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



Click on New

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<u>File Edit View Human Resource Payroll Leave Inqui</u>	y <u>T</u> ools <u>W</u> ind	low <u>H</u> elp			
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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.

<u>Eile Edit View Human Resource Payroll Leave Inqu</u>	ry <u>T</u> ools <u>W</u> indov	v <u>H</u> elp		
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Do the same steps for other overtime type will do.

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DR 30	Public Holiday	3.00	✓	Delete
HW15	Working Day	1.50	✓	
HW20	Rest Day	2.00	✓	
HW30	Public Holiday	3.00	✓	
7				More

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



Click process,

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Final	- To process the month FINAL payroll - Transaction Posting Year: 2015 Month: 6 Payroll Transaction
Frequency	Process Date: 30/06/2015 ↓ Process From: 01/06/2015 ↓ To 30/06/2015 ↓
\$	Description Description 1: Month End (06.2015)
Ad Hoc	Description 2:
	Ref 1:
	Ref 2:
	Include Default Wages/Allowance/Deduction in addition to Pending Transactions

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

ile <u>E</u> di	it <u>V</u> iew H <u>u</u> man R	esource <u>P</u> ayroll <u>L</u> eave	e <u>I</u> nquiry <u>T</u> ools <u>W</u> indo	ow <u>H</u> elp			
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002	KOO KIAN KEAT			M	onth End	(06 2015) - Jun 2015
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004	WONG CHUN HAN						
005	YAP KIM HOCK						
			Print Pay Slip	Print EPF Borang A			
			Print Payroll Summary	Print SOCSO Borang 8A			
			Print Payment Summary	Print Income Tax CP39			
5							
Process I	lissing Employee						

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

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004	WONG CHUN HAN	Wages:	3.000.00	Loan:	-	LEE CHONG	WAT		
005	YAP KIM HOCK	Allowance:	530.00	Deduction:	-	Month End (06	5.2015)		
		Overtime:	-	EPF:	390.00	Employer EPF:	461.00		
		Commission:	-	SOCSO:	14.75	Employer SOCSO:	51.65		
		Claims:	-						
		Paid Leave:	-						
		Director Fees:	-	CP38:	-	Computerized C	alculation		
		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)	- ‡
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Process N	lissing Employee								

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

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005	YAP KIM HOCK	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:	-						
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		Bonus:	-	Unpaid Leave:	-	PCB: Print PCB	-	C1	
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		Overtime:	-	EPF:	390.00	Employer EPF:	461.00		
		Commission:	-	SOCSO:	14.75	Employer SOCSO:	51.65		
		Claims:	-						
		Paid Leave:	-						
		Director Fees:	-	CP38:	-	Computerized Ca	alculation		
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5				Count =	-				

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

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005	YAP KIM HOCK			-				
		Allowance:	530.00	Deduction:	-	Month End (U6	.2015)	
		Overtime:	-	EPF:	390.00	Employer EPF:	461.00	
		Commission:	-	SOCSO:	14.75	Employer SOCSO:	51.65	
		Claimet			·			
		Paid Leave:	-					
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		Bonus:	-	Unpaid Leave:	-	PCB: Print PCB	-	C1
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		Gross Pay:	3,530.00	Gross Deduct:	404.75	Gross Net Pay:	3,125.25	(Adjustment) - 🗧
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5				count =	-			-

Select the code that you created,

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003	NICOLE										
004	WONG CHUN HAN	Wages:	3,000.00	L <u>o</u> an:		-	LEE CHONG WAI				
005	YAP KIM HOCK	Allowance:	530.00	Deduction	n:	-	Month End (06.2015))			
		Overtime:	-	EPF:		Code		Description			
				1			Default Overtime				
		Commission:	-	SOCSO:	DR05		1/2 Rest Day				
		Claims:	-		DR 10		1.0 Rest Day				
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		Director Fees:	-	CP38:	HW20		Rest Day				
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5					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,

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003	NICOLE								
004	WONG CHUN HAN	Wages:	3,000.00	L <u>o</u> an:	-	LEE CHONG	WAI		
005	YAP KIM HOCK	All	520.00	Deductions		Month End (0)	5 2015)		
		Allowance:	530.00	Deduction:	-	Month End (U	5.2015)		
		Overtime:	43.27	EPF:	394.00	Employer EPF:	466.00		
		Commission:	-	SOCSO:	14.75	Employer SOCSO:	51.65		
		Claims:	-						
		Paid Leave:	-						
		Director Fees:	-	CP38:	-	Computerized C	alculation		
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		▶ 13/06/2015 3	30/06/2015 00	1 HW15	Working Day		2.00 1.50	14.42	43.27
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≥ 001	LEE CHONG WAI	Entry Date	Employee, ADDRESS2	Employee.CONTRIB	Employee.LEAVEGROUP	
002	KOO KIAN KEAT	 Trans Date 	Employee.ADDRESS3	Employee.FREQUENCY	Employee.PASSWD	
003	NICOLE	Post Date	Employee.ADDRESS4	Employee.PAYMENTMETHOD	Employee.PHOTO	
004	WONG CHUN HAN	, 🗹 Employee	Employee.PHONE1	Employee.BANK	Employee.NOTE	
005	YAR KIM HOCK	Project	Employee.PHONE2	Employee.BANKACCNO	Employee.ATTACHMENTS	
005	TAP KIM HOCK	Job	Employee.MOBILE	Employee.EPFNO	Employee.ROWVER	
		Task	Employee.EMAIL	Employee.NK	Project.AUTOKEY	
		Code	Employee.NEWIC	Employee.INITIAL	Project.CODE	
			Employee.OLDIC	Employee.SOCSONO	Project.DESCRIPTION	
		Work Unit As Time	Employee.PASSPORT	Employee.SOCSOTYPE	Project.ISDEFAULT	
			Employee.IMMIGRATIONNO	Employee.TAXCATEGORY	Project.ISACTIVE	
		Rate	Employee.BRANCH	Employee. TAXBRANCH	Project.ATTACHMENTS	
		Pay Rate	Employee.HRGROUP	Employee. TAXNO	Project.ROWVER	
			Employee.DEPARTMENT	Employee DISABLED		
		L SOCSO		Employee EASERIALNO		
			Employee 10B	Employee SPOLISENAME		
			Employee.TASK	Employee, SPOUSEADDRESS1		
		AOT	Employee.COUNTRY	Employee, SPOUSEADDRESS2	Job.ATTACHMENTS	
			Employee.RACE	Employee.SPOUSEADDRESS3	Job.ROWVER	
			Employee.CALENDAR	Employee.SPOUSEADDRESS4	Task. AUTOKEY	
		- Day Type	Employee.JOBTITLE	Employee.SPOUSEPHONE1	Task.CODE	
		Employee.AUTOKEY	Employee. JOINDATE	Employee.SPOUSEPHONE2	Task.DESCRIPTION	
		Employee.CODE	Employee.CONFIRMDATE	Employee.SPOUSEMOBILE	Task.ISDEFAULT	
		C Employee.NAME	Employee.RESIGNDATE	Employee.SPOUSETAXBRANCH	H Task.ISACTIVE	
	•	Employee.NAME2	Employee.MARITALSTATUS	Employee.SPOUSETAXNO	Task.ATTACHMENTS	
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		I 15/06/2015 30/06/20	015 001 Default Overtim	ne 02:00	2.00 1.00 115.38	230.77
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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.

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E Code	Name	Welcome 001
> 001 002 003	LEE CHONG WAI KOO KIAN KEAT	
004	WONG CHUN HAN	Wages: 3,000.00 Loan: - I FE CHONG WAT
005	YAP KIM HOCK	Allowance: 530.00 Deduction: - Month End (06.2015)
		Overtime: 259.62 EPF: 418.00 Employer EPF: 494.00
		Commission: SOCSO: 14.75 Employer SOCSO: 51.65
		Claims: -
		Paid Leave: -
		Director Fees: CP38: Computerized Calculation
		Bonus: - PCB: Print PCB - C1
		Advance Paid: - Advance Deduct: - Gross Zakat: -
		Gross Pay: 3,789.62 Gross Deduct: 432.75 Gross Net Pay: 3,356.87 (Adjustment)
		Net Pay: 3,356.87
		Overtime Commission Claim
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		🗄 Trans Date Post Date Employee Code Description Work Unit As Time Work Unit Rate Pay Rate Amount
		I 15/06/2015 30/06/2015 001 Default Overtime 02:15 2.25 1.00 115.38 259.62
5		Count = 1 00:00 -

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

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04	WONG CHUN HAN	Wages:	3,000.	00 L <u>o</u> an:		-	LEE CHO	NG WAI				
)5	YAP KIM HOCK	Allowance:	530.0	00 Deductio	n:	-	Month End	(06.2015)				
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		Paid Leave:		-								
		Director Fees:		- CP38:		-	Computerize	d Calculatio	on			
		Bonus:		- Unpaid L	.eave:	-	PCB: Print PC	в	-	C1		
		Advance Paid:		- Advance	Deduct:	_	Gross Zakat:	_	_			
		Gross Pay:	3,638.	17 Gross De	educt:	415.75	Gross Net Pay	: 3	,222.42	(Adjustment)		
							Net Pay:	3,22	2.42			
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		13/06/2015	30/06/2015	001	HW15	Working Day	ipuon	2.00	1.50	14.42	43.27	
		I 13/06/2015 3	30/06/2015	001	HW 15	Working Day		3.00	1.50	14.42	64.90	
										-		

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

Eile Edit View	H <u>u</u> man Resource	e <u>P</u> ayroll <u>L</u>	eave <u>I</u> nqui	ry <u>T</u> ools	<u>W</u> indow	<u>H</u> elp					
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	J	13/06/2015	30/06/2015	001	HW15	Working Day		3.00	1.50	14.42	64.90
5					Count =	2					43.27
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Done.

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

Eile Edit View Human Resource Payroll Leave Inquiry Tools Window Help 🗞 🔓 🕼 🕼 🕜 🕜 🧖 New Payroll... 5 • 6 R Open Payroll... Open Pending P Maintenance) Print Pay Slip... Print Payroll Summary... Print Payroll Summary (Work Unit)... Print Coinage Report... Print Cheque Listing Report... New Payroll Payroll Payslip FPF Print Credit Bank Report... Print Contribution Info... Government Reports • Frint Yearly Payroll Report... Fint Yearly Individual Report... Print Outstanding Pending Payroll Listing... socso Past Payroll Payroll Summary PCB

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



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st Date Employee Code Description Work Unit RATE
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Employee	Employee.ADDRESS3	Employee.FREQUENCY	Employee.PASSWD	
Project	Employee.ADDRESS4	Employee.PAYMENTMETHOD	Employee.PHOTO	
] Job	Employee.PHONE1	Employee.BANK	Employee.NOTE	
] Task	Employee.PHONE2	Employee.BANKACCNO	Employee.ATTACHMENTS	
Code	Employee.MOBILE	Employee.EPFNO	Employee.ROWVER	
Description	Employee.EMAIL	Employee.NK	Project.AUTOKEY	
Work Unit	Employee.NEWIC	Employee.INITIAL	Project.CODE	
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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.

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

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15/06/201	5 15/06/2015	002	HW15	Working Day	03:00	3.00	1.50	
15/06/201	5 15/06/2015	003	HW15	Working Day	01:45	1.75	1.50	
15/06/201	5 15/06/2015	004	HW15	Working Day	02:00	2.00	1.50	
▶ 15/06/201	5 15/06/2015	005	HW15	Working Day	01:30	1.50	1.50	

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

Eile Edit View Human Resource Payroll Leave Inquiry Tools Window Help



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Frequency	Process From: 01/06/2015 V To 30/06/2015 V
Ad Hoc	Description 1: Month End (06.2015) Description 2:
	Ref 1:
	Include Default Wages/Allowance/Deduction in addition to Pending Transactions Process

Double click on the employee's name or code,

ile Edi	t <u>V</u> iew H <u>u</u> man Re	esource <u>P</u> ayroll <u>L</u> eav	ve <u>I</u> nquiry <u>T</u> ools <u>W</u> indo	ow <u>H</u> elp		<i>6</i> ×
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Code	Name	Welcome				x
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004	WONG CHUN HAN	-				
005	YAP KIM HOCK	1				
			Print Pay Slip	Print EPF Borang A		
			Print Payroll Summary	Print SOCSO Borang 8A		
			Print Payment Summary	Print Income Tax CP39		
5						
Process	Aissing Employee					
1 OCCSS I	issing chiployee					

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

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I Code	Name	Welcome 001	002					
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		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 C	alculation	
		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.

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Code	Name	Welcome 001	002								
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003	NICOLE										
004	WONG CHUN HAN	Wages:	3,000.00	L <u>o</u> an:	-	LEE CHO	NG WAI				
05	YAP KIM HOCK	Allowance:	530.00	Deduction:	-	Month End	(06.2015)				
		Overtime:	54.09	EPF:	396.00	Employer EPF	: 468.00				
		Commission:	-	SOCSO:	14.75	Employer SOC	SO: 51.65				
		Claims:	-								
		Paid Leave:	-								
		Director Fees:	-	CP38:	-	Computerize	ed 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)	- \$		
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Eile Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Done.

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



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,

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Click on Save as,



Make sure select the CSV file type,

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	Excel Workbook (*.xlsx)	_						
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Double click on the overtime,



Show All Pending Payroll

Click on the import date icon,

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

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

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	15/06/2015 20/06/2015	003	HW30	Public Holiday	04:00	4.00	3.00		
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