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.
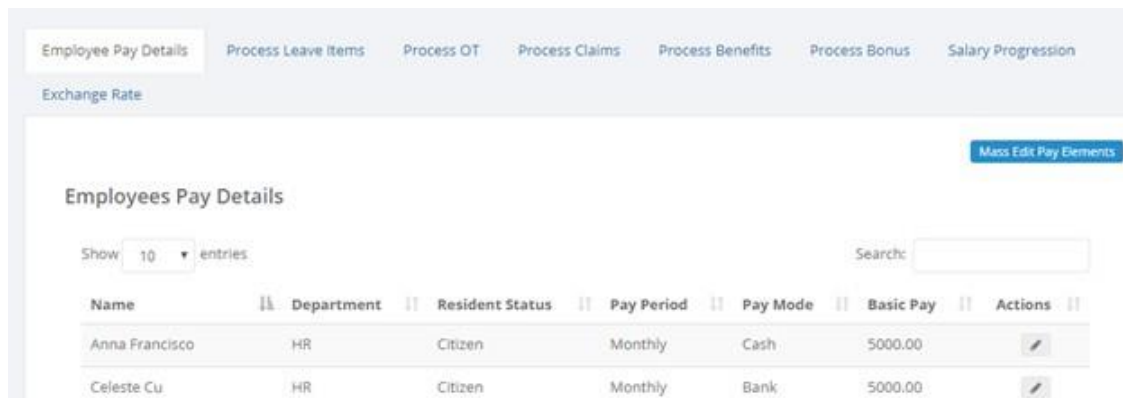

Step 1: Click on

Step 2: Click on

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

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.

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

Step 7: Click on the [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

Step 6: To include the No Pay to the Deduction in the staff pay, click on the You

should see this message appearing. Click

👍
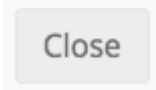
Great!

The selected pay element has been added to this employee.

Close

Step 7: Click on _____ 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 Items – Leave Encashment

Step 1: Click on

Step 2: Click on

Step 3: Click on

Step 4: Click on

Step 5: Select the year

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

👍
Great!

The pay element has been added to this employee.

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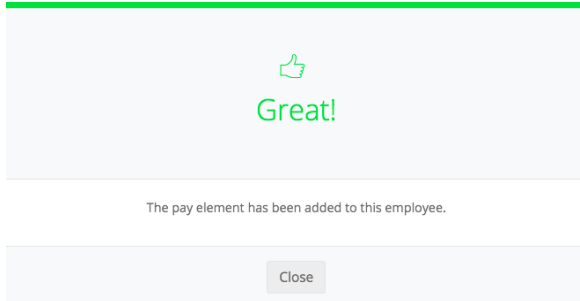
Step 7: To check whether the Leave Encashment has been successfully transferred, click on the Employee Pay Details

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

You should see Leave Encashment added in the Additional portion.

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.

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

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 [pencil icon]. Scroll down and you should see the **Working hours and OT**

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

👍
Great!

Working hours and OT updated.

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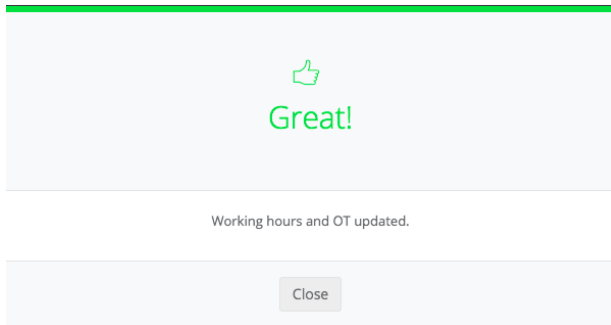
Step 9: You should see that the OT will be added onto the Additions column.
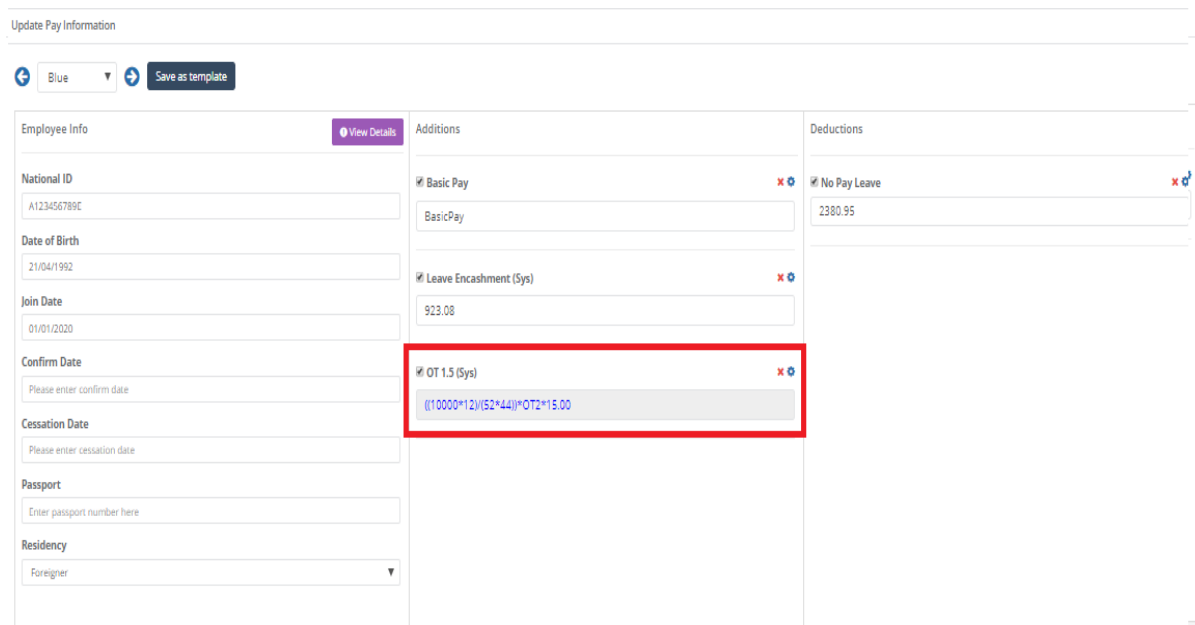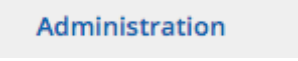
Process Claims

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 **Payroll**

Step 2: Click on **Administration**

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

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

- All -   2019   - All -

	Employee Name	Pay Element Name	Amount	Status	Transferred Date	Transferred By	Processed Date	Processed By
☐	Bay Jean Lee (Alfred)	Taxi Claim	30	Pending	5/17/2019 8:23:39 AM	jason		
	Teo Lin Ming Tom	Taxi Claim	50	Processed	4/5/2019 11:23:32 AM	jason	4/5/2019 11:23:58 AM	jason
	Gan Lee Meng Aldo	Gym Membership 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	Taxi Claim	20	Processed	5/3/2019 4:31:22 PM	jason	5/3/2019 4:32:27 PM	jason

Approve   Approve All

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

- All -   2019   - All -

Step 5: Select those claims you wish to 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 [pencil] icon. Check whether the transferred claim appears in the **Additions** column

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.

Step 1: Click on Payroll

Step 2: Click on **Administration**

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

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

	Employee Name	Benefit	Amount	Status	Transferred Date	Transferred By	Pay Element ❓	Processed Date	Processed By
☐	Ang Lee Jin (Wilson)	Dental	300.00	Pending	21/5/2019	jason	Dental ⇕		

Showing 1 to 1 of 1 entries

Previous | 1 | Next

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

👍

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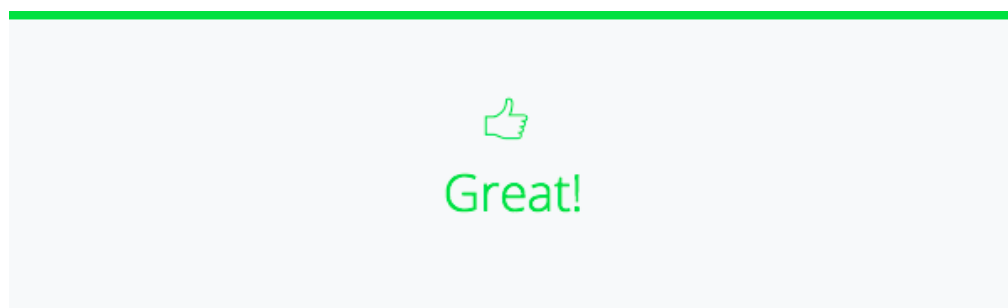
The Pay Element has been added to the Employee Pay Information.

Close
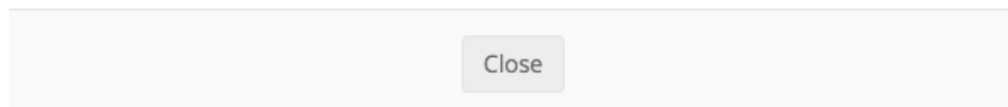
Check Approved Benefit Claims

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

Step 1: Click on **Payroll**

Step 2: Click on **Administration**

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

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

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

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

Step 7: Click on **Submit**

Process Pay

New Payrun for all Employees

Step 1: Click on 🅿 **Payroll**

Step 2: Click on **Process Pay** The system will automatically place you at the **New Payrun**

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

Payrun for *	May 2020	📅	Prev | Next

Step 4: Select the Pay Period

Pay Period *	Monthly	▼
	Monthly	
Employee Selection *	Adhoc	

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 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

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

Payslip Release * ⦿ Manual Release ❓ ⦾ Immediately after approval ⦾ Selected date after approval   Enter payslip release date

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.
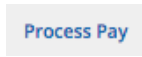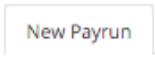
OT Period   ☑ Follow Payroll Period

Step 10: Specify the payment date

Payment Date	27/05/2020

Step 11: To proceed with the payrun, click on   **Proceed**

New Payrun for Selected Employees

Step 1: Click on   **Payroll**

Step 2: Click on Process Pay . The system will automatically place you at the New Payrun .

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

Payrun for *	May 2020	📅	Prev | Next

Step 4: Select the Pay Period

Pay Period *	Monthly	▼
	Monthly	
Employee Selection *	Adhoc	
	All current employees plus any resigned/terminated employees from the listing box below	

Step 5: Select   ⦿ Include 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.

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

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.

Payslip Remarks	Remarks

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.

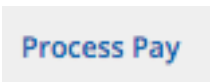**OT Period** ☑ Follow Payroll Period

Step 14: Specify the payment date

Payment Date	27/05/2020

Step 15: To proceed with the 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

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 👁 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.
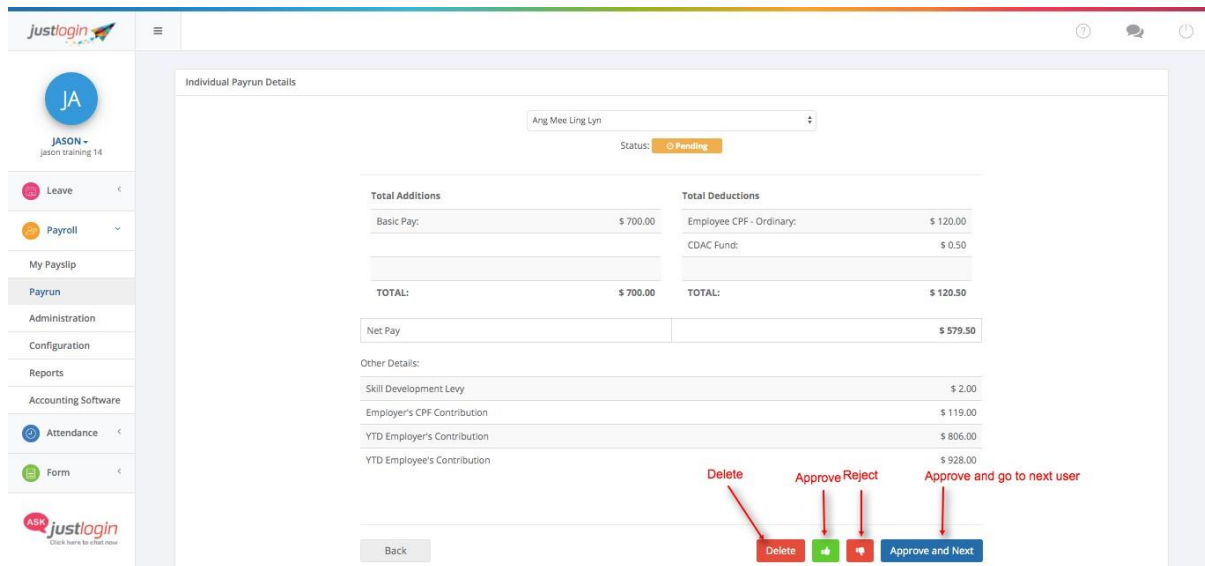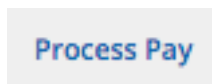
Deleting Payrun

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:
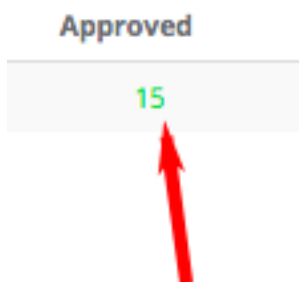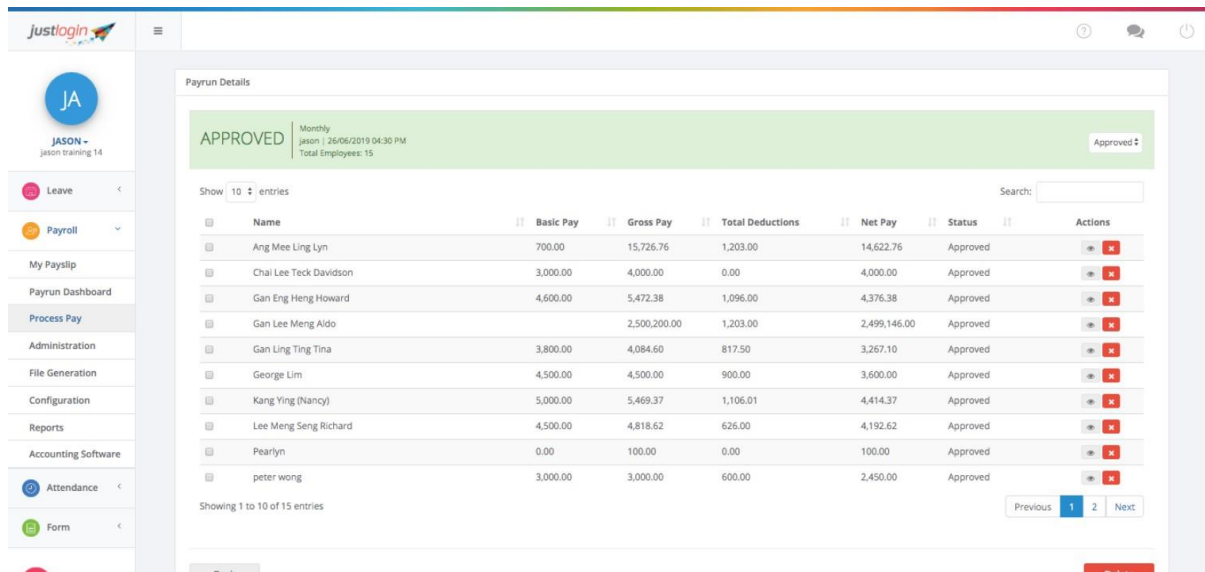
Step 1: Click on

Step 2: Click on

Step 3: Click on

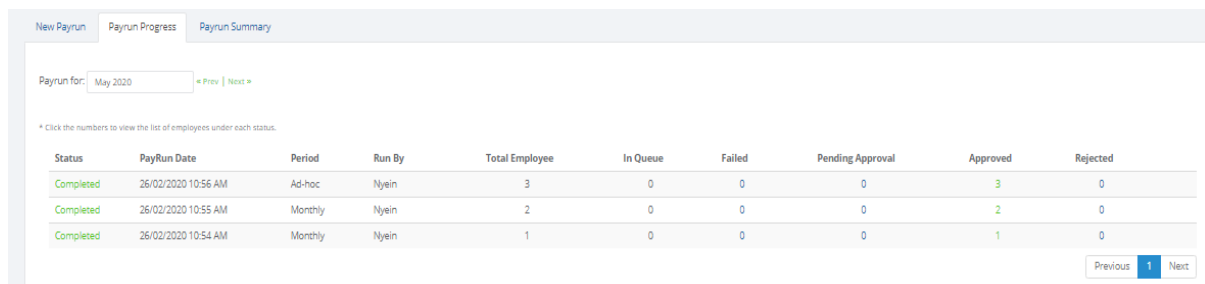Step 4: Click on the number at the Approved column

Step 5: You will see this page.

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 Summary

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

Step 1: Click on

Step 2: Click on

Step 3: Click on the

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

Step 5: (Optional) Click on the to save the cheque number.

Step 6: You can click on the 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 button.

Reports

Reports allow you to generate the reports in Payroll.

Generating Reports

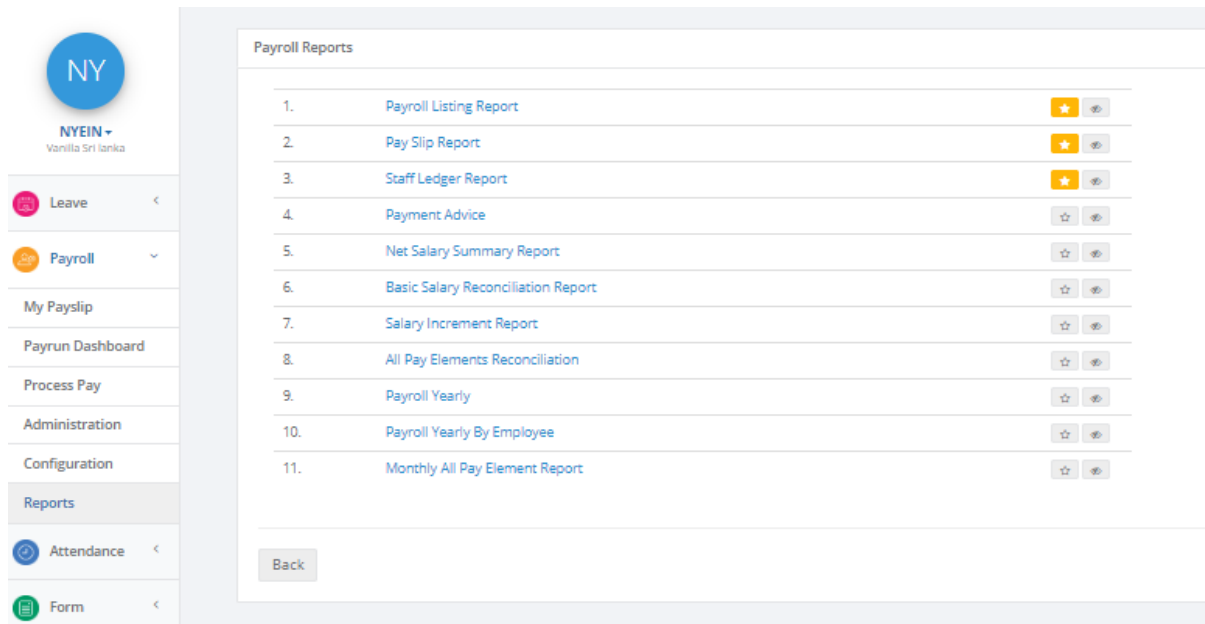The steps in using Reports are:

Step 1: Login as the payroll administrator

Step 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 the **GO** 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:

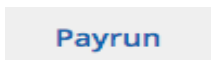Step 1: Login as the payroll administrator

Step 2: Click on **Payroll**

Step 3: Click on **Reports**

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 changed to ⭐

Step 5: If you click on **Payrun**, you will see that the report will be placed in the Post Payroll

3. Post Payroll

PAYROLL REPORTS

Click to see your payroll reports.

Monthly Payroll Detail (Total Additions)

Other Reports

Transfer to Accounting