PayrollServe
A Stone Forest Company

eACCPAY

A Comprehensive HRMS System

SYSTEM USER MANUAL

MODULE:
eLeave – Setup Manual V2.0

Support Hotline:
+65-6594 7777

PayrollServe
is SAS 70 (Type II)
Certified

SAS 70
(Type II)
Certified

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Leave User Role

Leave User Role Matrix *

Leave User Role	All Menu	Limited Setup Menu Only	Except Setup Menu	Except Process Leave Accrual	View All Reports	Except Accrual/YTD Earn Report	Ad hoc selected menu *	Ad hoc selected admin menu *	Self service menu only
LEAVE_ADM	✓				✓				
LVE_SP	✓			✓	✓	✓			
HR	✓		✓		✓				
HR_ADMIN	✓	✓			✓				
HR_LEAVE	✓	✓	✓	✓	✓	✓			
HR_SP					✓		✓		
MANAGER					✓	✓		✓	
EMPLOYEE									✓

Legend	Legend Description	Limited Setup Menu	Ad hoc Selected Admin Menu	Ad hoc Selected Menu
LEAVE_ADM	Leave Administrator	Assign employee leave grade	View employee's leave transaction	Admin leave application
LVE_SP	Leave Special	Assign employee approval group	View employee's basic info	Admin leave transaction
HR	HR	Assign employee proxy group	View employee's leave calendar	View employee's leave transaction
HR_ADMIN	HR Administrator		View employee's leave balance	View employee's leave calendar
HR_LEAVE	HR Leave		View old eleave history(if any)	
HR_SP	HR Special		All the leave reports	
MANAGER	Manager			
EMPLOYEE	Employee Self Service			

Note: Approver and proxy assigned from leave setup. Default leave user role '**Employee**' to both

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Login User Profile Setup (System Maintenance >> HQ Manager)

User Setup			
HQ	DEMO	PAYDAY DEMO	
User ID	EMP001	User Code	EMP001
User Name	EMPLOYEE A	Password	••••••••••
E-mail	terencelun@payrollserve.com.sg	☐ Notify User	
Master Role	DEFAULT ▾		
Default Company	PAYDAYDEMO 🔍		
Default Employee	S2200980H 🔍		
User Level	1	USERS ▾		
Leave User Role	EMPLOYEE	EMPLOYEE ▾ ⬅		

Define employee leave user role from the following:

eACCPAY >> System Maintenance >> HQ Manager >> User Setup

User ID	System login user id
User Name	System user name
Email	Employee email for notification
Master Role	Use **Default**
Default Employee	Select employee from employee master by click on the magnifier class. No employee select (blank) if login user is not the employee of the company.
User Level	Use default **1	USERS**
Leave User Role	Default to **Employee**. Select **LEAVE_ADMIN** for user with all access.

Note:

Uncheck notify user upon create user id. Otherwise, user login profile will be notified via mail to user email account.

User login profile can also be send from **System Maintenance >> User Manager >> User Password Reset**.

Setup >> Leave Type

Setup >> Leave Type								*Click Update to save
								Create Update
Code	Description	Company Leave Year	TMS Export Code	Leave Category	Leave Effective Date	BF Forfeiture Day	Forfeiture Month	Forfeiture Anniversary Days
ADOPTION	ADOPTION LEAVE	Calendar Year	ADOPTIO	OTH	Y	31	December	
ANNUAL	ANNUAL	Calendar Year	AL	ANL	Y	30	June	
BIZ	BUSINESS TRIPS	Calendar Year	BIZ	OTH	Y	31	December	
CHILD_2	CHILD_2	Calendar Year	CCL	OTH	Y	31	December	
CHILDCARE	CHILDCARE	Calendar Year	CCL	OTH	Y	31	December	
CHILDEXT	EXTENDED CHILDCARE	Calendar Year	CHILDEX	OTH	Y	31	December	
COMPASSION	COMPASSIONATE	Calendar Year	COMP	OTH	Y	31	December	
EXAM	EXAM LEAVE	Calendar Year	EXL	OTH	Y	31	December	
HOSPITAL	HOSPITALISATION	Calendar Year	HL	HPL	Y	31	December	
MARRIAGE	MARRIAGE	Calendar Year	MAR	OTH	Y	31	December	

1 2 3   Set Page Size :   [   ] GO

Default leave type will be created by the system.

Click on **Create** to create new leave type.

Setup >> Leave Type								*Click Update to save
								Create Update
Code	Description	Company Leave Year	TMS Export Code	Leave Category	Leave Effective Date	BF Forfeiture Day	Forfeiture Month	Forfeiture Anniversary Days
ADOPTION1	ADOPTION LEAVE	Calendar Year	ADOPT	OTH	Y	31	December	
ALT	ANNUAL LEAVE TEST	Calendar Year	ALT	OTH	Y	31	December	
ANNUAL	ANNUAL LEAVE	Calendar Year	AL	ANL	Y	31	December	
ANNUALA	ANNUAL BY ANNIVERSARY	Anniversary		OTH	Y			365
ANNUALFY	ANNUAL FOR FY	Financial Year		ANL	Y	31	December	
BIRTHDAY	BIRTHDAY	Calendar Year	BD	OTH	Y	31	December	
BIZ	BUSINESS TRIPS	Calendar Year	BIZ	OTH	Y	31	December	
brth	birthday leave	Calendar Year		OTH	Y	31	December	
CHILD_2	CHILD_2	Calendar Year	CCL	OTH	Y	31	December	
CHILDCARE	CHILDCARE	Calendar Year	CCL	OTH	Y	31	December	

1 2 3 4   Set Page Size :   [   ] GO

Leave Type   :   [ADOPTION LEAVE (Calendar Year) ∨]

Unselect Company		Selected Company
123 ABCDEFG Company C Haya International PAYDAY PAYDAY PTE LTD PRS DEMO 1 PRS PTE LTD SBA TEST COMPANY WEB SYNERGIES	>> > < <<	PayrollServe Demo

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Setup >> Leave type > Leave type update

General
Code *	:	ANNUAL
Description *	:	Annual Leave
TMS Export Code	:	ANL
Leave accrual Category *	:	ANNUAL LEAVE

Leave Eligibility
Company Leave Year *	:	Financial Year
Entitlement based on	:	☐ Leave Effective Date

Policy Settings
B/F Forfeiture Setting *	:	30 Sept
Consume Full Entitlement	:	☑
Proration By MOM Regulation	:	☐ (Enable leave policy 'Monthly proration for new hire')

Application Settings
Allow Next Year Leave Application	: ☐	Deduct From Current Year balance : ☑
No half day allowed	: ☐	

Email Notification
Notify HR for Zero Balance	:	☑ (HR from company parameter)
Send Forfeiture Reminder	:	☑

TMS Export Code
Leave code mapping for timecard import if applicable

Leave Accrual Category
To categorized the leave type to use for leave accrual report. Leave category available for Annual, No Pay. Medical, Hospital, Home or Others leave.

Company Leave Year
Company leave year by Calendar, Anniversary or Financial year

Entitlement Based On Leave Effective Date
Based on employee leave effective date for leave entitlement start date instead of join date. Entitlement will various if join date and leave effective date is different.

B/F Forfeiture Settings
Forfeiture day and month for previous year leave brought forward if applicable

Consume Full Entitlement
Reinforce apply leave in full (up to the maximum entitled day). Example: Must apply 3 days marriage leave, instead of 0.5 day or 1 day without consecutive days.

Proration By MOM Regulation (For calendar leave year)
Refer to MOM proration method by month for childcare, medical and hospitalisation leave. Please refer to http://www.mom.gov.sg/employment-practices/employment-rights-conditions/leave-and-holiday/Pages/childcare-leave.aspx for more details.

Apply Next Year Leave Application
Allow to apply next year leave in current year. Example: Current year is 2016, apply 2017 leave.

Next Year Leave Deduct From Current YTD Balance
Allow next year leave taken from current year to date balance before carry forward instead of next year leave balance.

No Half Day Allowed
Disallow for half day leave taken. Example: medical leave.

Notify HR When Leave Consumed
Notify HR when employee leave is fully consumed

Send Forfeiture Reminder
Notify employee with reminder for leave balance from brought forward or adjustment before expire

Note: Leave carry forward rule will depend on leave policy setup. Otherwise, forfeiture day and month will not be applicable.

Select leave type and company from **unselect Company** to **Selected Company**, so that leave type is applicable to the selected company for leave policy setup.

Setup >> Leave Grade

Leave grade will be used by employee and leave policy setup. Create different leave grade based on different annual leave entitlement.

Company Name	Select company from the drop down list
Create	Click on create for new leave grade
Update	Click on update to save the changes
Set Page Size	Define the number of leave grade per page, follow by click on **GO**. Unlimited leave grade allow to create
Edit	Edit **Leave Policy** from the particular leave grade.

Select **Leave Grade** from the drop down list and select leave type from **Unselect Leave Type** to **Selected Leave type**, so that leave type is applicable for leave grade leave policy setup.

Legend:

>>	Select all
>	Select highlighted item
<	Unselect highlighted item
<<	Unselect all

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Setup >> Assign Employee Leave Grade

| **Company Name** | Select company from the drop down list |
| **Leave Grade** | Select leave grade from the drop down list |

Assign Employee

Click on **Add Employee** to display the following pop up screen:

- Search employee by employee code, employee name or cost centre.
- Select employee by click on the **checkbox** next to the employee.
- Click on **Submit** to assign the employee to the leave grade

Tips: Assigned employees will no longer be available from the employee selection. One leave grade for one employee.

Setup >> Assign Employee Leave Grade

Company Name	:	PRS DEMO (PRS) ▼
Leave Grade	:	DEFAULT ▼
Assign Employee	:	[Add Employee] [Reports] ⇐

☐ **Select/Unselect All** : [Unassigned Employee]

Select	Employee Code	Employee Name	Cost Centre	Email
☐	EMP001	EMPLOYEE 001	OPER	terencelun@payrollserve.com.sg
☐	EMP002	EMPLOYEE 002	OPER	terencelun@payrollserve.com.sg
☐	EMP003	EMPLOYEE 003	OPER	terencelun@payrollserve.com.sg
☐	7790	JOHANN LIM	IT	johannlim@payrollserve.com.sg

Click on **Reports** to generate the following report and make sure that all the employees have been assigned leave grades and the leave grades assigned are correct.

Example:

PRS DEMO (PRS)

Print Date: 27/Feb/2012
Print Time: 11:01:02AM

Leave Grade To Employee Report

Page 1 of 1

		Emp Code	Emp Name	Cost Centre	Leave Grade	Leave Grade Description
Leave Grade :	DEFAULT		Leave Grade Description :	DEFAULT		
		EMP001	EMPLOYEE 001	OPER	DEFAULT	DEFAULT
		EMP002	EMPLOYEE 002	OPER	DEFAULT	DEFAULT
		EMP003	EMPLOYEE 003	OPER	DEFAULT	DEFAULT
		7790	JOHANN LIM	IT	DEFAULT	DEFAULT
				Leave Grades Employees Count :		4.00
Leave Grade :	MANAGEMENT		Leave Grade Description :	MANAGEMENT		
		7749	DAWN POON	ADMIN	MANAGEMENT	MANAGEMENT
		7795	SERA LIM	OPER	MANAGEMENT	MANAGEMENT
				Leave Grades Employees Count :		2.00
Leave Grade :	MGR		Leave Grade Description :	MANAGER		
		APPROVER	APPROVER	OPER	MGR	MANAGER
		7794	BERRY LEE	IT	MGR	MANAGER
		7793	TERENCE LUN	IT	MGR	MANAGER
				Leave Grades Employees Count :		3.00
				Total Leave Grades Count :		3.00
				Total Employees Count :		9.00

Note:

MUST assigned leave grade to new hire, otherwise leave policy will not be applicable to employee and leave type with entitlement will not be available from leave balance screen.

Setup >> Leave Policy

Setup >> **Leave Policy**

Company Name	:	PAYDAY DEMO PTE LTD (PAYDAYDEMO)
Leave Grade	:	DEFAULT
Leave Type	:	ANNUAL
Effective From *	:	01-Jan-2009 (dd-mmm-yyyy)
Expired On *	:	31-Dec-2050 (dd-mmm-yyyy)

Company Name   Select company name from the drop down list
Leave Grade   Select leave grade from the drop down list
Leave Type   Select leave type from the drop down list
Effective From   Leave policy effective date in (dd-mmm-yyyy) format
Expired On   Leave policy expiry date in (dd-mmm-yyyy) format.
Default date is 31/12/2050. Update expiry date if leave policy no longer valid or change of leave policy.

Notes:

Leave policy is consist of employee leave grade and leave type. Leave type will be applicable to each employee according to the leave policy when apply leave. When apply leave, leave type selection will be auto-filter by employee according to the leave policy setup.

Setup >> **Leave Policy**

Company Name	:	BLACKBERRY COMPANY PTE LTD(BLACKBERRY) ▼
Leave Grade	:	Manager ▼ **Apply to Selected Leave Grade**
Leave Type	:	ANNUAL ▼
Effective From *	:	28-Apr-2011 📅 (dd-mmm-yyyy)
Expired On *	:	31-Dec-2050 📅 (dd-mmm-yyyy)

Edit | **Cancel** | **Update** | **Export To PDF**

Basic Setup   **Eligibility**   **Leave Entitlement**

Company Leave Setup

Company Leave Year	:	Financial Year ▼
Apply Leave in Full Entitlement	:	☑
Carry Forward Rule	:	◉ Yes ◯ No. Carry forward up to 99 year(s)
Forfeiture Rule	:	Day 30 ▼ Month Sep ▼

Leave Entitlement eligibility

Full Entitlement Allow	:	◉ Yes ◯ No
Earned Entitlement	:	◯ Advance earned up to full entitlement ◉ Work as you earned
Next year entitlement Allow	:	◯ Yes ◉ No

Proration and Rounding Method

New Hire Proration Method	:	By Calendar days ▼
Resign Proration Method	:	By Calendar days ▼
Rounding Method	:	Round to nearest ▼ 0.50 ▼

Document attachment

Attachment is Required	:	◯ Yes ◉ No
Is Attachment mandatory	:	◯ Yes ◉ No

Special Setup

Non-working day inclusive for leave	:	☐ Both ☐ Off day ☐ Public holiday
Entitlement not require for leave	:	☐
Required HR Approval	:	Yes, Final Approval ▼
Notify HR for All Approved Leave	:	◯ Yes ◉ No
Paid Leave	:	◉ Yes ◯ No

Company Leave Year	Company leave year based on leave type setup
Apply leave in Full Entitlement	This setting is from leave type setup. Leave application only allow based on full entitlement given.
Carried Forward Rule	Input number of years allow to carried forward leave balance
Forfeiture Rule	Display brought forward expiry date based on leave type setup.
	Brought forward expiry date is a combination of carry forward rule and forfeiture rule. Example: C/F allowed for 1 year and forfeiture date is 30/09. Brought forward expiry date will be 30/09/2017.
Full Entitlement Allow	Apply leave up to current year entitlement

_____

Earned Entitlement	**Advance earned up to full entitlement** Apply to earn leave policy. Allow advance leave up to current year entitlement. **Work as you earn** Earn entitlement up to current earn day. No advance leave allowed.
Next Year Entitlement Allow	Allow to use next year entitlement for current year leave taken up to current year entitlement. Current year leave balance might be negative balance.
New Hire Proration Method	Calendar days / Working Days / 12 months / no proration
By 12 months	**Cutoff date** Enable when select by 12 months proration method. Date to cutoff for join month to be treated as zero, half or full month. **Join after cut-off date is half month, otherwise is zero** Join date after cut-off date will be half month if not zero. **Join before cut-off date is full month, otherwise is half** Join date before cut-off date will be full month if not half month.
Resign Proration Method	Calendar days / Working Days / 12 months / no proration
By 12 months	**Cutoff date** Enable when select by 12 months proration method. Date to cutoff for join month to be treated as zero, half or full month. **Join before cut-off date is half month, otherwise zero** Join date before cut-off date will be half month if not zero. **Join after cut-off date is full month, otherwise half month** Join date after cut-off date will be full month if not half month
Rounding Method	Round to nearest / Round Up / Round Down / No Rounding **and** 0.01 / 1.0 / 0.50 / 0.25
Attachment Required	File size limit to **2MB** per file. Attachment can be optional.
Non-working day inclusive for leave	Leave duration inclusive of off day or public holiday.
Entitlement not required	Leave entitlement not required to apply leave. Example: No pay
Required HR Approval	Allow **HR** to be a **First/Final/HR Only** for leave approval. **HR** will be the user from **Company Parameter >> HR Name**
Notify HR for All Approved Leave	Notify **HR** for all approved leave **HR** will be the user from **Company Parameter >> HR Name**

Setup >> Leave Policy > Eligibility

Basic Setup	Eligibility	Leave Entitlement

Day of Service *	:	○ By Calendar Months ● By Calendar Days
		0
Gender	:	● All ○ Female ○ Male
Marital Status	:	☑ All ☑ Single ☑ Married ☑ Divorced ☑ Widowed
Citizenship	:	☑ All ☑ SPR ☑ Citizen ☑ Foreigner ☑ Others
		☑ SPR Children ☑ Citizen - Children ☑ Foreigners - Children
Employment Type	:	☑ All ☑ Perm Full time ☑ Perm Part Time ☑ Temp Full Time
		☑ Temp Part Time ☑ Contract ☑ Expatriate
Employee Type	:	● All ○ Confirmed ○ Probation
Dependant	:	● None ○ By Child DOB
Age of Children	:	From ____ To ____

Day of Service   Number of service days from leave effective date to be eligible for leave entitlement. Leave type will be available at employee's leave balance screen as well as leave application.

Gender   Default to **All**. Use **Male** and **Female** eligibility for maternity, paternity and NS

Marital Status   Default to **All**. Commonly use for marriage leave.

Citizenship   Default to **All**. Use **SPR/Citizen/Foreigner – children** if use employee dependant details for childcare leave eligibility.

Employment Type Default to **All**

Employee Type   Default to **All**

Dependant   Select '**By Child DOB**' to enable '**Age Of Children**.

Age Of Children   Age of the younger child to eligible for childcare leave.
.

Note: Child dependant details updated from employee dependant details

Setup >> Leave Policy > Leave Entitlement

Basic Setup	Eligibility	**Leave Entitlement**	

From Year (Min 0)	To Year (Max 99.00)	Entitlement days	B/F capped(Days)
0.00	1	14	7
1	2	16	8
2	99	18	9

From Year   Employee starting service year range for leave entitled day

To Year   Employee ending service year range for leave entitled day

Entitlement Days   Leave entitlement day

B/F capped(Days)   Maximum number of days allow to carried forward after cross year.

Note:

Leave carry forward rule and forfeiture date will be determined from the following:

Number of carry forward year allowed

-   From Setup, go to **Leave Policy >> Leave grade/Leave Type >> Basic Setup >> Carry forward** for xxx of year to allow for carry forward previous unconsumed leave balance

Number of day and month To Forfeit The B/F

-   From Setup, go to **Leave Type >> ANNUAL >> B/F forfeiture day and month** to define the month and day to forfeit

B/F forfeiture date
= **(**Leave Policy>>Carry Forward Rule) + (Leave Type>>Forfeiture Day and Month)

Setup >> Approval Group

- Click on **Create** and the following screen displayed:

Note: Approver created from user setup, which can be an employee or user only.

- Click on **Select User** to select 1st Approver Name from the user list. Minimum 1st approver is required for all employees. Approver created from user setup. Approver can be an employee or just user only.

- Alternate approver can be assigned for each approver. Alternate approver created from user setup. Alternate approver can be an employee or just user only.

- **HR name** default from company parameter setup.

- **Notify when approved** used as default employee cc list for email notification upon leave approval. Option to remove the notify employee

Setup >> **Approval Group**   *Click create for new approval group

Company Name : PRS DEMO (PRS)

Code	Description	Approver 1	Approver 2	Approver 3	Alternate Apprv 1	Alternate Apprv 2	Alternate Apprv 3
APPROVER	APPROVER	APPROVER			TERENCE LUN		
HR	HR	APPROVER 088					
IT	IT	SERA LIM					
OPER1	OPERATIONS 1	APPROVER					

1   Set Page Size : [   ]   GO

Approval Group : IT

Assign Employee   Add Employee   Reports

☐ Select/Unselect All   :   Remove Employee

Select	Employee Code	Employee Name	Cost Centre	Email
☐	7795	SERA LIM	OPER	seralim@payrollserve.com.sg
☐	APPROVER1	APPROVER1	OPER	johannlim@payrollserve.com.sg
☐	APPR002	APPROVER 002	OPER	johannlim@payrollserve.com.sg
☐	HR001	HR MANAGER	OPER	terencelun@payrollserve.com.sg
☐	PROXY001	PROXY 001	OPER	johannlim@payrollserve.com.sg
☐	S8888888Y	APPROVER 088	HR	johannlim@payrollserve.com.sg

Select **Approval Group** from the drop down list

Click on **Add Employee** to select employee and assigned to the selected approval group. Employee can be search by employee code, employee name and cost centre.
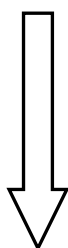
Go to next page for employee selection

Employee Code	:	Input employee code to search
Employee Name	:	Input employee name to search
Cost Centre	:	☐ ADMIN ☐ BUSINESS DEVELOPMENT ☐ FINANCE

Search   Close   ⇨   Submit

☐ Select/Unselect All   ☐ Check All Employees

Select	Employee Code	Employee Name	Department Code	Cost Centre	Email
☐	2709	BCD	IT	FINANCE	
☐	7794	BERRY LEE	NA	IT	berrylee@payrollserve.com.sg
☐	ABC	EMP	ADMIN	ADMIN	
☐	7790	JOHANN LIM	NA	IT	johannlim@payrollserve.com.sg
☐	S0007793H	TERENCE LUN	IT	IT	terencelun@payrollserve.com.sg

Note: Employee without leave grade assigned will be listed out for selection

Input employee code to search employee by employee code

Input employee name to search employee by employee name

Select cost centre to search employee by cost centre

Click on **Search** to display the employee search selection

Check on **Select** to select the employee and assigned to the approval group

Click on **Submit** to update the assign employee to the selected approval group

Upon click on **Submit**, system will prompt the following message

Message from webpage   [✕]

⚠ Selected Employees successfully updated!

OK
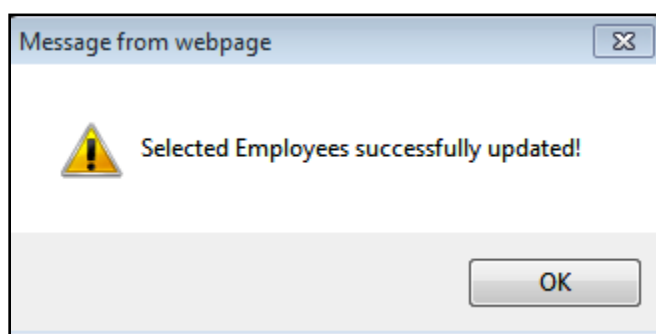
Setup >> **Approval Group**

Company Name	:	PRS DEMO (PRS) ▾

Code	Description	Approver 1	Approver 2	Approver 3
DEFAULT	DEFAULT	APPROVER		
IT	IT	SERA LIM	TERENCE LUN	

1 Set Page Size : [   ] **GO**

Approval Group	:	DEFAULT ▾
Assign Employee	:	**Add Employee** **Reports**
☐ Select/Unselect All	:	**Remove Employee**

Select	Employee Code	Employee Name	Cost Centre	Email
☐	S1234567H	EMPLOYEE 001	OPER	terencelun@payrollserve.com.sg
☐	S1223456H	EMPLOYEE 002	OPER	terencelun@payrollserve.com.sg
☐	S1003654H	EMPLOYEE 003	OPER	terencelun@payrollserve.com.sg
☐	S0007795H	SERA LIM	OPER	terencelun@payrollserve.com.sg

Click **Reports** and the following option will be displayed:

Company Name	:	PRS DEMO (PRS) ▾
Approver Group	:	☑ ALL
		☑ DEFAULT
		☑ IT

Export to Pdf   **Close**

Select **Company Name** and **Approver group**, follow by click on **Export To PDF** to output the report in PDF format.

Sample Report:

PRS DEMO (PRS)

Print Date:	27/Feb/2012			**Approver Group Report**			Page 1 of 1
Print Time:	3:06:02PM						

		Emp Code	Emp Name	Cost Centre	Approver 1	Approver 2	Approver 3	HR
Approver Group :	DEFAULT		**Approver Group Desc :**	DEFAULT				
		7795	SERA LIM	OPER	APPROVER			SERA LIM
		EMP001	EMPLOYEE 001	OPER	APPROVER			SERA LIM
		EMP002	EMPLOYEE 002	OPER	APPROVER			SERA LIM
		EMP003	EMPLOYEE 003	OPER	APPROVER			SERA LIM
					Approver Group Employees Count :			4.00
Approver Group :	IT		**Approver Group Desc :**	IT				
		7749	DAWN POON	ADMIN	SERA LIM	TERENCE LUN		SERA LIM
		7790	JOHANN LIM	IT	SERA LIM	TERENCE LUN		SERA LIM
		7793	TERENCE LUN	IT	SERA LIM	TERENCE LUN		SERA LIM
		7794	BERRY LEE	IT	SERA LIM	TERENCE LUN		SERA LIM
		APPROVER	APPROVER	OPER	SERA LIM	TERENCE LUN		SERA LIM
					Approver Group Employees Count :			5.00
					Total Approver Groups Count :			2.00
					Total Employees Count :			9.00

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Setup >> Proxy Group (On Behalf Of Apply Leave)

Setup >> **Proxy Group**

* Click Update to save

Create

| Company Name | : | PRS DEMO (PRS) ▾ |

Select/Unselect All : Delete

Select	Code	Description	Proxy Name
☐	PROXY	PROXY	JOHANN LIM

1 Set Page Size : [   ] GO

Click on **Create** for new proxy group

Setup >> Proxy Group > **Proxy Group New**

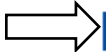| Company * | : | PRS DEMO (PRS) ▾ |
Code *	:	PROXY
Description *	:	PROXY
Proxy Name *	:	JOHANN LIM	Select User

Note: Proxy created from user setup. Proxy can be user or employee.

Click on **Select User** for proxy name and the following will pop up for user selection:

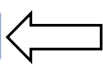| Company * | : | PAYDAY DEMO PTE LTD (PAYDAYDEMO) ▾ |
| User ID | : | Input employee code to search |
| User Name | : | Input employee name to search |

Search   Cancel

Submit

Select	User ID	User Name	Email
○	ADMIN	ADMINISTRATOR	terencelun@payrollserve.com.sg
○	7878	ALICE ONG	aliceong@payrollserve.com.sg
○	7752	ANGELINE HONG	angelinehong@payrollserve.com.sg
○	APPROVER	APPROVER	daphnelim@payrollserve.com.sg

Click on **select** radio button for user selection and **Submit** to save the setup.
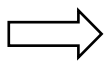
Proxy Group	:	PROXY ▼
Assign Employee	:	**Add Employee**

Click on **Add Employee** and the following pop up screen will be displayed:

Employee Code	:	Input employee code to search
Employee Name	:	Input employee name to search
Cost Centre	:	☐ ADMIN ☐ BUSINESS DEVELOPMENT ☐ FINANCE

Search **Close** **Submit**

☐ **Select/Unselect All** ☐ **Check All Employees**

Select	Employee Code	Employee Name	Cost Centre	Email
☑	S1234556H	APPROVER	OPER	terencelun@payrollserve.com.sg
☐	S0007794H	BERRY LEE	IT	terencelun@payrollserve.com.sg
☐	S0007749H	DAWN POON	ADMIN	terencelun@payrollserve.com.sg
☑	S1234567H	EMPLOYEE 001	OPER	terencelun@payrollserve.com.sg
☑	S1223456H	EMPLOYEE 002	OPER	terencelun@payrollserve.com.sg
☑	S1003654H	EMPLOYEE 003	OPER	terencelun@payrollserve.com.sg
☐	S0007790H	JOHANN LIM	IT	johannlim@payrollserve.com.sg
☐	S0007795H	SERA LIM	OPER	terencelun@payrollserve.com.sg

Tick on the checkbox for employee selection and click on **Submit** to save the selection.

Setup >> Proxy Group * Click Update to save **Create**

Company Name	:	PRS DEMO (PRS) ▼
☐ Select/Unselect All	:	**Delete**

Select	Code	Description	Proxy Name
☐	PROXY	PROXY	JOHANN LIM

1 Set Page Size : **GO**

Proxy Group	:	PROXY ▼
Assign Employee	:	**Add Employee**
☐ Select/Unselect All	:	**Remove Employee**

Select	Employee Code	Employee Name	Cost Centre	Email
☐	S1234556H	APPROVER	OPER	terencelun@payrollserve.com.sg
☐	S1234567H	EMPLOYEE 001	OPER	terencelun@payrollserve.com.sg
☐	S1223456H	EMPLOYEE 002	OPER	terencelun@payrollserve.com.sg
☐	S1003654H	EMPLOYEE 003	OPER	terencelun@payrollserve.com.sg

Upon update, assigned employees will be listed out when the proxy group is selected.

Note: Each employee only can assigned to one proxy group

_____

Setup >> Copy Leave Policy By Company

Setup >> Copy Leave Policy By Company

From Company	:	PRS DEMO (PRS) ▾
To Company	:	SBA (SBA) ▾
		Submit

Same leave policy can be copied from one company to another within the same HQ company.

Important Note:

1) Same **leave type** need to be selected for both companies.

    From setup, go to leave type and select the individual leave type and select both companies from unselect company if you have not done so.

2) Same **leave grade** need to be created for both companies.

    From setup, go to leave grade and select the same leave type to both leave grade

From Company	Select the company leave policy copy from
To Company	Select the company leave policy copy to
Submit	Click on submit to copy the leave policy

### Administrator Menu

Administrator >> Upload Opening Balance (B/F)

Leave Type >> Opening Balance

Company Name	:	PAYDAY DEMO PTE LTD (PAYDAYDEMO) ▾
Leave Grade	:	Select Leave Grade ▾
		Download Template [ ] [Browse...] **Upload Template**

Opening balance allow you to upload the previous year leave carry forward, as well as YTD total leave taken up to the opening balance.

Important Note: please take note that all the employees are required to assign the leave grade. Leave policy require to setup for all the leave grades, before you can download and upload the template. Employee will be separated into different worksheets based leave grade assigned.
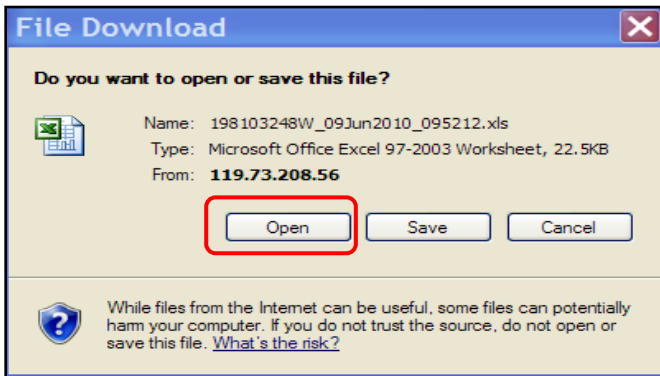
Click on **Download Template**, follow by click on **Open** and the following excel template will be open for input.

- Employee separated by different worksheet according to the leave grade assigned.
- Column G(**ANNUAL_BF)** will be used by previous year annual leave B/F balance.
- The rest of the column used by **total YTD taken** only. Example: Column F for annual leave.
- Save the template to the desire directory.

- Click on **Browse** to locate the save template.
- Click on **Upload Template** to upload the template.
- System will prompt "**Upload opening balance successfully**".

Leave Type	Full Year Entitlement	YTD Earned	Brought Forward	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Pending for Approval
ANNUAL	18.00	18.00	2.00	0.00	2.00	0.00	18.00	0.00

Uploaded leave brought forward balance can be found from
My Home Page >> Leave Balance >> Brought Forward.

Uploaded up to date YTD leave taken can be found from
My Home Page >> Leave Balance >> YTD taken without any transaction details.

Important Note: *Opening balance not allowed to upload again when leave adjustment or leave transaction co-existed.*

Administrator >> Opening Balance

Leave transaction exist, opening balance not allow to upload.

| **Company Name** | : | PRS DEMO (PRS) ▼ |
| **Leave Grade** | : | Select Leave Grade ▼ |

Download Template [ ] Browse... **Upload Template**

Note: System will prompt error message for unsuccessful upload. Kindly print screen to capture the error message and email to PRS support for assistant.

Administrator >> Upload Leave History

Leave Type >> Upload Leave History

| **Company Name** | : | PAYDAY DEMO PTE LTD (PAYDAYDEMO) ▼ |

[ ] Browse... **Upload** **Download Template**

Click on **Download Template** to generate the following upload leave history template:

◢	A	B	C	D	E	F	G	H	I
1	EmployeeName	EmpCode	LeaveType	FromDate	FromMode	ToDate	ToMode	Duration	Reason
2	JENNIFER TEO	7753	ANNUAL	20-Jan-2011	AM	20-Jan-2011	PM	1.00	
3	JENNIFER TEO	7753	ANNUAL	25-Jan-2011	AM	25-Jan-2011	PM	1.00	
4									
5									

- No cross month transaction allowed.
- Date format have to be in **DD-MMM-YYYY**.
- **Duration** will be validated according to application period, company and employee off day.
- **Employee name** and **Reason** are not mandatory. Both used for reference only.

My Leave Entry >> Leave Transaction

| Leave Type | : | ALL | | | | | **Leave Application** |
| From Date | : | | | To Date | : | | |

Leave Year	:	ALL
Application Status	:	ALL
Approval Status	:	ALL
Include Block Leave flag	:	ALL

Search

Export To Excel | **Cancel Transaction** | **Amend Transaction**

Code	Application	Approval Status	Leave Type	From Date	To Date	Days	Ref No	Is Block Leave
○	New	Pending	ANNUAL LEAVE	03/05/2016 (AM)	03/05/2016 (PM)	1.0	20160400005	No
○	Amendment	Pending	ANNUAL LEAVE	08/04/2016 (PM)	08/04/2016 (PM)	0.5	20160400004	No
○	Amendment	Approved	ANNUAL LEAVE	01/04/2016 (PM)	01/04/2016 (PM)	0.5	20160400003	No
○	Cancellation	Pending	ANNUAL LEAVE	05/02/2016 (AM)	05/02/2016 (PM)	1.0	20160300021	No
○	Cancellation	Pending	ANNUAL LEAVE	01/04/2016 (PM)	01/04/2016 (PM)	0.5	20160400003	No
○	Adjustment	Approved	ANNUAL LEAVE	05/02/2016 (AM)	05/02/2016 (PM)	1.0	20160300021	No

1 Set Page Size : **GO**

- Uploaded leave history can be retrieved from employee
  My Leave Entry >> Leave Transaction or **Admin Leave Transaction**
- Application status will be updated as '**Import'**.

Administrator >> Company Parameter

Administrator >> Company Parameter

Select Company	: PRS DEMO (PRS) ▼
HR Name *	: HR MANAGER **Select User** **Remove HR Name**

Param Name	Parame value
Employer CPF Rate For Leave Accrual Report	: 16.0
For Financial Year (Date format: MMM-d)	: apr-1
View All Employees Leave Calendar	: ☑
Notify Employee By Day Before Leave Forfeit	: 60
View Projected YTD Balance(Earned Leave)	: N

Update

Company	Select company from the drop down list.
HR Name	Select user from user setup. HR can be either from user or employee. Employee required mapped to the user id.
Employer CPF rate for Leave accrual report	Use by leave accrual report to compute employer CPF rate for leave encashment. Apply for one CPF rate. Change rate if require.
For Financial Year	Use by company with financial leave year. Date format is MMM-d. Example: Apr-1 for financial year start from 01-April.
View All Employees Calendar	Check to view all employees leave calendar. Uncheck for employee view own leave calendar and approver view employee within the same approval group calendar. Leave admin view all employees leave calendar.
Notify employee by day before leave forfeit	Notify employee for unconsumed leave balance from B/F and adjustment before forfeit
View Projected YTD Bal	For earned leave policy up to current period projected YTD balance

Sample leave forfeiture reminder email template:

eaccpay@stoneforestaccounts.com.sg 10/02/2011 06:21 PM	To terencelun@payrollserve.com.sg
	cc
	Subject Leave Forfeiture Date Reminder

Dear JENNIFER TEO,

Please be reminded that your 1.50 leave balance of ANNUAL will be forfeited on 15 May 2011. Kindly consume the leave before the forfeiture date.

You may access our online services provided from our website at http://eservices.stoneforestaccounts.com.sg/PRSLogin.asp?comp_id=DEMO

This is a system generated notification.

-- END OF MESSAGE --

Administrator >> Admin Delegation

Administrator >> **Admin Delegation**

Approver Delegation   Submit

Approver Name   :   _____   Select User
Delegation Name   :   _____   Select User
Effective From   :   _____ 📅   To : _____ 📅
Remarks
_____
_____

Remove

Select	Approver Name	Delegation Name	From Date	To Date	Delegation Date
○	AUDREY ZHENG	PRS	01/04/2016	29/04/2016	04/04/2016
○	TERENCE LUN	PRS	01/04/2016	30/04/2016	06/04/2016

Proxy Delegation   Submit

Proxy Name   :   _____   Select User
Delegation Name   :   _____   Select User
Effective From   :   _____ 📅   To : _____ 📅
Remarks
_____
_____

Remove

Select	Approver Name	Delegation Name	From Date	To Date
○	TERENCE LUN	APPROVER	15/09/2014	30/09/2014

Leave Admin able to perform approval delegation from one approver to another approver.

Approver name can be select and assigned from approval group. Delegated approver able to view and approve delegated employee leave within the effective delegated period. Delegation expired after the effective period.

Notes: During the delegation period, employee able to view delegate approver after actual approver name. After delegation, original approver still be able to view and approve leave.

Administrator >> **Admin Leave Application**

Company Name   :   PayrollServe Demo(PRS) ⌄
Leave Type   :   ANNUAL   ⌄
Select Employee   :   **Select Employee**
Employee Code   :   AL001
Name   :   AARON KWOK
Leave Balance   :   22.00
Approver   :   APPROVER (delegated to PRS)

Company	:	PRS DEMO (PRS)	▼
User ID	:	Input employee code to search	
User Name	:	Input employee name to search	

Search **Close** **Submit**

Select	User ID	User Name	Email
⚪	APPROVER	APPROVER	terencelun@payrollserve.com.sg
⚪	7795	SERA LIM	terencelun@payrollserve.com.sg
⚪	7793	TERENCE LUN	terencelun@payrollserve.com.sg

Company	Select approver or delegated approver company
User ID	Input user id and **Search** approver or delegated approver
User Name	Input user name and **Search** approver or delegated approver
Search	Click on search to select approver available from approval group
Submit	Select approver or delegated approver and **Submit** for selection

Sample Delegation Email Template:

eaccpay@stoneforestaccounts.com.sg	To ⚇terencelun@payrollserve.com.sg
27/02/2012 06:37 PM	cc
	bcc
	Subject Delegation email notification

Hi SERA LIM,

APPROVER has delegated approval process to you between the below date.

From 01/03/2012 to 31/03/2012.

Remarks:

You may access our online services provided from our website at https://eservices.stoneforestaccounts.com.sg/PRSLogin.asp?

This is a system generated notification from Payday Online.

-- END OF MESSAGE --

Delegated approver will be notify via email for delegation period.

Administrator >> Admin Leave Application

Leave user role **LEAVE_ADMIN** be able to use this function to apply leave for any employee.

Leave Type	Select leave type for leave application
Select Employee	Click to select employee for leave application
From Date	Click on the empty box for leave application start date calendar selection
To Date	Click on the empty box for leave application end date calendar selection
Next	Click on Next button for next page
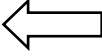
By default, **Bypass Approval Process** is checked. No approval is required for employee leave application update. Submit application will update to 'Approved' status.

Uncheck **Bypass Approval Process** for employee route back to leave application approval flow.

Click on **Confirm** to submit the leave application. Notification sent to approver.

Administrator >> Admin Leave Transaction

Administrator >> **Administration Leave Transaction**

Company Name	: PayrollServe Demo(PRS)
Cost Centre	: ☐ ALL ☐ 293962PROD(293962PROD) ☐ A(A_A)
Employee Code	: --Search-- **Select Employee**
Leave Type	: ALL
From Date	: [ ] To Date : [ ]
Leave Year	: ALL
Application Status	: ALL
Approval Status	: ALL
Include Block Leave flag	: ALL
	Search
Bypass Approval Process	: ☑

No data available

Company	Select company
Cost Centre	Check All cost centre
Employee Code	Click on **Select Employee** to select by employee
Leave Type	Default to All leave type. Select by leave type allowed.
From/ To Date	Select leave start and to date.
Leave Year	Company leave year
Application Status	Select All or New/Import/Adjustment /Amendment /Cancel/Cancellation.
Approval Status	Select All status or pending/cancel/Approved/Rejected.
Bypass Approval Process	Bypass approval process for cancel approved transaction. Otherwise, employee route to the same approval flow.
Search	After select the criteria, click on search.

Bypass Approval Process : ☑   **Export to Excel** **Cancel Transaction** **Amend Transaction**

Code	Emp Name	Emp Code	Application	Approval Status	Leave Type	From Date	To Date	Days	Ref No	Is Block Leave
○	MICHELLE TEH	4198	Adjustment	Approved	ANNUAL LEAVE	05/02/2016 (AM)	05/02/2016 (PM)	1.00	20160300021	No
○	MICHELLE TEH	4198	Adjustment	Approved	ANNUAL LEAVE	29/04/2016 (AM)	29/04/2016 (PM)	1.00	20160500008	No
◉	TAN AH KHENG	EMP020	Adjustment	Approved	ANNUAL LEAVE	05/02/2016 (AM)	05/02/2016 (PM)	1.00	20160300020	No
○	TAN AH KHENG	EMP020	Adjustment	Approved	ANNUAL LEAVE	29/04/2016 (AM)	29/04/2016 (PM)	1.00	20160500006	No
○	TAN AH KHENG	EMP020	Adjustment	Approved	ANNUAL LEAVE	03/05/2016 (AM)	03/05/2016 (PM)	1.00	20160500016	No

1 2 3   Set Page Size : [ ]   **GO**

Cancel Transaction	Cancel transaction for **Pending** or **Approved** approval status transaction
Amend Transaction	Amend transaction for **Pending** approval status only

Administrator >> Ad-Hoc Leave Adjustment

Adjustment Type - Earned

Administrator >> **Ad-Hoc Leave Adjustment**		
Company name	:	PRS DEMO (PRS) ▾
Leave Type	:	PH_in_lieu ▾
Adjustment Type	:	Earned ▾ (Earned, Taken, Forfeit, Encash) ⟸
Adjustment Effective Date *	:	01-Jan-2012 📅
Adjustment Expiry Date *	:	31-Dec-2012 📅
Adjustment Display Date *	:	01-Jan-2012 📅
Duration	:	1 Days
Reason	:	Leave credited on 01-Jan-2012
Assign Employees	:	**Add Employee** **Remove Employee**

Company Name	Select company
Leave Type	Select leave type for leave adjustment
Adjustment Type	Select **Earned** to credit leave
Adjustment Effective Date	Click on calendar to select adjustment effective date
Adjustment Expiry Date	Click on calendar to select adjustment expiry date
Adjustment Display Date	A date to display the adjustment on leave balance screen.
Duration	Number of days for credited leave
Reason	Adjustment reason
Assign Employees	Click on **Add Employee** to select employee for the adjustment. Click on **Remove Employee** to remove selected employee for adjustment.

Employee Code	:	Input employee code to search		
Employee Name	:	Input employee name to search		
Cost Centre	:	☐ ADMIN ☐ BUSINESS DEVELOPMENT ☐ FINANCE		

Search   **Close**   **Submit** ⟸

☐ Select/De-select All   ☐ Check All Employees

Select	Employee Code	Employee Name	Cost Centre	Email
☐	APPROVER	APPROVER	OPER	terencelun@payrollserve.com.sg
☐	7794	BERRY LEE	IT	terencelun@payrollserve.com.sg
☐	7749	DAWN POON	ADMIN	terencelun@payrollserve.com.sg
☑	EMP001	EMPLOYEE 001	OPER	terencelun@payrollserve.com.sg
☑	EMP002	EMPLOYEE 002	OPER	terencelun@payrollserve.com.sg
☑	EMP003	EMPLOYEE 003	OPER	terencelun@payrollserve.com.sg
☑	7790	JOHANN LIM	IT	johannlim@payrollserve.com.sg
☐	7795	SERA LIM	OPER	terencelun@payrollserve.com.sg
☑	7793	TERENCE LUN	IT	terencelun@payrollserve.com.sg

Click on **Submit** to update the selected employee

Administrator >> Ad-Hoc Leave Adjustment

Company name	: PRS DEMO (PRS) ▾
Leave Type	: ANNUAL ▾
Adjustment Type	: Earned ▾ (Earned, Taken, Forfeit, Encash)
Adjustment Effective Date *	: 01-Jan-2012
Adjustment Expiry Date *	: 31-Dec-2012
Adjustment Display Date *	: 01-Jan-2012
Duration	: 1 Days
Reason	: Leave credited for 01-Jan-2012
Assign Employees	: [Add Employee] [Remove Employee]

Submit

☐ Select/De-select All

Select	Employee Code	Employee Name	Cost Centre	Email
☐	EMP001	EMPLOYEE 001	OPER	terencelun@payrollserve.com.sg
☐	EMP002	EMPLOYEE 002	OPER	terencelun@payrollserve.com.sg
☐	EMP003	EMPLOYEE 003	OPER	terencelun@payrollserve.com.sg
☐	7790	JOHANN LIM	IT	johannlim@payrollserve.com.sg
☐	7793	TERENCE LUN	IT	terencelun@payrollserve.com.sg

Upon **Submit**, system will prompt "**Ad-hoc leave adjustment successfully updated**".

The following **error** occurred if:

- Adjustment effective date later than expiry date
- Adjustment display date should be earlier or equal to adjustment effective date
- Adjustment effective date earlier than employee joined date with employee **<employee code><name>** and remaining all submitted successfully.
- Adjustment effective date overlapped occurred with employee(s)
- Adjustment effective date overlapped occurred with employees(s):
   **<Employee Code><Name>** and remaining all submitted successfully.

Home Page >> Leave Balance

Company Name	: PRS DEMO (PRS) ▾
Employee Code	: 7793 [Select Employee]
Employee Name	: TERENCE LUN

Leave Year = Calendar (From 01/01/2012 To 31/12/2012)

Leave Type	Full Year Entitlement	YTD Earned	Brought Forward	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Pending for Approval
ANNUAL	16.00	16.00	2.00	1.00	4.00	0.00	15.00	0.00
CHILDCARE	6.00	6.00	0.00	0.00	1.00	0.00	5.00	0.00
COMPASSION	3.00	3.00	0.00	0.00	0.00	0.00	3.00	0.00
HOSPITAL	46.00	46.00	0.00	0.00	0.00	0.00	46.00	0.00
MEDICAL	14.00	14.00	0.00	0.00	0.00	0.00	14.00	0.00
NPL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PATERNITY	2.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00
PH_in_lieu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Adjustment can be found from **My Home Page>>Leave Balance >Adjustment**. (continue next page)

Adjustment Type	Consumed	Forfeiture Leave	Days	Effective Date	Forfeiture Date	Reason
Earned	0.00	0.00	1.00	01/01/2012	31/12/2012	Leave credited for 01-Jan-2012

Click on the underline in red on **Adjustment** to display the above pop up screen for adjustment details.

Adjustment Type	**Earned** adjustment type updated for credit leave
Consumed	Leave consumed based on first in first out basis.
Forfeiture Leave	Unconsumed balance after the forfeiture date update to here
Effective Date	Leave adjustment effective date
Forfeiture Date	Leave adjustment expiry date. After this date, unconsumed balance will be forfeited and update to '**Forfeiture Leave**' column.

Note: System will base on the first in first out basis to update the leave consumed by:

    (1) **B/F balance** will be the first to consume, follow by

    (2) **Adjustment balance** and

    (3) Current year leave entitlement will be the last to consumed

Administrator >> Ad-Hoc Leave Adjustment (Taken)

Administrator >> **Ad-Hoc Leave Adjustment**

Company name	:	PRS DEMO (PRS)
Leave Type	:	ANNUAL
Adjustment Type	:	Taken (Earned, Taken, Forfeit, Encash)
Start Date *	:	15-Mar-2012 AM
End Date *	:	15-Mar-2012 PM
Duration	:	1 Days
Reason	:	
Assign Employees	:	Add Employee Remove Employee
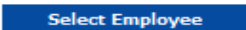
☐ Select/De-select All

Select	Employee Code	Employee Name	Cost Centre	Email
☐	7793	TERENCE LUN	IT	terencelun@payrollserve.com.sg

Adjustment Type – Taken used for mass leave taken due to company declared off day.

Leave taken can be found from **leave balance >> YTD taken**.
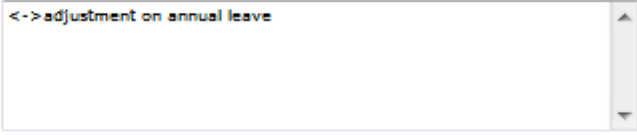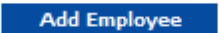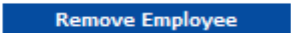
Click on underline in red on **YTD Taken** to display the pop up screen for YTD taken details.

Application status updated to **Adjustment**

Administrator >> Ad-Hoc Leave Adjustment (Forfeit)

Forfeit is for <->adjustment will be update to leave balance >> adjustment column.

Select **Adjustment Effective Date** to update the <->negative adjustment

Input the <->negative adjustment **duration**

Input the **Reason** if any

From **Assign Employee** click on **Add Employee** to search employee by employee code, employee name or cost centre.

Employee Code	:	Input employee code to search		
Employee Name	:	Input employee name to search		

Cost Centre :
☐ ADMIN
☐ BUSINESS DEVELOPMENT
☐ FINANCE

Search **Close**   **Submit**

☐ Select/De-select All   ☐ Check All Employees

Select	Employee Code	Employee Name	Cost Centre	Email
☐	7794	BERRY LEE	IT	terencelun@payrollserve.com.sg
☐	7790	JOHANN LIM	IT	johannlim@payrollserve.com.sg
☐	7793	TERENCE LUN	IT	terencelun@payrollserve.com.sg

Click on check box to **Select** employee

Click on **Submit** to confirm to the selected employee

Click on **Submit** to update the adjustment

Administrator >> Ad-Hoc Leave Adjustment (Encash)

Administrator >> Ad-Hoc Leave Adjustment

Company name	:	PRS DEMO (PRS) ▼
Leave Type	:	ANNUAL ▼
Adjustment Type	:	Encash ▼ (Earned, Taken, Forfeit, Encash)
Adjustment effective Date *	:	18-Mar-2013
Duration	:	2.5 Days
Reason	:	
Assign Employees	:	**Add Employee** **Remove Employee**

☐ Select/De-select All

Select	Employee Code	Employee Name	Cost Centre	Email
☐	7790	JOHANN LIM	IT	johannlim@payrollserve.com.sg

Select **Adjustment Type – Encash** to offset the leave balance for payment.

Select **Adjustment Effective Date** from the calendar

Input the adjustment **duration**. Duration updated to leave balance – YTD taken.

Input the adjustment **Reason**

From **Assign Employee**, click on **Add Employee** to search employee by employee code, employee name or cost centre and following pop up screen displayed:

Employee Code	:	Input employee code to search		
Employee Name	:	Input employee name to search		
Cost Centre	:	☐ ADMIN ☐ BUSINESS DEVELOPMENT ☐ FINANCE		

Search   **Close**   **Submit**

☐ Select/De-select All   ☐ Check All Employees

Select	Employee Code	Employee Name	Cost Centre	Email
☐	7794	BERRY LEE	IT	terencelun@payrollserve.com.sg
☐	7790	JOHANN LIM	IT	johannlim@payrollserve.com.sg
☐	7793	TERENCE LUN	IT	terencelun@payrollserve.com.sg

Click on check box to **Select** employee

Click on **Submit** to confirm to the selected employee

Click on **Submit** to update the adjustment. Leave en-cash will update to adjustment with <-> value.

Administrator >> Leave Forfeiture Date Adjustment

Administrator >> Leave Forfeiture Date Adjustment

Company	:	PRS DEMO (PRS) ▼
Select By	:	All ▼
Employee	:	**Select Employee**
Cost Center	:	☐ ALL ☐ ADMIN ☐ BUSINESS DEVELOPMENT
Leave Type	:	☐ ALL ☐ ANNUAL ☐ CHILD_2
Date Format	:	dd/MMM/yyyy

Search

Leave forfeiture adjustment allow you to adjust leave brought forward or adjustment expiry date before the forfeiture date.

Note: Expiry date will **NOT** allow adjust once expired. Please use adjustment for amendment.

Company   Select company from the list

Select By   Option to select **Brought Forward**, **Adjustment** and **ALL** for adjustment

Cost Centre   Select employee cost centre. Otherwise default to **ALL**

Leave Type   Select **Leave Type** to adjustment the expiry date

Click on **Search** to display the following screen:

Employee Code	Employee Name	Leave Type	Total Leave	Used Leave	Effective Date	Type	Current Expiry Date	New Expiry Date	Remarks
7794	BERRY LEE	PH_in_lieu	1.00	0.00	01/Jan/2012	adjustment	31/Mar/2012	31/Mar/2012	
7790	JOHANN LIM	PH_in_lieu	1.00	0.00	01/Jan/2012	adjustment	31/Mar/2012	31/Mar/2012	
7793	TERENCE LUN	PH_in_lieu	1.00	0.00	01/Jan/2012	adjustment	31/Mar/2012	30/Apr/2012	

Click on **New Expiry Date** to select and amend the expiry date by individual employee.

Click on **Update** and system will prompt "**Forfeiture adjustment updated successfully**".

Go To Leave Balance Screen

Adjustment Type	Consumed	Forfeiture Leave	Days	Effective Date	Forfeiture Date	Reason
Earned	0.00	0.00	1.00	01/01/2012	30/04/2012	

Click on **B/F** or **Adjustment** pop up screen to view the amend forfeiture date.

Administrator >> Employee Grade Change

Administrator >> Grade Change

Company *	: PRS DEMO (PRS)
Employee	: BERRY LEE(7794) Select Employee
Current Leave Grade	: MGR
New Grade	: MGR
Grade Effective Date	: 01-Mar-2012

Delete   Submit

	Emp Name	Leave Grade	Grade Effective From	Grade Effective To
○	BERRY LEE	MGR	01-Jun-2008	

1   Set Page Size :   GO

Company   Select company from the list

Employee   Click on **Select Employee** to select employee for grade change and the following screen will pop up:

Employee Name	:	Input employee code to search		
Employee Name	:	Input employee name to search		
Cost Centre	:	☐ ADMIN ☐ BUSINESS DEVELOPMENT ☐ FINANCE		

Search **Close**   **Submit**

Select	Employee Code	Employee Name	Cost Centre	Email
○	7794	BERRY LEE	IT	terencelun@payrollserve.com.sg
○	7790	JOHANN LIM	IT	johannlim@payrollserve.com.sg
○	7793	TERENCE LUN	IT	terencelun@payrollserve.com.sg

Select employee by employee code, employee name or cost centre.

Select employee by click on the select radio button.

Click on **Submit** to select the employee for grade change.

New Grade	Select employee new leave grade
Grade Effective Date	Employee new leave grade effective date

	Emp Name	Leave Grade	Grade Effective From	Grade Effective To
○	BERRY LEE	MGR	01-Mar-2012	
○	BERRY LEE	MGR	01-Jun-2008	29-Feb-2012
1	Set Page Size :		GO	

Note: Current year Leave entitlement prorated based on previous and current leave grade.
New leave grade entitlement service year based on current employee leave effective date.

Home Page >> Basic Info

Company name	:	PayrollServe Demo(PRS)		
Employee code	:	4198	Select Employee	
Employee Name	:	MICHELLE TEH		Leave Balance New Application

Join Date	: 01 Jan 2011	Leave Effective Date	: 01 Jan 2011
Marital Status	: Single(S)	Gender	: Female(F)
Nationality	: MALAYSIA(MY)	Designation	: ADMIN OFFICER
Leave Grade	: MANAGEMENT(MANAGEMENT)	Department	: Administration(ADMIN)
Approval Group	: APPROVER(APPROVER)	Proxy Group	:
NRIC/FIN No.	: S8382810Z	Email	: michelle_tyy@yahoo.com
Cost Centre	: Administration(ADMIN)	Work Week Group	: 5DAYS
Employee Type	: PERM FULL TIME	Employment Status	: CONFIRMED
Termination Date	:	Citizenship	: CITIZEN

Dependant Details : No dependant details available.

After change the employee leave grade, employee new leave grade can be located from
My Home Page >> Basic Info

Leave effective date will be the starting date for employee leave entitlement.

Approver Interface

Approver >> Pending Approval

	Approver >> Pending Approval									
Company	: PayrollServe Demo(PRS) ▼								**Approve**	**Reject**

Cancellation / **New**

☐	Application	Employee Code	Employee Name	Leave Type	From Date	To Date	Days	Ref No	Remarks	Is Block Leave
☐	New	AL001	AARON KWOK	ANNUAL LEAVE	29/04/2016 (AM)	29/04/2016 (PM)	1.0	20160500011		No
☐	New	EMP020	EMPLOYEE 020	ANNUAL LEAVE	16/03/2016 (AM)	16/03/2016 (PM)	1.0	20160300027		No
☐	New	EMP020	EMPLOYEE 020	ANNUAL LEAVE	17/03/2016 (AM)	17/03/2016 (PM)	1.0	20160300028		No
☐	New	EMP020	EMPLOYEE 020	ANNUAL LEAVE	21/03/2016 (AM)	21/03/2016 (PM)	1.0	20160300029		No
☐	New	EMP020	EMPLOYEE 020	ANNUAL LEAVE	23/03/2016 (AM)	23/03/2016 (PM)	1.0	20160300026		No
☐	Amendment	4198	MICHELLE TEH	ANNUAL LEAVE	08/04/2016 (PM)	08/04/2016 (PM)	0.5	20160400004		No
☐	New	4198	MICHELLE TEH	ANNUAL LEAVE	03/05/2016 (AM)	03/05/2016 (PM)	1.0	20160400005		No

Record(s) 1 to 7 of 7

Pending leave approval will default to 'New' tab for all the new and amendment application. Otherwise, default to 'cancellation' tab for all the cancellation leave only,

	Approver >> Pending Approval									
Company	: PayrollServe Demo(PRS) ▼								**Approve**	**Reject**

Cancellation / New

☐	Application	Employee Code	Employee Name	Leave Type	From Date	To Date	Days	Ref No	Remarks	Is Block Leave
☐	Cancellation	AL001	AARON KWOK	MEDICAL	22/03/2016 (AM)	22/03/2016 (PM)	1.0	20160300030		No
☐	Cancellation	AL001	AARON KWOK	ANNUAL LEAVE	03/05/2016 (AM)	03/05/2016 (PM)	1.0	20160400002		No
☐	Cancellation	EMP020	EMPLOYEE 020	ANNUAL LEAVE	05/02/2016 (AM)	05/02/2016 (PM)	1.0	20160300023		No
☐	Cancellation	4198	MICHELLE TEH	ANNUAL LEAVE	05/02/2016 (AM)	05/02/2016 (PM)	1.0	20160300021		No
☐	Cancellation	4198	MICHELLE TEH	ANNUAL LEAVE	01/04/2016 (PM)	01/04/2016 (PM)	0.5	20160400003		No

Record(s) 1 to 5 of 5

Employee with new and cancellation leave will require to approve the cancellation from cancellation tab, prior to new or amendment application. This is to prevent cancel leave able to credit back to where it consumed from and consume again before leave expire.

Company	*Cross company approver* require to select company for pending application
Application	New application with earliest date will be sorted to the top for approval.
Ref No	Click on reference number for application details and attachment if any.
Approve	From checkbox, select ☐ and click on **Approve** to approve application
Reject	From checkbox, select ☐ and click on **Reject** to reject application
☐	Select this checkbox to **Approve** or **Reject** all the pending application.
Remarks	Fill in remarks for **Reject** application.

Sample pending leave approval email notification:

eaccpay@stoneforestaccounts.com.sg	To	terencelun@payrollserve.com.sg	
04/04/2016 02:18 PM	cc		
	bcc		
	Subject	(AL001) (AARON KWOK) (ANNUAL) Leave application for approval	

Hi TERENCE LUN,

AARON KWOK has sent a leave application awaiting for your approval.

APPLICATION REF NO: 20160400002

LEAVE APPLICATION DETAILS

ANNUAL: 03/05/2016 (AM) - 03/05/2016 (PM) [1.00 day(s)].

(1) YTD Balance:19.00 (As of pending leave)

(2) Reason:

(3) 1 employee(s) on leave during the same period.(Please login to view more on employee(s) overlap transactions detail.)

(4) Click HERE for leave approval

You may also access our online services provided from our website at https://eservices.stoneforestaccounts.com.sg/PRSLogin.asp?comp_id=PRS

This is a system generated notification **Payday! HRMS**. IE is the preferred web browser.

Click HERE launch Approver login screen. System will default company id and login user.

Password authentication required before allow to approve or reject leave. System prompt success message after leave successfully approved or rejected.

Approver >> Delegation

Approver >> **Delegation**

Approver Delegation

Approver Name	:		Select User
From Date	:		To Date :	
Remarks				

Remove

Select	Approver Name	Delegation Name	From Date	To Date	Delegation Date
○	TERENCE LUN	PRS	01/04/2016	30/04/2016	06/04/2016

Approver Name	Click on **Select User** for approver name. Approver available from approval group and select from user id. User id need to be created from user setup. After select the approver, click on **Submit**
From Data/To Date	Delegation effective period. Click on **Submit** to enable the delegation. Delegated approver notify via email for delegation effective period.
Delegation Date	Delegation updated date.

My Leave Entry >> **Leave Application**

Employee Code	:	AL001
Name	:	AARON KWOK
Leave Type	:	ANNUAL
Leave Balance	:	22.00
Approver	:	APPROVER (delegated to PRS)
Notify When Approved	:	AARON KWOK; AUDREY ZHENG; EMPLOYEE 017; EMPLOYEE 018
Other Email ID's	:	

* To send to more than one person, separate addresses with a Semicolon(;)

Note: During the effective delegation period, both approver and delegated approver can view and approve employee leave. Once delegation expired, delegated approver no longer allow to view and approve employee leave,

Approver >> View Employee's Leave History (View Only)

Code	Emp Name	Emp Code	Application	Approval Status	Leave Type	From Date	To Date	Days	Ref No	Is Block Leave
○	AARON KWOK	AL001	New	Pending	ANNUAL LEAVE	29/04/2016 (AM)	29/04/2016 (PM)	1.00	20160300031	No
○	AARON KWOK	AL001	New	Pending	ANNUAL LEAVE	03/05/2016 (AM)	03/05/2016 (PM)	1.00	20160400002	No
○	AARON KWOK	AL001	New	Approved	MEDICAL	22/03/2016 (AM)	22/03/2016 (PM)	1.00	20160300030	No

Company Name	Select employee company name
Cost Centre	Select cost centre (Mandatory)
Employee Code	Click on **Select Employee** to search by employee code, name, cost centre. Follow by click on **Submit** to select employee.
Leave Type	Select All or specific leave type for transaction
From Date/To Date	Leave transaction date range
Search	Click on search to display the selected employee leave transaction
Export To Excel	Selected employee leave transaction able to export to excel

Application	Approval Status	Apply Date	Approved Date	Approved By	Leave Type	From Date	To Date	Days	Ref No	Reason	Attachment
New	Approved	27/02/2012	27/02/2012	TERENCE LUN	ANNUAL LEAVE	30/03/2012 (AM)	30/03/2012 (PM)	1.00	2012020015		No Attachment

Click on **Ref No** to display the leave transaction details.

Apply Date	Employee leave application submission date
Approved Date	Leave application approved date
Approved By	Final approver name
Attachment	If any. Click on **View Attachment** to launch and view uploaded attachment

Note:

1) **LEAVE_ADMIN** and **HR** leave user role be able to select **ALL** the employee and view the leave transaction.

2) **Approver** only able to view employee's leave transaction within the same approval group.

3) **NO amend** or **cancellation** allow for approver view employee's leave transaction.

Employee Interface

My Home Page >> Leave Balance (Administrator View)

Home Page >> Leave Balance

Company Name	:	PAYDAY DEMO PTE LTD (PAYDAYDEMO)
Employee Code	:	65947793 Select Employee
Employee Name	:	TERENCE LUN

Leave Transaction

Leave Application

Leave Year = Anniversary (From 01/06/2010 To 31/05/2011)

Leave Type	Full Year Entitlement	YTD Earned	Brought Forward	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Pending for Approval
ANNUAL	11.00	8.00	2.00	1.00	5.00	0.00	6.00	0.00

Leave Year = Calendar (From 01/01/2011 To 31/12/2011)

Leave Type	Full Year Entitlement	YTD Earned	Brought Forward	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Pending for Approval
CHILDCARE	6.00	6.00	0.00	0.00	0.00	0.00	6.00	0.00
COMPASSION	3.00	3.00	0.00	0.00	0.00	0.00	3.00	0.00
HOSP	46.00	46.00	0.00	0.00	0.00	0.00	46.00	0.00
MEDICAL	14.00	14.00	0.00	0.00	0.00	0.00	14.00	0.00
PATERNITY	2.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00
PH_In_Lieu	0.00	0.00	0.00	2.00	0.00	0.00	2.00	0.00

YTD Balance = YTD Earned + B/F + Adjustment – YTD Taken – B/F Forfeited – Pending Approval

*Click on underline in red for transaction details

Select Employee	This option only applicable to **Leave Admin**, **HR** and **approver** role
Leave Transaction	Shortcut to employee leave transaction screen.
Leave Application	Shortcut to leave application screen
Leave Type	Filter according to the leave policy >> eligibility setup
YTD Balance	Real time computation
Pending For Approval	Leave submitted yet to approved updated to this section

Click on underline in Red to view the following transaction details:

Brought Forward pop up screen

Transaction Type	B/F Leave	B/F Consumed	B/F Balance	Forfeiture Date
BF	5.00	5.00	0.00	31/12/2010

Adjustment

Adjustment Type	Consumed	Forfeiture Leave	Days	Effective Date	Forfeiture Date	Reason
Earned	0.00	0.00	1.0	01/12/2010		OFF IN LIEU

Leave Taken

Application	Approved Leave	Date From	Date To	Reason
New	1.00	27/05/2010 (AM)	27/05/2010 (PM)	go back home town

Pending For Approval

Application	Approval Status	Leave Type	From Date	To Date	Days
New	Pending	ANNUAL	03/12/2010 (AM)	03/12/2010 (PM)	1.0

My Leave Entry >> Leave Application

My Leave Entry >> **Leave Application**					
Employee Code	:	S0007793H			
Name	:	TERENCE LUN			
Leave Type	:	ANNUAL ⌄			
Leave Balance	:	7.50			
Approver	:	TAY THAIN LIN			
Notify When Approved	:	SERA LIM			
Other Email ID's	:	mail@mail.com,test@mail.com			
		* To send to more than one person, separate addresses with a comma(,)			

Leave Balance   **Next**

☐ Select/Unselect All   **Delete Row**   **Add Row**

Select	From Date	From Time	To Date	To Time	Days Applied	Reason (optional)
☐	23/12/2010	AM ⌄	23/12/2010	PM ⌄	1.00	on leave
☐	10/12/2010	PM ⌄	10/12/2010	PM ⌄	0.50	on leave
☐		AM ⌄		PM ⌄		
☐		AM ⌄		PM ⌄		

Leave Type	Select leave type from the list
Leave Balance	Real time compute leave balance day
Approver	Display first approver name from approver group
Notify When Approved	Display default notify employee from approval group
Other Email ID's	Notify other employee by input the email address, separate by comma
Add Row	Add more row for leave application on same leave type only
Days Applied	Computed on the fly by excluding OFF/REST/Public holiday
Next	Click on **Next** to confirm the application

My Leave Entry >> Leave Application (After submit)

My Leave Entry >> **Leave Application Details**		
Employee Code	:	7793
Name	:	TERENCE LUN
Leave Type	:	ANNUAL
Leave Balance	:	7.50
Approver	:	TAY THAIN LIN

Apply New Leave   **Goto Leave Transaction**

Cancel   **Confirm**

From Date	To Date	Days Applied	Reason	Attachment
23/12/2010 AM	23/12/2010 PM	1.00	on leave	[ ] Browse...
10/12/2010 PM	10/12/2010 PM	0.50	on leave	[ ] Browse...

Click on **Confirm** to submit the application for approval.

Message from webpage

? Click OK to confirm, otherwise Cancel to Undo.

[OK] [Cancel]

Leave Submitted Successfully.
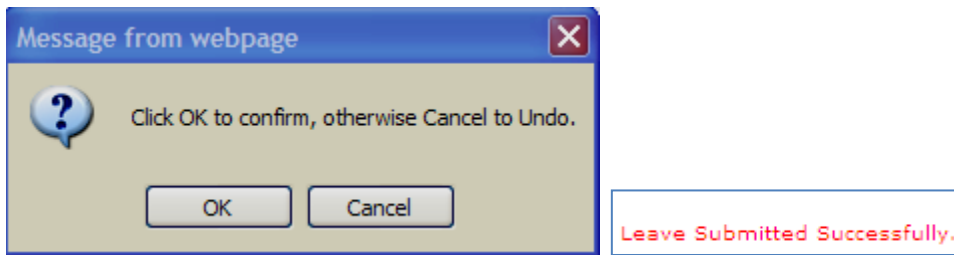
- Click **OK** to submit for approval or cancel to cancel the application
- Click on '**Goto Leave Transaction**' for all the submitted leave transaction records

Sample of email notification to approver:

Hi TAN JON KUAN,

NG SOI POH has sent a leave application awaiting for your approval.

APPLICATION REF NO: 2010050014

LEAVE APPLICATION DETAILS

1. ANNUAL: 31/05/2010 AM - 01/06/2010 PM [2.00 day(s)].

You may access our online services provided from our website at eACCPAY.

This is a system generated notification.

-- END OF MESSAGE --

My Leave Entry >> Leave Transaction

My Leave Entry >> **Leave Transaction**

| Leave Type | : | ALL ∨ | | | | | Leave Application |
| From Date | : | | To Date | : | | | |

Leave Year	:	ALL ∨
Application Status	:	ALL ∨
Approval Status	:	ALL ∨
Include Block Leave flag	:	ALL ∨

Search

Export To Excel | Cancel Transaction | Amend Transaction

Code	Application	Approval Status	Leave Type	From Date	To Date	Days	Ref No	Is Block Leave
○	New	Pending	ANNUAL LEAVE	03/05/2016 (AM)	03/05/2016 (PM)	1.0	20160400005	No
○	Amendment	Pending	ANNUAL LEAVE	08/04/2016 (PM)	08/04/2016 (PM)	0.5	20160400004	No
○	Amendment	Approved	ANNUAL LEAVE	01/04/2016 (PM)	01/04/2016 (PM)	0.5	20160400003	No
○	Cancellation	Pending	ANNUAL LEAVE	05/02/2016 (AM)	05/02/2016 (PM)	1.0	20160300021	No
○	Cancellation	Pending	ANNUAL LEAVE	01/04/2016 (PM)	01/04/2016 (PM)	0.5	20160400003	No
○	Adjustment	Approved	ANNUAL LEAVE	05/02/2016 (AM)	05/02/2016 (PM)	1.0	20160300021	No

1 Set Page Size : GO

- Able to filter by leave type and date range. Click on Search to filter.
- New and pending transaction will be sorted and earliest transaction will be listed on top.
- Click on 'New Application' for leave application entry.
- Select leave transaction and click on '**Cancel Transaction**' to cancel pending approval transaction.
- Select leave transaction and click on '**Amend Transaction**' to amend pending approval transaction. (Applicable to New and Pending status only)
- All the transaction records are able to be exported to excel format.

Ref Details(Ref No.)

Close

Application	Approval Status	Leave Type	From Date	To Date	Days	Ref No	Reason	Attachment
New	Pending	Medical Leave	05 May 2010 (AM)	05 May 2010 (PM)	1.0	2010050013	not feeling well	View Attachment

- Click on ref no. and 'View Attachment' for uploaded attachment. Otherwise, no attachment

- **Employee** view own basic info only.
- **Select Employee** only applicable for the following leave user role:
  - ✓ Leave Admin / HR   Able to select all the employees within the company.
  - ✓ Approver   Employees from the approval group
- **Leave effective date** will be used for employee leave entitlement start date.
- Dependant relationship, date of birth and citizenship used for childcare/extended childcare leave eligibility.
- Government paid claim form like GPAL1, GPCL1, GPML1, GPPL1 and SPL1 form can be download and available according to employee eligibility. It can be verified by employee leave balance screen available leave type.

Company Name	Select company
Cost Centre	Select cost centre(Mandatory to select at least one cost centre)
Employee Code	Click on **Select Employee** for employee selection.
Period	Select leave year and calendar month.
Submit	Click on submit to display employee leave calendar
Export To PDF	Export calendar to PDF format.
Legend	Mouse over to legend to for leave type applied date

Note: **Approved** leave record display in Blue on the calendar.

Pending leave record display in Red on the calendar

PayrollServe
A Stone Forest Company

Sample Leave Calendar Report: (Export to PDF Format)

Company Name	: PayrollServe Demo
Cost Centre	: 293962PROD(293962PROD),A(A_A),Administration(ADMIN),BUSINESS DEVELOPMENT(BD),FINANCE(FINANCE),FULL-TIME(FULL-TIME),Human Resource(HR),Information Technology(IT),INTL(INTL),LOGISTICS(LOGISTICS),MARKETING(MKTG),OPERATION(OPER),PURCHASE(PURCHASE)
Start Date	: 01-Apr-2016
End Date	: 30-Apr-2016

Employee Details		Leave Details Apr 2016																														
Employee Name	**Cost Centre**	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat
CHONG CHOK CHOK(9002)	ADMIN																		● (ANNUAL)	● (ANNUAL)	● (ANNUAL)	● (ANNUAL)	● (ANNUAL)								

Legend	Approved	Pending
FULL	●	●
AM	◖	◖
PM	◗	◗

Leave Code	Description	TMS Export Code
ADOPTION1	ADOPTION LEAVE	ADOPT
ALT	ANNUAL LEAVE TEST	ALT
ANNUAL	ANNUAL LEAVE	AL
ANNUALA	ANNUAL BY ANNIVERSARY	
ANNUALFY	ANNUAL FOR FY	
BIRTHDAY	BIRTHDAY	BD
BIZ	BUSINESS TRIPS	BIZ
brth	birthday leave	
CHILD_2	CHILD_2	CCL
CHILDCARE	CHILDCARE	CCL
CHILDEXT	EXTENDED CHILDCARE	CHILDEX
CHILDLOCAL	CHILDLOCAL	
CHILDMOM	CHILD MOM DEFAULT	
COMPASSION	COMPASSIONATE	COMP
EXAM	EXAM LEAVE	EXL
EXTENDCCL	EXTENDED CHILDCARE	EC
HOSPITAL	HOSPITALISATION	HL
ICL	Infant Care Leave	ICL
MANUAL	MANUAL TESTING	MT
MARRIAGE	MARRIAGE	MAR
MAT_FLEXI	MAT FLEXI	MAT FLE
MATERNITY	MATERNITY	MATERN
MEDICAL	MEDICAL	MC
MOMD1	MOM	
NPL	NO PAID LEAVE	NPL
NS	NATIONAL SERVICE	NS
OIL	OFF-IN-LIEU	OIL
PATERNITY	PATERNITY	PL
PH_IN_LIEU	PH_IN LIEU	OIL
POLL	Polling Day	POLL
SHAREDPL	SHARED PARENTAL	PT
SICKLEAVE	SICK LEAVE	MC
SPL	SHARED PARENTAL LEAVE	SPL
STUDY	Study Leave	SL
test1	test1	test1
Training	Training	
UNPAID	UNPAID LEAVE	NPL
winter	winter	

Leave Accrual

Leave Accrual >> Manage Leave Accrual Cut Off Date

Leave Accrual >> Manage Leave Accrual Cut Off Date

| Company Name | : | PayrollServe Demo(PRS) ⌄ |
| Year | : | 2016 ⌄ |

Click 'Auto Generate' for new year default cutoff date. **Auto Generate**

*Click Update to save **Update**

Month		Cut Off Date
JAN	:	04-Jan-2016
FEB	:	29-Feb-2016
MAR	:	10-Mar-2016
APR	:	30-Apr-2016
MAY	:	31-May-2016
JUN	:	30-Jun-2016
JUL	:	31-Jul-2016
AUG	:	31-Aug-2016
SEP	:	30-Sep-2016
OCT	:	31-Oct-2016
NOV	:	30-Nov-2016
DEC	:	31-Dec-2016

Company Name	Select company name
Year	Select leave year. System default to current year
Month	Select the leave accrual cutoff date for each month throughout the entire year.
Auto Generate	Auto-generate new leave year leave accrual cut-off date. System default the cutoff date to end of the month for each month

Click on **Update** to save the changes.

Notes:

- Usually leave accrual cutoff date should be same as payroll cutoff date
- Cutoff date can be change, as long as within the same month
- Leave accrual only can be process up to today date
- Previous month will be grey off and no changes allowed after cross month.
- Leave taken after the leave accrual cutoff date will be consider on the following month only

Leave Accrual >> Process Leave Accrual

Click on **Process Leave Accrual** to process leave accrual up to the cutoff date. Cutoff date cannot be later than system date.
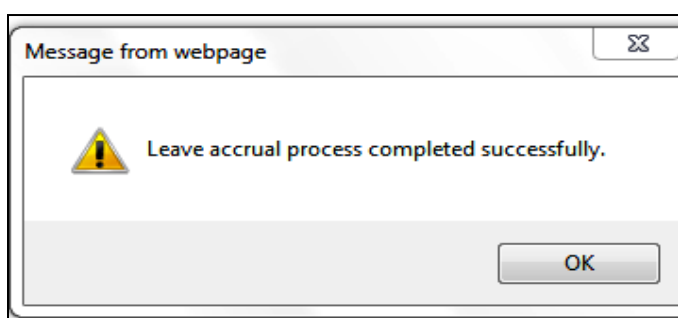
Upon complete leave accrual process, system will prompt the above message.

Company	Select Company
Cutoff Date	Based on current month leave accrual cutoff date. Edit from Leave Accrual >> Manage Leave Accrual Cutoff Date
Process Leave Accrual	Click to process leave accrual based on previous month and current month cutoff date.

Notes:

Please refer to leave accrual report for more details.

_____

Payroll >> Processing >> Export Leave To Payroll (Skip this page If not require)

From Payroll, go to Processing >> Import eLeave to payroll

Select current month **Period** and click on **Create**

Current annual leave taken	Current period payslip annual leave taken. Leave type setup for leave category must be **Annual Leave**.
Current encash	Leave encash adjustment within the current leave accrual cutoff period.
Current medical leave taken	Current period payslip medical leave taken. Leave type setup for leave category must be **Medical Leave**.
Current hospital leave taken	Current period payslip hospitalization leave taken. Leave type setup for leave category must be **Hospital Leave**.
Current no pay leave taken	Current period payslip no pay leave taken. Leave type setup for leave category must be **No Pay Leave** and employee no pay leave policy setup must set to paid leave equal to **No**.

Payroll >> Multi-purpose Screen for leave encash and no pay leave

Multi-purpose Entry

Company	PRS	PayrollServe Demo
Employee	EMP030	KIM CHEE SHIOK
Cost Centre	LOGISTICS	LOGISTICS

Payroll Summary

Currency: HOME CURRENCY

Description	Amount
Basic Pay	2,000.00
Annual Leave x 2Days	184.62
No Pay Leave x 1Days	(90.91)
Gross Pay	2,093.71
Employee CPF	(418.00)
Mosque Building Fund	(3.60)
MENDAKI Fund	(1.40)
Net Pay	1,670.71
Medisave-cum-Subsidised Outpatient Scheme	20.00
Skill Development Fund	5.23
Employer CPF	336.00

Time Card Summary

	Current		Current
Leave Encash	2	OT @1.50	0
Normal Days	0	OT @2.00	0
Normal Hours	0	OT @1.00	0
		OT #4	0
		OT #5	0
		OT #6	0
		UnderTime	0
		No Pay Leave	1
		Public Holiday	0

Payslip for leave encashment and no pay leave

Earnings

Basic Pay	2,000.00
Annual Leave x 2Days	184.62
	2,184.62

Deduction (CPF)

No Pay Leave x 1Days	(90.91)
Gross Pay	2,093.71

Deduction (Non-CPF)

Employee CPF	(418.00)
MENDAKI Fund	(1.40)
Mosque Building Fund	(3.60)
	(423.00)

Additions (Non-CPF)

Net Pay	1,670.71

Employer Contributions

Employer CPF	336.00
Medisave-cum-Subsidised Outpatient	20.00
Skill Development Fund	5.23

YTD Details

01.Gross Salary	10,090.78
16.Employee CPF	2,017.00
17.Donations	6.40
19.MBF Contribution	12.60
L1.2015 AL BF	0.00
L2.2016 AL YTD	24.00
L3.2016 AL YTD Credited	1.00
L4.2016 AL YTD Taken	3.00
L5.2016 AL YTD Forfeited	1.00
L6.AL Balance	21.00
L7.MC YTD Taken	0.00
L8.MC YTD	14.00

Reports

Year To Date Leave Summary Report

Reports >> YTD Leave Summary

Company *	:	PAYDAY DEMO PTE LTD (PAYDAYDEMO)
Employee	:	[ ] Select Employee
Cost Centre	:	☐ ALL
		☐ ACCOUNT(ACCOUNT)
		☐ ADMIN(ADMIN)
Leave Type	:	☐ ALL
		☐ ANNUAL
		☐ BIZ_TRIP

Export to Pdf   Export to Excel

Company	Select company from the list
Employee	Select by individual employee
Cost Centre	Select All or individual cost centre
Leave Type	Select All or individual leave type
Export To PDF	Export report to PDF format
Export To Excel	Export report to excel format

Sample report:

PAYDAY DEMO PTE LTD (PAYDAYDEMO)

Print Date: 02/Dec/2010
Print Time: 3:07:50PM

YTD Leave Summary Report By Cost Centre

Page 1 of 2

Emp Code	Emp Name	Leave Code	Joined Date	Leave Effective Date	Full Year Entitlement	YTD Earned	Brought Forward	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Pending for Approval
Cost Center :	BIZ DEV		BUSINESS DEVELOPMENT									
7748	ONG CHIEW GUET											
Leave Grade:	DEFAULT		01/10/2009	01/10/2009								
		ANNUAL			14.00	14.00	5.00	0.00	3.00	0.00	16.00	0.00
		BIZ_TRIP			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		HOSP			46.00	46.00	0.00	0.00	0.00	0.00	46.00	0.00
		MEDICAL			14.00	14.00	0.00	0.00	0.00	0.00	14.00	0.00
		TRAINING			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PH_In_Lieu			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		MARRIAGE			5.00	5.00	0.00	0.00	0.00	0.00	5.00	0.00
		MATERNITY			84.00	84.00	0.00	0.00	0.00	0.00	84.00	0.00

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YTD Leave Details Report

Reports >> **YTD Leave Details Report**

Company	:	PayrollServe Demo(PRS) ▾
Include Resigned	:	☐
Employee	:	**Select Employee**
Period	:	2016 ▾ May ▾
Cost Centre	:	☑ ALL ☑ 293962PROD ☑ A
Leave Type	:	☑ ALL ☑ ADOPTION (ADOPTION LEAVE) ☑ ANNUAL (ANNUAL LEAVE)
Order By *	:	Employee ▾
		Export to Pdf　**Export to Excel**

Company	Select company from the drop down list. Otherwise, system defaulted.
Include Resigned	Include resigned employee from the employee list
Employee	Click on **Select Employee** for employee selection
Period	Select report period by YYYY-MM format. Selected period leave taken details will highlight in yellow for reference.
Cost Centre	Select All or by individual cost centre
Leave Type	Select All or by individual leave type
Order By	Report sorting order by cost centre or employee
Export to PDF	Export report to PDF format(Recommended)
Export to Excel	Export report to Excel format. The format data cannot be manipulated.

Sample Report:

PayrollServe Demo(PRS)

Print Date: 09/May/2016
Print Time: 12:21:32PM

YTD Leave Details Report
From 01/05/2016 To 31/05/2016

Page 1 of 1

Emp Code	Emp Name	Leave Code	Joined Date		Resign Date			Full Year Entitlement	YTD Earned	Brought Forward	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Pending for Approval
			From Date	From Time	To Date	To Time	No.of Days								

Employee Grade: DEFAULT

| EMP030 | KIM CHEE SHIOK | | | | | | | Cost Centre: LOGISTICS | | LOGISTICS | | | | | |

Leave Grade: DEFAULT　　10/02/2014

		ANNUAL						24.00	24.00	0.00	3.00	6.00	1.00	20.00	0.00
			05/02/2016	AM	05/02/2016	PM	1.00								
			29/04/2016	AM	29/04/2016	PM	1.00								
			03/05/2016	AM	03/05/2016	PM	1.00								
			13/05/2016	AM	13/05/2016	PM	1.00								
			03/06/2016	AM	06/06/2016	PM	2.00								
		Tot No.of Used Leaves:					6.00								

Leave Earned Balance Report

Company	Select company if more than one, otherwise system default.
Period	Input employee leave cut off period (example: 18-Mar-2011)
Employee	Select employee. Search by employee code or name.
Leave Type	Select All or individual leave type
Apply Rounding	**Yes** to apply rounding from leave policy
Show Employer CPF	**Yes** to display employer CPF. Rate can get from company parameter.
Calculation Method	Based on working days only.
Format	Select Details or summary report format.
Export To PDF	Export report to PDF format
Export To Excel	Export report to excel format

Sample report:

PAYDAY DEMO PTE LTD (PAYDAYDEMO)

Print Date: 06/Apr/2011
Print Time: 11:46:17AM

Leave Earned Balance Report
as at April 15 2011

Page 1 of 1

Emp Code	Emp Name	Leave Grade:	Join Date	Leave Effective Date

Basic Salary	YTD Entitlement	Leave Bal B/F	YTD Earned	YTD Taken	Leave Adjustment	B/F Forfeited	YTD Balance	Leave Earned Amt	Empyer CPF Amt	Total Amt

Leave Code: ANNUAL
Cost Centre: IT
Description: IT

7794	BERRY LEE			DEFAULT	01/11/2009		01/11/2009			
$2,500.00	20.00	0.00	7.00	4.50	0.00	0.00	2.50	$288.46	$44.71	$333.17

							Cost Centre Total	$288.46	$44.71	$333.17

Leave To be Forfeited Listing

Reports >> YTD Leave Statistic

Company *	: PAYDAY DEMO PTE LTD (PAYDAYDEMO)
Employee	: Select Employee
From Date *	: 01-Jan-2000
To Date *	: 31-Dec-2012
Cost Centre	: ☑ ALL ☑ ACCOUNT(ACCOUNT) ☑ ADMIN(ADMIN)
Leave Type	: ☑ ALL ☑ ANNUAL ☑ BIZ_TRIP
Order By	: Cost Centre

Export to Pdf **Export to Excel**

Company	Select company from the list
Employee	Select by individual employee
From/To Date	Specific the report date range where leave brought forward will be forfeited.
Cost Centre	Select All or individual cost centre
Leave Type	Select All or individual leave type
Order By	Report order by cost centre or employee
Export To PDF	Export report to PDF format
Export To Excel	Export report to excel format

Sample report:

PAYDAY DEMO PTE LTD (PAYDAYDEMO)

Print Date:	06/Apr/2011		Leave To Be Forfeited Report				Page 1 of 1	
Print Time:	12:08:53PM		01/01/2011 TO 31/12/2011					

Emp Code	Employee Name	Cost Centre	Leave Code	B/F	Taken	B/F Balance	Leave Forfeiture Date
7794	BERRY LEE	IT	ANNUAL	3.00	0.00	3.00	31/12/2011
65947793	TERENCE LUN	IT	ANNUAL	3.00	3.00	0.00	31/12/2011
7794	BERRY LEE	IT	PH_In_Lieu	1.00	0.00	1.00	31/12/2011
65947793	TERENCE LUN	IT	PH_In_Lieu	1.00	1.00	0.00	31/12/2011

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Leave Adjustment Listing

Company	Select company from the list
Date From/To	Date range in **dd-mmm-yyyy** format
Employee	Select by individual employee
Cost Centre	Select All or individual cost centre
Leave Type	Select All or individual leave type
Adjustment Type	Select by Earned/Taken/Forfeit
Export To PDF	Export report to PDF format
Export To Excel	Export report to excel format

Sample report:

Leave Approved and Pending Listing

Reports >> **Leave Approved and Pending Listing**

Company *	:	PAYDAY DEMO PTE LTD (PAYDAYDEMO)
Date From *	:	01-Dec-2010 To * 31-Dec-2010
Employee	:	[ ] **Select Employee**
Cost Center	:	☑ ALL ☑ ACCOUNT ☑ ADMIN
Leave Type	:	☑ ALL ☑ ANNUAL ☑ BIZ_TRIP
Status	:	All

Export to Pdf   **Export to Excel**

Company	Select company from the list
Date From/To	Date range in <dd-mmm-yyyy> format
Employee	Select by individual employee
Cost Centre	Select All or individual cost centre
Leave Type	Select All or individual leave type
Status	Select by All/Approved/Pending
Export To PDF	Export report to PDF format
Export To Excel	Export report to excel format

Sample report:

PAYDAY DEMO PTE LTD (PAYDAYDEMO)

Print Date: 02/Dec/2010
Print Time: 3:19:59PM

Leave Approved and Pending Listing

Page 1 of 1

Emp Code	Emp Name	Leave Code	From Date	To Date	No. of Days	Remarks
65947793	TERENCE LUN					
Leave Pending Details		ANNUAL				
			03/12/2010	03/12/2010	1.00	
			10/12/2010	10/12/2010	0.50	On leave
			23/12/2010	23/12/2010	1.00	On leave

Total	2.50	Leave Pending Count		3.00
Total Leave Approved Count	0	Total Leave Approved	0.00	
Total Leave Pending Count	3	Total Leave Pending	2.50	

Leave Consumed Listing

Reports >> **Leave Consumed Report**

Company *	:	PAYDAY DEMO PTE LTD (PAYDAYDEMO)
Employee	:	**Select Employee**
Cost Centre	:	☐ HQ ☑ IT ☐ OPERATION
Leave Type	:	☑ ALL ☑ ANNUAL ☑ BIZ_TRIP
Group By *	:	Employee
Order By *	:	Cost Centre
From Date *	:	01-Apr-2011
To Date *	:	30-Apr-2011

Export to Pdf   **Export to Excel**   **Export to Smart Touch**

Company	Select company from the list
Employee	Select by individual employee
Cost Centre	Select All or individual cost centre
Leave Type	Select All or individual leave type
Group By	Option by cost centre/employee/period
From/To Date	Date range in dd-mmm-yyyy format
Export To PDF	Export report to PDF format
Export To Excel	Export report to excel format
Export To Smart Touch	Export the leave taken into Smart Touch timecard format for import

Sample report:

PayrollServe Demo(PRS)

Print Date:	10/May/2016		Leave Consumed Listing By Employee									Page 1 of 1	
Print Time:	11:44:36AM		FROM 01/01/2016 TO 31/05/2016										

Leave Code	Description	Appl.Date	From Date	From Time	To Date	To Time	Consumed	Approved Date	Approved By	Leave Process Month	Leave Process Date	Remarks	Trans Year
Emp Code	EMP030		Cost Centre		LOGISTICS					Work Week	5DAYS		
Emp Name	KIM CHEE SHIOK		Description		LOGISTICS					Description	5 DAYS		
ANNUAL	ANNUAL LEAVE												
		22/03/2016	05/02/2016	AM	05/02/2016	PM	1.00	22/03/2016	7792	201605	10/05/2016		2016
		04/05/2016	29/04/2016	AM	29/04/2016	PM	1.00	04/05/2016	7792	201605	10/05/2016		2016
		04/05/2016	03/05/2016	AM	03/05/2016	PM	1.00	04/05/2016	7792	201605	10/05/2016		2016
		05/05/2016	13/05/2016	AM	13/05/2016	PM	1.00	05/05/2016	7792				2016
	Total						4.00						

Notes: Transaction year is used for leave balance screen YTD taken effective period.

Example: If leave taken transaction year is 2017, leave taken will not be effective from 2016 leave calendar year YTD taken.

Leave Accrual Report

Reports >> **Leave Accrual Report**

Company *	:	PAYDAY DEMO PTE LTD (PAYDAYDEMO)
Period	:	201104
Employee	:	**Select Employee**
Cost Center	:	☐ HQ(HQ) ☑ IT(IT) ☐ OPERATION(OPER)
Leave Type	:	☐ ALL ☑ ANNUAL ☐ BIZ_TRIP
Apply Rounding Method	:	Yes ▾ (Apply rounding from leave policy)
Show Employer CPF	:	Yes ▾ (Apply rate from company parameter)
Calculation Method	:	By day-Based on no of working days in the month ▾
Format	:	Details ▾
Order By *	:	Cost Centre ▾
		Export to Pdf **Export to Excel**

Company	Select company if more than one, otherwise system default.
Period	Available only after monthly leave process
Employee	Click on **Select Employee** to search and select employee by employee code and name.
Cost Centre	Select All or specific cost centre
Leave Type	Select leave type
Apply Rounding	Apply rounding method from leave policy
Show Employer CPF	Apply employer CPF rate from company parameter
Calculation Method	Apply working days method
Format	Select details or summary report format
Order By	Order by cost centre or employee

Sample of Leave Accrual Report

PayrollServe Demo(PRS)

Print Date:	09/May/2016		**Leave Accrual Report By Employee**			Page 1 of 1
Print Time:	11:26:49AM		as at 05 2016			

Emp Code	Emp Name	Cost Centre	Leave Grade:	Join Date	Leave Effective Date	Resignation Date

Basic Salary	YTD Earned	Leave Bal B/F	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Current Earned	Current Consumed	Leave Earned Amt	Empyer CPF Amt	Total Amt
EMP030	KIM CHEE SHIOK	LOGISTICS	DEFAULT			02/10/2014	02/10/2014				
ANNUAL											
$2,000.00	8.50	0.00	3.00	3.00	1.00	7.50	4.00	3.00	$692.31	$117.69	$810.00

Leave Earned Amount computed based on the following formula:

$$\frac{(12 \times Basic\ Salary)}{(52 \times working\ days\ per\ week)} \times Current\ period\ YTD\ balance$$

Example:

Basic Salary	2,000
Work week group	5.0
YTD balance	7.5

((12 x 2000) / (52/5)) x 7.5 = $692.31

Notes:

YTD taken = leave transactions up to leave accrual cutoff date. Future dated leave transaction will not be inclusive for leave taken approved before accrual cutoff date.

Example:

Current Period	May-2016
Leave accrual cutoff	09/05/2016
YTD taken	3.0 days

Emp Name	Emp Code	Application	Approval Status	Leave Type	From Date	To Date	Days
KIM CHEE SHIOK	EMP030	New	Approved	ANNUAL LEAVE	03/06/2016 (AM)	06/06/2016 (PM)	2.0
KIM CHEE SHIOK	EMP030	New	Approved	ANNUAL LEAVE	13/05/2016 (AM)	13/05/2016 (PM)	1.0
KIM CHEE SHIOK	EMP030	Adjustment	Approved	ANNUAL LEAVE	03/05/2016 (AM)	03/05/2016 (PM)	1.0
KIM CHEE SHIOK	EMP030	Adjustment	Approved	ANNUAL LEAVE	29/04/2016 (AM)	29/04/2016 (PM)	1.0
KIM CHEE SHIOK	EMP030	Adjustment	Approved	ANNUAL LEAVE	05/02/2016 (AM)	05/02/2016 (PM)	1.0
							3.0 days

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Appendix A: Company Leave Year

By Company Calendar Year

Setup >> Leave type > Leave type update

Code *	:	ANNUAL (Up to 10 characters)
Description *	:	ANNUAL
TMS Export Code	:	AL
Leave Effective Date	:	☑ (Uncheck to based on join date)
Company Leave Year *	:	Calendar Year ▼

Select company leave year by calendar year from **Setup >> Leave Type**.

My Home Page >> Leave Balance

Company Name	:	PRS DEMO (PRS) ▼
Employee Code	:	S0007793H **Select Employee**
Employee Name	:	TERENCE LUN

Leave Year = Calendar (From 01/01/2013 To 31/12/2013)

Leave Type	Full Year Entitlement	YTD Earned	Brought Forward	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Pending for Approval
ANNUAL	21.00	21.00	2.50	0.00	0.00	0.00	23.50	0.00

Company leave year by calendar year displayed at **My Home Page >> Leave Balance**.

Things to take note for leave calendar year:

1) Leave entitlement, brought forward, adjustment and YTD taken will be reflected based on current calendar year only. Anything before or after the current calendar year will not be effectively present at leave balance screen.

2) Next year leave will be leave after current year 31-Dec.

Warning: Once initialize for company leave year, change company leave year will affect the current YTD taken and YTD balance presented at leave balance screen.

By Company Anniversary Year

Setup >> Leave type > **Leave type update**

Code *	:	ANNUAL	(Up to 10 characters)
Description *	:	ANNUAL	
TMS Export Code	:	AL	
Leave Effective Date	:	☑ (Uncheck to based on join date)	
Company Leave Year *	:	Anniversary ▼	

Select company leave year by calendar year from **Setup >> Leave Type**.

My Home Page >> **Leave Balance**

Company Name	:	PRS DEMO (PRS) ▼
Employee Code	:	S0007793H Select Employee
Employee Name	:	TERENCE LUN

Leave Year = Anniversary (From 01/03/2013 To 28/02/2014)

Leave Type	Full Year Entitlement	YTD Earned	Brought Forward	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Pending for Approval
ANNUAL	21.00	21.00	2.50	0.00	0.00	0.00	23.50	0.00

Leave Year = Calendar (From 01/01/2013 To 31/12/2013)

Leave Type	Full Year Entitlement	YTD Earned	Brought Forward	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Pending for Approval
BIZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CHILDCARE	6.00	6.00	0.00	0.00	0.00	0.00	6.00	0.00

Company leave year by anniversary year displayed at **My Home Page >> Leave Balance**.

Things to take note for leave anniversary year:

1) Leave entitlement, brought forward, adjustment and YTD taken will be reflected based on individual employee anniversary year only. Anything before or after the anniversary year will not be effectively present at leave balance screen.

2) Next year leave will be leave after employee new anniversary year.

Warning: Once initialize for company leave year, change company leave year will affect the current YTD taken and YTD balance presented at leave balance screen
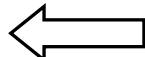
By Company Financial Year

Setup >> Leave type > **Leave type update**		
Code *	:	ANNUAL (Up to 10 characters)
Description *	:	ANNUAL
TMS Export Code	:	AL
Leave Effective Date	:	☑ (Uncheck to based on join date)
Company Leave Year *	:	Financial Year ▼ ⇐

Select company leave year by calendar year from **Setup >> Leave Type**.

Administrator >> Company Parameter

Select Company	:	PRS DEMO (PRS) ▼	
HR Name *	:	HR MANAGER	**Select User** **Remove HR Name**

Param Name		Parame value
Employer CPF Rate For Leave Accrual Report	:	16.0
For Leave Financial Year Only	:	Apr-1
View Global Calendar	:	☑
Notify employee by day before leave forfeit	:	60
View Projected YTD Balance	:	N

Update

Input company financial year start date from **Administrator >> Company Parameter**.

Example: Apr-1 for financial year start from 01-April. Date format in **(mmm-d)**.

My Home Page >> Leave Balance

Company Name	:	PRS DEMO (PRS) ▼
Employee Code	:	S0007793H **Select Employee**
Employee Name	:	TERENCE LUN

Leave Year = Financial (From 01/04/2013 To 31/03/2014)

Leave Type	Full Year Entitlement	YTD Earned	Brought Forward	Adjustment	YTD Taken	B/F Forfeited	YTD Balance	Pending for Approval
ANNUAL	21.00	21.00	2.50	0.00	0.00	0.00	23.50	0.00

YTD Balance = YTD Earned + B/F + Adjustment – YTD Taken – B/F Forfeited – Pending Approval

*Click on underlined numbers to view transaction details

Warning: Once initialize for company leave year, change company leave year will affect the current YTD taken and YTD balance presented at leave balance screen

_____

Appendix B: eLeave Entitlement Proration and Rounding Method Computation

Company Leave Year = Calendar Year

Proration Method = By 12 Month

Rounding Method = Round to nearest 0.5

An employee's leave entitlement is prorated according to the number of months of service for each calendar year. Under this method, service year calculations are based on the **employee's leave effective date**. The annual leave entitlement come into effect on the employee's new service year. Use cut off day to determine whether month of hire will be considered for prorating leave. In other words, if the cutoff date is 15, an employee who joins the company from the 16th day of any particular month will not be given leave for that month of service and vice versa. If the "Before Prorate Cut off Day is considered as 0 month".

For example,

First year: **14 days**, *Second year:* **15 days**, *Third year:* **16 days**
Case 1: Employee's leave effective Date is **05/06/2010**, cut off day is **15**; (**June inclusive**)

06/2010 – 12/2010 1st year = (7/12) *14 = 8.17

01/2011 – 05/2011 1st year = (5/12) *14 = 5.83

06/2011 – 12/2011 2nd year = (7/12) * 15 = 8.75

In 2010, his leave entitlement is **8.17** days

In 2011, his leave entitlement is **14.58** days ~ **14.50** days

(rounding apply on final result only)

Case 2: Employee's Leave Effective Date is **16/06/2010**, cut off day is **15**;
(**June not inclusive**) before prorate cut off= 0 month
07/2010 – 12/2010 1st year = (6/12) * 14 = 7

01/2010 – 06/2010 1st year = (6/12) * 14 = 7

07/2011 – 12/2011 2nd year = (6/12) *15 = 7.5

In 2011, his leave entitlement is **14.5** days (rounding apply on final result only)

Company Leave Year = Calendar Year

Proration Method = Calendar Day

Rounding Method = Round to nearest 0.5

Select prorate by Calendar days; if an employee's entitlement is prorated according to the number of Calendar days. This method is similar to the Prorate-by- 12 month method except that the calculations are based on the calendar days that are taken from the system calendar. Let's take a look at the given example:

For example,

First year: **14 days**, *Second year:* **15 days**, *Third year:* **16 days**

Case 1: Employee's leave effective date is **05/06/2010**

05/06/2010 –31/12/2010 1st year (26+ 31+31+30+31+30+31)/365*14 = 8.05
01/01/2011 – 04/06/2011 1st year (31+28+31+30+31+4)/365*14 = 5.95
05/06/2011 – 31/12/2011 2nd year (26+ 31+31+30+31+30+31)/365*15 = 8.63

In 2010, his leave entitlement is 8.05
In 2011, his leave entitlement is 14.58 ~ **14.50** days

1) Company Leave Year = Calendar Year
   Proration Method = Working Day
   Rounding Method = Round to nearest 0.5

Select prorate by Working days; if an employee's leave entitlement is, prorate according to the number of Working days. This method is similar to the prorate-by-12 month except that the calculations are based on the working days that are taken from the system calendar. Using the same example let's take a look at the given example:

For example,

First year: **14 days**, *Second year:* **15 days**, *Third year:* **16 days**

Case 1: Employee's Leave Effective Date is **05/06/2010**
05/06/2010 –31/12/2010 1st year (20+23+22+21+23+21+22)/263*14 = 8.09
01/01/2011 – 04/06/2011 1st year (23+20+21+22+22+3)/261*14 = 5.95
05/06/2011 – 31/12/2011 2nd year (20+23+22+21+23+21+22)/261*15 = 8.73

In 2010, his leave entitlement is 8.09

In 2011, his leave entitlement is 14.68 **~ 14.50 day**

Appendix C: Employee Grade Change Entitlement Calculation

For example,

Grade A	Entitlement
1st service year	14
2nd service year	15
3rd service year	16
3rd and above	18

Grade B	Entitlement
1st service year	16
2nd service year	17
3rd service year	18
3rd and above	21

Company leave year is calendar year.
Employee's leave effective Date is **01/04/2012** and change grade on **01/04/2015**

1st year: 01/04/2012 – 31/03/2013
2nd year: 01/04/2013 – 31/03/2014

Leave entitlement before change grade(up to 31/03/15) is **8.17** days
In 2011, his leave entitlement is **14.58** days ~ **14.50** days

(rounding apply on final result only)