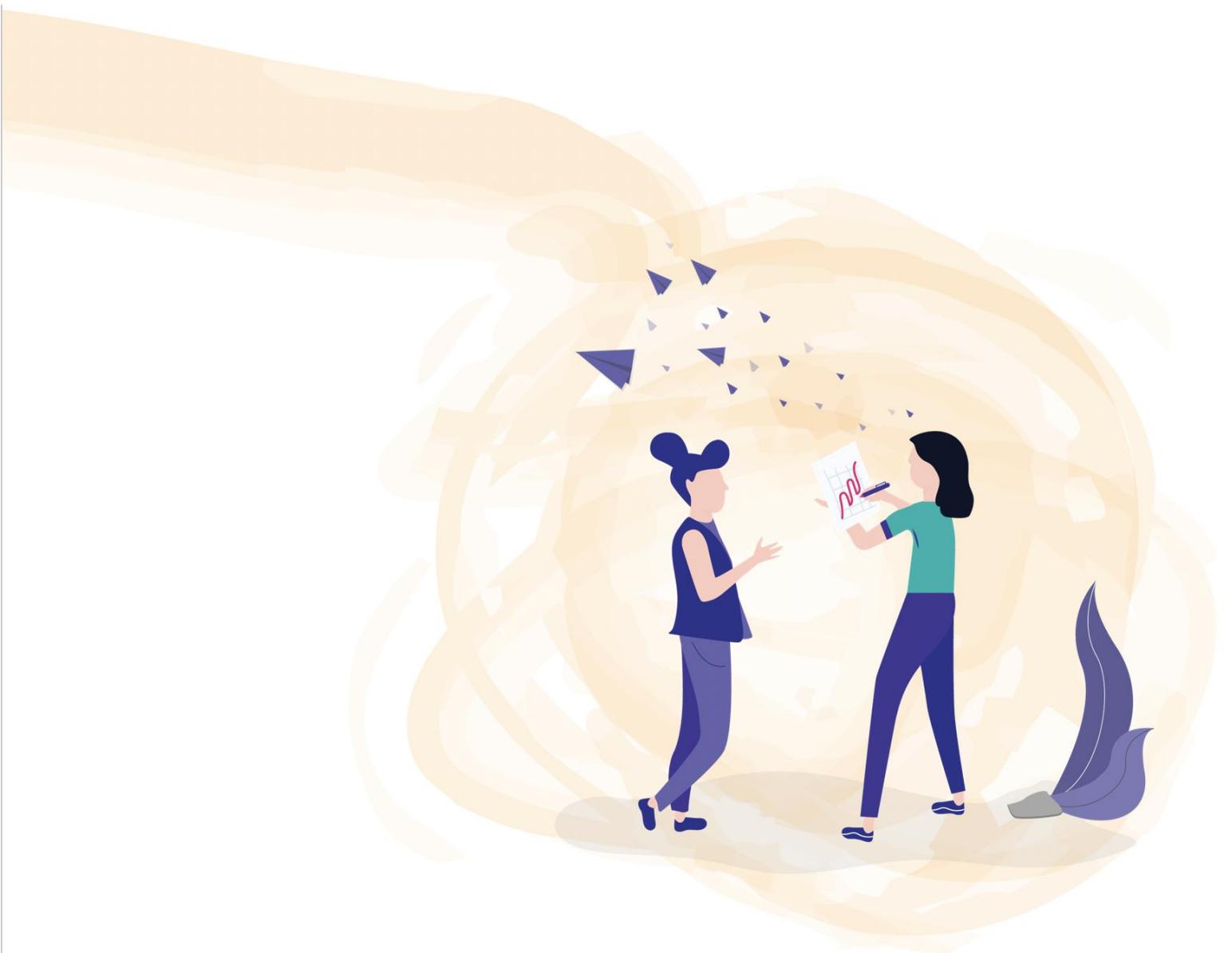




Vanilla Payroll Configuration Guide





Introduction

The Vanilla Payroll module will help the companies outside Singapore, Myanmar and Hongkong to compute the salary of their staff. In this document, we will run through the process of setting up your pay system in order to start generating payrun.

Configuration

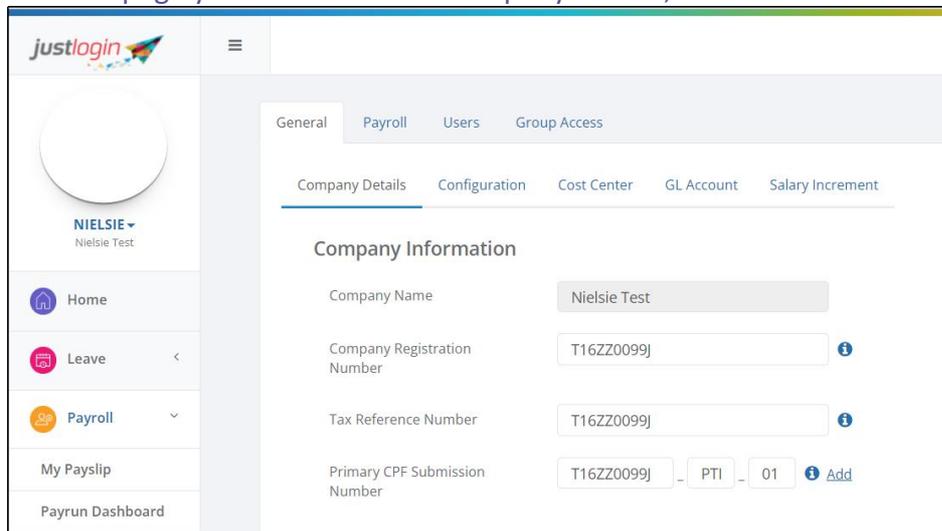
General – Company Detail

The first thing that needs to be done is to setup the Company Details

Step 1: Click on 

Step 2: Select 

The first page you see will be the Company Details, found in the General tab.



The screenshot shows the justlogin web application interface. On the left is a sidebar with a user profile for 'NIELSIE - Nielsie Test' and navigation links for Home, Leave, Payroll, My Payslip, and Payrun Dashboard. The main content area has a top navigation bar with 'General', 'Payroll', 'Users', and 'Group Access'. Below this is a sub-navigation bar with 'Company Details', 'Configuration', 'Cost Center', 'GL Account', and 'Salary Increment'. The 'Company Information' section contains the following fields:

Company Name	Nielsie Test
Company Registration Number	T16ZZ0099J
Tax Reference Number	T16ZZ0099J
Primary CPF Submission Number	T16ZZ0099J - PTI - 01

Step 3: Enter the Company Registration Number.

Step 4: Enter the Tax Reference Number. This number is the same as the Company Registration Number and is used for tax purposes.

Step 5: Enter your company address Address 1. The address is the one that you used to register the company. Note that there is a 30 characters limit. Anything beyond that, kindly put them in Address 2.

Step 6: (Optional) Enter Address 2.

Step 7: Enter the City, State, Country and Post Code.



Step 8: Select one contact person. This person must be a Justlogin user and preferably be one that is aware of the payroll and tax information as this person might be contacted by the bank or Tax company.

Step 9: Enter the email address of the contact person.

Step 10: Enter the contact number of the contact person.

Contact Information	
Main Contact Person	<input type="text" value="nielsie"/> 
Email Address	<input type="text" value="none@justlogin.com"/>
Contact Number	<input type="text" value="+652463616"/>

Step 12: Click on .

General - Configuration

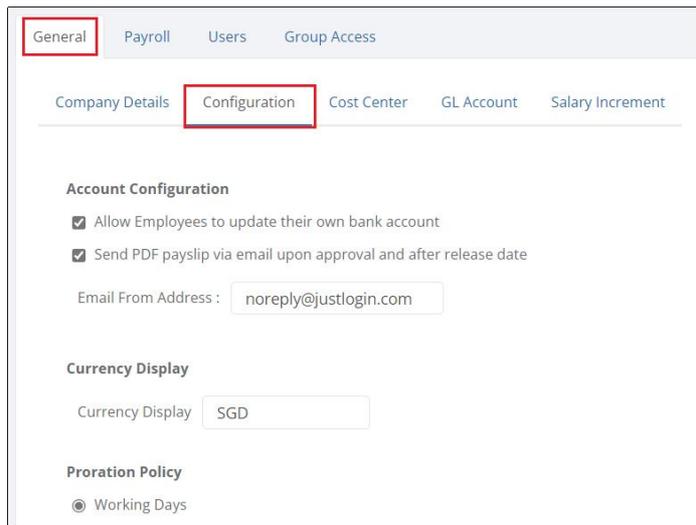
The Configuration page consists of settings such as how payslip should be sent to employees, AW computation, and currencies among others.

Step 1: Click on .

Step 2: Click on .

Step 3: Click on the  sub-tab under the General tab.

This is the page you will see:



General Payroll Users Group Access

Company Details Configuration Cost Center GL Account Salary Increment

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 Display

Proration Policy

Working Days

Step 4: On Account Configuration, select the appropriate options for your system:



Account Configuration

Allow Employees to update their own bank account

Send PDF payslip via email upon approval and after release date

Email From Address :

- Select whether you will allow your employees to update their own bank accounts.
- Select whether you wish to send PDF copies of the payslip via email to your staff upon the payrun approval and release. NOTE: Regardless if this is ticked or unticked, payslips will still be accessible to staff via the web (My Payslip) and via the JustLogin mobile app.

Guide on how to manually release payslip is here: <https://support.justlogin.com/hc/en-us/articles/360027760152-Payrun-Dashboard-Releasing-Pay-Slip-Express->

"Email from Address" is the email that will be used to send the payslip to the employees. Do not change this as your internal IT security system might block the sending of the payslip to the staff if changed.

Step 5: (Optional) You can change the currency if you wish to.



Currency Display

Currency Display

Step 6: The Proration Policy though cannot be changed and is used by the system to prorate the pay based on working days.

Proration Policy

Working Days

Step 7: Should the payment date stated in the payrun is a Sunday or a Public setting, the Payrun Setting will reflect the payslip date as the day before or after based on this setting.

Payrun Setting
If the previous PaymentDate is Sunday or Public Holiday, set PaymentDate to:

<p>For Monthly</p> <p><input checked="" type="radio"/> The day before</p> <p><input type="radio"/> The day after</p>	<p>For Adhoc</p> <p><input checked="" type="radio"/> The day before</p> <p><input type="radio"/> The day after</p>	<p>For Fortnightly</p> <p><input checked="" type="radio"/> The day before</p> <p><input type="radio"/> The day after</p>
---	---	---

Step 8: (Optional) You can set a pay limit in which the system will flag out to you if any employee's pay exceeds a certain limit. Should any employees' pay exceed the stated limit, the system will not allow it to pass through when you click on the Approve All button. You may still approve the pay individually by getting into each of the payrun.

Gross / Net Pay Limit

Limit on: Gross Pay Net Pay

By Amount (\$)

By Percentage (%) of Basic Pay

Step 9: You might wish to consider enabling both options if you have 2 or more payroll administrators.

Notification Setting

Send email notification to Payroll Administrators for salary changes

Send email notification to Payroll Administrators for bank account changes



Step 10: Click on  to save changes made.

General - Cost Center

Please follow the instruction below to create Cost Center.



Company Details Configuration **Cost Center** GL Account Salary Increment

Show 10 entries Search:

Cost Center Code	Cost Center Description	Action
No data to display		
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Showing 0 to 0 of 0 entries

Step 2. Input Cost center code and Cost center description into box.

Cost Center Code	Cost Center Description	Action
No data to display		
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Step 3. Click  button to save it.

To assign Staff to Cost Center

Step 1: Click on 

Step 2: Click on 

Step 3: Find the staff and click on the . The following page will appear

Update Pay Information

Ang Hock Seng Van Template Name Add New Get Save as template

Employee Info

NRIC/FIN: 58705171D
Date of Birth: 15/10/1987
Join Date: 01/01/2018
Confirm Date: Please enter confirm date
Cessation Date: Please enter cessation date
Residency: Permanent Resident
PR Start Date: 16/02/2017
PR End Date: *

Additions

- Actual Hr: 0
- Basic Pay: BasicPay
- Commission (1028): 1000
- Dental: 200
- Attendance Incentive: Add

Deductions

- CDAC Fund: SYSTEM AUTO COMPUTED
- Incomplete Work Hr (OT1-Sys): 0
- No Pay Leave: 225
- Community Chest: Add

Working hours and OT

Step 4: Click on 

Step 5: You should see a Cost Centre field when you scroll down all the way.



Step 6: Select the Cost Centre Code for this staff



Step 7: Click on the

General - Cost Center Import

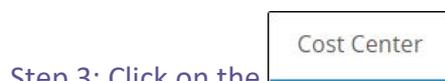
When there are many Cost Centers, you can import template with Cost Center as below



Step 1: Click on

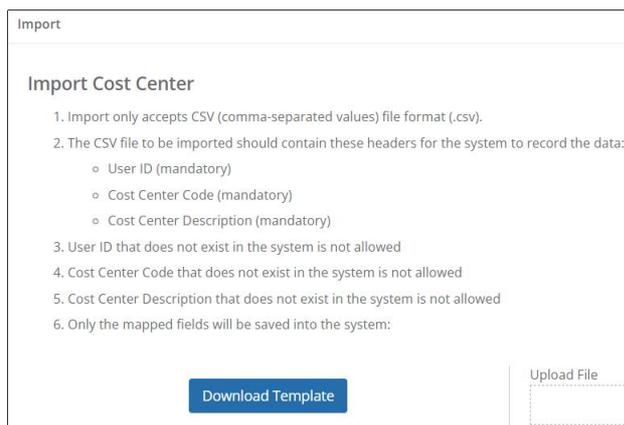


Step 2: Click on



Step 3: Click on the sub-tab under the General tab.

Step 4: Click on "import Cost center" button, then click on "download template"



Step 5: Download template and fill in cost center data for import. There are 3 fields which you need to fill in.

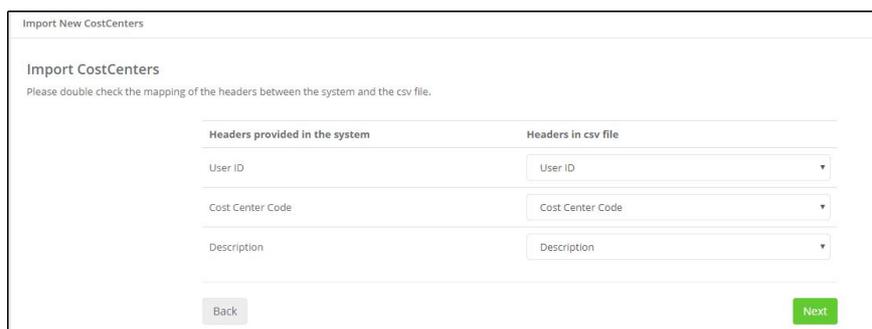


- User ID (mandatory) - the user's login name
- Cost Center Code (mandatory)
- Cost Center Description (mandatory)

Step 6: After input all the information and save the template, drop the template sheet into upload file box, click import button to save it.



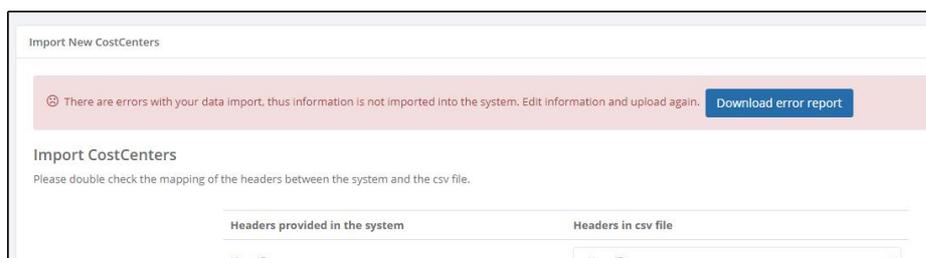
After submitting, you will see the mapping page (refer to screenshot below).



Step 7: Click "Next" to finish importing. If your import file is correct, you should see the following message for indicating that the import is successful.



If the template has errors, you will see this screen. Click on "get the error file" to retrieve error file so you can find out where the errors are.





Do the correction and then click on "import again"

General - GL Account Code Setup

GL Account codes can be used if you are using accounting software, that can help to keep track of the expenses, reimbursements, or cash on hand.

Step 1: Login into your account

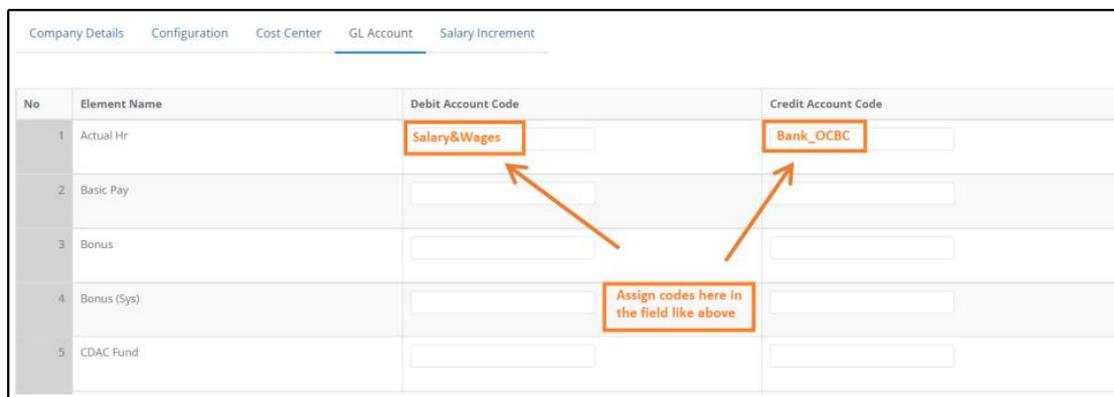
Step 2: Go to 

Step 3: Click on 

Step 4: From the configuration page, look for the  tab at the top and click on it.

Step 5: Lastly, click on  sub-tab.

Step 6: For each respective "Element Name", assign a 'Debit Account Code' and a corresponding 'Credit Account Code'.



No	Element Name	Debit Account Code	Credit Account Code
1	Actual Hr	Salary&Wages	Bank_OCBC
2	Basic Pay		
3	Bonus		
4	Bonus (Sys)		
5	CDAC Fund		

Step 7: After completing the information, scroll down and click on the  button to save the changes.

General – Salary Increment

JustLogin Payroll includes the salary increment to assist management in keeping track of the reasons the staff are given pay increment.

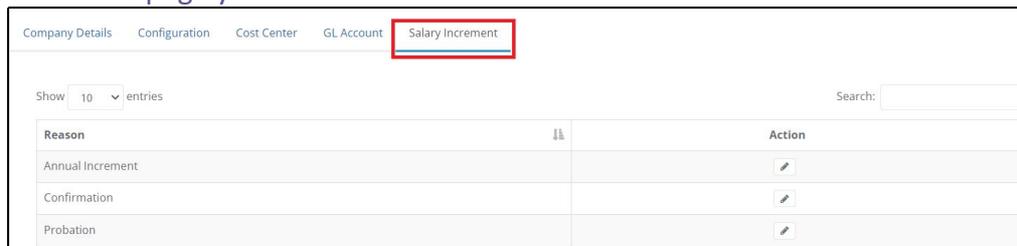
The system provides commonly used Salary Increments but should you need other reasons, you can set these up by following the steps below:

Step 1: Click on 

Step 2: Click on 

Step 3: Click on the  sub-tab under the General tab.

This is the page you will see:



The screenshot shows the 'Salary Increment' configuration page. At the top, there are navigation tabs: 'Company Details', 'Configuration', 'Cost Center', 'GL Account', and 'Salary Increment' (which is highlighted with a red box). Below the tabs, there is a 'Show 10 entries' dropdown and a 'Search:' field. The main content is a table with the following structure:

Reason	ik	Action
Annual Increment		
Confirmation		
Probation		

Step 4: Enter the remark at bottom and click "Add" button to save it



The form consists of a text input field for entering a remark and a green '+Add' button, which is highlighted with a red box.

Payroll - Work Calendar

The Work Calendar is important as the work calendar is the one that the system will use to pro-rate the pay when a person first joins the company or when the person resign. The number of days should be the same as the employment contract signed between the employer and employees.

To set the Work Calendar, follow these steps:

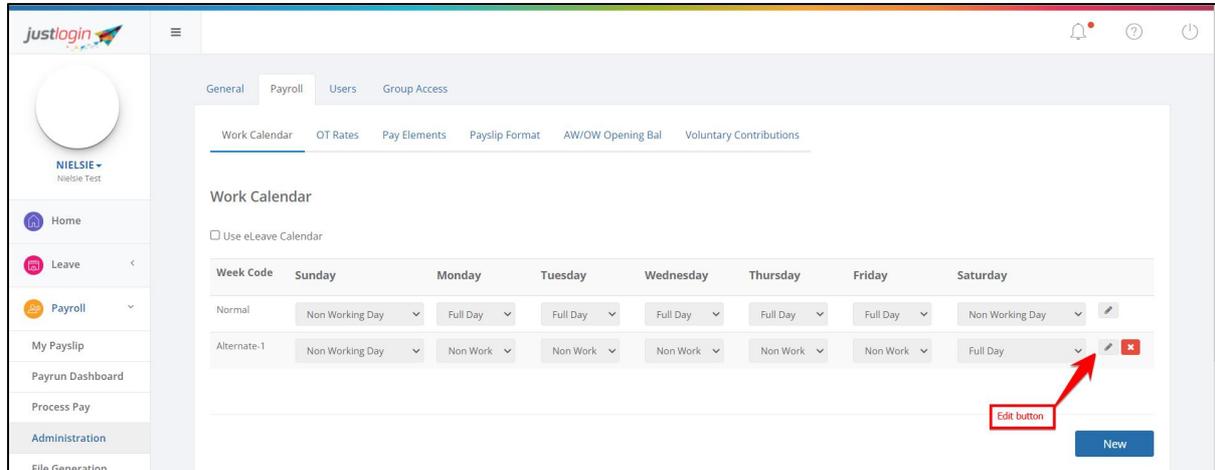
Step 1: Click on 

Step 2: Select 



Step 3: Click on 

Step 4: Click on the  to edit the Normal Work Calendar.



Step 5: (Optional) If you have more than one work calendar, click on the  and change the date accordingly. Change the date accordingly. After you have made the changes, click on  to save.

NOTE: You can create up to 10 alternative work calendars. Additionally, if you are subscribed to the Leave module and has created different work week calendars there, you

can opt to put a tick on 

Payroll - OT Rates

The OT Rates page allow you to specify whether OT field should be enabled and if yes, what are the OT rates like.

To set up the OT page, follow these steps:

Step 1: Click on 

Step 2: Select 



Step 3: Click on

Step 4: Click on

OT Hourly Rate	<input type="text" value="(BasicPay*12)/(52*44)"/>
----------------	--

Step 5: At the OT Hourly Rate, indicate the OT Hour Rate formula you wish to use. Check with MOM of the formula that your company should comply with.

Display in Pay Information and Process OT	<input checked="" type="checkbox"/>	<input type="button" value="i"/>
---	-------------------------------------	----------------------------------

Step 6: Check this if your company is paying OT. Without enabling this, you will not have the fields required to put in the OT hours.

Use Different Formula for Actual Working Hour	<input checked="" type="checkbox"/>	<input type="button" value="i"/>
---	-------------------------------------	----------------------------------

Step 7: Enable this option if you have part-timers that work on an hourly rate basis.

Actual Hour Rate	<input type="text" value="(BasicPay*12)/(52*44)"/>	<input type="button" value="i"/>
------------------	--	----------------------------------

Step 8: Change the formula to BasicPay (which is the hourly rate paid to the staff indicated in the Basic Pay field).

Actual_Hrs	<input type="text" value="Actual Hr"/>	<input type="text" value="1"/>
------------	--	--------------------------------

Step 9: Ensure that the rate for the Actual Hr is changed to 1 instead of 0. The 1 is the multiplier in this case. So if the staff worked 100 hours, the system will calculate 100 hours x \$10 an hour x 1 = \$1000.

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"/>

Step 10: Click on to save.

Payroll - Pay Elements

You can define all your company's pay elements in the Pay Elements page in Configuration. Pay elements are itemized components, which make up the breakdown of amounts you're paying or deducting from the staff that would make up their monthly salary.

Add Pay Elements

Step 1: Click on 

Step 2: Select 

Step 3: Click on 

Step 4: Click on 

Step 5: Scroll down and click on 

Step 6: Provide a unique pay element ID. You can use the same pay element name, but no spaces or special characters.

* Element ID	<input type="text" value="Element ID"/>
---------------------	---

Step 7: Enter an Element Name. Try to be descriptive and clear as this is the name that the staff will see in their payslips.

* Element Name	<input type="text" value="Element Name"/>
-----------------------	---

Step 8: Select whether this pay element is going to be an allowance, deduction or reimbursement. An allowance is essentially a sum of money paid to the staff to cover service or certain allotment, reimbursement is a sum paid to cover the money that was spent, and deduction for any amount to be deducted from the employee.

* Element Type	<input type="radio"/> Allowance	<input type="radio"/> Deduction	<input type="radio"/> Reimbursement
-----------------------	---------------------------------	---------------------------------	-------------------------------------

Step 9: You can put an amount or formula here. For example, you are giving a fixed \$100 allowance to all employees, then you can put in 100. Otherwise, leave it 0 and indicate the varying amounts in the individual employee's pay information page.

Formula/Amount   [Validate]

Step 10: You can set an amount limit if you wish to. This limit will flag out the pay record if this pay element exceeded the amount or percentage specified by you.

Do you want to apply an amount limit? Yes No

How is the amount limited by? By Percentage By Amount

Percentage limit: % of Basic Pay 

Step 11: Specify whether the pay element needs to be prorated or if it a Benefits-in-Kind type. Click the tooltip for details.

Criteria Prorated  Benefits-In-Kind 

Step 12: Choose the frequency of this pay element.

* Frequency Monthly One Time Inactive

a. Monthly - the default setting, if payrun is processed on a monthly basis. This pay element will remain active every month.

b. One Time - if you're using the pay element only once. After the payrun has been processed, the pay element will automatically become inactive.

c. Inactive - will not be included in the payrun.

Step 13: (Optional) The Recurring field allows you to specify the recurring months that this pay element will be used.

Recurring to

Step 14: Click on  to save the pay element.

Payroll - Payslip Format

Step 1: Click on  Payroll

Step 2: Select **Configuration**

Step 3: Click on **Payroll**

Step 4: Click on **Payslip Format**

	Work Calendar	OT Rates	Pay Elements	Payslip Format	Voluntary Contributions
	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"/>	

Step 5: Select the payslip form of your choice.

Payslip Logo

Click here to upload.
.bmp / .jpg / .png types are allowed. Image dimension must not exceed 300 x 150 pixels.

Step 6: The system allows you to upload your company's logo. To upload the logo, you need to have a picture that is within 300x300 pixel in size. Click on the Click here to upload.

Once successfully uploaded, you should see your company's logo appearing in the place where you upload the file.

Payslip Logo



Delete logo

Step 7: Click on the **Submit** button.

Payroll - Voluntary Contributions

The payroll admin can use the system to add in Voluntary contributions except CPF, CDAC, SDL, SINDA, ECF, and MBMF in the system to be included in the payrun. If you add a voluntary contribution, it will also show on the pay elements page on payroll. The difference between creating a pay element and adding voluntary contribution is that for voluntary contribution, you can indicate if the contribution is from the employee or the employer.

Steps:

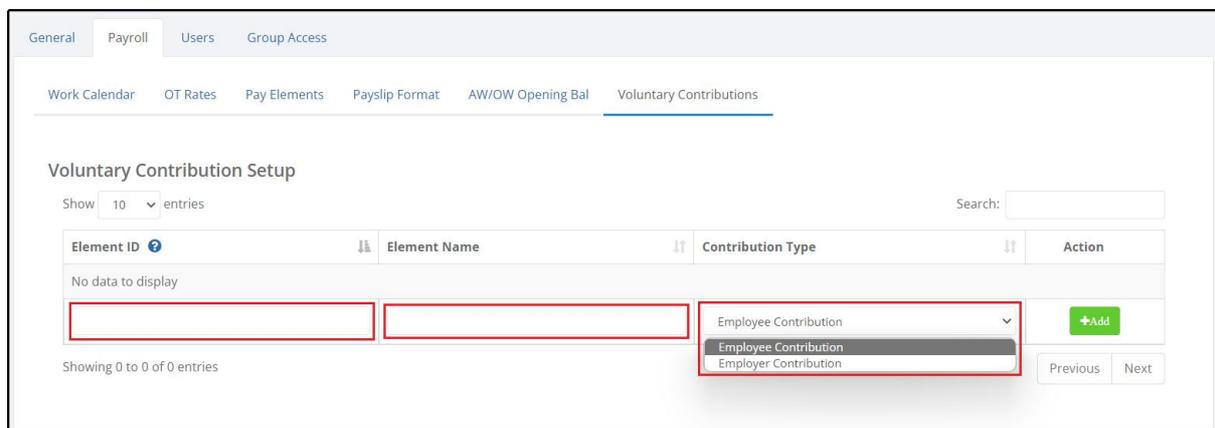
Step 1: Head over to  Payroll

Step 2: Choose 

Step 3: Click on  tab at the top.

Step 4: Choose  sub-tab. This is where the admin can create a voluntary contribution.

Step 5: Complete the Element ID, Element Name, and choose whether it is an Employee or Employer Contribution.

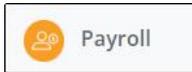


The screenshot shows the 'Voluntary Contribution Setup' form. At the top, there are tabs for 'General', 'Payroll', 'Users', and 'Group Access'. Under 'Payroll', there are sub-tabs for 'Work Calendar', 'OT Rates', 'Pay Elements', 'Payslip Format', 'AW/OW Opening Bal', and 'Voluntary Contributions'. The 'Voluntary Contributions' sub-tab is active. Below the sub-tabs, there is a 'Voluntary Contribution Setup' section. It includes a 'Show 10 entries' dropdown, a search box, and a table with columns: 'Element ID', 'Element Name', 'Contribution Type', and 'Action'. The table currently shows 'No data to display'. Below the table, there are input fields for 'Element ID' and 'Element Name', a dropdown for 'Contribution Type' (with 'Employee Contribution' selected), and a green '+Add' button. The 'Showing 0 to 0 of 0 entries' text is visible below the table.

Step 6: Click on .

Users – Module Users

The Module Users will display the list of payroll users that have been enabled to use the Payroll module.

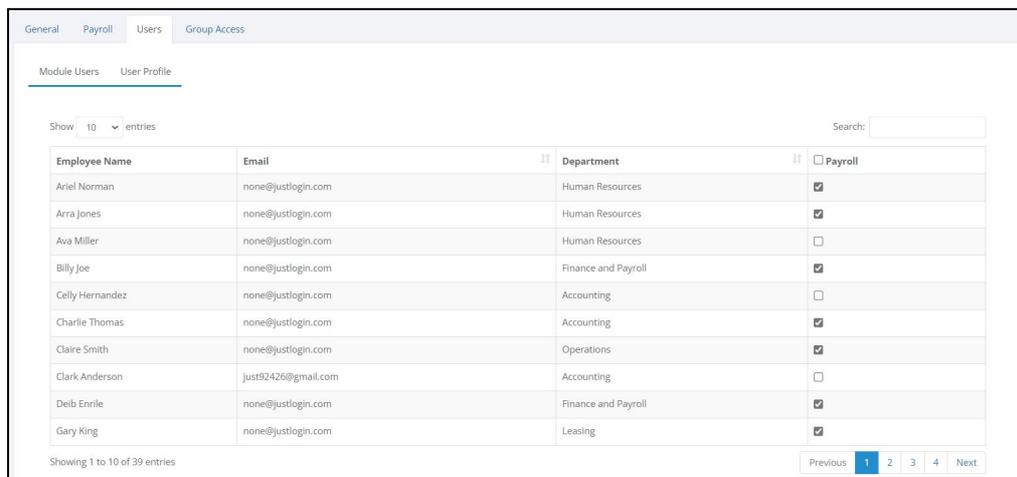
Step 1: Click on 

Step 2: Go to Configuration

Step 3: Click on Users tab at the top.

Step 4: Click on Module Users below the Users tab.

Step 5: Those with the tick in the tick box are assigned as Payroll users. Those without a tick are those not able to access the payroll module.



Employee Name	Email	Department	<input type="checkbox"/> Payroll
Ariel Norman	none@justlogin.com	Human Resources	<input checked="" type="checkbox"/>
Arra Jones	none@justlogin.com	Human Resources	<input checked="" type="checkbox"/>
Ava Miller	none@justlogin.com	Human Resources	<input type="checkbox"/>
Billy Joe	none@justlogin.com	Finance and Payroll	<input checked="" type="checkbox"/>
Celly Hernandez	none@justlogin.com	Accounting	<input type="checkbox"/>
Charlie Thomas	none@justlogin.com	Accounting	<input checked="" type="checkbox"/>
Claire Smith	none@justlogin.com	Operations	<input checked="" type="checkbox"/>
Clark Anderson	just92426@gmail.com	Accounting	<input type="checkbox"/>
Deib Enrile	none@justlogin.com	Finance and Payroll	<input checked="" type="checkbox"/>
Gary King	none@justlogin.com	Leasing	<input checked="" type="checkbox"/>

Users – User Profile

The payroll module has the option to assign someone as a Payroll admin for a certain group and limit what they can or cannot access within the system.

Steps:

Step 1: Log in to the account.

Step 2: Head over to Payroll

Step 3: Proceed to Configuration

Step 4: Look for the Users tab at the top.



Step 5: Click on User Profile

Step 6: Click on New to create a new profile.

Step 7: Type in the Profile Name and Profile Description.

User Profile

Profile Name*

Profile Description

ADMINISTRATION

PROCESS PAY

REPORTS

Back Save

Step 8: Under Administration, Process Pay, Reports, the admin has an option to allow this profile to be able to view only by clicking on the box, and leave the rest unchecked. The image below highlights the column wherein you can put a tick on the different options that the profile can "view" (NOTE: You can tick any of the options that you would like this profile to access).

SubTab Name	View	View Details	Edit	Delete	Add	New	Submit	Accept Reject	Import	Generate	Cancel	Print	Download
Employee List	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>									
Employee Details							<input type="checkbox"/>						
Employee Pay List	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>				<input type="checkbox"/>
Employee Pay Details		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>						
Employee Pay Element Detail							<input type="checkbox"/>						
Leave Details	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>				
OT Entry	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		<input 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"/>				<input type="checkbox"/>

Step 9: Click on Save

Step 10: Next head on to the Group Access tab at the top.

Step 11: Create your payroll group/s if you haven't done so on Payroll Group Setup

General Payroll Users Group Access

Payroll Group Setup Payroll Group Access Assignment

User Group

Show 10 entries Search:

Group Code	Group Name	Action
Admin	Group 1	

Showing 1 to 1 of 1 entries

Previous 1 Next

Create New Groups Import User Groups

Payroll Group

Group Code *

Group Name *

Staff Assigned:

Show 10 entries Search:

<input type="checkbox"/>	Employee Name
<input type="checkbox"/>	Billy Joe
<input type="checkbox"/>	Claire Smith

Step 12: After creating the groups, assign the user profile and user group to each employee on

Payroll Group Access Assignment

Payroll Group Setup Payroll Group Access Assignment

User Groups and Profiles Assignment: ⓘ

*** If the company sets up the group access, File Generation and Configuration can only be accessed by ePayroll admin.

Show 10 entries Search:

Employee Name	User Profile	User Group	Action
Mara David	Payroll Report Admin	<input type="text" value="x Group 1 (Admin)"/>	
Merry Borris	ePayroll Admin	<input type="text" value="x Group 1 (Admin)"/>	
<input type="text" value=""/>	All	<input type="text" value="Select Group"/>	

Showing 1 to 2 of 2 entries

Previous 1 Next

Save

Step 13: Click on  to update the changes done.

When it comes to email notifications, though employees are assigned to the role you created, will not receive any notification for any changes made to bank details and salary information. Only the module admin (payroll admin) will be able to receive these notifications.

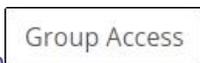
Group Access

Group Access is useful if your company require to different administrators for different groups of users.

Setting up Group Access

Step 1: Click on  Payroll .

Step 2: Go to  .

Step 3: Click on tab  .

Step 4: Click on  under the Group Access tab.

Step 5: Click on  .

Step 6: Enter the Group Code .

Group Code *	<input type="text" value="Enter group code"/>
---------------------	---

Step 7: Enter the Group Name.

Group Name *	<input type="text" value="Enter group name"/>
---------------------	---

Step 8: Choose the name/s of the staff to be assigned to this group by putting a tick beside the name/s.

Staff Assigned:

Show 10 entries Search:

<input type="checkbox"/>	Employee Name	
<input type="checkbox"/>	Ariel Norman	
<input type="checkbox"/>	Arra Jones	
<input type="checkbox"/>	Ava Miller	
<input type="checkbox"/>	Billy Joe	
<input type="checkbox"/>	Deib Enrile	
<input type="checkbox"/>	Gary King	
<input type="checkbox"/>	George Moore	
<input type="checkbox"/>	Gladys Smith	
<input type="checkbox"/>	Jayson Tob	
<input type="checkbox"/>	Jeremy Bolton	

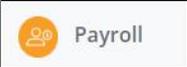
Showing 1 to 10 of 33 entries

Previous 1 2 3 4 Next

Step 9: Click on .

Assigning Group Administrators

To assign the group administrators for the group created, follow these steps:

Step 1: Click on .

Step 2: Go to .

Step 3: Click on tab .

Step 4: Go to .



Step 5: You will be brought to this page.

General Payroll Users **Group Access**

Payroll Group Setup **Payroll Group Access Assignment**

User Groups and Profiles Assignment: ⓘ

*** If the company sets up the group access, File Generation and Configuration can only be accessed by ePayroll admin.

Show 10 entries Search:

Employee Name	User Profile	User Group	Action
No data to display			
<input type="text"/>	All	Select Group	

Showing 0 to 0 of 0 entries Previous Next

Step 6: Select the employee whom you wish to assign the profile to in this field:

Employee Name ⓘ

No data to display

Step 7: Select the profile you wish to assign at:

User Profile ⓘ

Step 8: Enter the user group that this staff can see at:

User Group ⓘ

Step 9: Click on