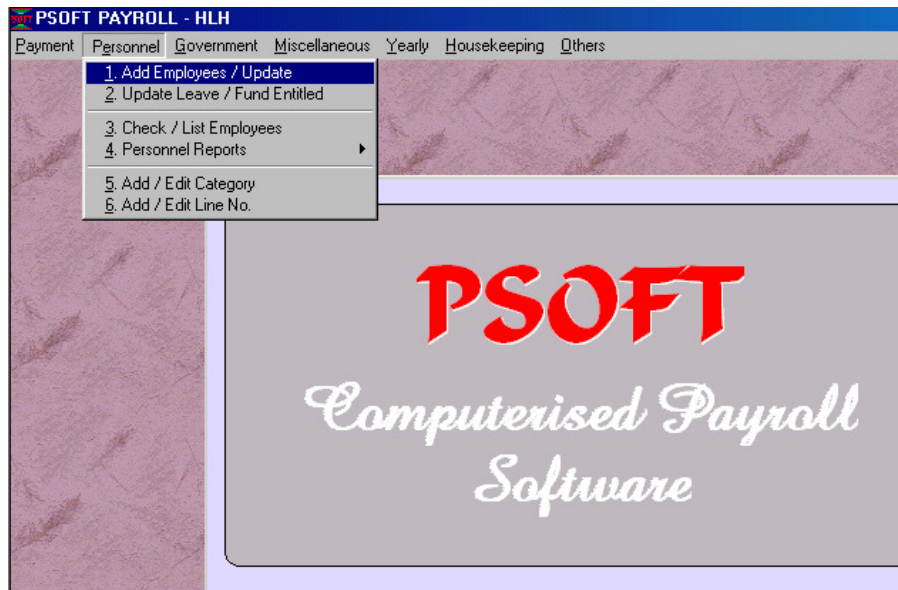


Chapter 2. Personnel

This option allows us to set up the employee profiles like the employee name, address and phone numbers. It also wants us to set up the employee's pay data like basic pay, pay method, CPF and government requirements. This option also maintain employees' leave records, print out various staff personnel particulars reports, allows us to set up different category and lines of staff.

From the Main menu shown below:



The first option Add/Update Employee will allow to add or create a new employee file with its particulars, it also allows to search for an existing employee or modify/delete employee record. Note that to delete a staff's record, the staff must have zero payroll data. The Psoft will prompt us on this, so we don't have to worry that we might delete any existing employee by mistake.

Once we have double click on the **Add/Update Employee** option, the following screen will appear for us to enter employee's details:

The screenshot shows the 'Employee File Maintenance' application window. At the top, the title bar reads 'Employee File Maintenance'. Below the title bar, there are two input fields: 'Employee No.' with the value 'FWR001' and 'Name' with the value 'RAMAMOORTHY KARTHIKEYAN'. Below these fields is a tabbed interface with four tabs: 'Personnel Details' (which is selected and highlighted), 'Detail (2)', 'Pay Settings', and 'Deduction'. To the right of the tabs is an 'Initial' field. The main area of the form is divided into several sections. The 'Address' section contains fields for 'Address' (2 SPOONER ROAD), 'Postal Code' (#06-58), 'Town', 'State' (SINGAPORE), and 'Nationality' (IN). The 'Personal Information' section includes 'NRIC No.', 'IC Colour' (Blue), 'Passport No.' (A1576683), 'Sex' (Male), 'Race' (Indian), and 'Marital Status' (Single). The 'Date of Birth' field contains '17/06/1978'. Below the main form are two sub-sections: 'Family's Particular' with fields for 'Spouse's Name', 'Sp. I/C No.', and '# Children' (set to 0 Below 18 Yrs); and 'Permanent Address/Contact' with fields for 'Name', 'Add.', and 'Phone'. At the bottom of the window is a navigation bar with buttons for 'Top', 'Prev', 'Next', 'Bottom', 'Search', 'Add', 'Save', 'Delete', and 'Exit'.

Personnel Details

After clicking on the **Add** button, the above screen will appear for us to enter the Employee Number. Each Employee must be assigned one unique Staff number for identification purpose. We must also enter employee's name, address and so on in to this page of the screen. These information required are self explained, we just type them in as required.

We notice that this screen belong to first tab that shows the Personnel Details, next is the Detail(2) tab, Pay Setting and deduction tabs. We will go through each as below.

Detail (2)

From the same screen above, after clicking on the **Detail(2)** tab, a new screen appear as below:

The screenshot shows the 'Employee File Maintenance' application window. At the top, the title bar reads 'Employee File Maintenance'. Below the title bar, there are two input fields: 'Employee No.' with the value 'FWR001' and 'Name' with the value 'RAMAMOORTHY KARTHIKEYAN'. Below these fields is a tabbed interface with three tabs: 'Personnel Details', 'Detail (2)', and 'Deduction'. The 'Detail (2)' tab is currently selected. The main area of the window is divided into two columns of fields. The left column contains: 'Job Title' (MACHINERY & ENGINE), 'Line No.' (dropdown), 'Category' (dropdown), 'Date Commence' (29/05/2000), 'Date Confirmed' (/ /), 'Date Promoted' (/ /), 'Date Resigned' (/ /), 'Basic Rate' (200.00), 'Pay Rate Type' (Monthly), 'Pay Method' (Cash), and 'Pay Status' (Active). The right column contains: 'Bank Code' (input), 'Branch Code' (input), 'Bank A/C No.' (input), 'Work Permit' (0 31728967 7), 'W.P.Valid From' (24/03/2004), 'W.P.Expired On' (22/03/2006), 'Employment Pass' (input), 'CPF No.' (608480), 'Cat.' (3), 'Citizen/PR Status' (Citizen/PR 3 Yrs), 'Age Group' (55 Yrs & Below), 'Branch' (input), and 'Tax No.' (F8159438N). At the bottom of the window, there is a row of buttons: 'Top', 'Prev', 'Next', 'Bottom', 'Search', 'Add', 'Save', 'Delete', and 'Exit'.

This screen allows us to enter employee's job title, production line no., category, Dates of commencement, confirmed, promoted, and date of resignation. The Basic rate of pay, pay type, method. We can click on to the triangle in the list box to select the pay type and so on.

We can enter the employee's Bank code, Bank A/C no. and so on as required. If the staff is under Work Permit, then the staff's Work Permit Number, date of commencement and expiry date must be entered.

If Staff entitles CPF contribution, then all the staff CPF details must be entered as well.

After this Detail(2) tab, we then click on the Pay setting tab. A new screen will appear as shown below:-

Employee File Maintenance

Employee No. **FWR001** Name **RAMAMOORTHY KARTHIKEYAN** Initial

Personnel Details | Detail (2) | **Pay Settings** | Deduction

Personal Pay Setting

Working Hours Table

AL & MC Table

Levy Table

1st Half CPF Directly

No. of Payment/Month

Allowance	Rate		
CAR	0.00	NO LATENESS	0.00
PETROL	0.00	NO ABSENT	0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00

Top Prev Next Bottom Search Add Save Delete Exit

This page allows us to enter the following:

Working Hours Table: For monthly, daily or hourly rated employee, we have to specify which working hours tables to be used. This table will specify the number of days/hours to calculate the staff's Pay. (For details, we can refer to the chapter on Working Hours in the Housekeeping.)

AL & MC Table: Select the Leave Entitlement category, there are six types of tables to choose from. The set

up of the Leave Entitlement is explain in the Personnel Option – Leave Update.

- Levy Table: This table specifies the Rate of levy for the for the foreign workers. (For details, we can refer to the chapter on Levy Table in the Housekeeping.)
- 1ST Half CPF Directly: Select the “YES” if the CPF is to be deducted for the 1st half pay.
- No. of payment: Select the number “1” from the scroll box if the employee is paid only once a month. Select the the number “2” from the scroll box if the employee is paid twice a month .
- Allowance table: Enter the monthly allowance into the respective allowance type. There are various type of allowances that can be paid to employee. (For details, we can refer to the chapter on Allowance Table in the Housekeeping.)

After this **Pay Setting** tab, we then click on the Deduction tab. A new screen will appear as shown below:-

Employee File Maintenance

Employee No. Name Initial

Personnel Details | Detail (2) | Pay Settings | **Deduction**

	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
C. Chest	0.00	Membership No.
Mosque	0.00	<input type="text"/>
	0.00	<input type="text"/>
Sinda	0.00	<input type="text"/>
CDAC	0.00	<input type="text"/>
Eurasian	0.00	<input type="text"/>

Top Prev Next Bottom Search Add Save Delete Exit

From the above, Enter the monthly deduction into the respective deduction type. There are various type of deductions that can be deducted from the employee.
(For details, we can refer to the chapter on deduction Table in the Housekeeping.)