



Justlogin HR Cloud

A Guide to ePayroll (Superadmin / Admin)





AGENDA

- 1. Before doing a Payrun... (Information Setup)**
- 2. How to do a Payrun**
- 3. Payroll Setup**
- 4. Other Processes**
- 5. IRAS File Generation (Annual)**
- 6. Reports & Statutory**





Before Payrun (Information Setup)





Updating Employee Information (First-time setup)

My Pay **Payroll Admin** Process Pay File Generation Payroll Setup Reports Statutory

Employee Pay Details Process of Leave Items Process OT Process eForm Process eBenefit Salary Progression Bonus Calculation Exchange Rate

Employee Pay Details

All * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search For in Employee Name Sort By Employee Name Search

Export Deactivated Export Details

| Employee ID | Employee Name | Department | Resident Status | Pay Period | Pay Basis | Pay Mode | Basic Pay | | |
|-------------|-----------------------|----------------------|--------------------|-------------|-----------|----------|-----------|--|--|
| E010 | Admin Admin | Finance | Permanent Resident | Fortnightly | Monthly | Cheque | 7500.00 | | |
| | | | | Monthly | Monthly | Bank | 3300.00 | | |
| | | | | Monthly | Monthly | Bank | 2000.00 | | |
| | Cecilia Foo | Business Development | Permanent Resident | Monthly | Monthly | Bank | 2500.00 | | |
| | charmaineong | | | Monthly | Monthly | Bank | 0.00 | | |
| 001 | Damhaut Marc Eugene L | | | | | | 0.00 | | |
| | daniel ting | | | Monthly | Monthly | Bank | 0.00 | | |
| | HStest | Finance | Permanent Resident | Monthly | Monthly | Bank | 1500.00 | | |
| | HTS | Business Development | Citizen | Monthly | Monthly | Bank | 2500.00 | | |
| | Jes Razea | | Permanent Resident | Monthly | Monthly | Bank | 1000.00 | | |

1 2 3 4

Download Pay Elements Template Import Pay Elements Download Basic Pay Template Import Basic Pay

Step 1

PATH: Payroll Admin > Click on the "person" icon on the right.





Updating Employee Information (First-time setup)

Step 2

Employee Information

My Pay | Payroll Admin | Process Pay | File Generation | Payroll Setup | Reports | Statutory

Back

Employee Information

Admin Admin

[Switch To Employee Pay Information]

| | |
|--------------------------|---|
| * Employee Name | Admin Admin |
| NRIC/FIN (?) | S1234567D |
| Department | Finance |
| * Date of Birth (?) | 27/10/1958 |
| * Date of Hire (?) | 01/01/2015 |
| Date of Confirmation (?) | |
| Date of Cessation (?) | |
| Reason for Cessation | |
| * Resident Status (?) | Permanent Resident <input type="radio"/> Full (?) <input checked="" type="radio"/> Graduate (?) |
| * Effective Date From | 05/04/2015 To 05/04/2020 |

| | |
|-------------|-----------|
| Employee ID | E010 |
| Nationality | MALAYSIAN |
| Race | Malay |
| Religion | |

For Tax (IRBA)

| | |
|----------------|---------------------|
| Gender (?) | Male |
| Marital Status | Single |
| Designation | Manager |
| Address1 | Blk 4 #11-991 |
| Address2 | Ang Mo Kio Avenue 6 |
| City | |
| Country | SINGAPORE |
| State | |
| Postal Code | 560004 |

Please take note that Nationality, Race, Resident Status and Bank Details (for transfer via bank) are very important.





Payroll Admin

> Process eLeave, OT, eForm, eBenefit

Process eLeave Items

Process No Pay Leave | Process Leave Encashment

* Please make sure that the No Pay Leave field for the leave type to be transferred here is checked in JustLogin eLeave >> Leave Setup >> Leave Type.
* The field must be checked before the employee has applied the leave.
* Only the approved records will be transferred to and displayed in ePayroll.

Search for: FEB 2016

| Name | Days | Leave From | Leave To | Month | Year | Status | Date Processed | Leave Cancelled | Pay Back (Note) | eLeave Type (Note) | Pay Element (Note) |
|---------------|------|------------|-----------|----------|------|---------|----------------|-----------------|-----------------|--------------------|--------------------|
| Pauline Chong | 2 | 18/2/2016 | 19/2/2016 | February | 2016 | Pending | | No | | No Pay | No Pay Leave |

Process eLeave, OT, eForm and eBenefit are all linked to eLeave, eTimeclock, eForm and eBenefit modules respectively.

E.g: If you have No Pay Leave processed from eLeave, please select "Process eLeave Items" and click on the "Green Arrow" indicated on the right, and the No Pay Deduction will be update for the individual. (Calculation is based on individual's basicpay.)



Check that Employee Pay Details are updated (monthly)

Check and update employees' pay details before processing the payrun.

My Pay **Payroll Admin** Process Pay File Generation Payroll Setup Reports Statutory

Employee Pay Details Process Leave Items Process OT Process eForm Process eBenefit Salary Progression Bonus Calculation Exchange Rate

All * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search For in Employee Name Sort By Employee Name Search

Export Details Export Details

| Employee ID | Employee Name | Department | Resident Status | Pay Period | Pay Basis | Pay Mode | Pay Amount | Book Icon | Profile Icon |
|-------------|-----------------------|----------------------|--------------------|-------------|-----------|----------|------------|-----------|--------------|
| E010 | Admin Admin | Finance | Permanent Resident | Fortnightly | Monthly | Cheque | 7500.00 | 📖 | 👤 |
| | Amy Amy | | | Monthly | Monthly | Bank | 3300.00 | 📖 | 👤 |
| | Boon Seh Choo | Admin | Citizen | Monthly | Monthly | Bank | 2000.00 | 📖 | 👤 |
| | Cecilia Foo | Business Development | Permanent Resident | Monthly | Monthly | Bank | 2500.00 | 📖 | 👤 |
| | charmaineong | | | Monthly | Monthly | Bank | 0.00 | 📖 | 👤 |
| 001 | Damhaut Marc Eugene L | | | | | | 0.00 | 📖 | 👤 |
| | daniel ting | | | Monthly | Monthly | Bank | 0.00 | 📖 | 👤 |
| | | | Resident | Monthly | Monthly | Bank | 1500.00 | 📖 | 👤 |
| | | | en | Monthly | Monthly | Bank | 2500.00 | 📖 | 👤 |
| | Jes Razea | | Permanent Resident | Monthly | Monthly | Bank | 1000.00 | 📖 | 👤 |

1 2 3 4

Download Pay Elements Template Import Pay Elements Download Basic Pay Template Import Basic Pay

PATH: Payroll Admin > Click on the "book" icon on the right.

You may also make use of the Pay Elements Template / Basic Pay Template to do a quicker update for all the employees.





Updating Employee Pay Details

Admin Admin [Switch To Employee Information]

Employee Name: Admin Admin
Pay Mode: Cheque
Basic Pay: 7500.00
Previous Pay: 1800.00

Pay Period: Monthly Fortnightly
Pay Basis: Monthly
Advance Pay: 0.00

Pay Elements Information

Pay Element Type: Allowance
Pay Element Name: No Pay Leave Pay Bt

| Element Name | Element Type | Wage Type | Amount/Formula | Prorated | CPF/SDL | Active | |
|--------------|--------------|------------|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Actual Hr | Allowance | Ordinary | $((\text{BasicPay} * 12) / (52 * 10)) * \text{ActualHrs} * 8$ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Basic Pay | Allowance | Ordinary | 8000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Bonus | Allowance | Additional | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Bonus (Sys) | Allowance | Additional | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| CDAC Fund | Deduction | N/A | SYSTEM AUTO COMPUTED | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Commission | Allowance | Ordinary | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | | 80 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | | 0.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MBMF Fund | Deduction | N/A | SYSTEM AUTO COMPUTED | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Working Hours and OT

| OT1 (Hrs.) (Amt.) | OT2 (Hrs.) (Amt.) | OT3 (Hrs.) (Amt.) | Incomplete Hr (OT1) (Amt.) | Actual Hr (Hrs.) (Amt.) | OT Hourly Rate Formula |
|---------------------|---------------------|---------------------|------------------------------|---------------------------|--------------------------------------|
| 0 0.00 | 8 2076.5 | 0 0.00 | 0 0.00 | 8 1381.6 | $(\text{BasicPay} * 12) / (52 * 10)$ |

Step 2

One time update on Pay Mode and Basic Pay

Step 4

Pay Elements have to be "Active" to be included in the Payrun!

Step 3

Update Basic Pay and other Pay Elements (based on individual's entitled payout).

Additional: OT hours may be keyed in manually. Once it is saved, the system will auto calculate the OT payouts based on OT1, OT1.5 and OT2.





How to do a Payrun





Selecting Pay Elements for the Payrun

Admin Admin [Switch To Employee Information]

Employee Name: Admin Admin
Pay Mode: Cheque
Basic Pay: 7500.00
Previous Pay: 1800.00

Pay Period: Monthly Fortnightly
Pay Basis: Monthly
Advance Pay: 0.00

Pay Element Type: Allowance Pay Element Name: No Pay Leave Pay Bz Add

| Element Name | Element Type | Wage Type | Amount/Formula | Prorated | Active | |
|------------------------------|--------------|------------|---|-------------------------------------|-------------------------------------|--------------------------|
| Actual Hr | Allowance | Ordinary | $((\text{BasicPay} * 12) / (52 * 10)) * \text{ActualHrs} * 8$ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Basic Pay | Allowance | Ordinary | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Bonus | Allowance | Additional | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Bonus (Sys) | Allowance | Additional | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| CDAC Fund | Deduction | N/A | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Commission | Allowance | Ordinary | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| HP allw | Allowance | N/A | 80 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Incomplete Work Hr (OT1-Sys) | Deduction | Ordinary | 0.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Leave Encashment (Sys) | Allowance | Additional | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MBMF Fund | Deduction | N/A | SYSTEM AUTO COMPUTED | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

1 2

Step 1

Step 2

Pay Elements have to be "Active" to be included in the Payrun!

Step 3


| Working Hours and OT | | | | | |
|----------------------|-------------------|-------------------|----------------------------|-------------------------|--------------------------------------|
| OT1 (Hrs.) (Amt.) | OT2 (Hrs.) (Amt.) | OT3 (Hrs.) (Amt.) | Incomplete Hr (OT1) (Amt.) | Actual Hr (Hrs.) (Amt.) | OT Hourly Rate Formula |
| 0 0.00 | 8 2076.9 | 0 0.00 | 0 0.00 | 8 1381.6 | $(\text{BasicPay} * 12) / (52 * 10)$ |

Additional: OT hours may be keyed in manually. Once it is saved, the system will auto calculate the OT payouts based on OT1, OT1.5 and OT2.



Generating a Payrun

New Payrun


Payrun for September 2016  < Prev | Next >

Pay Period Monthly ▾


Pay Run Employee Selection Mode

- All current employees plus any resigned/terminated employees from the listing box below
- All current employees excluding selected employees from the listing box below
- Include only the selected employees from the listing box below

Release Pay Slip Manual Release (?) [change]

Payroll Period 01 September 2016 to 30 September 2016 

OT Period Follow Payroll Period

Payment Date 30 September 2016 

Remarks on Payslip

Submit

Select "Monthly" if you are doing a SINGLE Payrun in the entire month.

Select "Adhoc" if you are separating your Overtime payout, Claims/Reimbursements, or Commission/Bonus.

*Please take note that employees details have been updated in "[My Pay > Employee Pay Details](#)" (Slide 4 - 8) before proceeding to run a payrun.

For monthly payrun, do take note we are only able to run once per month. You will have to delete the records in "Payrun Progress" if you would like to rerun a new monthly report in the same month.





Checking Payrun Progress

My Payroll Admin Process Pay File Generation Payroll Setup Reports Statutory

New Payrun Payrun Progress Payrun Summary Accounting Software

Pay Run Progress / History

Show Payrun for: DEC 2015

| PayRun Date | Period | Run By | Status | Total Employee | In Queue | Failed | Pending Approval | Approved | Delete/Reject | |
|------------------------|---------|-------------|-----------|----------------|----------|--------|------------------|----------|---------------|--|
| 12/17/2015 11:29:22 AM | Monthly | Admin Admin | Completed | 1 | 0 | 0 | 0 | 1 | 0 | |
| 12/17/2015 11:28:08 AM | Monthly | Admin Admin | Completed | 1 | 0 | 0 | 0 | 1 | 0 | |
| 12/17/2015 11:26:58 AM | Monthly | Admin Admin | Completed | 1 | 0 | 0 | 0 | 0 | 1 | |
| 12/9/2015 3:09:49 PM | Monthly | Admin Admin | Completed | 1 | 0 | 0 | 0 | 0 | 1 | |
| 12/9/2015 3:07:27 PM | Monthly | Admin Admin | Completed | 1 | 0 | 0 | 0 | 0 | 1 | |
| 12/9/2015 3:03:12 PM | Monthly | Admin Admin | Completed | 1 | 0 | 0 | 0 | 0 | 1 | |
| 12/8/2015 5:15:27 PM | Monthly | Admin Admin | Completed | 5 | 0 | 0 | 0 | 5 | 0 | |
| 12/8/2015 4:27:37 PM | Monthly | Admin Admin | Completed | 1 | 0 | 0 | 0 | 1 | 0 | |

Step 1

Select Status: All

| <input type="checkbox"/> | Employee Name | Basic Pay | Gross Pay | Total Deduction | Net Pay | Status | |
|--------------------------|---------------|-----------|-----------|-----------------|----------|----------|--|
| <input type="checkbox"/> | John Goh | 2,000.00 | 2,000.00 | 260.50 | 1,739.50 | Approved | |
| <input type="checkbox"/> | Kwai Sam | 782.61 | 862.61 | 0.00 | 862.61 | Approved | |
| <input type="checkbox"/> | Mary 27 Nov | 2,500.00 | 2,550.00 | 383.00 | 2,167.00 | Approved | |
| <input type="checkbox"/> | Mary 2Dec | 2,869.57 | 3,202.48 | 154.00 | 3,048.48 | Approved | |
| <input type="checkbox"/> | | 2,500.00 | 2,500.00 | 501.00 | 1,999.00 | Approved | |

Approve Approve All Reject Reject All Delete Failed Records

Step 2

Step 3

Check the individual details in the "book icon" on the right. Approve individually or Approved All once you have checked through the pay details.





Checking Payrun Progress (Reports)

My Pay Payroll Admin Process Pay File Generation Payroll Setup **Reports** Statutory Dashboard

Payroll Reports

Payroll Reports

| | |
|---|---|
| 1 . ⓘ 📄 CPF Contribution Report | 13 . ⓘ 📄 Payroll Selected Pay Elements Report |
| 2 . ⓘ 📄 Payroll Listing Report | 14 . ⓘ 📄 Payroll Yearly Report Per Employee |
| 3 . ⓘ 📄 (a) Monthly Payroll Detail Report (Gross Pay) | 15 . ⓘ 📄 (a) Monthly All Pay Elements Report |
| ⓘ 📄 (b) Monthly Payroll Detail Report (Total Additions) | ⓘ 📄 (b) Monthly All Pay Elements Report By Pay Period (For Positive NetPay) |
| | ⓘ 📄 (c) Monthly All Pay Elements Report By Pay Period (For Negative NetPay) |
| 4 . ⓘ 📄 Pay Slip Report | 16 . ⓘ 📄 All Pay Elements Reconciliation |
| 5 . ⓘ 📄 Staff Ledger Report | 17 . ⓘ 📄 (a) Pay Elements Yearly Report |
| | ⓘ 📄 (b) Pay Elements Monthly Report |

To do a check before you approve the payrun, you may also refer to #2. Payroll Listing Report or #3. (a) Monthly Payroll Detail Report (Gross Pay)





Checking Payrun Progress (Reports)

#2. Payroll Listing Report

for Apr 2016 Pending Approval Show Account Code Generate By Selected Employee

JL Training 40

Payroll Listing April 2016 12/4/2016 10:21:21AM

| No. | Employee Id | Name | Description | Amount | Status |
|-------|-------------|----------------|--|--------|--------|
| Admin | | | | | |
| 1 | 012 | cecilia 25 feb | Basic Pay CDAC Fund OT 1 (Sys) OT 1.5 (Sys) Employee CPF Employer CPF OT 2 (Sys) | | |

#3. (a) Monthly Payroll Detail Report (Gross Pay)

for Apr 2016 All Department Pending Approval Generate By Selected Employee

JL Training 40

Monthly Payroll Detail April 2016 (Pending Approval) 12-Apr-2016 10:20:27AM

| No. | EmployeeID | Name | PayPeriod | BasicPay | Allowances | Claim | Gross | Employee | | | | | | Deductions | Net pay | Employer | |
|--------------|------------|----------------|-----------|----------|------------|-------|----------|----------|------|-----|------|-------|----------|------------|---------|----------|-----|
| | | | | | | | | CPF | CDAC | ECF | MBMF | SINDA | COMCHEST | | | CPF | SDL |
| 1 | 012 | cecilia 25 feb | MTH | 2,100.00 | 44.06 | | 2,144.06 | 428.00 | 3.00 | | | | 1,713.06 | 365.00 | 5.36 | | |
| Total: | | | | 2,100.00 | 44.06 | | 2,144.06 | 428.00 | 3.00 | | | | 1,713.06 | 365.00 | 5.36 | | |
| Grand Total: | | | | 2,100.00 | 44.06 | | 2,144.06 | 428.00 | 3.00 | | | | 1,713.06 | 365.00 | 5.36 | | |



Checking Payrun Progress (What if records fails?)

My Pay | Payroll Admin | **Process Pay** | File Generation | Payroll Setup | Reports | Statutory

New Payrun | **Payrun Progress** | Payrun Summary | Accounting Software

Pay Run Progress / History

Show Payrun for: FEB 2016

| PayRun Date | Period | Run By | Status | Total Employee | In Queue | Failed | Pending Approval | Approved | Delete/Reject |
|----------------------|---------|-------------|-----------|----------------|----------|--------|------------------|----------|---------------|
| 1/7/2016 11:20:36 AM | Monthly | Admin Admin | Completed | 15 | 0 | 4 | 11 | 0 | 0 |
| 1/7/2016 11:18:53 AM | Monthly | Admin Admin | | | | | | | |

Step 1

Step 2

Click in to the "book icon" to view reasons for failed run.

To view full details of the run report, please go in to the "book icon" on the right.

Step 3

Delete the failed records, revise the errors and do a rerun. Alternatively, delete all the records and do a monthly rerun for all.

Select Status: All

| Employee Name | Basic Pay | Gross Pay | Total Deduction | Net Pay | Status |
|-----------------|-----------|-----------|-----------------|----------|------------------|
| Boon Seh Choo | 2,000.00 | 1,954.90 | 540.50 | 1,564.40 | Pending Approval |
| HTS | 2,500.00 | 2,842.24 | 573.00 | 2,299.24 | Pending Approval |
| Jes Raza | 1,000.00 | 1,000.00 | 200.00 | 800.00 | Pending Approval |
| Lim Peck Hui | 2,300.00 | 2,540.00 | 509.00 | 2,131.00 | Pending Approval |
| maria | 2,000.00 | 2,000.00 | 400.00 | 1,600.00 | Pending Approval |
| Mary 27 Nov | 2,500.00 | 2,650.00 | 531.00 | 2,169.00 | Pending Approval |
| Mary 30 Dec | 3,000.00 | 3,645.10 | 736.00 | 2,909.10 | Pending Approval |
| Mary 7 Jan | 3,500.00 | 3,947.13 | 801.50 | 3,185.63 | Pending Approval |
| Mary 8 Dec | 3,500.00 | 3,364.16 | 1,056.77 | 2,767.76 | Pending Approval |
| Phua Kia Ben | 10,000.00 | 10,000.00 | 1,203.00 | 8,797.00 | Pending Approval |
| zoe soh | 3,000.00 | 5,222.00 | 1,044.00 | 4,178.00 | Pending Approval |
| charmaineong | | | | | Failed |
| Maria Sevillano | | | | | Failed |
| Mary 22 Dec | | | | | Failed |
| Zakiah | | | | | Failed |

Approve | Approve All | Reject | Reject All | Delete Failed Records





File Generation > CPF

My Pay | Payroll Admin | Process Pay | **File Generation** | Payroll Setup | Reports | Statutory

CPF | Bank | Tax Export | IRAS Employee Details | IRAS Amendment | Appendix 8A | IR21 Employee (Step 1) | Generate IR21 (Step 2)

CPF Submission

CPF eSubmission Period : FEB 2016

Step 1 * Advice Code : (01~99) (?)

Late Payment Penalty Amount : 0

Number of Penalty Employee (s) : 0

Foreign Worker's Levy (FWL) : 0 (Warning)

FWL Penalty Interest : 0

Additional SDL Amount : 0

Generate By : All Pay Periods

Step 2 **Generate**

Please take note to revise "Advice Code" if you are re-generating and resubmitting CPF records within the same month!

Able to preview file after generating of report for CPF. For e-Submission, please download the file from "e-Submission File". Do note this file is unreadable (coded for CPF submission).

| Process Date | Processed By | Advice Code | CSN Number | CPF Penalty | Total Employee | SC/SPR Employee | Status | Success | Failed | e-Submission File | Preview Files | CPF 91 | CPF 92 |
|----------------------|--------------|-------------|-------------------|-------------|----------------|-----------------|-----------|---------|--------|-------------------|---------------|--------|--------|
| 2/4/2016 10:56:00 AM | Admin Admin | 01 | 200000951W-PTE-01 | 0.00 | 1 | 1 | Completed | 1 | 0 | | | | |

The file generated can be uploaded to CPF directly. Please click [here](#) to view instructions on CPF e-Submission.
Please click [here](#) to log into the CPF Website for e-Submission.

Step 3

For e-Submission of CPF file, please click [here](#) to log into CPF website.





File Generation > Bank

Bank File Generation

Company Details will need to be keyed in only upon first file generation.

Step 1

Effective Transfer Date: 29/01/2016 (dd/mm/yyyy)

Batch Number: 098 (?)

Customer/Originator's Reference Number: (?)

Month: JAN 2016

Generate By: Pay Period

Pay Period: All

Step 2

Please download the file from "Bank File". Do note this file is unreadable (coded for Bank submission).

Preview Generate

| Process Date | Processed By | Month | Year | Originating Bank | Branch | Account No. | Account Name | Transfer Date | Total Employee | Status | Success | Failed | Bank File (?) |
|-----------------------|--------------|-------|------|---|-----------------------|--------------|--------------------|---------------|----------------|-----------|---------|--------|---------------|
| 2/4/2016 10:59:30 AM | Admin Admin | Jan | 2016 | Oversea-Chinese Banking Corporation Ltd | Singapore Polytechnic | 685478962314 | Just Login Pte Ltd | 4/2/2016 | 10 | Completed | 8 | 2 | |
| 1/28/2016 4:32:13 PM | Admin Admin | Jan | 2016 | Oversea-Chinese Banking Corporation Ltd | Singapore Polytechnic | 685478962314 | Just Login Pte Ltd | 29/1/2016 | 1 | Completed | 1 | 0 | |
| 1/28/2016 4:32:03 PM | Admin Admin | Jan | 2016 | Oversea-Chinese Banking Corporation Ltd | Singapore Polytechnic | 685478962314 | Just Login Pte Ltd | 29/1/2016 | 1 | Completed | 1 | 0 | |
| 1/14/2016 11:58:34 AM | Admin Admin | Jan | 2016 | Oversea-Chinese Banking Corporation Ltd | Singapore Polytechnic | 685478962314 | Just Login Pte Ltd | 18/1/2016 | 1 | Completed | 1 | 0 | |

Step 3

Please log into your bank website for submission of Bank File.





Release Payslip Manually

My Pay | Payroll Admin | **Process Pay** | File Generation | Payroll Setup | Reports | Statutory

New Payrun | Payrun Progress | **Payrun Summary** | Accounting Software

PATH: Process Pay > Payrun Summary

Step 1 | FEB | 2016 | Approved | All | All

Search In Employee Name

| <input type="checkbox"/> | User ID | Name | Payrun Status | Month | Year | Pay Period | Pay Interval | Cheque No | Approved By | Approved Date | Release Status | Release Date | Payrun Date | Email |
|--------------------------|-------------|--------------|---------------|----------|------|------------|--------------|-----------|-------------|---------------|----------------|----------------------|-------------|-----------------------|
| <input type="checkbox"/> | testcf_0601 | Test Cecilia | Approved | February | 2016 | Monthly | | | Admin Admin | 07/01/2016 | Not released | 1/7/2016 11:18:53 AM | | cecilia@justlogin.com |

New Payrun | Payrun Progress | **Payrun Summary** | Accounting Software

Manual release / resend payslip can be done here.





Payroll Setup





Payroll Setup

We will run through Setup during Training. Administrator may update accordingly. If you require additional assistance, please let us know during Implementation review.

ePayroll Settings

Payroll

Step 1



Company Details

Maintain your company details, name, address etc...



Pay Elements

Add and edit your company pay elements



Voluntary Contribution

Setup your company's voluntary pay elements

Company Information

| | |
|--------------------------------|---|
| Company Name: | JL Training 40 |
| Company Registration Number: | 200000951W (?) |
| Tax Reference Number: | 20000951W (?) |
| Primary CPF Submission Number: | 200000951W - PTE - 01 (?) Add |
| Company Address 1: | 10 GENTING ROAD (?) |
| Company Address 2: | |
| City: | (?) |
| State: | (?) |
| Country: | Singapore (?) |
| Postal Code: | 123456 (?) |

Contact Information (?)

| | |
|-----------------|--------------------|
| Name: | Admin Admin |
| Email Address: | mary@justlogin.com |
| Contact Number: | 12345678 |

Submit

Company details and admin contact to be setup on this page.





Payroll Setup

Step
2



Configuration

Configure your ePayroll settings

Able to set:

- if allow employees to update own bank account
- To send PDF payslip via email
- Currency Display (by default S\$)

*AW Ceiling Computation is set based on regulations.

Account Configuration

Allow employees to update their own bank account
 Send PDF payslip via email upon approval and after release date

Email From Address:

Currency Display

Currency symbol:

Proration Policy

Proration based on: Working Days

Fortnightly Pay Period Setting

| 1st Interval | | 2nd Interval | |
|-------------------|---|-------------------|-------------------------------------|
| Pay Period From: | <input type="text" value="first day of the month"/> | To: | <input type="text" value="15"/> |
| Pay Percentage: | <input type="text" value="50%"/> | Pay Percentage: | <input type="text" value="50%"/> |
| CPF Contribution: | <input checked="" type="checkbox"/> | CPF Contribution: | <input checked="" type="checkbox"/> |

Gross/ Net Pay Limit

Limit on: Gross Pay Net Pay

By Percentage: (%) of Basic Pay
 By Amount:

AW Ceiling Computation Options

Compute based on Use Year-To-Date total OW subject-to-CPF (cap at 6000 per month) or use previous year's total OW if available (System Default) (Note)
 Use max total OW projected for the year (\$102000 - \$72000 = \$30000) (Note)





Payroll Setup

Step 3



Work Calendar

Set up working days and working hours

[Dashboard](#) > [Work Calendar Setup \(?\)](#)

| Week Code | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
|-------------|-------------------|------------|------------|------------|------------|------------|-------------------|--|
| Normal | Non Working Day ▾ | Full Day ▾ | Full Day ▾ | Full Day ▾ | Full Day ▾ | Full Day ▾ | Non Working Day ▾ | |
| Alternate-1 | Non Working Day ▾ | Full Day ▾ | Full Day ▾ | Full Day ▾ | Full Day ▾ | Full Day ▾ | Half Day ▾ | |

New

**Standard Setup will be Monday – Friday -> Full Day.
Saturday & Sunday -> Non Working Day.**

***This will affect the proration calculation (based on working days). Hence if you have a few work calendars, advise to setup accordingly and tag the work Calendar to each employee under “Employee Information” (Refer to Slide 5).**





Payroll Setup

Step 4



OT Rates

Set up OT rates for your company

| OT Hourly Rate | <input type="text" value="(BasicPay*12)/(52*44)"/> | (?) |
|---|--|----------------------------------|
| Display in Pay Information and Process OT | <input checked="" type="checkbox"/> | (?) |
| Use Different Formula for Actual Working Hour | <input type="checkbox"/> | (?) |
| OT Code | OT Name | Rate |
| Actual_Hrs | <input type="text" value="Actual Hr"/> | <input type="text" value="1"/> |
| OT_1 | <input type="text" value="OT 1 (Sys)"/> | <input type="text" value="1"/> |
| OT_2 | <input type="text" value="OT 1.5 (Sys)"/> | <input type="text" value="1.5"/> |
| OT_3 | <input type="text" value="OT 2 (Sys)"/> | <input type="text" value="2"/> |

Update

Standard OT Calculation based on 44hrs/ work week.





Payroll Setup

Step 5

Pay Elements

Add and edit your company pay elements

| <input type="checkbox"/> | Element ID | Element Name | Type | Wage Type | Formula/Amount | |
|--------------------------|------------|------------------------------|---------------|-----------------|-----------------------------------|--|
| <input type="checkbox"/> | Actual_Hrs | Actual Hr | Allowance | Additional Wage | $(BasicPay*12)/(52*44)*ActualHrs$ | |
| <input type="checkbox"/> | Basic_Pay | Basic Pay | Allowance | Ordinary Wage | BasicPay | |
| <input type="checkbox"/> | Bonus | Bonus | Allowance | Additional Wage | 0 | |
| <input type="checkbox"/> | CDAC | CDAC Fund | Deduction | | SYSTEM AUTO COMPUTED | |
| <input type="checkbox"/> | COMCHEST | Community Chest | Deduction | | 0 | |
| <input type="checkbox"/> | ECF | ECF Fund | | | | |
| <input type="checkbox"/> | MBMF | MBMF Fund | | | | |
| <input type="checkbox"/> | MC | Medical | Reimbursement | | | |
| <input type="checkbox"/> | NegOT_1 | Incomplete Work Hr (OT1-Sys) | | | | |
| <input type="checkbox"/> | NoPayLeave | No Pay Leave | | | | |

FREQUENCY: Advise to set up "Monthly" for all fixed allowance (e.g Basic Pay, Transport / Mobile Allowance) and "One Time" for variable allowances (e.g AWS, Incentive / Commission, Quarterly / Year End Bonus)

*** ElementID** Bonus

*** Element Name** Bonus

*** Element Type** Allowance Deduction Reimbursement

*** Amount/Formula (Reference) (?)** 0 [\[Validate Formula\]](#)

Amount/Formula Limit
 By Percentage (%) of Basic Pay
 By Amount 0.00 (\$)

Tax Code (Reference) (?) b Bonus (Note)

Include In Prorated (?) CPF/SDL Payable (?) Benefits-In-Kind (?) Advance Pay (?)

Wage Type Ordinary Wage (?) Additional Wage (?)

*** Frequency** Fortnightly Monthly One Time Inactive
 First Interval
 Second Interval

Recurring From: Feb 2016 To: Feb 2016

Submit

All Pay Elements have to be created in order to run the payrun and compute the pay amount correctly.

BasicPay includes Prorated and CPF/SDL Payable (SPR and PR)

Payroll Setup

Step 6



Payslip Format

Select pay slip format and upload company logo

Change the format accordingly to organization's preference.

| Pay Slip Template | Web View (?) | Pay Slip PDF (?) | Pay Slip Report (?) |
|--|----------------------------------|----------------------------------|----------------------------------|
| 1. Pay slip Format 1 | <input type="radio"/> | <input type="radio"/> | |
| 2. Pay slip Format 2 | <input type="radio"/> | <input type="radio"/> | |
| 3. Pay slip Format 3 | <input checked="" type="radio"/> | <input type="radio"/> | |
| 4. Standard PDF Format | | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| 5. Standard PDF Format (with Bank Info) | | <input type="radio"/> | |
| 6. Standard PDF Format (without Address) | | <input type="radio"/> | |
| 7. Customized Header/Footer PDF Format | | <input type="radio"/> | <input type="radio"/> |
| 8. Standard PDF Format (with YTD NET/GROSS) | | | <input type="radio"/> |
| 9. Customized Header/Footer PDF Format (with YTD NET/GROSS) | | | <input type="radio"/> |
| 10. Standard PDF Format (Employee CPF) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Standard PDF Format (with Customized Logo) | | | <input type="radio"/> |

Pay Slip Logo

No file chosen
.bmp / .jpg / .png types are allowed. Image dimension must not exceed 300 x 300 pixels.

Upload company logo to payslip.



Payroll Setup

Step 7



AW/OW Opening Balance

Setup your employees' initial AW/OW figures here.



IRAS Opening Balance

Setup your employees' initial IRAS figures here.



Voluntary Contribution

Setup your company's voluntary pay elements

Setup as required by organization. If organization have been doing payrun since Jan (year XX), will not be required to update IRAS Opening Balance and AW/OW Opening Balance

Fill in lump sum (accumulated amount) of the missing months for each individual employees listed for Basic Pay, Overtime Pay, Bonus, etc, as indicated on the IRAS Opening Balance template.

Fill in lump sum (accumulated amount) of the missing months for each individual employees listed for CPF contributions as indicated on the AW/OW Opening Balance template.








Payroll Setup

Step 8

Users

| | | | | | |
|---|---|---|--|---|---|
|  | ePayroll Users Set which users in your company should be included in ePayroll |  | Import Users Import your existing users into ePayroll system |  | Import Employee Bank Import employees' bank details |
|---|---|---|--|---|---|

Standardize all employees will be included in ePayroll. Inform implementation if otherwise

Mass importing of employees into ePayroll system. A template (in excel spreadsheet format) is provided.

Mass importing of employees' bank account details into ePayroll system. A template (in excel spreadsheet format) is provided.





Payroll Setup

Step 9



User Profiles

Manage your user profiles

To setup the duties (view payroll and/or run payroll / approve payrun, etc) for different Administrative Roles.

| Profile Name | Description | | |
|---------------------------|--------------------------------------|--|--|
| ePayroll Admin | ePayroll Admin | | |
| Finance controller profil | Finance controller profile | | |
| Payroll Report Admin | To view report only (for management) | | |
| Payrun Approver | | | |

Profile

Profile Name:

Description:

| Tab Name | SubTab Name | View | View Details | Edit | Delete | Add | New | Submit | Accept Reject | Import | Generate | Cancel | Print | Download |
|---------------|-------------------------------------|-------------------------------------|-------------------------------------|------|-------------------------------------|-------------------------------------|-----|-------------------------------------|---------------|-------------------------------------|----------|--------|-------|--------------------------|
| Payroll Admin | Employee List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | | | | |
| | Employee Details | | | | | | | <input checked="" type="checkbox"/> | | | | | | |
| | Employee Pay List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | <input type="checkbox"/> | | | | <input type="checkbox"/> |
| | Employee Pay Details | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | |
| | Employee Pay Element Detail | | | | | | | <input checked="" type="checkbox"/> | | | | | | |
| | Leave Details | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | |
| | OT Entry | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | |
| | Pay Element Import | <input type="checkbox"/> | | | | | | | | | | | | |
| | Process No-Pay Leave | <input type="checkbox"/> | | | | | | | | | | | | |
| | Process OT | <input type="checkbox"/> | | | | | | | | <input type="checkbox"/> | | | | <input type="checkbox"/> |
| | Process Claims | <input type="checkbox"/> | | | | | | | | | | | | |
| | Reserve Opening Balance | | | | | | | | | | | | | |
| | Process Reserve | | | | | | | | | | | | | |
| | Yearly Reserves Per Employee Report | | | | | | | | | | | | | |
| | Total Yearly Reserves Report | | | | | | | | | | | | | |
| | Salary Increment | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | | | | | | | | |





Payroll Setup


Step
10




Payroll Setup

Step
11


General




Cost Centres
Set up cost centres



GL Account Code
Set up GL Account Code



Designation
Set up Designation



Salary Increment Reasons
Set up Salary Increment Reasons

Cost Centres and GL Account Code as per organization's requirements

Setting up the reasons for salary increment (as and when required)

Designation purely just set up the designations in the company (if necessary)

| <input type="checkbox"/> | Job Code | Job Description | |
|--------------------------|----------|------------------|--|
| <input type="checkbox"/> | 01 | Manager | |
| <input type="checkbox"/> | 02 | Executive | |
| <input type="checkbox"/> | 03 | Training Manager | |
| <input type="checkbox"/> | 04 | Store Manager | |
| <input type="checkbox"/> | CEO | CEO | |
| <input type="checkbox"/> | CTO | CTO | |
| <input type="checkbox"/> | Dir | Director | |
| <input type="checkbox"/> | GM | General Manager | |
| <input type="checkbox"/> | GM1.1 | Ryan the Boss | |

New

Delete





Other Processes
(Not Necessary, Depend on Organization's requirements)





Payroll Admin

> Salary Progression

My Pay | Payroll Admin | Process Pay | File Generation | **Salary Progression** | Reports | Statutory

Employee Pay Details | Process eLeave Items | Process OT | Process eForm | Process eBenefit | Bonus Calculation | Exchange Rate

Salary Progression

All * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search For in Employee Name

| Employee Name | Effective Date | Current Pay | Previous Pay | Reason | Remark | Action Date | Action By | |
|-----------------------|----------------|-------------|--------------|---------------|--------|-------------|-------------|--|
| Admin Admin | 17/12/2015 | 7500.00 | 1800.00 | Salary Review | | 17/12/2015 | Admin Admin | |
| Damhaut Marc Eugene L | 4/2/2016 | 0.00 | 0.00 | | | 10/2/2016 | | |
| Foo Shu Xian Cecilia | 1/12/2015 | 3000.00 | 0.00 | Starting Pay | | 4/2/2016 | Admin Admin | |
| HTS | 6/1/2016 | 2500.00 | 0.00 | Starting Pay | | 7/1/2016 | Admin Admin | |
| Joel Tan Jin Hui | 28/1/2016 | 0.00 | 0.00 | | | 10/2/2016 | | |
| justin | 14/1/2016 | 0.00 | 0.00 | | | 10/2/2016 | | |
| Lim Peck Hui | 30/12/2015 | 2300.00 | | | | | | |

Update Pay (Shortcut)

Tracking and updating of salary progression for each individual employee over a progressive period.

| Effective Date | Basic Pay | Previous Pay | Reason | Remark | Action Date | Action By | |
|----------------|-----------|--------------|-------------------|--------|-------------|-------------|--|
| 17/12/2015 | 7500.00 | 1800.00 | Salary Review | | 17/12/2015 | Admin Admin | |
| 10/12/2015 | 1800.00 | 1500.00 | Salary Adjustment | | 15/12/2015 | Admin Admin | |
| 19/11/2015 | 1500.00 | 1500.00 | Annual Increment | | 19/11/2015 | Admin Admin | |
| 15/11/2015 | 1500.00 | 2000.00 | Salary Adjustment | | 6/11/2015 | Admin Admin | |
| 11/11/2015 | 2000.00 | 1200.00 | Annual Increment | | 11/11/2015 | Admin Admin | |
| 6/11/2015 | 1200.00 | 1000.00 | Salary Adjustment | | 6/11/2015 | Admin Admin | |
| 1/10/2015 | 1000.00 | 0.00 | | | 29/10/2015 | Admin Admin | |

New





Payroll Admin > Bonus Calculation

My Pay | Payroll Admin | Process Pay | File Generation | Payroll Setup | **Bonus Calculation** | Statutory

Employee Pay Details | Process eLeave Items | Process OT | Process eForm | Process eBenefit | Salary Progression | **Bonus Calculation** | Exchange Rate

Bonus Processing

Bonus Calculation | Bonus Setting

Add Bonus to Employee Pay Information for processing together with other pay elements.
 Add Bonus to Employee Pay Information for processing separately (and deactivate other pay elements temporarily).
Click [here](#) to download the current pay element template.

For Year: 2016

| <input type="checkbox"/> | Employee Name | Last Paid Amount | Calculated Amount | Amount To Pay | Last Updated By | Last Updated Date |
|--------------------------|-----------------------|------------------|-------------------|---------------|-----------------|-------------------|
| <input type="checkbox"/> | Admin Admin | 0 | 0 | 0 | | |
| <input type="checkbox"/> | Damhaut Marc Eugene L | 0 | 0 | 0 | | |
| <input type="checkbox"/> | Foo Shu Xian Cecilia | 0 | 0 | 0 | | |
| <input type="checkbox"/> | HTS | 0 | 0 | 0 | | |
| <input type="checkbox"/> | Joel Tan Jin Hui | 0 | 0 | 0 | | |
| <input type="checkbox"/> | justin | 0 | 0 | 0 | | |
| <input type="checkbox"/> | Lim Peck Hui | 0 | 0 | 0 | | |
| <input type="checkbox"/> | Mary 15 Jan | 0 | 0 | 0 | | |

View bonus history list.

FYI. Setup will be done during implementation review as per required by each companies

Bonus Processing

Bonus Calculation | Bonus Setting

Calculation

Use average basic pay in the year (Note)
 Use current basic pay (System Default)
Bonus Amount Formula: BasicPay (Keywords)

Pro-ration Policy

Pro-rate bonus according to the number of working days that the employee has worked in the selected year(System Default) (Note)
 Pro-rate bonus according to the number of months that the employee has worked in the selected year (Note)
 No pro-ration. Calculate for all months.

Probation Policy

No bonus for employees in probation during the bonus processing period (System Default) (Note)
 Calculate bonus for employees in probation during the bonus processing period (Note)

Resigned Employee Option

Calculate bonus for employees who are resigning in the bonus processing period. (System Default)
 Do not calculate bonus for employees who are resigning in the bonus processing period.

Amount Limit

No Limit (System Default)
 Limit





IRAS File Generation (Annual)





File Generation

> Tax Import / IRAS Employee Details / Amendment / IR8A / IR21

My Pay | **File Generation** | Statutory

CPF Bank Tax Export IRAS Employee Details IRAS Amendment Appendix 8A IR21 Employee (Step 1) Generate IR21 (Step 2)

IRAS Employee Details

This page is intended to fill in the values that cannot be included in pay elements but required for IRAS.

Year: 2015

| Employee Name | Exempt Income Indicator (?) | Exempt Income (?) | IRAS Approval (?) | IRAS Approval Date (?) | S45Applicable (?) | Retirement Benefits Fund Name (?) | Income Tax Borne By Employer Indicator (?) | Income For Tax Borne By Employer (?) | Income For Tax Borne By Employee (?) | Tax Type (?) | Director's Fees Approval Date (?) | Gross Commission Indicator (?) | Insurance | Cessation Provisions (?) | Excess Employer Contribution To CPF (d7) | Bonus Declaration Date (?) |
|---------------|-----------------------------|-------------------|-------------------|------------------------|-------------------|-----------------------------------|--|--------------------------------------|--------------------------------------|--------------|-----------------------------------|--------------------------------|-----------|--------------------------|--|----------------------------|
| abc@123.com | Select | | Select | | Select | | Select | | | | | Select | | Select | | |

Tax Export

Tax Year: 2015

Form/Export Type: IR8A Form

Employee Selection Mode:

 All active and deactivated employees for the selected tax year.

 All current employees plus any resigned/terminated employees from the listing below.

 All active and deactivated employees excluding selected employees from the listing below.

 Include only the selected employees from the listing box below.

*Source Type: Private Sector

*Payment Type: Salary Data for IR8A

*Organisation ID Type: -- please select --

*Organisation ID No: 20000951W

*Name of Authorised Person:

Designation:

Phone No:

*Email Address:

*Name of Employer: JL Training 40

*Batch Indicator: -- please select --

*Batch Date: 10/02/2016

Division/Branch Name:

We recommend you download the latest [Validation & Submission Application](#) and check your export file before submitting it to IRAS. To view the application, click [here](#).

2015

| Employee ID | Employee Name | |
|--------------|------------------------|--|
| test2010_11 | abc@123.com | |
| admin | Admin Admin | |
| admin@test | admin@test | |
| amy | Amy Amy | |
| j0511ateller | Annie Lee | |
| boon | Boon Seh Choo | |
| user3 | Cassey Tan | |
| cedliatest | Cedilia Foo | |
| Charmaine10 | charmaineong | |
| darnhautm | Darnhaut Marc Eugene L | |
| daniel | daniel ting | |
| ehcc | Enhanced CC | |
| excc | Extended Maternity | |
| test5A | farhana | |
| cedtest4feb | Foo Shu Xian Cedilia | |

1 2 3 4 5 6 7

(What is this?) Type of Form IR21: Original

*Selected Employee: [Employee Selection]

*Company's Tax Ref No: 20000951W

*Company's Name: JL Training 40

*Bik/Hse No: []

Story/Unit: []

*Street Name: []

*Singapore Postal Code: []

*Full Name of Authorised Person: []

*Designation: []

*Authorised Date: []

*Name of Contact Person: []

*Contact No: []

Fax: []

*Email Address: []

* There is no data to display.

We will invite companies to join us for IRAS submission training prior to IRAS submission every year. Please do not hesitate to contact Support Team should you have any clarifications.





Reports & Statutory





Reports

My Pay | Payroll Admin | Process Pay | File Generation | Payroll Setup | **Reports** | Statutory

Payroll Reports

| | | | |
|----------|---|----------|---|
| 1 . ⓘ ⌄ | CPF Contribution Report | 13 . ⓘ ⌄ | Payroll Selected Pay Elements Report |
| 2 . ⓘ ⌄ | Payroll Listing Report | 14 . ⓘ ⌄ | Payroll Yearly Report Per Employee |
| 3 . ⓘ ⌄ | (a) Monthly Payroll Detail Report (Gross Pay) | 15 . ⓘ ⌄ | (a) Monthly All Pay Elements Report |
| | ⓘ ⌄ (b) Monthly Payroll Detail Report (Total Additions) | ⓘ ⌄ | (b) Monthly All Pay Elements Report By Pay Period (For Positive NetPay) |
| | | ⓘ ⌄ | (c) Monthly All Pay Elements Report By Pay Period (For Negative NetPay) |
| 4 . ⓘ ⌄ | Pay Slip Report | 16 . ⓘ ⌄ | All Pay Elements Reconciliation |
| 5 . ⓘ ⌄ | Staff Ledger Report | 17 . ⓘ ⌄ | (a) Pay Elements Yearly Report |
| | | ⓘ ⌄ | (b) Pay Elements Monthly Report |
| 6 . ⓘ ⌄ | Payment Advice Report | 18 . ⓘ ⌄ | Employee Payrun Tax Details Report |
| 7 . ⓘ ⌄ | Net Salary Summary Report | 19 . ⓘ ⌄ | All Employees Selected Pay Elements Yearly Report |
| 8 . ⓘ ⌄ | Salary Reconciliation Report | 20 . ⓘ ⌄ | Gross to Net Report |
| 9 . ⓘ ⌄ | Account Report | 21 . ⓘ ⌄ | Monthly Salary Report |
| 10 . ⓘ ⌄ | Payroll Yearly Report | 22 . ⓘ ⌄ | Staff Map Report |
| 11 . ⓘ ⌄ | Salary Increment Report | | |
| 12 . ⓘ ⌄ | Pay Slip Report (for paper size 9.5in x 5.5in) | | |
| | ⓘ ⌄ (b) Pay Slip Report (for A4 Z Fold) | | |

Standardize setup reports related to payroll details.





Statutory

My Pay | Payroll Admin | Process Pay | File Generation | Payroll Setup | Reports | **Statutory**

CPF Policy | SDL Policy | Tax Codes | Other Contributions

CPF Policy

Contribution Rates for CITIZEN and PR 3rd Year Onwards (Hide Details...)

| AGE | Total Wages | Total CPF (Employer and Employee) | Employer MAX | Employee's CPF | Employee MAX |
|--------|---------------|---|--------------|---|--------------|
| 1-50 | 1-50 | 0 | 0 | 0 | 0 |
| 1-50 | 50.01-500 | 0.17 [*] TW | 0 | 0 | 0 |
| 1-50 | 500.01-749.99 | (0.17 [*] TW) + (0.6 [*] (TW-500)) | 0 | 0.6 [*] (TW-500) | 0 |
| 1-50 | 750-999999999 | 0.37 [*] AW + 0.37 [*] OW | 1850 | 0.2 [*] AW + 0.2 [*] OW | 1000 |
| 51-55 | 1-50 | 0 | 0 | 0 | 0 |
| 51-55 | 50.01-500 | (0.16 [*] TW) | 0 | 0 | 0 |
| 51-55 | 500.01-749.99 | (0.16 [*] TW) + (0.57 [*] (TW-500)) | 0 | 0.57 [*] (TW-500) | 0 |
| 51-55 | 750-999999999 | (0.35 [*] AW) + (0.35 [*] OW) | 1750 | (0.19 [*] AW) + (0.19 [*] OW) | 950 |
| 56-60 | 1-50 | 0 | 0 | 0 | 0 |
| 56-60 | 50.01-500 | (0.12 [*] TW) | 0 | 0 | 0 |
| 56-60 | 500.01-749.99 | (0.12 [*] TW) + (0.39 [*] (TW-500)) | 0 | 0.39 [*] (TW-500) | 0 |
| 56-60 | 750-999999999 | (0.25 [*] AW) + (0.25 [*] OW) | 1250 | (0.13 [*] AW) + (0.13 [*] OW) | 650 |
| 61-65 | 1-50 | 0 | 0 | 0 | 0 |
| 61-65 | 50.01-500 | (0.085 [*] TW) | 0 | 0 | 0 |
| 61-65 | 500.01-749.99 | (0.085 [*] TW) + (0.225 [*] (TW-500)) | 0 | 0.225 [*] (TW-500) | 0 |
| 61-65 | 750-999999999 | (0.16 [*] AW) + (0.16 [*] OW) | 800 | (0.075 [*] AW) + (0.075 [*] OW) | 375 |
| 66-999 | 1-50 | 0 | 0 | 0 | 0 |
| 66-999 | 50.01-500 | (0.075 [*] TW) | 0 | 0 | 0 |
| 66-999 | 500.01-749.99 | (0.075 [*] TW) + (0.15 [*] (TW-500)) | 0 | 0.15 [*] (TW-500) | 0 |
| 66-999 | 750-999999999 | (0.125 [*] AW) + (0.125 [*] OW) | 625 | (0.05 [*] AW) + (0.05 [*] OW) | 250 |

* OW= Ordinary Wage AW= Additional Wage TW=Total Wage

Contribution Rates for PR 2nd Year Graduated (Show Details...)

Contribution Rates for PR 2nd Year Full & Graduated (Show Details...)

Contribution Rates for PR 1st Year Graduated (Show Details...)

Contribution Rates for PR 1st Year Full & Graduated (Show Details...)

Statutory shows the computations for CPF, SDL Policy, Tax Codes and other Contributions. Will be updated as per MOM regulations





Please contact support@justlogin.com if you require any clarifications. You may also click onto Justlogin logo on the bottom right of the systems to reach the Support Team.

Thank You

