



# Singapore Payroll Administration Guide



## Introduction

The Payroll module helps you to compute the salary of your staff. In this document, we will run through the process of doing a payrun to generate the salary of your staff.


We will also cover other aspects such as how to generate bank and CPF files and how to release the payslip to the staff.

## Administration

### Administration - Employees Pay Details

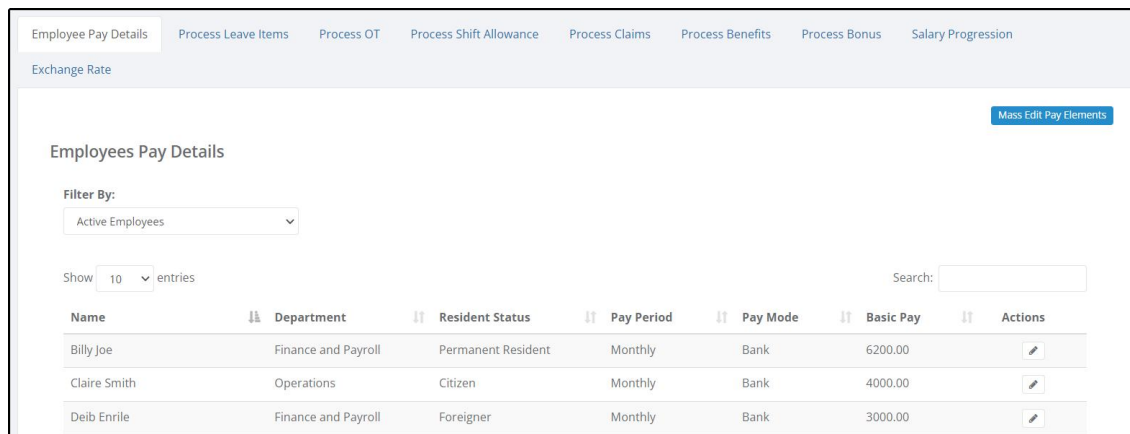
Employee Pay Details will show you your employees' pay information. This is also the page that allows you to mass edit the pay elements or to use a template to upload pay elements.




### Employee Pay Details

Step 1: Click on .


Step 2: Click on .

Step 3: You will see your staff's employee pay details.



Name	Department	Resident Status	Pay Period	Pay Mode	Basic Pay	Actions
Billy Joe	Finance and Payroll	Permanent Resident	Monthly	Bank	6200.00	
Claire Smith	Operations	Citizen	Monthly	Bank	4000.00	
Deib Enrile	Finance and Payroll	Foreigner	Monthly	Bank	3000.00	

Step 4: You can configure your staff's pay details by clicking the small

pencil  icon under the Actions tab.

Step 5: You will be taken to this page where you can update your staff's pay information. This is also where you can add/remove pay elements from the staff's pay information.

← Billy Joe → Save as template

Employee Info	Additions	Deductions
<b>NRIC/FIN</b> 57820183E <b>Date of Birth</b> 25/11/1995 <b>Join Date</b> 01/01/2020 <b>Confirm Date</b> Please enter confirm date <b>Cessation Date</b> Please enter cessation date <b>Residency</b> Permanent Resident <b>PR Start Date*</b> 01/01/2019 <b>PR End Date*</b>	<input checked="" type="checkbox"/> <b>Basic Pay</b> BasicPay <input checked="" type="checkbox"/> CPF Payable <input checked="" type="checkbox"/> SDL Payable Ordinary <input checked="" type="checkbox"/> <b>Bonus</b> 0 <input checked="" type="checkbox"/> CPF Payable <input checked="" type="checkbox"/> SDL Payable Additional <input checked="" type="checkbox"/> <b>Medical Claim</b> 0 <input type="checkbox"/> CPF Payable <input type="checkbox"/> SDL Payable N/A	<input checked="" type="checkbox"/> <b>No Pay Leave</b> 400 <input checked="" type="checkbox"/> CPF Payable <input checked="" type="checkbox"/> SDL Payable Ordinary
	Actual Hr Add	CDAC Fund Add

Actual Hours	Incomplete Hours	OT1 (Hrs.)(Amt.)	OT2 (Hrs.)(Amt.)	OT3 (Hrs.)(Amt.)	OT Formula
0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	(BasicPay*12)/(52*44)

Step 6: You can enter information or small notes under the Remarks Box if you wish to.

Remarks

Display Remarks

Note: Remarks on Payslip was previously limited to 100 characters only but has been enhanced to 300 characters.



Step 7: Click on the Save button for any changes made.

### To assign a Different Work Week for the staff



Step 1: Click on

Step 2: Scroll down and look for Work Week field. Click on the dropdown arrow and choose the appropriate work week for the staff.

Currency	SGD
Work Week	Normal



Step 3: Click on  when done.

### To add Pay Elements under the Additions or Deductions columns

Step 1: Click on the highlighted areas in the image above, choose the pay element you want to add, then please do not forget to click on the “Add” button.

Step 2: You can also use the Mass Edit Pay Elements Option. Which can be found on the Employees Pay Detail page:

Step 2A: Click on 

Step 2B: Click on it one more time to show all the pay elements available in your system. This will bring you a page similar to the image below:

Name	User ID	Allowance	Basic Pay	Bonus	COMCHEST	DentalBen	Remarks
Ariel Norman	ariel		BasicPay				
Arra Jones	arra		BasicPay				
Ava Miller	ava		BasicPay				



Step 2C: Input the values that you need to add under the appropriate pay elements for each user. The system will automatically save the data for you.

Step 3: Another option is to import pay elements, which can also be found on the Employees Pay Details page.

Step 3A: From the Employees Pay Details page, scroll down and click on



Step 3B: Click on



Step 3C: You will be getting an Excel file with the list of users in your system, all the pay elements available and remarks column wherein you can put the individual payslip remarks.

Step 3D: Complete the template with the necessary information, then save.

Step 3E: Drop the file into this field:

Upload File

Drop File Here



Step 3F: Click on the  button.

Step 3G: Once you click on the Import button, your page will change to the “mapping” function. Please double check the mapping of your data to avoid any errors in the import process.

Import Employee Pay Elements

Please double check the mapping of the headers between the system and the csv file.

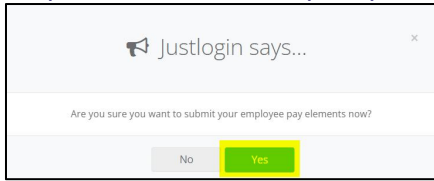
Headers provided in the system	Headers in csv file
UserID	UserID
Remark	Remark
Allowance	Allowance
Basic_Pay	Basic_Pay



Step 3H: Once you have verified the mapping of data, click on .



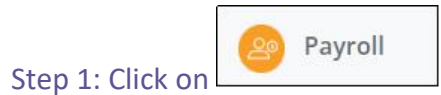
Step 3I: Confirm the import process by clicking on YES.



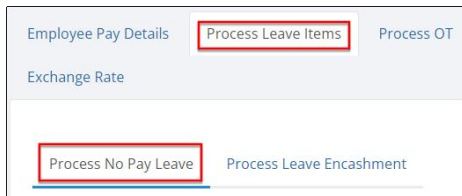
Step 3J: After importing, you can check on the details of your staff. All information included on the template will appear on each staffs' pay information.

## Administration - Process Leave Items

### Process No Pay Leave



Step 3: Click on "Process Leave Items" then go to "Process No Pay Leave" tab.



You should see this screen with a small write out of the key elements you would want to focus on.

Employee Name	Days	Formula/Amount (Note)	Leave From	Leave To	Month	Year	Status	Processed Date	Leave Cancelled	Pay Back (Note)	Leave Type (Note)	Pay Element (Note)
Ariel Norman	1	150	4/4/2023	4/4/2023	April	2023	Processed	4/4/2023	No		No Pay	No Pay Leave
nielsie	1	$(5200/20) * 1.00$	6/4/2023	6/4/2023	April	2023	Pending		No		No Pay	No Pay Leave
Celly Hernandez	1	150	5/4/2023	5/4/2023	April	2023	Processed	5/4/2023	No		No Pay	No Pay Leave

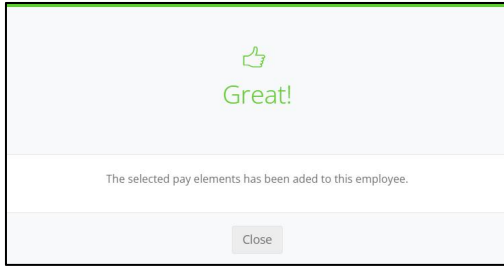
**You can see the formula used**

**Status is shown: Pending or Processed**

**Shows if No Pay Leave is Cancelled or not**

**Pay element to be added to the pay information of staff**

Step 5: To include the No Pay Leave as a deduction in the staffs' pay, click on the . You should see this message appearing.



Step 6: Click on **Employee Pay Details** tab at the top and look for the staff that you have added the No Pay Leave Pay Element. Click on . You should see the No Pay Leave at the side of Deduction.

### Process Leave Encashment

Step 1: Click on **Payroll**.

Step 2: Click on **Administration**.

Step 3: Click on "Process Leave Items" then go to "Process Leave Encashment" tab.

Step 4: Select the year. **Pending** Records Transferred from Leave in : **2022**

Employee Pay Details | Process Leave Items | Process OT | Process Claims | Process Benefits | Process Bonus | Salary Progression | Exchange Rate

Process No Pay Leave | **Process Leave Encashment**

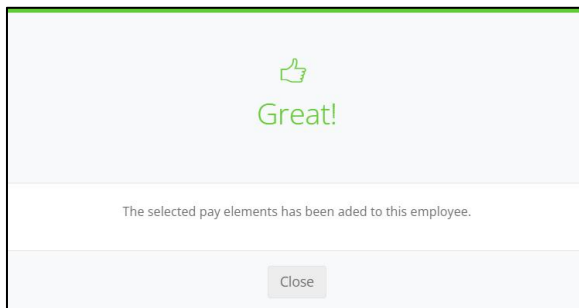
1. Please go to JustLogin eLeave >> Leave Admin >> Adjustment
2. Select Employee(s).
3. Select Leave Type to encash.
4. Enter Adjustment Days and select Adjustment Type: Leave Encashment.

Pending | Records Transferred from eLeave in : 2023

**Formula for Leave Encashment**

Employee Name	For Year	Days	Formula/Amount (Note)	Status	Processed Date	Leave Type (Note)	Remarks	Pay Element (Note)
nielsie	2023	1	$((5200*12)/(52*5)) *$	Pending		Encash (1)		Leave Encashment (Sys)

Step 5: Click on the icon to proceed. You should see the below message. Click on .



Step 6: To check whether the Leave Encashment has been successfully transferred, click on tab at the top. Look for the staff that you added the leave encashment. Click on the icon. You should see Leave Encashment added in the Additions portion.

Update Pay Information

nielsie | Save as template

<b>Employee Info</b> <p>NRIC/FIN: 57507935D</p> <p>Date of Birth: 25/11/1995</p> <p>Join Date: 01/01/2020</p> <p>Confirm Date: Please enter confirm date</p> <p>Cessation Date: Please enter cessation date</p> <p>Residency: Citizen</p>	<b>Additions</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Basic Pay           <ul style="list-style-type: none"> <li>BasicPay</li> <li><input checked="" type="checkbox"/> CPF Payable <input type="checkbox"/> SDL Payable</li> <li>Ordinary</li> </ul> </li> <li><input checked="" type="checkbox"/> <b>Leave Encashment (Sys)</b> <ul style="list-style-type: none"> <li>240</li> <li><input checked="" type="checkbox"/> CPF Payable <input checked="" type="checkbox"/> SDL Payable</li> <li>Additions</li> </ul> </li> </ul>	<b>Deductions</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> CDAC Fund           <ul style="list-style-type: none"> <li>SYSTEM AUTO COMPUTED</li> <li><input type="checkbox"/> CPF Payable <input type="checkbox"/> SDL Payable</li> <li>N/A</li> </ul> </li> </ul>
---	--	---

Actual Hr | Add | Community Chest | Add



## Administration - Process OT

After you had done the Pending OT, you can make the required amendment (if you wish) in the Process OT tab.

Step 1: Click on

Step 2: Click on

Step 3: Click on

Step 4: Click on . The following page would appear.


Name	Hrs Worked	OT 1.0	OT 1.5	OT 2.0	Incomplete Hrs	OT Formula
Ariel Norman	152.00	0.00	0.00	0.00	8.00	(BasicPay*12)/(52*44)
Arra Jones	160.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)
Ava Miller	160.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)
Billy Joe	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)
Celly Hernandez	152.00	0.00	0.00	0.00	8.00	(BasicPay*12)/(52*44)
Charlie Thomas	160.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)
Claire Smith	176.00	0.00	0.00	0.00	8.00	(BasicPay*12)/(52*44)
Clark Anderson	168.00	0.00	0.00	8.00	0.00	(BasicPay*12)/(52*44)
Deib Enrile	142.43	0.00	0.00	15.01	48.58	(BasicPay*12)/(52*44)
Gary King	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)

Step 5: Update the OT time accordingly, then click on or .




Step 6: To check that the OT data is transferred correctly to the employee, click on

Employee Pay Details

Step 7: Select the staff that you had done the OT transfer and click on the . Scroll down and you should see the Working hours and OT.

		Bonus	Add	Community Chest	Add
<b>Working hours and OT</b>					
Actual Hours	Incomplete Hours	OT1 (Hrs.)(Amt.)	OT2 (Hrs.)(Amt.)	OT3 (Hrs.)(Amt.)	OT Formula
177 0.00	0 0.00	0 0.00	3.5 143.18	0 0.00	(BasicPay*12)/(52*44)
<b>Other Voluntary Contribution</b>					
Contribution Type:	Employee Contribution	Contribution Name:		Add	
<b>Remarks</b>					
<input type="checkbox"/> Display Remarks					
Back					
Save					

Step 8: Click on  and the system will show you this message.

  
Great!

Working hours and OT updated.

Close

Step 9: You should see that the OT will be added onto the Additions column.

Update Pay Information

Ariel Norman Save as template

Employee Info View Details

NRIC/FIN: S9896243C

Date of Birth: 25/11/1995

Join Date: 01/10/2020

Confirm Date: Please enter confirm date

Cessation Date: Please enter cessation date

Residency: Citizen

Additions

- Basic Pay: BasicPay
- CPF Payable  SDL Payable
- OT 1.5 (Sys): ((3000\*12)/(52\*44))\*OT2\*5.00

Deductions

- CDAC Fund: SYSTEM AUTO COMPUTED
- CPF Payable  SDL Payable

Actual Hr Add Community Chest Add

## Administration - Process Claims

If your company subscribed to JustLogin eClaim (eForm), you can pull the claim information from eForm to Payroll and place those claims as part of the staff pay once the claims are reimbursed by the claim administrator.

To process claim, do the following:

Step 1: Click on

Step 2: Click on

Step 3: Click on

Step 4: Click on . You should see a list of claims the claim administrator had proceeded.

eForm Claim(s) **Expense Claim(s)**

This page is linked to JustLogin's Expense module. Only the claims passed from Expense module will be displayed here.

All 2022 All

<input type="checkbox"/>	Employee Name	Pay Element Name	Amount	Status	Transferred Date	Transferred By	Processed Date	Processed By
	Billy Joe	Transport Claim	150.00	Processed	18/03/2022 09:58:01 AM	nielsie	07/06/2022 01:21:34 PM	nielsie
	Billy Joe	Transport Claim	75.00	Processed	18/03/2022 09:58:01 AM	nielsie	07/06/2022 01:21:34 PM	nielsie
	Deib Enrile	Expense Claim	150.00	Processed	07/06/2022 01:21:54 PM	nielsie	08/06/2022 02:48:57 PM	nielsie
	Reniel Torres	Expense Claim	50.00	Processed	14/06/2022 12:05:59 PM	nielsie	20/06/2022 11:04:14 AM	nielsie
	Jerry Smith	Expense Claim	100.00	Processed	20/06/2022 11:27:15 AM	nielsie	21/06/2022 11:57:25 AM	nielsie
	Deib Enrile	Expense Claim	50.00	Processed	20/06/2022 11:27:17 AM	nielsie	21/06/2022 05:15:14 PM	nielsie
	Toby Parker	Expense Claim	100.00	Processed	21/06/2022 05:14:49 PM	nielsie	22/06/2022 11:54:20 AM	nielsie
	nielsie	Expense Claim	150.00	Processed	01/07/2022 03:33:45 PM	nielsie	05/07/2022 10:00:37 AM	nielsie
	Mei Regy	Expense Claim	150.00	Processed	05/07/2022 11:06:28 AM	nielsie	05/07/2022 11:58:05 AM	nielsie
	nielsie	Expense Claim	50.00	Processed	19/07/2022 02:58:29 PM	nielsie	20/07/2022 10:00:44 AM	nielsie

1 2

Approve Approve All

Step 4: You can refine the list based on months or based on status.

All 2022 All

Step 5: Select those claims you wish to approve **Approve** or click **Approve All** to approve all pending claims without selecting.


### Check Processed Claim

You can check the system had successfully transferred the process claims to the staff by doing the following:

Step 1: Click on **Payroll**.

Step 2: Click on **Administration**.

Step 3: Click on **Employee Pay Details**.

Step 4: Find the staff that you did the claim transfer on and then click on the  icon. Check whether the transferred claim appears in the Additions column.

Update Pay Information


nielsie Save as template

<b>Employee Info</b> <a href="#">View Details</a> NRIC/FIN <input type="text" value="57507935D"/> Date of Birth <input type="text" value="25/11/1995"/> Join Date <input type="text" value="01/01/2020"/> Confirm Date <input type="text" value="Please enter confirm date"/> Cessation Date <input type="text" value="Please enter cessation date"/> Residency <input type="text" value="Citizen"/>	<b>Additions</b> <input checked="" type="checkbox"/> Basic Pay <input type="text" value="BasicPay"/> <input checked="" type="checkbox"/> CPF Payable <input checked="" type="checkbox"/> SDL Payable <input type="text" value="Ordinary"/> <input checked="" type="checkbox"/> Expense Claim <input type="text" value="50.00"/> <input type="checkbox"/> CPF Payable <input type="checkbox"/> SDL Payable <input type="text" value="N/A"/>	<b>Deductions</b> <input checked="" type="checkbox"/> CDAC Fund <input type="text" value="SYSTEM AUTO COMPUTED"/> <input type="checkbox"/> CPF Payable <input type="checkbox"/> SDL Payable <input type="text" value="N/A"/>
	<input type="text" value="Actual Hr"/> <input type="button" value="Add"/>	<input type="text" value="Community Chest"/> <input type="button" value="Add"/>


## Administration - Process Benefits

If your company subscribe to JustBenefit, you can import all the benefits claims from that to Payroll. To do that, we need to assume that the JustBenefit administrator had done the required transfer of the benefit claims to Payroll.

### Process Benefits

Step 1: Click on 

Step 2: Click on 

Step 3: Click on . You should see a list like the below.

Employee Pay Details   Process Leave Items   Process OT   Process Claims   Process Benefits   Process Bonus   Salary Progression   Exchange Rate

This page is linked to JustLogin's eBenefit module. Only the benefit claims passed from eBenefit module will be displayed here.

All   2023   Pending

Show 10 entries   Search:


<input type="checkbox"/>	Employee Name	Benefit	Amount	Status	Transferred Date	Transferred By	Pay Element	Processed Date	Processed By
<input type="checkbox"/>	nielsie	Wellness Benefit	45.00	Pending	4/5/2023	nielsie	Wellness Benefit Cl		

Showing 1 to 1 of 1 entries   Previous   1   Next

**Approve**

\*After you have processed the eBenefit Claims, the amount will be added in Employee Pay Information.



Step 4: Select the record you wish to approve and click on  button. You should see this message when the system has successfully approved the transfer.

Great!

The Pay Element has been added to the Employee Pay Information.

Close

### Check Approved Benefit Claims

You can do the following to verify that the Benefit claim had been successfully transferred.

Step 1: Click on .

Step 2: Click on .

Step 3: Click on .

Step 4: Search for the staff and then click on  icon. The claim should appear in the Additions column.


Update Pay Information

nielsie Save as template

Employee Info	Additions	Deductions
<b>NRIC/FIN</b> 57507935D <b>Date of Birth</b> 25/11/1995 <b>Join Date</b> 01/01/2020 <b>Confirm Date</b> Please enter confirm date <b>Cessation Date</b> Please enter cessation date <b>Residency</b> Citizen	<input checked="" type="checkbox"/> <b>Basic Pay</b> BasicPay <input checked="" type="checkbox"/> CPF Payable <input checked="" type="checkbox"/> SDL Payable Ordinary <input checked="" type="checkbox"/> <b>Wellness Benefit Claim</b> 45 <input type="checkbox"/> CPF Payable <input type="checkbox"/> SDL Payable N/A	<input checked="" type="checkbox"/> <b>CDAC Fund</b> SYSTEM AUTO COMPUTED <input type="checkbox"/> CPF Payable <input type="checkbox"/> SDL Payable N/A
	Actual Hr <span>Add</span>	Community Chest <span>Add</span>

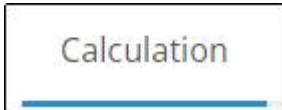
## Administration - Process Bonus - Calculation

After you have done the setting, you can then proceed to use the setting you have saved to calculate the bonus for your staff.

Step 1: Click on 

Step 2: Click on 

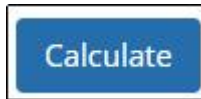
Step 3: Click on 


Step 4: Click on the  tab.

Step 5: Select the option of whether to add Bonus with other pay elements or to add Bonus as an individual pay element for processing.

- 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).

Step 6: Select the year 



Step 7: Click on  and the system will calculate the bonus based on the settings. Go through the calculation to ensure that the information is correct.



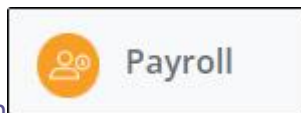
Step 8: Click on the  button if you wish to select to transfer the bonus



for selected staff or  to transfer the bonus to all staff.

### Check Bonus Transfer

You can check the bonus transfer by doing the following:





Step 1: Click on .



Step 2: Click on .



Step 3: Click on .

Step 4: Go to the staff you wish to check to ensure that the bonus is being added and click on the  icon. You should see the Bonus (Sys) in the Additions column.

The screenshot shows the 'Update Pay Information' interface for an employee named Billy Joe. The form is divided into three main sections: Employee Info, Additions, and Deductions. The 'Additions' section is highlighted with a red box, indicating the focus of the step. It contains the following items:

- Basic Pay (9000) - Ordinary
- Bonus (Sys) (9000) - Additions
- CPF Payable
- SDL Payable

The 'Deductions' section includes:

- CDAC Fund (SYSTEM AUTO COMPUTED)
- CPF Payable
- SDL Payable


The 'Employee Info' section contains fields for NRIC/FIN (S7820183E), Date of Birth (25/11/1995), Join Date (01/01/2020), Confirm Date, Cessation Date, Residency (Permanent Resident), PR Start Date\* (01/01/2019), and PR End Date\*.




## Administration - Process Bonus - Bonus Setting

You can use the Bonus Setting to set up bonus calculation formula and conditions.

To access this setting, do the following:

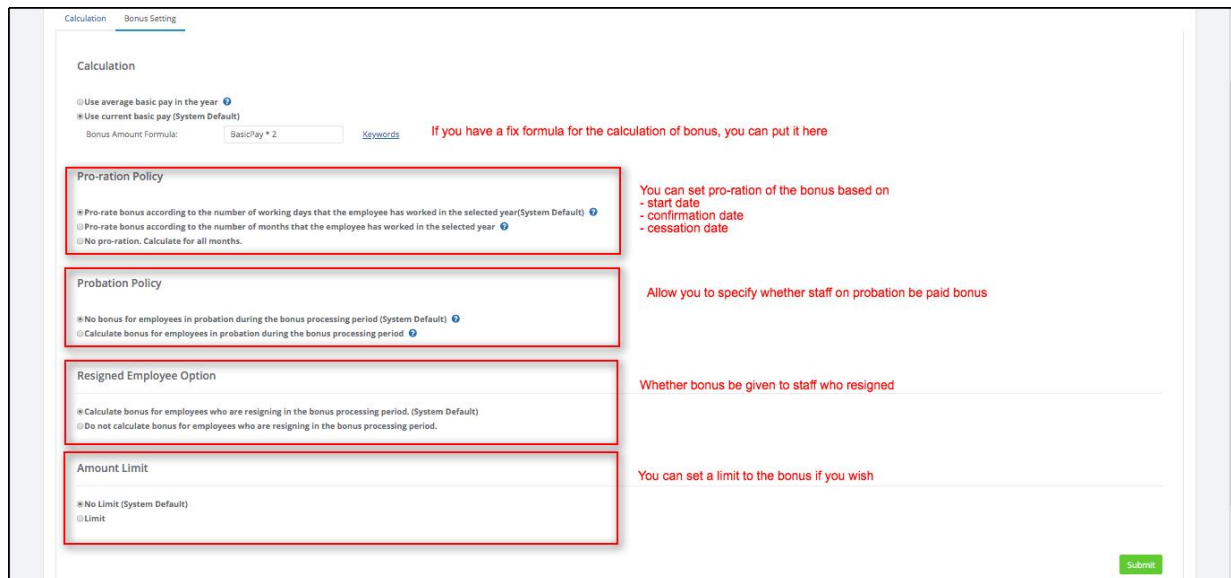
Step 1: Click on  Payroll

Step 2: Click on  Administration

Step 3: Click on  Process Bonus

Step 4: Select  Bonus Setting tab.

Step 5: Set the settings accordingly. See below for the explanation.



The screenshot shows the 'Bonus Setting' configuration page. It includes a 'Calculation' section with radio buttons for 'Use average basic pay in the year' and 'Use current basic pay (System Default)'. Below this is a 'Bonus Amount Formula' field containing 'BasicPay \* 2' and a 'Keywords' field. A red note states: 'If you have a fix formula for the calculation of bonus, you can put it here'. There are four main sections, each with a red border and a corresponding explanation:

- Pro-ration Policy:** Contains three radio buttons: 'Pro-rate bonus according to the number of working days that the employee has worked in the selected year (System Default)', 'Pro-rate bonus according to the number of months that the employee has worked in the selected year', and 'No pro-ration. Calculate for all months.' The explanation is: 'You can set pro-ration of the bonus based on - start date - confirmation date - cessation date'.
- Probation Policy:** Contains two radio buttons: 'No bonus for employees in probation during the bonus processing period (System Default)' and 'Calculate bonus for employees in probation during the bonus processing period'. The explanation is: 'Allow you to specify whether staff on probation be paid bonus'.
- Resigned Employee Option:** Contains two radio buttons: 'Calculate bonus for employees who are resigning in the bonus processing period. (System Default)' and 'Do not calculate bonus for employees who are resigning in the bonus processing period.' The explanation is: 'Whether bonus be given to staff who resigned'.
- Amount Limit:** Contains two radio buttons: 'No Limit (System Default)' and 'Limit'. The explanation is: 'You can set a limit to the bonus if you wish'.

A 'Submit' button is located at the bottom right of the page.

### NOTE:

For proration to work for new hires:



Those hired within the current year must have a confirmation date and the confirmation date has to be earlier than the bonus processing month



Step 6: Click on  to save the setting.

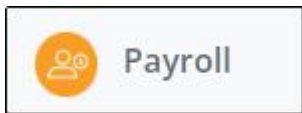
## Administration - Salary Progression

The Salary Progression is useful when you need to change the staff salary. This is also the page which you can see the salary progression history.

Note: It is important effective date is correct to have correct pro-rated amount. You can also review his portion to see why the amount was pro-rated too.

## Adding/Changing Salary

To change the salary of the staff, do the following:



Step 1: Click on



Step 2: Click on



Step 3: Click on

Step 4: The system will show you the staff list.

Employee Pay Details   Process Leave Items   Process OT   Process Shift Allowance   Process Claims   Process Benefits   Process Bonus   Salary Progression   Exchange Rate									
Search For <input type="text"/> In Employee Name <input type="button" value="Search"/> <input type="button" value="Clear"/>									
Name	Effective Date	Current Pay	Previous Pay	Reason	Remark	Action Date	Action By	Actions	
Billy Joe	1/7/2022	6200.00	5700.00	Salary Adjustment		13/09/2022	nielsie		
Claire Smith	8/2/2022	4000.00	0.00			11/05/2022	nielsie		
Deib Enrile	31/5/2022	3000.00	5000.00			31/05/2022	nielsie		
Jayson Tob	14/6/2022	3000.00	0.00			20/09/2022			
Jeremy Bolton	14/6/2022	3000.00	0.00			20/09/2022			
Jerry Smith	1/1/2020	3000.00	0.00			21/06/2022	nielsie		
Kelly Tim	1/4/2022	2000.00	0.00			14/09/2022	nielsie		
Mara David	14/6/2022	3000.00	0.00			20/09/2022			
Mei Regy	14/6/2022	3000.00	0.00			20/09/2022			
Merry Borris	14/6/2022	3000.00	0.00			20/09/2022			

Showing 1 to 10 of 16 entries

Previous **1** 2 Next

Step 5: Look the staff you wish to update the pay and click on the .

Step 6: The following form will appear. Make the required changes.

Step 7: Click on .

## Administration - Exchange Rate

The exchange rate has to be manually input into the system. Additionally, the exchange rate will only do a calculation for the purpose of IRAS taxation. It does not convert the pay using the exchange rate that was input into the system.


This page is only for Tax purposes.



Month  Year  Base Currency

Foreign Currency	Rate	Actions
<input type="text" value="AUD"/>	<input type="text"/>	<input type="button" value="+Add"/>

## Process Pay - New Payrun

The New Payrun page is where the payrun will be initiated in the system. You will need to complete the fields on this page before any payruns can be approved.

Step 1: Click on .

Step 2: Click on . The system will automatically bring you to the  page.

Step 3: Select the month you wish to do the payrun for.

Payrun for \*

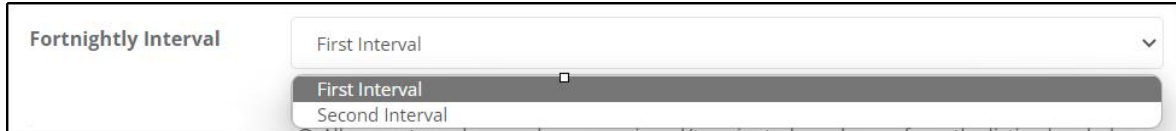
NOTE: For clients who are doing a back payrun, please ensure that you process the payrun from the beginning of the year, approve, and then move on to the next month. Payruns that were not done and approved sequentially from January (or the start of the Financial Year) to the present month will affect the Year-to-Date data plus the accurate calculation of CPF deductions.

Step 4: Select the Pay Period.

Pay Period \*

- Monthly
- Fortnightly
- Adhoc

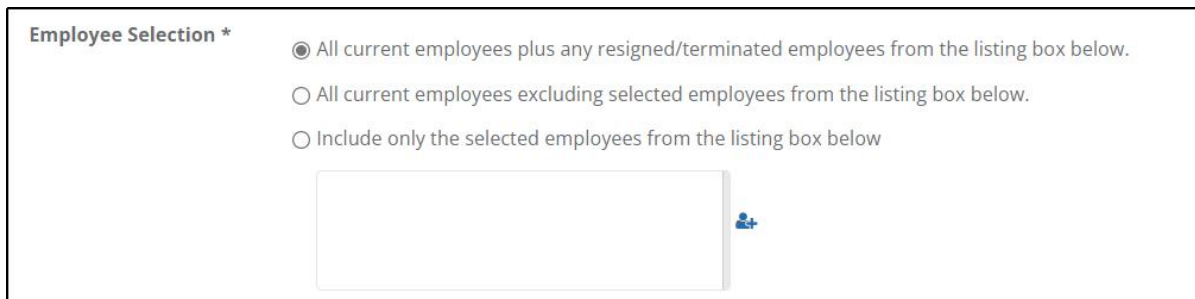
- Monthly - you can only do one monthly payrun, per month, per staff.
- Fortnightly - if you have staff who are getting paid on a fortnightly basis, choose this option. Another field will appear where you can indicate if it's the 1st or 2nd fortnightly interval:



The screenshot shows a dropdown menu titled "Fortnightly Interval". The menu is open, showing two options: "First Interval" and "Second Interval". The "First Interval" option is currently selected and highlighted.

- Adhoc - this can be used multiple times in a month.

Step 5: Select whether you wish to do the payrun for all or for specific employees through this option.



The screenshot shows the "Employee Selection \*" section. It contains three radio button options:


- 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


Below the options is a large empty rectangular box with a small blue icon of a person with a plus sign to its right.

- All current employees plus any resigned/terminated employees from the listing box below - this option will allow you to choose from a list of active and deactivated employees whom you would like to be included in the payrun.
- All current employees excluding selected employees from the listing box below - this will allow you to choose from a list of active employees whom you would like to be excluded from the payrun.
- Include only the selected employees from the listing box below - allows you to choose from a list of active employees who will be included in the payrun.

Once you have chosen one of the options above, click on the  icon beside the box, and then choose the users accordingly.

NOTE: If you would like to do the payrun for a specific department, you can choose the 3rd

option, click on the  icon, and then from the pop-up box, type in the name of the department in the search field, so that all employees tagged to that department will appear and you can put a tick at the top-most box to choose all names.



## Employee Selection

Search:

<input type="checkbox"/>	Name	Username	Department	Status	Created Date
<input type="checkbox"/>	Ada Rob	ada	Operations	Deactivate	11/05/2022
<input type="checkbox"/>	Billy Joe	billi	Finance and Payroll	Active	18/03/2022
<input type="checkbox"/>	Claire Smith	claire	Operations	Active	11/05/2022
<input type="checkbox"/>	Deib Enrile	deib	Finance and Payroll	Active	11/05/2022
<input type="checkbox"/>	Jayson Tob	jayson	Operations	Active	14/06/2022
<input type="checkbox"/>	Jeremy Bolton	jeremy	Operations	Active	14/06/2022
<input type="checkbox"/>	Jerry Smith	jerry	Operations	Active	14/06/2022
<input type="checkbox"/>	Kelly Tim	kelly	Part-Time	Active	14/09/2022
<input type="checkbox"/>	Mara David	mara	Finance and Payroll	Active	14/06/2022

Step 6: Select the option of how you wish to release the payslip.

**Payslip Release \***    
  Manual Release   
  Immediately after approval  
  Selected date after approval

- Manual Release - requires you to manually release the payslip before the employees can receive their payslips.
- Immediately after approval - once you approve the payrun, the system will automatically send out the payslip. Users will receive a push notification on their mobile apps that the payslip is available.
- Selected date after approval - you can pre-approve the pay but will not release the payslip until your specified release date.

Step 7: (Optional) The remark field allows you to enter a remark to which would appear in the payslip.

**Payslip Remarks**

Step 8: By default, this field will display the whole month if you choose the monthly pay period.

<b>Payroll Period</b>	01/09/2022	to	30/09/2022
-----------------------	------------	----	------------

Step 9: Indicate whether the OT follows the Payroll Period. If not, uncheck the tick box and the system will ask you to define the date range for the OT period.

<b>OT Period</b>	<input checked="" type="checkbox"/> Follow Payroll Period
------------------	---

Step 10: Specify the payment date.

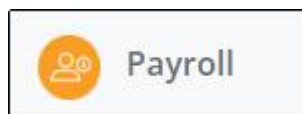
<b>Payment Date</b>	30/09/2022
---------------------	------------



Step 11: To proceed with the payrun, click on

### Approving Payrun in Payrun Progress

After you can start a payrun, the system will automatically bring you to the Payrun Progress. Alternatively, you may perform the following steps to access the Payrun Progress as well:

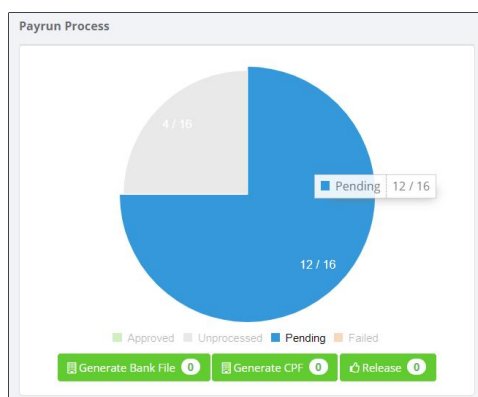


Step 1: Click on

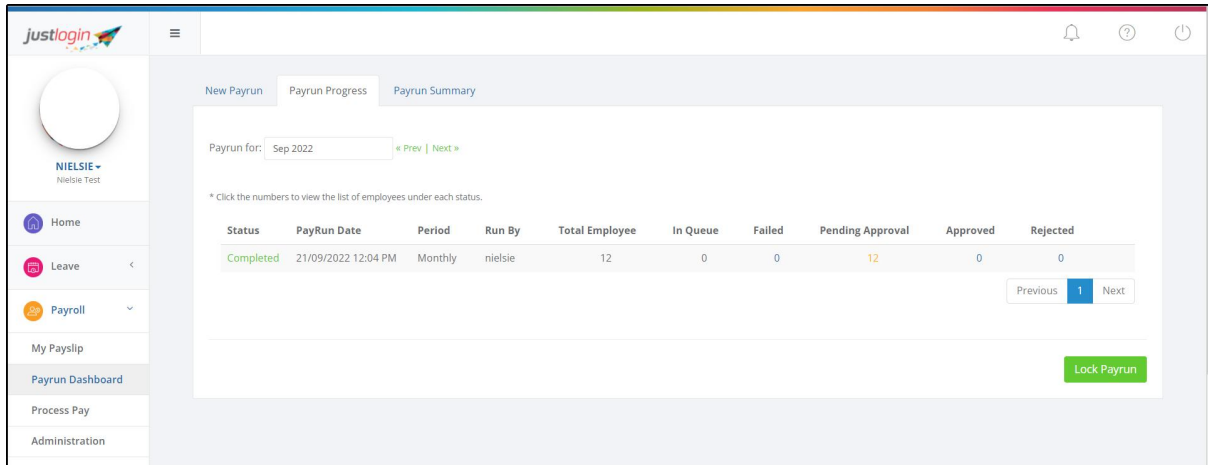


Step 2: Click on

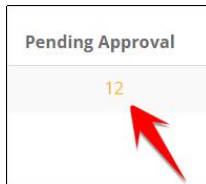
Step 3: Click on the Pie Chart.


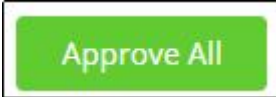



Step 4: The system will automatically bring you to the Payrun Progress page.



Step 5: Click the number at the Pending Approval column.



Step 6: You can click on the  icon to see each individual staff payrun or you may click on the  button to approve without going through the staff payrun.

Step 7: If you select the  the system will show you the payrun of the staff you have selected. You can choose to delete the payrun, to approve, reject or to approve and go to the next staff.



Billy Joe

Status: Pending

Name : Billy Joe Month : Sep 2022 (Monthly)

---

Total Additions	Total Deductions
Basic Pay: SGD 6,200.00	Employee CPF - Ordinary: SGD 1,200.00
	CDAC Fund: SGD 2.00
<b>TOTAL: SGD 6,200.00</b>	<b>TOTAL: SGD 1,202.00</b>
<b>Net Pay SGD 4,998.00</b>	

Other Details:

Employer's CPF Contribution	SGD 1,020.00
Skill Development Levy	SGD 11.25
YTD Employer's Contribution	SGD 1,918.00
YTD Employee's Contribution	SGD 2,256.00

Approve
Reject
Approve and go to next user

↓

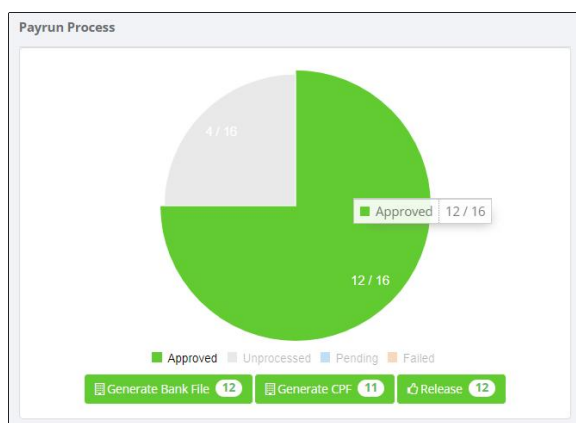
↓

↓

👍
👎
Approve and Next

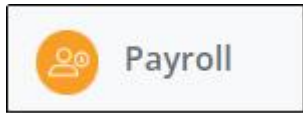
Back

Step 8: Once the payrun has been approved, you will notice that the status will change from Blue (Pending) to Green (Approved).



## Deleting Payrun

Even after you have approved you will still be able to delete it. This is to ensure that you can modify if you make any mistake. See guide below:



Step 1: Click on



Step 2: Click on



Step 3: Click on

Step 4: Click on the number at the Approved column.




Step 5: You will see this page.

Name	Basic Pay	Gross Pay	Total Deductions	Net Pay	Status	Actions
Billy Joe	6,200.00	5,800.00	1,560.00	4,640.00	Approved	[X]
Claire Smith	4,000.00	4,050.00	811.50	3,238.50	Approved	[X]
Deib Enrile	3,000.00	3,100.00	0.00	3,100.00	Approved	[X]
Jayson Tob	3,000.00	3,163.40	769.60	2,530.40	Approved	[X]
Jeremy Bolton	3,000.00	3,000.00	601.00	2,399.00	Approved	[X]
Kelly Tim	2,000.00	2,000.00	400.00	1,600.00	Approved	[X]
Mara David	3,000.00	3,059.00	612.00	2,447.00	Approved	[X]
Mei Regy	3,000.00	3,050.00	611.00	2,589.00	Approved	[X]
Merry Borris	3,000.00	3,250.00	651.00	2,599.00	Approved	[X]
Natalia Torres		-40.49	671.33	59.51	Approved	[X]

Step 6: Look for the staff whose pay you want to delete the payrun and then click on

the  to delete the payrun.



Step 7: The system will prompt you are you sure of the deletion. Click on . The system will show you the number of records you deleted at the Rejected column.

Status	PayRun Date	Period	Run By	Total Employee	In Queue	Failed	Pending Approval	Approved	Rejected
Completed	16/09/2022 09:44 AM	Monthly	nielsie	15	0	0	0	13	2

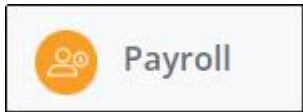
Previous 1 Next

Lock Payrun

## Payrun Summary - Release Payslip

If you have set the release of payslip to be manual, you will need to do the steps as described in this article.

NOTE: You can skip this step if you have selected the option to release the payslip immediately upon approval of the payrun or on a selected date after approval.

Step 1: Click on .

Step 2: Click on .

Step 3: Click on the 3rd tab .



<input type="checkbox"/>	Name	Pay Period	PayRun Date	Approved By	ApprovedDate	Pay Mode	Release Status	Release Date	Payment Date	Email	Cheque No
<input type="checkbox"/>	Ariel Norman	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Not released		29/01/2022	none@justlogin.com	
<input type="checkbox"/>	Arra Jones	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Not released		29/01/2022	none@justlogin.com	
<input type="checkbox"/>	Ava Miller	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Not released		29/01/2022	none@justlogin.com	
<input type="checkbox"/>	Celly Hernandez	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Not released		29/01/2022	none@justlogin.com	
<input type="checkbox"/>	Charlie Thomas	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Not released		29/01/2022	none@justlogin.com	
<input type="checkbox"/>	Clark Anderson	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Not released		29/01/2022	none@justlogin.com	
<input type="checkbox"/>	Gary King	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Not released		29/01/2022	none@justlogin.com	
<input type="checkbox"/>	George Moore	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Not released		29/01/2022	none@justlogin.com	
<input type="checkbox"/>	Gladys Smith	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Not released		29/01/2022	none@justlogin.com	

Showing 1 to 9 of 9 entries

Previous **1** Next

[Update Payment Date](#)

[Release](#) [Release All](#) [Resend Payslip](#) [Resend All Payslip](#)

Step 4: (Optional) If you are paying someone by cheque, you can enter the Cheque No. on the column provided. Click on the [Update Cheque](#) to save the cheque number.

Step 5: To release the payslip to all the staff in the list, click on [Release All](#). Alternatively, select the name/s you need the payslip to be released to, and click on the [Release](#) button. The staff should receive the payslip almost instantly.

## RESENDING THE PAYSLLIP

Resending the payslips to all or some of your staff can be done on the Payrun Summary page, as well. If you wish to do so, please follow the steps below:

Step 1: On the Payrun Summary page, please put a tick beside the name/names of the staff you wish to resend the payslips to:

New Payrun   Payrun Progress   **Payrun Summary**

Payrun for:    < Prev | Next >

Show  entries   Search:

<input type="checkbox"/>	Name	Pay Period	PayRun Date	Approved By	ApprovedDate	Pay Mode	Release Status	Release Date	Payment Date	Email	Cheque No
<input type="checkbox"/>	Ariel Norman	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Released	05/12/2022	29/01/2022	none@justlogin.com	<input type="text"/>
<input type="checkbox"/>	Arra Jones	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Released	05/12/2022	29/01/2022	none@justlogin.com	<input type="text"/>
<input checked="" type="checkbox"/>	Ava Miller	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Released	05/12/2022	29/01/2022	none@justlogin.com	<input type="text"/>
<input type="checkbox"/>	Celly Hernandez	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Released	05/12/2022	29/01/2022	none@justlogin.com	<input type="text"/>
<input type="checkbox"/>	Charlie Thomas	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Released	05/12/2022	29/01/2022	none@justlogin.com	<input type="text"/>
<input checked="" type="checkbox"/>	Clark Anderson	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Released	05/12/2022	29/01/2022	none@justlogin.com	<input type="text"/>
<input type="checkbox"/>	Gary King	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Released	05/12/2022	29/01/2022	none@justlogin.com	<input type="text"/>
<input type="checkbox"/>	George Moore	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Released	05/12/2022	29/01/2022	none@justlogin.com	<input type="text"/>
<input checked="" type="checkbox"/>	Gladys Smith	Monthly	05/12/2022	nielsie	05/12/2022	Bank	Released	05/12/2022	29/01/2022	none@justlogin.com	<input type="text"/>

Showing 1 to 9 of 9 entries   Previous **1** Next


[Update Payment Date](#)   [Release](#)   [Release All](#)   [Resend Payslip](#)   [Resend All Payslip](#)


Step 2: Click on either  or  button.

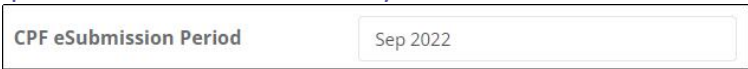
## File Generation - CPF

You can use the File Generation CPF to generate the CPF file for submission after you've processed and approved the payrun.

To do that, follow these steps:

Step 1: Click on .

Step 2: Click on . By default, you will automatically directed to the CPF page.

Step 3: Select the month which you wish to run the CPF at . The default is the current month.

Step 4: Enter the rest of the information required. Note that if you have GIRO arrangement, please ensure that you do not enter the amount

at  as this will result in a double deduction.

Step 5: Click on .


Step 6: Click on the  to download the file.

Step 7: Login to CPF and then upload the file to CPF.


## File Generation - Bank File

This article will show you how to generate a bank file. The bank file is a file to which you will provide your company's bank the instruction to transfer salary from your company's bank account to the staff.

The steps are:

Step 1: Click on .

Step 2: Click on .

Step 3: You should see this page. Click on the  button as indicated below.

**Dashboard**  
Run your payroll, Check your pending task, View Payrun progress

**Current Payrun**  
17 more days to run payroll  
Payrun Date: May 25 Thu Run Payroll  
Make sure you have sufficient fund by the payment date

**Employee Summary**  
39 Total Employees, 0 New Hires, 0 Resignees  
\*Total Employees includes the number of New Hires and Resignees

**Payrun Process**  
3 / 39 (Approved) / 36 / 39 (Unprocessed)  
Legend: Approved (Green), Unprocessed (Grey), Pending (Blue), Failed (Orange)  
Generate Bank File Generate CPF Release

**To Do List**  
To do list completed  
You do not have any pending tasks

Step 4: Enter all the relevant information. Note that different banks would require different information. If unsure, kindly check with your company's bank.

**Bank Files** | Note that each bank requirement of information might differ

Originating Bank \* DBS Bank Ltd Indicate which bank your company is using

Bank Submission Format \* DBS IDEAL (Old Format) Select the correct bank file format. Wrong format will result in failure. Check with bank if unsure.

Originating Account Number \* 005125896 Generate Branch Code Your company's bank number

Originating Branch Code \* 081 Click here after you have enter the bank account number. Must see Branch code and Branch name

Branch Name POSB Bank Company's account name in the bank

Originating Account Name \* nielsie

Effective Transfer Date \* Effective Transfer Date (dd/mm/yyyy) Enter Value date

Message Sequence/Batch No.\* 12345 Batch No. This is only meant for this bank

DBS IDEAL Login ID\* NIELSIE This is only meant for this bank

Month May 2023 Indicate the month you are generating this bank file

Generate By Pay Period Select whether you are generating by pay period or payrun date

Pay Period All Select the pay period for this Bank file

Preview Generate File

Generate File

Step 5: Click on Generate File to generate the bank file. You should see this message to inform you that the system has started generating the bank file, You can click

Close

on Close and wait for the file to be generated.

Great!

Generating Bank File


Close

Step 6: Once completed, you should see something like this.


Process Date	Process By	Month	Year	Originating Bank	Branch	Account No.	Account Name	Transfer Date	Total Employee	Total Amount	Status	Success	Failed	Bank File
3/5/2023 12:17:52 PM	nielsie	May	2023	DBS Bank Ltd	POSB Bank	005125896	nielsie	31/5/2023	3	8,364.53	Completed	3	0	

Step 7: (Optional) If you wish to check all the amount and the staff's bank information, click



on . The system will display the staff names, their bank accounts and the amount that will be transferred to them.



Step 8: Click on  to download the file. NOTE: Please do not rename the file you have downloaded. It is also recommended that the downloaded file is not opened so as to avoid it from being accidentally modified.

Step 9: Login to your bank portal and upload this file to the bank.


## Reports

Reports allow you to generate the reports in Payroll.

### Generating Reports

The steps in using Reports are:

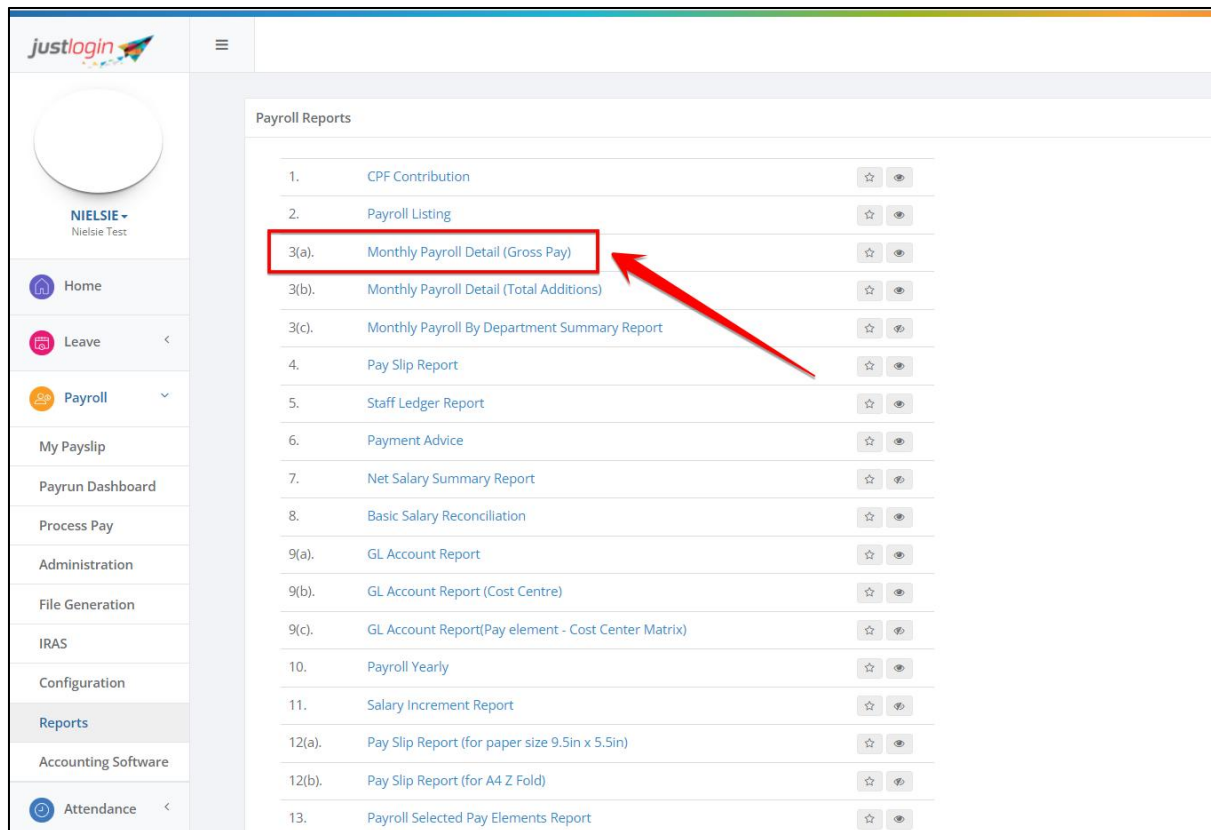
Step 1: Login as the payroll administrator.

Step 2: Click on .



Step 3: Click on .

Step 4: Click on the name of the report that you want to run.






Step 5: Click on  report and the system will start to generate the report.

Step 6: Click on  to print to PDF or click on the  to export the report to another format such as CSV or Excel.




## Bookmark Reports

You can bookmark the reports that you need to constantly used. To do that, do the following:

Step 1: Login as the payroll administrator.

Step 2: Click on .

Step 3: Click on .

Step 4: At the report that you wish to bookmark, click on the . You will notice that that report will move all the way to the top and the  will change to .

Payrun Dashboard

Step 5: If you click on [Payrun Dashboard](#), you will see that the report will be placed in the Payroll Reports Section.

