



# Hong Kong Payroll Configuration Guide





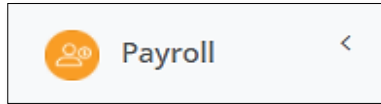
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# Configuration

## General – Company Detail

The first thing that you need to do is to setup the Company Details.










**Step 1:** Click on



**Step 2:** Go to

under the General tab

You will be brought to the Company Details Page

Company Information	
Company Name	<input type="text" value="jasonhktrg"/>
Company Registration Number	<input type="text" value="CRN123"/> 
Tax Reference Number	<input type="text" value="2000123456Z"/> 
Address 1	<input type="text" value="Hong Street"/> 
Address 2	<input type="text" value="Address 2"/>
City	<input type="text" value="Hong Kong"/> 
State	<input type="text" value="Hong Kong"/> 
Country	<input type="text" value="Hong Kong"/> 
Postal Code	<input type="text" value="Postal Code"/> 

Contact Information	
Main Contact Person	<input type="text" value="Tony Lamb"/> 
Email Address	<input type="text" value="tony.lamb@abc.com.hk"/>
Contact Number	<input type="text" value="+8521234567"/>

Please enter the information in the appropriate fields:

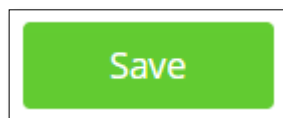
**Company Name** – Your company’s registered name

**Company Registration Number** – Input your CRN, can usually be found in the upper-left corner of the Certificate of Incorporation.

**Tax Reference Number** – This number is the same as the **Company Registration Number** but is used by IRD for tax purposes

**Address Fields** - Please make sure to input the complete address of your company. Note that there is a 30-character limit on Address 1, anything beyond that, kindly input in Address 2

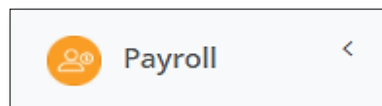
On the **Contact Information Section**, please input the contact information of the person who has knowledge on your company’s payroll as he/she will be contacted in case there’s a need to verify and clarify some data for your company.



**Step 3:** Click on

### General – Configuration

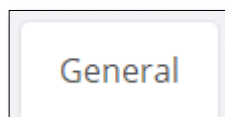
This page includes settings on how you want the payslip to be sent and the setting for Half-Monthly Pay Period. Please follow the steps below:



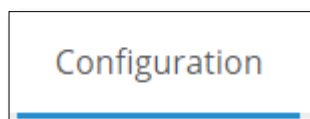
**Step 1:** Go to



**Step 2:** Click on



**Step 3:** Click on tab at the top



**Step 4:** Look for the sub-tab

**Step 5:** Put a tick on this option if you will allow the staff to update their own bank account information:



### Account Configuration

Allow Employees to update their own bank account

**Step 6:** Put a tick on this option if you want the PDF copy to be sent to the staffs' email once payrun is approved and payslip is released:

Send PDF payslip via email upon approval and after release date

**Step 7:** The "email from Address" is the email that will be used to send the payslip to the employees. Please do not change this as your internal IT security system might block the sending of the payslip to the staff if changed

Email From Address :

**Step 8:** For the Proration Policy, please indicate how do you want the system to calculate the prorated salary of your staff

### Proration Policy

Working Days

Company Calendar  Tax Year  Calendar Year

**Step 9:** For Half-Monthly Pay period, you can indicate the intervals as well as when MPF contribution is to be deducted

Half-Monthly Pay Period Setup	
<b>1st Interval</b>	<b>2nd Interval</b>
Pay Period :	Pay Period :
From : first day of the month To : 15	From : 16 To : last day of the month
Pay Percentage : 30% <input type="checkbox"/> MPF Contribution:	Pay Percentage : 70% <input checked="" type="checkbox"/> MPF Contribution:

**Step 10:** (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 the pay of the staff exceed the set limit, you will not be able to approve via the "Approve All" button. You will still be able to approve by viewing the details first and approve that staff's pay individually.

**Gross / Net Pay Limit**

Limit on:  Gross Pay  Net Pay

By Amount  (\$)

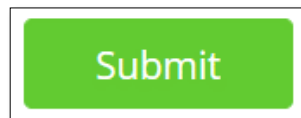
By Percentage  (%) of Basic Pay

**Step 11:** It is advisable to enable both options if you have 2 or more payroll administrators

**Notification Setting**

Send email notification to Payroll Administrators for salary changes

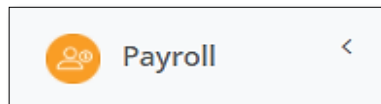
Send email notification to Payroll Administrators for bank account changes



**Step 12:** Click on

### General – Cost Centre

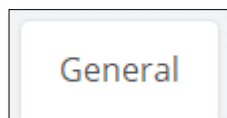
Please follow the steps below to create Cost Centre



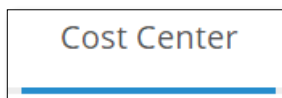
**Step 1:** Click on



**Step 2:** Go to



**Step 3:** Look for the tab at the top



**Step 4:** Click on the sub-tab. This will bring you to the page like the image below:

Show  entries Search:

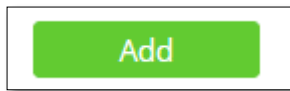
Cost Center Code	Cost Center Description	Action
IT	IT	
Mktg	Marketing	
Project A	Project A	
Sales	Sales	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Showing 1 to 4 of 4 entries Previous **1** Next

**Step 5:** Input the cost centre code and the cost centre description into the fields:

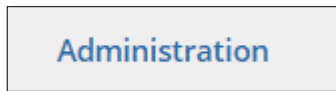
Cost Center:

Cost Center Code	Cost Center Description	Actions
<input type="text" value="01"/>	<input type="text" value="basic pay"/>	<input type="button" value="+Add"/>



**Step 6:** Click on

To Assign Staff to Cost Centres:



**Step 1:** From Payroll, click on . You will see the list of staff on your account.



**Step 2:** Click on the icon adjacent to the staff's name. You will be brought to the staff's pay information page:

A Roman Sit

Employee Info	Additions	Deductions
<b>HKID*</b> <input type="text" value="G210123(A)"/> <b>Date of Birth*</b> <input type="text" value="12/04/1991"/> <b>Join Date*</b> <input type="text" value="03/08/2017"/> <b>Confirm Date</b> <input type="text" value="Please enter confirm date"/> <b>Cessation Date</b> <input type="text" value="Please enter cessation date"/> <b>Passport</b> <input type="text"/>	<input type="text" value="basic pay"/> <input checked="" type="checkbox"/> MPF Payable <input checked="" type="checkbox"/> Bonus <input type="text" value="1000"/> <input checked="" type="checkbox"/> MPF Payable <input checked="" type="checkbox"/> Leave Encashment (Sys) <input type="text" value="692.31"/> <input type="checkbox"/> MPF Payable <input checked="" type="checkbox"/> Transport allowance <input type="text" value="0"/> <input checked="" type="checkbox"/> MPF Payable	<input checked="" type="checkbox"/> No Pay Leave <input type="text" value="1000"/> <input checked="" type="checkbox"/> MPF Payable <input checked="" type="checkbox"/> Employee MPF (Voluntary) <input type="text" value="0"/> <input type="checkbox"/> MPF Payable

**Step 3:** Click on the button

**Step 4:** Scroll down and you will see the cost centre field. Choose the cost centre that you would like to assign to that staff from the drop-down

Department	<input type="text"/>
Cost Center Code	<input type="text"/>
Payroll Group	<input type="text"/>
Work Week	Normal

**Step 5:** Click on

### General – Designation

To create the different designations in your company, please follow the steps below:

**Step 1:** From Payroll, click on

**Step 2:** Go to under the General Tab. You will be brought to this page:

Company Details	Configuration	Cost Center	GL Account	Designation	Salary Increment
Designations: <a href="#">Import Designations</a>					
Designation Code	Designation Name	Actions			
SSE	Software Support Engineer				
<input type="text"/>	<input type="text"/>				

**Step 3:** Enter the Designation Code and Designation Name

**Step 4:** Click on to save

### 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 may add them by following the steps below:

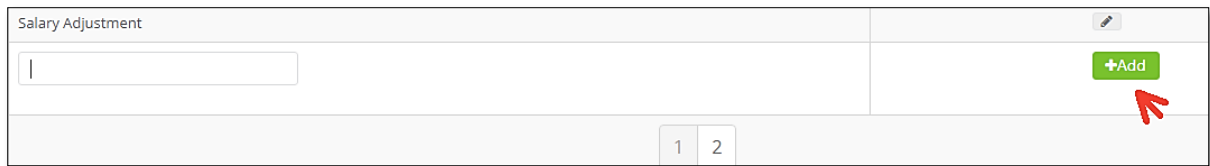
[Configuration](#)

**Step 1:** From Payroll, click on

[Salary Increment](#)

**Step 2:** Go to under the General Tab

**Step 3:** Enter the reason at the bottom



The screenshot shows a 'Salary Adjustment' form. It has a text input field on the left and a green '+Add' button on the right. A red arrow points to the '+Add' button. Below the input field, there are two small boxes containing the numbers '1' and '2'.

[+Add](#)

**Step 4:** Click on

### General – MPF Trustee List

An **MPF trustee** is a company or a natural person approved by MPFA as an approved **trustee**. An **MPF trustee** needs to exercise **fiduciary** duty in operating **MPF** schemes in the interest of scheme members. Service providers are persons appointed or engaged by the **trustee** to provide services for the scheme. To add/remove MPF trustee in the list, please follow the steps below:

[Configuration](#)

**Step 1:** From Payroll, click on

[MPF Trustee List](#)

**Step 2:** Go to from the General Tab. You will be brought to this page:



General Payroll Users Group Access

Company Details Configuration Cost Center GL Account Designation Salary Increment **MPF Trustee List**

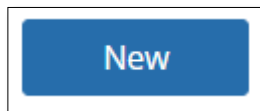
Show 10 entries Search:

<input type="checkbox"/>	Trustee Name	Scheme Type	Employee Membership Number	Action
<input type="checkbox"/>	Manulife Provident Funds Trust Company Limited	Master Scheme	A0019283	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Manulife Provident Funds Trust Company Limited	Industrial Scheme	19281726	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 2 of 2 entries

Previous 1 Next

New Delete



**Step 3:** To add, click on **New**. You will be brought to a page like below:

General Payroll Users Group Access

Company Details Configuration Cost Center GL Account Designation Salary Increment **MPF Trustee List**

\* Trustee Name :

\* Scheme Type :

\* Employer Code :

\* Employer Membership Number :

\* Scheme Effective Date :

\* Trustee Auto Pay Account Number :

Contact Phone Number :

Back Submit

Complete all the details and click on "submit"

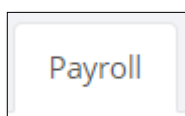
### Payroll – Work Calendar

The Work Calendar is important as the work calendar will be used by the system to prorate the pay when a person first joins the company or when a person resigns.

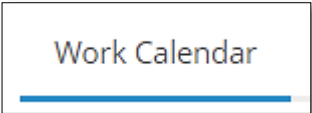
The number of days should be the same as the employment contract signed between the employer and employees.



**Step 1:** Go to Payroll, click on



**Step 2:** Click on the **Payroll** tab at the top



**Step 3:** Go to . You will see the page below:

The screenshot shows the 'Work Calendar' configuration page. At the top, there are tabs for 'General', 'Payroll', 'Users', and 'Group Access'. The 'Payroll' tab is active. Below the tabs, there are sub-tabs: 'Work Calendar', 'OT Rates', 'Pay Elements', 'Payslip Format', 'Voluntary Contributions', 'Average Wage Opening Balance Setup', and 'Tax Opening Balance'. The 'Work Calendar' sub-tab is selected. Underneath, there is a checkbox for 'Use eLeave Calendar' which is unchecked. A table with columns for 'Week Code', 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday' is shown. The 'Normal' week code is selected, and each day has a dropdown menu set to 'Full Day'. There is a 'New' button at the bottom right.

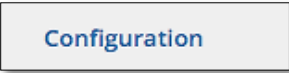
**NOTE:** Please make sure that all the days of the week are set to Full Day. As the proration is based on calendar days.



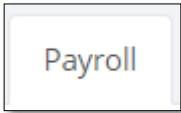
**Step 4:** To edit, click on the icon, and set the days of the week accordingly.

### Payroll – OT Rates

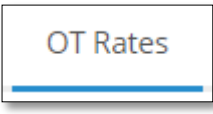
You can set your company's OT Rates on this page if necessary.



**Step 1:** Go to Payroll, click on



**Step 2:** Click on tab at the top



**Step 3:** Go to You will be brought to this page:

General **Payroll** Users Group Access

Work Calendar **OT Rates** Pay Elements Payslip Format Voluntary Contributions Average Wage Opening Balance Setup Tax Opening Balance

### OT Rates Setup

OT Hourly Rate

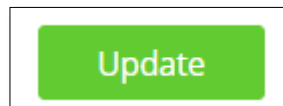
Display in Pay Information and Process OT  ⓘ

Use Different Formula for Actual Working Hour  ⓘ

Actual Hour Rate  ⓘ

OT Code	OT Name	Rate
Actual_Hrs	<input type="text" value="Actual Hr"/>	<input type="text" value="1"/>
OT_1	<input type="text" value="OT 1"/>	<input type="text" value="1"/>
OT_2	<input type="text" value="OT 2"/>	<input type="text" value="1.5"/>
OT_3	<input type="text" value="OT 3"/>	<input type="text" value="2"/>

**Step 4:** You can input the OT formula based on your company's requirements. Once



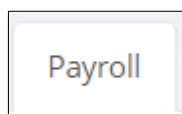
done, click on the button in the lower-right corner of your screen,

### Payroll – Pay Elements

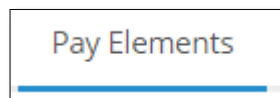
This is the page where you can see the list of different pay elements available on your system. You can also add or delete the pay elements from here.



**Step 1:** From Payroll, go to



**Step 2:** Click on tab at the top



**Step 3:** Go to . This is the page that you will see:

General **Payroll** Users Group Access

Work Calendar OT Rates **Pay Elements** Payslip Format Voluntary Contributions Average Wage Opening Balance Setup Tax Opening Balance

Show 10 entries Search:

Element Name	Element Type	Formula/Amount	Prorated	MPF Payable	Regarded Wage	Active	Actions
Actual Hr	Allowance	BasicPay*ActualHrs	✗	✓	✗	ON	👁️
Air Travel	Reimbursement	0	✗	✗	✓	ON	👁️ ✕
Back Pay	Allowance	0	✓	✓	✗	ON	👁️ ✕
Basic Pay	Allowance	BasicPay	✓	✓	✗	ON	👁️
Bonus	Allowance	0	✓	✓	✗	ON	👁️ ✕
Bonus (Sys)	Allowance	0	✗	✓	✗	ON	👁️ ✕
Commission Fees	Allowance	0	✓	✓	✗	ON	👁️ ✕
Director Fees	Allowance	0	✓	✓	✗	ON	👁️ ✕
eBenefit Claim (Sys)	Reimbursement	0	✗	✗	✗	ON	👁️ ✕
Education Benefit	Allowance	0	✓	✓	✗	ON	👁️ ✕

Showing 1 to 10 of 32 entries

Previous 1 2 3 4 Next

Create Pay Element

Create Pay Element

**Step 4:** To create a new pay element, click on  
You will be brought to this screen:

Pay Element Details

\* Element ID:

\* Element Name:

\* Element Type:  Allowance  Deduction  Reimbursement

Formula/Amount:  [Validate]

Do you want to apply an amount limit?  Yes  No

Tax Code:

Criteria:  Prorated  MPF Payable  Benefits-In-Kind  Regarded Wage

\* Frequency:  Half-Monthly  Monthly  One Time  Inactive  
 First Interval  
 Second Interval

Recurring:  Choose Month to Choose Month

Back Submit

**Element ID** – Please input an element ID that you can easily identify

**Element Name** – This is the name that will appear on the staff's payslip

**Element Type** – indicate whether this pay element is an allowance, deduction, or a reimbursement

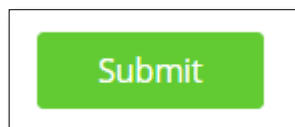
**Formula/Amount** – you can input an amount on this field or a formula that you would like the system to use to calculate

**Tax Code** – you can choose the appropriate tax code from the drop-down list. Please make sure you tag the pay element to the correct tax code to avoid any issues regarding taxes

**Criteria** – this is where you can indicate if you want the system to prorate the amount, if the pay element is MPF deductible, tagged as benefit-in-kind, and if the pay element is regarded as wage. Please put a tick on each accordingly.

**Frequency** – This is where you indicate whether this pay element is to be used on a half-monthly pay period, monthly, one time or to deactivate the account.

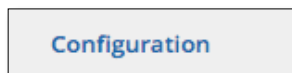
**Recurring** – if you want to set a specific period to use this pay element, you can put a tick in the checkbox and indicate the period of coverage. After the date you indicate, the system will automatically deactivate the pay element



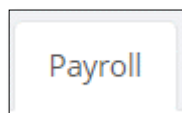
**Step 5:** Click on button once done.

### Payroll – Payslip Format

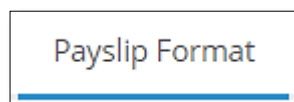
This is where you can choose how you want the payslip to appear on the web, when generating a payslip report, or when sending a PDF copy of the payslip to the staff. This is also where you can upload your company's logo



**Step 1:** From Payroll, go to



**Step 2:** Click on tab at the top



**Step 3:** Go to You will see this page:

General **Payroll** Users Group Access

Work Calendar OT Rates Pay Elements **Payslip Format** Voluntary Contributions Average Wage Opening Balance Setup Tax Opening Balance

	Pay Slip Template	Web View	Pay Slip PDF	Pay Slip Report	Action
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"/>	
5.	Standard PDF Format (with Bank Info)		<input type="radio"/>		
6.	Standard PDF Format (without Address)		<input type="radio"/>		
7.	Customized Header/Footer PDF Format		<input type="radio"/>		
8.	Standard PDF Format (with YTD NET/GROSS)			<input type="radio"/>	
8 (a).	Standard PDF Format (with YTD NET/GROSS and Designation)		<input type="radio"/>	<input type="radio"/>	
9.	Standard PDF Format (Horizontal Layout)		<input type="radio"/>	<input type="radio"/>	
10.	Standard PDF Format (with Total Other Vol Con (Employer))			<input type="radio"/>	

**Payslip Logo**

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



**Step 4:** To view a sample of each of the payslip format, click on the icon on the right side of the screen

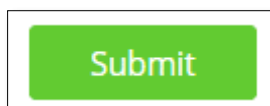
**Step 5:** To set the payslip format you have chosen for each view (Web, PDF, Payslip Report), put a tick inside each radio button.

**Step 6:** To upload your company's logo, click on this field:

**Payslip Logo**

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

**Step 7:** You will be prompted to choose among your files which logo you would like to upload. NOTE that your company logo file should not be more that 300x150 pixels in size.



**Step 8:** Once uploaded, click on the button.