

P-1 How to use **Out Of Bound (OOB)** in the system for a newly joined employee?

Example: New employee started 15 May 200x, salary RM1200/month. What is his basic pay for May 200x?
Version 9.0B (31 March 2006) onwards – Winnie

Answer:

Manual calculation (by referring to the calendar)

Basic Rate : 1200
Working Days : 15
Day Worked : 15
Out of Bound (OOB) : 14 (1~14 May)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Formula:

$$\begin{aligned} \text{Basic Pay} &= \text{Basic Rate} - [\text{OOB/No of Days in the month} \times \text{Basic Rate}] \\ &= 1200 [14 / 31 \times 1200] \\ &= 658.06 \end{aligned}$$

UBS Payroll System

1. *Personnel* > *Add/Update Employees*, maintain employee's details and *Date Commence* as 15/05/200x, click *Save & Exit*.
2. *Payments* > *2nd Half Payroll* > *Normal Pay*, click at *Cal.*, *Calculate Working Days* module will be prompted, set *Rest Day* to Sunday, click *OK*. The *Working Days* is calculated automatically and shown as 15. Key in the total DW, and key in 14 in *OOB* field, click *Save and Exit*
3. *Payments* > *2nd Half Payroll* > *Process Pay*
4. *Payments* > *2nd Half Payroll* > *View Pay Slip*, the result is shown as below:-

Basic/Div. Fee	OT/Aw.	Gross	EPF	SOCSSO	PCB	Other Ded.	NETT
658.06	0.00	658.06	73.00	3.25	0.00	0.00	581.81
0.00	0.00		80.00	11.35			

Line No. Top Previous Next Bottom Search Exit

P-2 How to use **Out Of Bound (OOB)** for employee who has resigned?

Example: Employee (salary RM1000/month) resigned and his last day is 26 May 200x. What is his basic pay for May 200x?
Version 9.0B onwards – Winnie

Answer:

Manual calculation (by referring to the calendar)

Basic Rate : 1000
Working Days : 23
Day Worked : 23
Out of Bound (OOB) : 5 (27~31 May)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Formula:

$$\begin{aligned} \text{Basic Pay} &= \text{Basic Rate} - [\text{OOB/No of Days in the month} \times \text{Basic Rate}] \\ &= 1000 [5 / 31 \times 1000] \\ &= 838.71 \end{aligned}$$

UBS Payroll System

1. *Payments* > *2nd Half Payroll* > *Normal Pay*, key in Working days as 23, DW 23, OOB 5. Click *Save and Exit*.
2. *Payments* > *2nd Half Payroll* > *Process Pay*.

P3. Where do I set a fix amount of PCB for Bonus for an employee?

Version 9.0 onwards – Winnie

Answer:

Go to *Payments* ◊ *Bonus* ◊ *Add/Modify* ◊ *Fixed Bonus EPF/SOCISO/PCB*, key in the PCB amount at PCB column and type P at *Fixed 'ESP'* column, *Save*. Process the Bonus and view the PCB deduction amount.

P4. Where do I set a fix amount of PCB for Commission for an employee?

Version 9.0 onwards – Winnie

Answer:

Go to *Payments* ◊ *Commission* ◊ *Add/Modify* ◊ *Fixed Commission EPF/SOCISO/PCB*, key in the PCB amount at PCB column and type P at *Fixed 'ESP'* column, *Save*. Process the commission and view the PCB deduction amount.

P5. Where do I set a fix PCB amount for an employee?

All Versions – Winnie

Answer:

Go to *Payments* ◊ *1st / 2nd Half Payroll* ◊ *Add/Update* ◊ *Edit Overtime Rate/EPF/SOCISO/PCB*, key in the PCB amount and type P at *Fixed (O,E,S,P,R)* field, click *Accept*. Process *1st/2nd Half Payroll*, take note that the PCB amount is fixed.

P-6 How to convert Annual Leave to Allowance ?

Version 9.0b (20 Dec 2005) onwards –SYLow

Answer:

- *Payments* ◊ *2nd Half Payroll* ◊ *Add / Update* ◊ *Assign No. of AL Convert To Allowance*, key in number of days of AL to convert in *AL Convert* column and click *Save*. (AL balance will be deducted automatically).
- *Payments* ◊ *2nd Half Payroll* ◊ *Annual Leave To Allowance* ◊ *Generate Allowance From Annual Leave* and click *Ok*.

The converted allowance will be printed separately (pay slip, payment and report) which is not included in *2nd Half Payroll*. Go to *Payments* ◊ *2nd Half Payroll* ◊ *Annual Leave to Allowance* for details.

However, it can also be included in *2nd Half Payroll* as one of the allowances. The steps:

- After the 2 steps mentioned above, go to
- *Housekeeping* ◊ *Setup* ◊ *Table Maintenance* ◊ *Allowance Table*, select a row (e.g. Row 3), key in the description and formula '**ALTAWAMT**'
- *Personnel* ◊ *Add/Update Employees* ◊ *Allowance/Deduction* page, key in '1' into row no. 3 to activate the formula.
- *Payments* ◊ *2nd Half Payroll* ◊ *Process Pay*
- *Payments* ◊ *2nd Half Payroll* ◊ *View Pay Slip*

P-7 An employee (basic rate RM 1000.00) has an increment in mid month (RM 1500 effective 20 Dec 2006), why does the system show different basic pay (RM 1192.30) compare to the right calculation of RM 1193.55 ?

Version 9.0b (20 Dec 2005) onwards –Winnie

Answer:

Your calculation was based on 31 days:

1 st –19 th December = 19 days	+	20 th – 31 st December = 12 days
19/31 * 1000= 612.90	+	12/31 * 1500 =580.65
Basic Pay for the month = 1193.55		

The system's calculation was based on 26 days (because you didn't key in the correct number of working days):

1 st –19 th December = 16 days	+	20 th –31 st December = 10 days
(Exclude 3 rest days)		(Exclude 2 rest day)
16/26 * 1000 = 615.38	+	10/26 * 1500 = 576.92
Basic Pay for the month = 1192.30		

In order to obtain your desired result, you must key in working days as 19 and 12 (in *More*).

- P-8** When Payroll **linked to HRM**, the balances of Annual Leave (AL) and Sick Leave (MC) are referred from HRM. Can I have these **leaves balances shown in pay slip**?
Version 9.0b (01 Sep 2006) and after – SYLow

Answer:

Yes, with some customization on the pay slip. (E.g. X - pay slip)

The **AL balance** command:

`lg('DAYS')+' ['+str(pmast.albf+iif(zUalcla = 'Y', pmast.alcla, pmast.alall))+pmast.aladj-pay_ytd.al,6,2)+'']`
and amend the variables as: `lg('DAYS')+' ['+str(pmast.albal,6,2)+'']`

The MC balance command: `lg('DAYS')+' ['+str(pmast.mcall-pay_ytd.mc,6,2)+'"]`

amend the variables as below: `lg('DAYS')+' ['+str(pmast.mcbal,6,2)+'"]`

- P-9** The **amount (in words)** shown in Payments◇ 2nd Half payroll◇ Cash/Bank/Others ◇ Print Cheque is too long. How to make it in 2 lines?

Version 9.0b (14 July 2005) and after – SYLow

Answer:

Customize the format by select the command field: `amt2word(pmast.tempfig1)`

Delete it and create 2 fields with variable: **eng1** and **eng2**