government Dept	Tax Ref Type	Others (Obsolete)
Employer Name	Demo Company1		
Employer Address	19 Kallang Ave #04-161/16 SINGAPORE 339410		
Date of Incorporation	01/10/2013	Upload Status	Original
Import 8A Details		Export	

Authorised Person Making the Declaration	Remarks
Name: IRENE	
Designation: OBSOLETE	
Tel No: 62934828	

IR8A	ABA	A8B	IR85																				
<table border="1"> <tr> <td>Empe ID</td> <td>Empe Tax Ref</td> <td>Name</td> <td>Gross Salary</td> <td>Bonus</td> <td>Others Amt</td> <td>CPF Amt</td> <td>Donations</td> <td>Mosque Contribution</td> <td>Modified On</td> </tr> <tr> <td>BA01N0001</td> <td>S0202100E</td> <td>Tammy Leong</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>15/31/2013 05:31</td> </tr> </table>				Empe ID	Empe Tax Ref	Name	Gross Salary	Bonus	Others Amt	CPF Amt	Donations	Mosque Contribution	Modified On	BA01N0001	S0202100E	Tammy Leong	0.00	0.00	0.00	0	0.00	0.00	15/31/2013 05:31
Empe ID	Empe Tax Ref	Name	Gross Salary	Bonus	Others Amt	CPF Amt	Donations	Mosque Contribution	Modified On														
BA01N0001	S0202100E	Tammy Leong	0.00	0.00	0.00	0	0.00	0.00	15/31/2013 05:31														

Once the company details are completed, click on the **Import 8A Details** button to import employees' details. Individual employee records will be listed in the bottom segment.

After making the necessary changes, click on the **Save** icon.