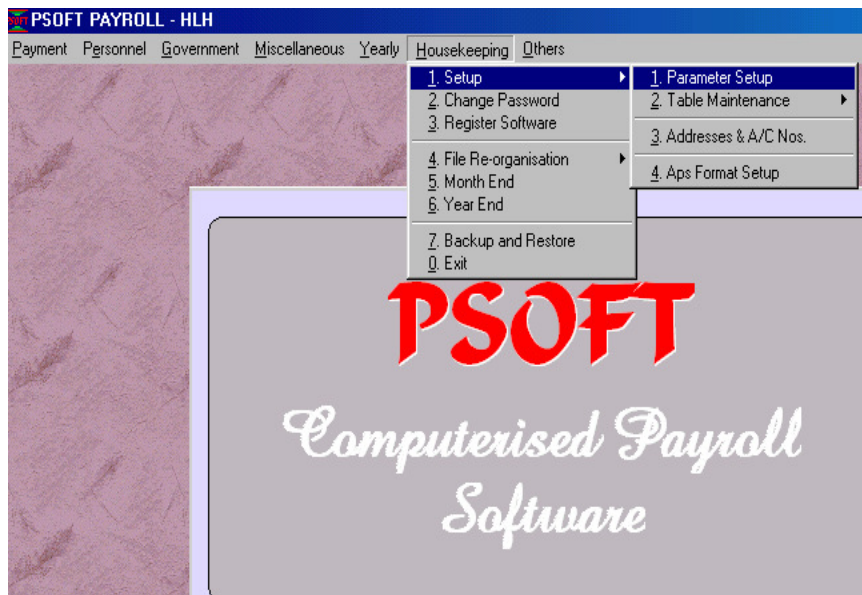# Chapter 6.   Housekeeping

This option allows us to set up the company profiles like the
company name, address and phone/fax numbers. It also wants
us to set up the company's financial year here. Besides,
we can also maintain the entry password and general settings.

Generally we must come here first to set up all the above
information before we can start using the **Psoft**, as we have
mentioned in the **Getting Start Chapter**.

To set up, click the **Housekeeping** Menu item in the main menu bar
as shown below. Once clicked, a sub-menu appears and we just have
to select the first item **Run Setup** and the click the **Parameter Setup**.

The next menu page will appear as shown below:
From the screen, we can see that the first option is the Set Up and then
Parameter set up. We select this option to set up company profile.

Once selected the following dialog box will appear for us to type in the company data:

We can see that this screen is divided into three pages as shown above. Page 1 allows us to enter the followings:
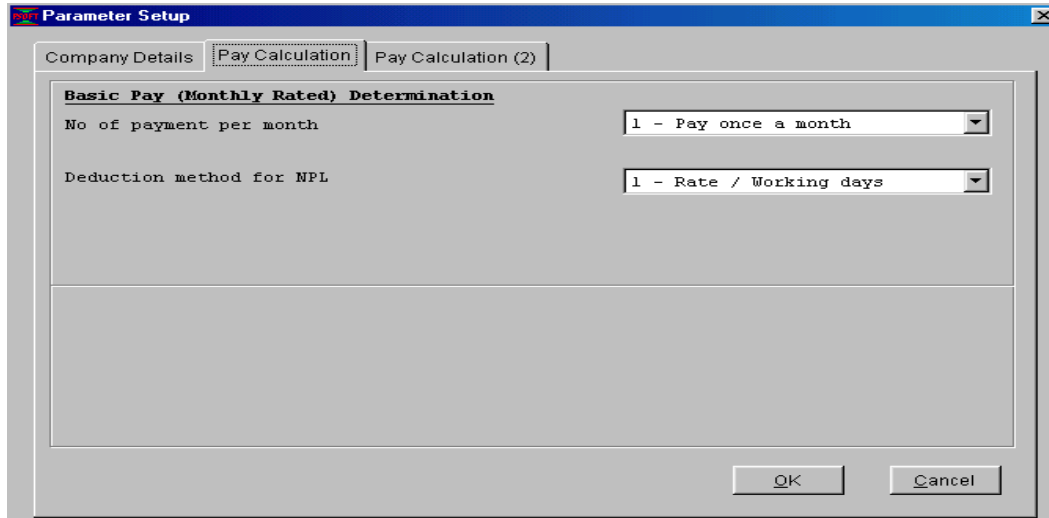
Company name: Enter our company's name and this will appear in all the reports, statement of accounts to customers.

Company Registration No. : Enter the R.O.C. reference number here.

Address: Enter our company address and this will also appear on the Statements, vouchers and other reports. We can include our phone and fax numbers here.

Country Code: This is the country code for the country that our company is based. Example : Singapore, Malaysia.

Currency Symbol: This is the Currency symbol used by the country eg S$ for Singapore or RM for Malaysia.

This Month: This is the month that we want to calculate the Pay. For the first time user we need to come here to type in the Starting Month eg if we start using Psoft Payroll in March then we just type 3.

This Year: This is the Year that we want to calculate the Pay. For the first time user we need to come here to type in the Starting Year eg if we start using Psoft Payroll in 1999 then we just type 1999.

Payroll Manager: We may type in the Name of the Officer in charge of the payroll, the NRIC, position, phone and fax numbers.

The next page is the Pay Calculation, we click on its Tab and the
next dialog box will appear for to enter the payroll settings:

No of Payments per month

Here we can enter the No of Payments per month, it is either 1 or 2.
For company that pay out to employee twice a month, select 2.

Deduction Method for NPL

There several methods of calculating No Pay Leave:

1. Rate/Working Days
    If the number of working days is 25 then this NPL is calculated
    based on

    $$NPL = \text{Basic Rate} / 25$$

2. Rate/Fixed days per month
    Some company fix the number of working as 26 the
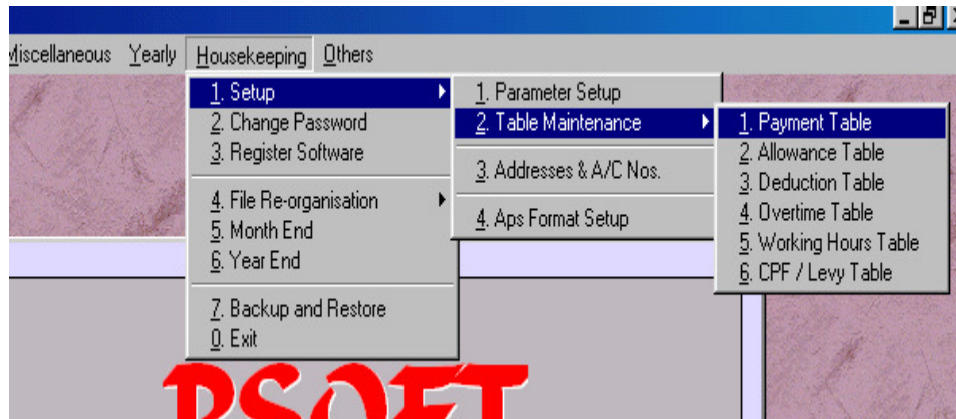
$$NPL = \text{Basic Rate} / 26$$

3. Rate/No of days in the month
    In this case, the number of working depends on the calendar
    month, different month may be different days. For January
    it is 31 days and the NPL is

$$NPL = \text{Basic Rate} / 31$$

The third page is Pay Calculation (2) and is for us to set the decimal
and pay 1st half control:

Company Details	Pay Calculation	Pay Calculation (2)

Basic Decimal Setting

Set Basic Rate to   2 Decimal Points ▼

Transaction

☐ Allow 1st Half under all conditions

From the **Housekeeping** Menu item in the main menu bar as shown above and the **Setup** sub-menu, the next option is the **Table Maintenance**. Once click on it another submenu appear showing the various tables for us to set up:

1. Payment Table

This table is to set to indicate whether the Pay is subject to CPF. With a Tick means it is subjected to CPF.

2. Allowance Table

Allowances Table		CPF	TAX	SDL	Type
1	CAR	☑	☑	☑	V
2	PETROL	☑	☑	☑	V
3		☑	☑	☑	V
4		☑	☑	☑	V
5		☑	☑	☑	V
6		☑	☑	☑	V
7		☑	☑	☑	V
8		☑	☑	☑	V
9	NO LATENESS	☑	☑	☑	V
10	NO ABSENT	☑	☑	☑	V
11		☑	☑	☑	V
12		☑	☑	☑	V
13		☑	☑	☑	V
14		☑	☑	☑	V
15		☑	☑	☑	V
16		☑	☑	☑	V
17		☑	☑	☑	V

Notes

Type for monthend: F for fix value

V for variable value

This Allowance is for us to set up various type of allowances that our company may pay out. Notice that the columns CPF, TAX and SDL are all ticked. This means that this company's allowances are all subjected to CPF, TAX and SDL calculations. And the Type is set to V means these are all Variable Allowances that will be different

every month.

3. Deduction Table

Deduction Table		CPF	TAX	SDL	NPL	Type
1		☑	☑	☑	☐	V
2		☑	☑	☑	☐	V
3		☑	☑	☑	☐	V
4		☑	☑	☑	☐	V
5		☑	☑	☑	☐	V
6		☑	☑	☑	☐	V
7		☑	☑	☑	☐	V
8		☑	☑	☑	☐	V
9		☑	☑	☑	☐	V
10	C.Chest	☑	☑	☑	☐	V
11	Mosque	☑	☑	☑	☐	V
12		☑	☑	☑	☐	V
13	Sinda	☑	☑	☑	☐	V
14	CDAC	☑	☑	☑	☐	V
15	Eurasian	☑	☑	☑	☐	V

Notes

Type for monthend: F for fix value

V for variable value

This is similar to the Allowance table but for us to set up the various possible deductions employee may have.

4. Overtime Table

Overtime Table		Unit	Ratio	CPF	TAX	SDL	
1	1.0	HRS	1.00	✔	✔	✔	
2	1.5 TIMES	HRS	1.50	✔	✔	✔	
3	2.0 TIMES	HRS	2.00	✔	✔	✔	
4	3.0 TIMES	HRS	3.00	✔	✔	✔	
5	REST DAY	DAYS	16.00	✔	✔	✔	
6	PUB. HOL.	DAYS	24.00	✔	✔	✔	

Exit

As shown above, the Overtime table allows us to set the Ratio times of O.T. calculation. The units are HRS for hours calculation of O.T.

5. Working Hour Table

Working Hours	1	2	3	4	5	6	
For Monthly Rated							
Month Per Year	12.00	12.00	12.00	12.00	12.00	12.00	OT = Basic Rate * ?/Hrs per yr
Days Per Month	26.00	26.00	26.00	26.00	26.00	26.00	NPL, Advance, ORP
Hours Per Day	8.00	8.00	8.00	8.00	8.00	8.00	Lateness, Normal hr. worked pay
Hours Per Year	2288	2288	2496	2496	2288	2496	OT (Basic rate, Ded., Aw.)
For Daily Rated							
Hours Per Day	8.00	8.00	8.00	8.00	8.00	8.00	OT (Basic rate, Ded., Aw.) Also to get Month_Rate
Days Per Month (A)	26.00	26.00	26.00	26.00	26.00	26.00	Bonus, Bonus PCB, Comm. PCB Also to get Month_Rate
Days Per Month (B)	26.00	26.00	26.00	26.00	26.00	26.00	Hrp = + Aw / ? / Hr. per day Set to 0 if day_worked is Used
For Hourly Rated							
Hours Per Day	8.00	8.00	8.00	8.00	8.00	8.00	Basic Pay, OT (Ded., Aw.)
Days Per Month (A)	26.00	26.00	26.00	26.00	26.00	26.00	Equal Daily Rated Figures
Days Per Month (B)	26.00	26.00	26.00	26.00	26.00	26.00	Equal Daily Rated Figures

In the Working Hour Table we can set up 6 different types of hours per day, Number of days per month and Hours per year like 52 week x 44 hours per week will give 2288 working hours per year.

These table must be set correctly so that we can select one for each employee in the Personnel File of the employee. With this table set correctly, then the overtime rate can be calculated correctly.

6. CPF & LEVY Table

CPF & Levy Table

Tabs: Singapore Citizen / 3 Years & Above PR | PR 1 Year | PR 2 Years | Levy & SDL

CPF Contribution Rates For Singapore Citizens and 3 Years and Above PR

Salary Range ($)		55 yrs & below		Above 55-60 yrs		Above 60-65 yrs		Above 65 yrs		Remarks
		E'yer	E'yee	E'yer	E'yee	E'yer	E'yee	E'yer	E'yee	
Not exceeding	50.00									No Contribution
Exceeding	50.00	13.00		6.00		3.50		3.50		Rate*Wage
but not exceeding	500.00									
Exceeding	500.00	13.00		6.00		3.50		3.50		Rate*Wage
but not exceeding	750.00		60.00		37.00		22.00		15.00	Rate*(Wage - 500)
Exceeding	750.00	13.00 + 13.00	20.00 + 20.00	6.00 + 6.00	12.50 + 12.50	3.50 + 3.50	7.50 + 7.50	3.50 + 3.50	5.00 + 5.00	Rate*Wage + Rate * Additional Wage

Ceiling For Normal Wages CPF Calculation   6000

OK   Cancel

This is where we can set up the rate of CPF contributions and Levy rate for our employee. The various categories of CPF are based on the government CPF rate. For eg currently for those employee 55 years & below and pay rate above S$750/= , the employee CPF is 20% and the employer is 13% as shown above. If government changes the rate, we just have to type in the new rate here accordingly, Psoft will automatically calculate the rest.