

Vanilla Payroll Administration Guide





Introduction

The Vanilla Payroll module will help companies outside Singapore, Hongkong and Myanmar to compute the salary of your staff. In this document, we will run through processing your payrun to generate the salary of your staff.

Administration

Employee 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.



Step 1: Click on

Step 2: Click on

Administration

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

ployee Pay Details	Process Le	ave items	Proc	ess OT Pro	cess Cla	ims Proce	iss Ber	nefits Pr	rocess	Bonus	Salary Pro	ogression	ł.,
change Rate													
Employees Day	Dotaile										Mass	Edit Pay Ee	етнел
chipioyees Pay	Details									abreh			
Show 10 • er	tries	Department		Resident Stati	15 17	Pay Period		Pay Mode	5	Basic Pay	0.0	tions	
Show 10 • er Name Anna Francisco	itries III t	Department	41	Resident Statu Citizen	15	Pay Period Monthly	11	Pay Mode Cash	5	Basic Pay	Ac	ctions	

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.



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Actual Hours @ Incomplete Hours @ OT1 (Hrs.)[(Amt.) @ OT2 (Hrs.)[(Amt.) @ OT3 (Hrs.)[(Amt.) @ OT3 (Hrs.)[(Amt.) @ Actual Hour Formula												

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

Remarks
Display remarks in payslip
Save Save button for any changes made.
Process Leave Items
Step 1: Click on 🤌 Payroll
Step 2: Click on Administration
Step 3: Click on Process Leave Items
Step 4: Click on Process No Pay Leave
Step 5: Search the appropriate month for the No Pay Leave

Search for: MAY 🔻 2020 🔻

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



							1						
mployee Pay Details	Process Leave	Items Process 01	T Process Claims	Process Benefits	Salary I	Progressi	ion						
Process No Pay Leave	ve Process Lea that the No Pay Le	ave Encashment	type to be transferred	here is checked in Ju	stLogin Leave	e >> Leav	ve Setup >>> Le	ваче Туре.					
* The field must be cl * Only the approved Search for: MAY	checked before th d records will be tr	e employee has applie ansferred to and displa	d the leave. ayed in ePayroll.										
Employee Name	Days Fo	ormula/Amount (Not	te) Leave Fron	n Leave To	Month	Year	Status	Processed Date	Leave Cancelled	Pay Back (Note)	Leave Type (Note)	Pay Element (Note)	
Blue	5	(10000/21) * 5.00	11/5/202	0 15/5/2020	Мау	2020	Pending		No		No Pay	No Pay Leav 🔻	C
Back													
ep 6: To	o inclı	ude the	No Pay	/ to the	e De	du	ctior	n in the	staff pa	y, click	on the	🕒 You	
•							Clo	se					
ould se	e this	messa	ge appe	earing.	Click	<	0.0						
			٢	<u>~</u>									
			Gr	eat!									
	The s	selected pay	y element ha	is been ado	ded to 1	this e	employ	ee.					
			С	lose									

Element. Click on . You should see the No Pay Leave at the side of deduction.



Save as template			
Employee Info Oview Details	Additions		Deductions
National ID	🗷 Basic Pay	×o	🖲 No Pay Leave 🗙 🗘
A123456789E	BasicPay		2380.95
Date of Birth			
21/04/1992			
Join Date			
01/01/2020			
Confirm Date			
Please enter confirm date			
Cessation Date			
Please enter cessation date			
Passport			
Enter passport number here			
Residency			
Foreigner 🔻			
	Actual Hr 🔹	Add	Incomplete Work Hr (OT1-Sys)

Lee Pon Johnny ÷ Fiemplate Name	Add New 🗧 Get	emplate		
Employee Info O View details	Additions		Deductions	
NRIC/FIN	🕑 Basic Pay	×o	CDAC Fund	×o
S9197977B	BasicPay		SYSTEM AUTO COMPUTED	
Date of Birth	CPF/SDL Payable	Ordinary \$	CPF/SDL Payable	N/A ‡
15/03/1991			1	
Join Date			🗷 No Pay Leave	×o
01/01/2018			217.39	
Confirm Date			CPF/SDL Payable	Ordinary \$
Please enter confirm date				
Cessation Date				
Please enter cessation date				
Residency				
Citizen \$				

Process Leave Items – Leave Encashment



Step 4: Click on Process Leave Encashment

			justlogin 🛒	
Ctop F. Coloct the year	Pending	Ŧ	Records Transferred from eLeave in :	2020
Step 5: Select the year				

Step 6: Click on the icon to proceed. You should see the below message. Click on "Close".

Ŧ

් Great!
The pay element has been added to this employee.
Close

Step 7: To check whether the Leave Encashment has been successfully transferred, click on the Employee Pay Details

Look for the staff that you add the leave encashment. Click on the encashment.

You should see Leave Encashment added in the Additional portion.

Update Pay Information		
Blue V Save as template		
Employee Info View Details	Additions	Deductions
National ID	🖉 Basic Pay 🗙 🗞	🕫 No Pay Leave 🗙 🌣
A123456789E	BasicPay	2380.95
Date of Birth		
21/04/1992	🖉 Leave Encashment (Sys) 🗙 🔅	
Join Date	923.08	
01/01/2020		
Confirm Date		
Please enter confirm date		
Cessation Date		
Please enter cessation date		
Passport		
Enter passport number here		
Residency		
Foreigner 🔻		
	Actual Hr T Add	Incomplete Work Hr (OT1-Sys)

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

Payroll



Step 2: Click on Administration

Step 3: Click on Process OT

Step 4: Click on **Process OT** The following page would appear.

Pend	ding OT (eT	Timeclock) Process OT														
	Show 10	0 🗘 entries												Search	c	
		Name	$\downarrow \underline{\mathbb{h}}$	Hrs Work	ed 👘	OT 1.0		OT 1.5		OT 2.0		Incomple	ete Hrs 🔄	OT Formula	Actual Hr I Formula	
		Ang Hee Chuan Pete		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay	
		Ang Lee Jin (Wilson)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay	
		Ang Mee Ling Lyn		53.00	194.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	(BasicPay*12)/(52*-	
	۲	Bay Jean Lee (Alfred)		0	0.00	0.00	0.00	5.08	195.83	0.00	0.00	0	0.00	(BasicPay*12)/(52*44)	BasicPay	
		Chai Lee Teck Davidson		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay	
		Gan Eng Heng Howard		0.00	0.00	0.00	0.00	2.00	72.38	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay	
		Gan Lee Meng Aldo		500.00	5000.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay	
		Gan Ling Ting Tina		0.00	0.00	0.00	0.00	2.83	80.15	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	(BasicPay*12)/(52*.	
		George Lim		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay	
		Kang Ying (Nancy)		0.00	0.00	0.00	0.00	9.67	380.38	0.00	0.00	0.42	11.01	(BasicPay*12)/(52*44)	BasicPay	
	Showing	1 to 10 of 20 entries												First Previous	1 2 Next Last	

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

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

Update

or

Update All

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**

					00	Di Baubla			Configuration of the second			
					CPW:	SUL Payaore			Ordnary	·		
					Attend	ance incentive			Add 1	Community Chest	1 A	bd
Actu	al Hours 😧											
Actu 0	al Hours O	0	0.00	0	0.00	5.08	195.83	0	0.00	(BasicPay*12)/(52*66)	BasicPay	8
Actu 0	al Hours 0	0	0.00	0	0.00	5.08	195.83	0	0.00	(BasicPay*12)(52*64)	BasicPay	8
Actu 0 Remar	0.00 rks	0	0.00	0	0.00	5.08	195.83	0	0.00	(BasicPay*12)(52*64)	BasicPay	8



Step 8: Click on	and the system will show you this message.
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් 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		
Blue V Save as template		
Employee Info View Details	Additions	Deductions
National ID	🕅 Basic Pay 🗙 O	🕅 No Pay Leave 🗙 🕈
A123456789E	BasicPay	2380.95
Date of Birth		
21/04/1992	🖉 Leave Encashment (Sys) 🗙 🔅	
Join Date	923.08	
01/01/2020		
Confirm Date	9(0115/Sue) Xð	
Confirm Date Please enter confirm date	Ø OT 1.5 (Sys) × ◊	
Confirm Date Please enter confirm date Cessation Date	R OT 1.5 (Sys) × 0 ((10000*12)(52*44))*OT2*15.00	
Confirm Date Please enter confirm date Cessation Date Please enter restation date	R OT 1.5 (Sys) × 0 ((10000*12)/(52*44))*OT2*15.00	
Confirm Date Please enter confirm date Cessation Date Please enter cestation date Please enter cestation date Passport	K OT 1.5 (5ys) X O ((10000*12)/(52*44))*OT2*15.00	
Confirm Date Please enter confirm date Cessation Date Please enter cessation date Passport Enter passport number here	R OT 1.5 (5ys) x ○ ((10000*12)/(52*44))×OT2*15:00	
Confirm Date Please enter confirm date Cessation Date Please enter cessation date Please enter cessation date Passport Criter pasport number here Residency	R OT 1.5 (5ys) × O ((10000*12)(52*44))*OT2*15.00	
Confirm Date Please enter confirm date Cessation Date Please enter cessation date Passport Criter pasport number here Residency Foreigner	R OT 1.5 (5ys) x O ((10000*12)/(52*44))*OT2*15.00	
Confirm Date Please enter confirm date Cessation Date Please enter cessation date Passport Enter passport number here Residency Foreigner	R OT 1.5 (5ys) × O ((10000*12)/(52*44))*OT2*15.00	

Process Claims

If your company subscribed to JustLogin eClaim (eForm), you can pull the claim information from eClaim 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

Administration

Payroll



Step 3: Click on A Process Claims . You should see a list of claims the claim administrator had proceeded.

	Employee	e Name	Pay Ele	ement Name	Amount	Status	Transferred Date	Transferred By	Processed Date	Processed By
0	Bay Jean I (Alfred)	lee	Та	ixi Claim	30	Pending	5/17/2019 8:23:39 AM	jason		
	Teo Lin M Tom	ing	Ta	ixi Claim	50	Processed	4/5/2019 11:23:32 AM	jason	4/5/2019 11:23:58 AM	jason
	Gan Lee N Aldo	Meng	Gym M	vlembership Claim	99	Processed	4/15/2019 3:41:08 PM	jason	4/15/2019 3:42:56 PM	jason
	jason			Gym	99	Processed	5/3/2019 4:31:22 PM	jason	5/3/2019 4:32:27 PM	jason
	jason		Та	ixi Claim	20	Processed	5/3/2019 4:31:22 PM	jason	5/3/2019 4:32:27 PM	jason

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

- All -	ŧ	2019	\$	- All -	*		
						_	
Step 5: S	Select	those cla	aims yo	ou wish to	Approve	or click	Approve All
to appro	ove all	pending	claims	without sele	ecting.		

Check Processed Claim

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





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

igin 🛹 🗉					Q
pdate Pay Information					
Bay Jean Lee (Alfred) 💠 🕥 Template Name Add Ne	Get Save as template				
Employee Info O View details	Additions		Deductions		
NRIC/FIN	🛛 Basic Pay	×o	CDAC Fund		×¢
S9791340D	BasicPay		SYSTEM AUTO COMPUTED		
Date of Birth	CPF/SDL Payable	Ordinary \$	CPF/SDL Payable	N//	¢ \$
15/06/1997					
Join Date	🗹 OT 2 (Sys)	×o			
01/01/2019	((4900*12)/(52*44))*OT2*5.08				
Confirm Date	CPF/SDL Payable	Ordinary \$			
Please enter confirm date					
Cessation Date	🛛 Taxi Claim	× Q			
Please enter cessation date	30.00				

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.





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

how	10 🛊 entries							Sea	arch:	
	Employee	↓† Benefit	Amount []	∐ Status	Transferred	Transferred 👫 By	Pay Element 😮	17	Processed	Processed By
	Ang Lee Jin (Wilson)	Dental	300.00	Pending	21/5/2019	jason	Dental	\$		

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

<u>ک</u>
Great
Creat.

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

Check Approved Benefit Claims

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





pdate Pay Information					
Ang Lee Jin (Wilson) : Template Name Add	New 8 Care Save as template				
Employee Info	Additions		Deductions		
NRIC/FIN	Basic Pay	*0	CDAC Fund		× 0
58030567H	BasicPay		SYSTEM AUTO COMPUTED		
Date of Birth	CPF/SDL Payable	Ordnay 4	CPF/SDL Payable	36/A	:
16/06/1993					
Join Date	O Dental	× 0			
01/01/2019	300				
Confirm Date	CPF/SDL Payable	No. 10			
Please enter confirm date					
Cessation Date					

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.

Changing Salary

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

Step 1: Click on	😑 Payroll
Step 2: Click on	Administration
Step 3: Click on	Salary Progression

Step 4: The system will show you the staff list

rakiyee Pay Details Process S	usave korna Pracess 01	Pricess Ciama	Process benefits	Process Bonus Salary Pragre	sion Dichargs Rate			
					seens for	- 10	Alger faire Dar	a Dur
Employee Name	Uffective Date	Carrent Pay	Province Pay	Passan	Benark	Autilian Darie	Action By	Actions
Arg the Osan Pere	(Tritagea	SHEET	\$490.81	Promotion		16/05/0279		
Arg Lar (e (Wissis)	110400114	2005.00	0.00			1000-0010		(a) (a)
Ang blocking type	10142011	796,80	1710/00		complete for paper block.	10/54/(010	(1004)	
Repport Last (MProf)	0.5,0214	4841.01	0.00			41/05/2019	jean	
thuriter field thaidson	10402010	3400.00	0.00	Number of Page		1010-0014		
(Tracium Tack Mehrin	unopra.	(160.00	1100			16156.0019	jana .	
for its incoment.	15/019	4405.02	0.00			11/05/0279		
Uun Law Meng X000	4/6/0219	5000.00	distant the	Promotory		1006-0019	pain	
tiat (egitegites	100018	1000.00	3680.00	Propriation		25545277	3444	(4)(4)
theorype (147)	1010-2019	4500.00	0.000			10350319		



Step 5: Look for the staff you wish to update the pay and click on the 🖉 icon

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

tlogin 🛫 📒											
							n Exchange				
			Ad	d Ne	w Pav						
			110	a ric	in r c.j		mployee Name			lear	
	Effecti						Action	Action			
Employee Name	Date		Name :	Chia Lee T	Feck Melvin		Date	Ву	Actio	ns	
		* Bas	ic Pay :	3000		Enter new pay	16/05/2019			1	
		* Effectiv	e Date:	12/06/2	2010	Date in which new pay will	17/05/2019		۲	1	
				12/00/2	2015	take enect	10/04/2019			1	
			leason:	Promoti	ion 🗘	Reason for adjustment	01/01/2019			1	
		R	emark:				02/05/2019			-	
		Visible To Em	ployee:	☑ N	Vhether staff ca	in see the reasons of	16/05/2019				
				pa	ay adjustment						
					Class		17/05/2019				
			S	submit	Close		17/05/2019		*	1	
		19 3800.00 3	8600.00	Pro	motion		23/04/2019			1	
	Subm	it									
) 7: Click on	Subm	it							(
) 7: Click on	Subm ave Items Process OT	Process Claims Process Benefit	ts Proces	ss Bonus	Salary Progressio	n Exchange Rate			()	
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O 7: Click on Ogin 1 = Employee Pay Details Process La Employee Name Employee Name	Subm eave Items Process OT	Process Claims Process Benefi Current Pay Previous P	ts Proces	ss Bonus Reason	Salary Progressic	n Exchange Rate Search For Remark	in Emplo	yee Name S Action By	earch Acti	Clear ons	
O 7: Click on Ogin 1 Employee Pay Details Process La Employee Name Ang Hee Chuan Pete	eave Items Process OT Effective Date 1777/2019	Process Claims Process Benefi Current Pay Previous P 500.00 5000.00	ts Proces	ss Bonus Reason Promotion	Salary Progressic	n Exchange Rate Search For Remark	in Emplo Action Date 16/05/2019	ryce Name S Action By jason	earch Acti	Clear	
O 7: Click on Diamond State Employee Pay Details Employee Name Ang Hee Chuan Pete Ang Lee Jin (Wilson)	eave Items Process OT Effective Date 1777/2019 11/4/2019	Process Claims Process Benefit Current Pay Previous P 5500.00 5000.00 2800.00 0.00	ts Proces	ss Bonus Reason Promotion	Salary Progressic	n Exchange Rate Search For Remark	in Emplo Action Date 16/05/2019 17/05/2019	ryse Name S Action By jason	earch Acti	Clear ons	
O 7: Click on >gin () = imployee Pay Details Process Li Employee Name Ang Ises Chuan Pate Ang Lee Jin (Wilson) Ang Mee Ling Lyn	Effective Date 17/72019 11/4/2019 19/4/2019	Current Pay Process Benefit S00.00 5000.00 2800.00 0.00 700.00 3750.00	ts Proces	ss Bonus Reason Promotion	Salary Progressic	n Exchange Rate Search For Remark	in Emplo Action Date 16/05/2019 17/05/2019 10/04/2019	ryse Name 5 Action By Jason	earch Actei	Clear ons	
O 7: Click on >gin () = Imployee Pay Details Process Li Employee Name Ang Hes Chuan Pete Ang Hes Chuan Pete Ang Hes Ling Lyn Ang Mes Ling Lyn Bay jsan Lee (Alfred)	eave Items Process OT Effective Date 17/72019 11/42019 19/4/2019 11/1/2019	Current Pay Process Benefit S00.00 5000.00 2800.00 0.00 700.00 3750.00 4900.00 0.00	ts Proces	ss Bonus Reason Promotion	Salary Progressic	n Exchange Rate Search For Remark convert to part-time	In Emplo Action Date 16/05/2019 17/05/2019 10/04/2019 01/01/2019	yyee Name S Action By jason jason	earch Activ	Clear ons	
D 7: Click on Ang Hee Chuan Pete Ang Hee Ling Lyn Bay Jean Lee (Alfred) Chal Lee Teck Davidson	Submit eave liters Process OT Effective Date 17/72019 11/42019 19/4/2019 11/42019 19/4/2019 11/42019 1/4/2019	Current Pay Process Benefit S00.00 5000.00 2800.00 3750.00 700.00 3750.00 4900.00 0.00 3000.00 0.00	ts Proces	ss Bonus Reason Promotion Starting Pay	Salary Progressic	n Exchange Rate Search For Remark convert to part-time	In Emplo Action Date 16/05/2019 17/05/2019 01/01/2019 01/01/2019 02/05/2019	yyee Name S Action By Jason Jason Jason Jason	earch Actt	Cear ons	
D 7: Click on Ang Hee Chuan Pete Ang Hee Chuan Pete Ang Hee Ling Lyn Bay Isan Lee (Alfrect) Chal Lee Teck Melvin	Ever Items Process OT Effective Date 17/7/2019 11/4/2019 11/4/2019 11/4/2019 11/4/2019 11/4/2019 11/4/2019	Process Claims Process Benefit Current Pay Previous P 5500.00 0.00 700.00 3750.00 4900.00 0.00 3000.00 0.00 2500.00 0.00	ts Proces	ss Bonus Reason Promotion Starting Pay	Salary Progressic	n Exchange Rate Search For Remark convert to part-time	in Emplo Action Date 16/05/2019 11/05/2019 01/01/2019 02/05/2019 16/05/2019	yyee Name S Action By Jason Jason Jason Jason	earch Actti	Cear Cear Z Z Z Z	
Click on T: Click on Employee Name Ang Hee Chuan Pete Ang Hee Chuan Pete Ang Hee Ling UNISon) Ang Mee Ling UNISon Chal Lee Teck Davidson Chal Lee Teck Melvin Gan Eng Heng Howard		Current Pay Process Benefit 5500.00 5000.00 2800.00 3750.00 4900.00 0.00 3000.00 0.00 2800.00 0.00 4900.00 0.00 2800.00 0.00 2800.00 0.00 4600.00 0.00	ts Proces	ss Bonus Reason Promotion Starting Pay	Salary Progressic	n Exchange Rate Search For Remark convert to part-time	In Emplo Action Date 16/05/2019 17/05/2019 02/05/2019 02/05/2019 16/05/2019 16/05/2019 16/05/2019	yyee Name S Action By jason jason jason jason	earch Activ	Cear r r r r r r r r r r r r r	
Critick on T: Click on E The second secon	eave Items Process OT Effective Date 17/7/2019 11/4/2019	Current Pay Precisas Benefit 5500.20 5000.20 2800.20 0.00 2800.20 0.00 3000.00 0.00 3000.00 0.00 2800.00 0.00 3000.00 0.00 4000.00 0.00 200.00 0.00 3000.00 0.00 4000.00 0.00 200.00 0.00 3000.00 0.00	ts Proces	ss Bonus Reason Promotion Starting Pay Promotion	Salary Progressic	n Exchange Rate Search For Remark convert to part-time	in Emplo Action Date 16/05/2019 17/05/2019 01/01/2019 02/05/2019 16/05/2019 11/05/2019 11/05/2019 11/05/2019	yyee Name S Action By Jason Jason Jason Jason Jason	earch Acti	Cear Cear 2 2 2 2 2 2 2 2 2 2 2 2 2	
Critick on T: Click on Employe Name Ang Hee Chuan Pete Ang Ling Ling Man Len (Airfred) Chual Ler Teck Markdon Chual Ler Teck Merkin Gan Eng Heng Howard Gan Leng Aldo Gan Ling Ting Tina	exve Items Process OT Effective Date 1777/2019 11/4/201	Current Pay Precises Benefit 500.00 5000.00 2800.00 0.00 700.00 3750.00 3000.00 0.00 4600.00 0.00 4500.00 4500.00 3600.00 4500.00	ts Proces	ss Bonus Reason Promotion Starting Pay Promotion Promotion	Salary Progressic	n Exchange Rate Search For Remark convert to part-time	in Emplo Action Date 16/05/2019 17/05/2019 01/01/2019 02/05/2019 12/05/2019 11/05/2019 11/05/2019 11/05/2019 11/05/2019	yyee Name 5 Action By jason jason jason jason jason jason jason	earch Actions and actions acti		
Critick on Section 2 - Click on S	Effective Date 17/7/2019 11/4/2019 11/4/2019 11/4/2019 11/2019 11/2019 11/2019 11/2019 11/2019 11/2019 11/2019	Current Pay Previeus P 5500.00 5000.00 2000.00 0.00 700.00 3750.00 4900.00 0.00 2500.00 0.00 2000.00 0.00 3000.00 0.00 4900.00 0.00 3000.00 0.00 3000.00 0.00 3000.00 0.00 4500.00 0.00 3000.00 3600.00	ts Proces	ss Bonus Reason Promotion Starting Pay Promotion Promotion	Salary Progressic	n Exchange Rate Search For Remark convert to part-time	in Emplo Action Date 16/05/2019 11/06/2019 01/07/2019 02/05/2019 16/05/2019 11/05/2019 11/05/2019 11/05/2019 11/05/2019	yyee Name 5 Action By jason 4 jason 4 jason 4 jason 4 jason 4 jason 4	earch Acti a a a a a a a a a a a a a a a a a a a		

Process Pay

New Payrun for all Employees

Payroll

Step 1: Click on



Step 3: Select the month you wish to run the payrun for

Payrun for *	May 2020	m	Prev Next

Step 4: Select the Pay Period

Pay Period *	Monthly
	Monthly
Employee Selection *	Adhoc I All current amployees plus any resigned/terminated employees from the listing boy below

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

Employee Selection *	 All current employees plus any 	resigned/terminated employees fro	om the listing box below
	O All current employees excludin	g selected employees from the listi	ng box below.
	O Include only the selected empl	oyees from the listing box below	
		4 +	▶

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



Manual Release - requires you to manually release the payslip before the employees can receive their payslips.

Immediately after approval - once you approve the pay, the system will automatically send out the payslip.

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 remarks field allows you to enter a remark to which would appear in the payslip.

Payslip Remarks

Remarks



Step 8: Specify the payroll period. The default is 1st of the month to the end of the month.

Payroll Period	01/05/2020	to	27/05/2020

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

OT Period	Follow Payroll Period	
Step 10: Specify the p	payment date	
Payment Date	27/05/2020	
Step 11: To proceed	with the payrun, click on Proceed	
New Payrun for Sele	cted Employees	
Step 1: Click on	Payroll	
Step 2: Click on Proce	^{ss Pay} . The system will automatically place you at the New Payrun.	
Step 3: Select the mc	nth you wish to run the payrun for at	
Payrun for *	May 2020	Next
Step 4: Select the Pay	<i>r</i> Period	
Pay Period *	Monthly	¥
Employee Selection *	Monthly Adhoc III All current amplowees plus any resigned/terminated employees from the listing boy helow	
Step 5: Select 🧿 Ir	clude only the selected employees from the listing box below	
Step 6: Select		

Step 7: You can indicate the department you wish to search for in the Search field on the top right.



& Employee Selection

				C
Name	Username	Department	Status	Date
Ang Mee Ling Lyn	lyn	Marketing	Active	06/04/2019
Lay Hong Kee Jeff	jeff	Marketing	Active	13/06/2019
Lim Beng Heng Wayne	wayne	Marketing	Active	12/06/201
Lim Hong Hai Aaron	aaron	Marketing	Active	21/06/201
Lim May Pamela	pamela	Marketing	Active	24/04/201
Sim Teck Lee Simon	Simon	Marketing	Active	21/05/201
Tay Seng Long	trevor	Marketing	Active	25/06/201

Step 8: Click on the top check box to select all

Step 9: Click on the

Submit

The selected users will appear in the Employee Selection

Employee Selection *	All current employees plus any res	signed/terminated employees from the listing box below.
	All current employees excluding s	elected employees from the listing box below.
	Include only the selected employe	es from the listing box below
	Ang Mee Ling Lyn Lay Hong Kee Jeff Lim Beng Heng Wayne	4+

Step 10: Select the option of how you wish to release the payslip



Manual Release - requires you to manually release the payslip before the employees can receive their payslips.

Immediately after approval - once you approve the pay, the system will automatically send out the payslip.

Selected date after approval - you can pre-approve the pay but will not release the payslip until your specified release date.



Step 11: (Optional) The remark field allows you to enter a remark to which would appear in the payslip.

Remarks
F

Step 12: Specify the payroll period. The default is 1st of the month to the end of the month.

Payroll Period	01/05/2020	to	27/05/2020

Step 13: Indicate whether the OT follow the Payroll Period or not. If not following, unchecked the tick box and the system will ask you to define the date range for the OT period.



Step 14: Specify the payment date

Payment Date	27/05/2020					
Step 15: To proceed with th	e payrun, click on	Proceed				

Approving Pending Payrun

This article shows you how to use the Payrun Progres page to approve payrun and how to delete previously executed payrun.

Step 1: Click on Payroll
Step 2: Click on
Process Pay

Step 3: Click on Payrun Progress

Step 4: Select the month you want to approve the payrun



justlogin 🛒	≡										0	R	\bigcirc
IA		New Payrun	Payrun Progress	Payrun S	Summary								
JASON + jason training 14		Payrun for: Ma	ay 2019	« Prev Nex	ct »								
💮 Leave 🤇		* Click the number	s to view the list of en	iployees under	each status. Run	Total	In		Pending				
🙆 Payroll 🛛 👻		Status	Date	Period	Ву	Employee	Queue	Failed	Approval	Approved	Rejected		
My Payslip		Completed	04:07 PM	Monthly	Jason	15	U	U	15	0	0		
Payrun											Previous 1	Next	
Administration													
Configuration												ock Pavrun	
Reports												ockr byran	
Accounting Software													
Attendance <						Justiogin Pt	e Ltd.					© Copyright	2019 - 1.0

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 Approve All the button to approve without going through the staff payrun.

Step 7: If you select 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.



justlogin 🛒	=									2	
		Individual Payrun Details									
JASON - jason training 14				Ang Mee Ling Lyn Status:	⊙ Pending	+					
Leave 🤇			Total Additions		Total Deductions						
Payroll			Basic Pay:	\$ 700.00	Employee CPF - Ordinary	c	\$ 120.00				
- ayran					CDAC Fund:		\$ 0.50				
My Payslip											
Payrun			TOTAL:	\$ 700.00	TOTAL:		\$ 120.50				
Administration			Net Pay				\$ 579.50				
Configuration											
Reports			Other Details:								
Accounting Software			Skill Development Levy				\$ 2.00				
Attendance			Employer's CPF Contribution				\$ 119.00				
Attendance			YTD Employer's Contribution				\$ 806.00				
Form <			YTD Employee's Contribution		Delete	Approve Reject	s 928.00 Approve and	d go to next u	ser		
ase iustlogin											
Click here to chat now			Back		Deleti	Appr	ove and Next				

Deleting Payrun

Even after you have approved the payrun, you will still be able to delete the payrun. This is to ensure that you can redo the required if you make any mistake. To delete a payrun, do the following:



Step 2: Click on

Step 3: Click on Payrun Progress

Step 4: Click on the number at the Approved column



Step 5: You will see this page.

justlogin 🛒 🔳								0 🔍
IA	Payrun I	Details						
JASON - jason training 14	AP	PROVED Monthly ason 26/76/2019 04:30 PM Total Employees: 15						Approved \$
Leave <	Show	10 ¢ entries					Search:	
Payroll ~		Name	Basic Pay	Gross Pay	Total Deductions	Net Pay	Status	Actions
	8	Ang Mee Ling Lyn	700.00	15,726.76	1,203.00	14,622.76	Approved	• 🗙
My Payslip	8	Chai Lee Teck Davidson	3,000.00	4,000.00	0.00	4,000.00	Approved	• ×
Payrun Dashboard		Gan Eng Heng Howard	4,600.00	5,472.38	1,096.00	4,376.38	Approved	· ×
Process Pay		Gan Lee Meng Aldo		2,500,200.00	1,203.00	2,499,146.00	Approved	• •
Administration		Gan Ling Ting Tina	3,800.00	4,084.60	817.50	3,267.10	Approved	· ×
ile Generation		George Lim	4,500.00	4,500.00	900.00	3,600.00	Approved	. ×
Configuration		Kang Ying (Nancy)	5,000.00	5,469.37	1,106.01	4,414.37	Approved	• ×
Reports		Lee Meng Seng Richard	4,500.00	4,818.62	626.00	4,192.62	Approved	* ×
Accounting Software		Pearlyn	0.00	100.00	0.00	100.00	Approved	• •
Attendance <		peter wong	3,000.00	3,000.00	600.00	2,450.00	Approved	• •
	Show	ring 1 to 10 of 15 entries					Previo	us 1 2 Next

iustlooin

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.

/ Payrun Pay	yrun Progress Payrun Summa	ry							
/run for: May 20	« Prev Next »								
ick the numbers to v	view the list of employees under each sta	itus.							
Status	PayRun Date	Period	Run By	Total Employee	In Queue	Failed	Pending Approval	Approved	Rejected
Completed	26/02/2020 10:56 AM	Ad-hoc	Nyein	3	0	0	0	3	0
Completed	26/02/2020 10:55 AM	Monthly	Nyein	2	0	0	0	2	0
Completed	26/02/2020 10:54 AM	Monthly	Nyein	1	0	0	0	1	0

Payrun Summary

The Payrun Summary is the page that you would go to release the pay slips to the employees.



ок



lew Payru Payrun :	for: May 2020	Payrun Summary									
										Search:	
	Name	Pay Pe	eriod PayRun Date	Approved By	ApprovedDate	Pay Mode	Release Status	Release Date	Email	Cheque No	
	aung	Month	nly 26/02/2020	Nyein	26/02/2020	Cash	Not released		aung@gmail.com		
	aung	Ad-hoo	c 26/02/2020	Nyein	26/02/2020	Cash	Not released		aung@gmail.com		
	Blue	Month	uly 25/05/2020	Nyein	25/05/2020	Cash	Not released		blue@justlogin.com		
	K1	Ad-hoo	c 26/02/2020	Nyein	26/02/2020	Cheque	Not released		k1@gmail.com		
	IK1	Month	uly 26/02/2020	Nyein	26/02/2020	Cheque	Not released		lk1@gmail.com		
	Nyein	Month	aly 26/02/2020	Nyein	26/02/2020	Cash		26/02/2020	nyeinaye@justlogin.com		
	Nyein	Ad-hoo	c 26/02/2020	Nyein	26/02/2020	Cash	Not released		nyeinaye@justlogin.com		
										Pri	evious 1 Next
Back	Update Payment Date							Update Cheque	Release Release All	Resend Payslip	Resend All Paysli

Step 4: (Optional) If you are paying someone by cheque, you can enter the Cheque No that you issue to the staff.



Step 6: You can click on the Release All to release the payslip to all the staff without selecting. Alternatively, you can selectively release payslip to the staff you want by clicking on the

checkbox located before the name. Then click on the Release button.

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



NIX	Payroll Reports		
	1.	Payroll Listing Report	 Ð
NYEIN - Vanilla Sri lanka	2.	Pay Slip Report	 10
-	3.	Staff Ledger Report	 Ø
🐻 Leave 🧹	4.	Payment Advice	\$ Ø
🙆 Payroll 🗸 👻	5.	Net Salary Summary Report	\$ Ø
	6.	Basic Salary Reconciliation Report	\$ Ø
My Payslip	7.	Salary Increment Report	\$ 10
Payrun Dashboard	8.	All Pay Elements Reconciliation	\$ 1
Process Pay	9.	Payroll Yearly	\$ 1
Administration	10.	Payroll Yearly By Employee	\$ 10
Configuration	11.	Monthly All Pay Element Report	\$ 10
Reports			
Attendance <	Back		
Form <			

Step 5: Click on the

report and the system will start to generate the report.

£	2	L - L*	1
Step 6: Click on 🔛	to print to PDF or click (on the 🛄 🚞 📃	to export the report to
another format such	h 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

GO

Step 2: Click on	😕 Pa	ayroll	
Step 3: Click on	Reports		
Step 4: At the rep	port that ye	ou wish to	bookmark, click on the 🔯. You will notice that that
report will move	all the way	y to the top	o and the 🔯 will changed to
Step 5: If you clic	k on P	ayrun	, you will see that the report will be placed in the Post
Payroll	-		,,



Click to see your payroll reports.	Click to see your payroll reports.	PAYF	ROLL RE	PORT	5	~
Monthly Payroll Detail (Total Additions)	Monthly Payroll Detail (Total Additions)	lick	to see y	our pay	roll rep	oorts.
Detail (Total Additions)	Detail (Total Additions)		Mo	onthly P	Payroll	
Conter Reports	Conter Reports	[Detail (T	otal A	dition	is)
Transfer to Accounting	Transfer to Accounting		<u>⊮</u> Ot	her Re:	ports	
Accounting	Accounting		(PT	ransfe	r to	
			Ac	counti	ng	