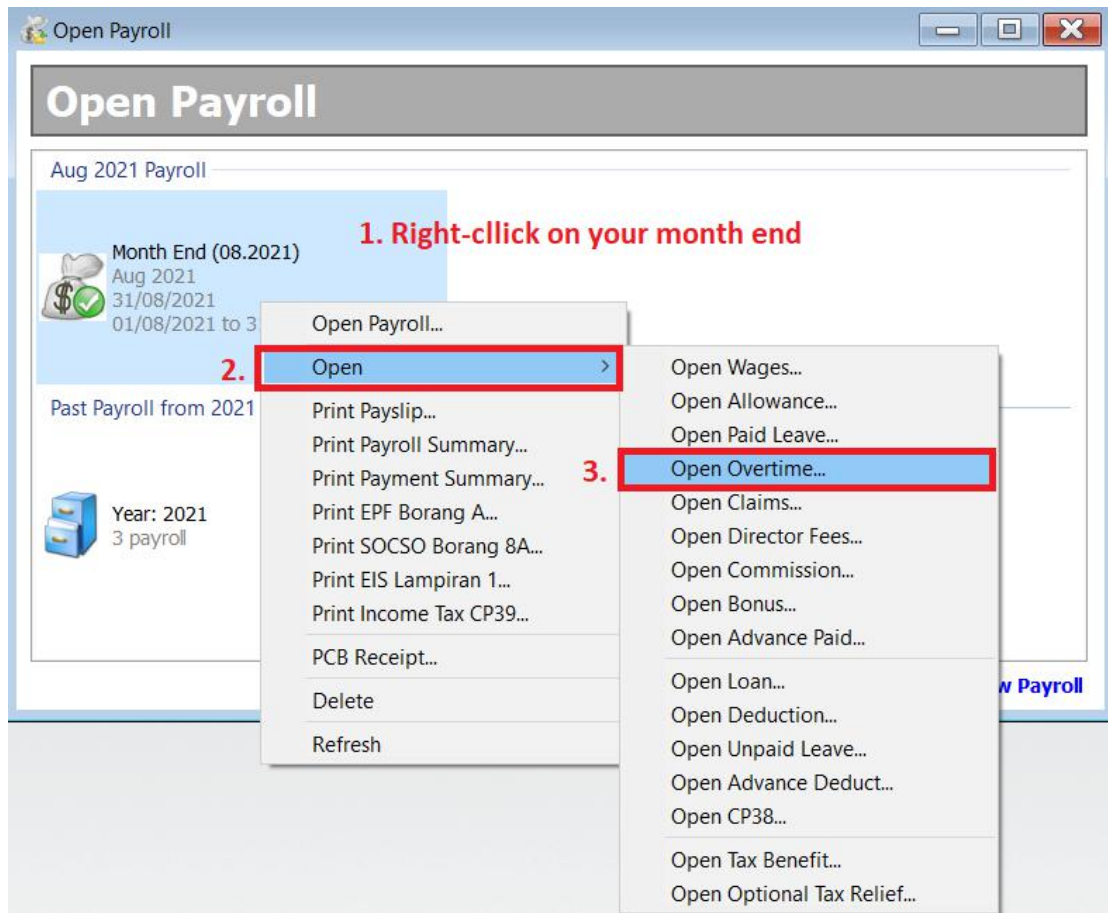


Recurring payroll for allowance, overtime, advance paid

If you have keyed in the advance payment, allowance or overtime for one month's month end payroll and you would like to repeat the same amount of payment for the next month, you can follow these steps.

- 1) Go to your previous month's payroll and right click. For this example, I would like to repeat my August overtime entry in September 2021.



- 2) Highlight all the Overtimes by clicking on the entries while pressing down on the SHIFT button.

Overtime - Month End (08.2021)

Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate Δ	Pay Rate	Amount
27/08/2021	31/08/2021	001	DR05	1/2 Rest Day	1.00	0.50	135.77	67.88
27/08/2021	31/08/2021	00001	----	Default Overtime	1.00	1.00	161.54	161.54
27/08/2021	31/08/2021	002	HW15	Working Day	3.00	1.50	10.19	45.87
27/08/2021	31/08/2021	004	DR30	Public Holiday	1.00	3.00	151.15	453.46

Count = 4

728.75

Working Day Rest Day Public Holiday

3) Right-click copy

Overtime - Month End (08.2021)

Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate Δ	Pay Rate	Amount
27/08/2021	31/08/2021	001	DR05	1/2 Rest Day	1.00	0.50	135.77	67.88
27/08/2021	31/08/2021	00001	----	Default Overtime	1.00	1.00	161.54	161.54
27/08/2021	31/08/2021	002	HW15	Working Day	3.00	1.50	10.19	45.87
27/08/2021	31/08/2021	004	DR30	Public Holiday	1.00	3.00	151.15	453.46

Count = 4

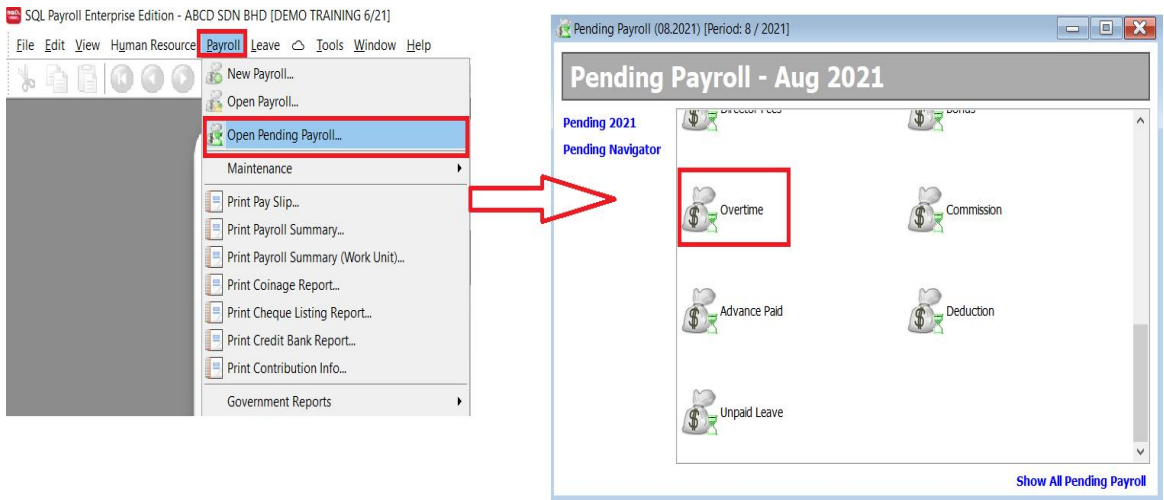
728.75

Working Day Rest Day Public Holiday

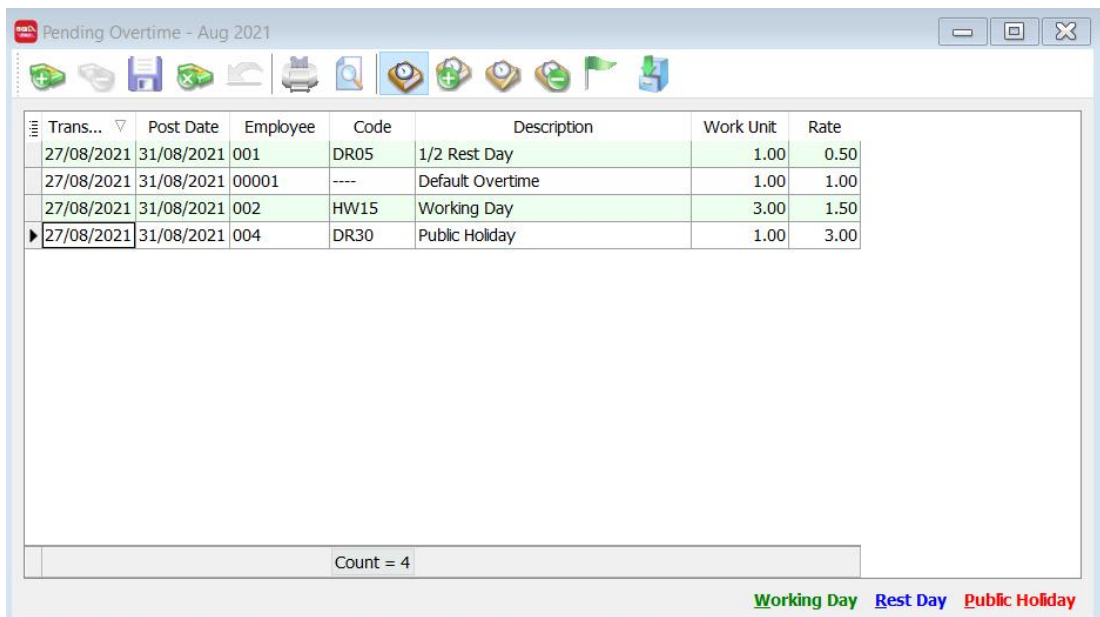
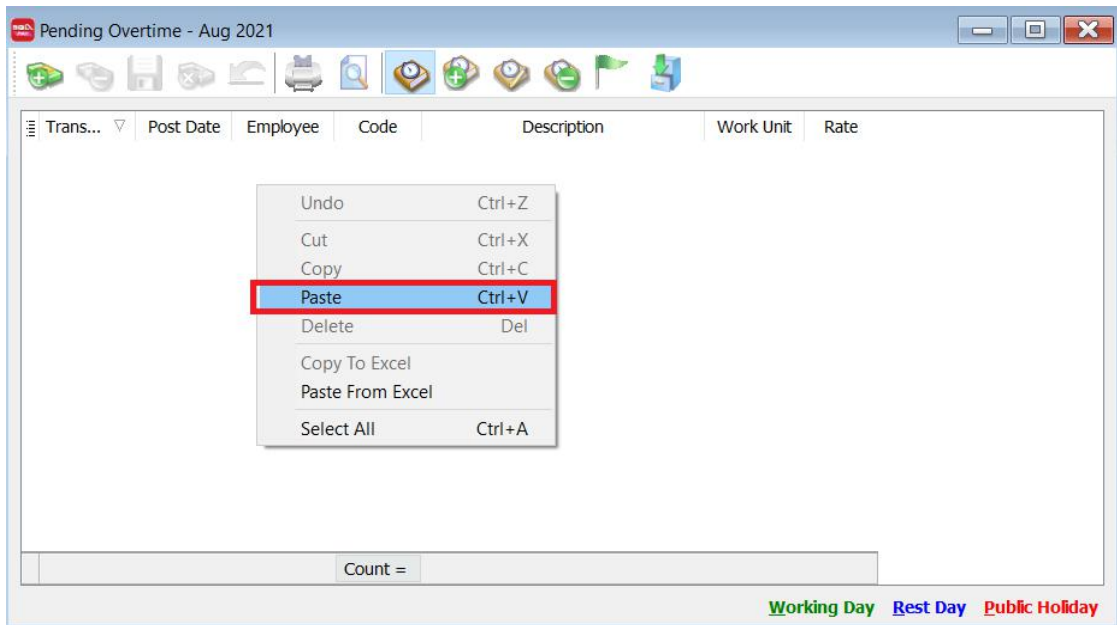
Context Menu:

- Undo (Ctrl+Z)
- Cut (Ctrl+X)
- Copy (Ctrl+C)**
- Paste (Ctrl+V)
- Delete (Del)
- Copy To Excel
- Paste From Excel
- Select All (Ctrl+A)

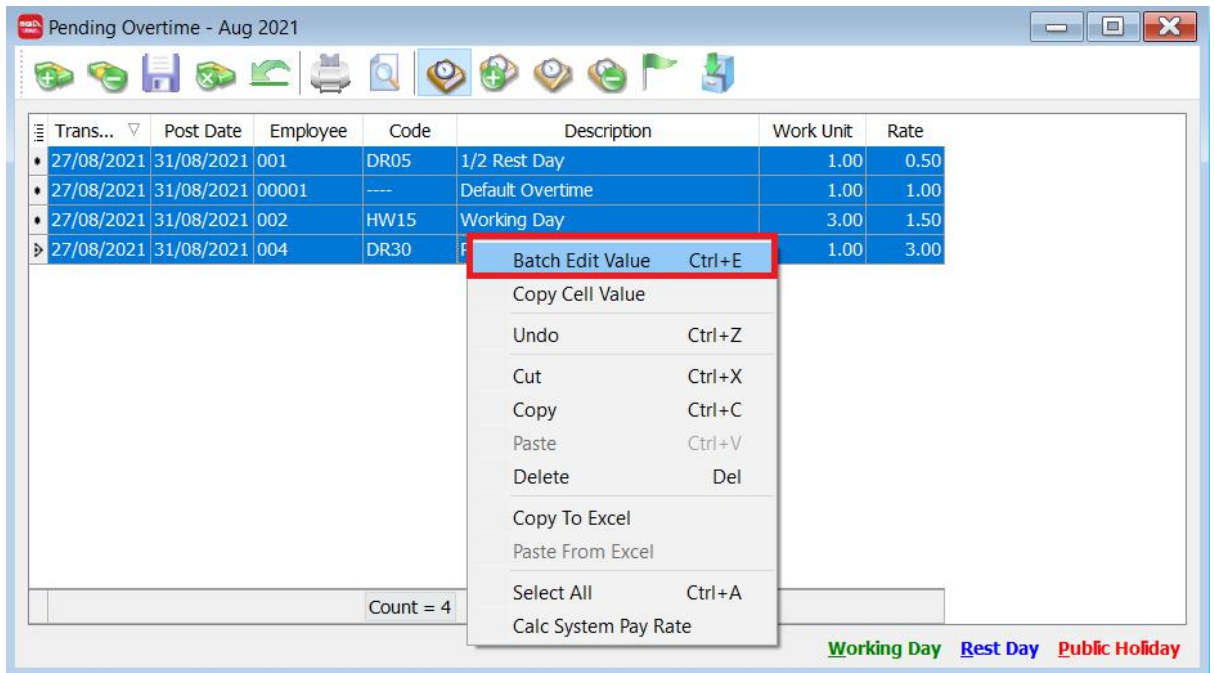
4) Go to Payroll -> Open Pending Payroll and select Overtime



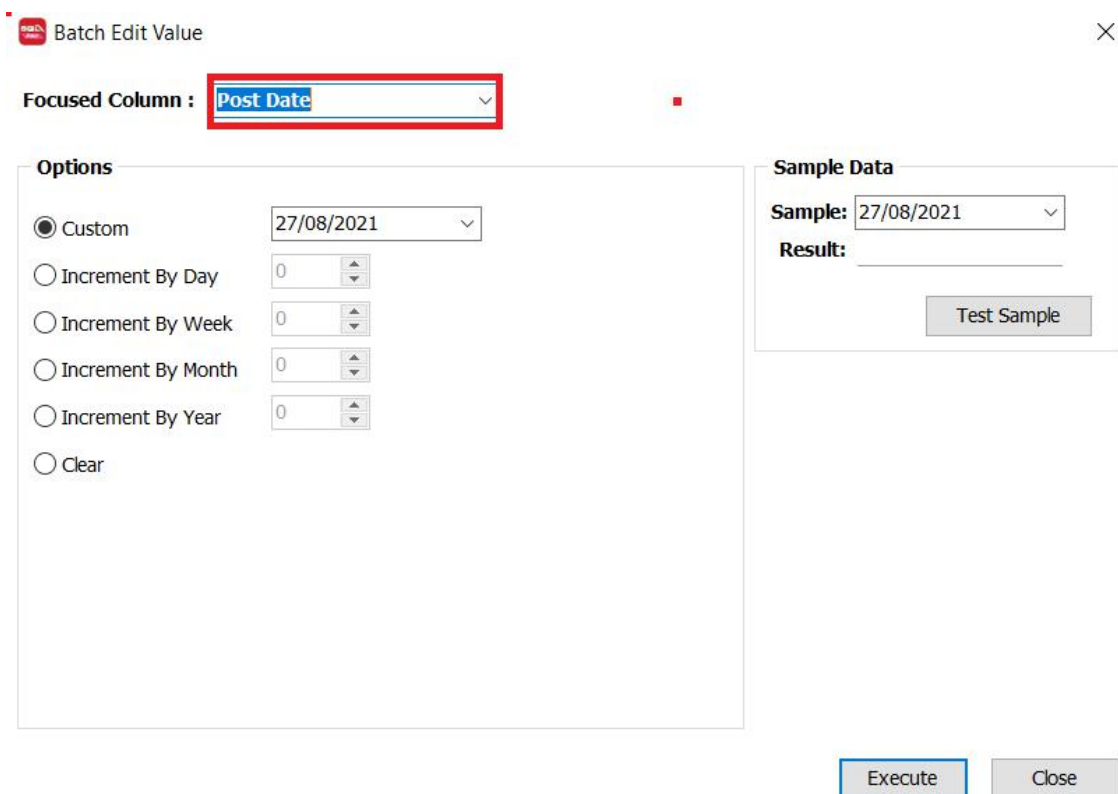
5) Double click on Overtime icon, right-click on the white area and select paste



- 6) Select all the entries by clicking on it while pressing down on the SHIFT button. then right-click and select “batch edit value”.



- 7) Select the Column to “Post Date”



8) Key in the post date of you next month's payroll and press Execute.

Batch Edit Value

Focused Column : Post Date

Options

Custom

Increment By Day

Increment By Week

Increment By Month

Increment By Year

Clear

Sample Data

Sample: 27/08/2021

Result:

Test Sample

Execute Close

9) Press OK and Close the window.

Information

Change successfully.

OK

10) You will see that the Post Date has change. Press Save. The changed have been successfully saved once the icon turns grey colour.

Pending Overtime - Aug 2021

Trans...	Post Date	Employee	Code	Description	Work Unit	Rate
• 27/08/2021	30/09/2021	001	DR05	1/2 Rest Day	1.00	0.50
• 27/08/2021	30/09/2021	00001	----	Default Overtime	1.00	1.00
• 27/08/2021	30/09/2021	002	HW15	Working Day	3.00	1.50
▶ 27/08/2021	30/09/2021	004	DR30	Public Holiday	1.00	3.00

Count = 4

Working Day Rest Day Public Holiday

11) When you process your next month's payroll. It will capture these values.

For example, in September 2021's month end:

Month End (09.2021) [Period: 09 / 2021]

Code	Name
00001	JOANNE HEW
001	lee chong wei
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Summary:

Wages:	4,100.00	Loan:	-
Allowance:	100.00	Deduction:	-
Overtime:	161.54	Optional Tax Relief:	19.75
Commission:	-	EPF:	462.00
Claims:	-	Employer EPF:	546.00
Director Fees:	-	SOCSSO:	19.75
Bonus:	-	Employer SOCSSO:	69.05
Others:	-	EIS:	7.90
Advance Paid:	-	Employer EIS:	7.90
		Gross Zakat:	-
		CP38:	200.00
		PCB Print PCB:	-
		Unpaid Leave:	-
		C2.KA1 (Computerized Calcula...:	-
		Advance Deduct:	-
		Adjustment:	-
Gross Pay:	4,361.54	Gross Deduct:	689.65
			NET PAY
			3,671.89

Payroll Info x Overtime x

Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate
27/08/2021	30/09/2021	00001	----	Default Overtime	1.00	1.00

Count = 1

Process Missing Employee

Working Day Rest Day Public Holiday

12) You can use these same steps for allowances, and advance payments.

===END===