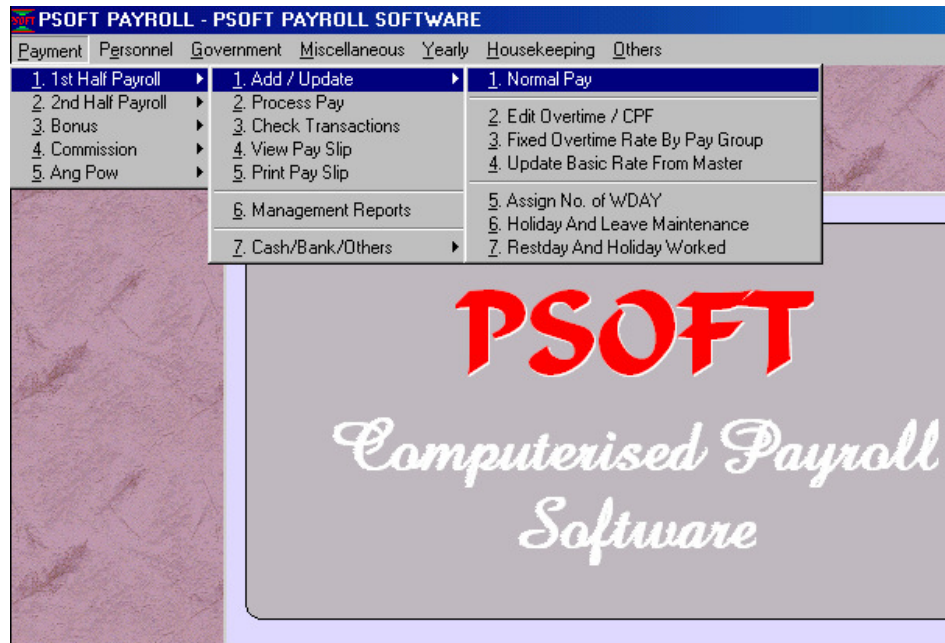# Chapter 1. Payment

The **Payment** option in the main menu bar allows us to set up and process payroll. We will be able to enter employee payroll data such as the number of days worked, leaves taken, overtime hours and any allowance/deduction.. By clicking the **Payment** option, the drop down menu as shown in the figure below will show us various options it provides:

1st Half Payroll

We will discuss each of the functions as we go along. The most important one here is the **1st Half Payroll and 2nd Half Payroll** options. Please note that a company may pay its employee twice a month splitting employee's pay into half in each pay out. Psoft has this facilities for company to do just that.

Basically the **1ˢᵗ Half Payroll and 2ⁿᵈ Half Payroll** options have the same functions of calculating the employee's pay, we will explain them as we go along.

The **1ˢᵗ Half Payroll** option allows us to add in new pay for the employee, update existing pay for the employee, ie for us to add, edit or delete the existing pay for the 1ˢᵗ half of the month. And please note the **Psoft** systems will allow us to add/edit any employee's pay, but once we have added or edited employee's pay data, we must make sure to click the **Save** button to confirm the pay.

To add in any new pay for current month's first half payment, click the **1ˢᵗ Half Payroll** and then the **Add/Update** the **Add Normal** pay option as shown in the previous menu.The next menu will pop up as shown;

Add a new 1st Half pay :

Click the **Add** button and the first **Employee No**. will appear for us to enter the new Pay for the employee. Notice the employee basic rate of pay will be shown and the number of working days for the current 1st half month will also be shown automatically. We just have to enter the actual number of days the employee worked, any leave taken and the number of O.T. hours. Once we have enter all these numbers, we have to click the **Save** button to confirm the pay.

In this way we can enter all the employees' pay data and when we have done all, after saving the last employee's data, we click the Exit button to quit.

If we want to search for a particular employee number, we click the **Search** button, and the dialog box below will appear:
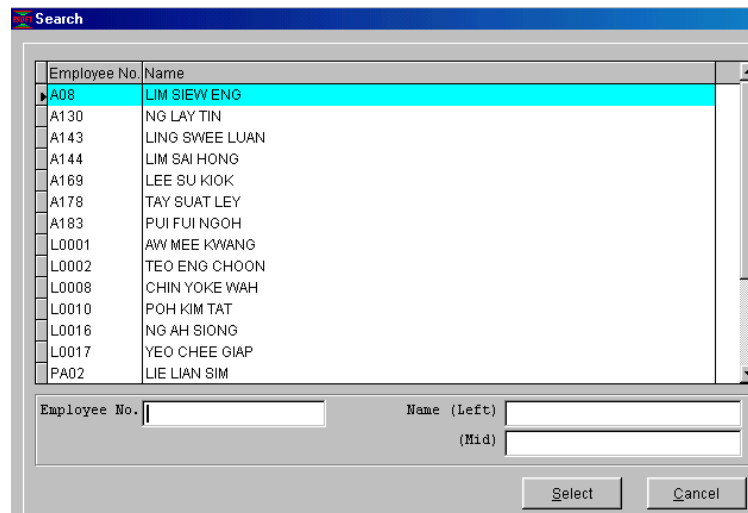
We can search by typing the whole employee number like L0017 or we can search by typing the first digit like "L" and all the employee numbers with first digit "L" will appear for us to search.

Modify an existing Pay:

To modify an existing Pay, we have to search for the employee's number that we want to modify. Once found, we just have to re-enter the required data and overwrite them.

After we have modified the selected employee's pay, we must click the **Save** button to confirm the change. If we decide not to change, then click the **Cancel** button to exit.

Delete an existing Pay:

Any employee's pay can be deleted if there are no pay for the employee concerned. Once deleted, **Psoft** will not calculated the employee's pay for the current period.

Similar to modifying, to delete an employee's pay, we have to search for the employee no. that we want to delete. Once found, we must then click the **Del.Pay** button. The **Psoft** will prompt us a dialog box for us to confirm the deletion, to confirm we click the **Yes** button, to cancel we click the **No** button.

Process Payroll

The second option in the **Payment** menu is to allow us to process the calculation of all the employees' pay that we have entered. Once we click the **Process option,** the following dialog box pop up for us to select employee range to processs:
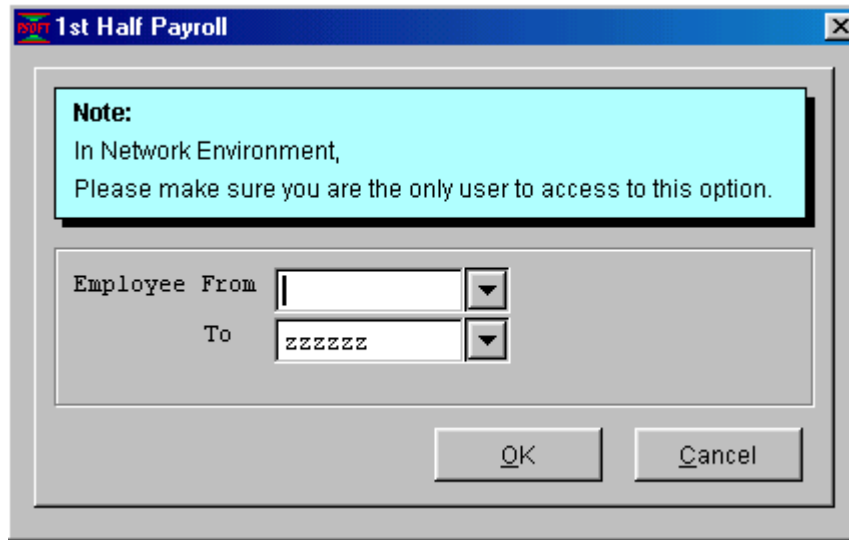
We can select the employee number by scrolling up/down the list, and just click the selected range and the OK button to start processing.

Check Transaction

This option will show us the detail of the employee's pay in the various form. This allows us to view and counter check any or all of the employees' detailed pay data after calculations. Once we select this option, the following menu pop up to show us:
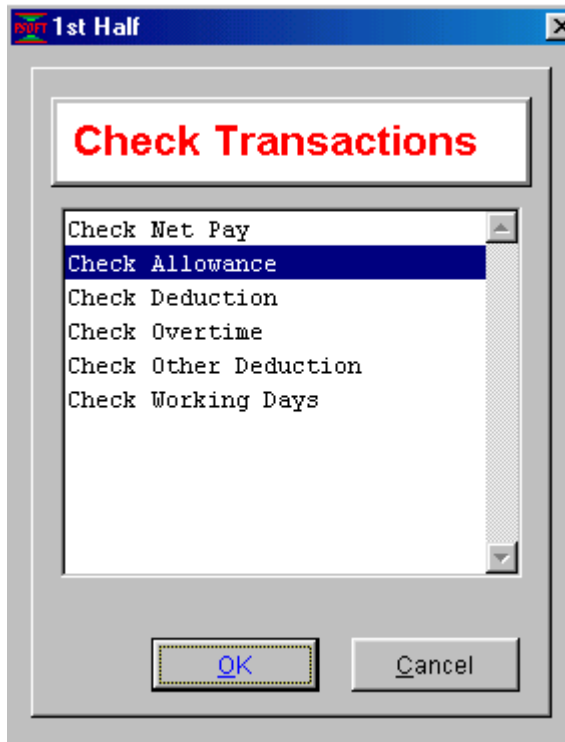
We can check the employee pay status in a breakdown form. For example if we select the Check Net Pay option, the following report will pop up to show us the required information. If we select to check all the employees' allowance pay status, all the allowance pay for each employee will be shown in the table below:

Check Allowance

Employee Number	<------------------------ Allowances ------------------------>						S	T	M
	1	2	3	4	5	6			
A0109	0.00	0.00	0.00	0.00	0.00	0.00	A	M	B

◄ Previous Set of Allowances   Next Set of Allowances ►

Exit

Similarly we can choose to select any other employees' detailed
breakdown to check.

View Payslip

This option will show us the detail of the employee's pay in the pay slip form. This allows us to view and counter check any or all of the employees' detailed pay data after calculations. Once we select this option, the following menu pop up to show us:

```
1st Half Payroll - View Pay Slip                                           [X]

Employee   A0109                    Pay Rate Type  Monthly    Allowances
Line No.                            Pay Method     Bank       CAR              0.00
Name       TANG KWAN SENG                                     PETROL           0.00
NRIC                                                                           0.00
                                                                              0.00
DW     13.00  W.Hr         0.00   Basic Rate      2000.00                     0.00
PH      0.00  Late         0.00                                               0.00
AL      0.00  Working Days 13.00  Basic Pay       1000.00                     0.00
MC      0.00                      Director Fee       0.00                     0.00
MT      0.00                                                 NO LATENESS       0.00
MR      0.00                                                 NO ABSENT         0.00
CL      0.00   Overtime    Rate    Hrs/Days    Amount                         0.00
HL      0.00                                                                   0.00
        0.00   1.0 TIME     9.62  10.00 HRS      96.20                         0.00
               1.5 TIMES   14.42   0.00 HRS       0.00                         0.00
LS      0.00   2.0 TIMES   19.23   0.00 HRS       0.00                         0.00
NPL     0.00   3.0 TIMES   28.85   0.00 HRS       0.00                         0.00
AB      0.00   REST DAY   153.85   0.00 DAYS      0.00
        0.00   PUB. HOL.  230.77   0.00 DAYS      0.00    ⦿ Allowances  ◯ Deductions  ◯ Others

  Basic    Overtime   Allowance   Gross    Deduction   CPF(w)   CPF(c)             Nett

  1000.00    96.20       0.00    1096.20      0.00       219      176     0.00    877.20

                                      Top    Prev    Next    Bottom    Search    Exit
```

From the menu box above, we can see that there are various details of the employee's pay data, like the CPF calculation for both employer and the employee. Notice the O.T. rate for this case is calculated based on the formula :

O.T. Rate =   (Basic Rate x 12 Month)/2496

Note that this is the current standard to calculate the rate for O.T. And the figure 2496 is based on there are 52 weeks a year and 48 working hours a week. Some company us 2288 which is 52 weeks times the 44 hours a week. These parameters will be explained in the **Table Maintenance Setup** in the Chapter on **Housekeeping**.
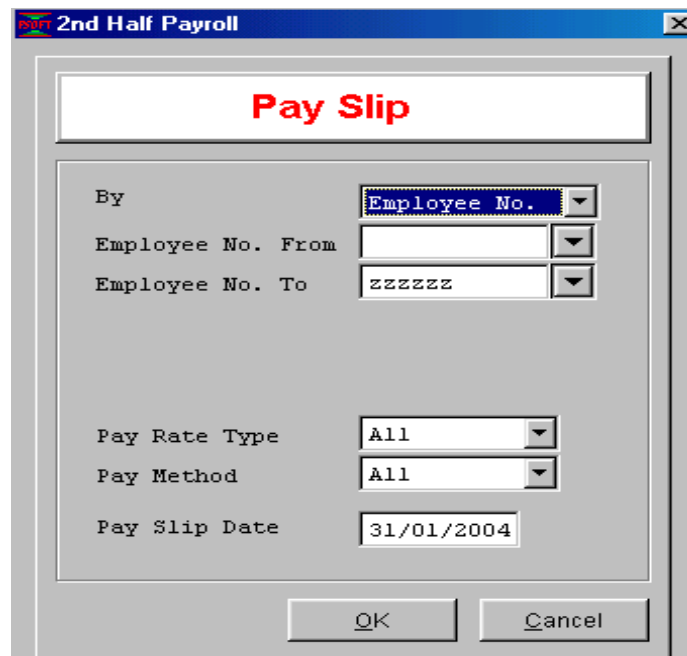
From this example, we can see that calculating employees' payroll is made very much easier and simpler by the Psoft.

After we have viewed and confirmed all the employees' payroll data and confirmed that they are correct and in order, we can then proceed to print the Pay slip for any or all of the staff. This is in the next option.

Print Payslip

This option will allow us to print out hardcopy of the employee's pay in the pay slip form. This allows us to distribute the pay slips to all the employees and keep as record purpose. Once we select this option, the following menu pop up to show us:

From the above pop-up dialog box, we can see that we can select to print pay slip with a few different options like by selecting

1. different range of employee number
2. different range of line number
3. different range of employee category
4. pay type or pay methods.

Once we decided the selected range, we click the **OK** button and the pay slip will be printed out like the sample below:

We can print the pay slip in plain paper or we can contact the Psoft support team to customize the pay slip form, whether it be 2-ply or 3-ply carbon copy type. The printing of pay slip will be very mush easier and simpler.

Print/View Management Reports

This option will allow us to print/view various management reports. There are a number of payroll reports that are required by the management for decision making purpose. Once we select this option, the following menu pop up to show us:
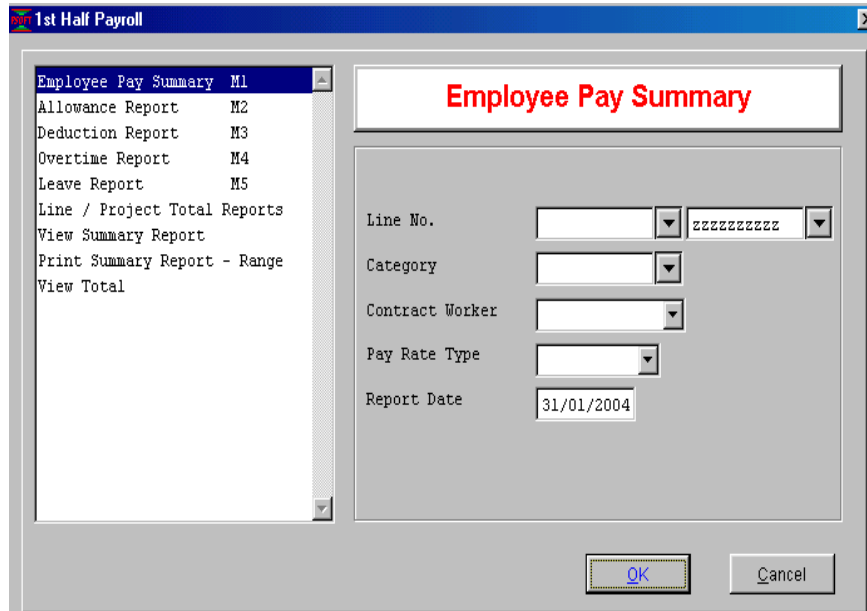
There are several type of reports shown in the above menu box. We can select any one of them as and when it is require. There is no limit as to how many time we want to view or print any of the reports.

For example if we choose to print/view the **Employee Pay Summary** report, we just have double click on it and the report will appear as shown in the figure below:-

| NO.	EMP.NO. NAME	BASIC	OVERTIME	ALL.	GROSS	DED.	EMPLOYEE CPF	NETT	EMPLOYER CPF
1	DH0002 HO HOCK KIAN	1950.00	0.00	0.00	1950.00	0.00	390	1560.00	254
2	DL0001 LEE MUN KOK	2600.00	0.00	0.00	2600.00	0.00	520	2080.00	338
3	FWA001 AVUDAYAPPAN SARAVANAN	250.25	0.00	0.00	250.25	0.00	0	250.25	0
4	FWR001 RAMAMOORTHY KARTHIKEYAN	100.00	0.00	0.00	100.00	0.00	0	100.00	13
5	LWF001 FOO TONG JIN	225.00	0.00	0.00	225.00	0.00	0	225.00	29
6	LWF002 FOO SOON YIN (SIMON)	335.00	0.00	0.00	335.00	0.00	0	335.00	44
7	LWF003 FRANCIS NG	150.00	0.00	0.00	150.00	0.00	0	150.00	20
8	MWA001 AZMAN BIN BASRI	300.00	0.00	0.00	300.00	0.00	0	300.00	39
9	MWG001 GANESAN A/L PERIASAMY	0.00	0.00	0.00	0.00	0.00	0	0.00	0
10	MWM001 K. MURUGAN A/L KRISHNAN	628.30	0.00	0.00	628.30	0.00	76	552.30	82
		6538.55	0.00	0.00	6538.55	0.00	986	5552.55	819

We can see from the above report the status of the staff pay based on their Basic Rate, overtime, allowance, Gross Pay and any deduction, as well as contributions of CPF by employee and the employer.
The total gross payroll of the company will also be shown in this report.

Print/View Management Reports

The last but not least option in the **1st Half Payroll and 2nd Half Payroll** options is the Cash/Bank/Others. From here we can print/view the employee's net pay by Cash, Bank, Cheque or via diskette pay through GIRO through Bank.
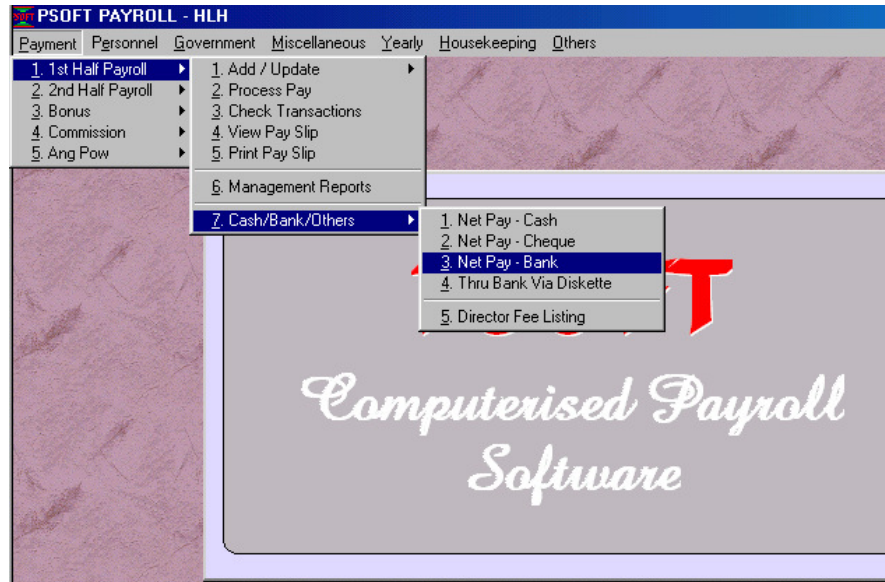
For example if we want to print/view employees' pay buy Bank, we double click on the **Net Pay – Thro' Bank** as shown above, the report will be printed out as shown in the figure below. With this letter report, we can instruct the bank to pay our employee as according in t he letter printed.

The Manager

Attn : Officer In Charge

Account No. :   .

                                                                                                                            .

Please credit the salary listed to the respective employees' account on 15/01/2004 and debit the total amount to our account maintained with your bank.

No.	Emp.No.	Name	Nric	Bank A/C.	Net Pay
1	FWA001	AVUDAYAPPAN SARAVANAN			250.25
2	MWA001	AZMAN BIN BASRI			300.00
3	LWF002	FOO SOON YIN (SIMON)			335.00
4	LWF001	FOO TONG JIN			225.00
5	LWF003	FRANCIS NG			150.00
6	DH0002	HO HOCK KIAN			1560.00
7	MWM001	K. MURUGAN A/L KRISHNAN	A1552371		552.30
8	DL0001	LEE MUN KOK			2080.00
9	FWR001	RAMAMOORTHY KARTHIKEYAN			100.00

In the above letter, we omit the bank Account Number for confidential purpose. In actual practice, the NRIC and the Bank A/C of the employee will be printed out for the bank to confirm and proceed.

We have discuss both **1st Half Payroll and 2nd Half Payroll** options as above, basically they have the same function as we have seen. The difference is that **1st Half Payroll** calculates for the first half payment of the month and the **2nd Half Payroll** calculates for the second half payment of the month.

Bonus Payroll

The **Bonus** option in the **Payment menu** allows us to set up and process Bonus payroll. We will be able to enter employee bonus by Month or by a certain lump sum amount. By clicking the **Bonus/Add-Modify** and we can select to pay bonus in either of of the above methods as shown in the figure below:
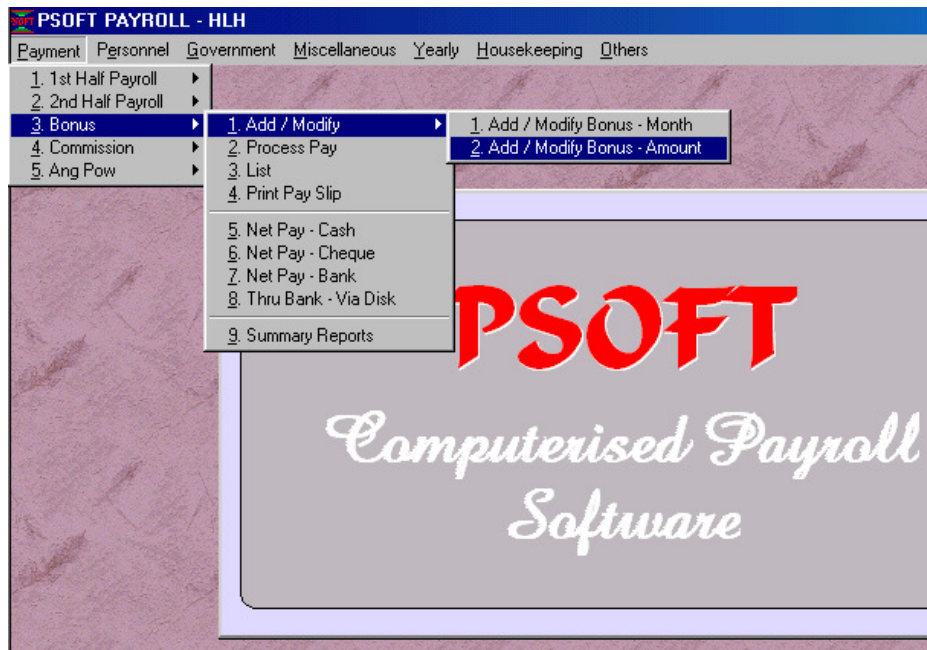
If we choose to pay staff bonus in terms of the Monthly pay ie we pay staff bonus in either 1 month, 1.5 months, 2 month and so on, then we double click the option Add/Modify Bonus – Month above, and another screen will pop up to allow us to enter each and every employee's bonus by months:

Add / Modify Bonus - Month

Employee No.	Rate Type	Rate	No. of Months	Estimated Month Rate	Bonus	Date Commence	Date Resign
DF0001	Monthly	4200.000	0.000	4200.00	0.00	/ /	/ /
DH0001	Monthly	7300.000	0.000	7300.00	0.00	/ /	/ /
DH0002	Monthly	3900.000	0.000	3900.00	0.00	01/06/1989	/ /
DL0001	Monthly	5200.000	0.000	5200.00	0.00	01/06/1989	/ /
FWA001	Daily	19.250	0.000	500.50	0.00	29/05/2000	/ /
FWR001	Monthly	200.000	0.000	200.00	0.00	29/05/2000	/ /
LWF001	Monthly	450.000	0.000	450.00	0.00	02/01/1991	/ /
LWF002	Monthly	670.000	0.000	670.00	0.00	01/04/1992	/ /
LWF003	Monthly	300.000	0.000	300.00	0.00	01/06/1989	/ /
MWA001	Monthly	600.000	0.000	600.00	0.00	20/02/2004	/ /
MWG001	Hourly	6.000	0.000	0.00	0.00	23/02/2004	/ /
MWM001	Monthly	1256.600	0.000	1256.60	0.00	13/09/2002	/ /
SA0001	Monthly	2765.000	0.000	2765.00	0.00	18/07/1994	/ /

Name :   FOO CHEAN TAY

Search   Exit

Notice that we can enter the bonus in to the column that show the
No. Of Month.

After we have entered all staffs' bonus pay, we just click on the
Exit button and then proceed to the next option **Process** to
calculate the Bonus. This procedure is similar to the Process of
1st half or 2nd half payroll. The remaining options are also similar.

Similarly for the calculations of Commission and AngPow in the
Payment menu.