HK Payroll Administration Guide

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Introduction

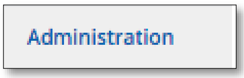
The Hong Kong Payroll module will help companies from Hong Kong to compute the salary of the staff. In this document, we will run through the process of doing a payrun to generate the salary of your staff.

Administration

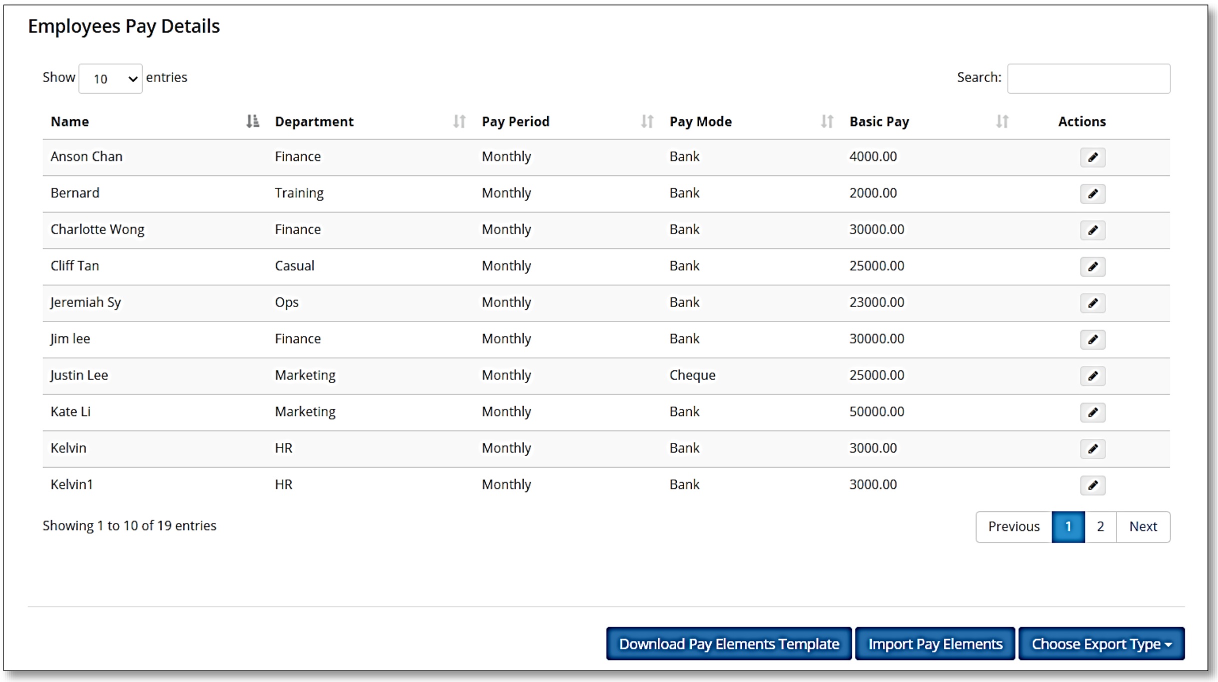
Employee Pay Details

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.



Employees Pay Details

Show 10 entries Search:

Name	Department	Pay Period	Pay Mode	Basic Pay	Actions
Anson Chan	Finance	Monthly	Bank	4000.00	
Bernard	Training	Monthly	Bank	2000.00	
Charlotte Wong	Finance	Monthly	Bank	30000.00	
Cliff Tan	Casual	Monthly	Bank	25000.00	
Jeremiah Sy	Ops	Monthly	Bank	23000.00	
Jim lee	Finance	Monthly	Bank	30000.00	
Justin Lee	Marketing	Monthly	Cheque	25000.00	
Kate Li	Marketing	Monthly	Bank	50000.00	
Kelvin	HR	Monthly	Bank	3000.00	
Kelvin1	HR	Monthly	Bank	3000.00	

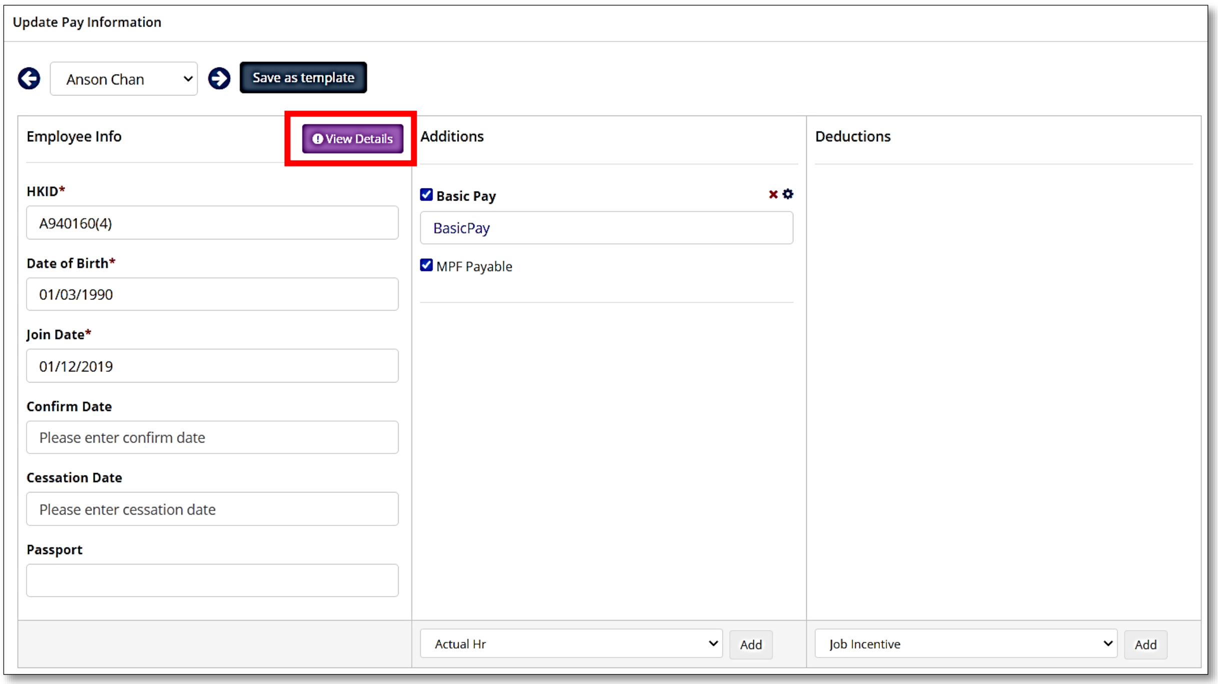
Showing 1 to 10 of 19 entries

Previous 1 2 Next

Download Pay Elements Template | Import Pay Elements | Choose Export Type

Step 4: You can manually update your staff's pay details by clicking on the pencil icon under the **Actions tab.** 

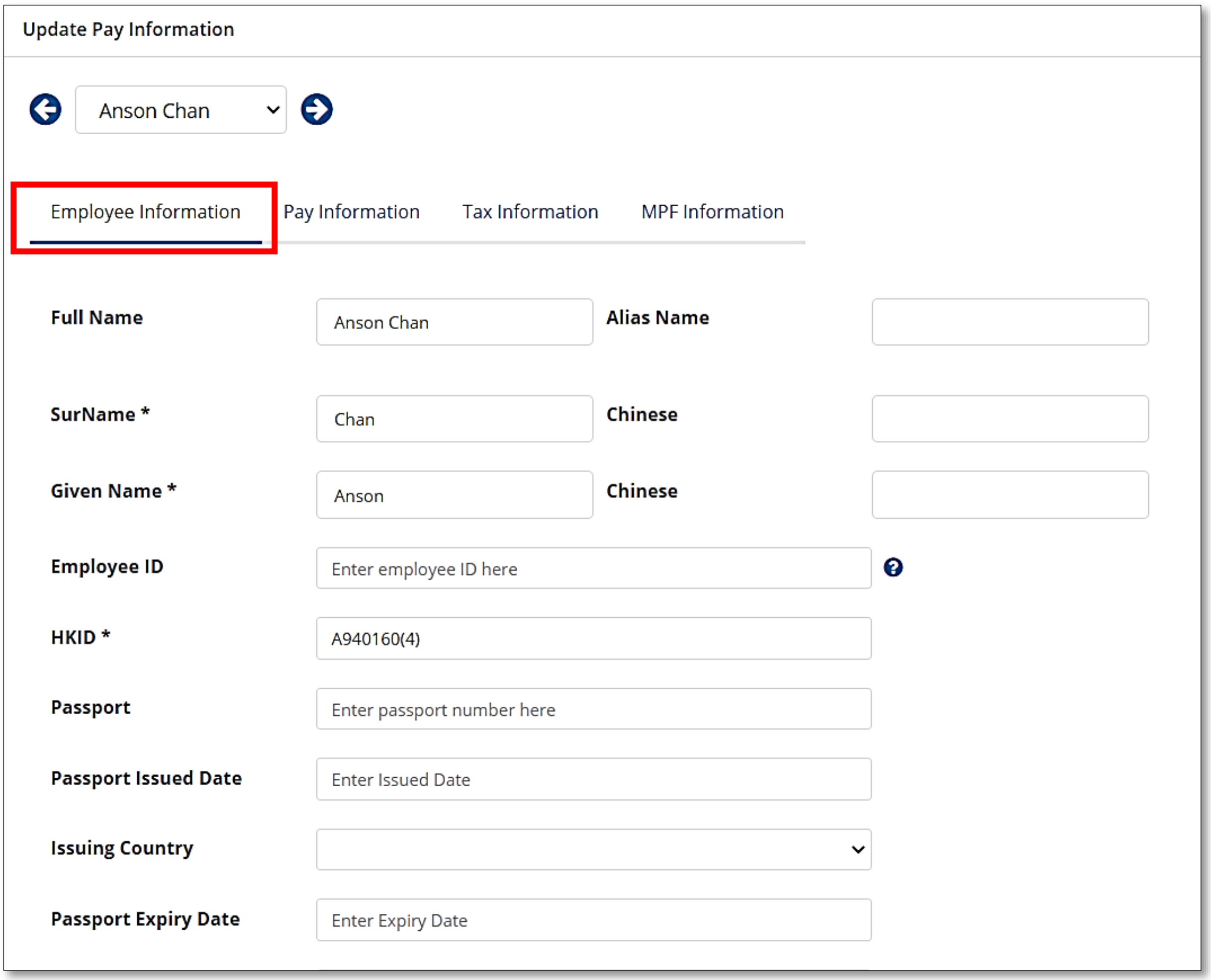
Step 5: You will be taken to this page where you can update your staff's pay information.

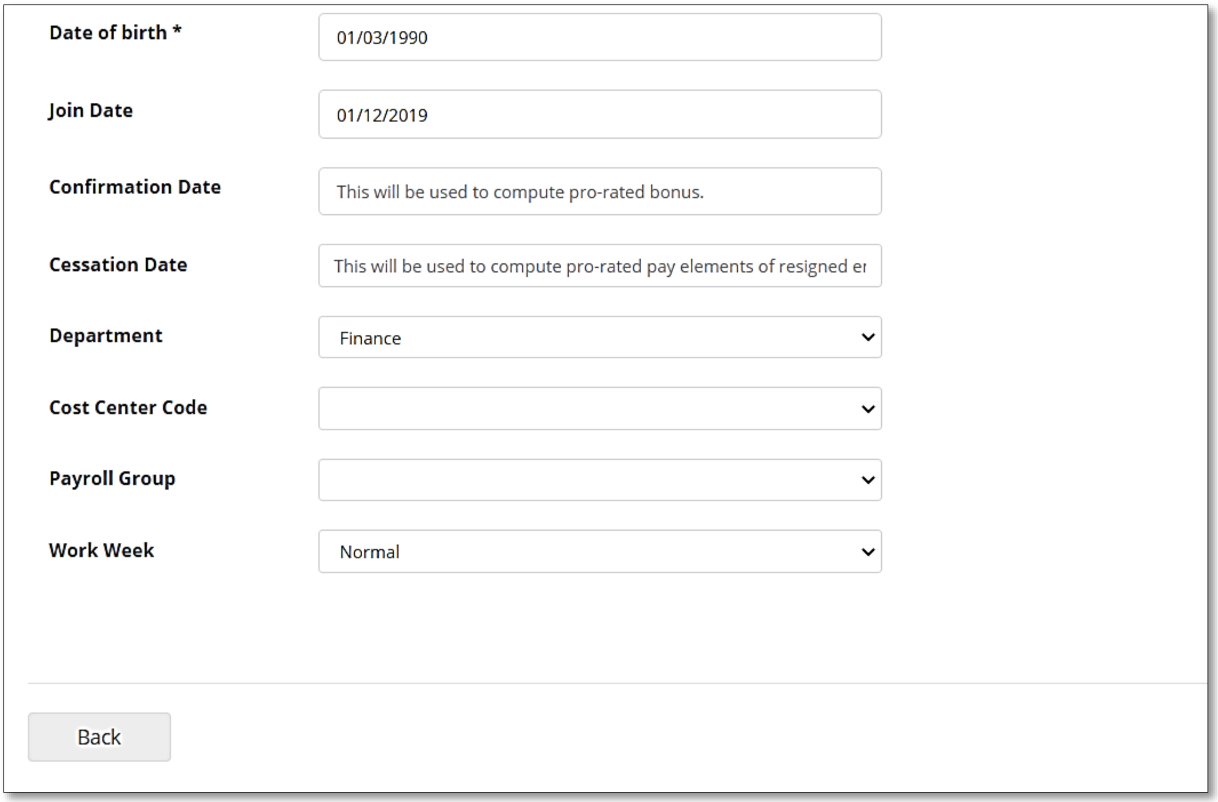


NOTE: If you click on the 

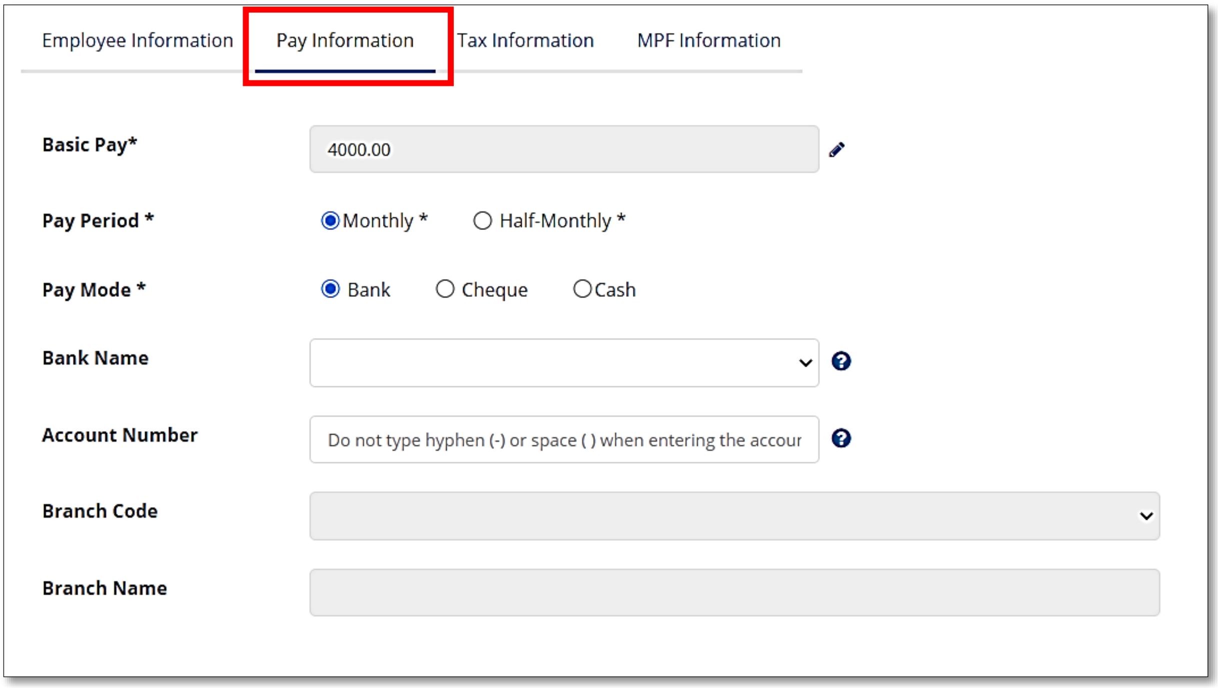
button, you will get more detailed information of the staff, like Employee, Pay, Statutory and Tax information.

1. Employee Information – allows the admin to enter the Personal and Employment details of the employee. This is where you can assign the work week, department and cost centres as necessary.

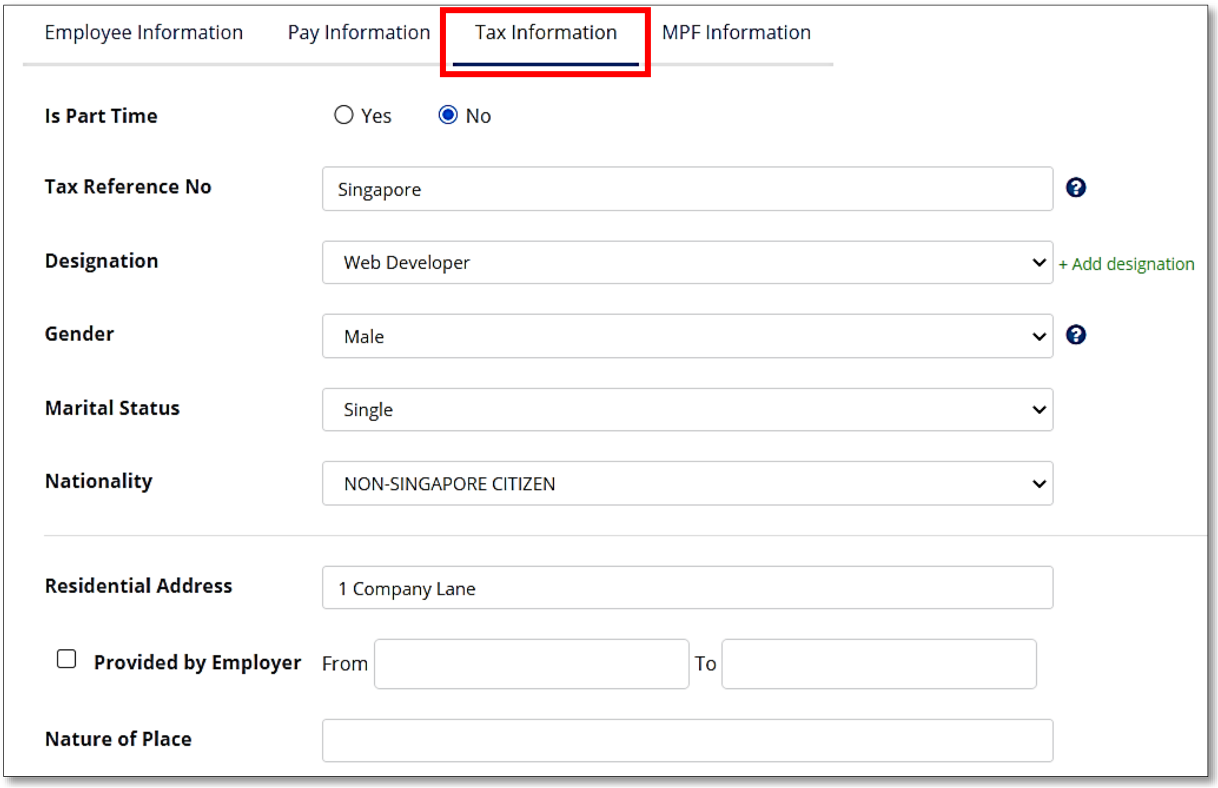

Update Pay Information
Anson Chan
Employee Information
Pay Information
Tax Information
MPF Information
Full Name
Anson Chan
Alias Name
SurName *
Chan
Chinese
Given Name *
Anson
Chinese
Employee ID
Enter employee ID here
HKID *
A940160(4)
Passport
Enter passport number here
Passport Issued Date
Enter Issued Date
Issuing Country
Passport Expiry Date
Enter Expiry Date

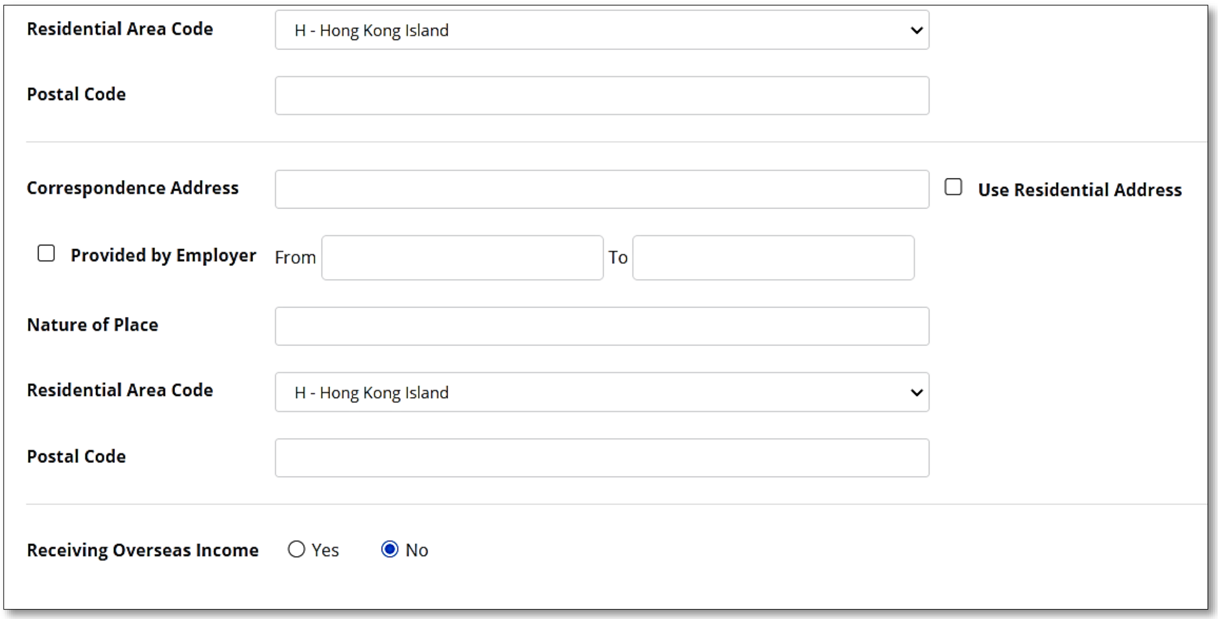

Date of birth *
01/03/1990
Join Date
01/12/2019
Confirmation Date
This will be used to compute pro-rated bonus.
Cessation Date
This will be used to compute pro-rated pay elements of resigned er
Department
Finance
Cost Center Code
Payroll Group
Work Week
Normal
Back

2. Pay Information – this is where the admin updates the bank information of the employee.

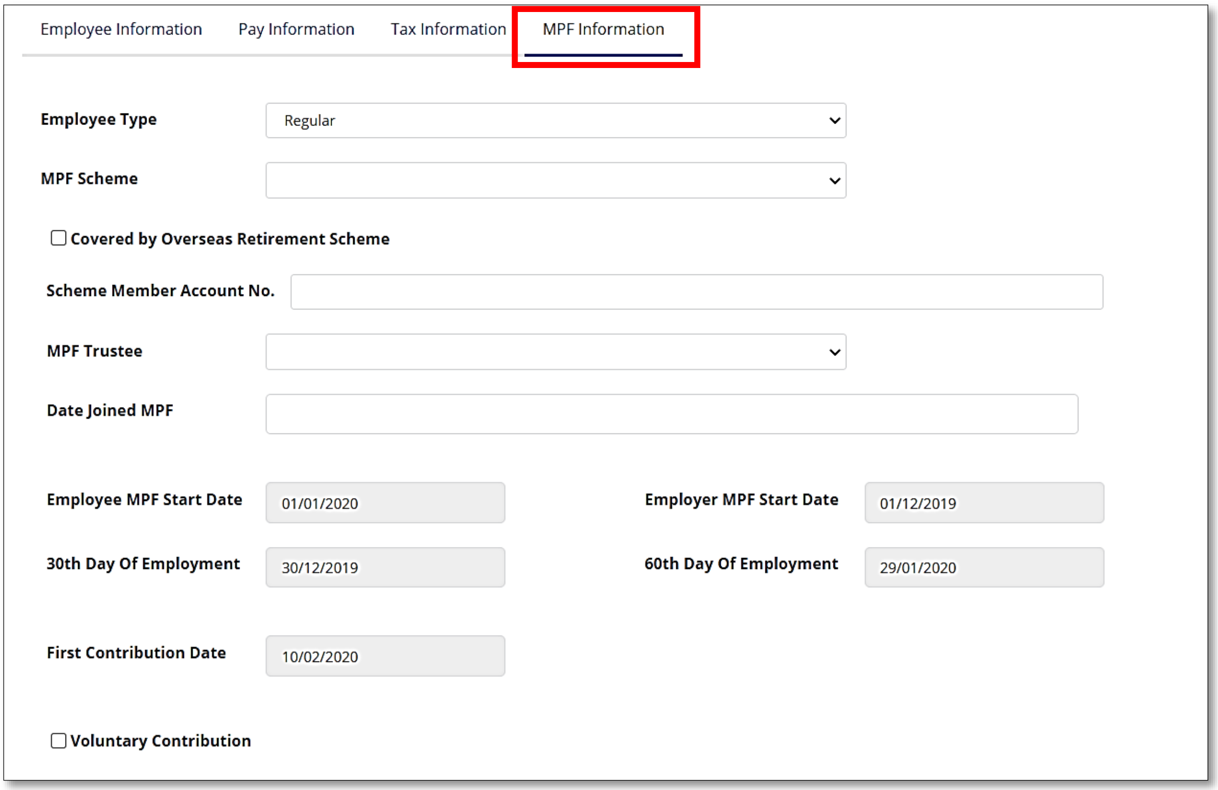


3. Tax Information – This is where the Tax Details of the staff can be updated.

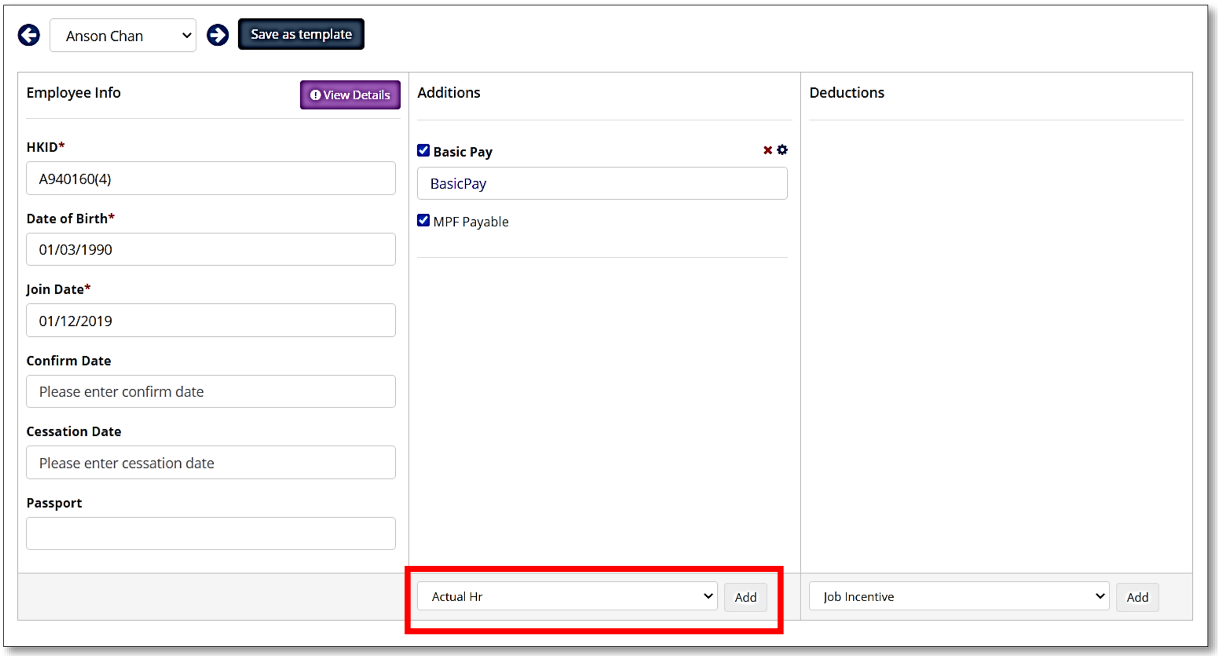




4. MPF Information – overall tax details of the employee. This should match the government's data in which the employee has declared.



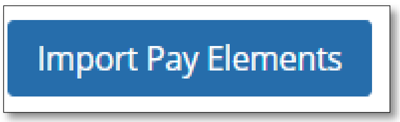
To add Pay Elements under the Additions or Deductions columns



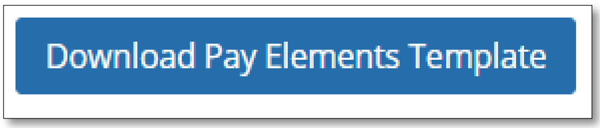
A. Click on the highlighted areas in the image above, choose the pay element you want to add, then please do not forget to click on the “Add” button.

B. Another option is to import pay elements, which can also be found on the Employees Pay Details page.

Step 1: From the Employees Pay Details page, scroll down and click on



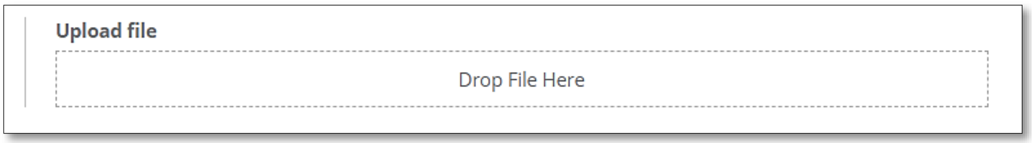
Step 2: Click on



Step 3: You will be getting an Excel file with the list of users in your system, all the pay elements available and remarks column wherein you can put the individual payslip remarks.

Step 4: Complete the template with the necessary information, then save the file

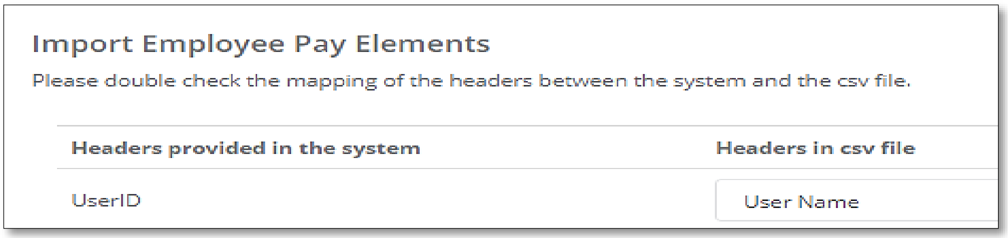
Step 5: Drop the file into this field:



Step 6: Click on the 

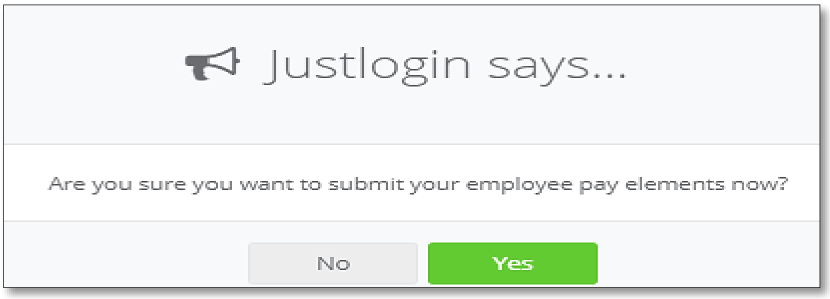
button

Step 7: Once you click on the Import button, your page will change to the "mapping" function. Please double check the mapping of your data to avoid any errors in the import process



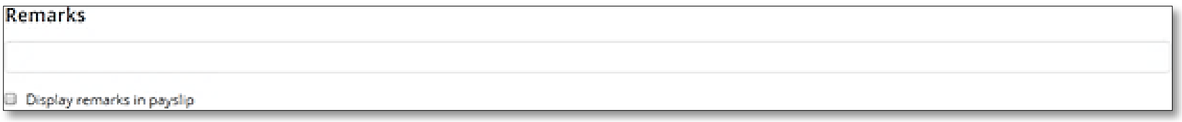
Step 8: Once you have verified the mapping of data, click on 

Step 9: Confirm the import process by clicking on YES



Step 10: After importing, you can check on the details of your staff. All information included on the template will appear on each staffs' pay information.

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

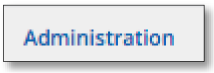


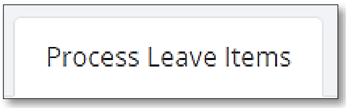
Step 7: Click on the 

button for any changes made.

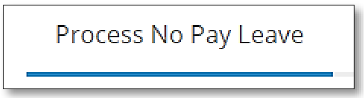
Process Leave Items

Step 1: Click on 

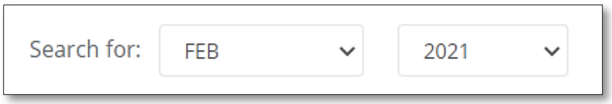
Step 2: Click on 

Step 3: Click on 

tab at the top

Step 4: Click on 

Step 5: Search the appropriate month for the No Pay Leave



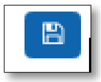
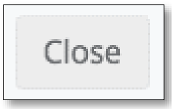
You should see this screen with a small write out of the key elements you would want to focus on

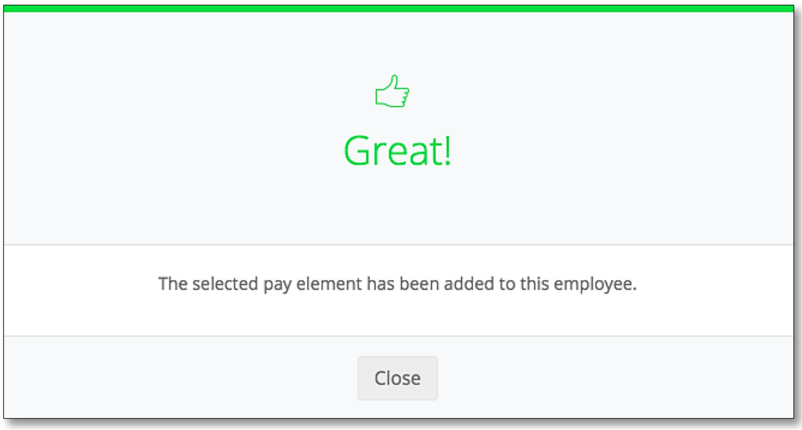
Process No Pay Leave Process Leave Encashment

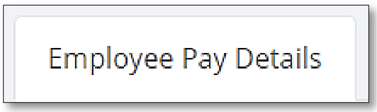
* Please make sure that the No Pay Leave field for the leave type to be transferred here is checked in JustLogin Leave >> Leave Setup >> Leave Type.
* The field must be checked before the employee has applied the leave.
* Only the approved records will be transferred to and displayed in ePayroll.

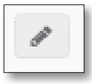
Search for: FEB 2021

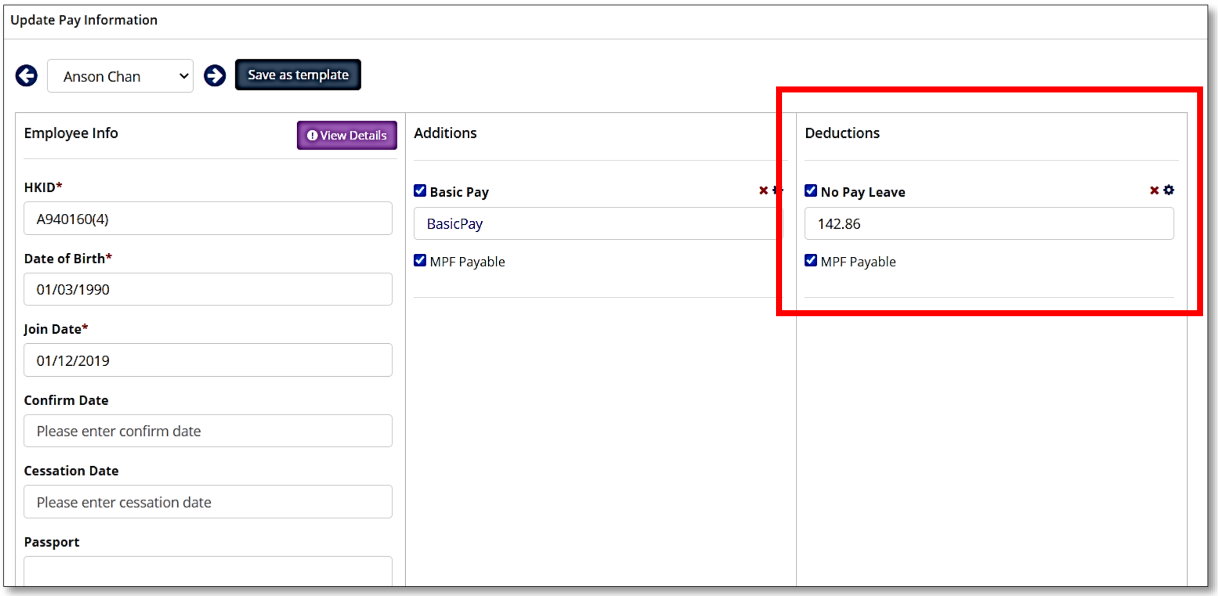
Employee Name	Days	Leave From	Leave To	Month	Year	Status	Processed Date	Leave Cancelled	Pay Back (Note)	Leave Type (Note)	Pay Element (Note)
Sofia	3	1/2/2021	3/2/2021	February	2021	Processed	17/2/2021	No		No Pay	No Pay Leave
Anson Chan	1	22/2/2021	22/2/2021	February	2021	Pending		No		No Pay	No Pay Leave

Step 6: To include the No Pay to the Deduction in the staff's pay, click on the  You should see this message appearing. Click 



Step 7: Click on 

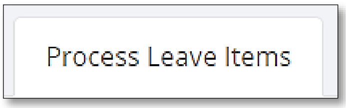
and look for the staff that you have added the No Pay Leave Pay Element. Click on  . You should see the No Pay Leave under the deductions column.

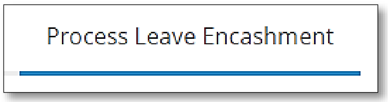


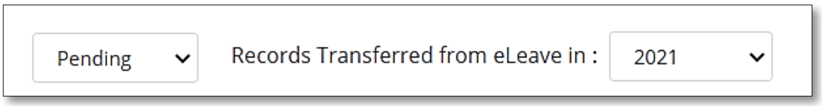
Process Leave Items – Leave Encashment

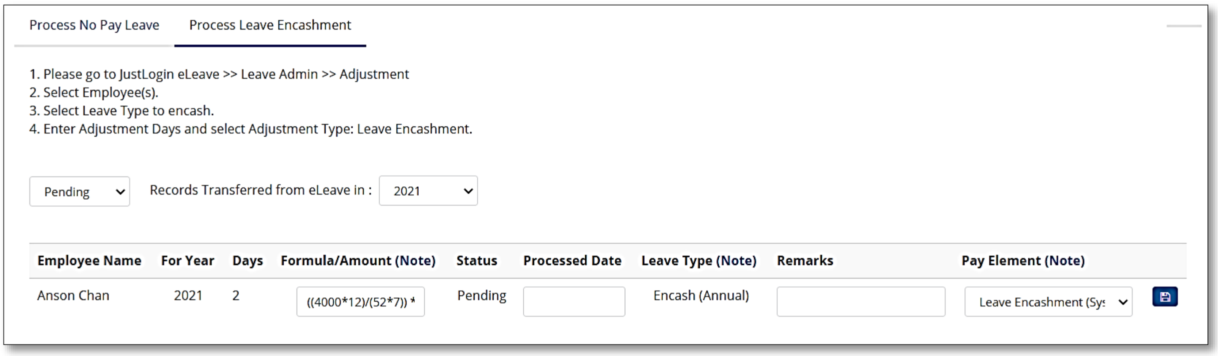
Step 1: Click on 

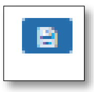
Step 2: Click on 

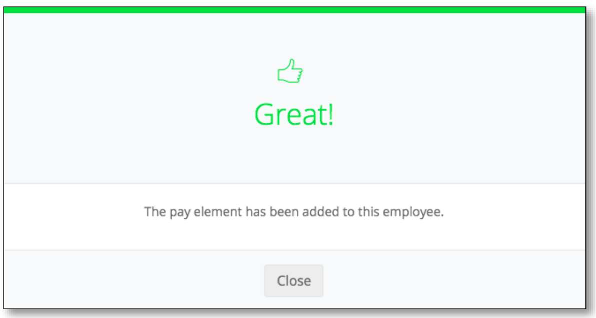
Step 3: Click on 

Step 4: Click on 

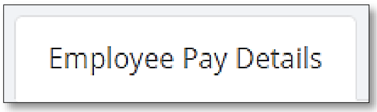
Step 5: Select the year 



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

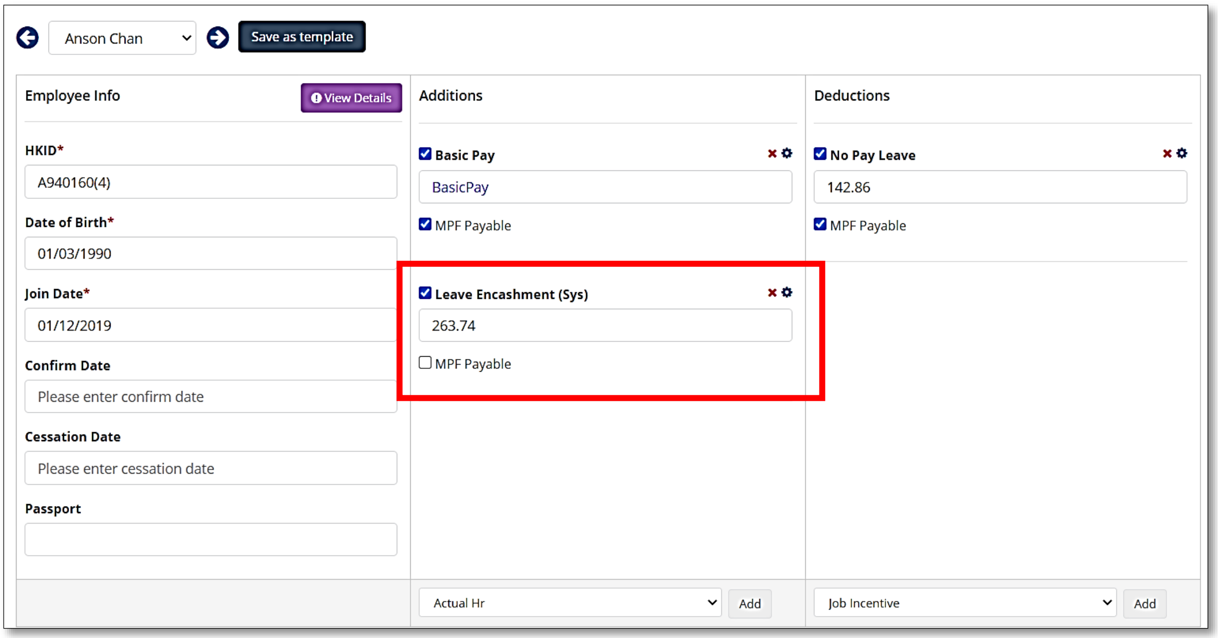


Step 7: To check whether the Leave Encashment has been successfully transferred, click on



Look for the staff that you have added the leave encashment to. Click on the  icon.

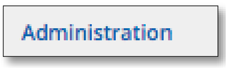
You should see Leave Encashment added in the Addition portion.

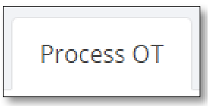


Process OT

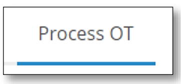
After you had done the Pending OT, you can make the required amendment (if you wish) in the Process OT tab.

Step 1: Click on 

Step 2: Click on 

Step 3: Click on 

tab at the top

Step 4: Click on 

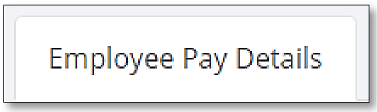
The following page would appear

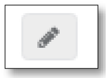
	Name	Hrs Worked		OT 1.0		OT 1.5		OT 2.0		Incomplete Hrs		OT Formula	Actual Hr Formula
☐	Anson Chan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BasicPay*12/(52*44)	BasicPay
☐	Bernard	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BasicPay*12/(52*44)	BasicPay
☐	Charlotte Wong	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BasicPay*12/(52*44)	BasicPay
☐	Cliff Tan	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

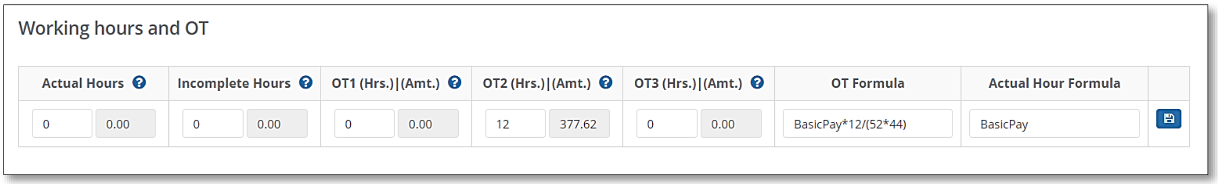
Step 5: Update the OT time accordingly, then click on 

or 

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



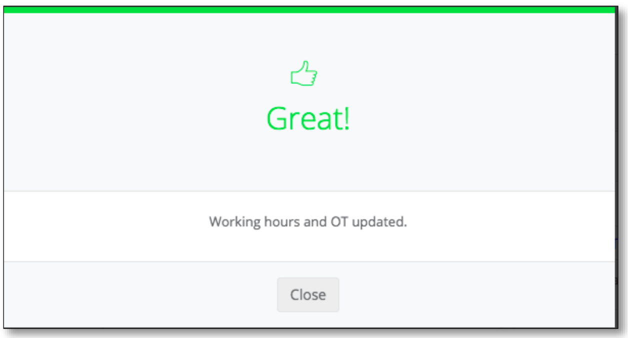
Step 7: Select the staff that you had done the OT transfer and click on the  . Scroll down and you should see the **Working hours and OT field**



Working hours and OT

Actual Hours		Incomplete Hours		OT1 (Hrs.)|(Amt.)		OT2 (Hrs.)|(Amt.)		OT3 (Hrs.)|(Amt.)		OT Formula	Actual Hour Formula
0	0.00	0	0.00	0	0.00	12	377.62	0	0.00	BasicPay*12/(52*44)	BasicPay

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

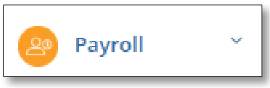


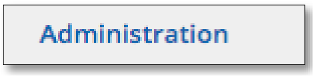
Step 9: You should see that the OT will be added onto the Additions column.

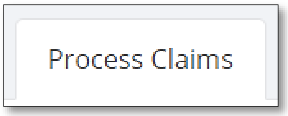
Process Claims

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.

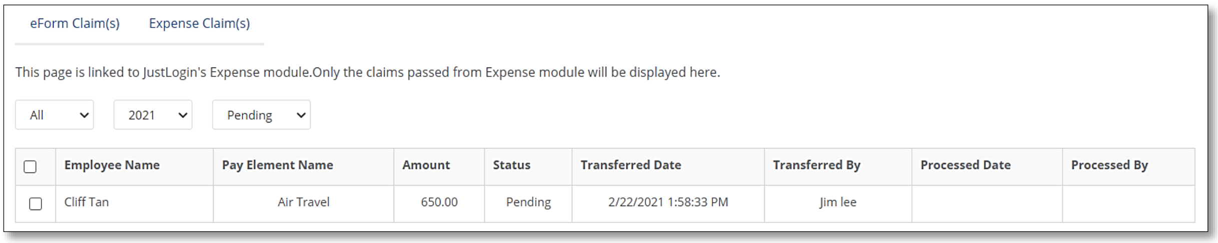
To process claim, do the following:

Step 1: Click on 

Step 2: Click on 

Step 3: Click on 

You should see a list of claims the claim administrator had processed.



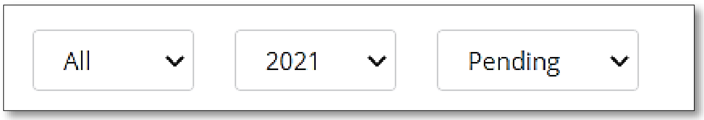
eForm Claim(s) Expense Claim(s)

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

All 2021 Pending

	Employee Name	Pay Element Name	Amount	Status	Transferred Date	Transferred By	Processed Date	Processed By
☐	Cliff Tan	Air Travel	650.00	Pending	2/22/2021 1:58:33 PM	Jim lee		

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



Step 5: Select those claims you wish to 

or click 

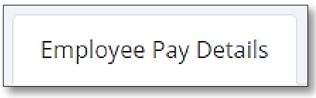
to approve all pending claims without selecting.

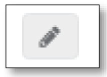
Check Processed Claim

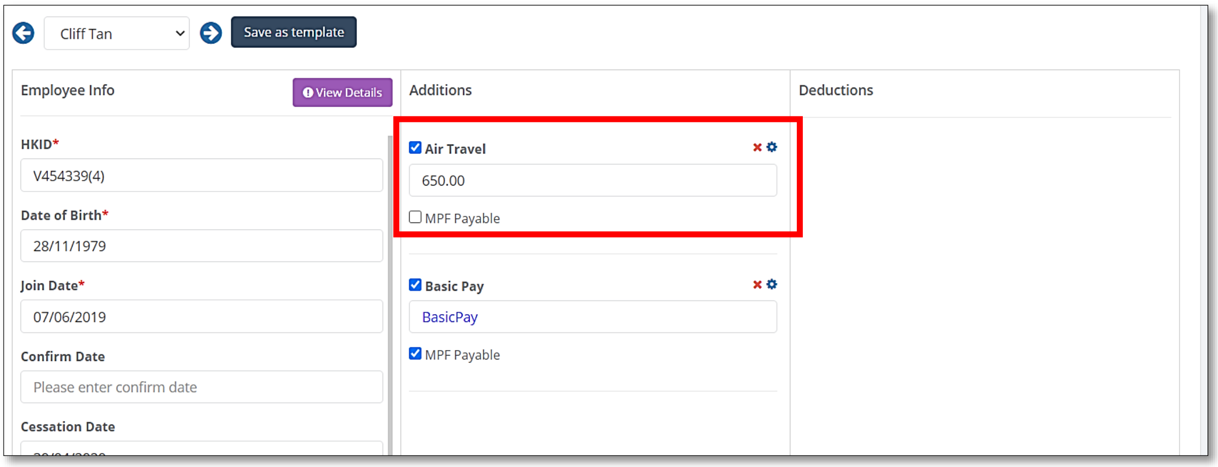
You can check the system had successfully transferred the process claims to the staff by doing the following:

Step 1: Click on 

Step 2: Click on 

Step 3: Click on 

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



Salary Progression

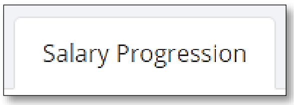
The Salary Progression is useful when you need to change the staff salary. This is also the page which you can see the salary progression history.

Changing Salary

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

Step 1: Click on 

Step 2: Click on 

Step 3: Click on 

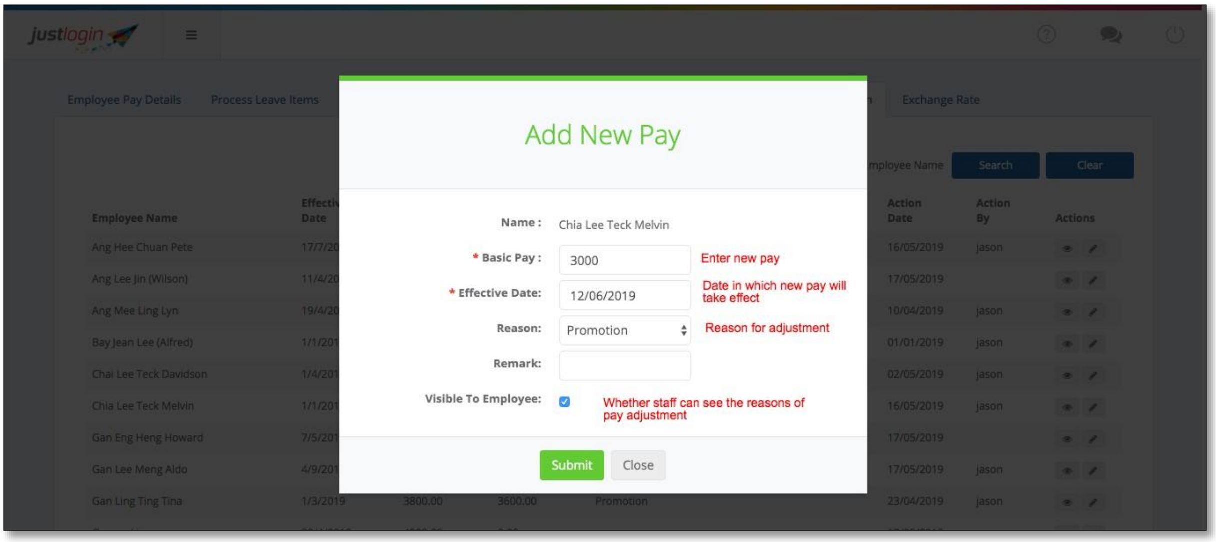
Step 4: The system will show you the staff list

Search For [ ] in Employee Name Search Clear

Name	Effective Date	Current Pay	Previous Pay	Reason	Remark	Action Date	Action By	Actions
Anson Chan	14/12/2020	4000.00	5000.00			14/12/2020	Jim lee	
Bernard	1/4/2020	2000.00	0.00			24/12/2020	Jim lee	
Charlotte Wong	1/1/2020	30000.00	0.00			10/12/2020	Jim lee	
Cliff Tan	1/12/2020	25000.00	3000.00			01/12/2020	Jim lee	
Jeremiah Sy	23/5/2018	23000.00	0.00	Starting Pay		07/08/2018	Jim lee	
Jim lee	1/11/2017	30000.00	0.00	Starting Pay		26/04/2018	Jim lee	

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 

Process Pay

New Payrun for all Employees

Step 1: Click on 

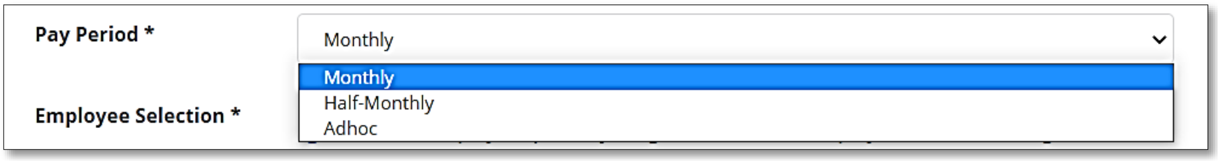
Step 2: Click on 

The system will automatically place you at the 

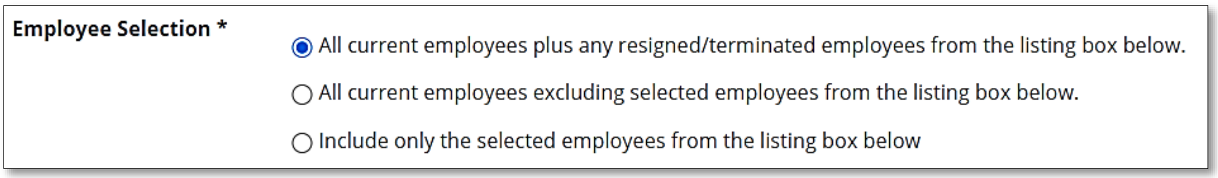
page

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

Step 4: Select the Pay Period



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



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.

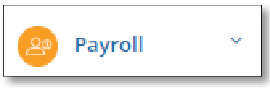
Immediately after approval - once you approve the pay, the system will automatically send out the payslip.

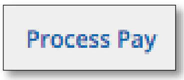
Selected date after approval - you can pre-approve the pay but will not release the payslip until your specified release date.

Step 7: (Optional) The remark field allows you to enter a remark to which would appear in the payslip.

Step 8: To proceed with the payrun, click on 

New Payrun for Selected Employees

Step 1: Click on 

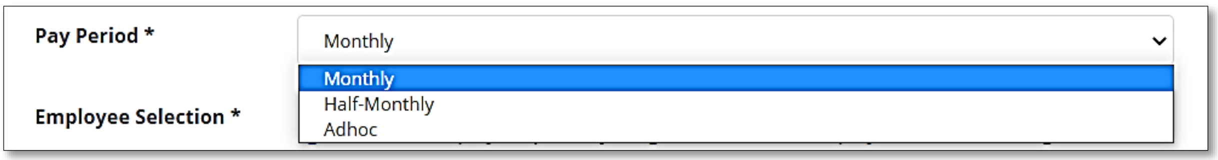
Step 2: Click on 

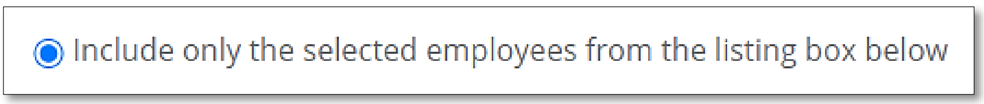
The system will automatically go to the 

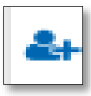
page

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

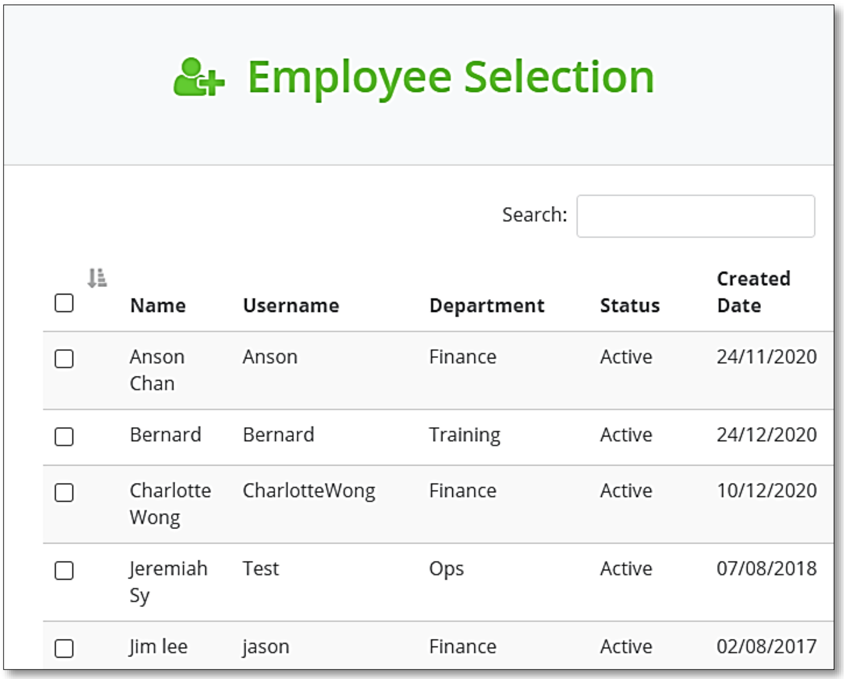
Step 4: Select the Pay Period



Step 5: Select 

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

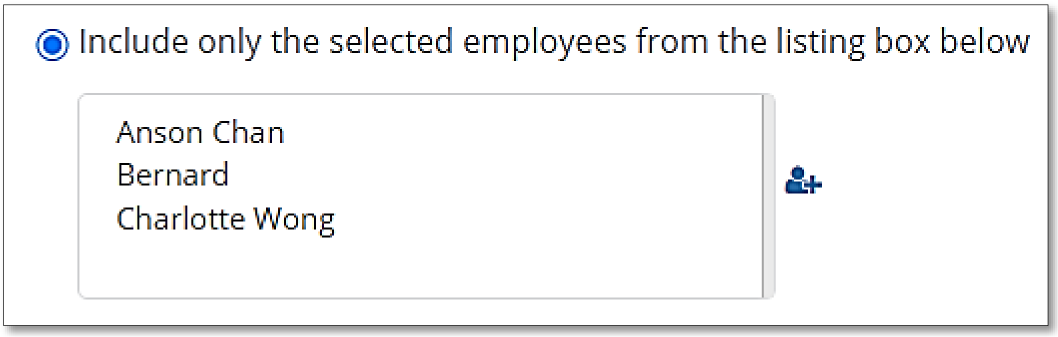
Search:

	Name	Username	Department	Status	Created Date
☐	Anson Chan	Anson	Finance	Active	24/11/2020
☐	Bernard	Bernard	Training	Active	24/12/2020
☐	Charlotte Wong	CharlotteWong	Finance	Active	10/12/2020
☐	Jeremiah Sy	Test	Ops	Active	07/08/2018
☐	Jim lee	jason	Finance	Active	02/08/2017

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

Step 9: Click on the 

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 payrun, the system will automatically send out the payslip.

Selected date after approval - you can pre-approve the payrun 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.

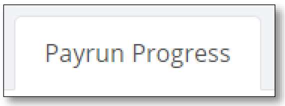
Step 12: To proceed with the payrun, click on 

Approving Pending Payrun

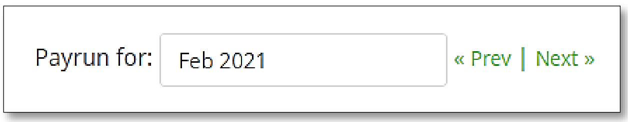
This article shows you how to use the Payrun Progress page to approve payrun and how to delete previously executed payrun.

Step 1: Click on 

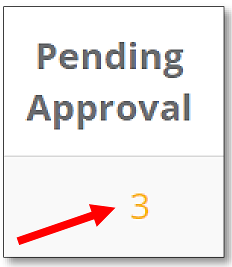
Step 2: Click on 

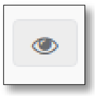
Step 3: Click on 

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

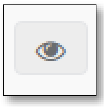


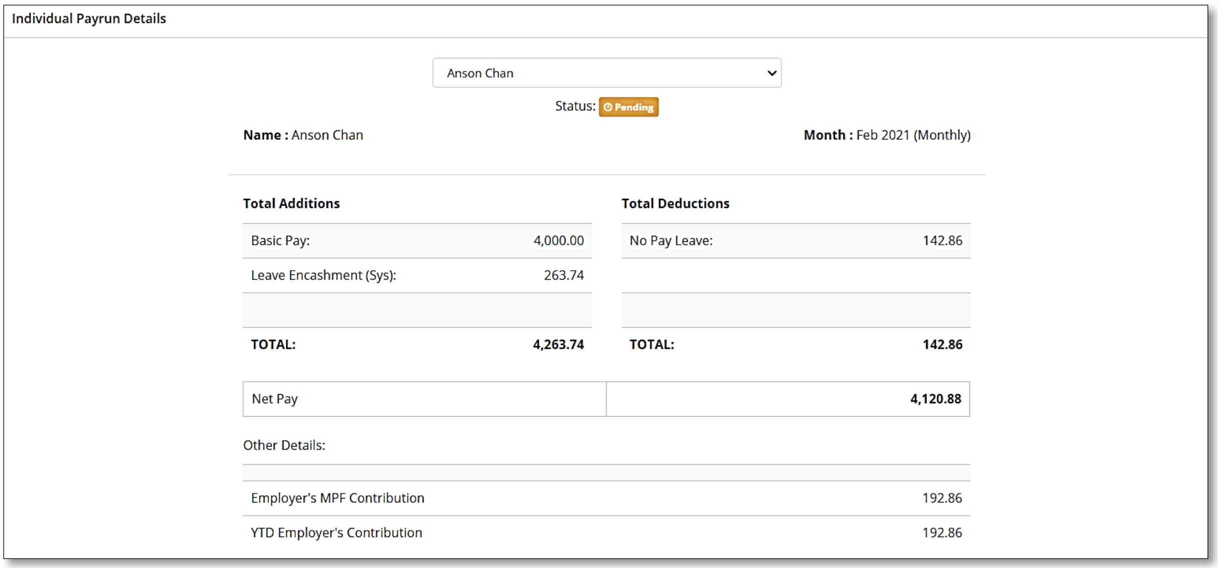
Step 5: Click the number at the **Pending Approval** column



Step 6: You can click on the  icon to see each individual staff payrun or you may click on 

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.



Individual Payrun Details

Anson Chan

Status: Pending

Name : Anson Chan

Month : Feb 2021 (Monthly)

Total Additions		Total Deductions	
Basic Pay:	4,000.00	No Pay Leave:	142.86
Leave Encashment (Sys):	263.74		
TOTAL:	**4,263.74**	**TOTAL:**	**142.86**

Net Pay	**4,120.88**

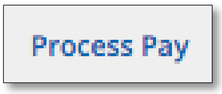
Other Details:

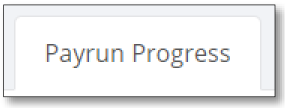
Employer's MPF Contribution	192.86
YTD Employer's Contribution	192.86

Deleting Payrun

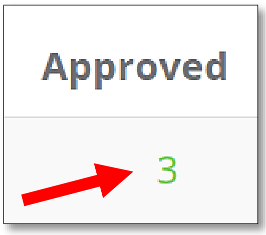
Even after you have approved the payrun, you will still be able to delete the payrun. This is to ensure that you can redo the required if you make any mistake. To delete a payrun, do the following:

Step 1: Click on 

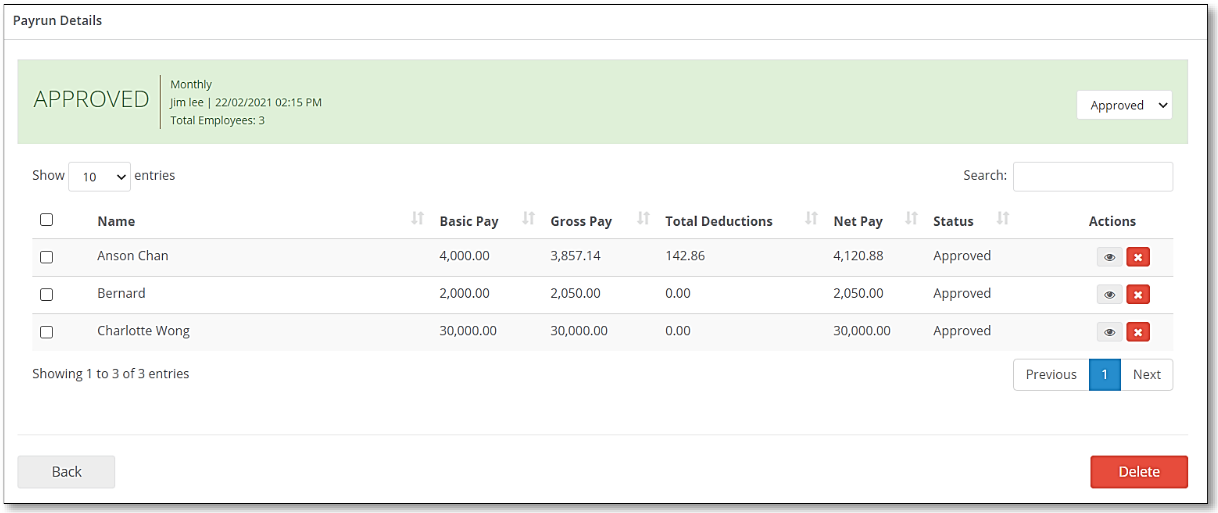
Step 2: Click on 

Step 3: Click on 

Step 4: Click on the number at the Approved column



Step 5: You will see this page.


Payrun Details

APPROVED Monthly
Jim lee | 22/02/2021 02:15 PM
Total Employees: 3

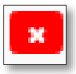
Approved

Show 10 entries Search:

	Name	Basic Pay	Gross Pay	Total Deductions	Net Pay	Status	Actions
	Anson Chan	4,000.00	3,857.14	142.86	4,120.88	Approved	
	Bernard	2,000.00	2,050.00	0.00	2,050.00	Approved	
	Charlotte Wong	30,000.00	30,000.00	0.00	30,000.00	Approved	

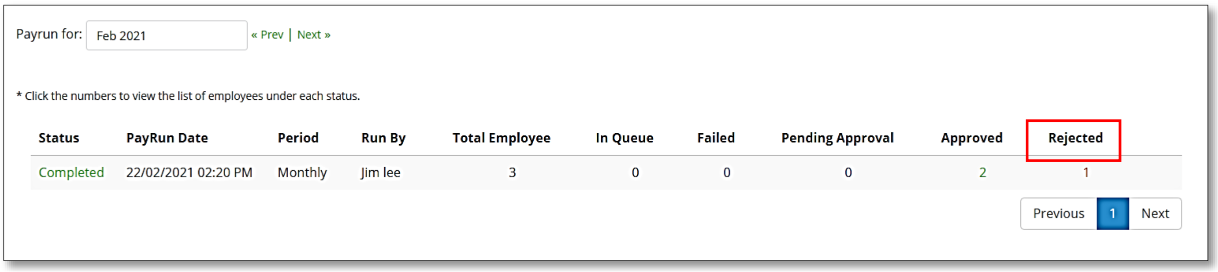
Showing 1 to 3 of 3 entries Previous 1 Next

Back Delete

Step 6: Look for the staff whose pay you want to delete the payrun and then click on the  to delete the payrun.

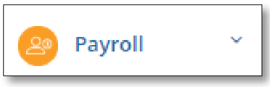
Step 7: The system will prompt you if are you sure of the deletion. Click on 

The system will show you the number of records you deleted at the **Rejected** column.

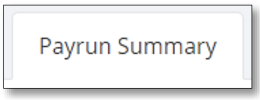


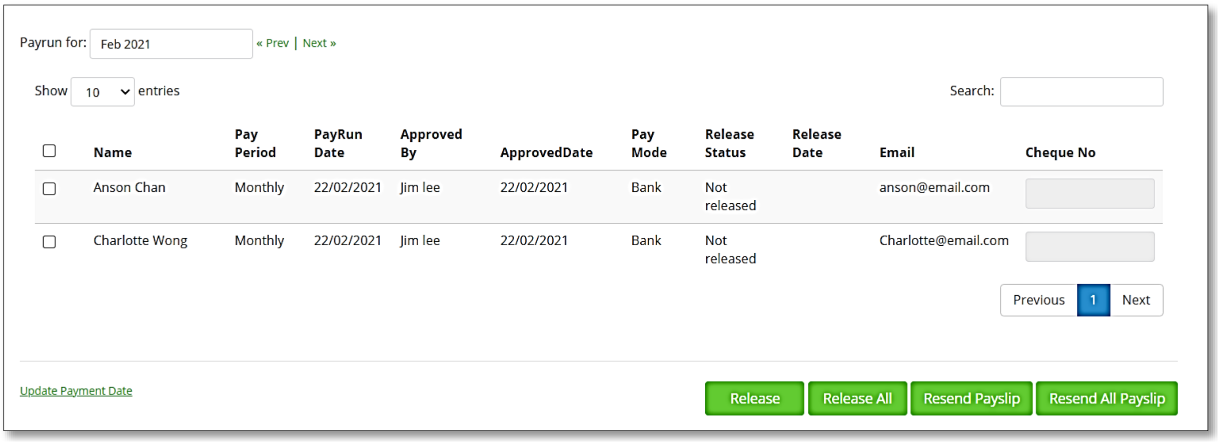
Payrun Summary

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 



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

Step 5: You can click on  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:

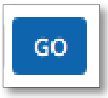
Step 1: Click on 

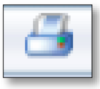
Step 2: Click on 

Step 3: Click on the name of the report that you want to run


Payroll Reports

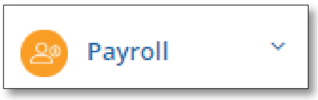
1(a)	MPF Contribution Report
2.	Payroll Listing Report
3(a)	Monthly Payroll Detail Report (Gross Pay)
4.	Pay Slip Report
6.	Payment Advice Report
1(b)	ORSO Contribution Report
3(b)	Monthly Payroll Detail Report (Total Additions)
5.	Staff Ledger Report
7.	Net Salary Summary Report
8.	Salary Reconciliation Report
9.	Payroll Yearly Report
10.	Salary Increment Report
11.	Pay Slip Report (for paper size 9.5in x 5.5in)
12.	Payroll Selected Pay Elements Report
13.	Payroll Yearly Report By Employee

Step 4: Click on  The system will start to generate the report.

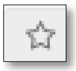
Step 5: Click on  to print to PDF or click on the  to export the report to another format such as CSV or Excel.

Bookmark Reports

You can bookmark the reports that you need to constantly use. Once the report is bookmarked, the report will appear at the top of the list, as well as on the Payrun Dashboard, which makes it more accessible. Please follow the steps below:

Step 1: Click on 

Step 2: Click on 

Step 3: 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 change to 

Step 4: If you click on , that report will be placed at the Post Payroll column