

H-1-2-1 How many **types of allowance** are there in Payroll System? *All Versions – Winnie*

Answer:

4 types. F for Fixed Allowance; V for Variable Allowance; D for Daily Based Allowance and S for Shift Allowance.

H-1-2-2 How to set an **allowance** only payable in **2nd Half Payroll**?

Windows Version Only – Winnie

Answer:

In *Allowance Table*, in 'Formula for type F & V', type **IIF (HALF='2', AW, 0)**

H-1-2-3 Do I need to set formula for **Variable Allowance**?

Windows Version Only – Winnie

Answer:

No when the amount of variable allowance is to be keyed in Normal Pay.

H-1-2-4 I have entered **allowance** into **2nd Half Payroll**, but after I processed the pay, it **disappears**?

Windows Version Only – Winnie

Answer:

This is because in *Allowance Table*, Formula for Type F & V has **AW**.

By default system has **AW** from row no. 1 to row no.6. If you don't need it, just remove it.

Otherwise, you have to maintain the allowance amount in Personnel File Maintenance.

H-1-2-5 What does it mean by **OT1, OT2, OT3, OT4, OT5 & OT6** in Allowance Table?

Version 9.x Only – Winnie

Answer:

Refer to *Overtime Table*; you may see six (6) rows of overtime. OT1 refers to row no. 1, OT2 refers to row no.2, and so on.

When OT1~OT6 is checked in **Allowance** Table, the respective allowance will be included into salary in calculating overtime rate. e.g.:

Basic Rate = RM 1300 and Transportation allowance = RM 200

Unmarked OT1~OT6

OT Rate = (1300 x 12 mth) / 2496

OT Rate = RM 6.25 per hour

Marked OT1~OT6

= {(1300 + 200) x 12 mth} / 2496

= RM 7.21 per hour

H-1-2-6 Where do I add new employee **race**?

Ver 9.0b (31 Mar 2006) onwards - Winnie

Answer

Go to *Tables Maintenance*, select *Race Table*, click *Add*, key in a code for *Race* follow by *Description*, *Save*, *Exit*. Then go to *Personnel* Add/Update Employees (*Personal Details*), click dropdown button at *Race* field to choose the race.

H-1-2-7 How to key in **different allowance** amount for a list of employees without using formula?
Version 9.0b (01 November 2006) onwards - Winnie

Answer:

- i. In *Allowance Table*, make sure no formula was set in *Formula For Type F & V*
 - ii. *Payments* \diamond *1st/2nd half Payroll* \diamond *Add/Update* \diamond *Add/Modify Allowance*, click on Fixed, Variable or Day Based and key in the allowance amount respectively,
 - iii. After click on *Save* button, the system will automatically update the amount into *Normal Pay*.
- Notes: The allowance amount cannot be used to compute overtime rate.

H-1-2-8 How to set **formula** for the following **attendance allowance**?

Attendance allowance: RM40 per month;

Deduct RM20 from attendance allowance for each day of *Absent* or *Non-Paid Leave*;

Deduct RM10 from attendance allowance for each day of *Medical Leave* or *Annual Leave*;

Deduct all RM40 attendance allowance if there was *Other No Pay Leave*.

All Windows versions - Winnie

Answer:

$40 - \text{RATTN} * 20 - (\text{MC} + \text{AL}) * 10 - \text{ONPL} * 40$. Also set/define RATTN as AB+NPL

H-1-2-9 Is there anyway I can **update all these in one place**: basic rate to Personnel File Maintenance; monthly holiday, rest day & public holiday worked, leave & loan deduction into payroll?
Version 9.0b (01 November 2006) onwards - Winnie

Answer:

Go to ***Housekeeping*** \diamond ***Setup*** \diamond ***Table Maintenance*** \diamond ***Month End Update Table***.