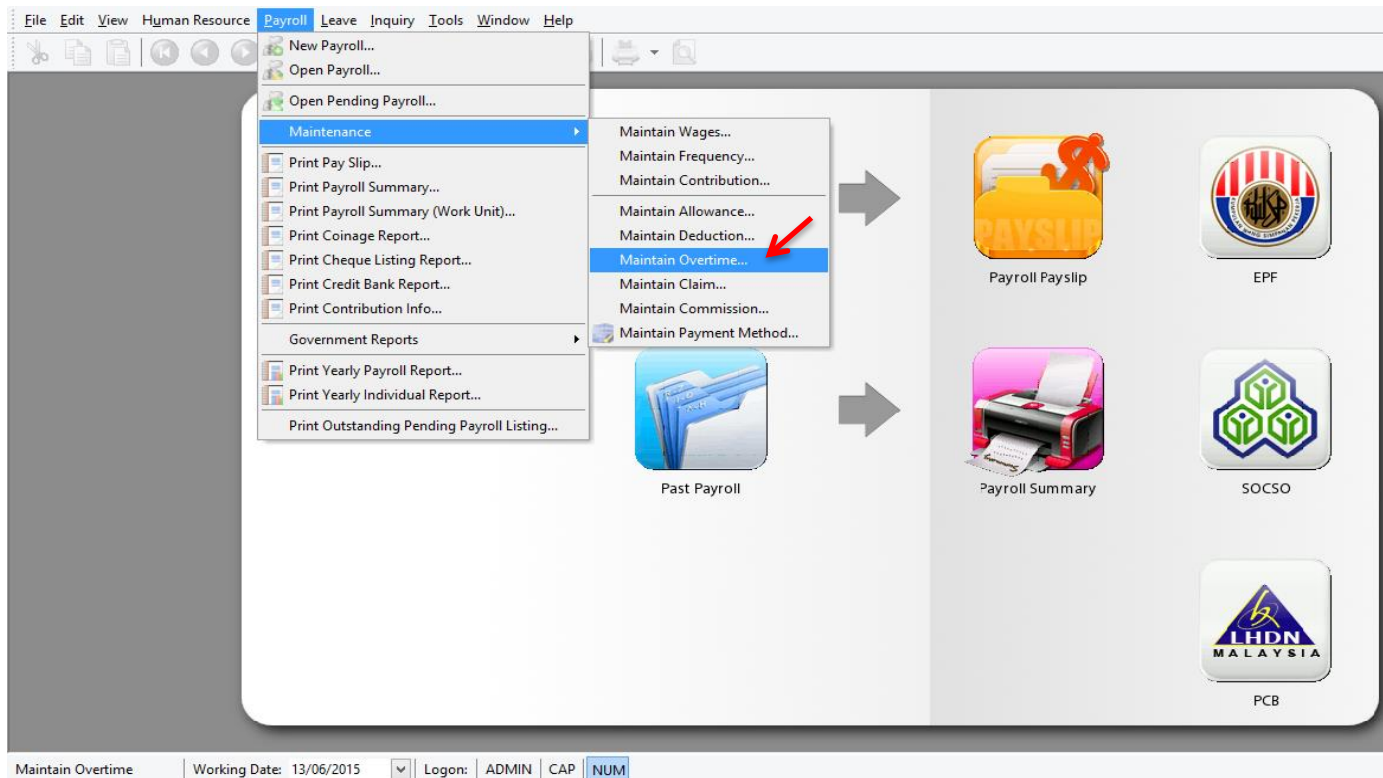
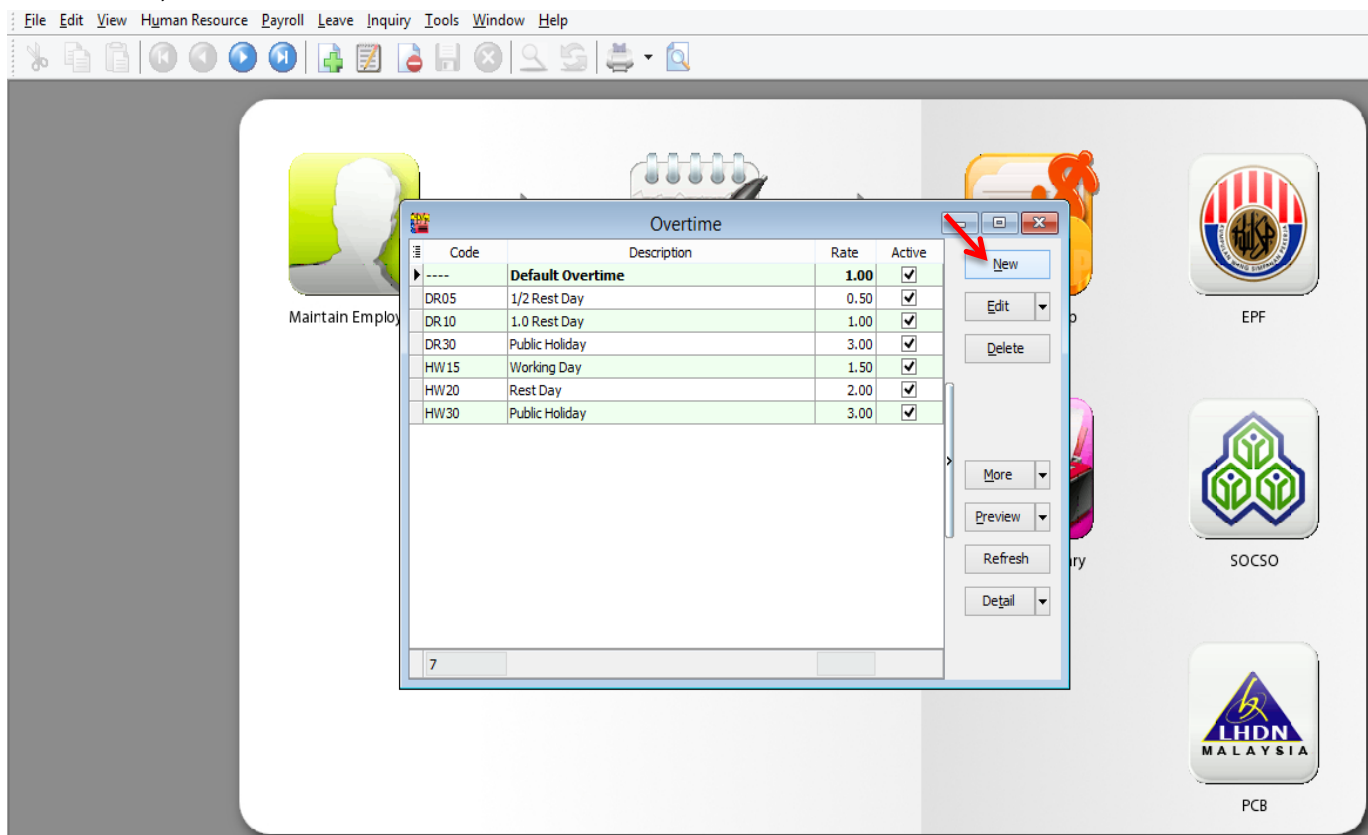


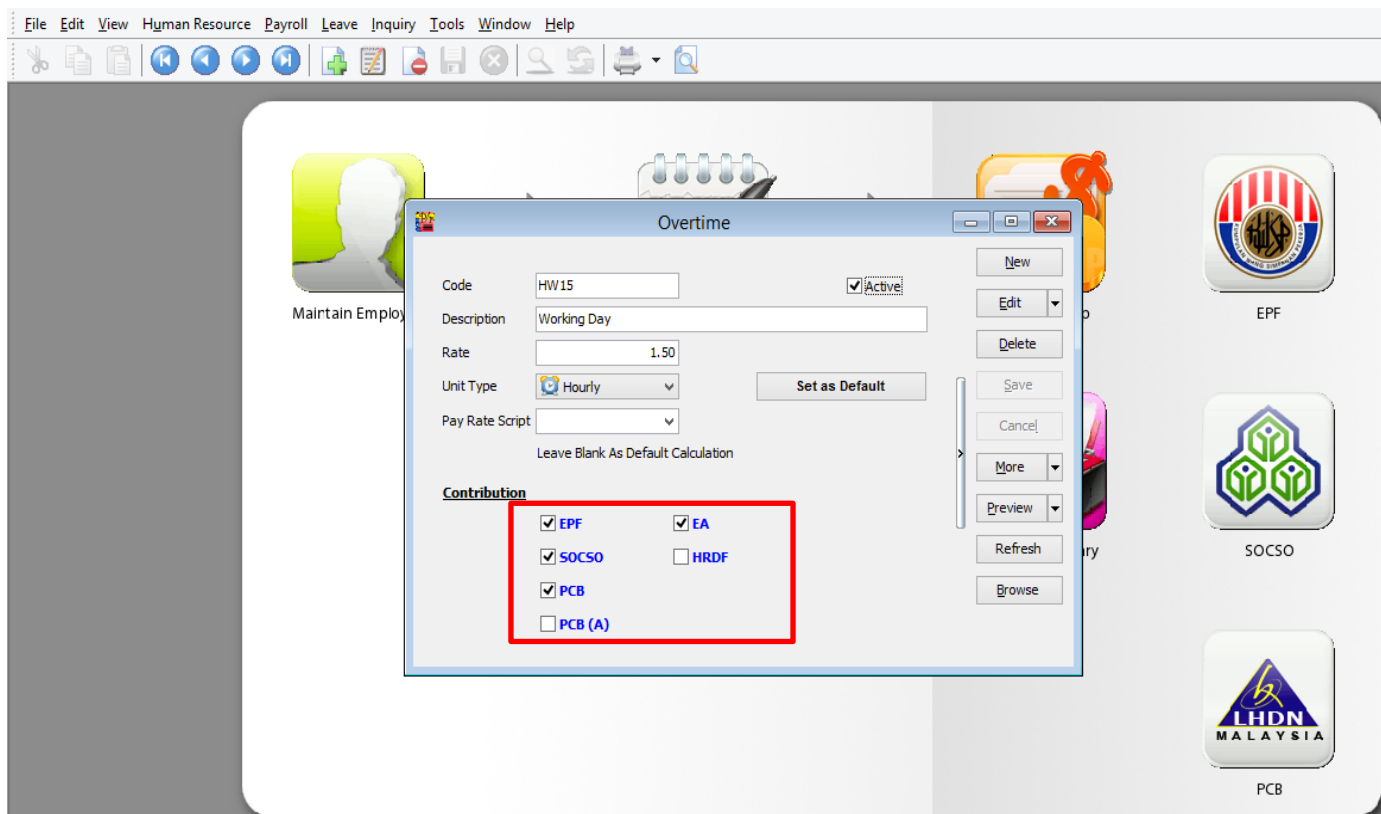
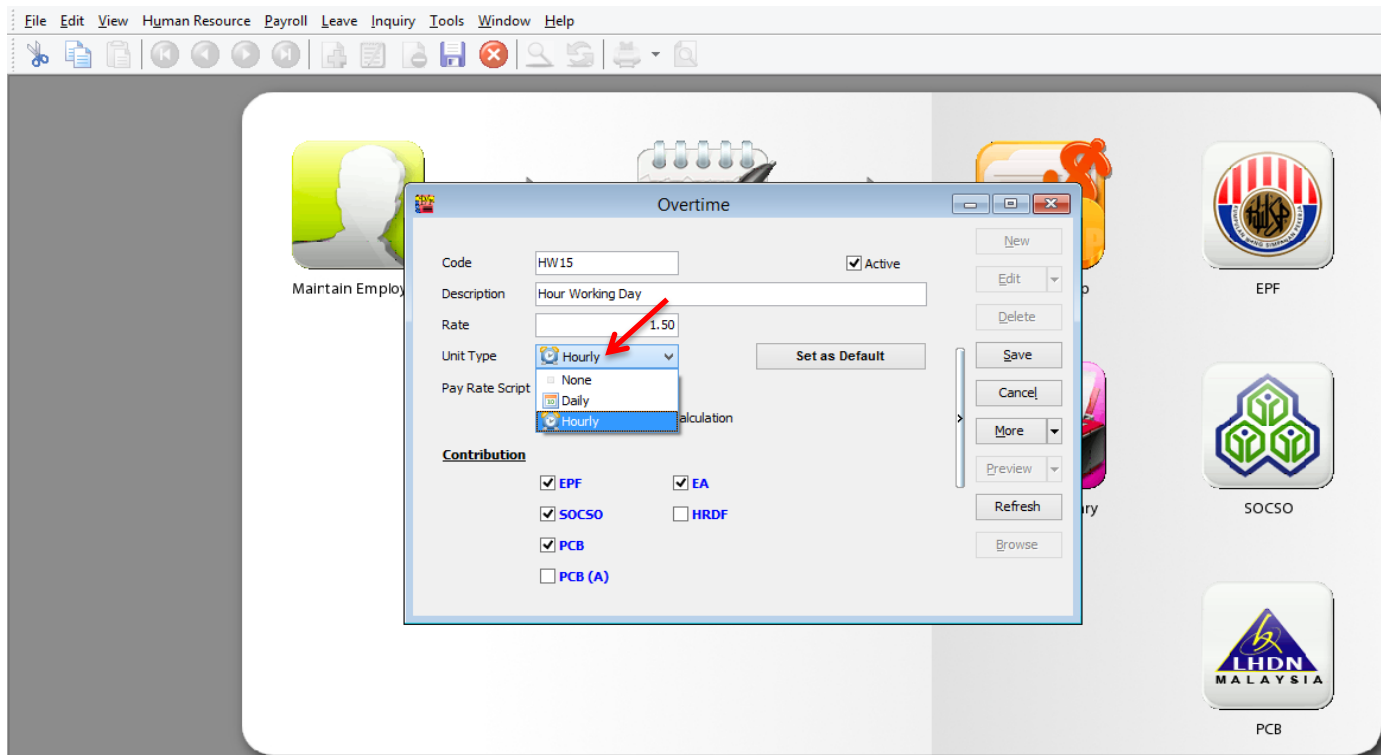
Today, we would like to talk about how overtime function in SQL Payroll. Click on payroll, maintenance, Maintain Overtime



Click on New,



For Example, we need to calculate the overtime of our staff on normal working days hourly, we just need to click on new, put your code and description, key in the overtime rate, and select the unit type for hourly, and tick or untick those contribution will do, after done all, just save will do.



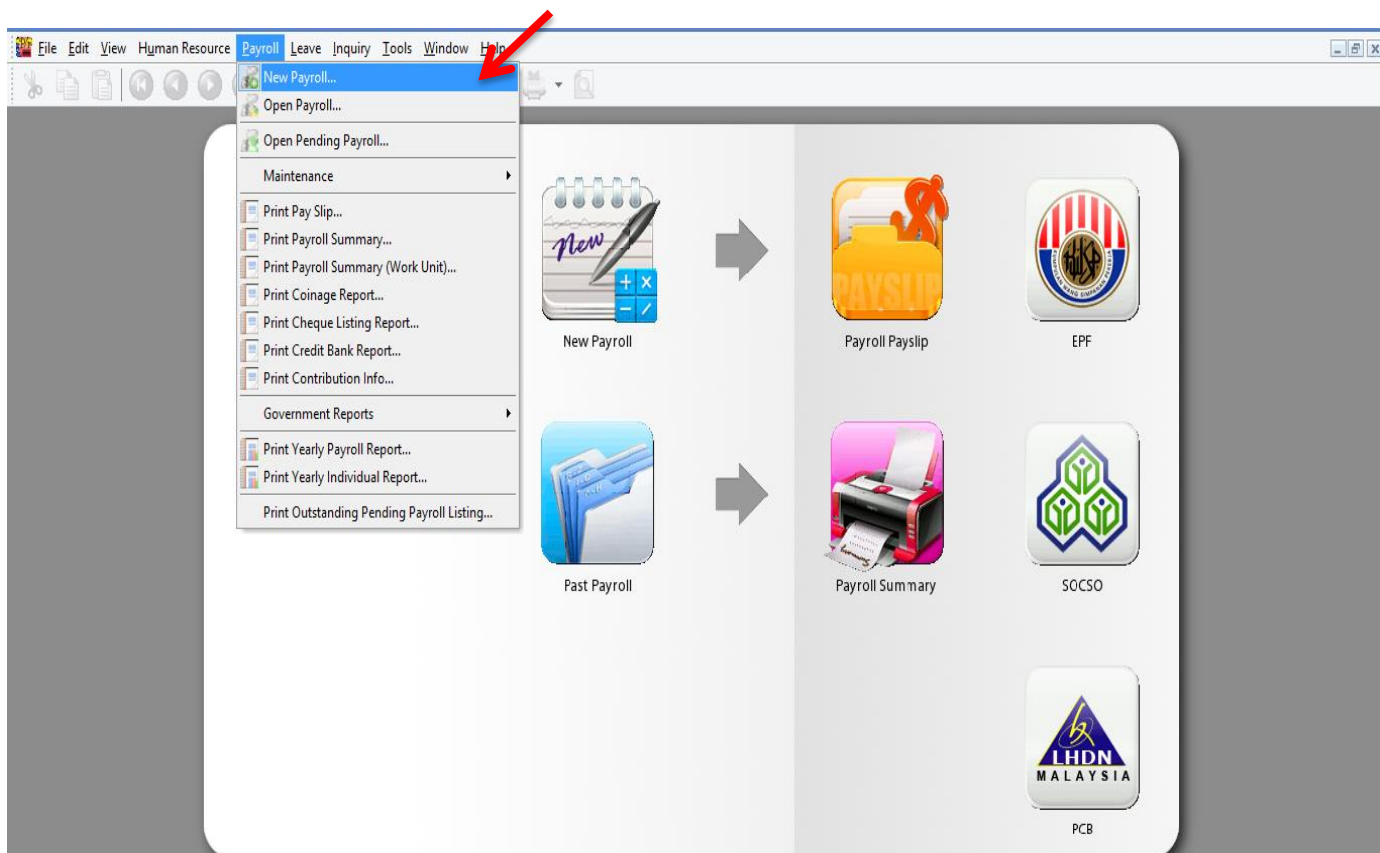
Do the same steps for other overtime type will do.

The screenshot shows a software window with a menu bar (File, Edit, View, Human Resource, Payroll, Leave, Inquiry, Tools, Window, Help) and a toolbar. The main area contains a table with the following data:

Code	Description	Rate	Active
----	Default Overtime	1.00	<input checked="" type="checkbox"/>
DR05	1/2 Rest Day	0.50	<input checked="" type="checkbox"/>
DR10	1.0 Rest Day	1.00	<input checked="" type="checkbox"/>
DR30	Public Holiday	3.00	<input checked="" type="checkbox"/>
HW15	Working Day	1.50	<input checked="" type="checkbox"/>
HW20	Rest Day	2.00	<input checked="" type="checkbox"/>
HW30	Public Holiday	3.00	<input checked="" type="checkbox"/>

On the right side of the window, there are buttons for 'New', 'Edit', 'Delete', 'More', 'Preview', 'Refresh', and 'Detail'.

After that, when we need to process the payroll at the month end,



Click process,

- To process the month FINAL payroll -

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction

Process Date: 30/06/2015

Process From: 01/06/2015 To 30/06/2015 ...

Description

Description 1: Month End (06.2015)

Description 2:

Ref 1:

Ref 2:

Include Default Wages/Allowance/Deduction in addition to Pending Transactions

Process

It will come to this screen, **DOUBLE CLICK** on one of the employee,

Human Resource Payroll Leave Inquiry Tools Window Help

Month End (06.2015) - Jun 2015

Print Pay Slip Print EPF Borang A

Print Payroll Summary Print SOCSO Borang 8A

Print Payment Summary Print Income Tax CP39

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

5

Process Missing Employee

There is OVERTIME with blue colour word, click on it,

Employee Details:

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Payroll Summary for LEE CHONG WAI (Month End 06.2015):

Wages:	3,000.00	Loan:	-
Allowance:	530.00	Deduction:	-
Overtime:	-	EPF:	390.00
Commission:	-	SOCSSO:	14.75
Claims:	-	Employer EPF:	461.00
Paid Leave:	-	Employer SOCSSO:	51.65
Director Fees:	-	CP38:	-
Bonus:	-	Unpaid Leave:	-
Advance Paid:	-	Advance Deduct:	-
Gross Pay:	3,530.00	Gross Deduct:	404.75
Gross Net Pay:	3,125.25	(Adjustment)	-
Net Pay:	3,125.25		

5
Process Missing Employee

At the bottom of screen, it comes out a column with overtime,

Payroll Summary for LEE CHONG WAI (Month End 06.2015):

Wages:	3,000.00	Loan:	-
Allowance:	530.00	Deduction:	-
Overtime:	-	EPF:	390.00
Commission:	-	SOCSSO:	14.75
Claims:	-	Employer EPF:	461.00
Paid Leave:	-	Employer SOCSSO:	51.65
Director Fees:	-	CP38:	-
Bonus:	-	Unpaid Leave:	-
Advance Paid:	-	Advance Deduct:	-
Gross Pay:	3,530.00	Gross Deduct:	404.75
Gross Net Pay:	3,125.25	(Adjustment)	-
Net Pay:	3,125.25		

Overtime

Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate	Pay Rate	Amount
<No data to display>								

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Welcome 001

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Wages: 3,000.00 Lgan: - **LEE CHONG WAI**

Allowance: 530.00 Deduction: - **Month End (06.2015)**

Overtime: - EPF: 390.00 Employer EPF: 461.00

Commission: - SOCSO: 14.75 Employer SOCSO: 51.65

Claims: -

Paid Leave: -

Director Fees: - CP38: - Computerized Calculation

Bonus: - Unpaid Leave: - PCB: Print PCB - C1

Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 404.75 Gross Net Pay: 3,125.25 (Adjustment)

Net Pay: 3,125.25

Overtime

Append

Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate	Pay Rate	Amount
<No data to display>								

Count =

Trans Date = the date of overtime, Post Date = the date of process or the posting date, make sure you select the right employee,

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Welcome 001

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Wages: 3,000.00 Lgan: - **LEE CHONG WAI**

Allowance: 530.00 Deduction: - **Month End (06.2015)**

Overtime: - EPF: 390.00 Employer EPF: 461.00

Commission: - SOCSO: 14.75 Employer SOCSO: 51.65

Claims: -

Paid Leave: -

Director Fees: - CP38: - Computerized Calculation

Bonus: - Unpaid Leave: - PCB: Print PCB - C1

Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 404.75 Gross Net Pay: 3,125.25 (Adjustment)

Net Pay: 3,125.25

Overtime

Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate	Pay Rate	Amount
13/06/2015	30/06/2015	001	----	Default Overtime	-	1.00	115.38	-

Count = 1

Select the code that you created,

The screenshot shows the payroll software interface for employee LEE CHONG WAI. On the left, a list of codes is visible:

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

The main area shows employee details for LEE CHONG WAI, including wages (3,000.00), allowance (530.00), and gross pay (3,530.00). A table of codes is displayed:

Code	Description
----	Default Overtime
DR05	1/2 Rest Day
DR10	1.0 Rest Day
DR30	Public Holiday
HW15	Working Day
HW20	Rest Day
HW30	Public Holiday

Below this table, a table shows the selected code for the date 13/06/2015:

Trans Date	Post ...	Employee	Code	Description	Rate	Pay Rate	Amount
13/06/2015	30/06/2015	001	HW15	Working Day	1.50	14.42	-

A red arrow points to the 'Working Day' code (HW15) in the table above. The bottom status bar shows 'Count = 1'.

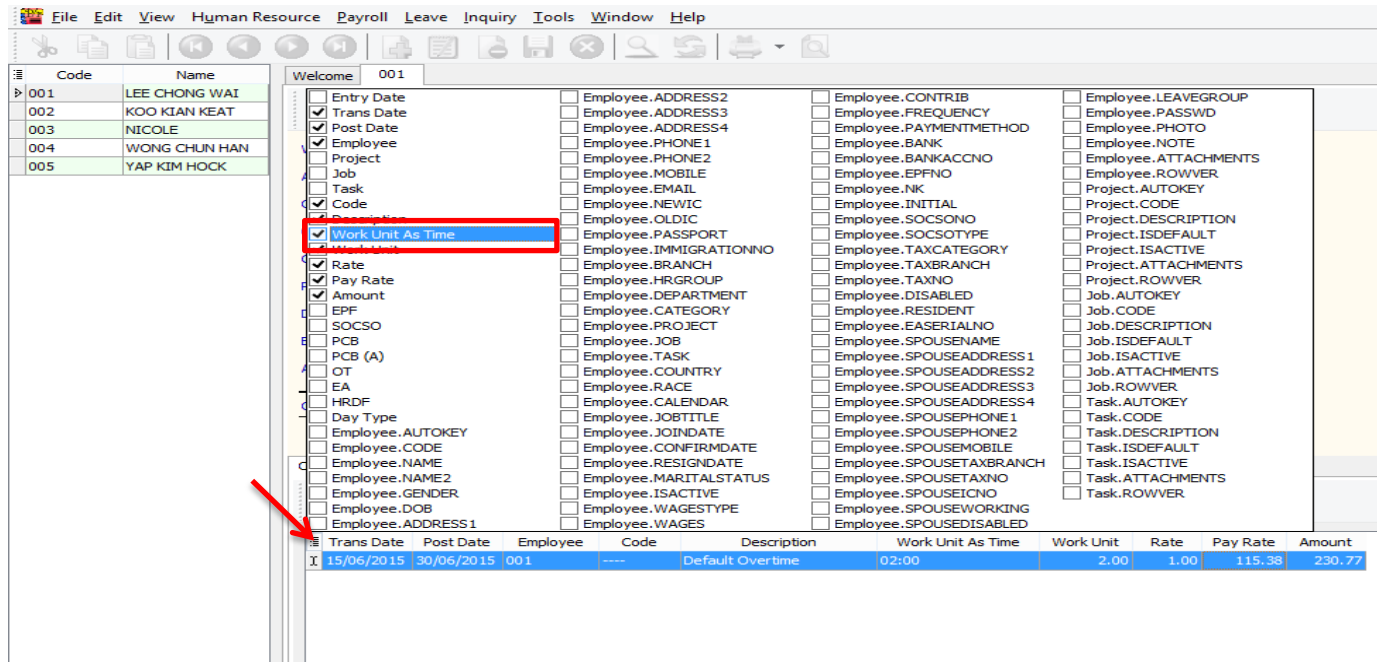
Key in the work unit as overtime hour, for example that day Lee Chong Wai overtime for 2 hours, just key in numbering as 2 will do,

The screenshot shows the updated payroll calculation for employee LEE CHONG WAI. The overtime field is now populated with 43.27. The gross pay is 3,573.27, and the net pay is 3,164.52. The table below shows the overtime entry:

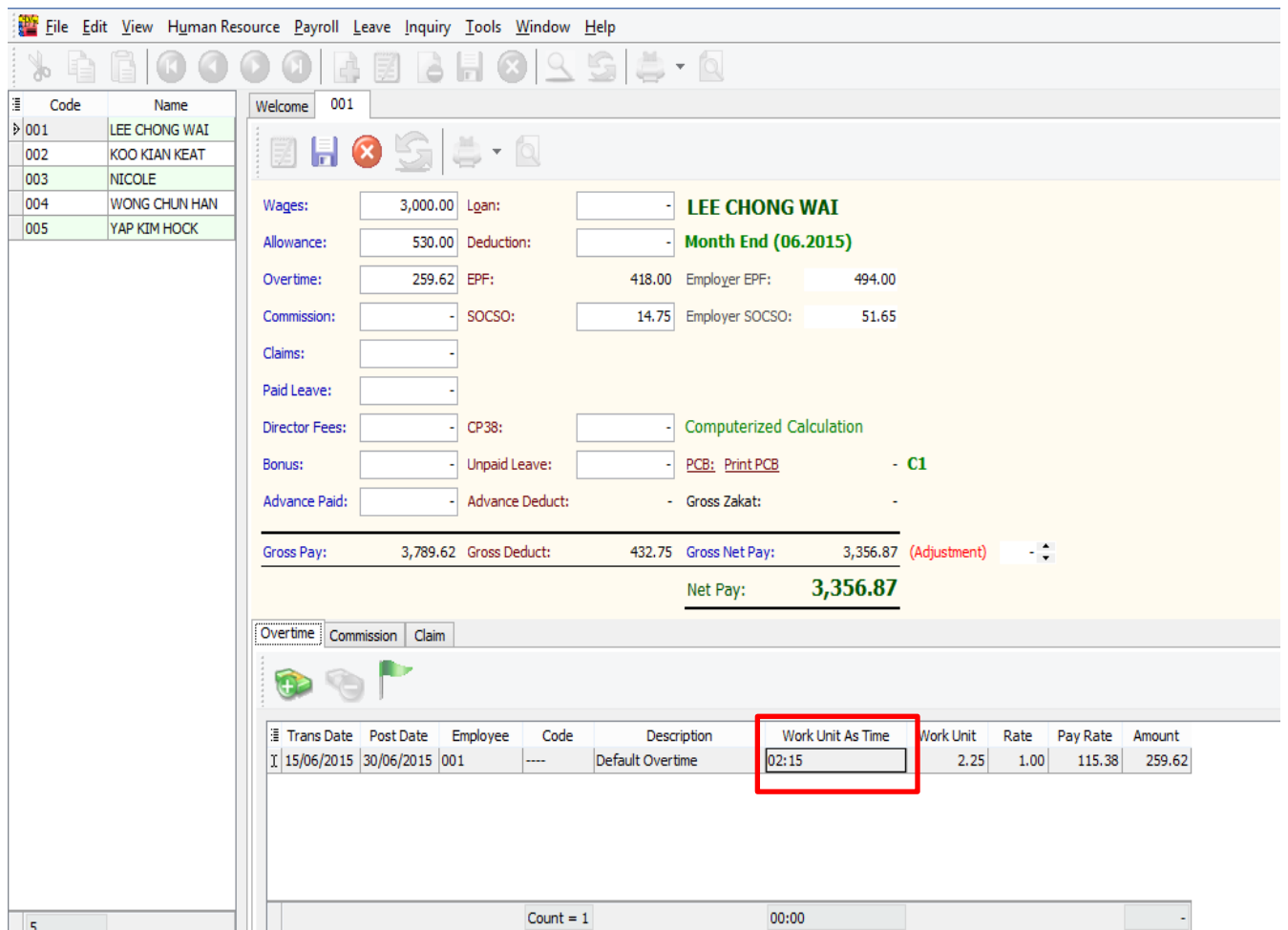
Trans Date	Post ...	Employee	Code	Description	Work Unit	Rate	Pay Rate	Amount
13/06/2015	30/06/2015	001	HW15	Working Day	2.00	1.50	14.42	43.27

The bottom status bar shows 'Count = 1' and a total amount of 43.27.

Or, you also can click on the button beside Trans Date, and tick the column name Work Unit As Time,



After call out the column of Work Unit As Time, you may key in the overtime minutes also.



You may click on the append for second column, and do the same steps will do,

Wages: 3,000.00 Lgan: - **LEE CHONG WAI**
 Allowance: 530.00 Deduction: - **Month End (06.2015)**
Overtime: 108.17 EPF: 401.00 Employer EPF: 474.00
 Commission: - SOCSO: 14.75 Employer SOCSO: 51.65
 Claims: -
 Paid Leave: -
 Director Fees: - CP38: - **Computerized Calculation**
 Bonus: - Unpaid Leave: - **PCB: Print PCB - C1**
 Advance Paid: - Advance Deduct: - Gross Zakat: -
 Gross Pay: 3,638.17 Gross Deduct: 415.75 **Gross Net Pay: 3,222.42 (Adjustment)**
Net Pay: 3,222.42

Append	Date	Post	Employee	Code	Description	Work Unit	Rate	Pay Rate	Amount
	13/06/2015	30/06/2015	001	HW15	Working Day	2.00	1.50	14.42	43.27
I	13/06/2015	30/06/2015	001	HW15	Working Day	3.00	1.50	14.42	64.90

Count = 2 43.27

Then just click on save will do, you may do on the same steps for the others employee too.

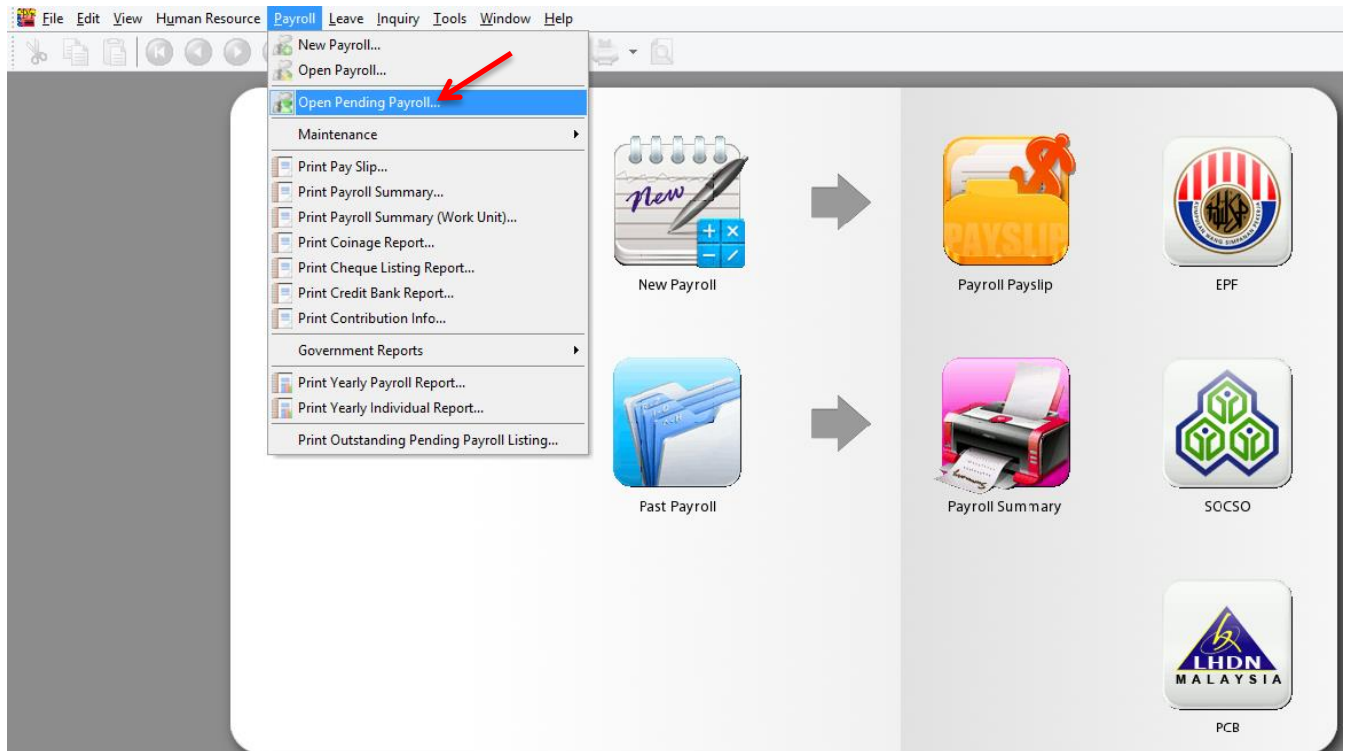
Wages: **Save** 3,000.00 Lgan: - **LEE CHONG WAI**
 Allowance: 530.00 Deduction: - **Month End (06.2015)**
 Overtime: 108.17 EPF: 401.00 Employer EPF: 474.00
 Commission: - SOCSO: 14.75 Employer SOCSO: 51.65
 Claims: -
 Paid Leave: -
 Director Fees: - CP38: - **Computerized Calculation**
 Bonus: - Unpaid Leave: - **PCB: Print PCB - C1**
 Advance Paid: - Advance Deduct: - Gross Zakat: -
 Gross Pay: 3,638.17 Gross Deduct: 415.75 **Gross Net Pay: 3,222.42 (Adjustment)**
Net Pay: 3,222.42

Trans Date	Post	Employee	Code	Description	Work Unit	Rate	Pay Rate	Amount
13/06/2015	30/06/2015	001	HW15	Working Day	2.00	1.50	14.42	43.27
I 13/06/2015	30/06/2015	001	HW15	Working Day	3.00	1.50	14.42	64.90

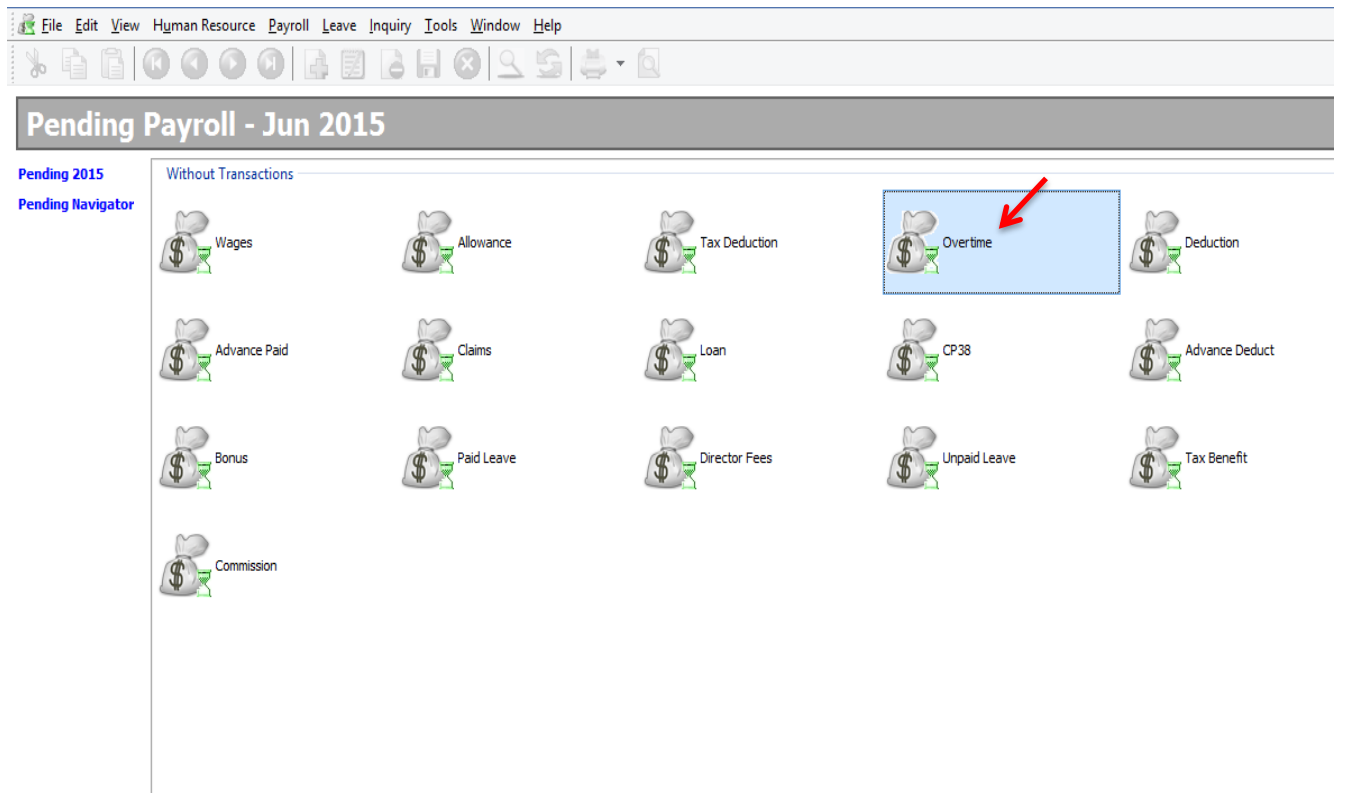
Count = 2 43.27

Done.

We would like to show you how to do the overtime in SQL Payroll. 1st, click on payroll, open pending payroll.



When it comes to this screen, Double Click on Overtime,



File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Append

Trans Date	Post Date	Employee	Code	Description	Work Unit	RATE
<No data to display>						

Count =

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Trans Date	Post Date	Employee	Code	Description	Work Unit	RATE
*15/06/2015	15/06/2015		----	Default Overtime	-	1.00

Count = 1

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Trans Date Post Date Employee Code Description Work Unit RATE

* 15/06/2015 15/06/2015 001 --- Default Overtime - 1.00

Code	Name	Active
001	LEE CHONG WAI	<input checked="" type="checkbox"/>
002	KOO KIAN KEAT	<input checked="" type="checkbox"/>
003	NICOLE	<input checked="" type="checkbox"/>
004	WONG CHUN HAN	<input checked="" type="checkbox"/>
005	YAP KIM HOCK	<input checked="" type="checkbox"/>

5

Fetch All A-- A=a New

Count = 1

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Trans Date Post Date Employee Code Description Work Unit RATE

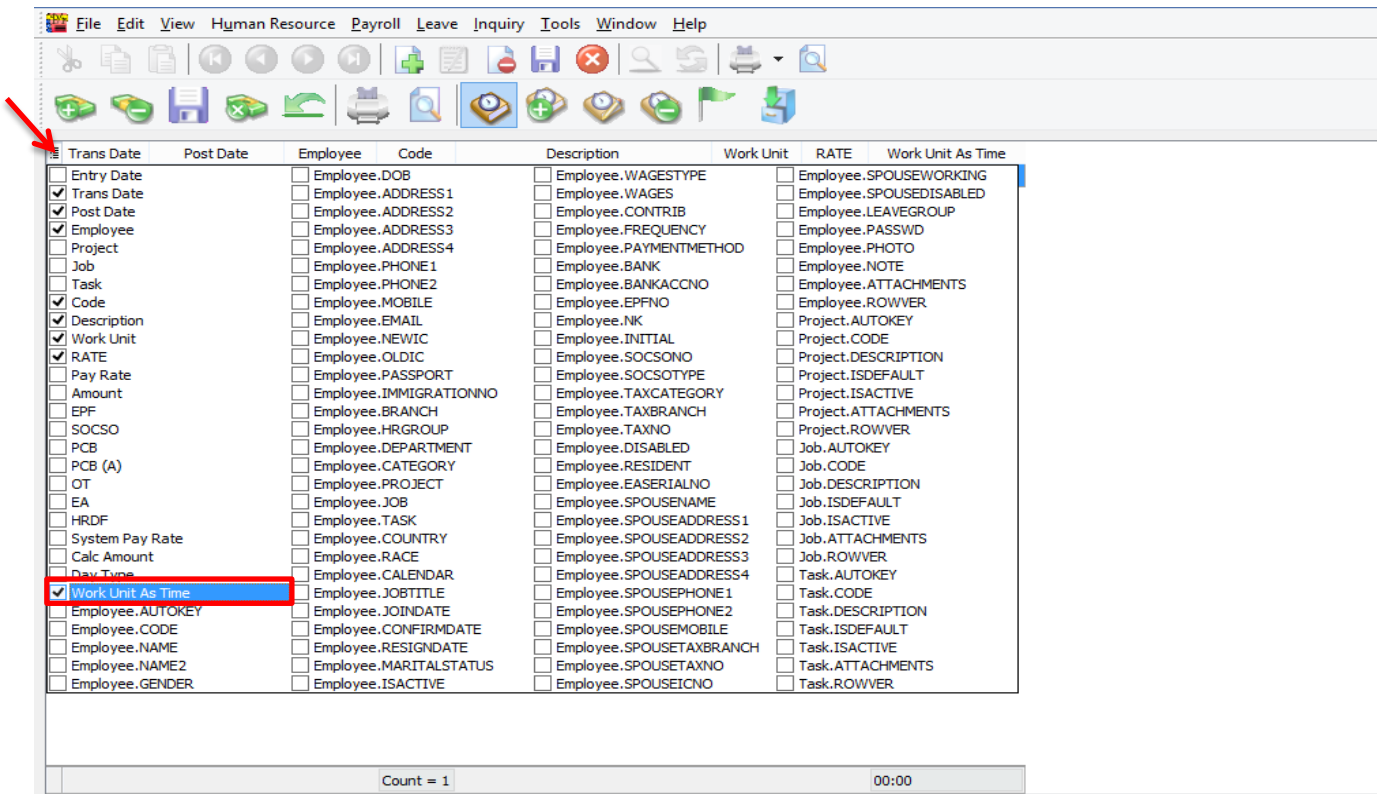
* 15/06/2015 15/06/2015 001 --- Default Overtime - 1.00

Code	Description
---	Default Overtime
DR05	1/2 Rest Day
DR10	1.0 Rest Day
DR30	Public Holiday
HW15	Working Day
HW20	Rest Day
HW30	Public Holiday

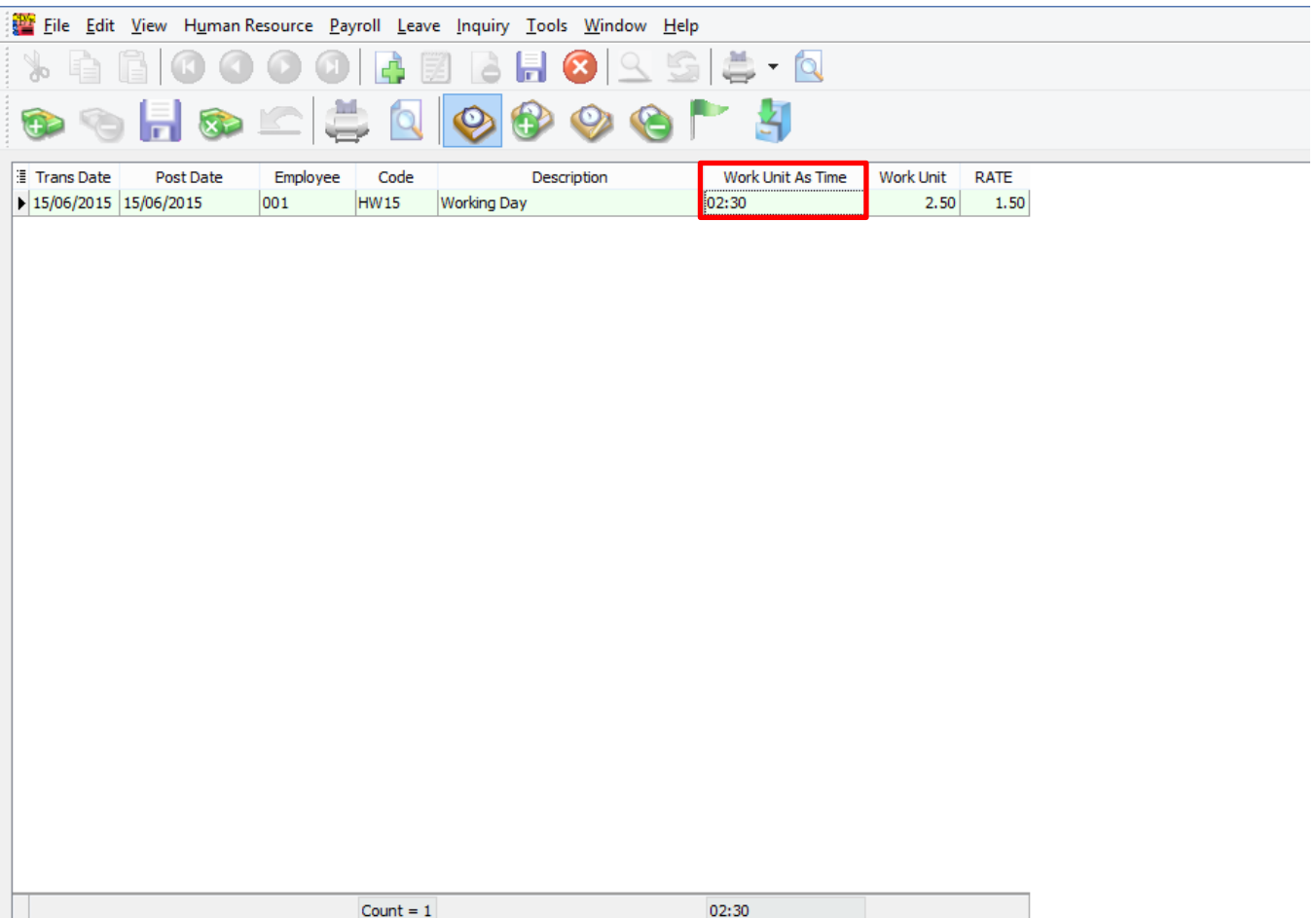
7

Fetch All A-- A=a New

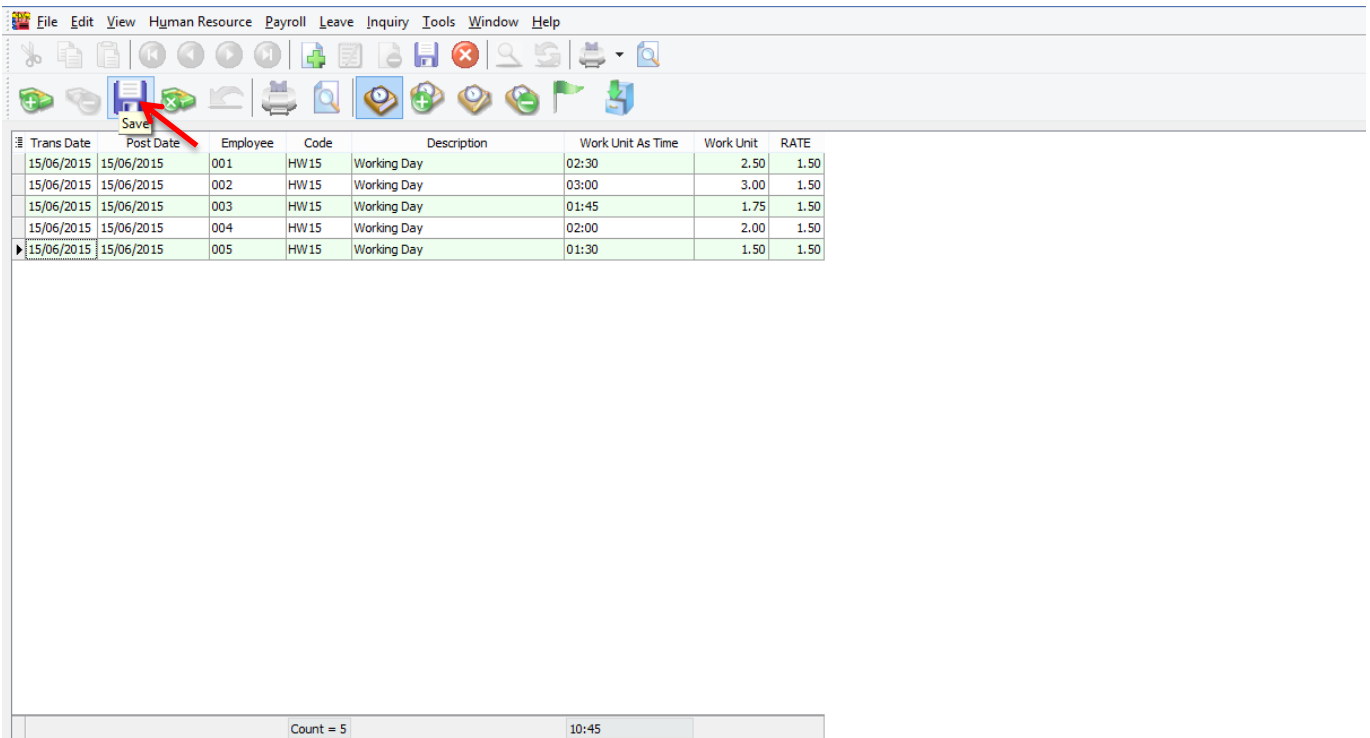
Count = 1



Key in the time in the work unit for time, for example Lee Chong Wai overtime for 2hours and 30minutes, just key in as reference.



Just follow the same steps as shown above, and save will do.

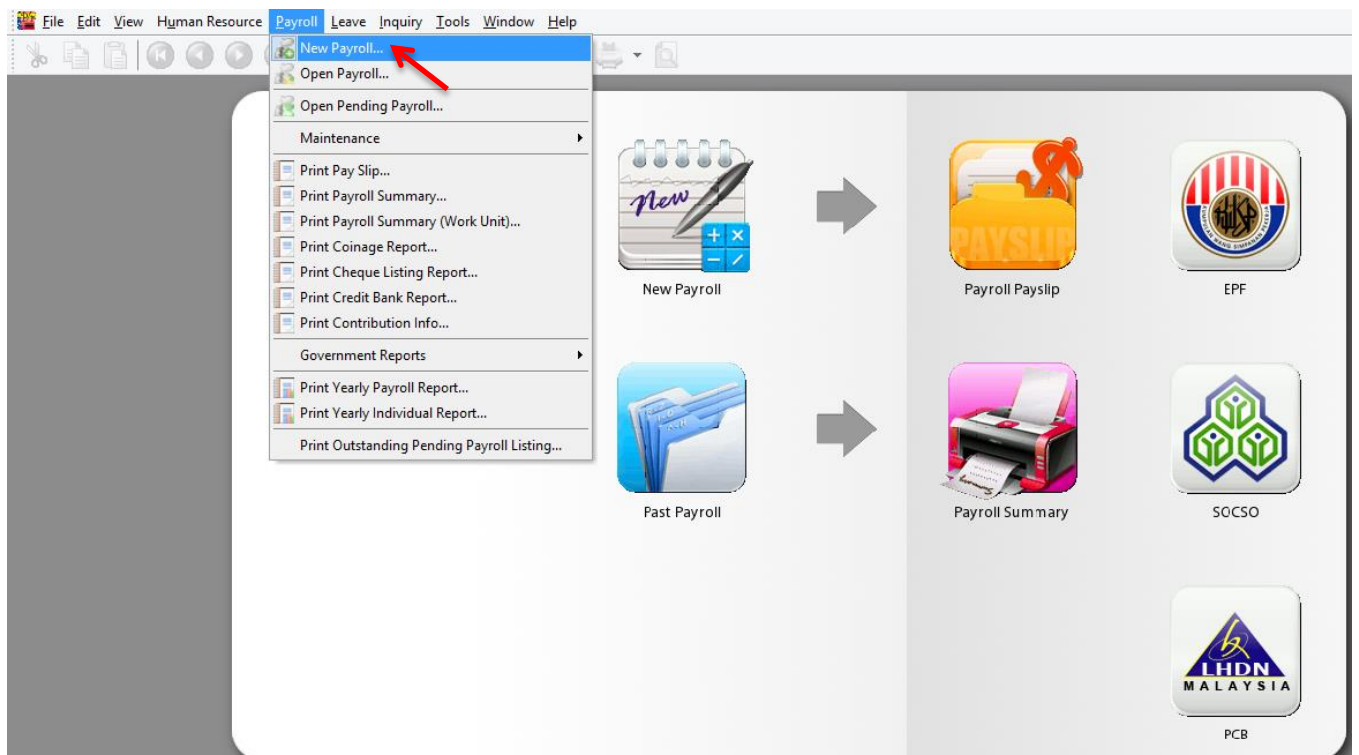


The screenshot shows a payroll software window with a menu bar (File, Edit, View, Human Resource, Payroll, Leave, Inquiry, Tools, Window, Help) and a toolbar. A red arrow points to the 'Save' icon in the toolbar. Below the toolbar is a table with the following data:

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	RATE
15/06/2015	15/06/2015	001	HW15	Working Day	02:30	2.50	1.50
15/06/2015	15/06/2015	002	HW15	Working Day	03:00	3.00	1.50
15/06/2015	15/06/2015	003	HW15	Working Day	01:45	1.75	1.50
15/06/2015	15/06/2015	004	HW15	Working Day	02:00	2.00	1.50
15/06/2015	15/06/2015	005	HW15	Working Day	01:30	1.50	1.50

At the bottom of the window, the status bar shows 'Count = 5' and '10:45'.

After save, just need to close and when want to process at the month end,

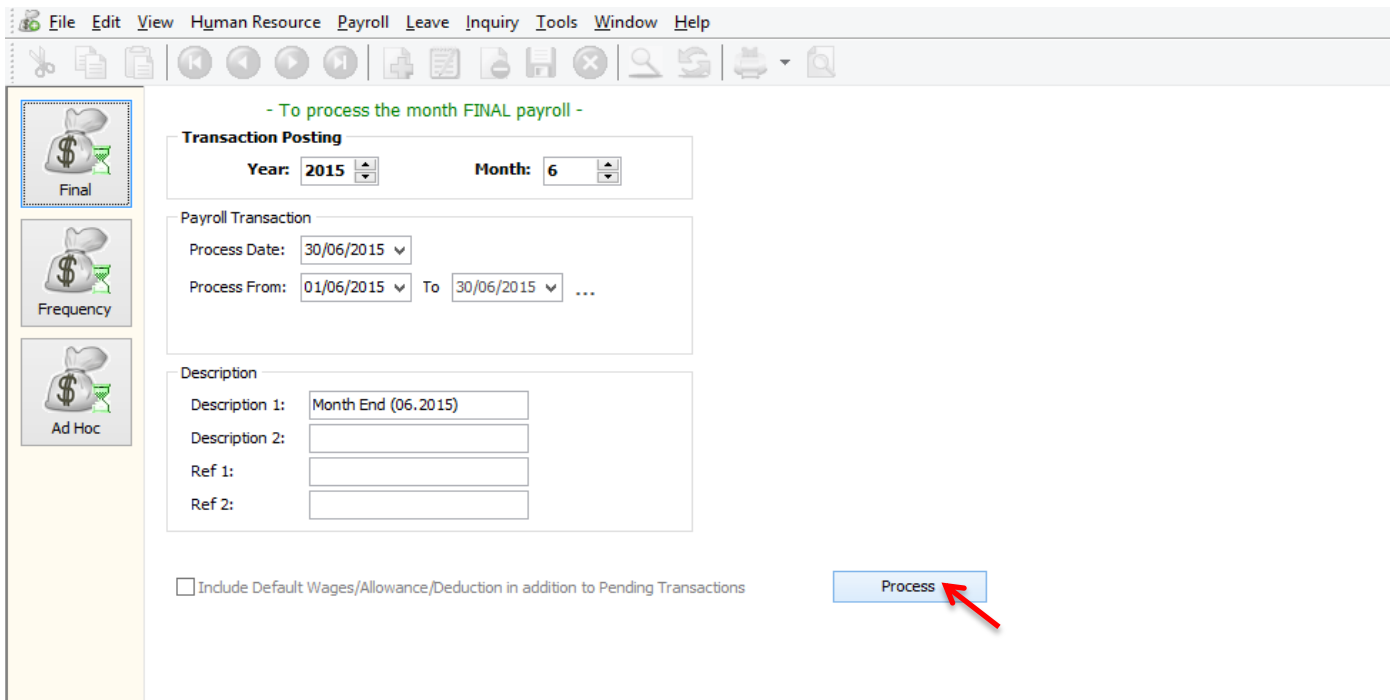


The screenshot shows the 'Payroll' menu open in the software. A red arrow points to the 'New Payroll...' option. The menu items are:

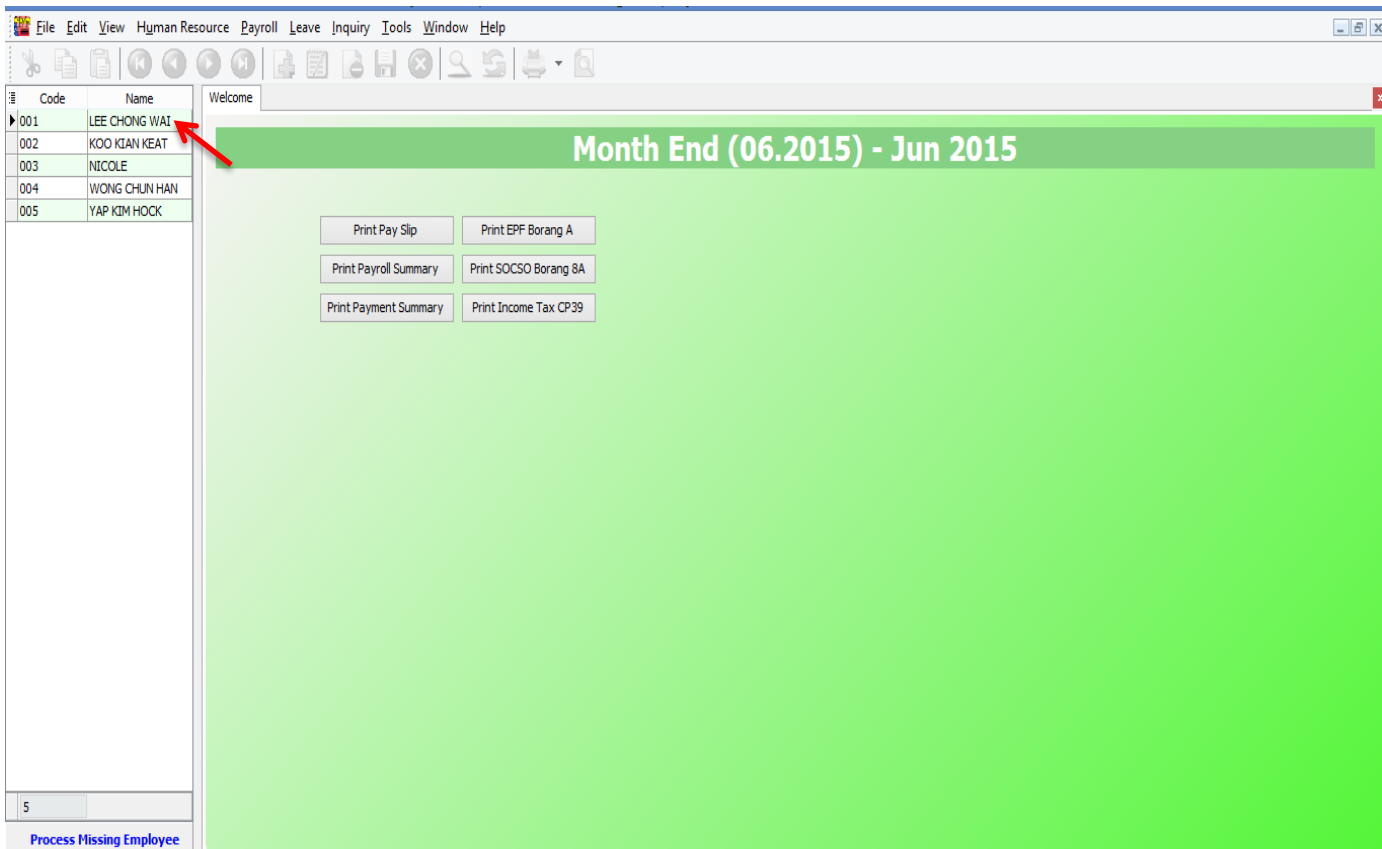
- New Payroll...
- Open Payroll...
- Open Pending Payroll...
- Maintenance
- Print Pay Slip...
- Print Payroll Summary...
- Print Payroll Summary (Work Unit)...
- Print Coinage Report...
- Print Cheque Listing Report...
- Print Credit Bank Report...
- Print Contribution Info...
- Government Reports
- Print Yearly Payroll Report...
- Print Yearly Individual Report...
- Print Outstanding Pending Payroll Listing...

Below the menu, there are several icons for processing payroll:

- New Payroll (Notebook icon)
- Payroll Payslip (Payslip icon)
- EPF (EPF logo)
- Fast Payroll (Folder icon)
- Payroll Summary (Printer icon)
- SOCSCO (SOCSCO logo)
- PCB (PCB logo)



Double click on the employee's name or code,



It will come to this screen, click on the **Overtime** with blue colour words,

Wages: 3,000.00 Loan: - LEE CHONG WAI
 Allowance: 530.00 Deduction: - Month End (06.2015)
Overtime: 54.09 EPF: 396.00 Employer EPF: 468.00
 Commission: - SOCSO: 14.75 Employer SOCSO: 51.65
 Claims: -
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB - C1
 Advance Paid: - Advance Deduct: - Gross Zakat: -
 Gross Pay: 3,584.09 Gross Deduct: 410.75 Gross Net Pay: 3,173.34 (Adjustment) -
Net Pay: 3,173.34

It will show the records that already key in pending payroll.

Wages: 3,000.00 Loan: - LEE CHONG WAI
 Allowance: 530.00 Deduction: - Month End (06.2015)
 Overtime: 54.09 EPF: 396.00 Employer EPF: 468.00
 Commission: - SOCSO: 14.75 Employer SOCSO: 51.65
 Claims: -
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB - C1
 Advance Paid: - Advance Deduct: - Gross Zakat: -
 Gross Pay: 3,584.09 Gross Deduct: 410.75 Gross Net Pay: 3,173.34 (Adjustment) -
Net Pay: 3,173.34

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	Rate	Pay Rate	Amount
15/06/2015	15/06/2015	001	HW15	Working Day	02:30	2.50	1.50	14.42	54.09

Done.

How to import Excel overtime format into SQL Payroll, do a table as shown in Microsoft Excel.

The screenshot shows two software interfaces. The top interface is Microsoft Excel, displaying a table with the following data:

Date	Employee	OT	Unit
15/06/2015	001	DR10	2
15/06/2015	002	DR15	2.5
15/06/2015	003	HW15	3
15/06/2015	004	HW20	1.75

The bottom interface is SQL Payroll, displaying a table with the following data:

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	RATE
15/06/2015	15/06/2015	001	HW15	Working Day	02:30	2.50	1.50
15/06/2015	15/06/2015	002	HW15	Working Day	03:00	3.00	1.50
15/06/2015	15/06/2015	003	HW15	Working Day	01:45	1.75	1.50
15/06/2015	15/06/2015	004	HW15	Working Day	02:00	2.00	1.50
15/06/2015	15/06/2015	005	HW15	Working Day	01:30	1.50	1.50

Arrows indicate the mapping between the Excel table and the SQL Payroll table:

- Red arrow: Date (Excel) to Trans Date (SQL Payroll)
- Purple arrow: Employee (Excel) to Code (SQL Payroll)
- Blue arrow: OT (Excel) to Description (SQL Payroll)
- Green arrow: Unit (Excel) to Work Unit (SQL Payroll)

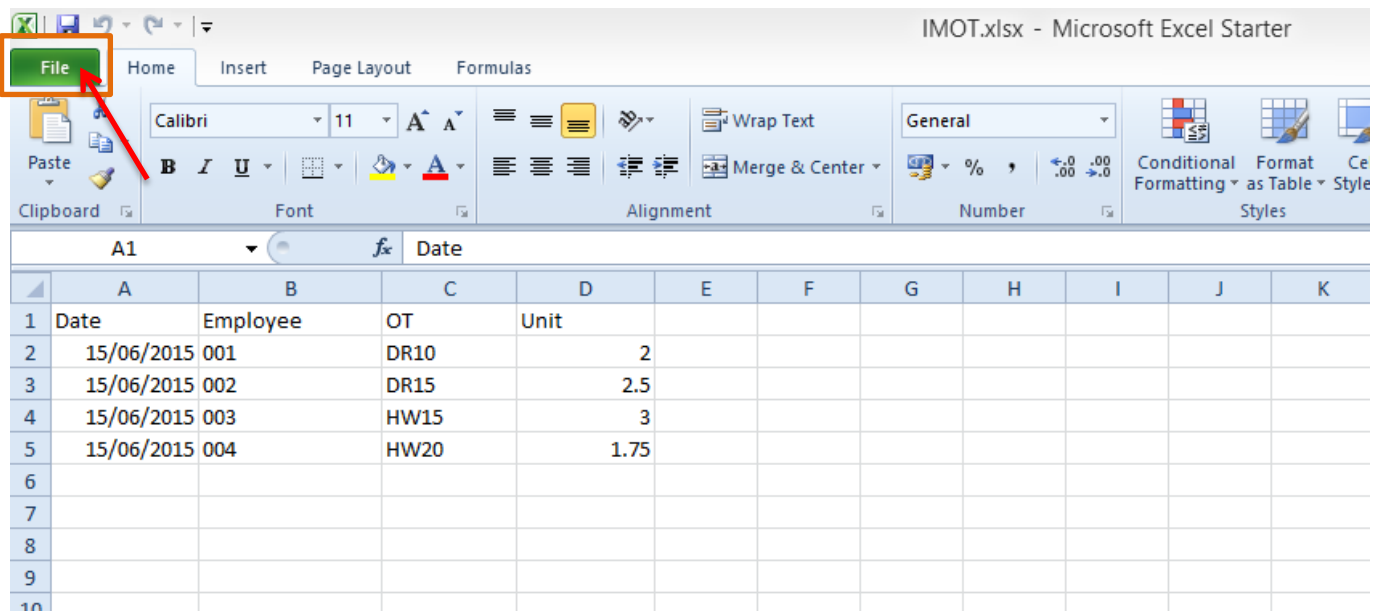
Date = Trans Date

Employee = Code of Employee

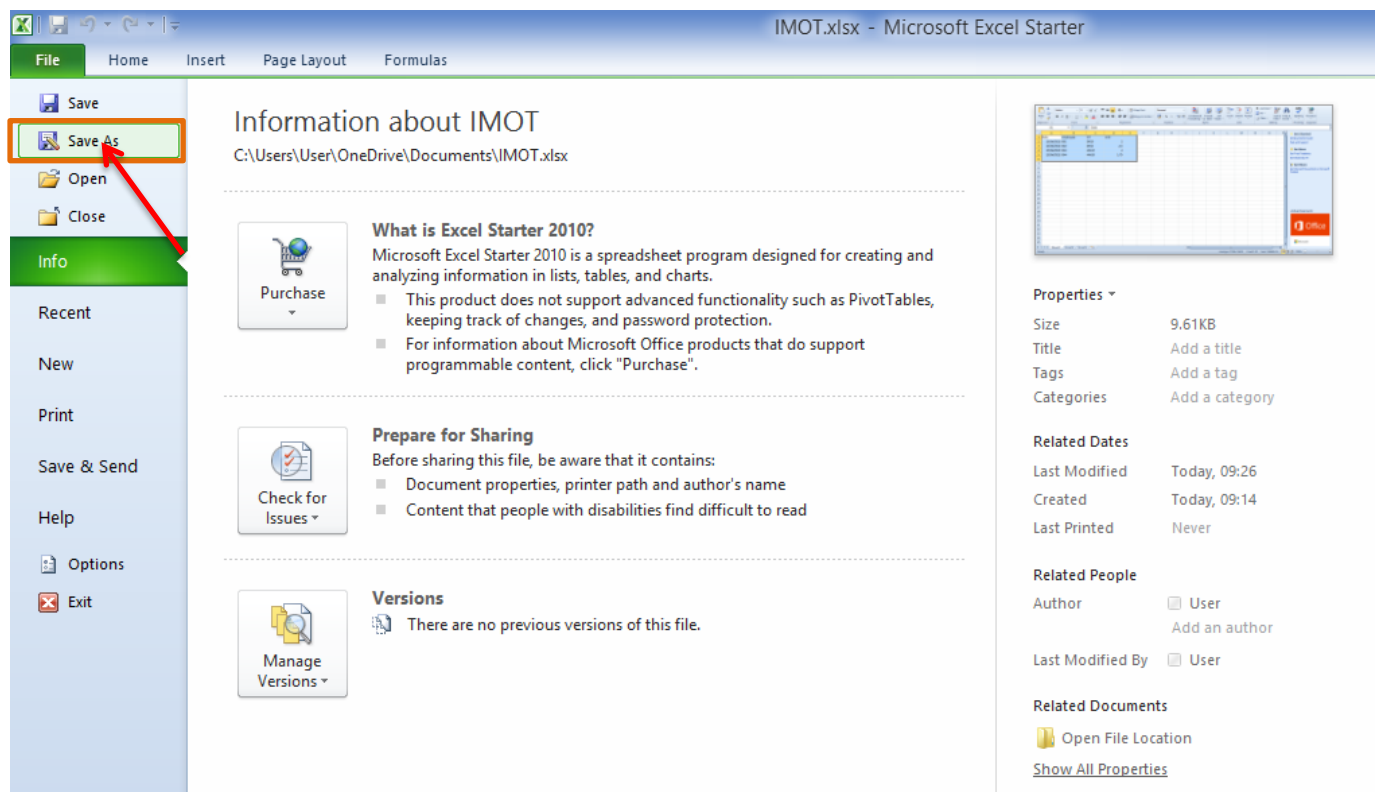
OT = Code of Overtime that created in Maintain Overtime

Unit = Work Unit (count 2.50 = 150 minutes/2 and a half hours)

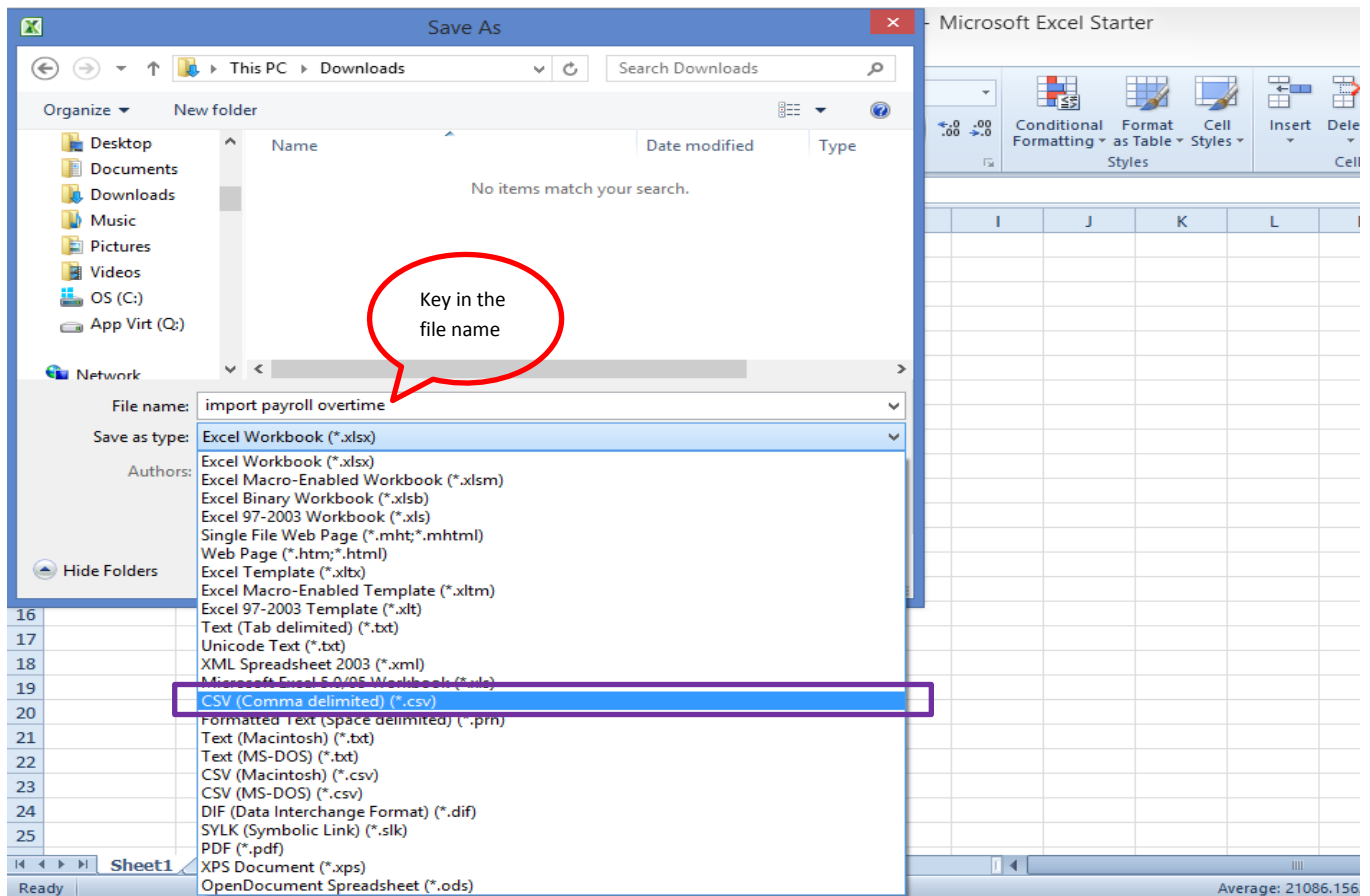
After done the table, go to file,

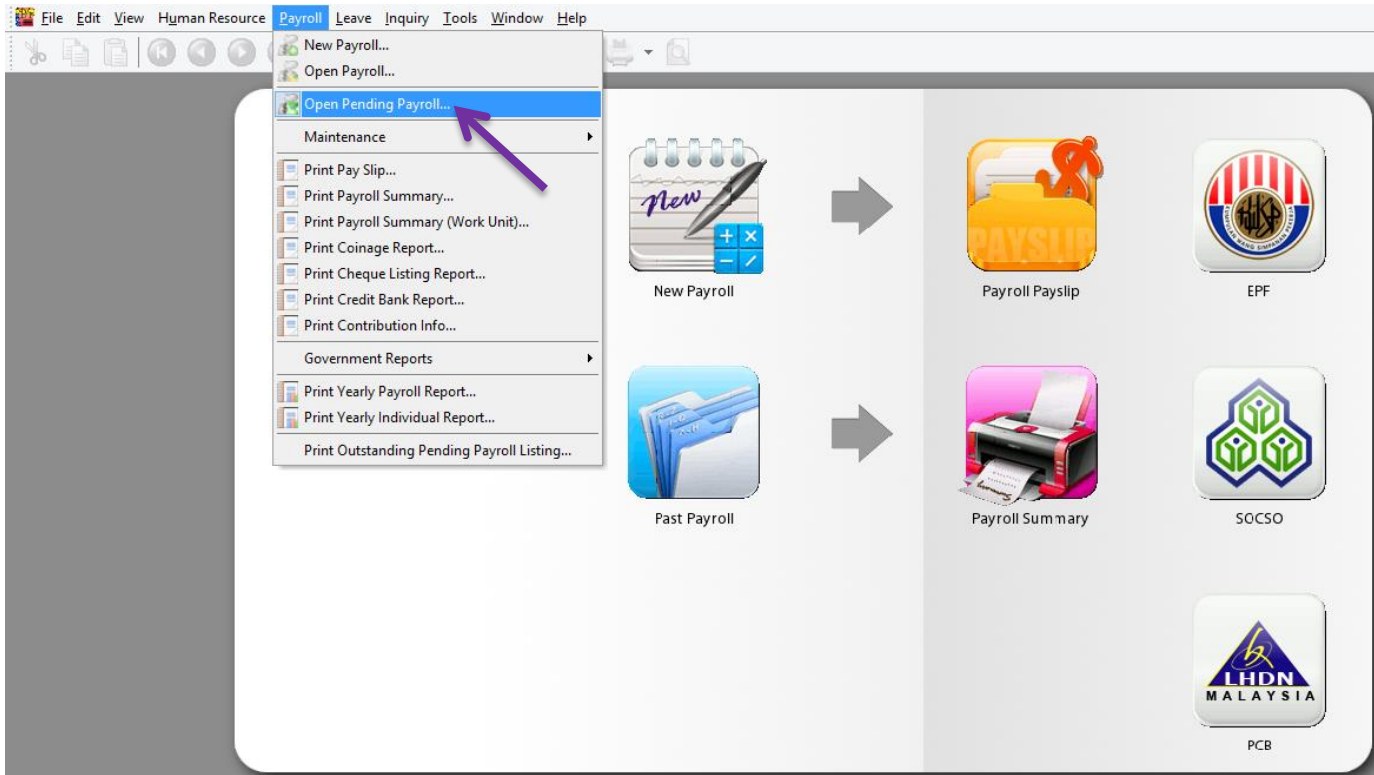


Click on Save as,

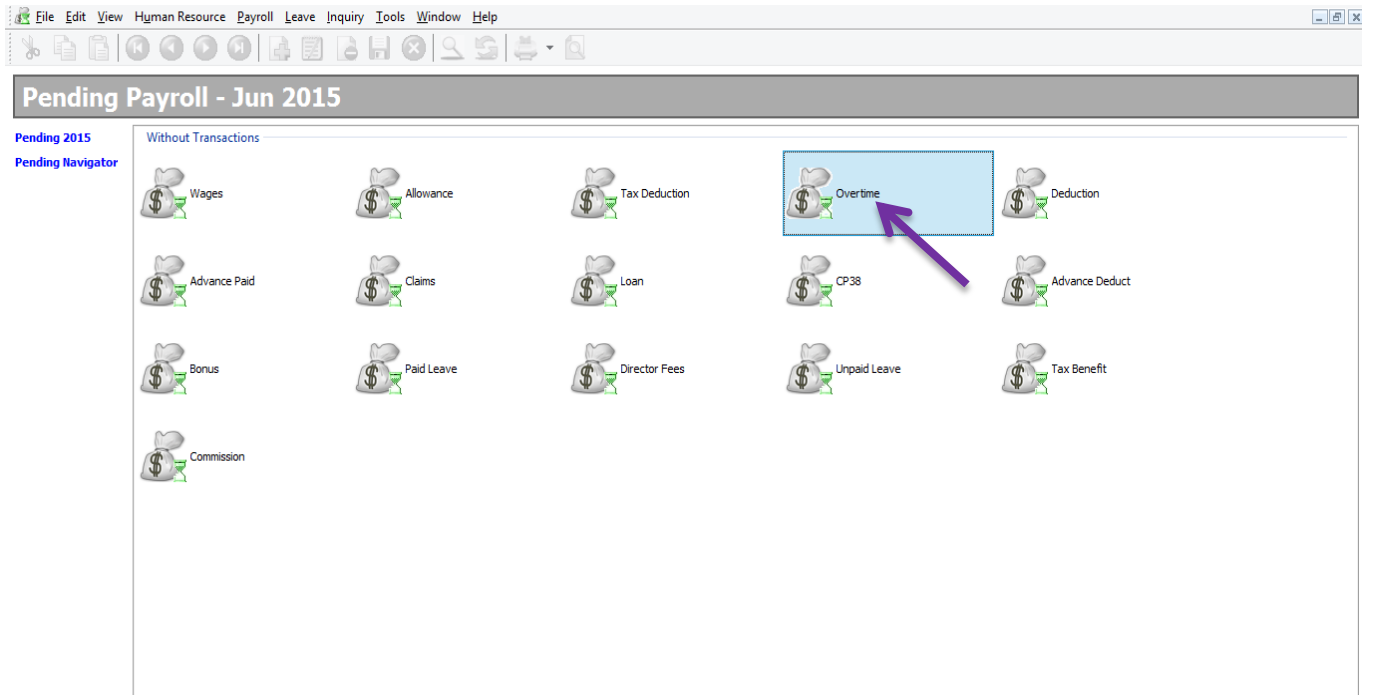


Make sure select the CSV file type,



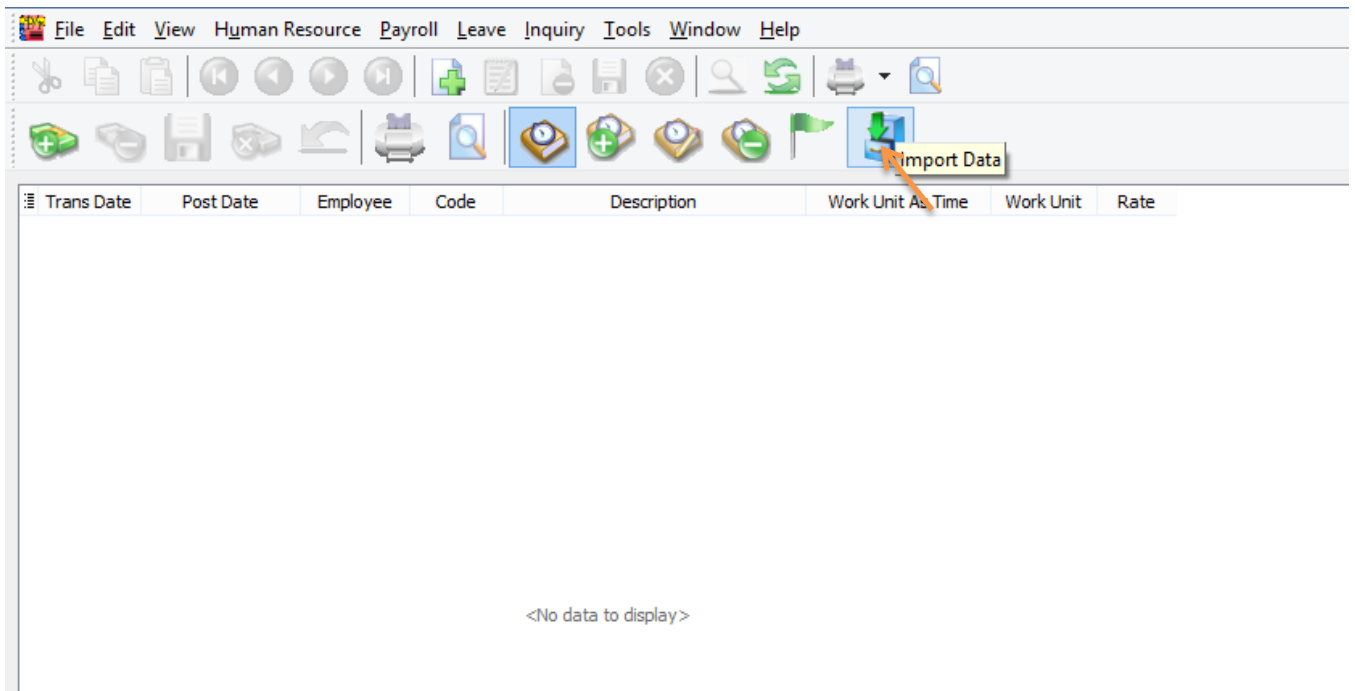


Double click on the overtime,

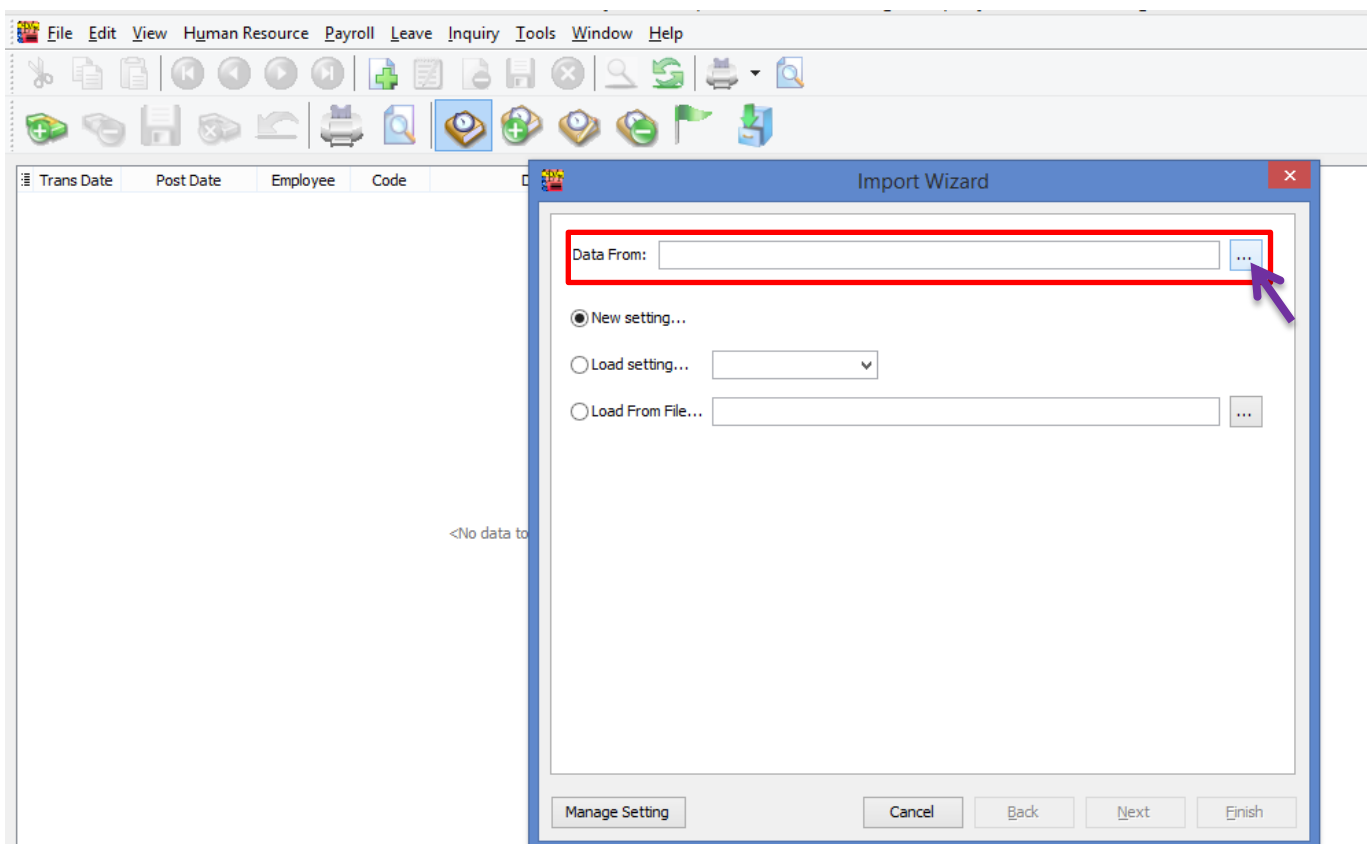


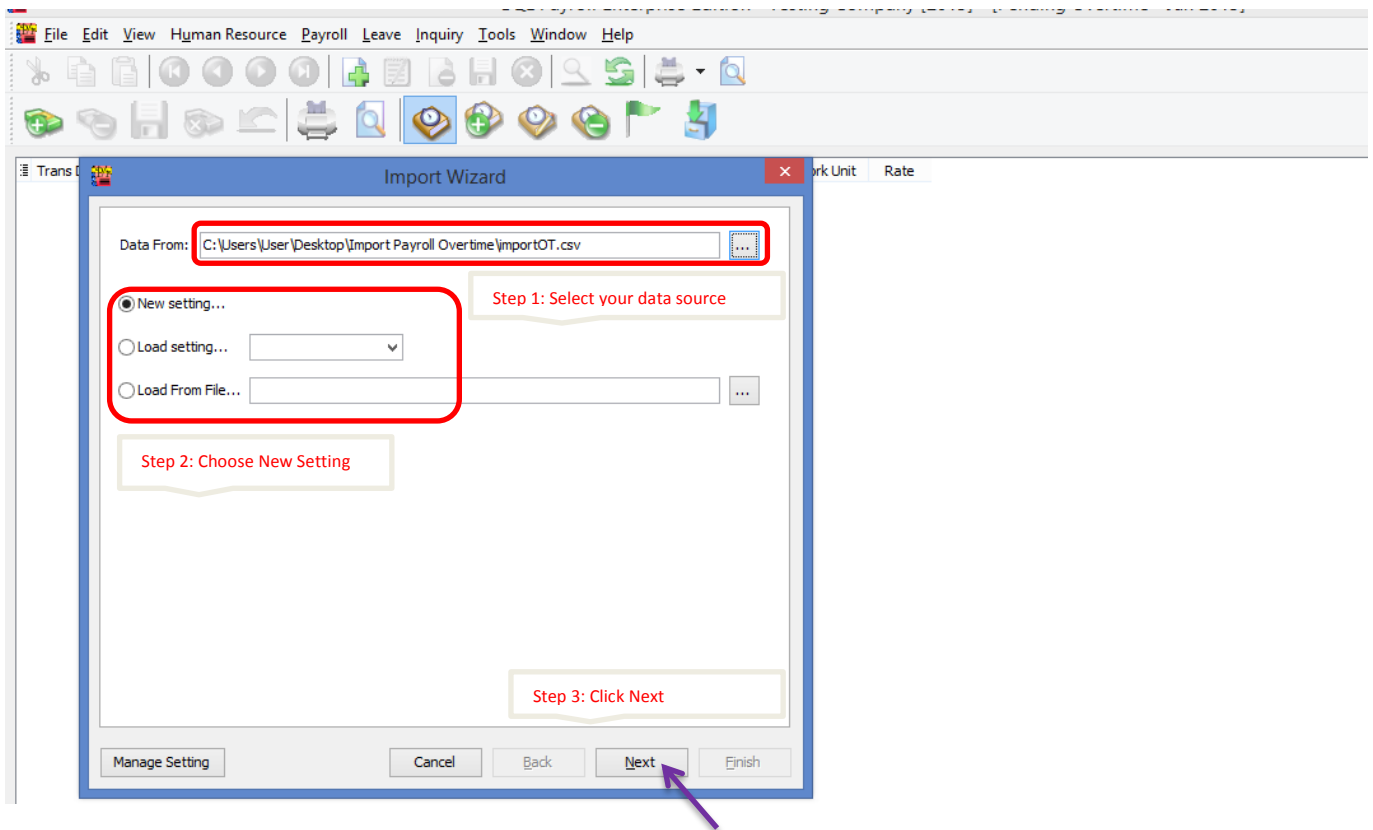
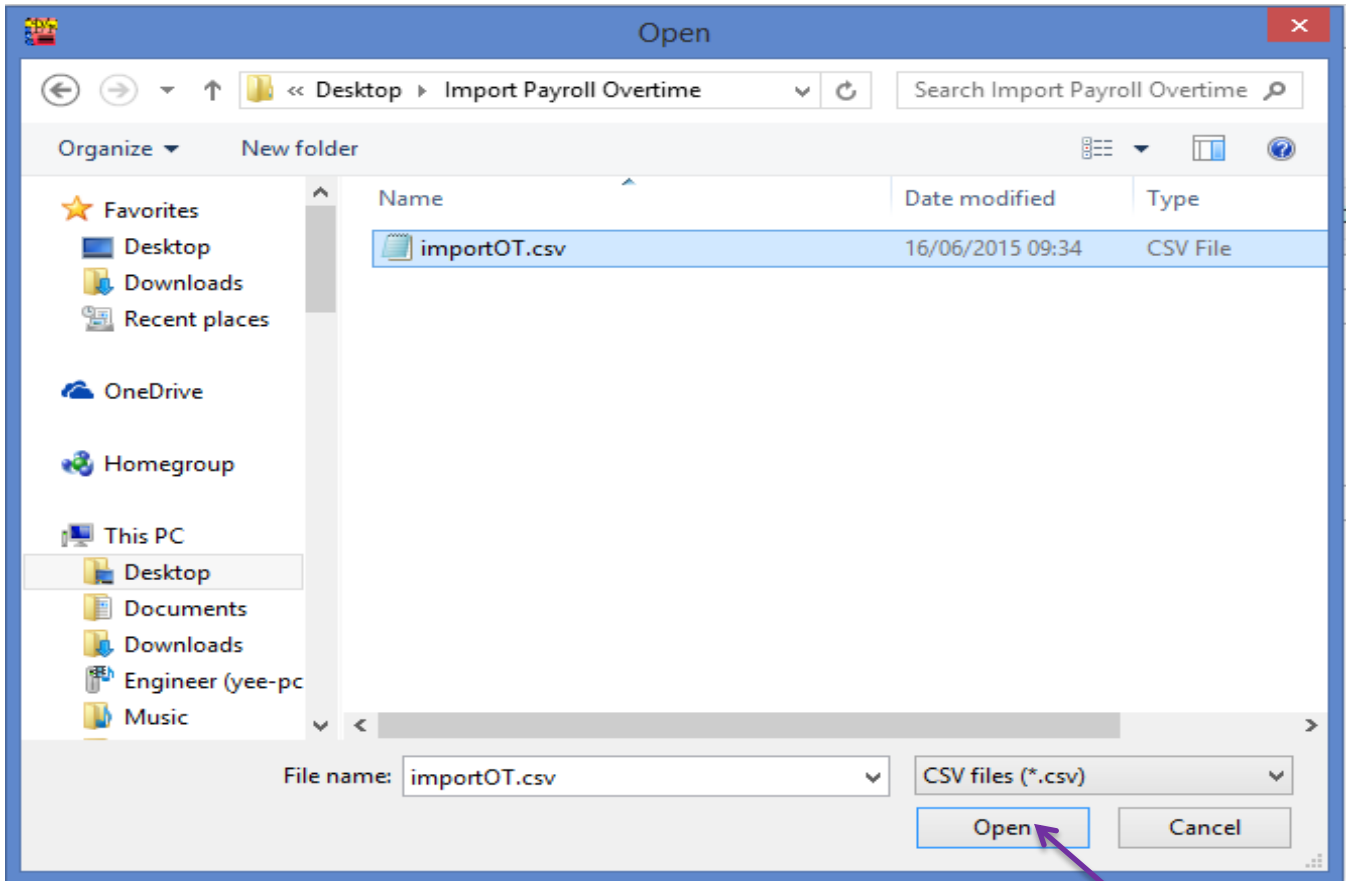
[Show All Pending Payroll](#)

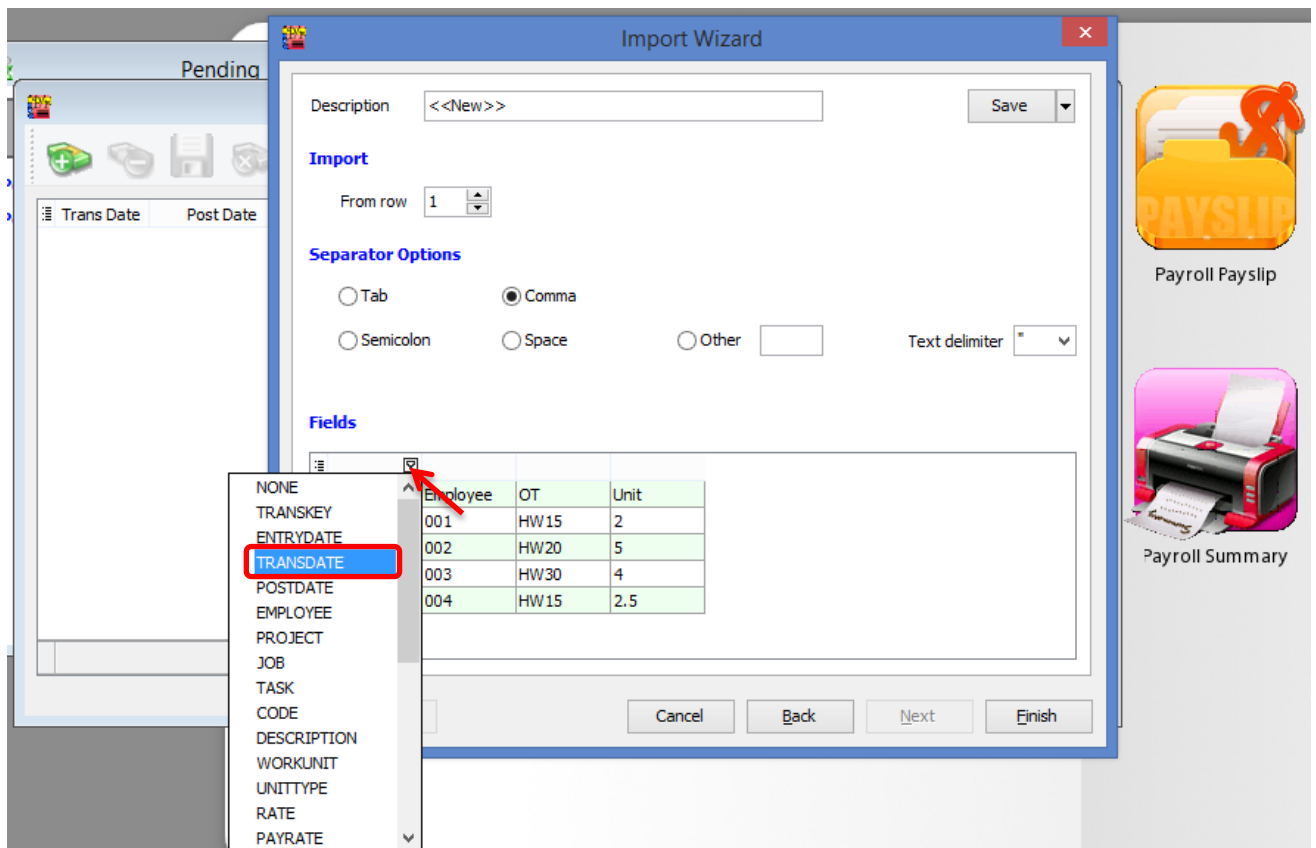
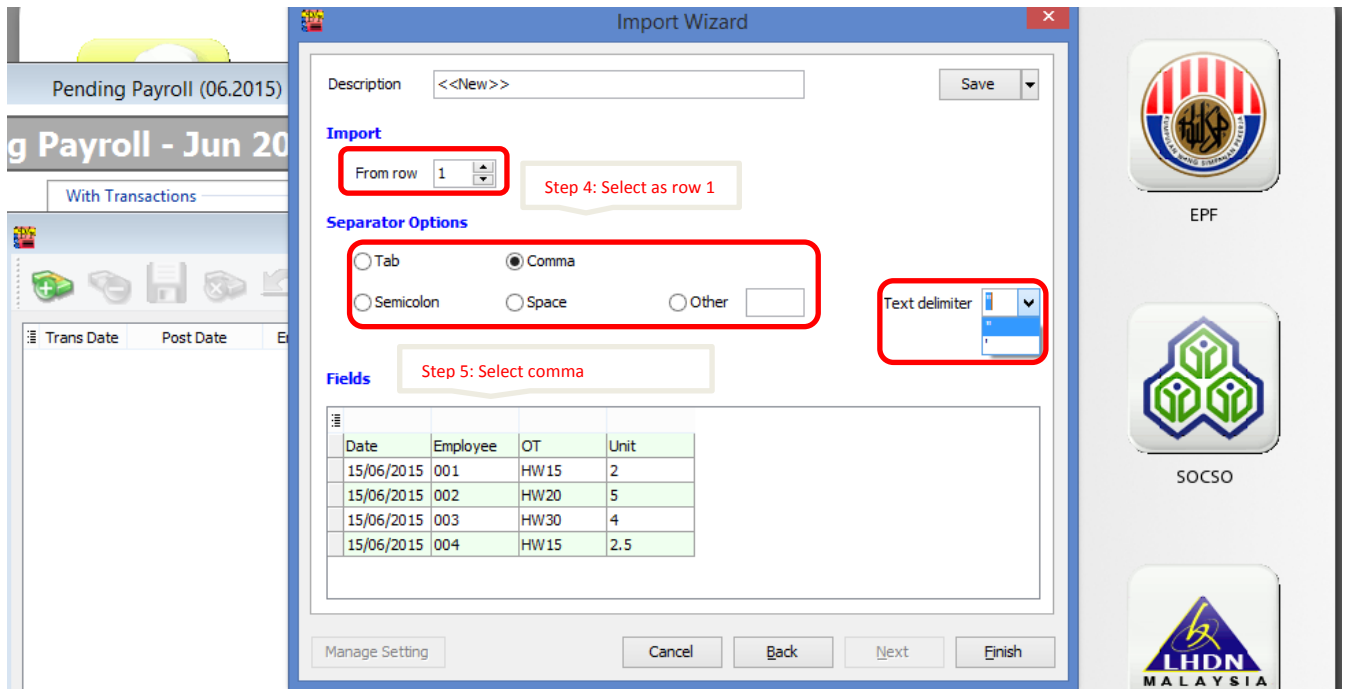
Click on the import date icon,



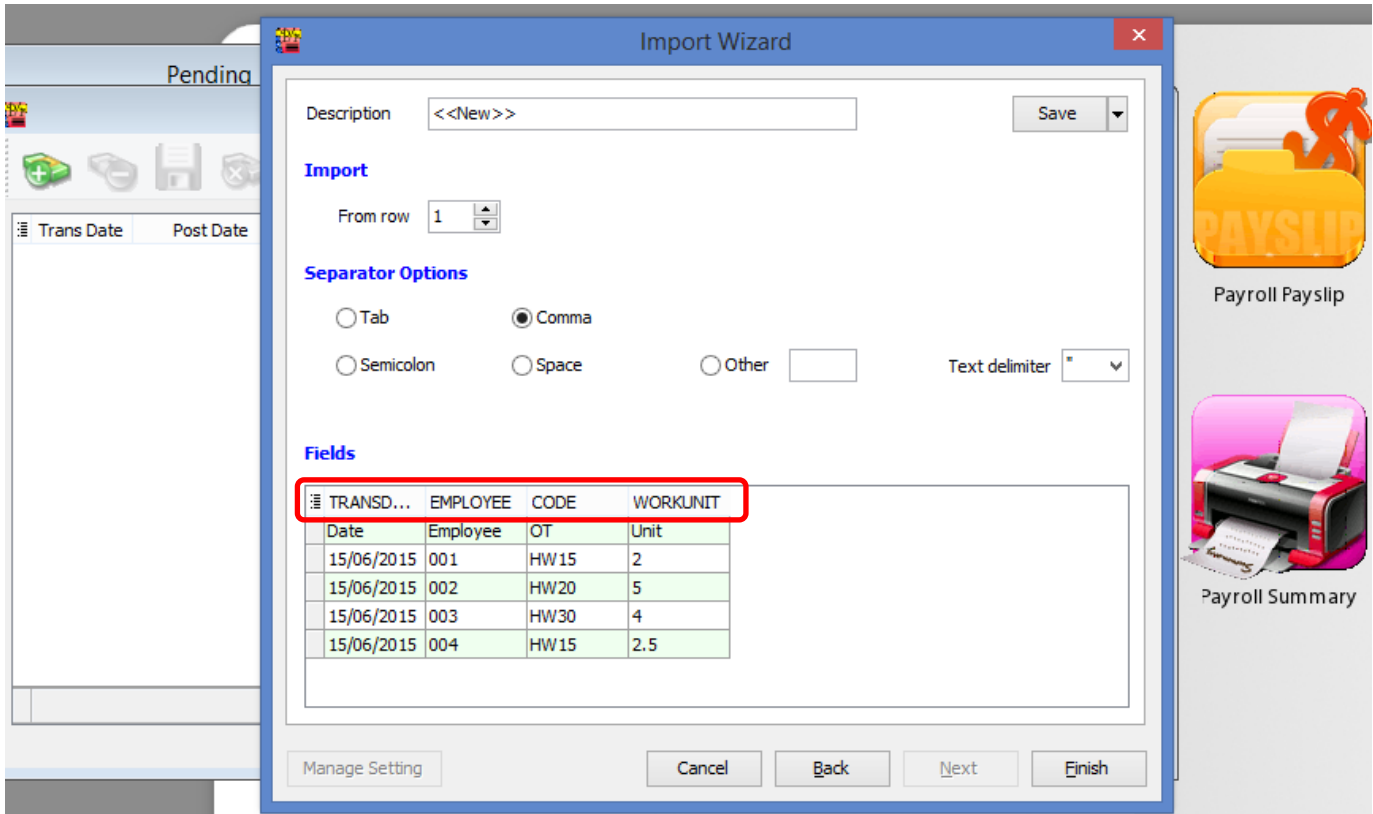
Click on the ... (3 dots button) to select your data source,







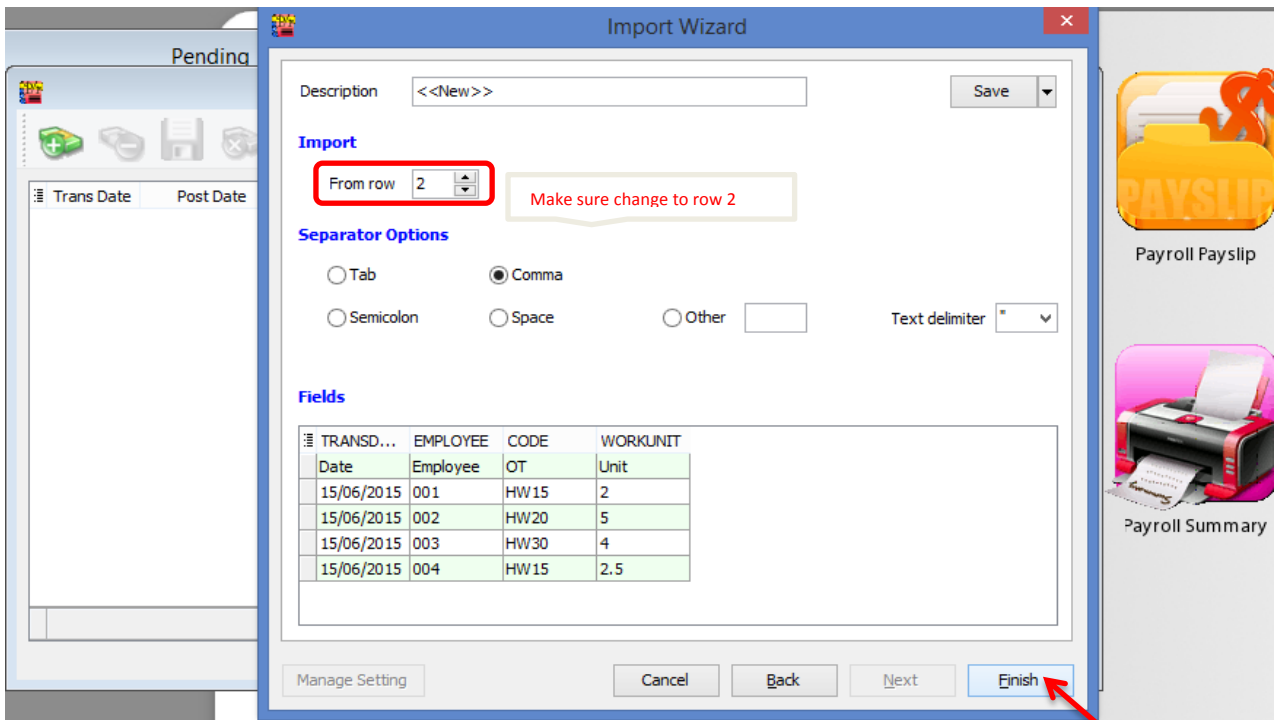
Make sure you have select all the fields for the date, employee, code & workunit.



Payroll Payslip



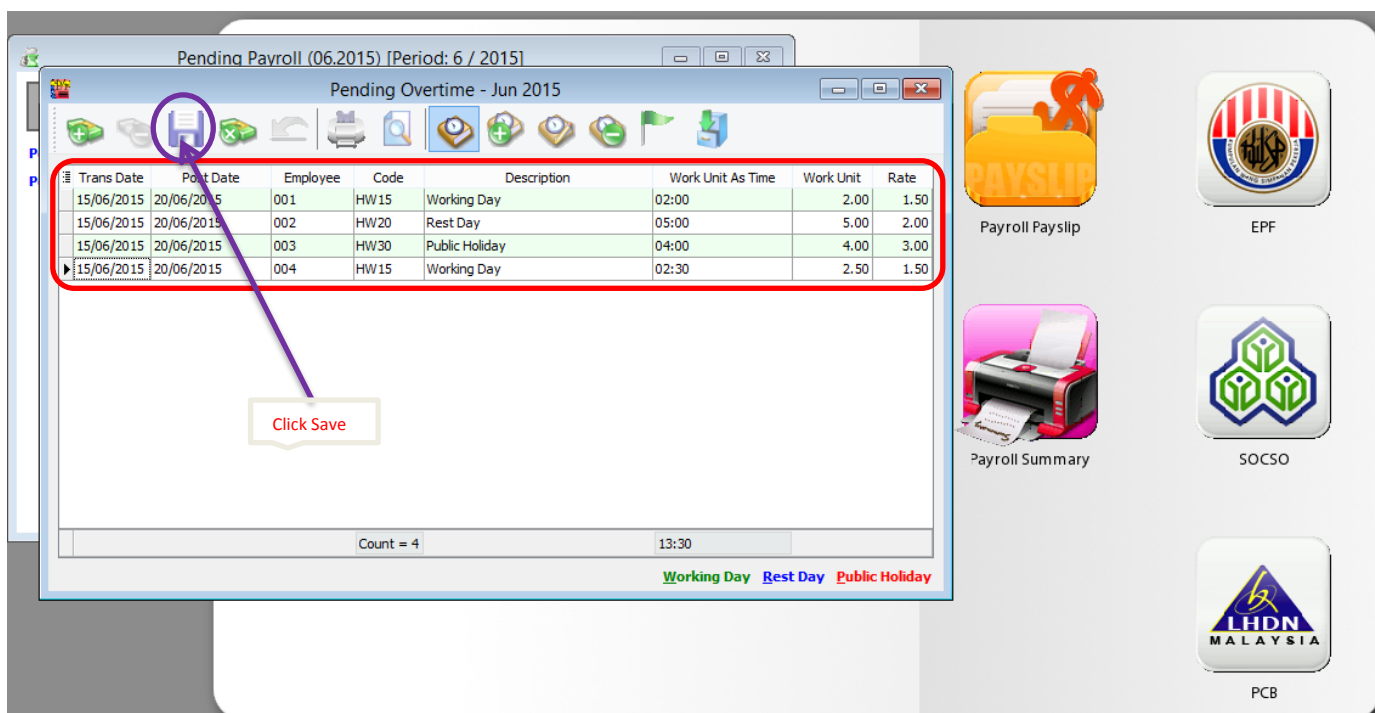
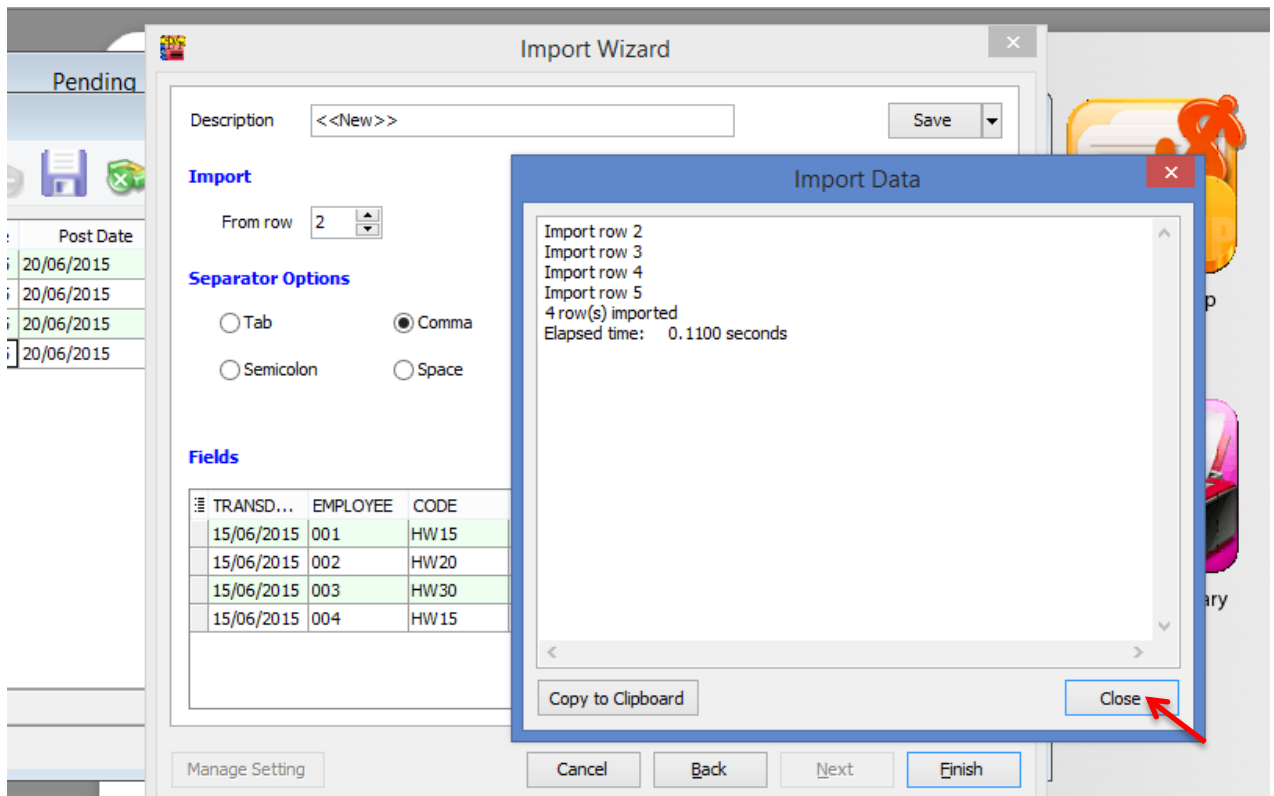
Payroll Summary



Payroll Payslip



Payroll Summary



Done.