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

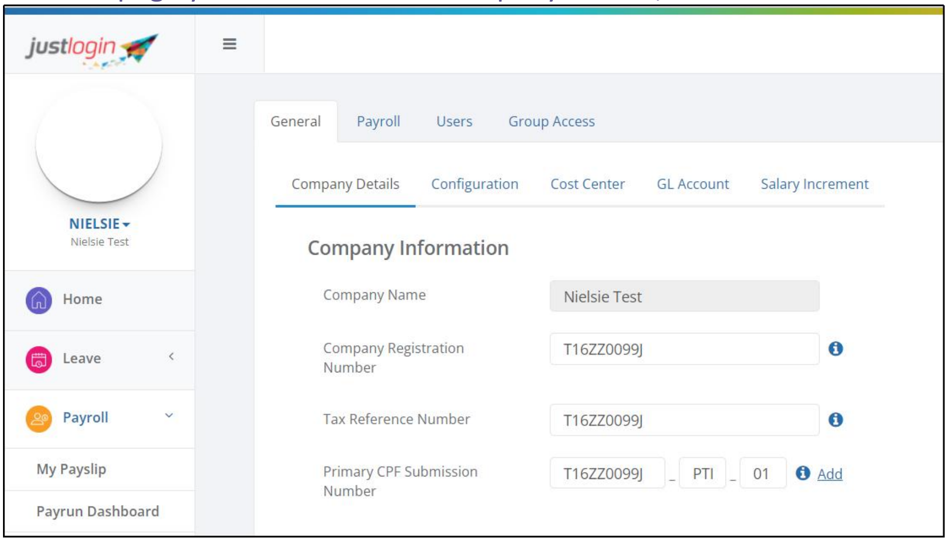
General – Company Detail

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.



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.

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.

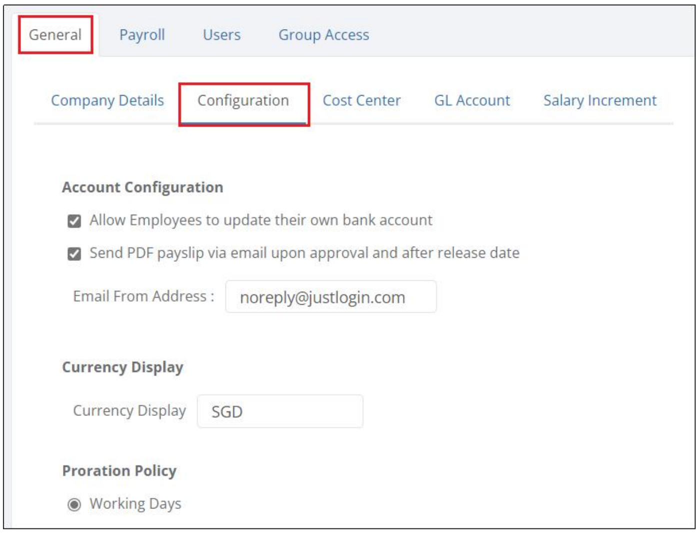
Step 1: Click on 

Step 2: Click on 

Step 3: Click on the 

sub-tab under the General tab.

This is the page you will see:



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

- 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-

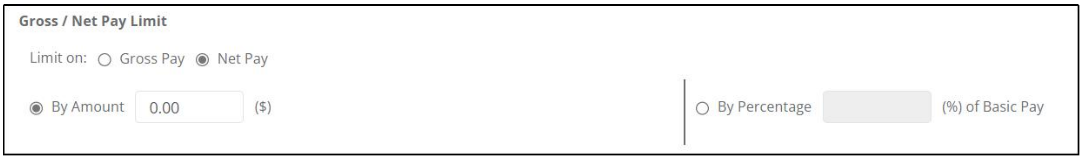
"Email from Address" is the email that will be used to send the payslip to the employees. Do not change this as your internal IT security system might block the sending of the payslip to the staff if changed.

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

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

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.



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

Step 10: Click on  to save changes made.

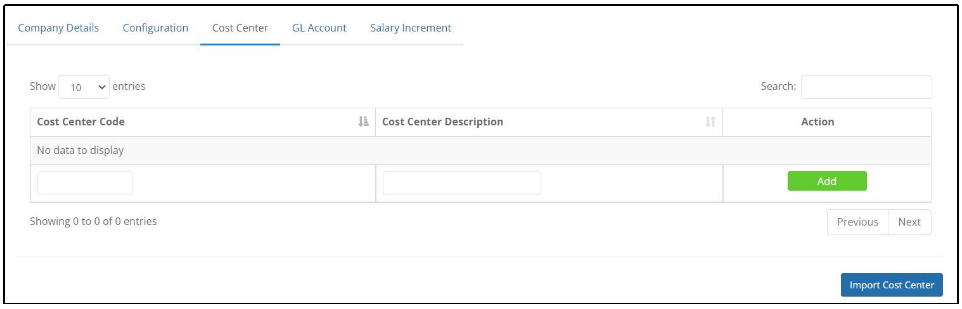
General - Cost Center

Please follow the instruction below to create Cost Center.

Step 1: Click on 

Step 2: Click on 

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



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

Step 3. Click 

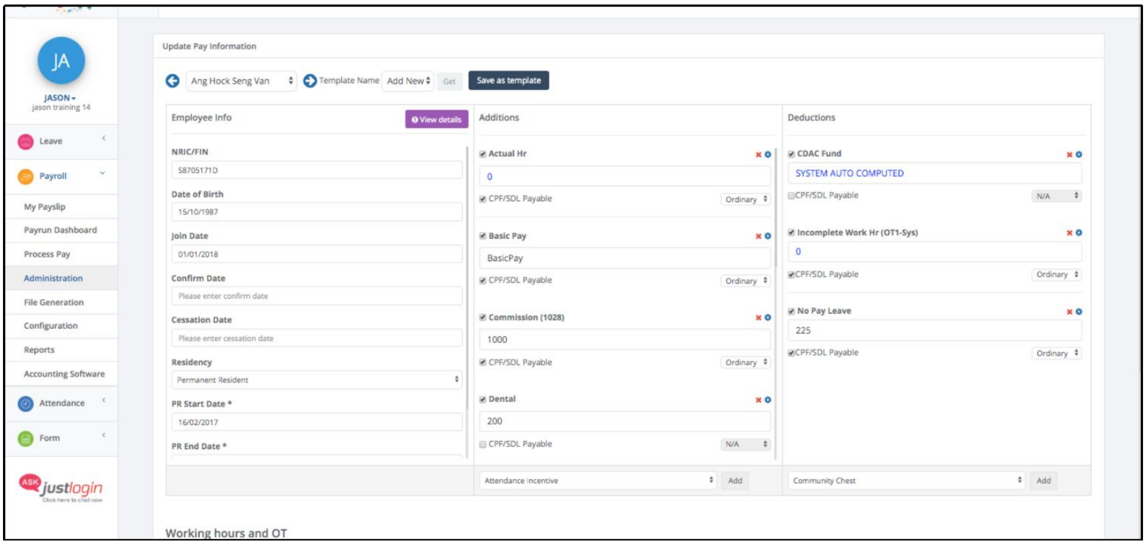
button to save it.

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



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

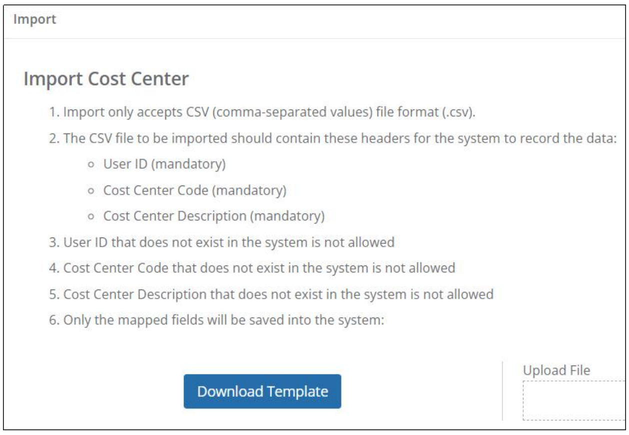
Step 1: Click on 

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"

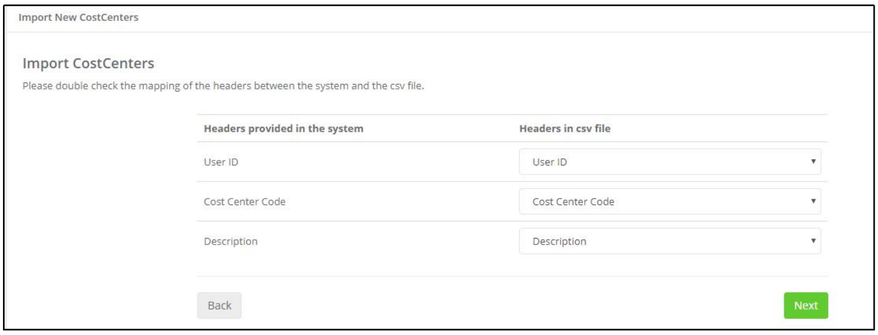


Step 5: Download template and fill in cost center data for import. There are 3 fields which you need to fill in.

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

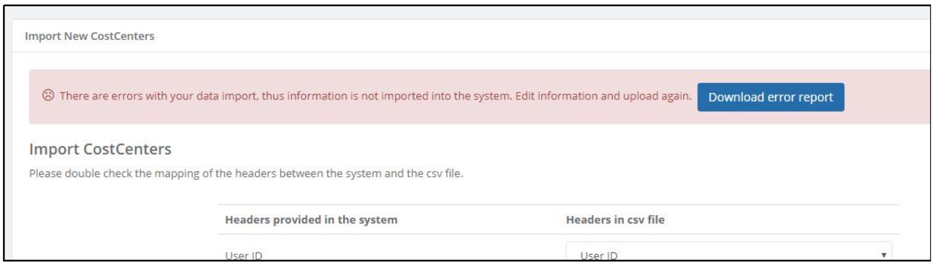
Step 6: After input all the information and save the template, drop the template sheet into upload file box, click import button to save it.

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

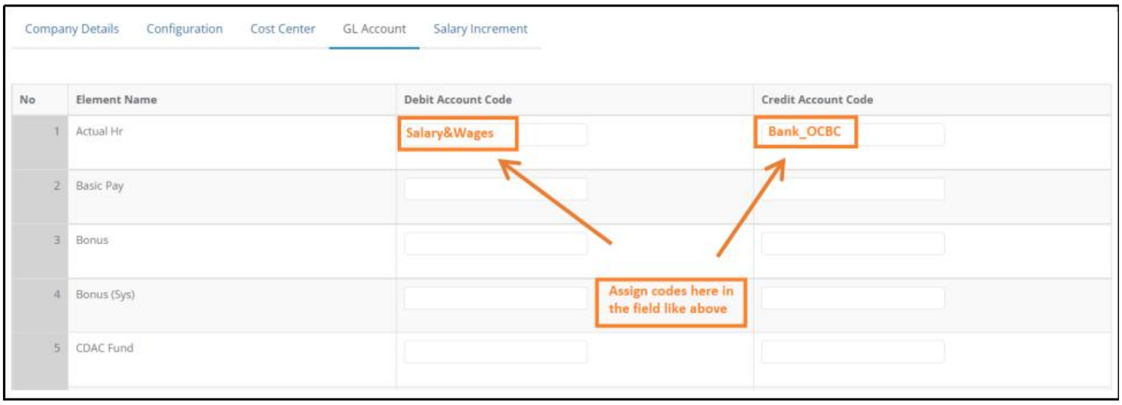
Step 2: Go to Payroll

Step 3: Click on Configuration

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

Step 5: Lastly, click on GL Account sub-tab.

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



Step 7: After completing the information, scroll down and click on the Update 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:

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

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.

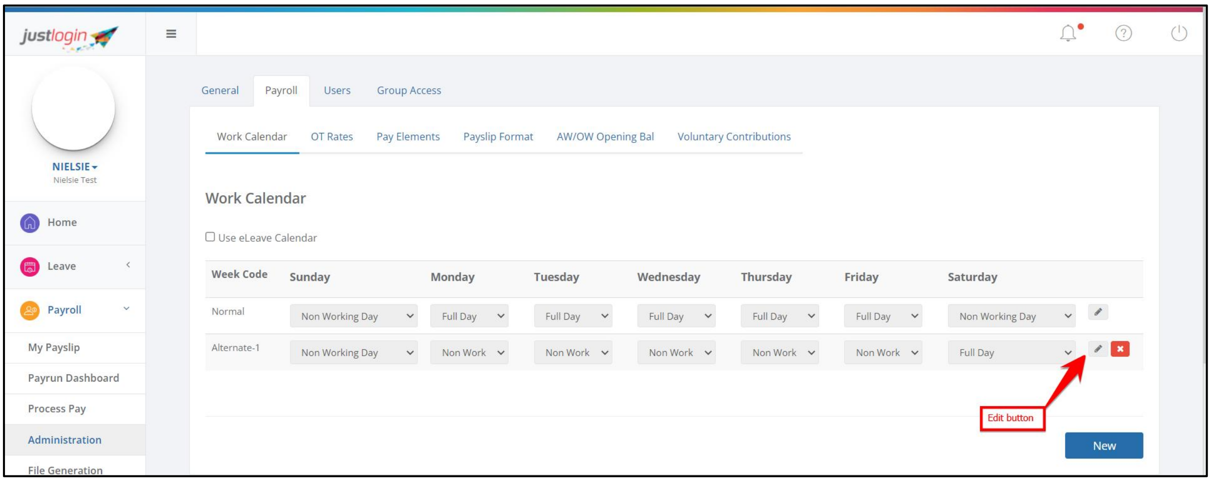
To set the Work Calendar, follow these steps:

Step 1: Click on 

Step 2: Select 

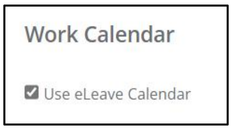
Step 3: Click on Payroll

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 New 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 Payroll

Step 2: Select Configuration

Step 3: Click on Payroll

Step 4: Click on OT Rates

OT Hourly Rate	(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 ☑

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 ☑

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

Actual Hour Rate	(BasicPay*12)/(52*44)

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

Actual_Hrs	Actual Hr	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	OT 1 (Sys)	1
OT_2	OT 1.5 (Sys)	1.5
OT_3	OT 2 (Sys)	2

Step 10: Click on Update 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 Payroll

Step 2: Select Configuration

Step 3: Click on Payroll

Step 4: Click on Pay Elements

Step 5: Scroll down and click on Create Pay Element

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

*** Element ID** 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** 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** ○ Allowance ○ Deduction ○ 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.

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.

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

Step 12: Choose the frequency of this pay element.

a. Monthly - the default setting, if payrun is processed on a monthly basis. This pay element will remian 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.

Step 14: Click on 

to save the pay element.

Payroll - Payslip Format

Step 1: Click on 

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	○	○	
2.	Pay slip Format 2	○	○	
3.	Pay slip Format 3	◉	○	
4.	Standard PDF Format		◉	◉

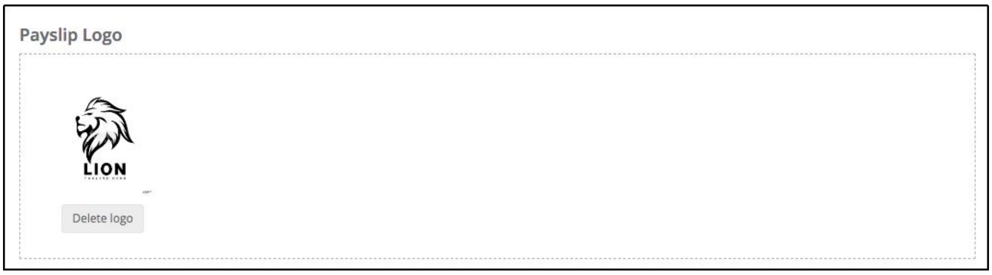
Step 5: Select the payslip form of your choice.

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.



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:

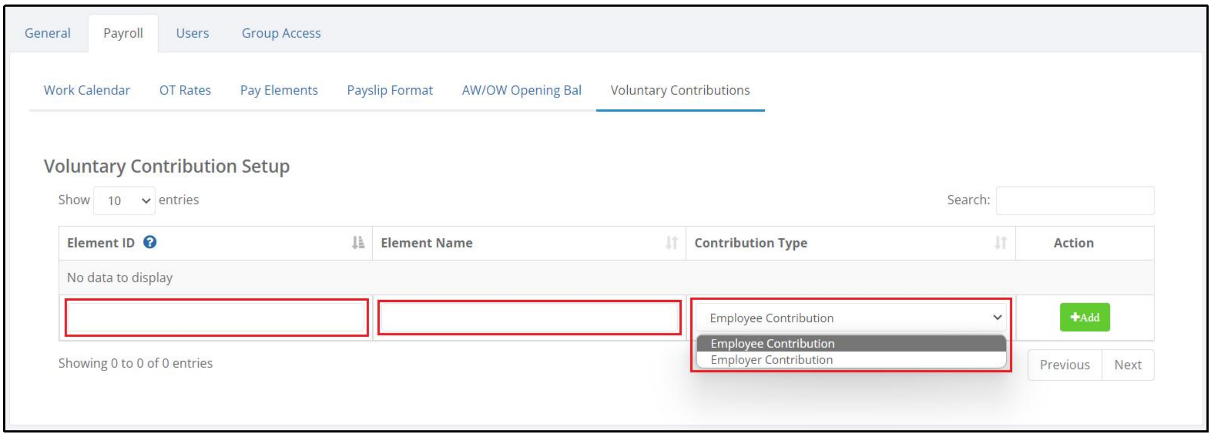
Step 1: Head over to Payroll

Step 2: Choose Configuration

Step 3: Click on Payroll tab at the top.

Step 4: Choose Voluntary Contributions 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.



Step 6: Click on +Add.

Users – Module Users

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

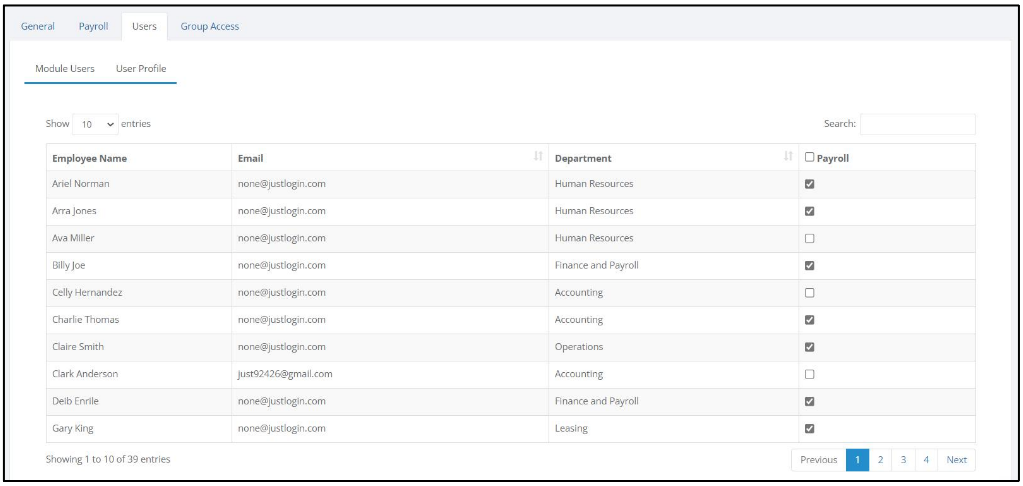
Step 1: Click on Payroll

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	Payroll
Ariel Norman	none@justlogin.com	Human Resources	☑
Arra Jones	none@justlogin.com	Human Resources	☑
Ava Miller	none@justlogin.com	Human Resources	☐
Billy Joe	none@justlogin.com	Finance and Payroll	☑
Celly Hernandez	none@justlogin.com	Accounting	☐
Charlie Thomas	none@justlogin.com	Accounting	☑
Claire Smith	none@justlogin.com	Operations	☑
Clark Anderson	just92426@gmail.com	Accounting	☐
Deib Enrile	none@justlogin.com	Finance and Payroll	☑
Gary King	none@justlogin.com	Leasing	☑

Showing 1 to 10 of 39 entries

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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.

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).

ADMINISTRATION

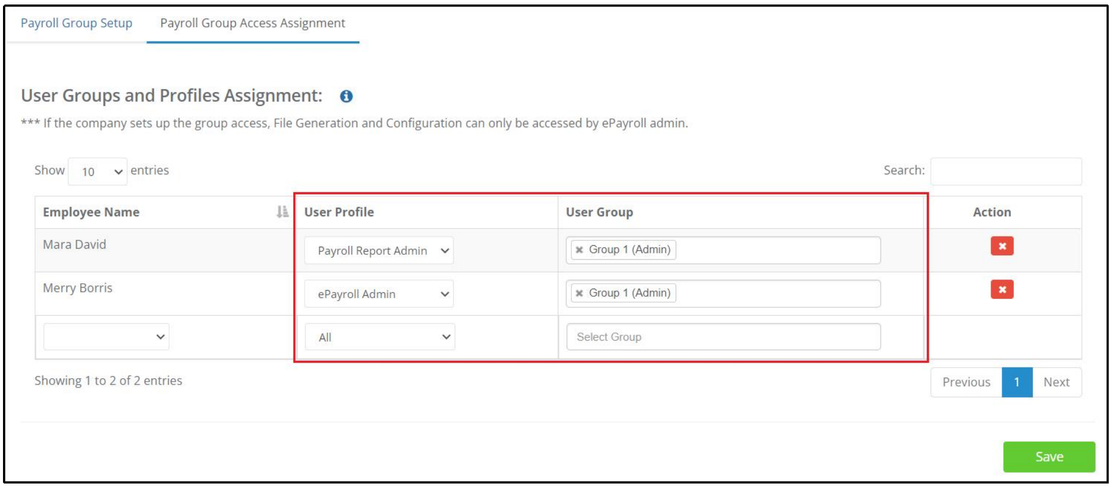
SubTab Name	View	View Details	Edit	Delete	Add	New	Submit	Accept Reject	Import	Generate	Cancel	Print	Download
Employee List	☐	☐		☐									
Employee Details							☐						
Employee Pay List	☐	☐							☐				☐
Employee Pay Details		☐		☐	☐		☐						
Employee Pay Element Detail							☐						
Leave Details	☐			☐			☐		☐				
OT Entry	☐			☐			☐		☐				
Pay Element Import	☐												
Process No-Pay Leave	☐												
Process OT	☐		☐						☐				☐

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

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



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 Configuration .

Step 3: Click on tab Group Access .

Step 4: Click on Payroll Group Setup under the Group Access tab.

Step 5: Click on Create New Groups

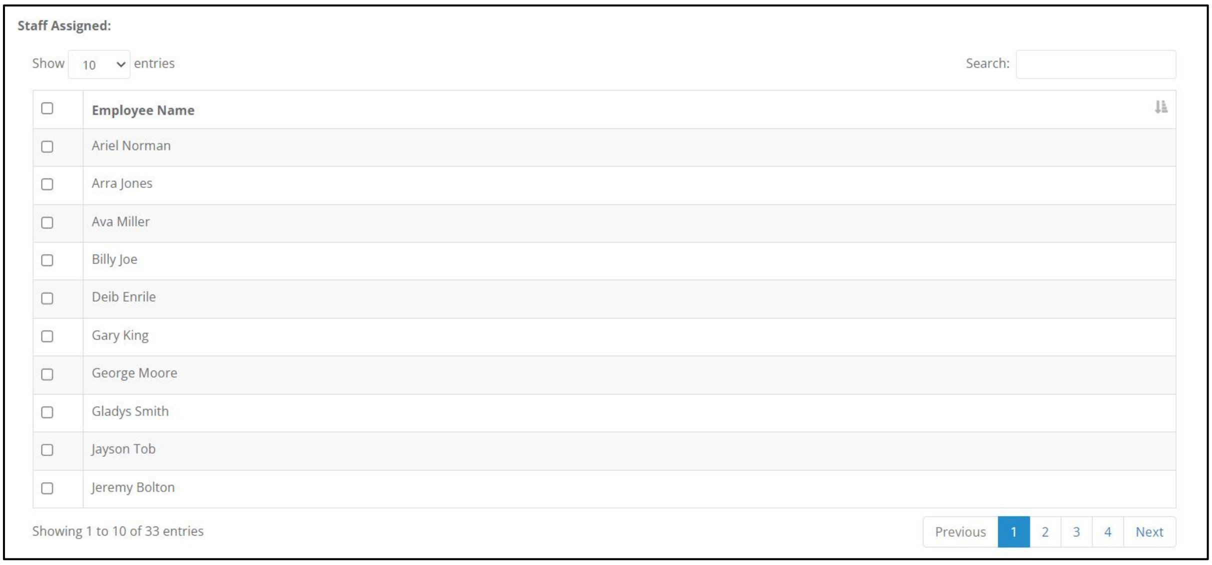
Step 6: Enter the Group Code .

Group Code *	Enter group code

Step 7: Enter the Group Name.

Group Name *	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:

	Employee Name
☐	Ariel Norman
☐	Arra Jones
☐	Ava Miller
☐	Billy Joe
☐	Deib Enrile
☐	Gary King
☐	George Moore
☐	Gladys Smith
☐	Jayson Tob
☐	Jeremy Bolton

Showing 1 to 10 of 33 entries   Previous 1 2 3 4 Next

Step 9: Click on 

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Assigning Group Administrators

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

Step 1: Click on 

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Step 2: Go to 

.

Step 3: Click on tab 

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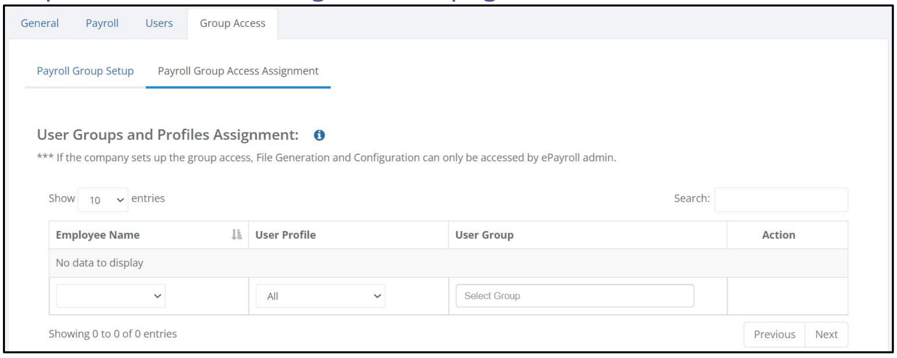
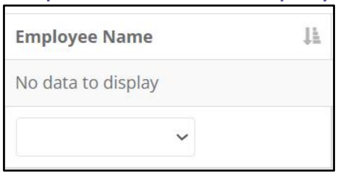
Step 4: Go to 

.

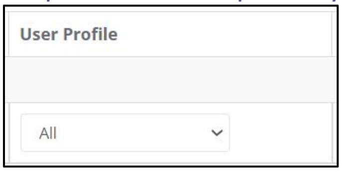
Step 5: You will be brought to this page.



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



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



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

Step 9: Click on .