

Pay Easy

User Guide

BOCI-Prudential Trustee Limited
Version 5.1e

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1. Introduction

The system is a payroll system tailor-made for small and medium size companies. It is simple to use, but yet retains flexibility that can be customized to suit the users' own need.

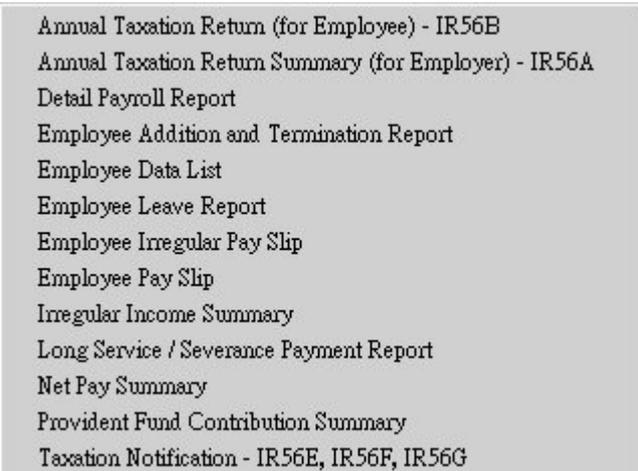
1.1 Employer's responsibility with MPF

Starting from 1st December 2000, both employer and employees have to contribute 5% of their relevant income for the Mandatory Provident Fund (MPF). The employer is responsible for ensuring that all the MPF contribution amount are calculated correctly, and the contribution is submitted on time to the Trustee (the organization that administrate your provident fund). According to MPF Ordinance, the employer has to pay surcharge on all late contributions.

The system automatically calculates the MPF contributions and surcharge according to the regulations set by MPFA (Mandatory Provident Fund Schemes Authority).

1.2 Comprehensive Reporting

There are 16 useful reports available under "Reporting" for the employer in the system. Examples include the Detailed Payroll Report, Employee Pay Slip, Employee Data List and Employee Addition and Termination Report. The following screen displays the list of available reports:



Annual Taxation Return (for Employee) - IR56B
Annual Taxation Return Summary (for Employer) - IR56A
Detail Payroll Report
Employee Addition and Termination Report
Employee Data List
Employee Leave Report
Employee Irregular Pay Slip
Employee Pay Slip
Irregular Income Summary
Long Service / Severance Payment Report
Net Pay Summary
Provident Fund Contribution Summary
Taxation Notification - IR56E, IR56F, IR56G

There are also some internal reports that can be generated in the system, examples include Payroll Override Report and Termination Report.

1.3 Annual tax return to the Government

Annual tax return to the Hong Kong Government (IR 56B) is also generated by the system in both hard copy and soft copy format. Moreover, the IRD Form for employee who is about to commence employment, to depart from Hong Kong and to cease employment (i.e. IR56E, IR56F, IR56G) can also be generated by the system.

The soft copy of IR56B (not the hard copy) and hard copy of IR56E, IR56F and IR56G have been submitted to the Inland Revenue Department (IRD) of the HKSAR and it was approved by the IRD.

1.4 Direct interface to bank's auto-pay system

The system allows you to auto-pay your employees and MPF Trustee. An uploading function allows you to create an auto-pay diskette for your own bank. The system supports many major banks in Hong Kong.

1.5 Direct interface to MPF Administration System

The system directly interfaces with a number of Administration System including MPF-Pro System, an MPF administration system developed by Progressive Technology Limited and is being used by most of the MPF trustees in Hong Kong. Employee details and MPF contributions can be transferred electronically to MPF-Pro, which is fast, efficient, and accurate.

1.6 Support both Chinese and English

The system supports both Chinese and English. You can switch to your desired language at any point of time.

1.7 Other features

Other features include employee leave handling and estimated long service payment inquiry.

1.8 Future upgrade

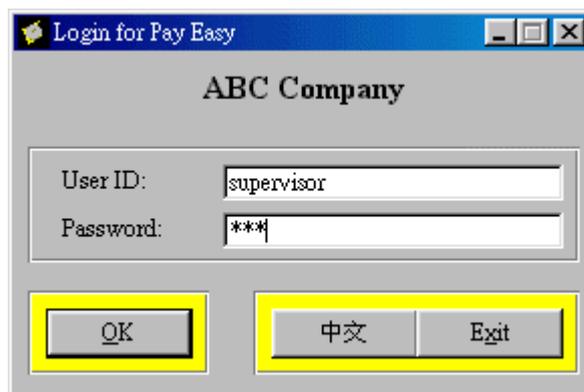
If there is any Government regulation change regarding MPF, same changes will be applied to the system if it is payroll related. BOCI-Prudential Trustee Ltd. will make such future upgrade and support available.

2. Starting the system

2.1 Login

To start the system, follow the procedure:

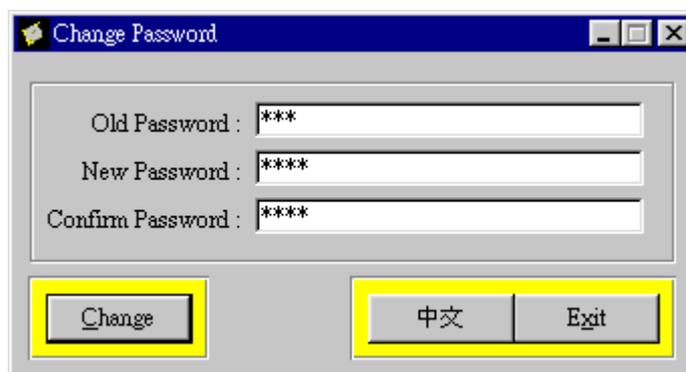
1. In Window's Start menu, choose "Program", then choose "Pay Easy", click the mouse and the login dialog box will appear as follows:



2. Enter the login password.

If this is your first time using the system, you should enter the password given to you by BOCI-Prudential Trustee Ltd. Press "OK" button to continue. The system will prompt you to change the password. Change your password and remember it. You may write it down and store it in a secure place. You will not be able to use the system if you forget your password.

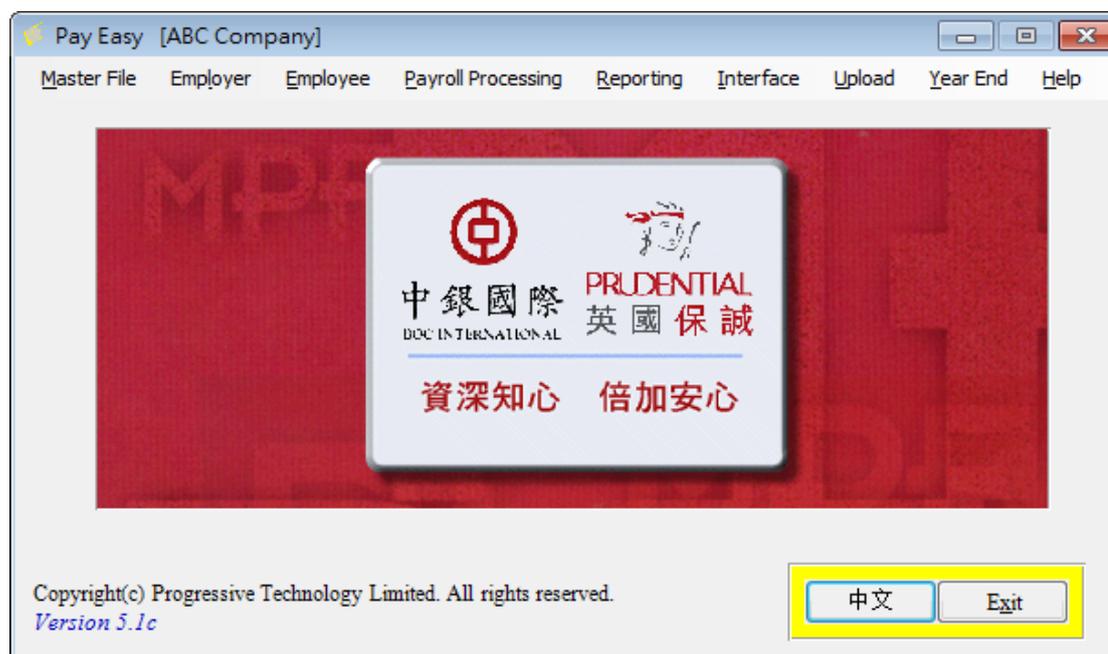
Note: The password input is case sensitive.



To change the login password, see [4.2.1 Login Password](#).

3. Main Menu

After login, the main menu of the system will be shown.



3.1 Menu Bar

It is used to activate all function windows available in the system. The use of these windows will be explained later.

Date format can be changed according to the PC system setting.

3.2 Language Button

Press Language button to switch the display language between English and Chinese (Big-5).

Changing the display language will affect the outlook of the windows, the label of the fields displayed on the screens, reports as well as the on-line help. However, you can still enter data in either Chinese or English regardless of the language you have selected.

This “Language” button is available for all windows in the system.

For reading Chinese data field label, the system should be installed in Chinese Windows 2000/XP/Vista/7(32 bits/64 bits).

3.3 Exit Button

To quit the system, press “Exit” button in the main menu.

3.4 Help

If you have any enquiries about the PayEasy system, please call our customer representative through clicking “Help” from the main menu and choose “Hot Line Supports Services”.

4. Master Files

When the system is installed, all of the master files will be loaded with default value. For example, in the Employee Nature Maintenance, P = permanent, T = temporary etc. There is no need for you to set up/modify the master files unless there is a genuine need for doing so.

Special tables such as the MPF regulation master table and termination reason code table **cannot be modified** by you as they will be maintained by the software vendor or Trustee who supplies the system to you.

4.1 How to add, delete or modify a record in the system

There are 2 types of screen in the system, they are the viewer and the browser. Please refer to individual screen when reading the functions described below, not all the keys listed below are applicable to every screen.

Example of a viewer – most viewers allow you to add one record at a time

Employee Personal Information [Date format:DD/MM/YYYY]

Input specific employee for processing input and press enter

HKID/Passport: English Name: Staff ID: Search

Personal Details

English Name: Surname: Chan Others: Tai Man Staff ID: 1
Chinese Name: 陳大文 Tel. No.: 21345678 Fax No.: 21345678
 HKID Passport A123456(7) Mobile No.: 98765432 Email: chan@abcmail.com
Marital Status: Single Sex: Male Residential Address Correspondence Address
Date of Birth: 01/01/1960 Flat A 1/F Block A
Date Employed: 01/08/2012 Building: ABC Building
End of Probation: 01/08/2012 Street: 100 Queen's Road
Date Join Voluntary Scheme: District: Central Area: HK
Spouse Name: Subject to HK Tax: Tax File No:
 HKID Passport

Payroll Details

Employee Nature: Permanent Grade: General
Department: ---- Position: Clerk
Pay Method: Cash Pay Type: Regular Pay Cycle: Monthly
Autopay Bank A/C No.: Bank A/C Holder Name: Chan Tai Man
MPF Scheme: 00012345678 [BOCP]
PFund Mandatory: Mandatory Contribution PFund Voluntary: -----

Other Tax Return Data Termination Detail Intra-group Transfer Detail

Save Update Add Delete Cancel 中文 Exit

4.1.1 To add a record in the viewer

1. Press the “Add” button.
2. The fields that required data input will be enabled.
3. You can use the “Tab” key or the mouse to move between fields.
4. When all fields are inputted, do remember to press the “Save” button to save the record, otherwise, the data will be lost. If there is no “Save” button, you can also use Tab to next row to save the record.
5. If there is anything wrong with the input and you want to start all over again, press “Cancel” button then follow by the “Add” button before save.

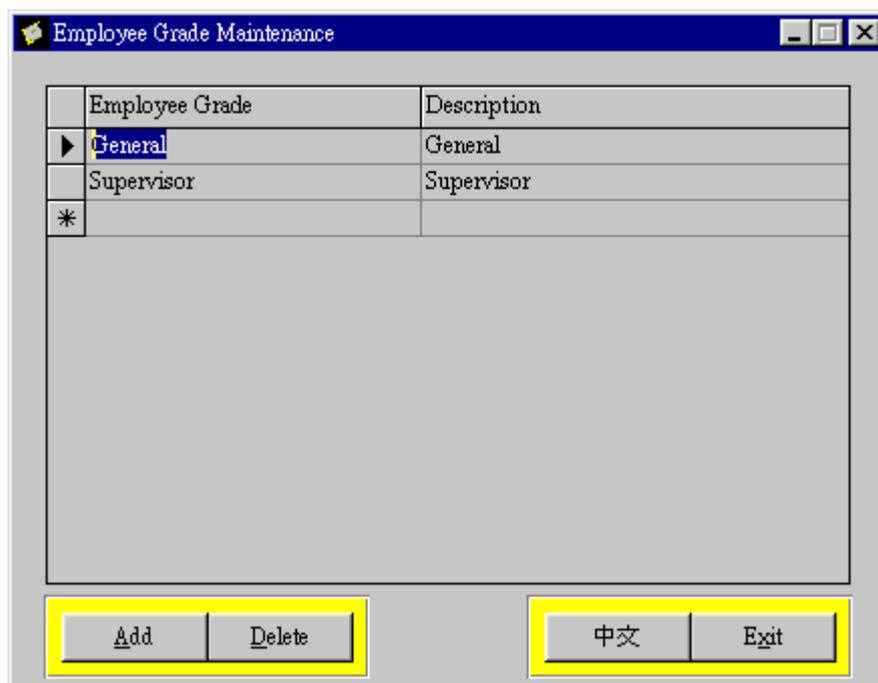
4.1.2 To modify a record in the viewer

1. Retrieve the record that you want to update from the database by either inputting a key (e.g. HKID) or by using the “Search” button to locate the record.
2. After the record is found, press the “Update” button.
3. The fields that can be modified will be enabled.
4. Modify the data and press “Save”.

4.1.3 To delete a record in the viewer

1. Retrieve the record that you want to delete.
2. If the record can be deleted, the “Delete” button will be enabled (i.e. lighted). Press the button and the system will display a confirmation message asking you whether you really want to delete the record.
3. Click “Yes” to proceed the deletion.

Example of a Browser – the browser allows you to add more than one record at a time



4.1.4 To add a record in the browser

1. A browser consists of rows and columns. One row of data represents one record in the database. One record usually consists of one or more fields and a field of a certain column within a certain row is called a cell.
2. Press the “Add” button.
3. The cursor will be moved to a new row marked by a star symbol (*).
4. When you start entering data to any column in the row, the star symbol will be changed to a “pencil” symbol and a new row will be created with a star symbol next to it.
5. Input the required data in all cells of the “pencil” row. You can use the “Tab” or “Enter” key or the mouse to move between columns.
6. When all cells of the row have been inputted, you can either use the mouse to click to any cell in the new row (marked by *), or press “Tab” or “Enter” to go to the first cell of the new row. Once this is done, the record will be saved automatically in the database. **If you have not done this, the inputted data will be lost.**
7. Press “Exit” when you have finished inputting all rows.

4.1.5 To modify a record in the browser:

1. Click to the cell you want to modify.
2. Modify the content of the cell.
3. To save the modified record, you can use the mouse to click to any cell in the new row (marked by *) or press “Tab” or “Enter” until the cursor is at the first cell of the new row.
4. Press “Exit” when finished the modification.

4.1.6 To delete a record in the browser:

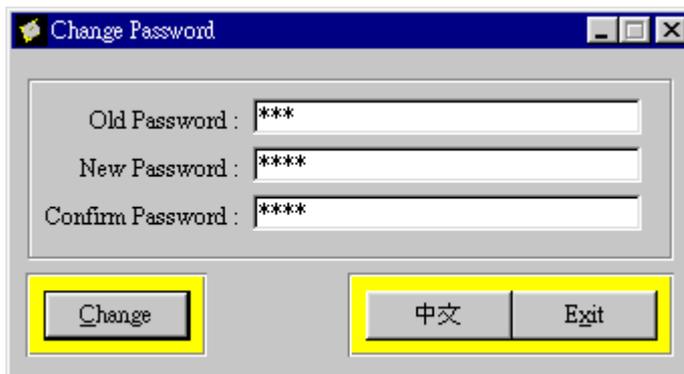
1. Use the mouse to click to the row that you want to delete. Place the cursor at the left most column of the row (the column that the star symbol is placed). The whole row will be highlighted.
2. The current row marker (a right-pointed triangle symbol) will appear on the row that you want to delete.
3. Click the “Delete” button and a confirmation message will appear.
4. If “Yes” is the answer, the record will be deleted.

You cannot delete a date record that is already effective or a master table record that is already used by an employee.

4.2 Master files that can be modified or added by the user

4.2.1 Login Password

It is highly recommended that you change the login password after it has been used for a certain period of time to ensure the security of the payroll data. We also recommend you to set screen saver password so that in case you are away from your desk while using the system, no one can access the payroll data.



To change the login password, do the following

1. Click “Master File Maintenance” in the main menu, then click “Password Change”.
2. Enter the password that you want to change in the New Password text box. Length of the password can be from 1 to 20 (alpha-numeric). All characters are case sensitive (i.e. capital or small letter does matter when you login the system again).
3. Enter the same new password again in the “Confirm Password” text box for reconfirmation.
4. Click “Change” button to complete the change.

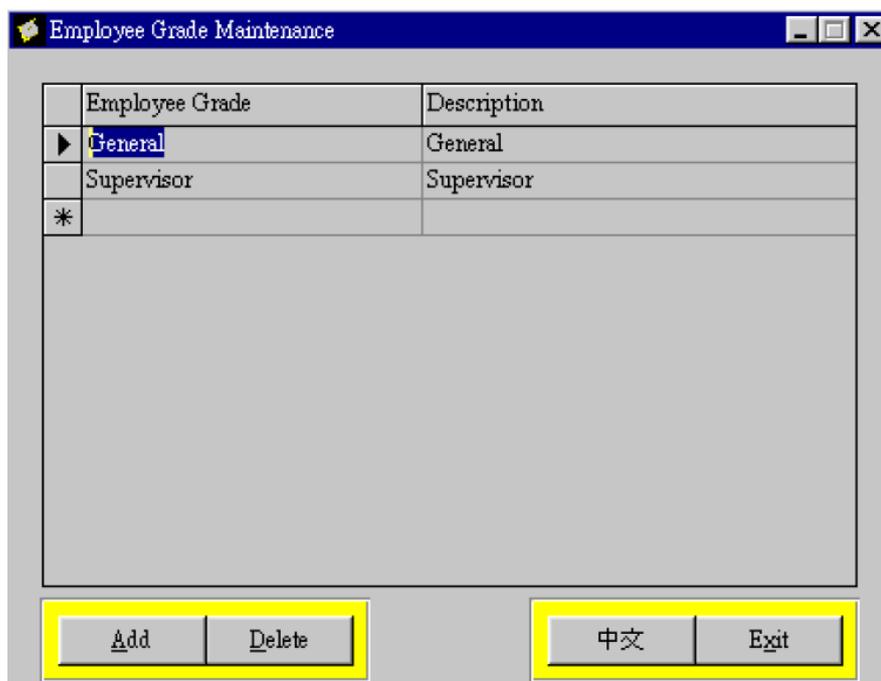
**Do remember your login password and store the password in a secure place.
If you have forgotten the password, consult BOCI-Prudential Trustee Ltd.**

4.2.2 Employee Grade Maintenance

All employee grades are stored in this master table. Default employee grades are supervisor and general. You are advised to change this employee grade table to suit your company's need.

This master file is important if different grades in your company have different hourly rate (normal and overtime). See [4.2.3 Hourly/Daily Rate Maintenance](#) for more information.

To activate this window, click “Master File Maintenance” from the main menu, then click “Employee Grade Maintenance”.



Employee grade - An unique index to represent the grade of the employee.

Description - A general description of the grade.

4.2.3 Hourly/Daily Rate Maintenance

To activate this window, click “Master File Maintenance” from the main menu, then click “Hourly/Daily Rate Maintenance”.

	Effective From Date	Employee Grade	Normal Rate	Overtime Rate
▶	01/11/2012	General	500	70
	01/10/2012	Supervisor	800	100
*				

Buttons: Add, Delete, 中文, Exit

For each grade of staff, the system allows you to store the normal rate (hourly/daily) and overtime rate. The normal rate only applies to employees who are being paid on an hourly/daily basis. The over time rate applies to both “Hourly/Daily” and “Regular” pay type employees. For employees who are under the same grade, their hourly rates will be the same. When a new record is added, both rates have to be inputted even if the grade is only applied to either hourly/daily or regular staff.

Note: System cannot apply hourly and daily rate simultaneously. Unit could be set in “Employer Information”

The defined rate here will become the default rate. The user can override this default rate when inputting hourly or overtime income for the employee.

4.2.3.1 Effective From Date

The “Effective From Date” is used to distinguish the rate of the same employee grade under different period of time.

4.2.3.2 Employee Grade

The employee grade entered in this field must have been defined in the “Employee Grade Maintenance”. You can use the selection button (an inverted triangle placed at the right

hand corner of the cell) to choose a grade from the employee grade master table.

The selection button (an inverted triangle placed at the right hand corner of the cell) will appear when you click on the cell.

4.2.3.3 Normal Rate and Overtime Rate

The normal hourly rate is the income per hour/per day for the employee who is paid on hourly/daily basis; and the over time rate is the income per hour when the employee works overtime. The rates are defined according to the employee's grade.

If the hourly/daily rate of an employee grade needs to be changed, you should add a new record to the hourly/daily rate maintenance table instead of modifying an existing record.

Example: From 1 January 1999 onwards, the normal hourly rate and the over time hourly rate of the Supervisory grade are \$350 and \$400 respectively.

Starting from 1 January 2000, the normal hourly rate and the over time hourly rate of the Supervisor will be increased to \$450 and \$500 respectively. Therefore, you should add one more record in the hourly rate table to reflect the increase.

4.2.4 Other Income Maintenance

The system have three major income types, they are the basic salary, hourly/daily and overtime income and other incomes.

Other income master file defines different types of income. Typical examples for the other income types are bonus, commissions, and housing allowance.

You can add additional other income types to the Master File, but cannot change the pre-defined other income types provided for you. However, new effective date can be added for any income type.

To activate this window, click "Master File Maintenance" from the main menu, then click "Other Income Maintenance".

The screenshot shows a window titled "Other Income Maintenance" with a table of income types. The table has four columns: "Other Income Type", "Internal Description", "Government Description", and "Regular Tax". Below the table are buttons for "Add" and "Delete", and a section for "Effective Date" and "Relevant Income" with another "Add" and "Delete" button. At the bottom right, there are buttons for "中文" and "Exit".

Other Income Type	Internal Description	Government Description	Regular Tax
BN	Bonus	Bonus	<input checked="" type="checkbox"/>
BP	Back Pay	Back pay, Terminal Awards, and Gratuities, etc.	<input checked="" type="checkbox"/>
COMM	Commissions	Commission/Fees	<input checked="" type="checkbox"/>
CP	Payments from OR...	Certain payments from Occupational Retirement Scheme	<input checked="" type="checkbox"/>
DF	Director fee	Director's Fee	<input checked="" type="checkbox"/>
EB	Ed Benefits	Education Benefits	<input checked="" type="checkbox"/>
GA	Gratuities	Back pay, Terminal Awards, and Gratuities, etc.	<input checked="" type="checkbox"/>
HA	Housing Allowance		<input type="checkbox"/>
HA2	Taxable Housing ...	Any other Rewards, Allowances or Perquisites	<input checked="" type="checkbox"/>
LP	Leave Pay	Leave Pay	<input checked="" type="checkbox"/>
OA	Other Allowance	Any other Rewards, Allowances or Perquisites	<input checked="" type="checkbox"/>

Effective Date	Relevant Income
01/12/2000	<input checked="" type="checkbox"/>
*	<input type="checkbox"/>

4.2.4.1 Other Income type

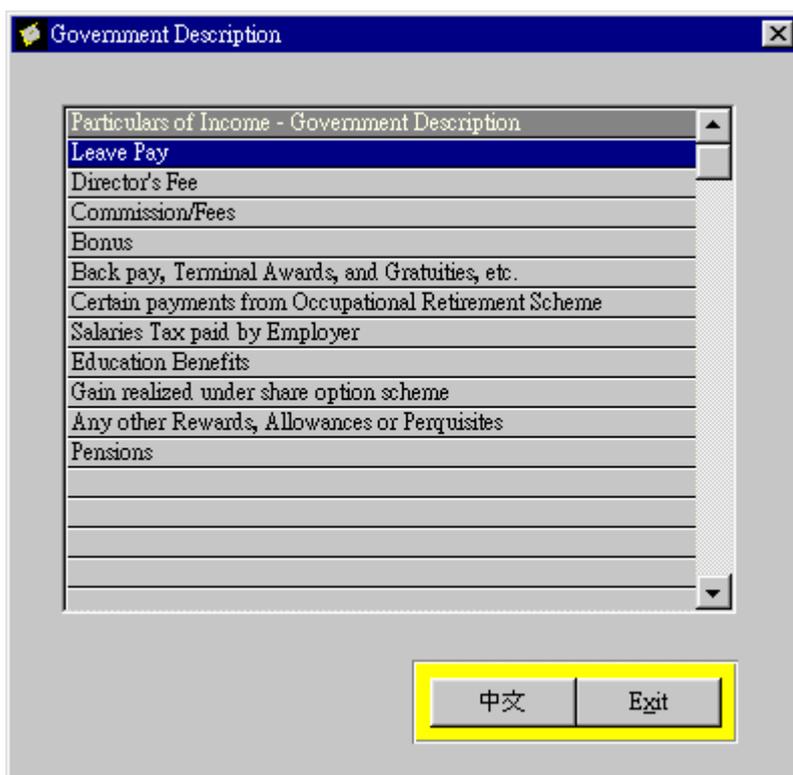
An unique code to represent the other income type.

4.2.4.2 Internal Description

A general description of the other income type refers internally within the company.

4.2.4.3 Government Description

The Government description of the income type defined by Inland Revenue Department (IRD). There is no need for the user to key in the government description, it should be selected from the pre-defined table by clicking the selection button. This description will be printed on the annual taxation return.



You can select one of the pre-defined Government descriptions from the dialog box and press the “Exit” button. All income types required in the annual tax return have already been installed in the system as default and they should be sufficient for basic usage.

The softcopy submission of Form 56B to IRD will only accept “any other rewards, allowance or perquisites”. As a result, the system defines three “any other rewards, allowance or perquisites”, they are (1) overtime, (2) taxable housing allowance and (3) other allowance. You are advised to group all allowances except overtime and taxable housing allowance under the category of “Other Allowance”, i.e. Other income type = “OA”.

4.2.4.4 Regular Tax (For IRD purpose)

This field is always set to “Yes” but this can be modified by the user. For example, housing allowance is classified as non-taxable income.

4.2.4.5 Effective Date (For MPF contribution calculation purpose)

This field allows users to define whether the amount of income is included in the calculation of Relevant Income in different period of time. For example, in “The MPF Schemes (Amendment) Ordinance 2008”, housing allowance from 01/11/2008 should be included in the calculation of Relevant Income. A new effective date “01/11/2008” is added.

4.2.4.6 Relevant Income (For MPF contribution calculation purpose)

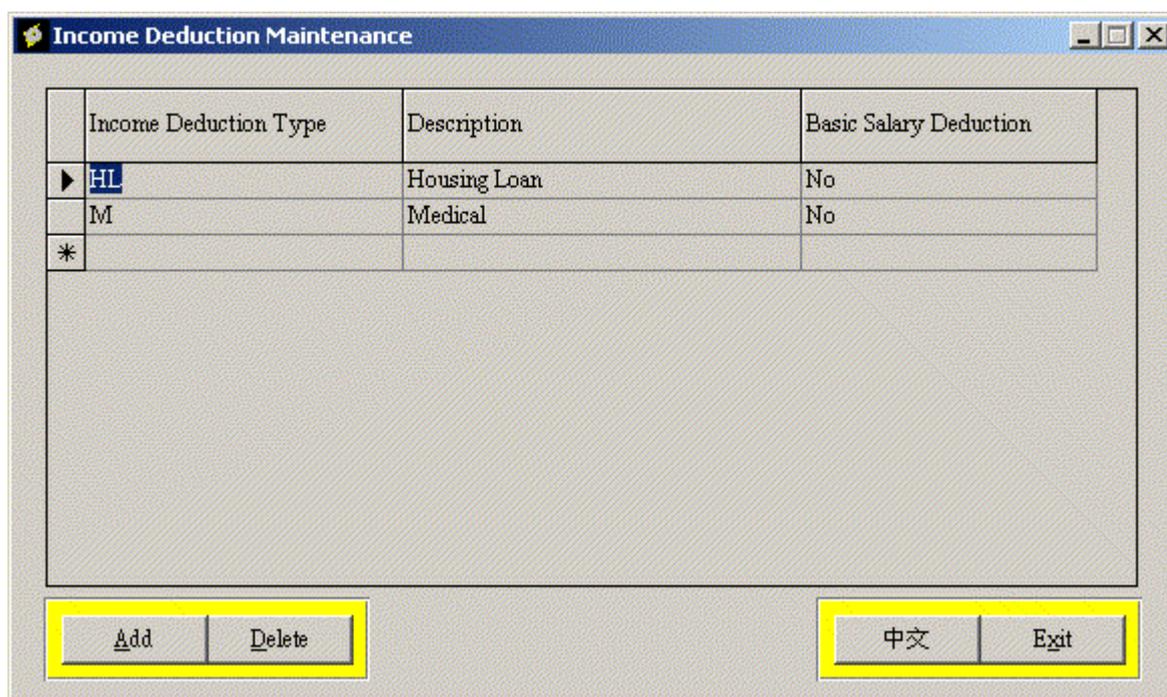
The definition of relevant income is the amount of income that is subject to mandatory provident fund contribution. For example, housing allowance from 01/11/2008 is included in the relevant income as defined in the MPF Ordinance. This field is used to denote whether the income type is to be included in relevant income. It is set to “Yes” but this can be modified by the user. The user should set relevant income in accordance to the guidelines provided by MPF Authority.

You cannot remove or modify any of the predefined other income types but you are allowed to create new other income types.

4.2.5 Income Deduction Maintenance

Deduction may be taken off from the employee’s payroll; for example, if the employee has applied housing loan from the company, the loan amount can be deducted from the payroll on a periodic basis. Different kinds of deduction types can be defined in the income deduction maintenance.

To start this window, click “Master File Maintenance” from the main menu, then click “Income Deduction Maintenance”.



4.2.5.1 Income Deduction Type

An unique code to represent the income deduction type.

4.2.5.2 Description

A general description for the income deduction type.

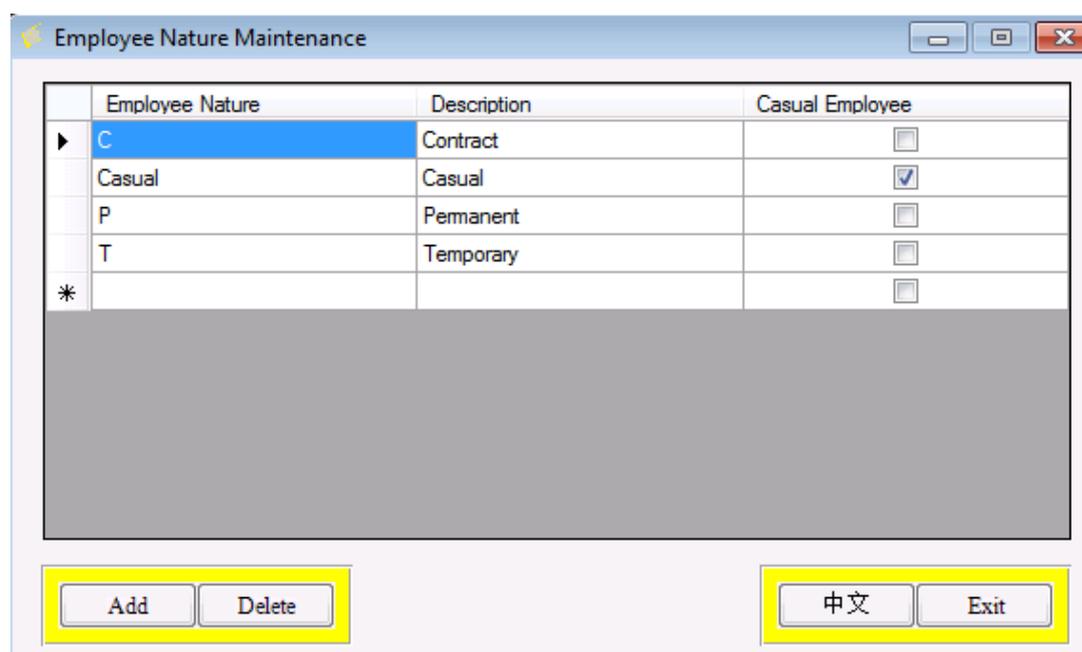
4.2.5.3 Basic Salary Deduction

This is a Yes/No field which is used to indicate this deduction type is a deduction from the employee's basic salary, e.g. No Pay Leave. This field only exists in some versions.

4.2.6 Employee Nature Maintenance

Define the employment nature of the employee such as permanent, part time, etc. This information is for your reference only, The system does not use this information for any payroll calculation.

To start this window, click “Master File Maintenance” from the main menu, then click “Employee Nature Maintenance”.



4.2.6.1 Employee Nature

A unique code to represent the employee nature.

4.2.6.2 Description

A general description of the employee nature.

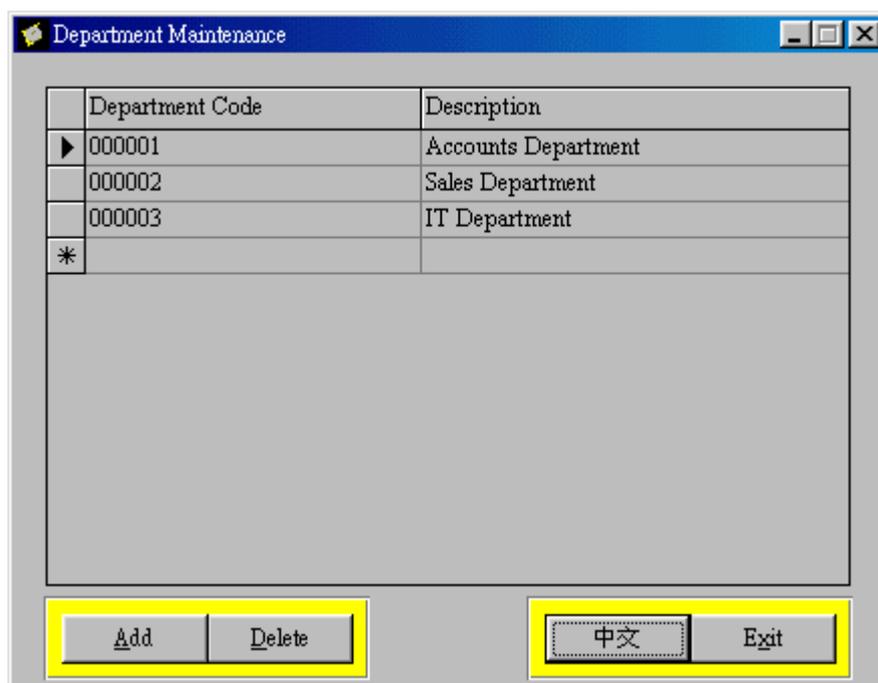
4.2.6.3 Casual Employee

The system has defined a “Casual” employee nature for casual employees joining the MPF Master Trust, the employee nature is set as “Yes” under the “Casual”. For employee who is defined with this nature, the MPF contribution will be calculated based on the MPF regulation defined in “MPF Rules” under “Provident Fund Maintenance”.

4.2.7 Department maintenance

Define the department such as accounts department, IT department etc. This information is for your reference only. The system does not use this information for any payroll calculation.

To start this window, click “Master File Maintenance” from the main menu, then click “Department Maintenance”.



4.2.7.1 Department Code

An unique code to represent the department.

4.2.7.2 Description

A general description for the department.

4.2.8 User Security Maintenance

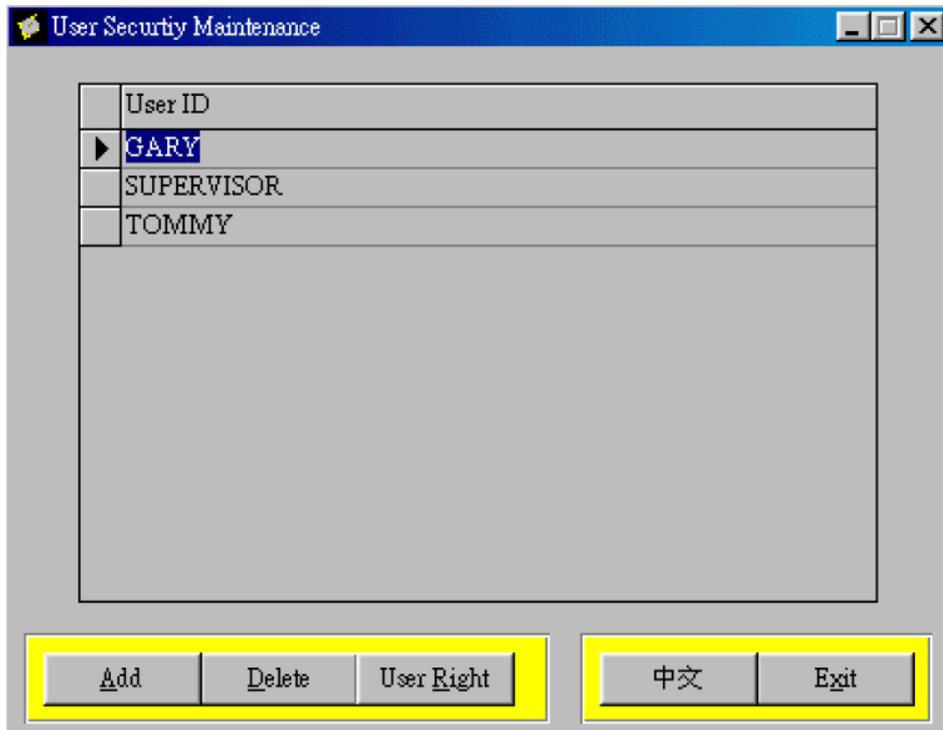
* Your version may not have this function.

Define the access right for each function in User Security Maintenance. The system will allow the users to use the function only if the users have the access right.

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User ID “SUPERVISOR” is pre-defined. Only this user account is allowed to add/delete users or change user access right.

To start this window, click “Master File Maintenance” from the main menu, then click “User Security Maintenance”.



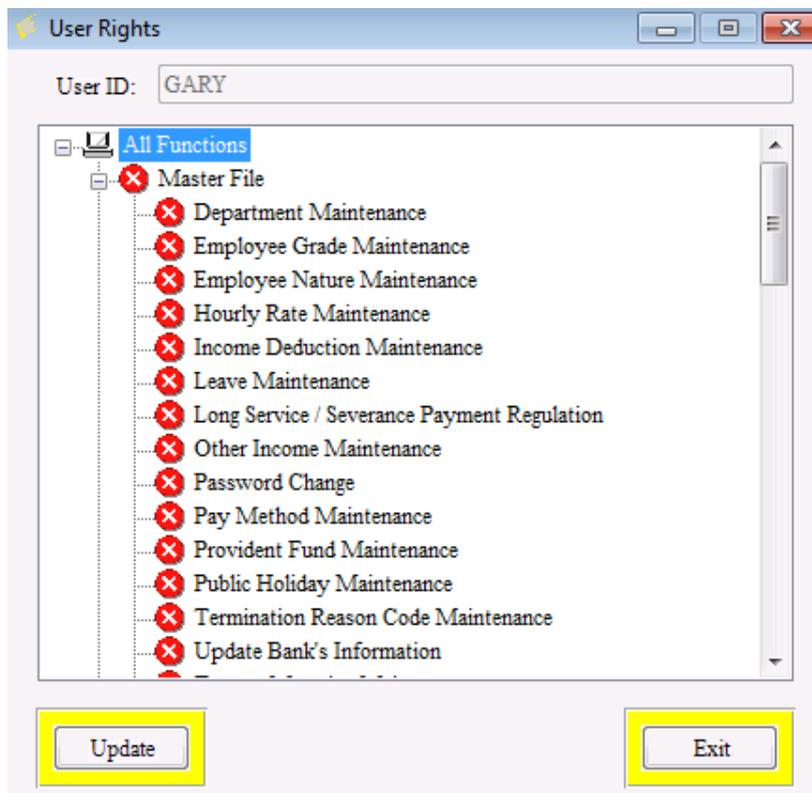
4.2.8.1 User ID

Input User ID representing the user name.

Tips : The password of the newly added user is the same as his/her User ID in lower case letter.

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If you want to change the user's access right, select the User ID and click the "User Right" button. Then the following window will be shown:



If you want to change the user access right, press "Update" button on the left bottom corner. You can change the function access right by double click the mouse. After you have changed all settings, you should press "Save" button to save your changes.

For a user who does not have the access right to a particular function, the function name is dimmed when the user logs into the system and he/she is not allowed to use such function.

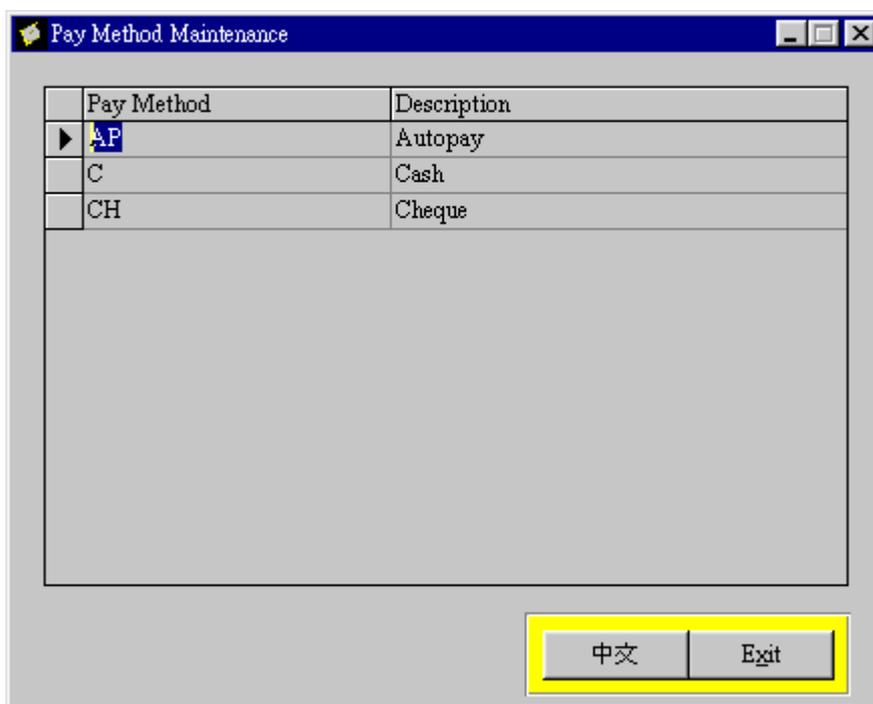
4.3 Master files specified by Trustee

If the system is provided to you by your MPF (Mandatory Provident Fund) Trustee, the following master files will be pre-set by your Trustee and they cannot be changed by you. Consult your trustee for detail information.

4.3.1 Pay Method Maintenance

Define the method for salary and/or contribution payment, such as cheque, cash or auto-pay, etc.

To start this window, click “Master File Maintenance” from the main menu, then click “Pay Method Maintenance”.



4.3.1.1 Pay Method

An unique code to represent the pay method.

4.3.1.2 Description

A general description of the pay method.

4.3.2 Public Holiday Maintenance

This table records the public holidays in Hong Kong. Public holiday is important for the following aspects:

1. It is used to calculate the amount of surcharge that the employer has to pay in case of late payment of contributions.
2. Prorate the basic salary and/or other income for incomplete month's/period's service if "working day" is chosen for the calculation.
3. If your company chooses to calculate payroll in working days, public holiday must be matched for an accurate calculation.
4. Public holiday is also used in calculating the number of days of leave that an employee has taken.

The public holidays in the system are the General Holidays (including all statutory holidays) defined by the Government. If some of them are not applicable to your company, the prorated salary calculated by the system could be wrong. In this case, you have to use the "Override Payroll" function to override the basic salary before confirming the payroll generation.

Because of the importance of the public holiday setting, you are requested (1) to download the coming year's public holiday from BOCI-Prudential Trustee Ltd 's web site at <http://www.bocpt.com> or (2) to obtain a diskette from BOCI-Prudential Trustee Ltd.

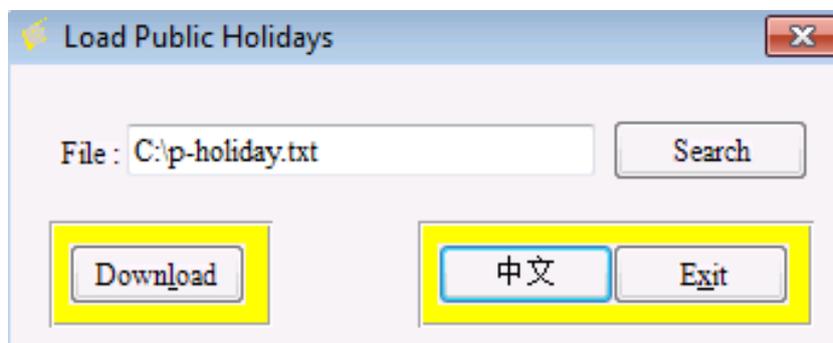
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To start this window, click “Master File” from the main menu, then click “Public Holiday Maintenance”.



4.3.2.1 To download annual public holiday information, do the following:

1. Go to “Year End” in the Main Menu and select “Download Annual Public Holiday”; or click “Load Record” button from “Public Holiday Maintenance” in “Master File”.



2. Enter the appropriate filename in the file text box.
3. Press “Download” to proceed with the downloading.
4. When completed, a message will appear showing you how many records have been downloaded.
5. Press “Exit” to leave the function.

4.3.3 Provident Fund Maintenance

This table defines the regulations for mandatory provident fund contribution calculation and the scheme rules for voluntary contribution calculation. These plan or contribution types are defined here at the employer level and they can be assigned to individual employee level.

The following section is divided into 2 parts, the first part is a simplified version and the second part is a comprehensive version. The version received by you depends on the Trustee that provided you with the system.

Part 1 Simplified Version

To start this window, click “Master File Maintenance” from the main menu, then click “Provident Fund Maintenance”.

Plan No.	Mandatory	Effective Date	Description	Pay Cycle	Irregular Cont.
MC	Yes	01/06/2003	Mandatory Contribution	Monthly	No

MPF regulations and information

MPF Contribution Commencement Date : 01/12/2000

MPF Rules

Plan Detail Information

Load Record 中文 Exit

In the “Provident Fund Maintenance”, you have to check if you have a software version that allows you to modify or add the voluntary contributions methods. The reason for not

allowing provident fund plans to be updated is to prevent human error in the input. However, if you have a software version that allows you to update the plans, you can input the plan parameter. In the simplified version, you can change the salary calculation from basic to relevant basis or vice versa by evoking the “Change Salary Calculation” button.

If you are not allowed to change the plan parameters, you can still do so by downloading new plan details. There are two situations that you have to upload the contribution rules to this table:

1. You have been using the system to process your payroll before the MPF commencement. Towards MPF commencement, your MPF Trustee will send you a diskette containing the MPF plans that you have joined. You are required to download these plans to the system.
2. You have instructed your MPF Trustee to change your voluntary contribution plan. You will be required to download the new plan(s) to the system for provident fund calculation.

To download the plan details, do the following:

1. Click the “Load Record” button. A dialog box will be shown.
2. Enter the appropriate filename in the file text box.
3. Press “Download” button to start the process.



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MPF regulation setting can be viewed by pressing “MPF rules”, the following screen will appear:

Rule ID	Rule Name
1	Mandatory Employer's contribution %
2	Mandatory Employee's contribution %
4	Minimum level of income for contribution for a month
5	Maximum level of income for contribution for a month
6	Employer contribution starts after 'h' days
7	Employee contribution starts after 'h' days
8	Employee first contribution starts after 'h' days
9	Employer first contribution starts after 'h' days

Effective Date	Rule Value
01/06/2014	30000
01/06/2012	25000
01/12/2000	20000

MPF regulations and information

MPF Contribution Commencement Date :

Buttons: Load Record, 中文, Exit

Field Name	Description
Rule ID	This rule ID is assigned by the developer
Rule Name	Description of the MPF regulation
Effective Date	Effective date of a particular regulation
Rule Value	The value of a particular regulation

Example of a MPF regulation setting –

The maximum monthly relevant income for the calculation of MPF contribution is \$25,000 effective from 01/06/2012. The setting is as follows:

Field Name	Description
Rule ID	5
Rule Name	Maximum level of income for contribution for a month
Effective Date	01/06/2012
Rule Value	25,000

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When the maximum relevant income changed from \$25,000 to \$30,000 on 01/06/2014, a new record can be added to reflect such regulation change. The history of the regulation will be maintained.

Field Name	Description
Rule ID	5
Rule Name	Maximum level of income for contribution for a month
Effective Date	01/06/2014
Rule Value	30,000

The Provident Fund Maintenance for voluntary plan consists of the following fields:

4.3.3.1 Plan Number

The plan number is used to identify different plans or contribution types that the employee can join.

4.3.3.2 Mandatory (Yes/No)

Specify whether the plan is a mandatory plan or voluntary plan. Only MPF plan is a mandatory plan for all employees.

4.3.3.3 Effective Date

The date when the plan is effective.

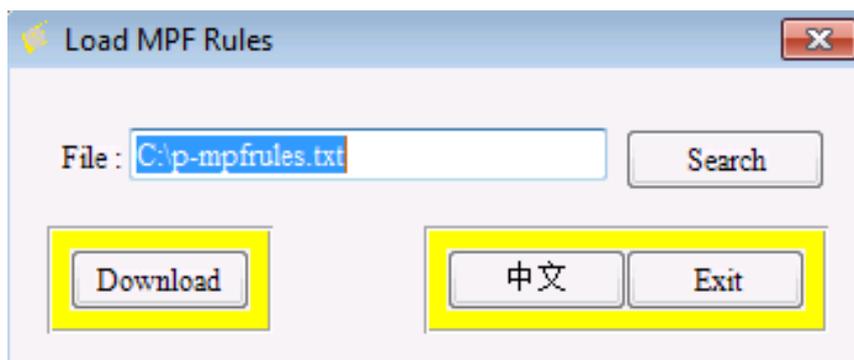
4.3.3.4 MPF rules data fields

MPF rules fields are for defining rules or regulations for the plan, which includes maximum and minimum income, employer and employee contribution percentage or amount, the dates that employee and employer start to contribute provident fund contributions, administration fee charging method... etc. You should consult your MPF Trustee and make sure the plan setting is correct.

Note: EE stands for employee and ER stands for employer.

4.3.3.5 To download MPF rules information, do the following:

1. Click the “Load Record” button. A dialog box will be shown.
2. Enter the appropriate filename in the file text box.
3. Press “Download” button to start the process.



Part 2 Comprehensive Version

The major difference between the simplified version and the comprehensive version of the “Master File Maintenance” is the latter provides more methods in calculating voluntary contributions.

To start this window, click “Master File Maintenance” from the main menu, then click “Provident Fund Maintenance”.

To see the detail information of a specific plan:

1. Highlight the plan that you want to see the detail
2. Then click the “Plan Detail Information” button

The following screen will appear:

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Field Name	Explanation
Plan no.	- Unique plan no. If you want to submit the contribution detail to your trustee through electronic means, the plan no. should be given to you by your trustee.
Description	- Name of the plan
Effective date	- Effective date of the plan
Admin. Charge Method	- System handles the following administration charge methods: 1. EE = administration charge is deducted from the employee's contribution portion. 2. ER = deducted from ER's portion 3. Both = from both EE and ER's portions 4. ADDON = pay on top
Add on Admin. %	- If you have to pay administration charge to your trustee and if the method is "add on", i.e. pay x% on top of the contribution, input the % here. You need to check with your trustee on their administration charge method.
Irregular cont.	- "√" means the plan is for irregular contribution.
Salary base	- Basic = contribution is calculated based on basic salary Relevant = contribution is calculated based on relevant income
Add on Admin. Amt	- Instead of applying x% on top of the contribution, you can specify a fix amount here.

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Field Name	Explanation
Pay cycle	<ul style="list-style-type: none"><li data-bbox="531 353 1398 448">- The covering end date for each pay cycle is displayed for reference. Such data is very helpful in your payroll cycle setting under “Payroll Option” particularly for weekly and fortnightly pay cycle. <p data-bbox="579 479 1398 663">If you receive your plan setting from your trustee, your trustee should have already inputted the pay cycle in their administration system. The covering end period defined in your system should match with their setting. For example, if you see the weekly pay cycle has a covering period that ends on the Sunday 12/3/2000 set by your Trustee, you should set your own weekly pay cycle to end on a Sunday.</p> <p data-bbox="579 694 1398 784">If your trustee has not inputted the plan information for you, whatever information you have set in “Payroll Option” under “Employer Information” will be shown in here for your reference.</p>

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Press the “Contribution Detail” folder to view the provident fund contribution information.

Field Name	Explanation
Contribution terms	- Contribution can be either started on date joined scheme or on date employed.
Voluntary contribution calculation method	- There are four voluntary contribution calculation methods: <ol style="list-style-type: none"> 1. Income x contribution % Voluntary contribution is calculated based on relevant income or basic income (as selected) multiples by a contribution %. 2. Fixed contribution amount Voluntary contribution is calculated based on a fixed amount. This amount is the same for each covering period. 3. Income x contribution % - mandatory contribution This method is common for company who has ORSO scheme before and would like to maintain the same benefit for their employees. For example, if your company used to contribute 8% of basic salary in the ORSO scheme. You can input 8% in this method. The voluntary contribution equals to \$1,150 for an employee who has a basic salary of \$30,000 (\$30,000 x 8% -\$1,250).

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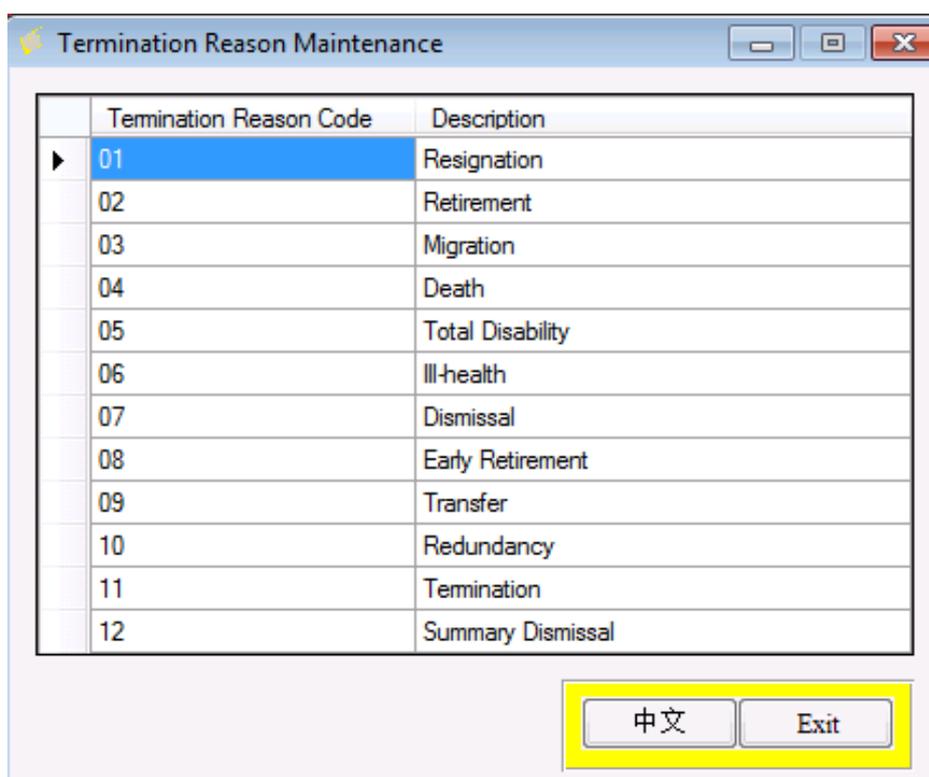
Field Name	Explanation
	4. $(\text{Income} - \text{Max. income}) \times \text{contribution \%}$ Using the same example in method 3 with a contribution % of 8, the voluntary contribution equals to \$400 for the employee ($\$30,000 - 25,000$) x 8% in this calculation method.
Months of service	- The default is 0 – 999 months, if you want to input more scale, for e.g. 0 – 11 (for the 1 st year), 12-999 for the next year. Just key 12 in the 2 nd row, the 999 will be changed to 11 automatically.
EE cont. %	- Employee contribution %
ER cont. %	- Employer contribution %
EE cont. \$	- Employee contribution amount. This is for fixed amount contribution only.
ER cont. \$	- Employer contribution amount. This is for fixed amount contribution only

Note: EE stands for employee and ER stands for employer.

4.3.4 Termination reason code maintenance

This table is used to define the termination reasons. As the system can upload termination information to the MPF Trustee electronically, the termination reason codes used by the employer **have to be same as the MPF Trustee**.

To activate this window, click “Master File Maintenance” from the main menu, then click “Termination Reason Code Maintenance”.



Termination Reason Code	Description
01	Resignation
02	Retirement
03	Migration
04	Death
05	Total Disability
06	Ill-health
07	Dismissal
08	Early Retirement
09	Transfer
10	Redundancy
11	Termination
12	Summary Dismissal

4.3.4.1 Termination Reason Code

An unique code to represent the termination reason.

4.3.4.2 Description

A general description of the termination reason.

4.3.5 Trustee Maintenance

If employer joins more than one MPF scheme, the system can support multi-trust handling. Enter the trustee's information in "Trustee Maintenance" if employer adds another trustee in the system.

Caution: After adding another trustee, the system will calculate employees' contribution in different MPF plans only after employer entering the plan details. Please refer to section 4.3.3 for steps to download the plan details.

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4.4 Legislative Master file for Long Service/Severance Payment Regulation

4.4.1 Long service and severance payment rules

This master file defines the regulations set by the government for long service and severance payment. User cannot modify this table.

Effective Date	Maximum Years of Service	Maximum Amount
01/01/1900	25	210,000.00
01/10/1995	27	230,000.00
01/10/1996	29	250,000.00
01/10/1997	31	270,000.00
01/10/1998	33	290,000.00
01/10/1999	35	310,000.00
01/10/2000	37	330,000.00
01/10/2001	39	350,000.00
01/10/2002	41	370,000.00

Effective Date	LSP	SP
01/01/1980	22,500.00	22,500.00

Effective Date	LSP	SP
01/01/1990	5	2

中文 Exit

The regulation is used to calculate the estimated long service (LSP) and severance payment (SP) liability for the employer for each employee. You could click “Long Service/ Severance Payment Enquiry” from “Employee” in the main menu to estimate the payment roughly.

The system only calculates an estimated liability for LSP and SP. It does not distinguish manual or non-manual type of employee and it only includes “Regular” pay employees in the calculation. The employer should use the information for reference only. The Long Service/ Severance Payment should be based on the latest laws and regulation published by Labour Department.

5. Employer and Employee

5.1 Employer Details

The employer has to fill in the company details right after the system is installed. **This has to be done before proceeding to any payroll processing.**

Click “Employer” from the main menu, then click “Employer Information” to activate this window.

The screenshot shows a window titled "Employer Information [Date format:DD/MM/YYYY]". It is divided into two main sections: "Employer Details" and "Provident Fund Details".

Employer Details:

- Employer: ABC Company Limited
- Address: Room A, 1/F, Tower A, ABC Tower, Hong Kong
- Telephone No.: 2870-3083
- Fax No.: 2871-0817
- Contact Name: W.K. Lai
- Tax Return File No.:
- BR No: 12345678-000
- Tax Return Sign Person: Annie Lai
- Bank A/C Holder Name:
- Tax Return Designation: Directory
- AutoPay Account No.:
- Early Retirement Age: Probation: 0 Month(s)
- Hourly/Daily Unit (Eng): hrs
- Hourly/Daily Unit (Chi): 小時

Provident Fund Details:

- Trustee Name: BOCI-Prudential Trustee Limited
- Scheme No.: 30074973537
- Trustee E-Mail Address:
- Scheme Effective Date: 01/07/2012
- Trustee Autopay Account No.:

At the bottom, there are two groups of buttons. The first group contains "Payroll Option", "Update", and "Cancel". The second group contains "中文" and "Exit".

5.1.1 Employer Information provided by the Trustee

If the system is provided to you by your Payroll Bank or MPF Trustee, the information in the “Provident Fund Details” Section is for display only. The following fields will be set at the system installation and you are not allowed to change any of them:

1. **Employer** - The employer/company name.
2. **Trustee Name** - The name of your Trustee.
3. **Scheme No.** - A number given by your Trustee to identify your company in the provident fund system uniquely.
4. **Scheme Effective Date** - The starting date of your company joining the provident

fund scheme.

5. **BR No.** - The business registration number for the company.
6. **Trustee Autopay Account No.** – Trustee’s auto pay bank account number. It will be used if the employer is going to pay the MPF contribution via auto-pay.
7. **Bank A/C Holder Name and AutoPay Account No.** – This is the company’s auto pay bank account name and number. Your Trustee will provide this information to you if the Trustee is also your payroll auto-pay bank. However, if you receive the system via an insurance company, such information has to be inputted by you. The system will activate the selected bank in “Upload to Bank’s Autopay System (Employee Net Pay)” for your payroll auto-pay functions.

5.1.2 Employer Details to be filled by the employer - optional

1. **Address** - Address of the company.
2. **Telephone No.** - Telephone number of the company.
3. **Fax No.** - Fax number of the company.
4. **Contact Name** - Name of the contact person of your company.
5. **Tax Return File No.** – A number assigned by Inland Revenue Department (IRD) of HKSAR for taxation purpose. This field is mandatory if you are going to submit your tax return in soft copy to the IRD. The fixed format required by the government is xxx-nnnnnnnn with x stands for character or number and n stands for numeric input only.
6. **Tax Return Signed Person** - The name of the person signing the tax return. This is used for all IRD forms including forms 56A, 56B, 56E, 56F and 56G.
7. **Tax Return Designation** - The title of the person signing the tax return. This is used for all IRD forms including forms 56A, 56B, 56E, 56F and 56G.
8. **Early Retirement Age** – To be used at termination processing if there is early retirement age for voluntary contribution.
9. **Probation** - The default probation period for all employees with unit in months. If each of the employee has a different probation period, it can be changed in “Employee Maintenance”. This is usually used to determine when an employee is eligible to join a voluntary contribution plan – e.g. after probation. You must input a value to this field as a warning message will appear at employee creation and will be defaulted to “0” automatically. If there is no probation period, enter “0”.

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10. **Trustee e-mail address** – self-explanatory.
11. **Hourly/Daily Unit (Eng)** – The English hourly/daily unit of the company which will be displayed on some reports.
12. **Hour/Daily Unit (Chi)** – The Chinese hourly/daily unit of the company which will be displayed on some reports.

5.1.3 Payroll Option

You **must fill in the payroll option** before proceeding to any payroll generation.

Payroll Option [Date format:DD/MM/YYYY]

Default Pay Cycle: Monthly

Default Contribution Pay Date: 10 th day on next month

Monthly/Bi-monthly Salary Covering End Day

Paid Salary covers up to the last day of the month

Paid Salary covers up to a specific day of the month

Batch Process Option

Default EE Nature

Department

Company's First Payroll Covering Period

Monthly:	Date From:	01/07/2012	Date To:	31/07/2012
Bi-monthly:	Date From:	16/07/2012	Date To:	31/07/2012
Weekly:	Date From:	15/07/2012	Date To:	21/07/2012
Fortnightly:	Date From:	01/07/2012	Date To:	14/07/2012

Company's Second Payroll Covering Period

Bi-monthly: Date From: 01/08/2012 Date To: 15/08/2012

Prorated Salary Calculation Option

Basic Salary Working Days Calendar Days

Other Income

Income Deduction

Saturday (for leave calculation only)

Not working Half day Full day

Your PC's date format is DD/MM/YYYY. All dates have to be inputted in this format unless you change your PC setting.

中文 Exit

5.1.3.1 Default Pay Cycle

This defines the default pay cycle for all employees. Pay Cycle means the period of time that the salary is paid to the employee. Four different periods can be specified, monthly, bi-monthly (every half month), fortnightly (2 weeks) and weekly. This default value can be overridden at the “Employee Information”. The system allows different employees to have different pay cycles.

5.1.3.2 Default Contribution Pay Date

This is the default contribution pay date for the employer pay contribution to the trustee, but Employer still can modify this pay date at Step 5 – Print Final Report and Confirm Payroll. This Contribution Pay Date will be printed on the report – Employee Pay Slip.

5.1.3.3 Batch Process Option

You can choose to generate Payroll by EE nature / Department / Default (By Active / Terminated EE)

5.1.3.4 Monthly / Bi-monthly salary covering End Day

If any of the employees is paid on a monthly and / or bi-monthly basis, the employer is required to select either of the following options:

- (a) Paid salary covers up to the last day of the month

For example, employee A is of monthly pay, monthly salary is \$10,000, salary pay date = 28th of each month. If this option is chosen, the \$10,000 paid on 28/01/1999 will cover the period from 01/01/1999 to 31/01/1999.

- (b) Paid salary covers up to a specific day of the month

The employer is expected to input a number ranging from 01 to 31. For example, if “28” is chosen, the salary paid in January will cover the period from 29/12/2000 to 28/01/2001. If “30” is inputted, the covering period will start from 31/12/2000 to 30/01/2001. In the case of February and in the year 2001, the covering period will be from 31/01/2001 to 28/02/2001.

5.1.3.5 Company’s first payroll covering period

A payroll covering period means the period that the salary covers. The company’s 1st payroll period means the very first period that the company has used the system to process the payroll. This does not mean the pay date of the company. For example, the pay date of your company could be 28th of each month, but the covering period could be from 01/01/2000 to 31/01/2000. The reason for the system to record the very first payroll covering date of the company is to allow the system to automatically generate the next payroll covering date at payroll processing.

The concept of covering period is very important in provident fund administration as when contributions are paid, the system has to uniquely identify the covering period. In case there is any late payment for a certain period, Mandatory Provident Fund Authority will request surcharge to be paid for that late covering period.

Tips: If you start to use the system after December 1, 2000, you need to set the

“Company’s first payroll covering period” 60 days earlier for MPF first contribution calculation. You also need to input and process payroll data for the last 60 days so that the system can calculate the MPF first contribution correctly.

For example, your company has a monthly pay cycle and you start to use the system to process the May 2001 payroll. You need to set your first the “Company’s first payroll covering period” to March 1, 2001 as “Date From” and March 31, 2001 as “Date To”. Input and process the payroll for March 2001 and April 2001 first before you start working on the May 2001 payroll data.

5.1.3.6 Monthly paid

Example 1 – covering period = 01/01/2000 to 31/01/2000. This company has chosen month-end as its cover end date.

Example 2 – covering period = 15/01/2000 to 14/02/2000. This company has chosen 14th as its cover end date.

When the covering from date is inputted, the system will calculate the covering date to and display it on the screen. User is not allowed to modify it after confirmation of payroll.

5.1.3.7 Weekly paid

Example 1 – covering period = 29/12/1999 (Wednesday) to 04/01/2000 (Tuesday). This company has chosen a weekly period with Wednesday as its starting date.

The system will also calculate the covering date to.

5.1.3.8 Fortnightly paid

Example 1 – covering period = 28/12/1999 (Tuesday) to 10/01/2000 (Monday). This company has chosen a fortnightly period with Tuesday as its starting date.

The system will also calculate the covering date to.

5.1.3.9 Bi-monthly paid

Two sets of covering period have to be set but the user is only required to input the 1st set. The system will calculate the 2nd set according to the 1st set.

Example 1 – 1st covering period = 01/01/2000 to 14/01/2000 (This company has chosen

the 14th as the end of the 1st covering period). If the paid salary covers up to the last day of the month, the 2nd covering period will be calculated and displayed as 15/01/2000 to 31/01/2000. User is not allowed to modify the 2nd set.

Example 2 – 1st covering period = 01/01/2000 to 18/01/2000, 2nd covering period will be calculated as 19/01/2000 to 31/01/2000.

5.1.3.10 Pro-rated salary calculation option

At member termination or creation, there will be a need to prorate the salary if the member leaves or joins in the middle of a payment cycle. The user has the option of selecting the types of income for prorated calculation.

The three types are basic salary, other income and income deduction. The system defaults the basic salary to be prorated but the choice to prorate other income and income deduction is optional. If prorated calculation does not apply to the income type, full period payment will be given to the employee at termination. If pro-rata is chosen, there are two options for the calculation with the first option based on the number of working days and second option based on the number of calendar days.

* For some system, the pro-rata basic salary can be chosen. If the user has chosen the basic salary is not prorated and there are more than 1 record within a pay period, the system will select the last basic salary record as the basic salary of that pay period. For example, if basic salary is not prorated, Chan Tai Man's basic salary is \$10,000 at Dec 1, and \$12,000 at Dec 15, then Chan Tai Man's basic salary on December is \$12,000.

If "working day" is chosen, the user has to define whether Saturday is a full, half or a non-working day. The system also excludes the public holiday defined in the Public Holiday Maintenance Table in calculating the working day.

For example, an employee is going to leave on the day after 28/12/1999 (last working date is 28/12/1999), Saturday is not a working day and his monthly pay is \$10,000. The prorated monthly pay will be as follows:

Option 1 – according to working days

$$\begin{aligned} & \$10,000 \times (19 \text{ working days} \div 22 \text{ total working days in December}) = \\ & \$8,636.36 \text{ (decimal places are truncated)} \end{aligned}$$

Option 2 – according to calendar days

$$\$10,000 \times (28 \text{ days} \div 31 \text{ days}) = \$9,032.25$$

The public holidays defined in the system are General Holidays (including all statutory holidays) defined by the Government. If some of them are not

applicable to your company, the prorated salary calculated by the system could be wrong. In this case, you have to use the “Override Payroll” function to override the basic salary before confirming the payroll generation.

You should press “Save” button after inputting the employer information and pay option.

5.1.4 Date Setting

The system uses your PC date format as the default date setting for all input and display. All dates have to be inputted in this format unless you change your PC date setting. Your system’s current date setting is displayed at the menu bar on most of the screens.

5.2 Employee Personal Information

After the user has inputted the employer information, the next step is to input each employee's details to the system.

To activate the "Employee Personal Information" window, click "Employee" from the main menu, then click "Personal Information".

Employee Personal Information [Date format:DD/MM/YYYY]

Input specific employee for processing input and press enter

HKID/Passport: English Name: Staff ID:

Personal Details

English Name: Surname: Others: Staff ID:
Chinese Name: Tel. No.: Fax No.:
 HKID Passport A123456(7) Mobile No.: Email:
Marital Status: Sex:
Date of Birth:
Date Employed:
End of Probation:
Date Join Voluntary Scheme:
Spouse Name:
 HKID Passport
 Residential Address Correspondence Address
Flat A 1/F Block A
Building:
Street:
District: Area:
Subject to HK Tax: Tax File No.:

Payroll Details

Employee Nature: Grade:
Department: Position:
Pay Method: Pay Type:
Autopay Bank A/C No.: Bank A/C Holder Name:
MPF Scheme:
PFund Mandatory: PFund Voluntary:

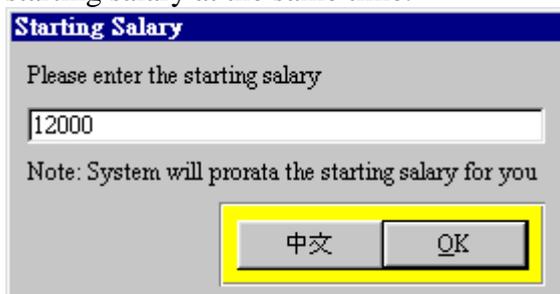
5.2.1 Employee Addition

To add an employee record, do the following:

1. Press "Add" button, or tab to the "Add" button and press "Enter".
2. Fill in all the mandatory (display in red colour on the screen) fields.
3. Press "Save" button.

You can press "Cancel" button to cancel the input but before the "Save" button is pressed.

After the “Save” button is pressed and if the employee's pay type is “Regular” (i.e. regular salary), an input box will appear that allows the user to input the employee’s starting salary at the same time.



Enter the starting salary and press the “OK” button. The starting salary is then shown in the “Basic Salary” folder in the “Input Relevant Income and Deduction” under “Payroll Processing”. The employee’s date of employment will become the “Effective From Date” of the basic salary. If you want to adjust the salary, pls. refer to 6.1.1.

For the employees who have joined the company before you start to use the system, you will find the system using the employee’s date of employment as the basic salary’s effective date rather than the employee’s current salary actual effective date.

For example, you start to use the system on December 1, 1999. Your employee, Annie Wong started working for the company from June 15, 1998 and her latest salary starting from January 1, 1999 was \$15,000. The system will show her salary as \$15,000 effective from June 15, 1998 instead of January 1, 1999. To reflect the correct salary information, you can add a record in the basic salary folder of “Step 1 – Input Relevant Income and deduction” with “Effective From Date” = 01/01/1999 and starting salary \$15,000.

The starting salary is the amount to be paid for each pay period. For example, if an employee earns \$10,000, input \$10,000 for monthly, \$5,000 for bi-monthly, \$2,500 for weekly. If the employee joins in the middle of a pay cycle, the system will prorata the salary for you.

The system supports employee join the company again after termination, i.e. Chris left the company on 01/01/2000 and employed on 01/01/2002 again, it is called rejoin company. If Chris HKID is A123456(7) and after he rejoined the company, his HKID of the original employee record will be changed to A123456(7) –Rejoin 1.

If your case is like this

- 1. employee A123456(7) terminated on 31/01/2002**
- 2. A123456(7) rejoin on 01/03/2002, and**
- 3. you have to reverse the payroll until the 01/2002,**

then you should follow these steps:

1. Suppose you have generated 03/2002 payroll already. Then you should reverse the 03/2002 and 02/2002 payroll first.
2. Delete the newly added employee record at the employee personal information screen, i.e. active employee with HKID A123456(7).
3. Change the terminated employee's HKID from A123456(7)-Rejoin 1 to A123456(7) at the employee personal information screen.
4. Reverse 01/2002 payroll.

If your case is more complicated,

1. employee A123456(7) terminated on 10/02/2002
2. A123456(7) rejoin on 20/02/2002, and
3. you have completed the 02/2002 payroll already and have to reverse it,

then you should follow these steps:

- 1 Change the active employee's HKID from A123456(7) to a fake HKID first, e.g. X000000(0), at the employee personal information screen.
- 1 Change the terminated employee's HKID from A123456(7)-Rejoin 1 to A123456(7) at the employee personal information screen.
- 1 Reverse the 02/2002 payroll.
- 1 Delete the newly added employee record at the employee personal information screen, i.e. employee with HKID X000000(0).

5.2.2 Mandatory Employee Data that you must enter

1. **Surname** - the Surname of the employee (in English)
2. **Other names** - the other names of the employee (in English)
3. **HKID/Passport** - the HKID/passport number of the employee. For HKID, the system calculates the check digit automatically. For Passport, user has to input the passport number and country/region of issue in the same field.
4. **Marital Status** - the marital status of the employee. An employee can be single, married, widowed, or divorced.

Tips: To input a value to a combo box, you can press the selection button (an upside-down triangle symbol) to browse the list, or use the up or down arrow key to traverse the list. A faster way is to type the first letter of the list value, for example, type 'S' for single, 'M' for married.

5. **Sex** - the sex of the employee, can be either male or female.
6. **Date of Birth** - the date of birth of the employee. You are advised to obtain the

date of birth from each employee as the date is important for provident fund administration. One of the conditions that the employee can get the MPF accrued benefits is when he/she attains the retirement age of 65.

7. **Date Employed** - the date of employment of the employee.
8. **End of Probation** - the end date of probation of the employee. This date will be calculated from the employee's date of employment and the company's default probation period. User is allowed to override this value.
9. **Residential Address** – The address is divided into Flat, Floor, Block, Building, Street, District, and Area. For example, if the employee's address is "Flat A, 1/F, 1st Street, Central, Hong Kong", you should enter "A" behind the word Flat, "1" in front of the word Floor, delete the word Block, "1st Street" in "Street", "Central" in "District", and "HK" in Area. A faster way is to type the first letter of the listed value, for example, type "h" for HK, "k" for "Kln" and "n" for "NT".

Employee data covers in items 1 to 9 will be transferred electronically to your MPF Trustee for further provident fund processing.

10. **Subject to HK Tax** – Indicate whether the employee has to pay HK tax. If you have ticked "Subject to HK Tax", the employee will be included in the taxation forms to be submitted to IRD for the whole period of the taxation year. If your employee does not require paying HK tax during a taxation year, you need to override the tax return to reflect the change in his/her taxation status.
11. **Employee Nature** – Select the nature of the employee from the Master File Employee Nature Maintenance table.
12. **Grade** – Select the grade of the employee from the Employee Grade Maintenance table.
13. **Position** – The position or title held by the employee. It can input or display either by Chinese or English. This is a mandatory data field as it is required in IRD Form 56B, 56E, 56F and 56G.
14. **Pay Method** – Select pay method of the employee from the Pay Method Maintenance table.
15. **Pay Type** - Select either Regular pay or Hourly pay.

16. **Pay Cycle** - the pay cycle can either be Monthly, Weekly, Fortnightly or Bi-Monthly. For more detail, see [5.1.3 Payroll Option](#).

5.2.3 Employee Data depends on the value of the other data fields

1. **Date Join Voluntary Scheme** - If the employee has joined a voluntary scheme, (i.e. the user has selected a plan in the field “Pfund Voluntary”), this field must be entered.
2. **Spouse Name** - This field must be entered if the employee is not single, widowed or divorced. The input format should be in the format of Surname, First / Second Name. This field is mandatory for married status but optional for widowed or divorced status.
3. **Spouse HKID/Passport** - This field should be entered if the employee is not single, widowed or divorced. For HKID, the system calculates the check digit automatically. For Passport, the user has to input passport number and country/region of issue in the same field. This field is mandatory for married status but only optional for widowed and divorced status.
4. **Autopay Bank A/C No.** - The auto-pay bank account number of the employee. This field must be entered if the “Pay Method” of the employee is auto-pay.
5. **Bank A/C Holder Name** - The bank account name of the employee. This field must be entered if the “Pay Method” of the employee is auto-pay. The default is the employee’s English name (surname plus other names). You can override the default name. For example, you need to add your spouse’s name for a joint bank account.
6. **PFund Mandatory** - The mandatory provident fund plan that the employee has joined.
7. **PFund Voluntary** - The voluntary provident fund plan that the employee has joined. If the employee has not chosen any mandatory or voluntary plans, the system will warn you and allow you to proceed if you answer yes to the warning.

Employee data covers in items 1, 6 and 7 will be transferred electronically to your MPF Trustee if the member is a new member.

5.2.4 Optional Employee Data Field

1. **Staff ID** - The staff ID number of the employee. If your company does not use staff ID, there is no need to fill in this field. However, some banks may use this field as payee ID for auto-pay transaction processing. Duplicate staff ID is not allowed. The staff ID is in character format (not in numeric format). If there are 3 employees with staff ID 1, 2, and 10, the sorting sequence will be 1, 10 and 2. In order to retain numeric sorting sequence, you may want to use 001, 002 and 010 as the staff ID.

Tips - You are advised to input the Staff ID as this key will be useful for an employee search throughout the system instead of using the employee's name or HKID for searching.

2. **Chinese Name** - The Chinese name of the employee. The Chinese characters have to be in Big-5 code.
3. **Tel No.** - The telephone number of the employee.
4. **Mobile No.** - The mobile number of the employee.
5. **Fax No.** - The fax number of the employee.
6. **Email** - The email address of the employee.

Employee data covers in items 2 to 6 will be transferred electronically to your MPF Trustee when a new member is added.

7. **Correspondence Address** - Field is similar to Residential Address. Blank if not inputted.
8. **Tax File No.** – Tax file number of the employee, IRD only accepts 13 alpha-numeric data.
9. **Department** - The department that the employee belongs to.

5.2.5 Other Tax Return Details

To maintain tax return information for an employee, click to “Other Tax Return Details”, the following screen will appear:

Address of Quarters	Nature of Quarters	Period from	Period to	Remarks
Rm511, 5/F., Tai On House, Tai O	apartment	2000/11/15	2001/3/31	
*				

“Other Tax Return Details” is divided into four folders:

- A. General
- B. IR56E
- C. IR56F
- D. IR56G

A. To add general taxation information, tick the “General” folder:

1. Input the principal employer name if the employee is a part-time staff.
2. To add a quarter record in IR56B, do the following:
 - a) Press “Add” button.

- b) Complete the quarter information that includes address, nature, period of the quarters, the rent details (amount paid) for the employee, employer and to the landlord and the amount refunded to the employee.
 - c) To confirm the input, press “Tab” or “Enter”.
3. To delete a quarter record, do the following:
 - a) Click any cell in the record you want to delete.
 - b) Press “Delete” button.
4. To add overseas concern data for IR56B, IR56E, IR56F and IR56G:
 - a) Indicate whether the employee was wholly or partly paid by an overseas concern either in Hong Kong or overseas by putting a “tick” in the checkbox.
 - b) Input the “Name” of the overseas concern.
 - c) Input the “Address” of the overseas concern.
 - d) Input the “Amount” paid by the overseas concern.
 - e) Indicate whether the amount is “Unknown” or “Included already”.
5. To add a remark to be reported in IR56B, fill in the information under “Remarks”

- B. To add taxation information in IR56E, tick the “IR56E” folder, the following screen will appear:**

The screenshot shows a software window titled "Other Tax Return Details [Date format:YYYY/MM/DD]". The window has four tabs: "General", "For IR56E", "For IR56F", and "For IR56G". The "For IR56E" tab is selected. The form contains three input fields: "Monthly Rate of Allowances (e.g. Cost of Living) : 3800", "Fluctuating Emoluments (e.g. Commission, Bonus, Gratuity) : 1300", and "Name and Address of Previous Hong Kong Employer :". At the bottom right, there are two buttons: "中文" and "Exit", both highlighted with a yellow border.

1. Input the monthly allowance amount in “Monthly Rate of Allowances (e.g. cost of Living).
2. Input other emoluments in “Fluctuating Emoluments (e.g. Commission, Bonus, Gratuity).
3. Input information of the previous employer in “Name and Address of Previous Hong Kong Employer”.

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C. To add taxation information in IR56F, tick the “IR56F” folder, the following screen will appear:

The screenshot shows a software window titled "Other Tax Return Details [Date format:YYYY/MM/DD]". It has four tabs: "General", "For IR56E", "For IR56F" (which is selected and highlighted in bold), and "For IR56G". The main area contains three input fields with labels:

- "Payments that will not be declared in other particulars in IR56F but which will be made after the employee has left employment : 2500"
- "Name and Address of New Employer : Progressive Technology"
- "Future Correspondence Address of Employee : Flat A, On Kong Building, HK."

At the bottom right, there are two buttons: "中文" and "Exit", both highlighted with a yellow border.

1. Input the amount of payments that will not be declared in other particulars in IR56F but which will be made after the employee has left employment.
2. Input the name and address of new employer if you have the information.
3. Input the future correspondence address of the employee if it is different from the current correspondence address under “Employee Personal Information”.

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D. To add taxation information in IR56G, tick the “IR56G” folder, the following screen will appear:

Other Tax Return Details [Date format:YYYY/M/D]

General For IR56E For IR56F **For IR56G**

Payments that will not be declared in the other particulars in IR56G but which will be made after the employee has left Hong Kong : 548

Employee's Salaries Tax Borne by Employer :

Money Held Under Section 52(7) of the Inland Revenue Ordinance :

Estimated amount held : 0

中文 Exit

1. Input the amount of payments that will not be declared in other particulars in IR56G but which will be made after the employee has left employment.
2. Indicate if the employee's salaries tax borne by the employer by checking the checkbox.
3. Indicate if the money is held under section 52(7) of the Inland Revenue Ordinance.
4. Input the estimated amount that is held by the employer when the employee left Hong Kong.

5.2.6 Termination Details

1. **Last Date of Employment** - The last date of employment if the employee is terminated or has submitted a request for termination.
2. **Termination Reason** – termination reason that you have inputted in “Termination

Processing” under Payroll Processing.

3. **Last Contribution Date for Voluntary Contribution** – this field is for display only in the “Termination Details” of Employee Personal Information. If the employee has chosen a voluntary contribution plan, this field must be entered when inputting for termination. Refer to “Step 2 - Termination Processing” in Section 6.2. It is used for the calculation of the final benefit that the employee entitled.

5.2.7 Intra-group Transfer Details

- 1 **Intra-Group Transfer** – this field is for employee who is transferring between companies due to change of ownership or within the same group of companies. If this field is checked, the employee’s “30 days contribution free holiday” will be effective according to the effective date of transfer.
2. **Effective Date** – the effective date of intra-group transfer

5.2.8 To view or retrieve an employee data for processing

There are two methods to retrieve an employee record:

A. Input specific details of an employee for processing or viewing by either one of the following detail:

1. Enter the HKID/Passport number of the employee, then press “Tab” or “Enter”.
2. Enter the English Name of the employee, then press “Tab” or “Enter”.
3. Enter the Staff ID number of the employee, then press “Tab” or “Enter”.

B. Do a complete search by clicking the “Search” button. The following screen will appear:

English Name	Chinese Name	HKID/Passport	Staff ID	Status
Au Yeung Ming Ming	歐陽明明		S02	Active
Choi Lap Lun	蔡立倫		S26	Active
Chu Chi Hei	朱子熹		S24	Active
Chung Ting Kin	鍾定堅		S29	Active
Fok Wai Kwok	瞿偉國		S17	Active
Ho Siu Fu	何少虎		S03	Active
Kwok Chi Yee	郭子儀		S22	Active
Lai Chi Yuen	黎志遠		S08	Active
Lai Sing Yeung	賴升仰		S28	Active

All employees are divided into “Active” and “Terminated/Submitted” categories. Select the category that you want and all employees of the belonged category are shown in the browser.

You can further sort the employees by English Name, HKID/Passport and Staff ID. Click to the selected staff and press the “OK” button.

5.2.9 To update an employee data in Employee Personal Information

There are five buttons at the bottom of the employee personal information window, the functions are as followings:

- Add - Press “Add” to add a new employee record
- Update - Press “Update” to modify an employee record
- Save - This is to confirm the addition or modification and should be pressed after “Add” or “Update”
- Delete - Press “Delete” to delete an employee record. An employee record cannot be deleted if his/her payroll record has been generated.
- Cancel - To be used after “Add” or “Update” is pressed. This is to cancel the addition or modification.

To modify the employee record, follow the procedure:

1. Search the employee record you want to modify.
2. Press “Update” button.
3. Modify the fields.
4. Press “Save” button.

All data can be modified except the Date of birth, Date employed and Pay cycle.

To delete an employee record, do the following:

1. Search the employee record you want to delete.
2. Press “Delete” button.

If any payroll has been generated for the employee, the user is not allowed to delete the employee record.

6. Payroll Processing

The process of generating payroll is very simple in the system. The normal cycle only consists of the following four steps:

- Step 1 - Input relevant income and deduction,
- Step 2 - Termination processing,
- Step 3 - Generate payroll, and
- Step 5 - Confirm payroll.

6.1 Step 1 - Input relevant income and deduction

This function allows the user to create or modify the following information of each employee:

1. Basic Salary
2. Hourly/Daily Income (if the employee's Pay Type = Hourly/Daily)
3. Overtime Hourly/Daily Income
4. Other Income
5. Deduction
6. Irregular Incomes – e.g. special bonus paid in the middle of a month

These categories are separated into six folders in this window. To go to the required folder, the user can use the mouse to point at the required folder and click.

It is important to note that once the starting basic salary, other incomes and / or other deductions are inputted, there is no need to input this information again for each pay cycle unless there is a change in the value. The system will always obtain the most effective value to generate the payroll.

To activate the “Input Relevant Income and Deduction” window, click “Payroll Processing” from the main menu, then click “Step 1 - Input Relevant Income and Deduction”.

6.1.1 Input of relevant income and deduction

To search for an employee for inputting, the system has the following designs and functions to facilitate the searching process:

1. Each input folder has divided the employees into “Regular” and “Hourly” pay type.
2. To input an employee or HKID/Passport in the combo box, you can press the selection button (an upside-down triangle symbol) to browse the list, or use up or down arrow key to traverse the list.
3. A faster way is to type the first letter of the employee’s last name for partial search, for example, type “W” and the system will list all employees with last name starts with “W” such as Wong, Wan, etc. Type 'Wong' and all employees with the last name “Wong” will be listed. Select the employee that you wish to input income and deduction information and press “Enter”.
4. You can input a specific employee data by selecting the employee in the “Show Employee” combo box and then click through the six folders for input.
5. You can also key in the employee’s name or HKID directly for inputting.

After finishing the search of an employee, do the followings to add or modify a record in the each folder of “Input of Relevant Income and Deduction”:

1. Click the “Add” button or use the mouse to go to the “English Name” input field.
2. Press “Tab” to the field for input.
3. Press “Tab” to leave the input field to confirm the input.

Do the followings to delete a record in the each folder of “Input of Relevant Income and Deduction”:

1. Click to the row you want to delete.
2. The current row marker (a right-pointed triangle symbol) will appear on the row that you want to delete.

3. Click “Delete” button.
4. The system will give the warning message “Are you sure to delete this record?”. Answer “Yes” will delete the record.
5. You cannot delete an income or deduction record if the record has become effective and payroll transaction has already generated.

Tip - If you find any of the field cannot be displayed fully on the screen (for example only the “no. of” is displayed for “no. of hours”), use your mouse and place the cursor at the right hand side border of the field, then drag the mouse to the right, the full field name will appear.

6.2 Items in Input relevant income and deduction

6.2.1 Basic Salary folder

When adding a new employee to the system in “Personal Information”, the system will automatically ask for the starting basic salary of the employee. The inputted salary will be shown in this “Basic Salary” folder.

Deduction	Irregular Income	Irregular Voluntary Cont	Other Income
Basic Salary	Hourly/Daily Income	Overtime Hourly/Daily Income	
English Name	HKID/Passport	Effective Date From	Amount
▶ Chan Tai Man		01/08/2012	HK\$10,000.00
*			

Each record consists of name, HKID/passport number, effective date and the amount of the salary. If an employee changes his/her basic salary, the user is required to add a new record here.

Note: For a late enroll member, all effective salary must be inputted at the time of creating the record.

Example: The basic salary of Tony Chan will be changed from \$21,000 to \$22,000 starting from 1st December 2000. A new record for this employee has to be added with the effective date and amount being 1st December 2000 and \$22,000 respectively. User should not modify the existing \$21,000 basic salary record.

When inputting for the “Effective Date From”, the effective date cannot be earlier than the employee’s date of employment. In addition, you cannot add a date earlier than the employee’s last payroll that has been generated.

The user is not allowed to modify an existing basic salary record that has already become effective as the system needs to keep the history of the basic salary.

6.2.2 Hourly/Daily Income and Overtime Hourly/Daily Income folder

6.2.2.1 Hourly/Daily income will only be inputted for employees under hourly/daily pay. It should not be used for regular pay employees. The input screen is as follow:

English Name	HKID/Passport	Units	Unit Rate	Amount	Effective Date From	Effective Date To
Lau Mei		100	HK\$100.00	HK\$10,000.00	01/10/2012	31/10/2012
*						

When you input the unit for your “Hourly” Pay Type employee, follow the steps:

1. After selecting the employee for input, the system displays the normal rate of the employee (obtain from the “Hourly/Daily Rate Maintenance” according to the employee’s grade and payroll period). The payroll period shown in “Effective Date From” and “Effective Date To” is defaulted to the next payroll period.
2. Input the number of hours/days, the system will automatically calculate the amount.
3. You can override the default normal rate if you want to pay a rate that is different from the normal rate defined in the “Hourly/Daily Rate Maintenance”. For example, if your company pays an hourly rate of \$350 for weekdays and \$375 for weekend. You can override the default \$350 to \$375 for the weekend rate for the payroll cycle.
4. You can override the payroll period but it has to be equal or later than the next payroll period.

6.2.2.2 Overtime hourly/daily income is to record the number of hours/days that the employee has worked overtime during the pay period. Overtime applies to both “Regular” and “Hourly” Pay Type employees. If there is no overtime for the employee for the payroll period, there is no need to input any record here.

The input screen for “Overtime Hourly/Daily Income” is as follow:

	English Name	HKID/Passport	Units	Unit Rate	Amount	Effective Date From	Effective Date To
▶	Lau Bei		100	HK\$700.00	HK\$70,000.00	16/07/2012	31/07/2012
	Lau Mei		10	HK\$100.00	HK\$1,000.00	01/10/2012	31/10/2012
*							

When you input the overtime hours/days for your employee, follow the steps:

1. After selecting the employee for input, the system displays the overtime hourly/daily rate of the employee (obtained from the “Hourly/Daily Rate Maintenance” according to the employee’s grade and payroll period). The payroll period shown in “Effective Date From” and “Effective Date To” is defaulted to the next payroll period.
2. Input the number of overtime hours/days, the system will automatically calculate the amount.
3. You can override the default overtime hourly/daily rate if you want to pay a rate that is different from the overtime hourly/daily rate defined in the “Hourly/Daily Rate Maintenance”. For example, if your company pays an overtime hourly rate of \$400 for weekdays and \$500 for weekend. You can override the default \$400 to \$500 for the weekend rate for the same payroll period.
4. You can override the payroll period but it has to be equal or later than the next payroll period.

6.2.3 Other Income and Deduction folder

The “Other Income” folder records income that does not include in the basic salary. Examples are commission, housing allowance, meal allowance ... etc. The “Deduction” folder records income deduction items to be deducted from the total income. Examples are housing loan, medical ... etc.

The input screen for “Other Income” is as follow:

English Name	HKID/Passport	Income Type	Description	Amount	Effective Date From	Effective Date To
Chan Tai Man		BN	Bonus	HK\$1,000.00	01/10/2012	31/10/2012
*						

6.2.3.1 Other Income

Income Type - select from the Other Income Maintenance Table

Description - system displays automatically the description of the selected other income type

Amount - input by user

Effective Date From - the “effective date from” of this other income. System defaults this to the next pay cycle’s start date, user can override it with any date **later** than the next cycle start date.

Effective Date To - the “effective date to” of this other income. System defaults this to the next pay cycle’s end date, user can override it with any date **later** than the next cycle

end date

Pay every x period - This indicates whether the income is a one time or recurring payment. "0" means just pay once. "1" means pay once for each pay cycle until the "Effective Date to" date is reached. "2" means pay once every 2 pay cycles and "3" means pay once every 3 pay cycles ... etc. You can press the selection button (an upside-down triangle symbol) to browse the list of payment frequency.

The following are some examples illustrating the use of "Pay every x period":

1. **One time payment:** Donna Lee has a one-time commission of \$1,680 in December 1999. This can be entered with the other income type = COMM, amount = \$1,680, the payroll period is from 1st December 1999 to 31st December 1999, and Pay every x period = 0.
2. **Pay every pay cycle:** Tong Chan receives a bonus of \$500 every month, from December 1999 up to December 2000. This can be created with other income type = BN, amount = \$500, payroll period is from 1st December 1999 to 31st December 2000, with Pay every x period = 1. If Tony Chan's pay cycle is monthly, he will receive \$500 each month. If the pay cycle is weekly, he will receive \$500 each week.
3. **Pay every two pay cycle:** Ben Ho receives an other allowance of \$2,000 for every two months, starting from 1st December 1999 to 30th November 2000. The Pay every x period should set as 2. If the pay cycle of Ben Ho is monthly, Ben will receive the payment starting from December, then February, April, etc.

To add a record, do the followings:

1. Select the employee for input.
2. Select the income type by clicking the selection button
3. System displays the description of the income type.
4. Input the amount.
5. System default the "Effective Date From" and "Effective Date To" to the next payroll cycle. User can override both values but they have to be later than the next payroll cycle dates.

If there is a change in other income, you should change your last "Effective Date to" to the last pay period before adding a new record showing the new "Effective Date From" and "Effective Date To"

For example, Man Ying's housing allowance was original input as \$3,500 per pay period starting from 1st December 1999 to 31st January 2001 (first record). The

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housing allowance will be increase to \$4,000 starting from 1st December 2000.

You need to change the “Effective Date To” of the first record to 30th November 2000 and then add a new record with \$4,000 per pay period starting from 1st December 2000 to 30th November 2001.

6. Input the “Pay every x period”.

6.2.3.2 Deduction folder

The input screen for “Deduction” is as follow:

English Name	HKID/Passport	Deduction Type	Description	Amount	Effective Date From	Effective Date To
▶ Chan Tai Man		HL	Housing Loan	HK\$2,000.00	01/10/2012	31/10/2012
*						

Income deduction has the same logic and input format as other income. Instead of increasing the employee’s income, deduction will reduce the income. The deduction type is defined in the “Income Deduction Maintenance” Master table.

6.2.4 Irregular Income

The input screen for “Irregular Income” is as follow:

English Name	HKID/Passport	Income Type	Description	Amount	Effective Date From	Effective Date To
▶ Chan Tai Man		BP	Back Pay	HK\$1.00	01/10/2012	31/10/2012
* [blank]						

Irregular Income is special income paid to an employee usually before the end of the pay cycle. The employer has the option of paying this amount by cheque, cash or auto-pay.

Income type - select from the “Income Type Maintenance” master

Description - system displays the description of the selected income type

Amount - input by user

Effective Date From - the starting covering period that the irregular income is paid. System defaults this to the next pay period’s starting date, user can override it with any date later than this date.

Effective Date To - the end covering period date that the irregular income is paid. System defaults this to the next pay period’s end date, user can override it with any date later than this date.

Pay Date (For reference only) - date on which the irregular income was or will be paid to the employee.

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Paid (Y/N) - A flag indicating whether the payment has been made to the employee. User has to input “y” for yes and “n” for no. If “no” is inputted and if the employee has chosen auto-pay as the Pay Method, this payment will be included in the “bank auto-pay” diskette when the function in the “Upload to bank’s auto-pay system” under “Upload” is invoked.

Calculate Cont Pre-pay (Y/N) – A flag indicating whether pre-pay contribution should be calculated automatically or the user wants to calculate it manually. This flag only exist in some versions.

Contribution Pre-pay – MPF contribution is calculated based on the total amount of irregular income paid if the income exceeds the minimum monthly income. The system then calculates the total MPF contribution based on the total relevant income received by the employee for the whole covering period. For some versions, this value can be overridden.

Net Pay – Net amount for the irregular income received by the employee after deducting the prepaid MPF contributions.

Example 1 – irregular income paid by cash or cheque to the employee in the middle of the month.

Suppose Donna Lee gets her regular salary of \$10,000 through auto-pay on every 27th of each month. In December, she was given an extra bonus amount of \$4,000 on 15th of the month in cash. Although the payment has been made manually, the user still has to record this transaction to the system by creating an irregular income of \$4,000 and set the “Paid Y/N” flag to “yes”. A total of \$200 MPF contributions is deducted, as a result, Donna receives a net pay of \$3,800.

Example 2 – irregular income paid by auto-pay to the employee in the middle of the month

If the payment is to be made by auto-pay, the “Paid Y/N” flag should be set to “No”. This outstanding payment will be loaded to the auto-pay diskette when the auto-pay function is invoked.

After inputting the irregular income, you can wait until the end of the pay period to generate the payroll in Step 3 and to confirm the payroll in Step 5. For the employees who have received irregular payments, the information of the irregular payment will be shown on the Employee Irregular Pay Slip, Irregular Income Summary, Detailed Payroll Report, Employee Pay Slip and Pay History for the pay period that the employee irregular payment covers.

6.2.5 Irregular Voluntary Contribution

* Note: The availability of this function depends on your software provider. Consult your trustee or software provider for more detail.

The input screen for “Irregular Voluntary Contribution” is as follow:

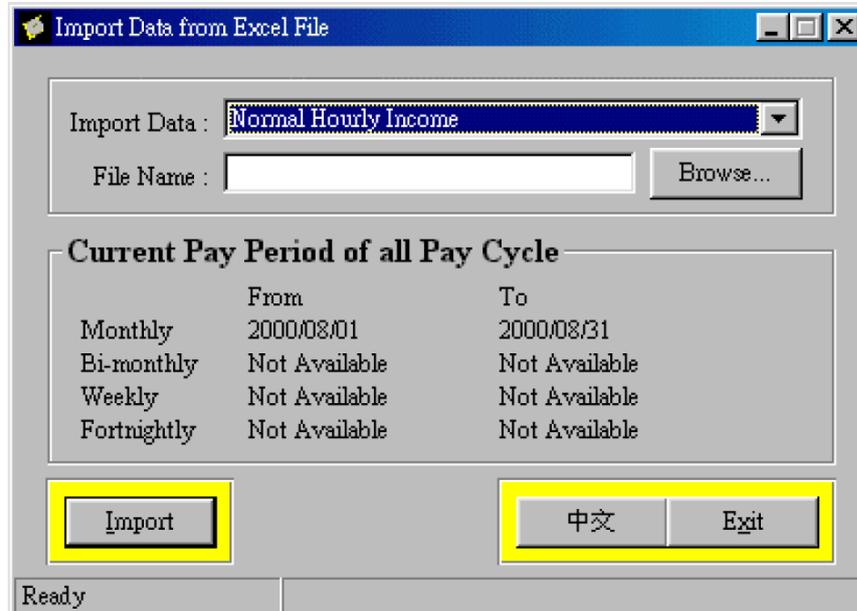
“Irregular Voluntary Cont.” means the contribution is submitted on an irregular basis. For example, the employee may contribute \$1,000 for this period and may be \$50 for the period after. Irregular contribution only applies to voluntary plan.

- English Name - select the employee
- HKID - employee’s HKID
- Effective Date From - date from for the contribution period
- Effective Date To - date to for the contribution period
- Employer Cont. Amount - employer contribution amount for the period
- Employee Cont. Amount - employee contribution amount for the period

6.2.6 Import function

If your software version has import function, employee information, basic salary, normal hourly income, overtime hourly income, other income, income deduction, irregular income and employee termination information can be imported from a prescribed Excel file.

To use the import function, go to “Interface” in the main menu and then click “Import Data from Excel File” and the following screen will appear:



Press “Import” after selecting the data type and the appropriate Excel file. If your data in the Excel file is incorrect, the exception is listed in a data integrity report for your rectification.

After data import, you can view the data in the folder under “Step 1 – Input relevant income and deduction”. The payroll processing is the same described in section 6.1 to 6.6.

You can get sample import excel files from ‘Sample’ folder at the software’s installation path. (e.g. C:\Program Files\PayEasy\Sample)

6.3 Step 2 – Termination Processing

This step is used to input employee who will be terminated in the next payroll period. Termination Processing can be run at any time when required, it is not necessary to have it run as the second step of the payroll processing cycle. It is included here for the purpose of reminding the employer to process or record outstanding termination. The system do not support back termination process. Please record the terminated employee in particular payroll period.

To activate the window, click “Payroll Processing” from the Main Menu, then click “Step 2 - Termination Processing”.

Input Termination [Date format:DD/MM/YYYY]

Enquiry
Last Date of Employment Range From : To :
Status : Submitted
 Terminated
 All

Termination Processing
HKID : English Name : Au Yeung Ming Ming Staff ID :

	HKID	Employee Name	Last Date of Employment	Last Voluntary Contribution Date	LSP/SP	Termination Reason	Lea
<input type="button" value="edit"/>		Au Yeung Ming Ming	01/05/2002		HK\$0.00	Resignation	

Employee Count = 0

6.3.1 Create and submit a termination transaction

1. Select the “Termination Processing” option and then select the employee to be terminated through the “Search”.
2. Fill in the last date of the employment for the staff. Last date of employment cannot be earlier than date of employment and it cannot be earlier than the end date of last paid period.

3. If the employee has voluntary contribution plan, the user should fill in the last contribution date which is a mandatory field.
4. Fill in the long service/severance payment that the employer has given to the employee if there is any. If no long service/severance payment, please enter "0".
5. Select the termination reason from the selection button (an upside-down triangle symbol).
6. The "Leave HK" will default to "No" unless the termination reason is "Migration".
7. If the migrated employee will return to Hong Kong, user has to input the return date in "Return Date".
8. If you have another employee to terminate, press "Add" button, and repeat the above steps.
9. The user should check for any keying error before submitting the termination. The "Delete" button can be used to delete any employee from the termination list before submission, but the "Delete" function is disabled after submission.
10. The user has to press the "Submit" button to confirm the termination. After submitting the data, press "Print" to print the Termination Report to verify the data. If incorrect data is input, you can press "Reverse" to reverse your data and process the transaction again. However, if payroll has been generated for the terminated staff, you cannot use the "Reverse" button to reverse the termination. You have to reverse the payroll first before using "Reverse" button to reverse the payroll transaction.

6.3.2 Enquiry the termination transaction

1. Select "Enquiry" option.
2. Input the Last Date of Employment From/To period and select the status of the termination transaction for enquiry.
3. Press tab, the corresponding termination transactions will be shown on the screen.

6.3.3 Generate payroll for the terminated employee(s)

1. If the employee is terminated in the middle or in the beginning of the month, payment has to be made within a certain number of days in accordance with the Employment Ordinance requirement.
2. After submitting the termination request, the user should proceed to "Step 3 – Generate and print draft payroll report". You should choose "Single Terminated

Employee” by selecting the “Terminated/Submitted” employee for generating payroll in Step 3, and follow by “Step 5 - Print final report and confirm payroll”.

3. If final payment is to be made via auto-pay, invoke “Upload to Bank’s Autopay System (Employee Net Pay)” and create the auto-pay file. Details of step 3 and 5 can be found in the sections below.

6.3.4 Terminated employee data update

For a terminated employee, his/her termination data is reflected in “Employee Detail Information”, “Pay History” and “Salary Information”. The employee record will no longer be shown in “Input Relevant Income and Deduction” folder when inputting for income and deduction. In addition, the “Leave Information” for a terminated employee can only be viewed and no update is allowed. You should have the practice to print the IRD Form 56F or 56G under “Taxation Notification” of “Reporting” and submit to IRD.

6.4 Step 3 - Generate and Print Draft Payroll Report

After inputting all income and / or termination of employee(s), the user can proceed to the payroll calculation for which the system will calculate the payroll amount, mandatory and voluntary contribution for each employee. The user should print a draft copy of the payroll details, check the figures and if there is no error, proceed to “Step 5 – Print final report and confirm payroll.”

If there is any error, user should go back to Step 1, modify the salary data and come back to this step to regenerate the payroll records.

By Department

The screenshot shows a software window titled "Generate and Print Draft Payroll Report [Date format:DD/MM/YYYY]". The window contains a "Payroll Processing" section with the following options:

- All Employees
- All Terminated Employees
- Single Terminated Employee
- Department
- Late Enrolled Employee

The "Department" dropdown menu is set to "IT". There is a text input field for "HKID/Passport:" and a "Search" button. The "Pay Cycle:" dropdown is set to "Monthly". The "Date From:" field is "21/01/2013" and the "Date To:" field is "20/02/2013". At the bottom, there are two groups of buttons: "Generate" and "Print Draft" on the left, and "中文" and "Exit" on the right. The "Generate" and "Print Draft" buttons are highlighted with a yellow border.

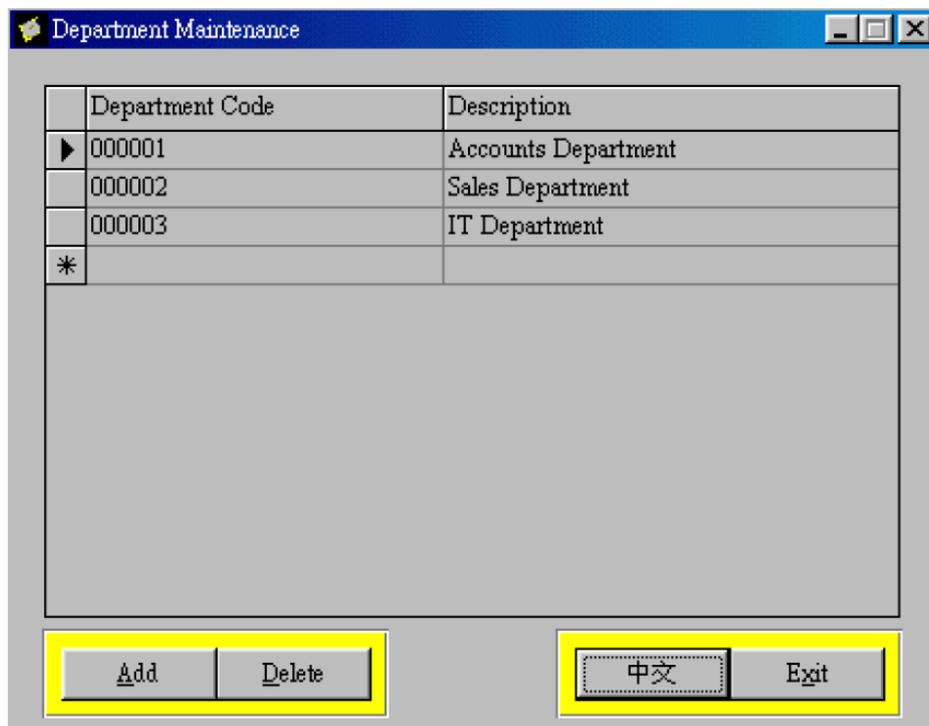
By EE nature

The screenshot shows the same software window as above, but with the "By Employee Nature" option selected. The "By Employee Nature" dropdown menu is set to "Permanent". All other options and fields remain the same as in the "By Department" view. The "Generate" and "Print Draft" buttons are highlighted with a yellow border.

To generate the payroll records, do the following:

1. Select whether this payroll generation is for “All Employees”, “All Terminated Employees”, “Single Terminated Employee”, “Late Enrolled Employee”, “By Department” or “By EE Nature” payroll generation. “All Employees” payroll generation is used to generate payroll for all employees of the company. This is usually used at the end of each pay period. “All Terminated Employees” is used to generate payroll record for one or more particular employee(s) such as terminated employees. “Single Terminated Employee” is used to generate payroll of a specific terminated staff. “Late Enrolled Employee” is used to generate payroll of a specific late enrolled staff. “By Department” is used to generate payroll for employees of the selected department. “By EE Nature” is used to generate payroll for employees of certain nature.
2. If “All Employees” or “All Terminated Employees” payroll generation is selected, enter the pay cycle for the payroll generation. If the company offers different pay cycles for different employee, one payroll generation will only cover one type of pay cycle as the pay period end date will be different.
3. Employees belong to the pay cycle will be included in the payroll generation.
4. If “Single Terminated Employee” payroll generation is selected, the user can enter the HKID/Passport number of the employee or press the “Search” button to select the employee.
5. If “Late Enrolled Employee” payroll generation is selected, the user can enter the HKID/Passport number of the employee or press the “Search” button to select the employee.
6. If “Department” is selected in “Batch Process Option”, payroll generation “By Department” is available. You can choose a specific department to generate payroll.
7. If “EE Nature” is selected in “Batch Process Option”, payroll generation “By EE Nature” is available. You can choose a specific EE nature to generate payroll.
8. The system will calculate the next pay period and display the “Date from” and “Date to” date on the screen and user is not allow to modify them.
Noted: for “Late Enrolled Employee”, “Date From” and “Date To” will auto update to the “start date of first missing payroll period” and the “end date of last confirmed regular payroll period” respectively. If back date termination is created, the “Date To” will show the “Last date of employment” instead.
9. The report to be printed can be sorted by HKID, English name, Chinese name or Staff ID.
10. If your software version has the function to print report by department, you should first define your company’s department in the following screen after selecting

“Department Maintenance” under “Master File”:



The “Department Code” can be defined up to 6 characters or digits.

When printing reports, you can select “*” if you want to print the records for all employees. If you only want to select a particular department, select the department code for printing. In “Detailed Payroll Report”, you select “Company total” to print a summary for all departments.

Other reports that can be printed by departments are Detail Payroll Report (draft and final), Employee Pay Slip (for regular and irregular pay) and Employee Data List.

11. Press “Generate” button to proceed with the calculation.
12. Press “Print Draft” button to print the “Detail Payroll Report (Draft)” payroll report. The report shows the payroll details including a breakdown of income and deductions for each employee, the report also has a summary of all employees for the pay period.

6.5 Step 4 – Override Payroll

Under normal circumstances, this step should not be used. It is used in case the system is unable to meet your payroll calculation requirement. For example, your employee’s salary is based on the number of pairs of trousers that the employee has made or the way you do your prorated salary is not supported by the system.

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In this case, you can either input a dummy basic salary (say \$10,000) for all of your employees, let the system to generate the payroll first in Step 3, manually calculate the basic salary and use this function to override the basic salary.

Only the basic salary can be overridden, all other items such as the other income and deduction cannot be overridden. If you want to modify income items other than basic salary, use Step 1 in “Payroll Processing”.

Contributions should always be calculated by the system and never be adjusted manually. All of these fields apart from the basic salary are displayed for reference only.

	Original	Override	Adjustment
Basic Salary	HK\$13,000.00	HK\$12,000.00	-HK\$1,000.00
Other Income	HK\$0.00	HK\$0.00	HK\$0.00
Total Relevant Income	HK\$13,000.00	HK\$12,000.00	-HK\$1,000.00
Housing	HK\$0.00	HK\$0.00	HK\$0.00
Mandatory Contribution	HK\$0.00	HK\$0.00	HK\$0.00
Voluntary Contribution	HK\$0.00	HK\$0.00	HK\$0.00
Income Deduction	HK\$0.00	HK\$0.00	HK\$0.00
Net Pay	HK\$13,000.00	HK\$12,000.00	-HK\$1,000.00

To override the basic salary, do the following.

1. Select the employee for overriding the basic salary.
2. Click to the basic salary “Override” data field, input the correct amount. Press “Tab” or “Enter”.
3. Press the “Cal Net Pay” button to re-calculate the net pay and contributions.
4. System displays the adjustment.
5. Press the “Re-input” button if you want to clear the screen and re-input another value.

6. Press “Print” to print the Override Payroll Report.
7. Check the data and press “Confirm” button to confirm the change.
8. If you want to change an override amount after pressing “Confirm”, input the correct amount, press the “Cal Net Pay” and press “Confirm” after the change.
9. After confirming the override amount, proceed to Step 5 to confirm the payroll of the covering period.
10. The adjustment is shown in the “Pay History” folder of the employee for reference.

You will not be able to reverse the adjustment once the “Step 5 – Print Final Report and Confirm Payroll” is confirmed unless you reverse the whole payroll transaction for the pay period using Step 7.

6.6 Step 5 – Print Final Report and Confirm Payroll

After the payroll is generated and if there is no error found, the user can proceed to this step to confirm the payroll.

To activate the window, click “Payroll Processing” from the main menu, then click “Step 5 - Print Final Report and Confirm Payroll”.

By Department

The screenshot shows a window titled "Print Final Report and Confirm Payroll [Date format:DM/YYYY]". The main area is titled "Confirm Payroll" and contains the following elements:

- Radio buttons for selection: All Employees, All Terminated Employees, Single Terminated Employee, Department, and Late Enrolled Employee.
- A dropdown menu for "Department" with "Information Technology" selected.
- A text input field for "HKID/Passport:" followed by a "Search" button.
- A dropdown menu for "Pay Cycle:" with "Monthly" selected.
- Text input fields for "Date From:" (1/6/2008) and "Date To:" (30/6/2008).
- A text input field for "Contribution Day:" (10/7/2008).
- At the bottom, a large button labeled "Confirm Payroll and Print Final Report" is highlighted with a yellow border. To its right are two smaller buttons: "中文" and "Exit", also highlighted with a yellow border.

By EE Nature

The screenshot shows the same window as above, but with the "Employee Nature" radio button selected. The dropdown menu for "Employee Nature" is set to "Permanent". All other fields and buttons remain the same as in the previous screenshot.

To confirm the payroll, do the followings:

1. Check if the defaulted payroll information is correct. (This should be the last payroll generation period)
2. Press “Confirm” button to confirm payroll.

After payroll is confirmed, final detailed payroll report is printed for your record.

The payroll history is generated after the payroll is confirmed, and employee 's net pay and contribution details are ready for uploading to the bank’s auto-pay system.

6.7 Step 6 – Pay Surcharge

With the introduction of MPF, the employer is required to pay surcharge on any late contribution paid to their Trustee. The employer will receive information from MPFA regarding when the surcharge has to be paid.

This step is optional, it is invoked only if the employer wants to pay surcharge to the Trustee.

Pay Surcharge [Date format:YYYY/MM/DD]

Pay Cycle : Monthly

Covering from : 2001/1/1 to : 2001/01/31

MPFA First Notice Date : 2001/8/10

Instructed Payment Date : 2001/09/21

Select which surcharge payment to MPFA

1st Payment (pay on 0-14 days after MPFA First Notice Date)

2nd Payment (pay on 15-42 days after MPFA First Notice Date)

Select your desired surcharge calculation rate

Instructed Surcharge % : 15

Pre-determine Surcharge Factor

Total Contribution Amount : \$7,580.88 Detail

Surcharge Amount : \$227.43

Print Confirm Cancel 中文 Exit

To calculate the surcharge, you have to:

1. Input the “Covering Period From” of your late pay contribution period.
2. Input the “MPFA First Notice Date” which can be obtained on the employer surcharge letter issued by MPFA.
3. The “Instructed Pay Date” will be calculated and displayed after you have inputted “MPFA First Notice Date”.
4. Select whether the surcharge payment is the 1st payment or 2nd payment of MPFA.
5. Select either surcharge calculation rate.

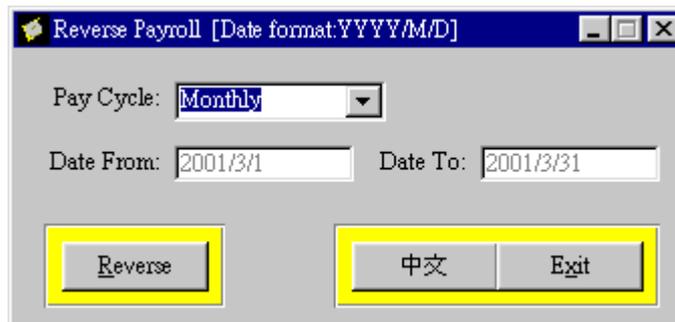
6. Then the surcharge amount will be calculated and shown up after all required information is inputted.
7. User can click the “Detail” button and it will show the contribution details for surcharge. User can “tick” which contribution period(s) that need to involve in the surcharge.
8. To confirm and save the record, press “Confirm” button.

6.8 Step 7 – Reverse Payroll

This step is used only when the employer wants to cancel / reverse a confirmed payroll. The user is only allowed to reverse the last pay period’s payroll. If you have more than one payroll to reverse, you have to reverse one after the other.

It is important to note that the system will not be able to check whether the payment and/ or contribution has already been paid to the employee or the Trustee.

With the reversal, the system can only assume that the payment has not been made and have the payroll transaction reversed and allow user to go back to Step 1 to adjust any income if required. In the case of auto-pay, the system will still generate the auto-pay instructions and contribution records to the bank and Trustee.



Please do not abuse this function. This function is use only for emergency case. You must check carefully the payroll records before confirming the payroll.

To reverse the payroll, do the following

1. Enter the Pay Cycle.
2. Press “Reverse” button.

7. Uploading

7.1 Upload to Bank

Please refer to the Autopay Handbook.

7.2 Upload to Trustee (Employee Information Only)

The system allows user to upload the employee information to the Trustee. To open the following window, click “Upload” from the main menu, then click “Upload to Trustee (Employee Information Only)”. To upload different information to different trustees, please select in “Scheme No.” (please set in “Trustee Maintenance” first).

Upload to Trustee(Employee Information Only): [Date format:DD/MM/YYYY]

Trustee Name: BOCI-Prudential Trustee Limited

Employer Name: ABC Company

Scheme No.: 00012345678 [BOCP]

No. of records: 1

Show EE Details

HKID/Passport	Employee Name
---------------	---------------

Reupload Employee(s) created or amended on or after sequence no.

Sequence No: 1

Upload Channel

Email Web Site Others

Save Contribution File To: C:\ Browse

1. CIB / PC Payroll: Submit contribution file through BOC(HK)'s CIB / PC Payroll
2. Diskette: Copy the contribution file to diskette and send to BOCI-Prudential Trustee Limited

Upload & Print

中文 Exit

To upload the employee information, follow the procedures:

1. Select “Upload Channel”, which are the available channels for you to upload the employee information.
2. Type in the field “Save Contribution File To:” which is the path for file contains the employee information.

3. If you wish to view the upload data, press “Show EE Details” and the employee name and ID will be displayed.
4. Press “Upload & Print” button, then the system will generate the file that contains employee information and a report will be printed automatically for your record keeping.

To re-upload the employee information for specific sequence no, do the following:

1. Tick the “Reupload” box and then input the sequence no that you want to re-upload.
2. Select “Upload Channel”, which are the available channels for you to upload the employee information.
3. Type in the field “Save Contribution File To:” which is the path for file contains the employee information.
4. Press “Upload & Print” button, then the system will generate the file that contains employee information.

7.3 Upload to Trustee (EE Info+Cont+Surcharge+Term info)

Apart from uploading the auto-pay records to your payroll bank, you are also required to upload MPF related data such as contribution, surcharge, addition and termination of employees to your MPF trustee.

To open the following window, click “Upload” form the main menu, then click “Upload to Trustee (EE Info+Cont+Surcharge+Term info)”.

The Trustee’s name, the Employer’s name, and the scheme number of your company are displayed for reference as they are downloaded from the initial system installation.

You can view the contribution and surcharge (if any) in the contribution and surcharge browser respectively.

Contribution data consists of the following:

1. **Cover from/Cover to** - the period that the contribution covers, this period is the same as the pay period. If there is more than one payroll record that has not been uploaded, the system will only display the latest one. For example, if both January and February’s payroll records have been created but none of them has been uploaded, the system will only display February’s record on the screen. Please input “Covering From” and “Covering To” to show the previous cover period. To reupload the payroll record, tick “Reupload” button. Please ensure the contribution period when choosing the payroll record.
2. **Pay Cycle** - the pay cycle that the contribution covers.

3. **EE Cont Amt** - the total employee contribution amount for the period.
4. **ER Cont Amt** - the total employer contribution amount for the period.
5. **Admin Charge** - the administration charge for the contribution in the period.
6. **Total Cont.** – the total contribution amount in the period.
7. **Cont. Day** – the last date that employer should pay the contribution to trustee

Surcharge record consists of the following:

1. **Cover from/Cover to** - the period that the surcharge covers, this period is for late contribution that the employer is paying the surcharge for.
2. **Total Contribution** - the total late contribution amount in which the surcharge is calculated based on.
3. **Surcharge %** - the surcharge percentage instructed by Mandatory Provident Fund Authority.
4. **Surcharge Amount** - the calculated total surcharge amount.
5. **Instructed Pay Date** – the instructed pay date for the surcharge supplied by MPFA.
6. **MPFA First Notice Date** – the first notice date from MPFA.

To upload the contribution and the surcharge, follow the procedure:

1. Select pay cycle.
2. Select the contribution or surcharge to be uploaded. You must highlight the row of contribution or surcharge that you want to upload.
3. The surcharge record cannot be uploaded unless the field “selected” is changed to “yes”. By clicking the “selected” field, the “no” will be changed to “yes” and vice versa.
4. Input the “Pay Method”, you can select autopay, cash payment or by cheque. If cheque payment is made, input the cheque number for reference in the “Reference No”.
5. Select “Upload Channel”, which are the available channels for you to upload the employee information.
6. Enter the directory of saving contribution data.

7. Press the “Browse” button to select the device and/or directory if you do not want the upload file to be stored in C:\.
8. You may change the upload directory to any valid directory. If you are using Internet to transfer the information, you may save the payroll details in the temporary directory of your local hard disk, and transfer it to the Trustee via web site or as an attachment via email.
9. Press “Upload & Print” button.
10. After the uploading is completed, you can submit the contribution data to your Trustee. A contribution upload report – “Uploading Contribution to Trustee” will be printed automatically. The user is recommended to check and sign this report and send it together with the diskette to the Trustee. If the payment is made by cheque, the cheque has to be attached as well.
11. If you only want to upload the surcharge but not the contribution, remove the “√” from the “select upload contribution” field.
12. If the company has more than one pay cycle, one uploading has to be done for each pay cycle. Simply select the required pay cycle, the system will display the records that have to be uploaded.
13. The sequence number is a unique identification of each uploading.
14. In case there is any problem with the diskette (e.g. data corrupted or lost), the system allows you to re-upload or generate the diskette again. Select the “Reupload” box and you have 3 options of performing the re-upload.
15. Option 1 – Contribution /surcharge by date. User will be required to key in the “covering from” date and press “tab” or “return”. The system will display the “cover to” date and the corresponding contribution and surcharge record uploaded for that covering period. Press “Upload & Print” to generate the upload diskette. (There is no limit on the number of times of re-uploading).
16. Option 2 – Surcharge by date. If a certain uploading only contains surcharge but without contribution, this option can be used to re-upload the surcharge.
17. Option 3 – by sequence no. If the Trustee is able to inform the employer of which sequence number requires re-uploading, this will be the most simple and direct option. The user is only required to key in the sequence number and press “Upload & Print” to re-generate the diskette.

7.4 Upload to Trustee (Terminated Member Only)

The system allows user to upload terminated employee information and contribution to the trustee. To open the following window, click “Upload” from the main menu, then click “Upload to Trustee (Terminated Employee Member)”.

Upload To Trustee (Terminated Member): [Date format:DD/MM/YYYY]

Trustee Name: BOCI-Prudential Trustee Limited

Employer Name: ABC Company

Scheme No.: 00012345678 [v] Pay Cycle: Monthly [v] Reupload

Covering From: [] Covering To: [] by Employee Search Sequence No.: []

Employee Name	HKID/Passport	Last Date of Employment	ER Cont	EE Cont	Admin
---------------	---------------	-------------------------	---------	---------	-------

Pay Method: Autopay [v] Reference No.: [] Total Amount & Sequence No. \$0.00 Sequence No: 1

Upload Channel

Email Web Site Others Save Contribution File To: C:\ Browse

1. CIB / PC Payroll: Submit contribution file through BOC(HK)'s CIB / PC Payroll
2. Diskette: Copy contribution file to diskette and send to BOCI-Prudential Trustee Limited

Upload & Print 中文 Exit

When the user enters this window, the system will show all terminated employee records that need to upload for the period.

To upload the records, follow the procedure:

1. You need to input the “Pay Method”, you can select autopay, cash payment or by cheque. If cheque payment is made, input the cheque number for reference in the “Reference No”.
2. Select “Upload Channel”, which are the available channels for you to upload the employee information.
3. Enter the directory of saving contribution data.

4. Press the “Browse” button to select the device and/or directory if you do not want the upload file to be stored in C:\.
5. You may change the upload directory to any valid directory. If you are using Internet to transfer the information, you may save the payroll details in the temporary directory of your local hard disk, and transfer it to the Trustee via web site or as an attachment via email.
6. Press “Upload & Print” button.
7. After the uploading is completed, you can submit the contribution data to your Trustee. A contribution upload report – “Uploading Contribution to Trustee” will be printed automatically. The user is recommended to check and sign this report and send it together with the diskette to the Trustee. If the payment is made by cheque, the cheque has to be attached as well.

8. Issue annual tax return

The annual tax return of your company should be sent to the Hong Kong Government Inland Revenue Department (IRD) for each financial year ended on March 31. This annual tax return can be easily generated by the system.

You have to submit two annual tax returns. One is Employer's Return of Remuneration and Pensions for employee (IR56B), and the other is the Employer's Return of Remuneration and Pensions for employer (IR56A).

8.1 Employer's Return of Remuneration and Pensions for (for Employee) IR56B

8.1.1 To print the annual tax return for each employee, do the following:

1. Click "Report" from the main menu, then click "Annual Taxation Return (for Employee)" – IR56B.

Annual Tax Return (for Employee) - IR56B

HKID/Passport : * Search

Year End : 2002 for the period from 2001/04/01 to 2002/03/31

Create soft copy of Tax Return to IRD

Filename : A:\56B0000.txt

Print terminated staff

Layout

Basic Style Fancy Style

Override Print 中文 Exit

2. Enter the HKID/Passport number. In normal case, you should print all employees by entering "*" in the HKID/Passport number. If you want to print a particular record, enter the specific HKID/Passport number. You can use the "Search" button to search for the employee.
3. Enter the year end for the taxation year. For example, if you enter 2000, the date range of the Annual Tax Return is from 1st April 1999 to 31st March 2000.

4. You can also create a soft copy of the annual tax return and submit the softcopy to the IRD alone without the hard copy. Select “Create soft copy of Tax Return for IRD” and enter the filename (e.g. A:\taxreturn.txt). You have to apply for approval from IRD before the soft copy of the Tax Return is accepted. You can apply this yourself or through your payroll bank or Trustee.
5. If you do not submit your IR56F to IRD for an employee who leaves the company, you are required to submit IR56B at 31st March for this terminated employee. (However, the acceptance of terminated employees' IR56B instead of IR56F is subject to the IRD's discretion) In this case, you have to tick “Print terminated staff” and this will include all terminated staff.
6. Press “Print” button to print the annual taxation return.

Make sure your diskette is formatted when producing the softcopy to IRD. Since the system is targeted to be used by small and medium size companies, the tax return soft copy generation will fail if your company have over 600 employees. In this case, you can try to generate the file in your local hard disk and transfer it to a CD-ROM.

Notes to employers submitting computerized IR56B (source from IRD published in January 2005):

1. Employers must note that it is their obligation to check that all data supplied by them in respect of their employees in the soft copies of IR56B are correct before submitting the same to the IRD. They should keep hard copies of the IR56B submitted for record purpose. Besides, hard copy should also be supplied to the employees for information.
2. Employers lodging computerized IR56B are required to submit **ALL** of the following to the IRD:
 - 2.1 IR56B records for all employees specified in the BIR56A, in softcopy (no hard copies of IR56B is required to submit to IRD)
 - 2.2 a duly signed control list in respect of the IR56B records submitted, and
 - 2.3 the duly completed and signed BIR56A.
3. IR56B are not required for employees who have ceased to be employed **AND** whose notifications of cessation (IR56F) or whose notification of departure from Hong Kong (IR56G) have been previously submitted to the IRD.

8.1.2 To override or modify any data of the annual tax return

If you need to change the data of the tax return, you can override it by using this function. For example, you have paid your employees some taxable income but the data is not captured in the system, or you are using the system for only seven months and you need to include the previous five months' payroll records in the system to provide a consolidated tax return statement.

	Original	Override	Adjustment
▶ Salary/Wages	HK\$544,500.00	HK\$600,000.00	HK\$55,500.00
Leave Pay	HK\$0.00	HK\$0.00	HK\$0.00
Director's fee	HK\$2,015.00	HK\$2,015.00	HK\$0.00
Commission/Fees	HK\$0.00	HK\$0.00	HK\$0.00
Bonus	HK\$0.00	HK\$0.00	HK\$0.00
Back pay, Terminal Awards, and Gratuities, etc.	HK\$0.00	HK\$0.00	HK\$0.00
Certain payments from Occupational Retirement Scheme	HK\$0.00	HK\$0.00	HK\$0.00
Salaries Tax paid by Employer	HK\$0.00	HK\$0.00	HK\$0.00
Education Benefits	HK\$0.00	HK\$0.00	HK\$0.00
Gain realized under share option scheme	HK\$9,265.00	HK\$9,265.00	HK\$0.00
Any other Rewards, Allowances or Perquisites (Overtime)	HK\$0.00	HK\$0.00	HK\$0.00
Any other Rewards, Allowances or Perquisites (Taxable H	HK\$0.00	HK\$0.00	HK\$0.00
Any other Rewards, Allowances or Perquisites (Other Allo	HK\$0.00	HK\$0.00	HK\$0.00
Pensions	HK\$18,756.00	HK\$18,756.00	HK\$0.00

To override the tax return, do the following:

1. Press "Override" button.
2. Select the employee to override the tax return.
3. Override the tax information by entering the correct amount in the override column.
4. Press "Confirm" to confirm the change.
5. Press "Print" button, the "Override Tax Return" report will be printed for your record.

8.2 Employer's Return of Remuneration and Pensions for (for Employer) IR56A

To print this report, do the following:

1. Click "Report" from the main menu, then click "Annual Taxation Return Summary (for Employer)"



2. Enter the taxation year-end. For example, if you enter 2000, the date range of Annual Tax Return is from 1st April 1999 to 31st March 2000.
3. Press "Print" button to print the annual taxation return for employer.

The tax return summary (for employer) is used as a reference only. The Employer should complete the IR56A Form from IRD based on the information generated from the system.

8.3 Taxation Notification – IR56E, IR56F, and IR56G

When an employee joins the company or terminates from the company, the employer should notify the IRD of such movements. The system can generate such taxation notification for the employer to submit to IRD.



Taxation notifications generated by the system are:

1. Notification by an employer of an employee who commences to be employed (IR56E)
2. Notification by an employer of an employee who is about to cease to be employed (IR56F)
3. Notification by an employer of an employee who is about to depart from Hong Kong (IR56G)

To print the tax notification, do the following:

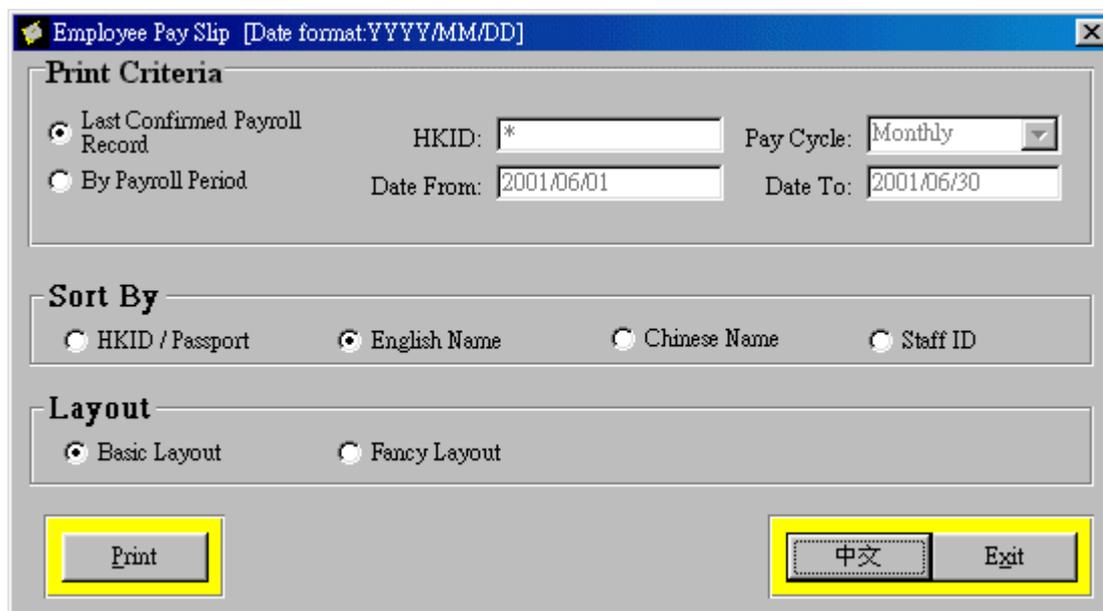
1. Click “Report” from the main menu, then click “Taxation Notification”.
2. Select the type of notification to be printed. They are the “Commence Employment” (IR56E), “About to Cease Employment” (IR56F) and “About to depart from Hong Kong” (IR56G)
3. Enter the HKID/Passport number of the employee you wish to print. In normal case, you should print all employees by entering “*” in the HKID/Passport number. If you want to print a particular record, enter the HKID/Passport number. You can use the search button to search for the employee.
4. Enter the year end if you want to generate notification for the whole year, for example, enter 2000 for the period starting from 1 April 1999 to 31 March 2000.

Please be reminded that you need to highlight “LEAVING HONG KONG CASE” in RED when submitting the hardcopy of IR56G to IRD.

Please be reminded that you need to add an “*” between other name and Christian name at “Name of Employee” (e.g. CHAN, TAI MAN*JOHN**) when submitting the hardcopy of IR56E to IRD.**

9. Reports

The screen layout for all reports in the system is very similar. It consists of a “Print Criteria” function, “Sort By” function, and “Print” button. An example of the print screen is as follow:



The screenshot shows a dialog box titled "Employee Pay Slip [Date format:YYYY/MM/DD]". It is divided into three sections: "Print Criteria", "Sort By", and "Layout".

- Print Criteria:** Contains two radio buttons: "Last Confirmed Payroll Record" (selected) and "By Payroll Period". The "Last Confirmed Payroll Record" option has input fields for "HKID:" (containing "*") and "Pay Cycle:" (a dropdown menu showing "Monthly"). The "By Payroll Period" option has input fields for "Date From:" (containing "2001/06/01") and "Date To:" (containing "2001/06/30").
- Sort By:** Contains four radio buttons: "HKID / Passport", "English Name" (selected), "Chinese Name", and "Staff ID".
- Layout:** Contains two radio buttons: "Basic Layout" (selected) and "Fancy Layout".

At the bottom, there are three buttons: "Print", "中文", and "Exit". The "Print" button is highlighted with a yellow border.

To print a report, do the followings:

1. Select the print criteria.
 - 1.1 For Detail Payroll Report, Employee Pay Slip and Net Pay Summary, you should choose either “Last Confirmed Payroll Record” or “By Payroll Period”.
 - 1.2 Choose “Last Confirmed Payroll Record” to print the payroll records that have just been confirmed. You do not need to input any print criteria if this option is chosen.
 - 1.3 Choose “By Payroll Period” to print other period’s pay history.
2. Choose the HKID/Passport number and Pay Cycle of the employee payroll you want to print. If you want to print all employees of the pay cycle, enter “*” under the HKID/Passport.
3. The pay cycle is defaulted to the company’s default pay cycle and can be changed by the user.

4. Select the “Sort by” field to define the sorting sequence of the report. You have the choices to sort by HKID/Passport, English Name, Chinese Name and Staff ID. Please note that Chinese Name is sort by big-5 sequence, this sorting is useful as it will group all the employees with the same Chinese last name together.
5. The system provides two types of report printing style – fancy font printing and basic font printing. The only difference is the fancy font printing will have title underlined and font bolded on the report. If you encounter the case when small fonts are printed for large volume printing, you are advised to use the basic font instead of the fancy font printing.
6. Press “Print” button to print the report.

Types of report

9.1 Employee Pay Slip

The report is to be issued to individual employee after each payroll is generated and confirmed. It shows the income, deduction, total MPF and Voluntary contributions made to the Trustee of the employee. The Mandatory Provident Fund Ordinance requires the employer to issue this information to their employees for each pay period.

9.2 Employee Irregular Pay Slip

The report is to be issued to individual employee after the irregular income is paid. It shows the pay date for the irregular income, contributions made and the net amount paid to the employee.

9.3 Irregular Income Summary

This report shows the total irregular income paid for the covering period. The amount should match with the amount shown in the Detail Payroll Report for irregular income.

9.4 Employee Data List

By putting a “*” in the HKID field, Employee Data List shows the static information of all employees for the employer reference. For showing the information of a specific employee only, employer can input the employee’s HKID or press the “Search” button to search for the employee.

9.5 Employee Addition and Termination Report

This report shows the addition and termination of employees in the company within the selected period of time.

√**The employer should endorse this report together with the relevant document and send it to the Trustee.**

9.6 Net Pay Summary

Net Pay Summary summarizes the net pay of each employee. The bank account number of the employee will be shown on the report if employee's pay method is auto-pay.

9.7 Provident Fund Contribution Summary

This report shows the details of both mandatory and voluntary provident fund contributions. It includes the HKID/Passport, employee name, relevant income, plan/contribution types and contribution amount for employee and employer. The report should be printed after each payroll is generated and confirmed.

√**The employer should endorse this report together with the contribution data and send it to the Trustee.**

9.8 Long Service Payment/Severance Payment Liability Report

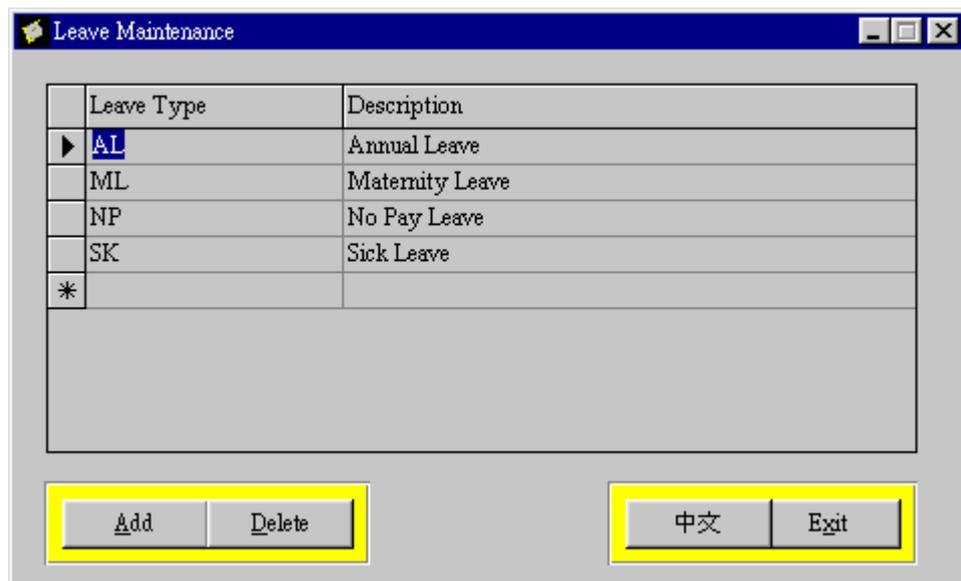
The report shows the estimated long service payment and severance payment liability of the company. The employer can input the date of calculating LSP and SP for an employee or all employees (input "*" for all employees) and press "Print" to print the report.

10. Leave Information

To maintain leave information for each employee, do the following:

10.1 Leave Type Maintenance

The “Leave Type Maintenance” contains all the leave types available for the system. The following leave types have been pre-defined in your initial installation of the system. You can add any additional leave type(s) to the maintenance.



10.2 Leave Information

“Leave Information” is used to keep track of the leave record for each employee. Leave records are for employer reference only and it will not be used for payroll calculation.

To open this window, click “Employee” from the main menu, then click “Leave Information”.

Input Specific Employee for Processing

HKID/Passport: English Name: Staff ID:

Employee Grade: Supervisor Date Employed: 2000/11/1 Years of Service: 0

Leave Type: Year:

Leave Detail

	Date From	Date To	Total Days
▶	2001/5/8	2001/5/8	1
	2001/2/5	2001/2/5	2
*			

Leave Balance

Annual Entitlement:

This Year Entitlement:

Brought Forward From:

Leave Taken:

Outstanding Balance:

To view the leave information of an employee, follow the procedures:

1. Specify a particular employee’s leave record by either inputting the HKID/Passport number, English Name or Staff ID.
2. If the exact information mentioned above is not known, you can press the “Search” button to find the particular employee.
3. Select the leave type in the combo box. The leave type is defined in [10.1 Leave Maintenance](#).
4. Input the year that you want to inquire.

On the left hand side of the screen, it displays the breakdown of the employee’s leave details, such as the leave periods and corresponding number of days for those periods.

To record the leave taken by the employee, follow the procedures:

1. Click in the row where the “Add” marker (a star symbol) is placed.
2. Enter the “Date From” and “Date To” which the employee has taken leave.
3. The total number of days taken is calculated automatically for you. The system excludes weekends and holidays to calculate the actual days taken by the employee. Modify the total number of days taken if necessary.
4. Once the cursor leaves the row, the inputted data will be updated.

To maintain leave balance of the employee, follow the procedures:

1. Press “Update” button to enable the fields on the right hand side of the screen.
2. Input the number of days of leave entitlement in the “Annual Entitlement” field. This is the annual leave entitlement of an employee and the total number of days is to be carried forward to next year.

Only the annual leave type can be carried forward to next year.

3. Input the number of days in the “This Year Entitlement” if the employee’s entitlement is different from the annual entitlement. For example, if an employee joins the company in June 2000 and he is only entitled to 5 days of leave for 2000 instead of an annual entitlement of 10 days. You should input 5 in “This Year Entitlement” and 10 in “Annual Entitlement”. When the system carries forward the leave to 2001, 10 days is used instead of 5 days.
4. “Leave Taken” and “Outstanding Balance” is calculated automatically based on leave information inputted by user.
5. Press “Save” button if the inputted data is correct.
6. You can press “Cancel” button if the inputted information is incorrect and the inputted data will not be saved.

10.3 Employee Leave Report

This report shows all employees' leave details for a single calendar year.



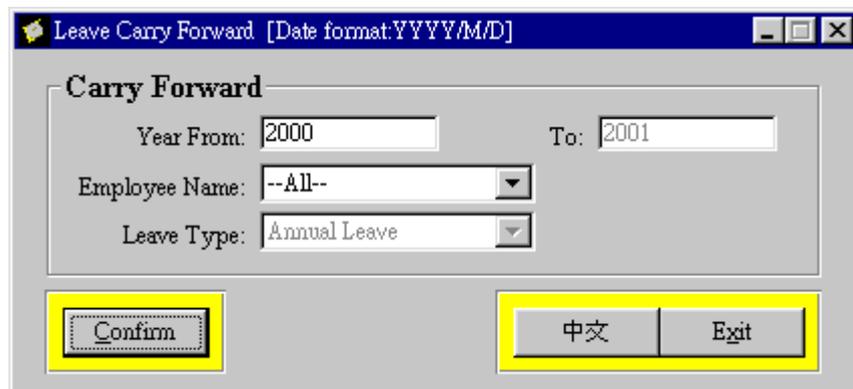
To print the employee leave report, do the following:

1. Enter the year of the leave details to be included in the report.
2. Press the "Print" button.

If an employee has not taken any leave of a particular type, this employee will not be included in the report. In addition, if the total entitlement is zero, the employee will also be excluded from the report except for Annual Leave.

10.4 Leave Carry Forward

At the end of the year, you can carry forward your employee's remaining leaves for the current year to next year. To perform this function, click "Year End" from the "Main menu", then click "Leave Carry Forward".



To carry forward the leave, do the followings:

1. After inputting the year of which the remaining leave is to be carried forward from in the "From" field, system will default the following year in the "To" field.
2. The system uses the current system year as the "Year From" year. You cannot override the "To" year as it is defaulted by the system.
3. Select the employee(s) that you want to carry his/her leave. You can select all the employees or just one particular employee.
4. The system will only carry forward the annual leave to next year for the selected employee(s).
5. The number of annual leave to be carried forward for each employee will be shown as the "Brought Forward" balance on the "Employee Leave Report".
6. Press "Confirm" button to confirm the process.
7. The number of leave balance to be carried forward is shown in "Brought Forward From" in "Leave Information". You cannot modify this balance.

11. Long Service/Severance Payment

Long Service Payment/Severance Payment Enquiry. This screen is for inquiring the long service / severance payment liable to the employer as at a certain date.

Long Service / Severance Payment Enquiry [Date format:DD/MM/YYYY]

Input Specific Employee for Processing

HKID/Passport: English Name Lee Yee Staff ID:

Date of calculating LSP and SP:

HKID	Name	LSP Amount	SP Amount	Date of Employment
	Lee Yee	\$77,671.23	\$77,671.23	01/08/2007
Total		\$77,671.23	\$77,671.23	

Calculation (Lee Yee)

LSP amt. = (5.1781)years of service * 2 / 3 * 22500(max. wage applied)

SP amt. = (5.1781)years of service * 2 / 3 * 22500(max. wage applied)

**The calculation is a rough estimation of the LSP and SP for regular pay type employees.
Please use the data as reference only!**

* Terminated or Submitted for termination employees are excluded!

To inquire the amount of long service payment or severance payment liability for an employee, do the following:

1. Click Employee from the main menu, then click “Long Service/Severance payment Enquiry” to invoke the inquiry screen.
2. Specify the employee whom you want to inquire the long service / severance payment liability.
3. Either by inputting the exact HKID/Passport number of the employee and then press “Tab” or “Enter” or by using the “Search” function.
4. In using the “Search” function, you can use partial search by inputting the first few common characters of the name and the system will display those employees that match with the search.

5. The “Date of calculating LSP and SP” is defaulted to system date and allow user to override.
6. Click the employee record in the browser will show the calculation details.
7. To print the inquiry, press “Print” button.

The calculation of LSP and SP is a rough estimation for regular pay type employees. Due to the complicity of LSP and SP for different type of employees (such as manual and non-manual employees), the employer should use the data for reference only.

12. Pay History

Pay history window shows payroll data of the employees for each pay period including basic salary, non basic income, total relevant income, housing allowance, other deductions, provident fund deductions and net pay amount.

To open this window, click “Employee” from the main menu, then click “Pay History”.

Pay History [Date format:DD/MM/YYYY]

Input Specific Employee for Processing

HKID/Passport: English Name: Lee Man Staff ID:

	Pay Period End Date	Basic Salary	Basic Salary Deduction	Non Basic Income	Total Relevant	Non Relevant	Deduction	MPF Cont.	VC Cont.
▶	30/09/2012	HK\$20,000....	HK\$0.00	HK\$0.00	HK\$20,000....	HK\$0.00	HK\$0.00	HK\$2,000.00	HK\$
	31/08/2012	HK\$20,000....	HK\$0.00	HK\$0.00	HK\$20,000....	HK\$0.00	HK\$0.00	HK\$0.00	HK\$

Note: Non Basic Income includes other income, overtime hourly income and irregular income, except non relevant income.

Employee Status: Active
Last Date of Employment:

Press “Total”

Pay History Total Contribution [Date format:DD/MM/YYYY]

HKID/Passport: English Name: Lee Man Staff ID:

From: 01/08/2012 To: 30/09/2012

	MPF Cont.		VC Cont.	
Total:	ER:	\$2,000.00	ER:	\$0.00
	EE:	\$2,000.00	EE:	\$0.00

Enter the employee’s HKID/Passport number, English Name, or the Staff ID number and press “Tab”, or press the “Search” button to search for an employee.

Pay period end date – the pay period end date for each pay cycle

Basic Salary – amount paid in basic salary

Non Basic Income – amount received that includes other income, overtime hourly income, irregular income and housing allowance on or after 1 Nov 2008

Total Relevant Income – the total of basic salary and non basic salary

Non Relevant Income – amount that is paid to the employee but not included in Relevant Income and used for MPF calculation.

Deduction – the total amount of income deduction of an employee

MPF and VC Cont. – MPF and Voluntary contribution deducted from the employee

Net Paid – net amount paid to the employees for the pay period

Basic Salary Adjustment – if there is any adjustment made to the basic salary for the pay period, the adjustment amount is displayed when you go to the pay period that the adjustment was made.

Employee Status – shows if the employee is an active or terminated employee.

Last Date of Employment – shows the employee last date of employment if the employee is terminated.

Total – shows the total contribution of the employee, and allow user to search the contribution amount by period range.

13. Salary Information

Salary information shows salary history of the employee, including basic income, hourly rates, other income and deduction. To open this window, click “Employee” from the main menu, then click “Salary Information”.

Input Specific Employee for Processing

HKID/Passport: English Name: Staff ID:

Basic Salary		Hourly Income		
Amount	Effective From	From	Normal Hourly Rate	Overtime Hourly Rate
HK\$46,000.00	2000/7/1	2001/1/1	HK\$340.00	HK\$500.00
		2000/4/1	HK\$300.00	HK\$450.00

Other Income						
Income Type	Description	Amount	From	To	Pay every x period	Pay Date
COMM	Commissions	HK\$2,000.00	2001/4/1	2001/4/30	Irregular	2001/4/30
COMM	Commissions	HK\$5,000.00	2001/4/1	2001/4/30	One time payment	
BN	Bonus	HK\$1,000.00	2001/4/1	2001/4/30	Pay every 1 period	

Income Deduction						
Deduction Type	Description	Amount	From	To	Pay every x period	
HL	Housing Loan	HK\$3,000.00	2001/4/1	2001/4/30	Pay every 1 period	

Show Current All Employee Status: Active

Enter the employee’s HKID/Passport number, English Name, or the Staff ID in the corresponding text box or press “Search” button to search for an employee.

If you select “Current”, it shows the current effective salary history including all the salary changes of the employee. If you select “All”, it shows all the salary history of the selected employee.

14. Export Data to Excel File

* Your version may not have this functionality.

Export data to excel file enable the user to extract information from the system for data analysis. Data export from the system include

1. Employee Information
2. Basic Salary Information
3. Normal Hourly Information
4. Overtime Hourly Income Information
5. Other Income and Irregular Income Information
6. Income Deduction Information, and
7. Pay History Summary
8. Contribution History Summary
9. Irregular Income History Summary

Steps:

1. To invoke this function, click Interface -> Export Data to Excel File. The following window will be shown.

Export Data to Excel File

Export Data : Employee Information

File Name : Browse...

Selection Criteria

HKID/Passport : * Search...

Pay Cycle : *

Date From : To :

Department : *

Pay Type : * Grade : *

Sort By

HKID/Passport English Name Chinese Name Staff ID

Ready

2. Select the data you want to extract from the system.

3. Enter the Path and File name of the file you want to output to. You may also click the “Browse” button to select the desired destination.
4. To narrow down the output data, you can enter the selection criteria. For example, you only want to export 1 employee’s data, you can enter the HKID of that employee. Or if you want to export a particular department’s employee salary information, you can select the department code in the department combo box.
5. You can also choose the sorting criteria of the output file.
6. Finally, you can press the Export button to write the output excel file. “Export data is completed.” is shown after the file is written.

15. Trouble Shooting

15.1 Cannot login the system

Make sure you enter the correct login password. The password is case sensitive, which means that 'abc' is different from 'ABC'.

If you have forgotten the login password, consult your trustee.

You are not allowed to click the system icon twice to run two systems at the same time.

If you have entered the correct password but the system cannot be run, try to close all your applications and restart the system. If you still cannot run the system, reboot your computer and try again.

15.2 Cannot enter a date or system do not support the PC's date format

The date format of the system follows the format of your own PC setting [Win 2000/XP/Vista/7(32 bits/64 bits)]. Therefore, you should enter the date in with format exactly the same as your PC setting.

For example, if the date format of your PC is mm/dd/yyyy, entering 01/03/2000 means 3rd January 2000, and 25/03/2000 means 25th March 2000. But if the date format of your system is dd/mm/yyyy, entering 01/03/2000 means 1st March 2000, and 03/25/2000 is an invalid input. The system will change the date to 25/03/2000.

If the system prompt out that it does not support your PC's date format, then you should change your PC's date format to the following acceptable formats. (You can change the setting at Regional Settings in Control Panel)

YYYY/MM/D	M/DD/YYYY
YYYY/M/DD	M/DD/YY
YYYY/M/D	M/D/YYYY
YY/MM/DD	M/D/YY
YY/MM/D	DD/MM/YYYY
YY/M/DD	DD/MM/YY
YY/M/D	DD/M/YYYY
MM/DD/YYYY	DD/M/YY
MM/DD/YY	D/MM/YYYY
MM/D/YYYY	D/MM/YY
MM/D/YY	D/M/YYYY
	D/M/YY

15.3 Cannot generate the payroll

Make sure you have entered the first payroll end date in the payroll option, under the employer information. You cannot generate payroll if you have not set this end date.

15.4 Cannot view Chinese

The current version does not support Chinese conversion program such as Rich Win, Twin Bridge, NJ Star, etc. and the Language button will not function properly. However, the Chinese data inputted can still be displayed correctly (such as the Chinese names of the employees).

15.5 Correct method to save your data/input at browser

In order to save your data/information in the browser, you should move your cursor to any other rows instead of clicking “Add” button.

15.6 Rounding method used in the system

All numeric data is round off to the nearest cent after calculation in the system. However, for an employee who has changed his/her salary during a pay period, the system will calculate the pre and post salary change portion (each being round off once), and then apply the round off again to the sum of the two portions.

15.7 Report Margin Problem

You may encounter that your report layout is out of page because you have not installed the proper printer driver or set the margin wrongly. You can get the latest printer driver version from the Internet and then install it.

15.8 Do not place “&” or “&H” before the numeric number input

Please DO NOT place the “&” or “&H” before the numeric number when you input data. The system will wrongly recognize this numeric number if you did it.

15.9 Small font on printing reports

The system provides two types of report printing style – fancy font printing and basic font printing. The only difference is the fancy font printing will have title underlined and font bolded on the report. If you encounter the case when small fonts are printed for large volume printing, you are advised to use the basic font instead of the fancy font printing.