

Frequently asked questions EPE

FAQ Core Module 1:

Question: How do I enter new employee records?

Answer: Please follow the steps below.

1. Go to the **Core Module** and click on the **Personal** icon.
2. Click on the **New** button and enter all the required fields marked with a maroon coloured text.
3. Once the data entries are finished, click on the Save button.
4. Click on the **Residence Status** tab to ensure the residence status is updated correctly.
5. Skip the option **Employment Status**.
6. Fill in other particulars relating to this staff's record like their address, email, contacts, education, emergency contacts and notes.
7. Go back to the **Employment Status** tab and click on the **New Employment** button to enter the employment details.
8. Click on the save button once the above process is completed.
9. Click on the **Miscellaneous** tab to select the **Work Calendar** and enter other relevant details.
10. To assign the staff's bank information, click on the Bank Allocation tab.
11. Enter the Bank ID, payment type (*either by percentage or fix amount*), staff's bank account number and the payment percentage or amount accordingly.

NOTE: If the employee is to be excluded from salary crediting by bank, leave these options as blank.

FAQ Core Module 2:

Question: How do I process a new employee's pay record after I have done payroll initialization?

Answer: Please follow the steps below.

1. Click on the **Pay Record** icon at the **Pay Module**.
2. Click on the **New button** and select the **Pay Group**.
3. Choose **Normal Pay** from the Record Type and click Next. (*Make sure the pay period is correct*)
4. Double-click on the new employee name and click on the **Confirm** button to begin pay processing.

FAQ Core Module 3:

Question: How do I process resigned employees?

Answer: Please follow the steps below.

1. Click on the **Employment Details** icon at the **Core Module**.
2. Key in the staff's cessation code and date. Use the save button to save the record.
3. If the change of status is updated after payroll initialisation, please run a Re-Process to ensure the payroll information is updated accordingly.

FAQ Core Module 4:

Question: How do I process employees who has resigned earlier & now has been re-employed again?

Answer: Please follow the steps below.

1. Click on the **Personal** icon at the **Core Module**.
2. Choose the employee ID and click on the **Employment Status** tab.
3. Click on the New button and enter all the necessary new employment details such as new employment ID, new hire date, salary, etc.
4. Enter the Previous Service Year *(if the previous service year is to be counted when calculating leave entitlement, bonus, etc.)*

FAQ Pay Module 1:

Question: How do I run the Re-Process Normal Pay for an employee?

Answer: Please follow the steps below.

1. Click on the **Pay Record** icon at the **Pay Module**.
2. Click on the current pay record of the employee's concern.
3. Click on the Re-Process icon and then answer **Yes** to confirm the Re-Process Normal Pay.
4. The system will prompt you the number of record(s) that has been Re-Processed. Close the wizard window.
5. Click on the modify icon to check the pay record.

FAQ Pay Module 2:

Question: How do I update voluntary MBF (Mendaki Building Fund) contribution?

Answer: Please follow the steps below.

A. Create MBF voluntary Pay Element Code

1. Click on the **Setup** icon and go to the **Pay Element Setup**.
2. Click on the **New** button to create voluntary MBF code.
3. Type in the Pay Element ID as "**MBF Voluntary**".
4. Type in the description as "**Voluntary Mendaki Building Fund**".
5. Click on the **Deduction** and then click on the Next button.
6. Click on the **None of the above** option. Click on the **Next** button to proceed on.
7. For Deduction grouping, select **Donation** and click Next.
8. For Donation Type, choose **MOSQ** and click Next.
9. For **Method** of computation, choose **Free** and then click Finish.
10. Close the Code Property Window

B. To update MBF voluntary as a recurring deduction

1. Click on **Module** and go to **Recurring Setup**.
2. Select the affected employee and then click on **New**.
3. At the Pay Element ID field, select the **MBF Voluntary** code.
4. Select **Recur Amount** and type in the voluntary donation amount into the recur amount field provided.
For 1 payment group, set the sub period as 1. For 2 payment groups, set the sub period as 1 if the
5. voluntary donation is to be deducted in the mid month pay. Else set it to 2 if it is to be deducted in end-month pay.
6. If the voluntary donation amount is to recur for unlimited period, set **End Counter** as 0. Otherwise, enter in the exact number of period this voluntary contribution amount will recur.
7. Click on the **Proceed** button to continue on.

Leave Module 1:

Question: The B/fwd leave figure from previous year is wrong. How do I change the figure?

Answer: To change, go to Leave Details | Adjustment Leave. Select the employee id, click on **New**, select the Leave type ID, and enter the effective date, adjustment Days to adjust (if require to deduct from existing figure, then enter a negative figure), and type in reasons if any.

The method can be used to adjust Leave Entitlement Error.

To check figures, you can go to Leave Summary of the selected employee.

Leave Module 2:

Question: How do I initialise to next year's leave entitlement?

Answer: Ensure that the Calendar assigned to the employees has been initialised to the required year. To do this, go to Core | Modules |Initialise New Year Setup.

Then go to Leave Module | Process Leave | Initialise. Select the correct Leave Policy ID and Year, then click on **Next**. Ensure that leave type = ALL is selected to be initialised, unless for specific reasons, you only want to initialise a specific leave type. Click on **Next** to confirm processing.

Leave Module 3:

Question: How to insert new Leave type?

Answer: To insert a new type into an existing leave policy:-

- a) first create the Leave Type ID and its profile. This is under the option Setup | Leave Type.
- b) ensure that you have the correct Allocation Basis. To create new allocation basis, you can create under Setup | Allocation Table
- c) Under Setup | Leave Policy, you can choose to add (+) the new leave type and allocation basis.

To ensure the entitlement is computed correctly, you will have to initialise the new leave type. This is done under the option Process Leave | Initialise. Choose the Leave Policy ID, and under Leave type, choose the new Leave type ID only.

Leave Module 4:

Question: I want the leave entitlement for new hire to be prorated only for the first year, but not for

subsequent service years allocation.

Answer: The option 'No Prorate for Career Change' will have to be ticked under tab Entitlement for the affected Leave Type ID.

Leave Module 5:

Question: How do I mass update leave application for company leave?

Answer: You can use our feature Global Leave Application. This option is found under Applications | Global leave application.

Leave Module 6:

Question: How can I view previous year Leave balances to confirm that the brought forward figure for current year is correct?

Answer: To view from screen, choose Process Leave, select the correct year, and double click on the name to see the details.

To view from Report, choose Reports | Leave Entitlement Report. Specify the Report as of Date as required, for example to check balances as of 31-12-2005, then the Report as of Date must be 31-12-2005.