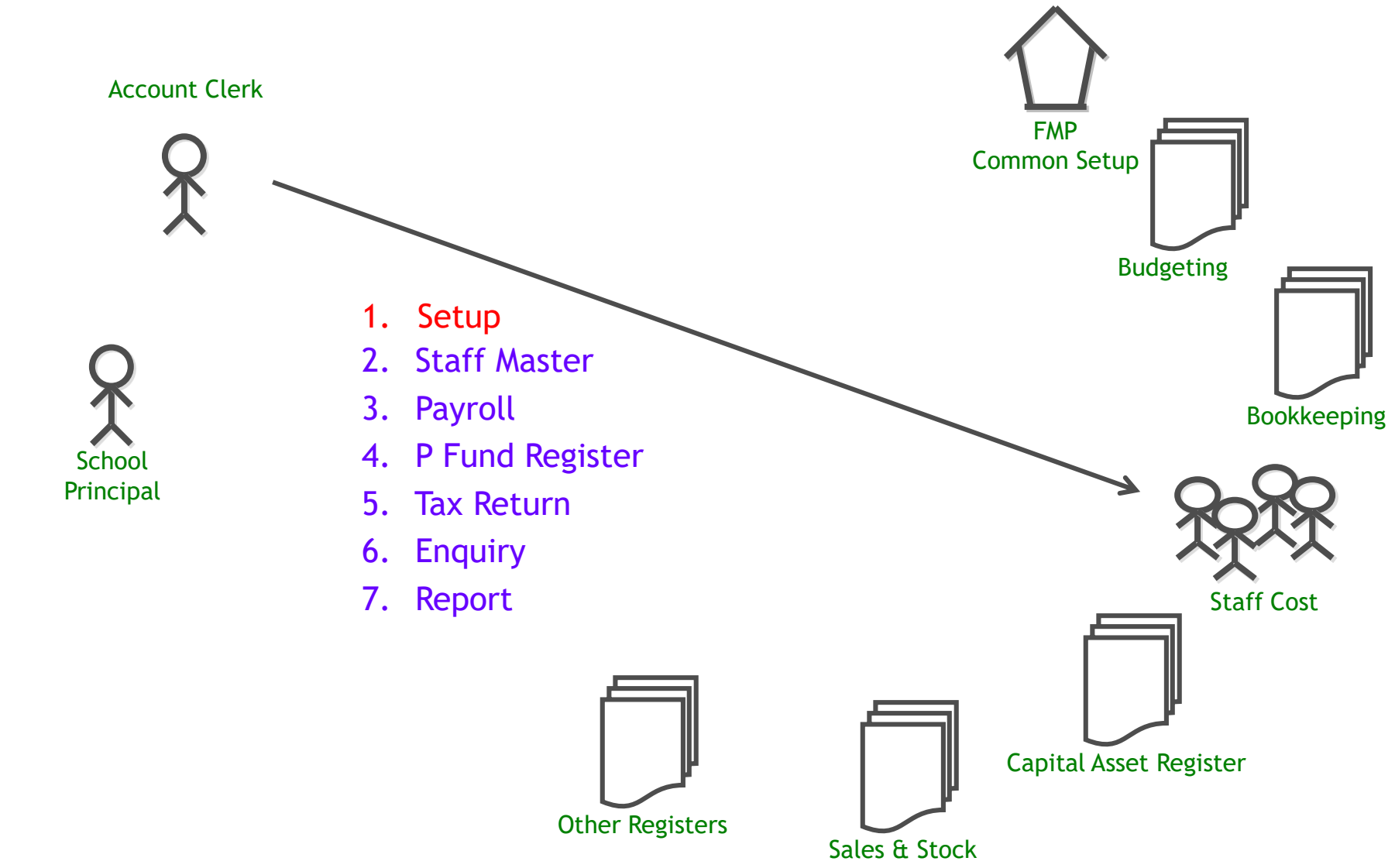
# FMP - Staff Cost



# Setup Overview

- Staff Cost Setup is the fundamental step before users to prepare:
    - staff master
    - payroll
    - provident fund contributions
    - tax return.
- Users have to define:
    - the calculation method and rate of provident fund schemes
    - payroll items and reimbursement items to be available for payroll of different staff types
    - payroll items for provident fund contribution and taxation
    - account codes for contribution of different provident fund schemes.
    - employer’s tax return information
    - autopay setting of staff payroll payment.

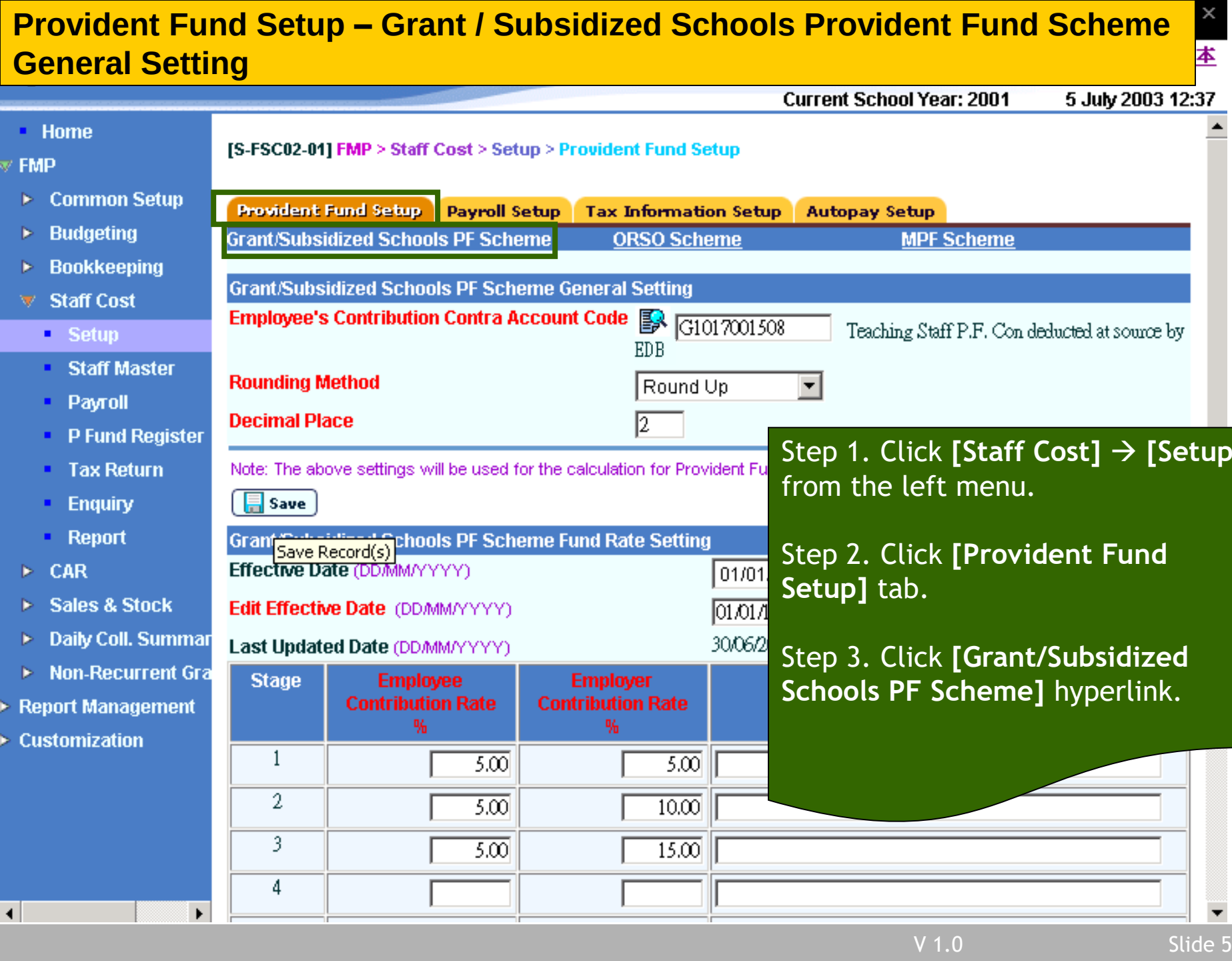
# Provident Fund Setup

- Three provident fund schemes supported by the system:
  - **Grant / Subsidized Schools Provident Fund Scheme** for **Teaching Staff**
  - **ORSO Scheme** for **Non-teaching Staff**
  - **Mandatory Provident Fund Scheme** for **Non-teaching Staff**
- User need to define the following two settings under every scheme:
  - **General Setting**
  - **Fund Rate Setting**

## Grant / Subsidized Schools Provident Fund Scheme – General Setting

- User need to define General Setting to calculate Grant / Subsidized Schools Provident Fund contribution for teaching staff in Payroll:
    - Employee's Contribution Contra Account Code
    - Rounding Method
    - Decimal Place
- To update Grant / Subsidized Schools Provident Fund Scheme General Setting, no payroll should be under preparation.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme General Setting

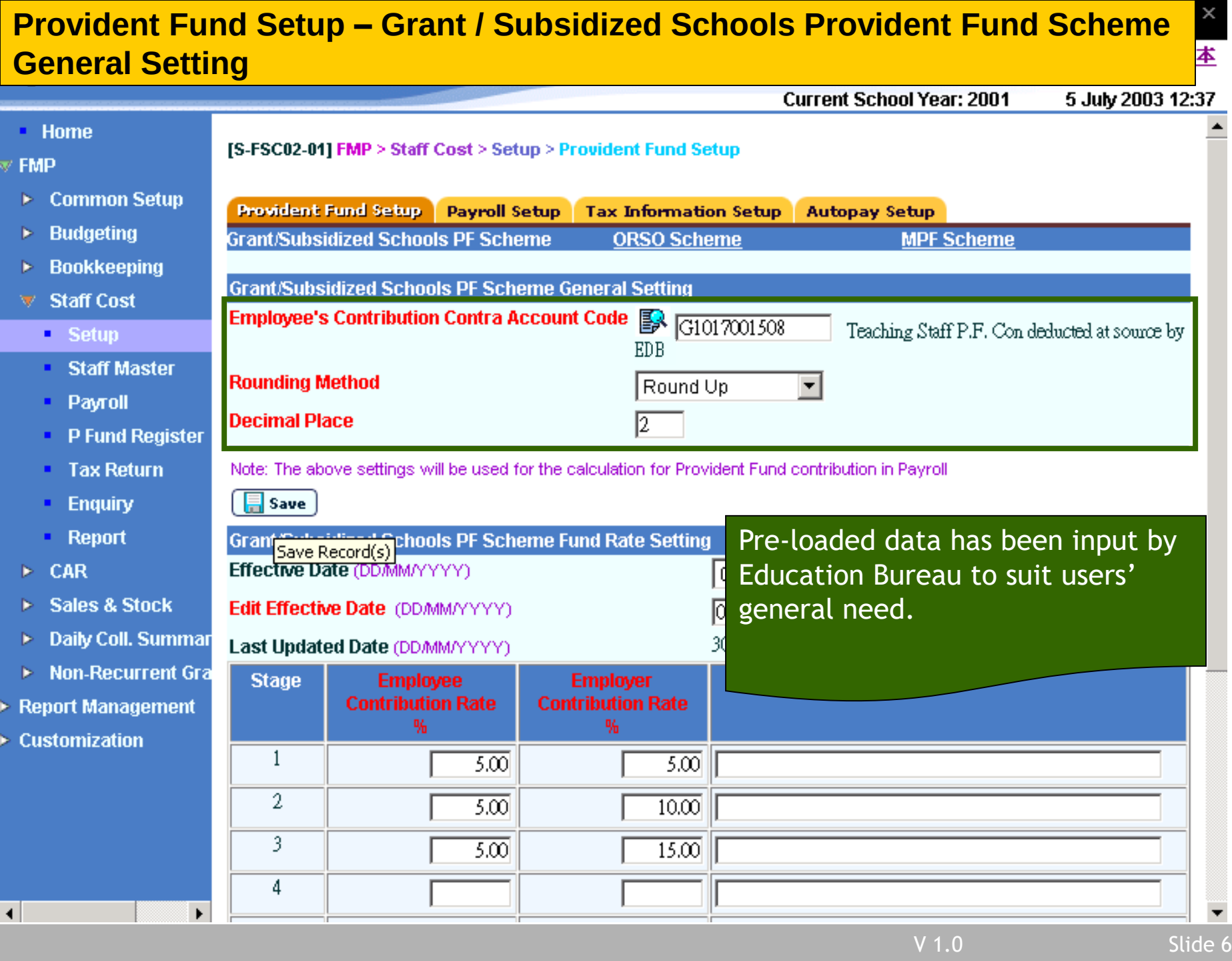



Step 1. Click **[Staff Cost]** → **[Setup]** from the left menu.

Step 2. Click **[Provident Fund Setup]** tab.

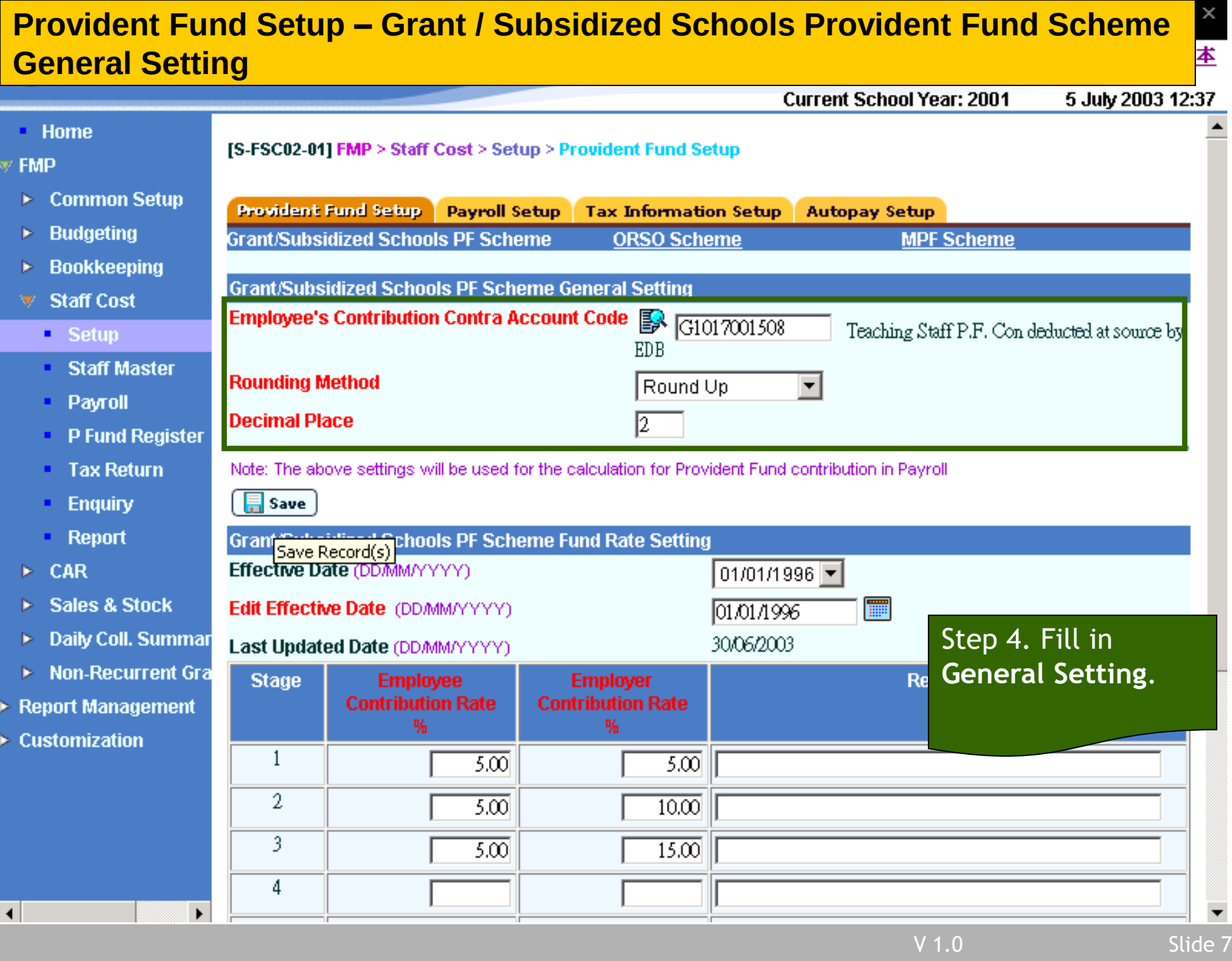
Step 3. Click **[Grant/Subsidized Schools PF Scheme]** hyperlink.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme General Setting



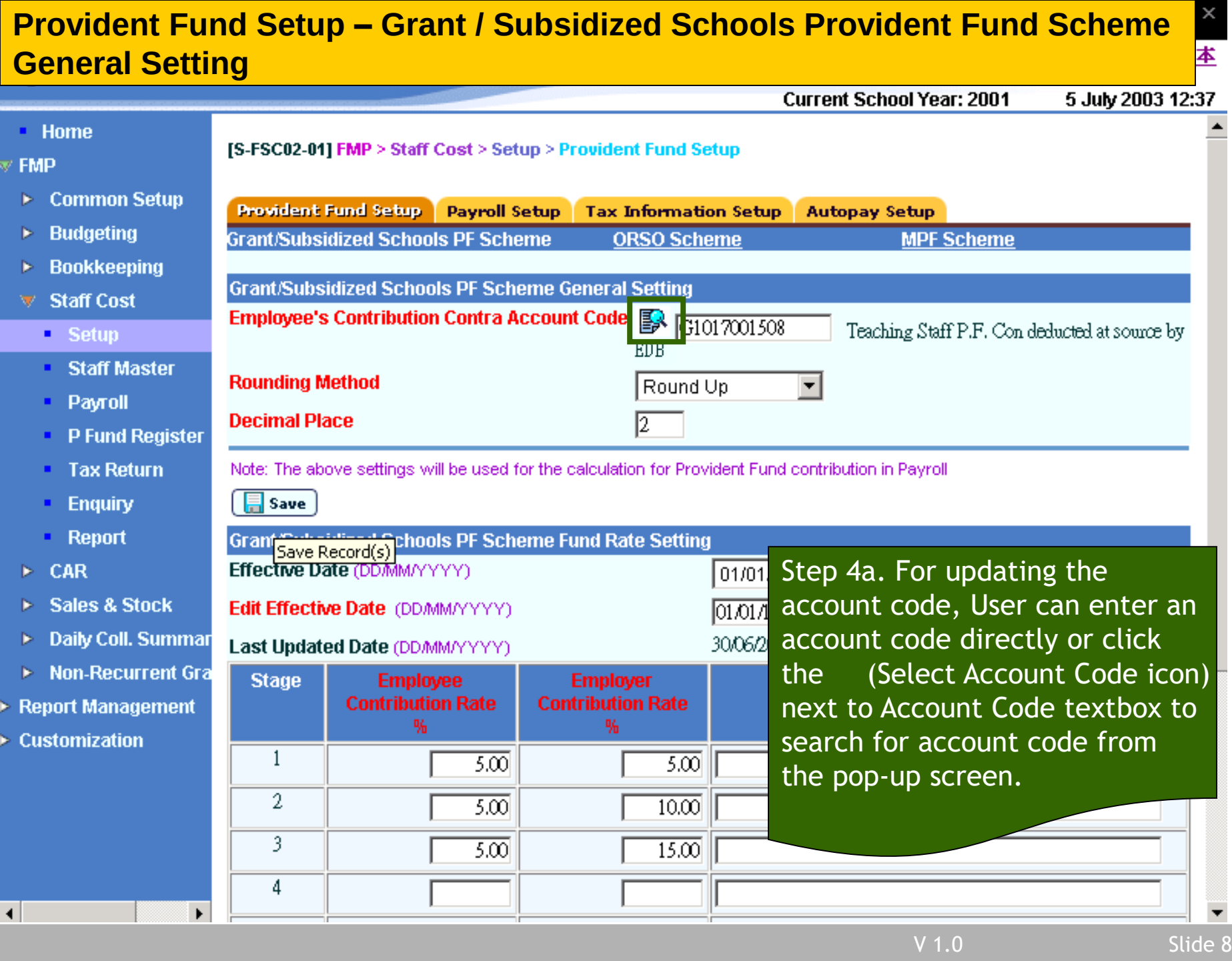

Pre-loaded data has been input by Education Bureau to suit users' general need.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme General Setting



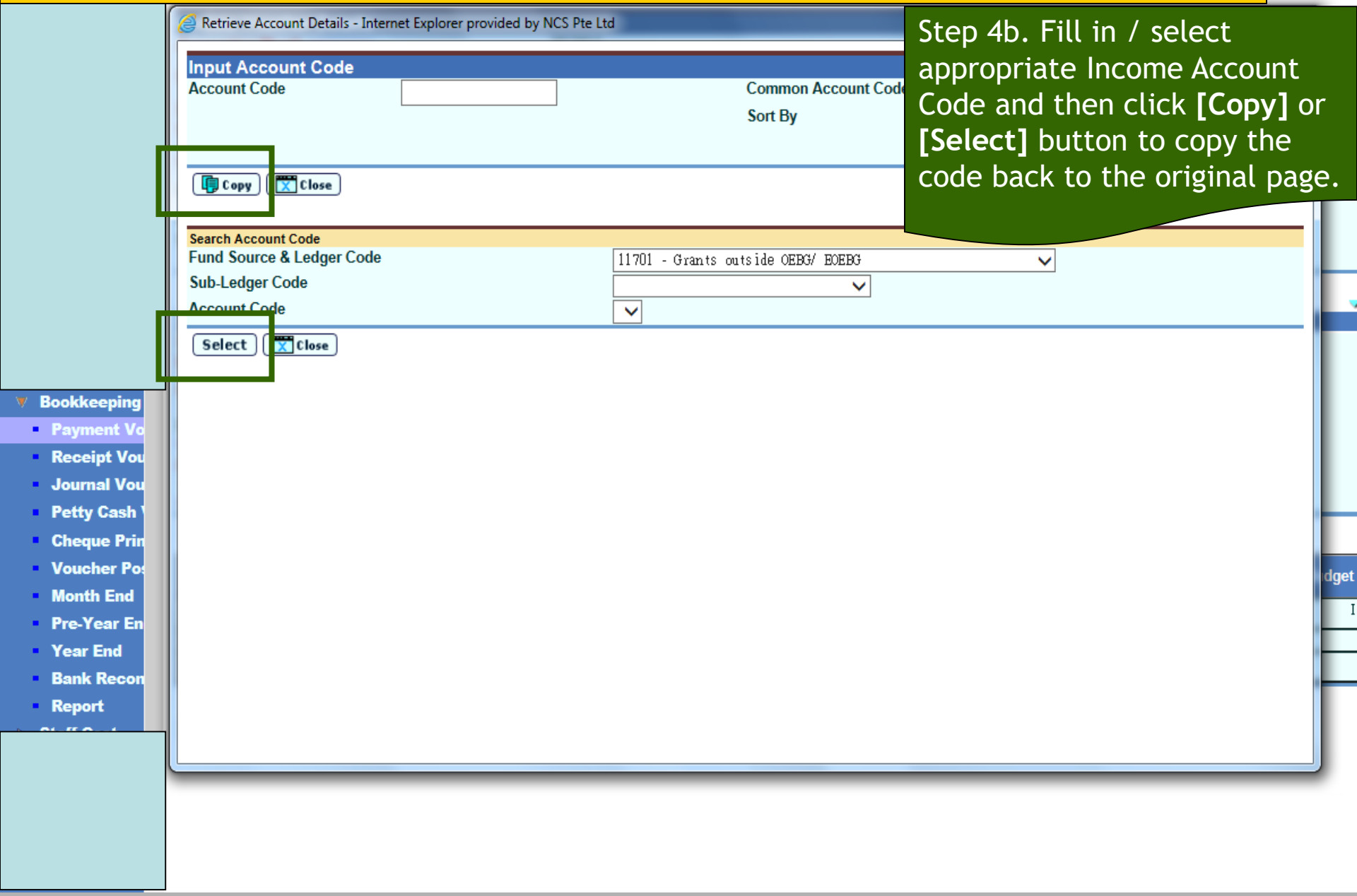

Step 4. Fill in **General Setting.**

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme General Setting



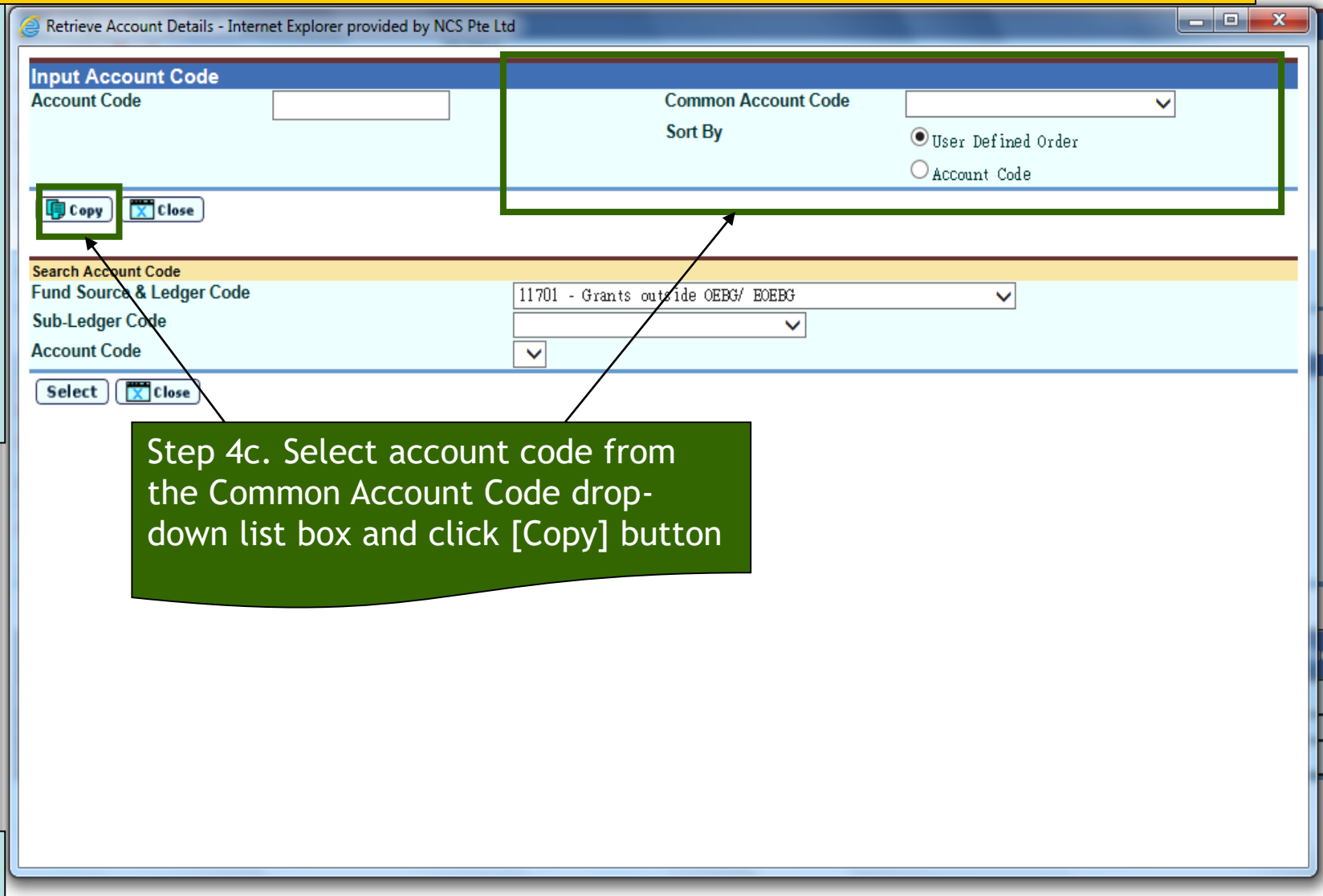

Step 4a. For updating the account code, User can enter an account code directly or click the (Select Account Code icon) next to Account Code textbox to search for account code from the pop-up screen.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme General Setting

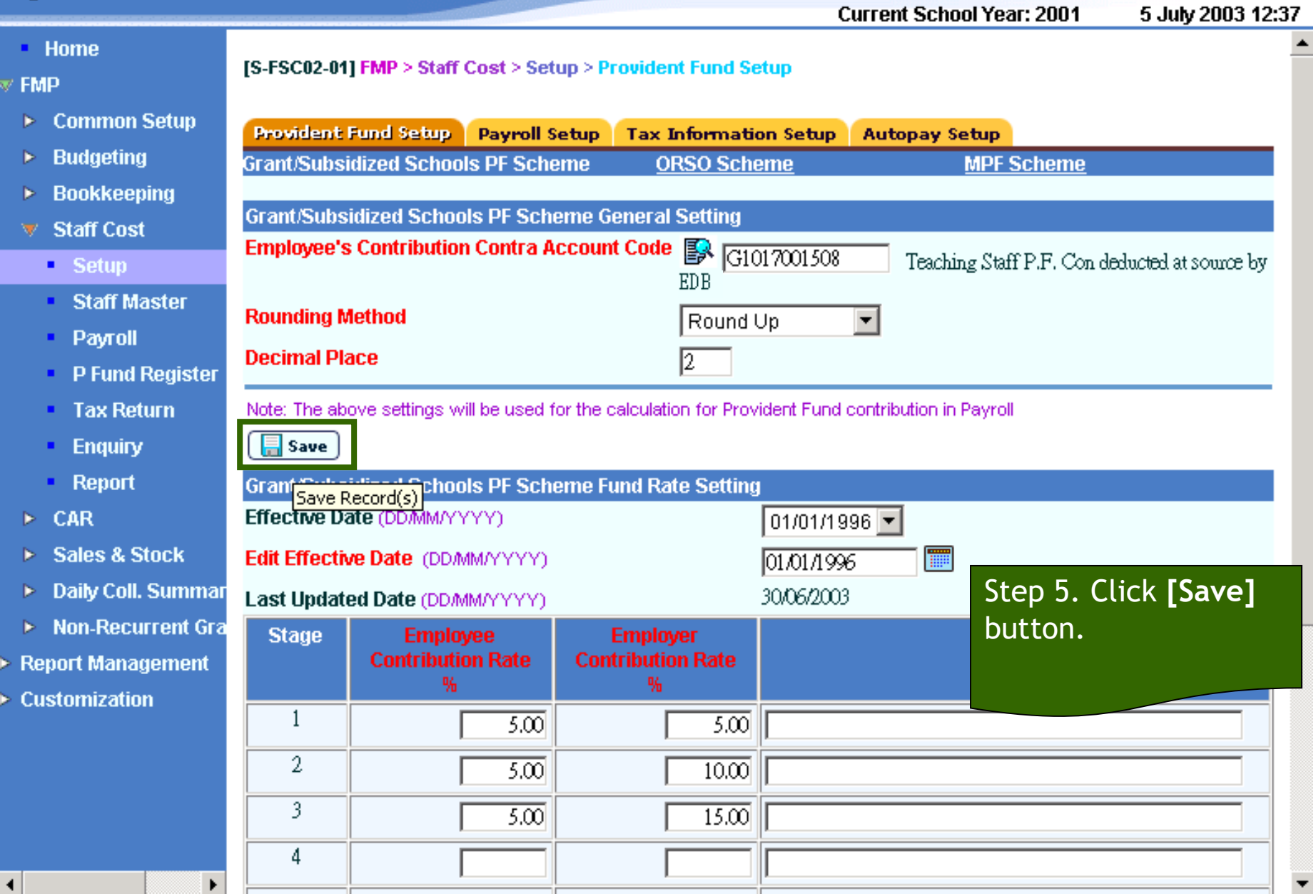



Step 4b. Fill in / select appropriate Income Account Code and then click **[Copy]** or **[Select]** button to copy the code back to the original page.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme General Setting



# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme General Setting




Step 5. Click **[Save]** button.

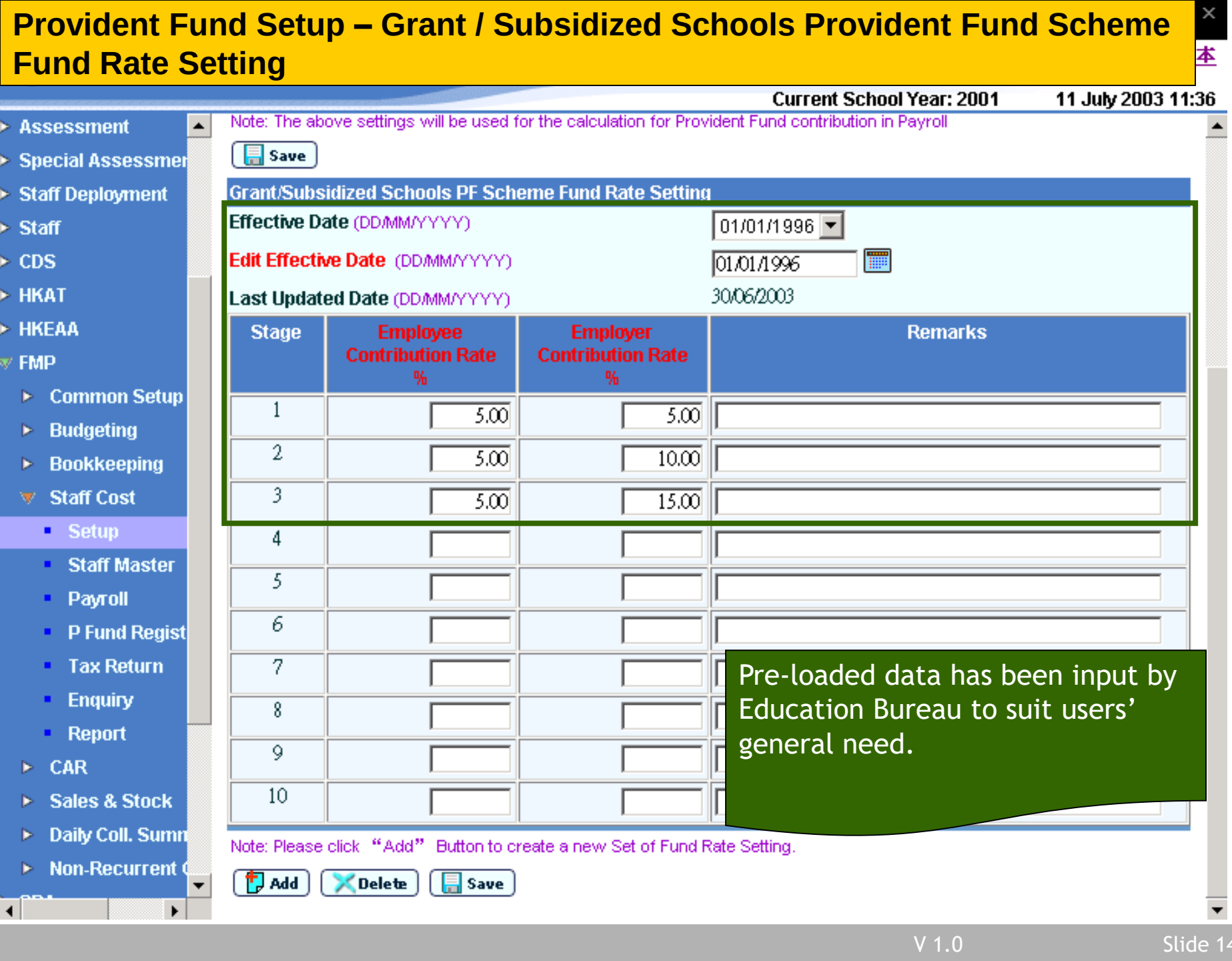
## Grant / Subsidized Schools Provident Fund Scheme – General Setting

- Calculation of employee and employer provident fund contributions will follow the change made in the updated general setting thereafter.
- The change will take effect in the next payroll entry captured.
- All the previous captured staff payroll entries will not be affected.

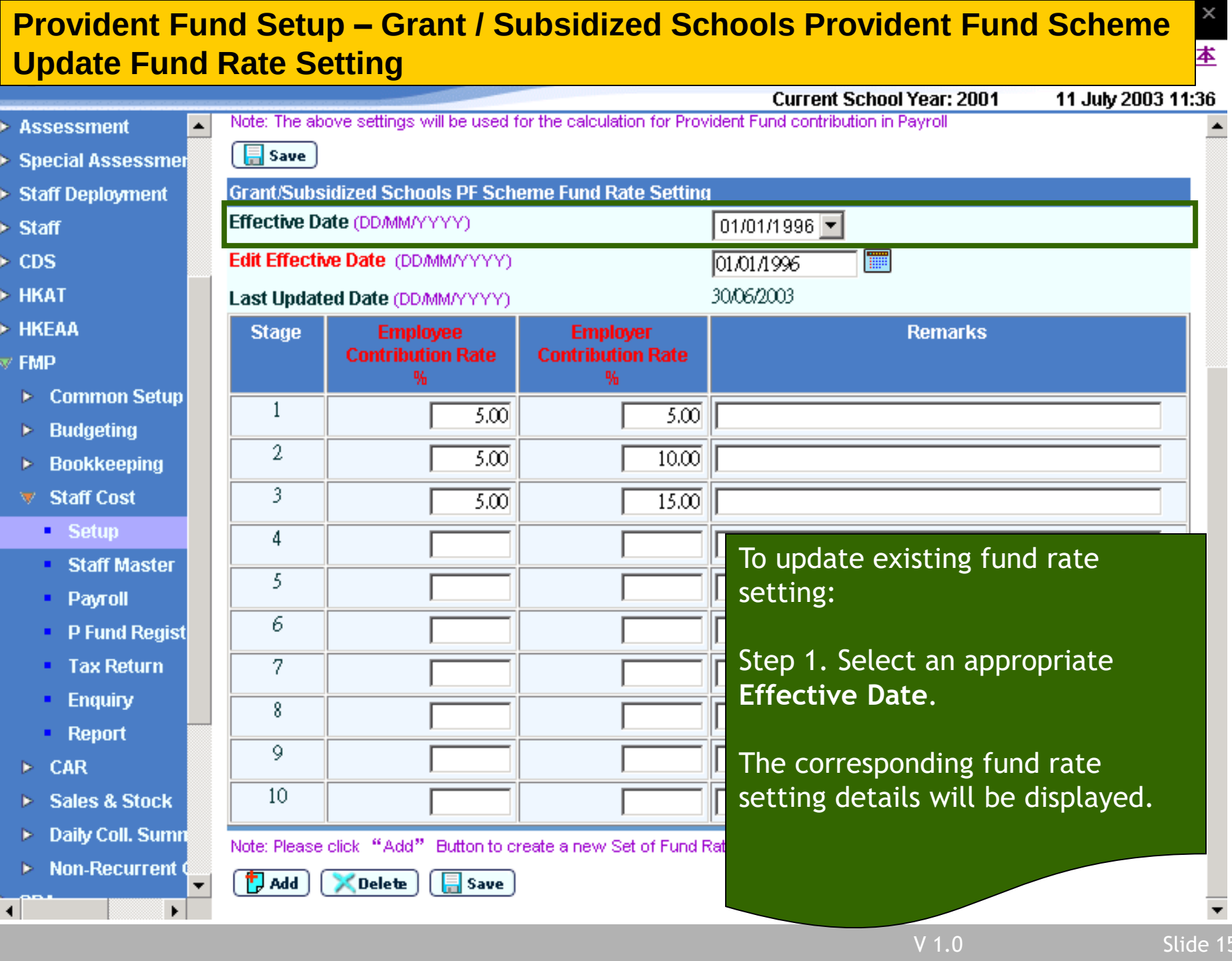
## Grant / Subsidized Schools Provident Fund Scheme – Fund Rate Setting

- To create a new set of Fund Rate Setting / update or delete existing fund rate setting for teaching staff who participate in Grant / Subsidized Schools Provident Fund Scheme.
- Fund rate setting:
  - Effective Date of the fund rate setting
  - Stages of contribution percentage of employee and employer
- Fund rate setting is used when calculating the contribution amount in the payroll of staff who participate in Grant / Subsidized Schools Provident Fund Scheme.
- If the contribution stage and rate need to be revised while the current fund rate setting is used in Payroll, users may consider to add one or more fund rate settings.
- In updating / deleting of fund rate setting, staff payroll entries of the payroll month on or after the effective date have not yet been created.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme Fund Rate Setting



# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme Update Fund Rate Setting

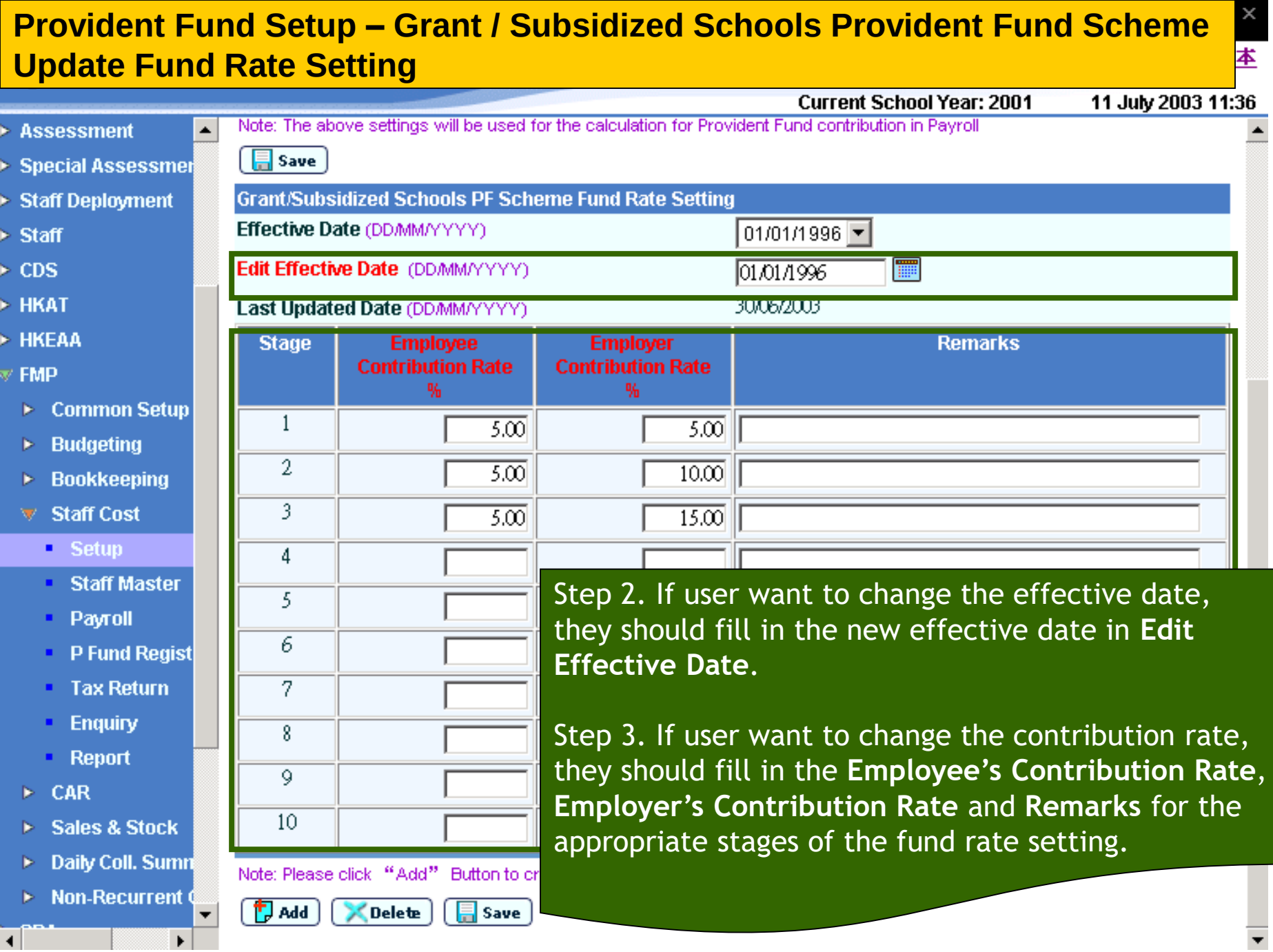



To update existing fund rate setting:

Step 1. Select an appropriate **Effective Date.**

The corresponding fund rate setting details will be displayed.

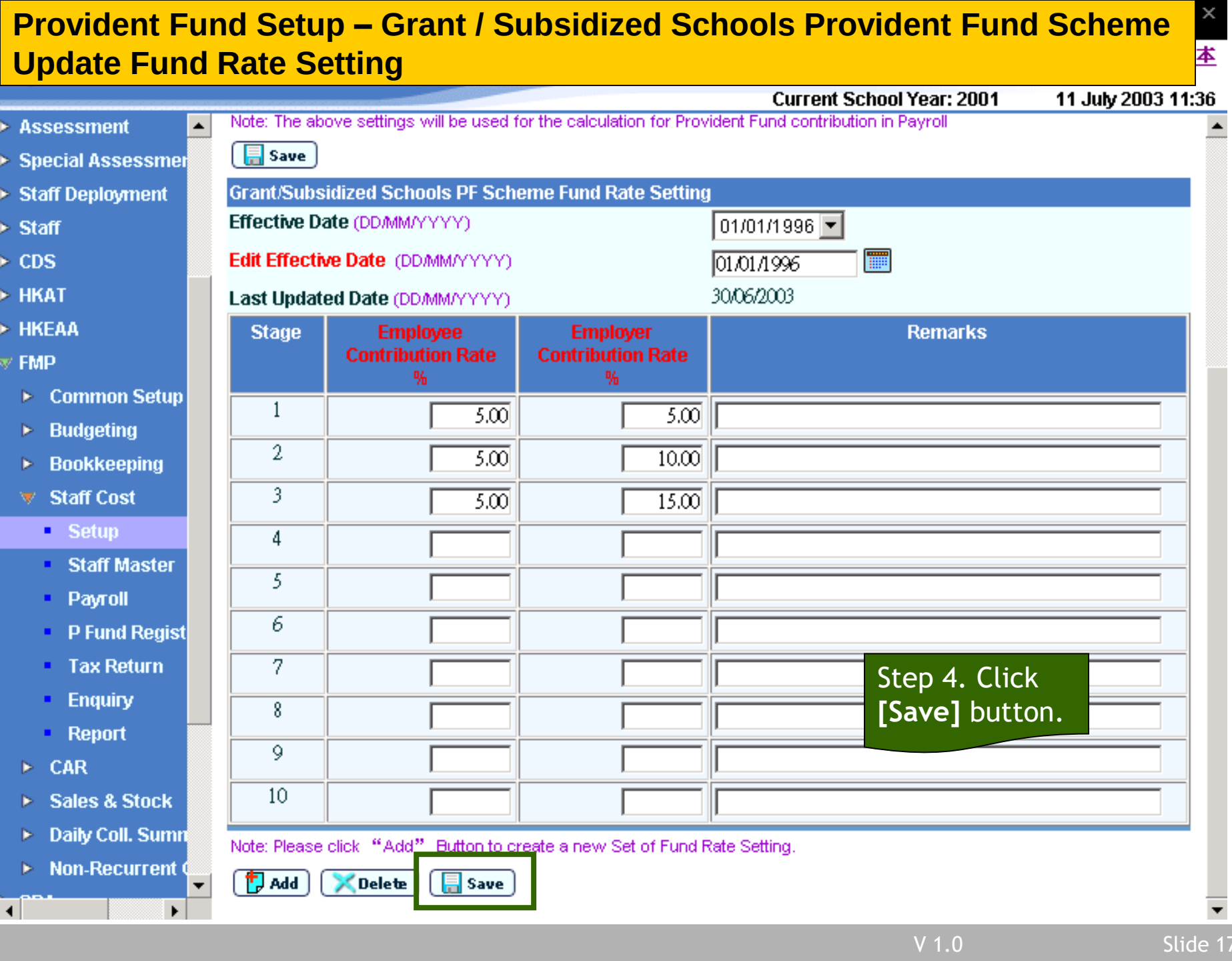
# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme Update Fund Rate Setting




Step 2. If user want to change the effective date, they should fill in the new effective date in **Edit Effective Date.**

Step 3. If user want to change the contribution rate, they should fill in the **Employee's Contribution Rate**, **Employer's Contribution Rate** and **Remarks** for the appropriate stages of the fund rate setting.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme Update Fund Rate Setting

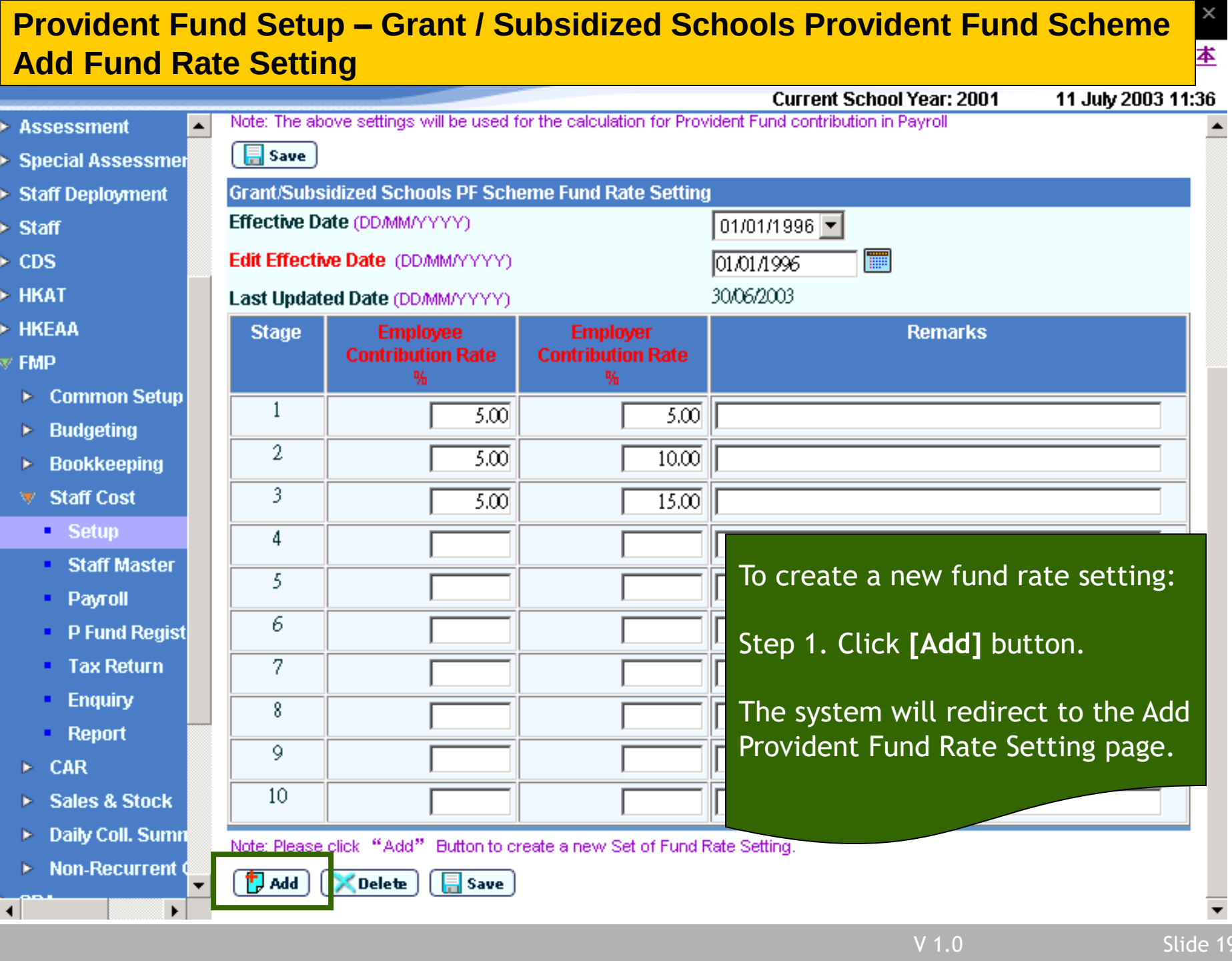


## Grant / Subsidized Schools Provident Fund Scheme – Update Fund Rate Setting

- The employee's and employer's provident fund contributions in Payroll will adopt the updated fund rate setting and effective date for calculation.

- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme Add Fund Rate Setting

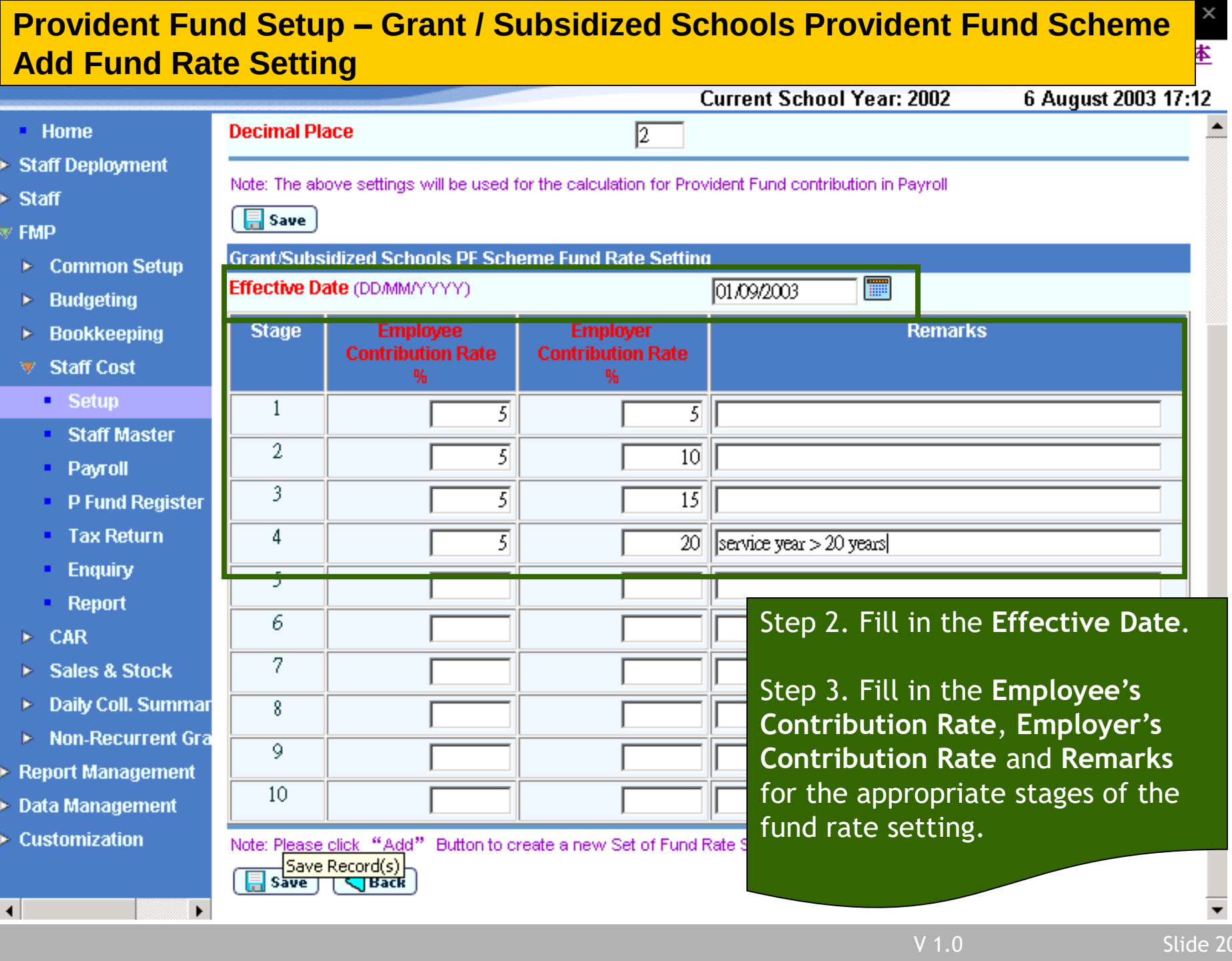



To create a new fund rate setting:

Step 1. Click **[Add]** button.

The system will redirect to the Add Provident Fund Rate Setting page.

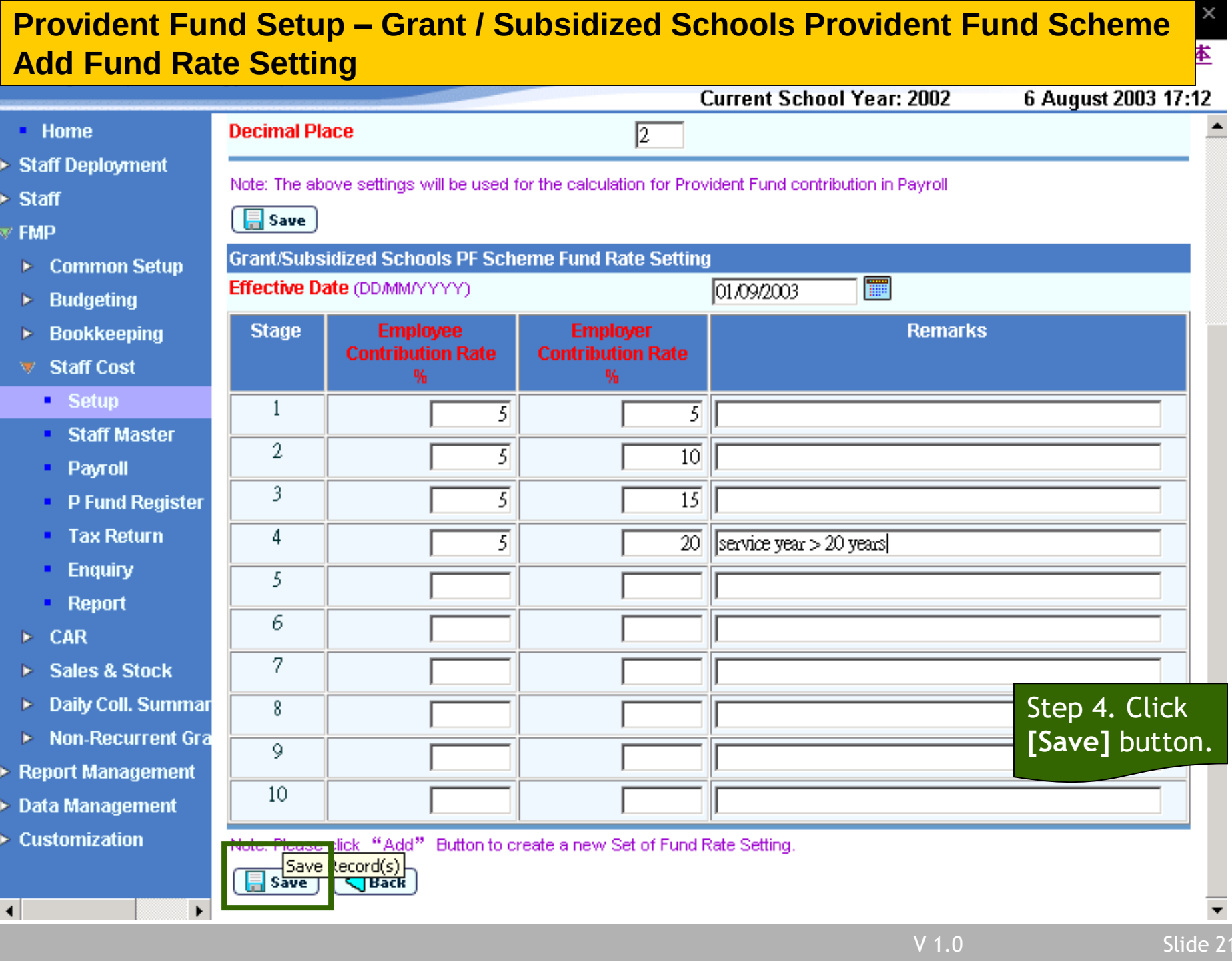
# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme Add Fund Rate Setting




Step 2. Fill in the **Effective Date**.

Step 3. Fill in the **Employee's Contribution Rate**, **Employer's Contribution Rate** and **Remarks** for the appropriate stages of the fund rate setting.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme Add Fund Rate Setting

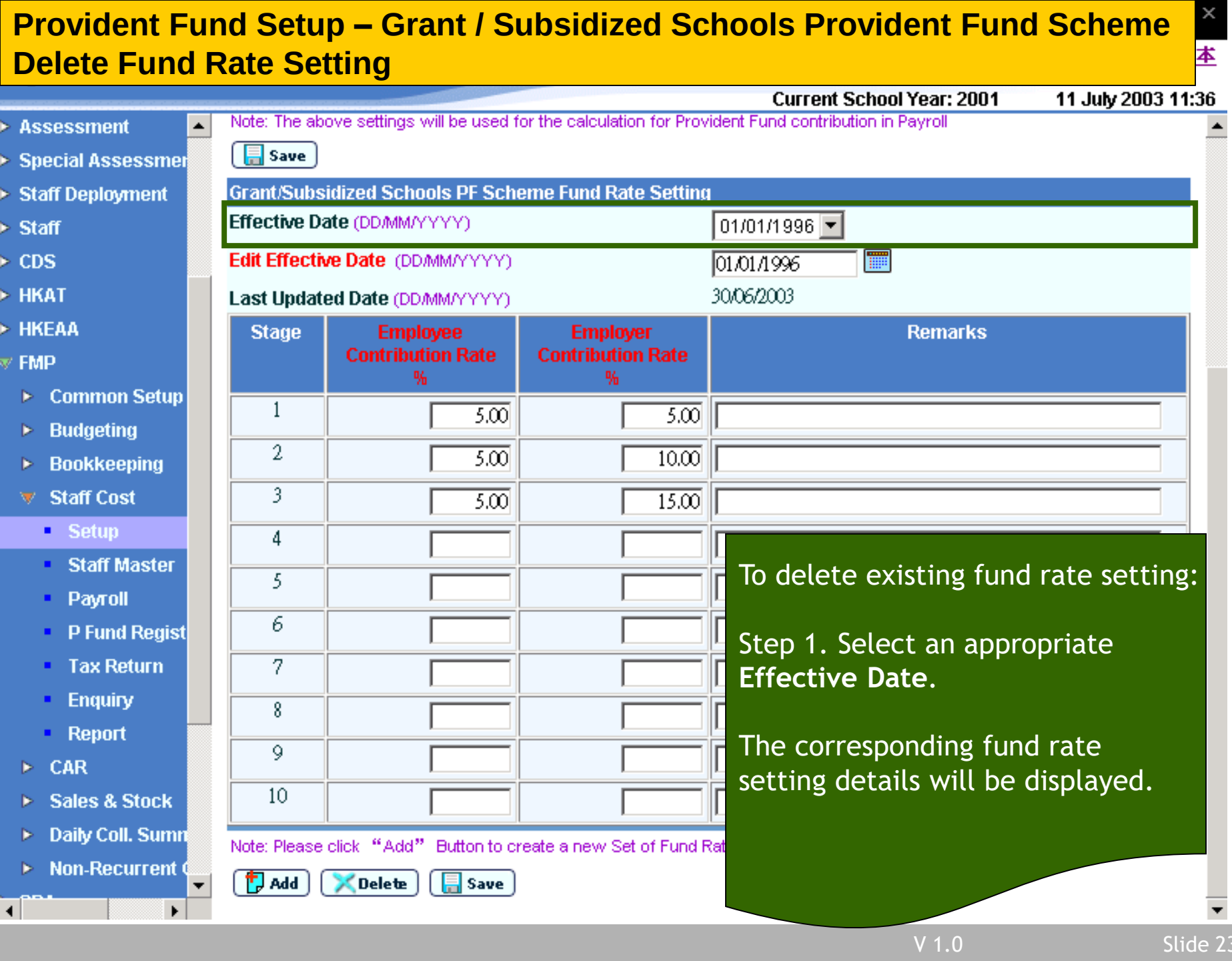


## Grant / Subsidized Schools Provident Fund Scheme – Add Fund Rate Setting

- The employee's employer's provident fund contributions in Payroll will adopt the new fund rate setting for calculation.

- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme Delete Fund Rate Setting

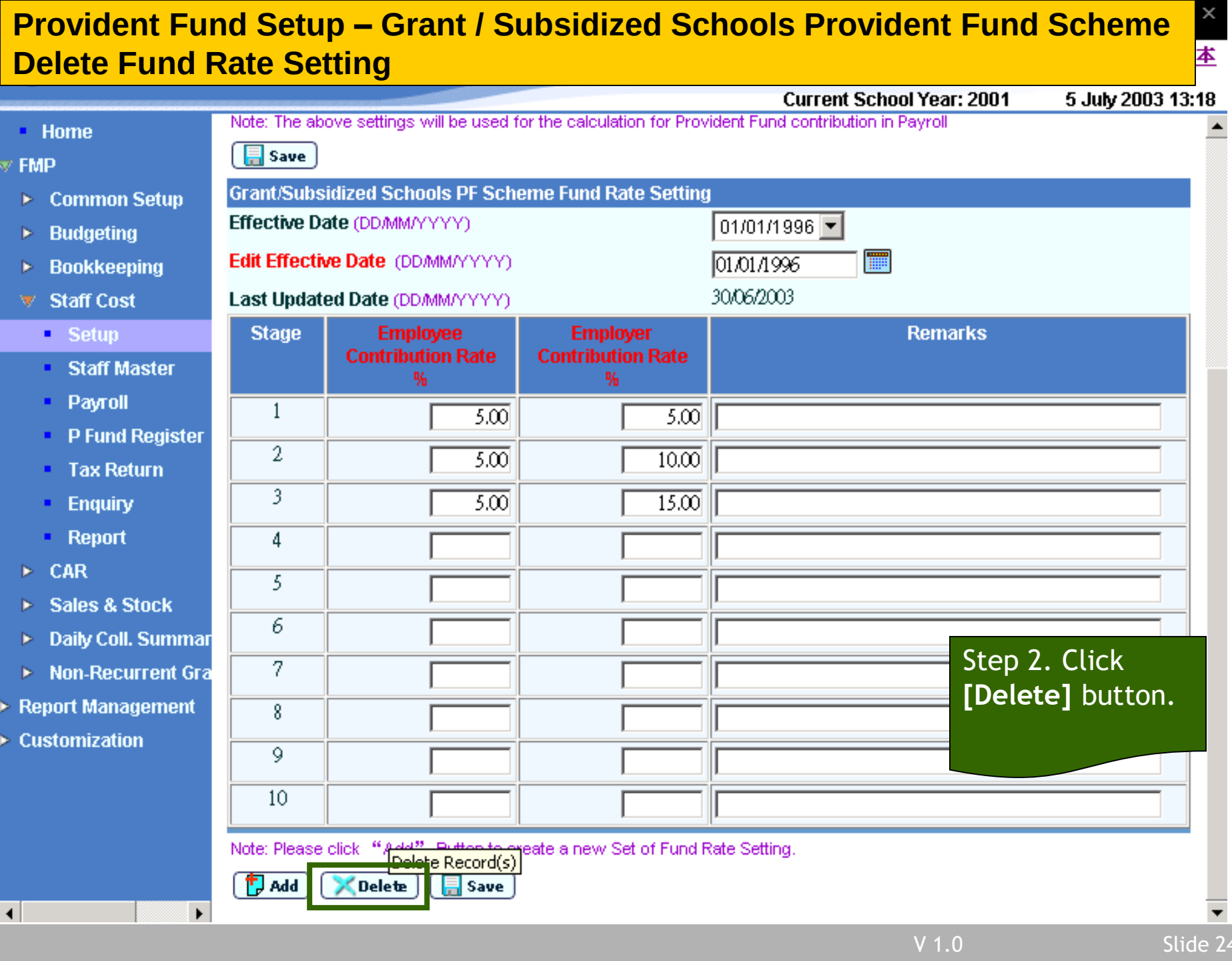



To delete existing fund rate setting:

Step 1. Select an appropriate **Effective Date**.

The corresponding fund rate setting details will be displayed.

# Provident Fund Setup – Grant / Subsidized Schools Provident Fund Scheme Delete Fund Rate Setting



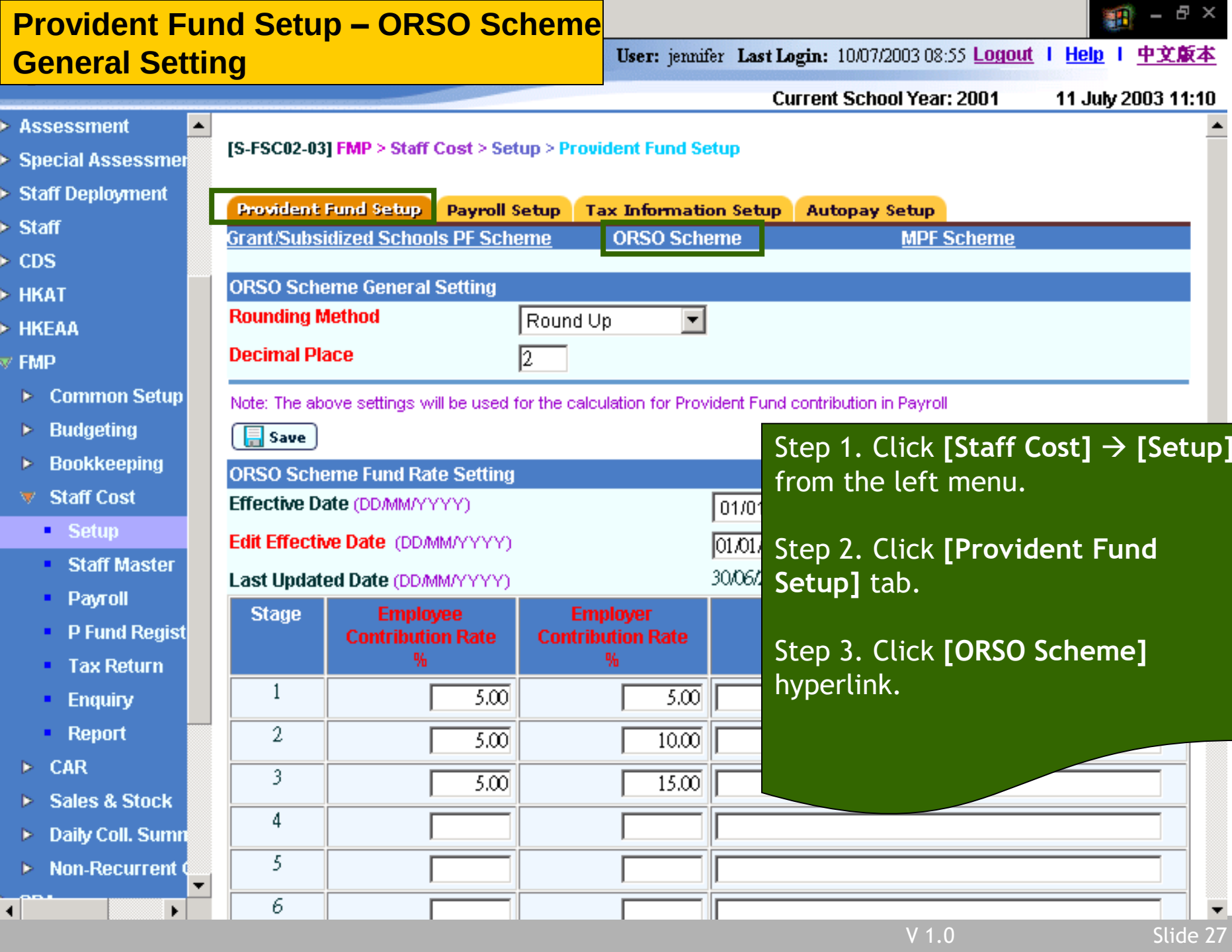
## Grant / Subsidized Schools Provident Fund Scheme – Delete Fund Rate Setting

- After deletion of fund rate setting, the fund rate setting cannot be retrieved again.

# ORSO Scheme – General Setting

- Users need to define General Setting to calculate ORSO Scheme Provident Fund contribution for non-teaching staff in Payroll:
    - Rounding Method
    - Decimal Place
- To update ORSO Scheme General Setting, no payroll should be under preparation.

# Provident Fund Setup – ORSO Scheme General Setting

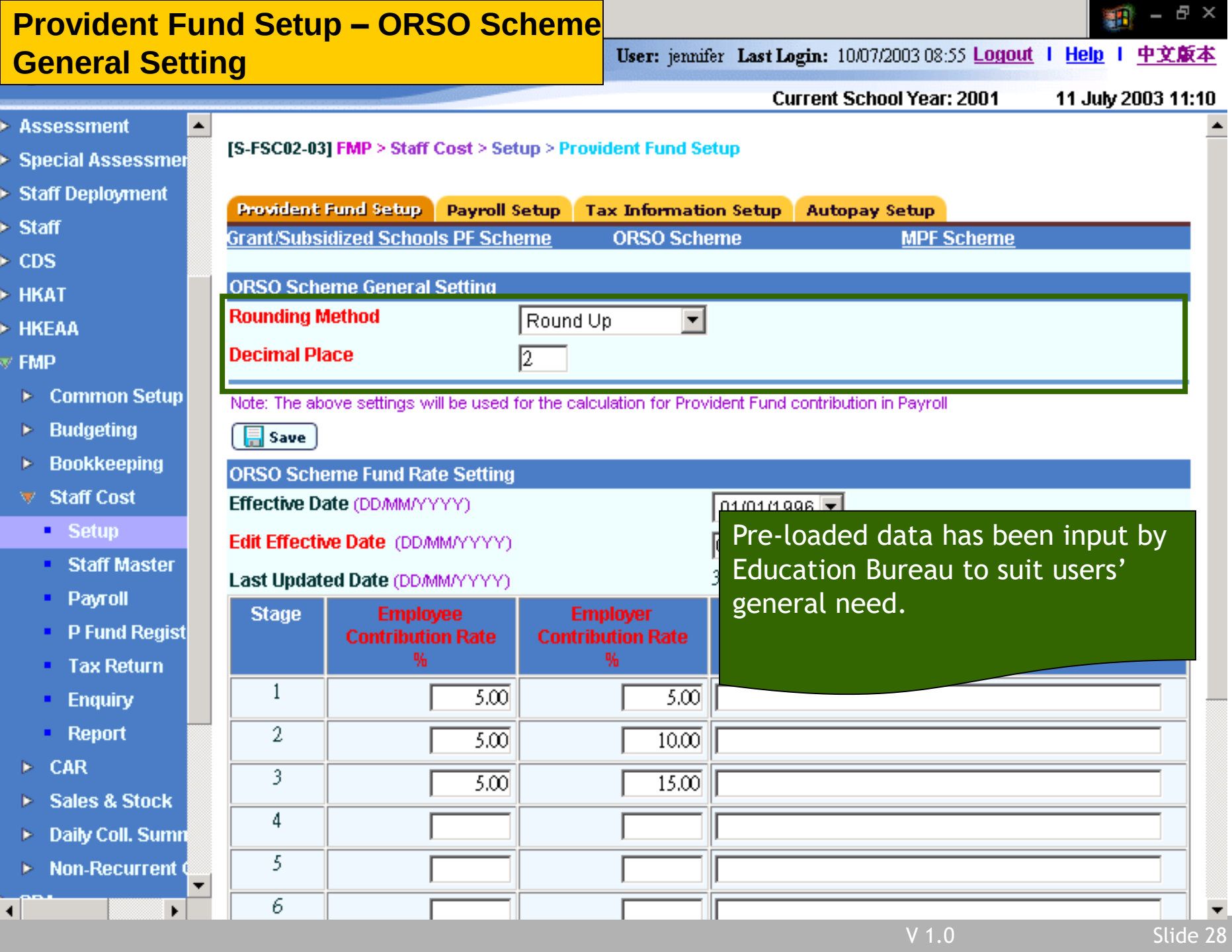



Step 1. Click **[Staff Cost]** → **[Setup]** from the left menu.

Step 2. Click **[Provident Fund Setup]** tab.

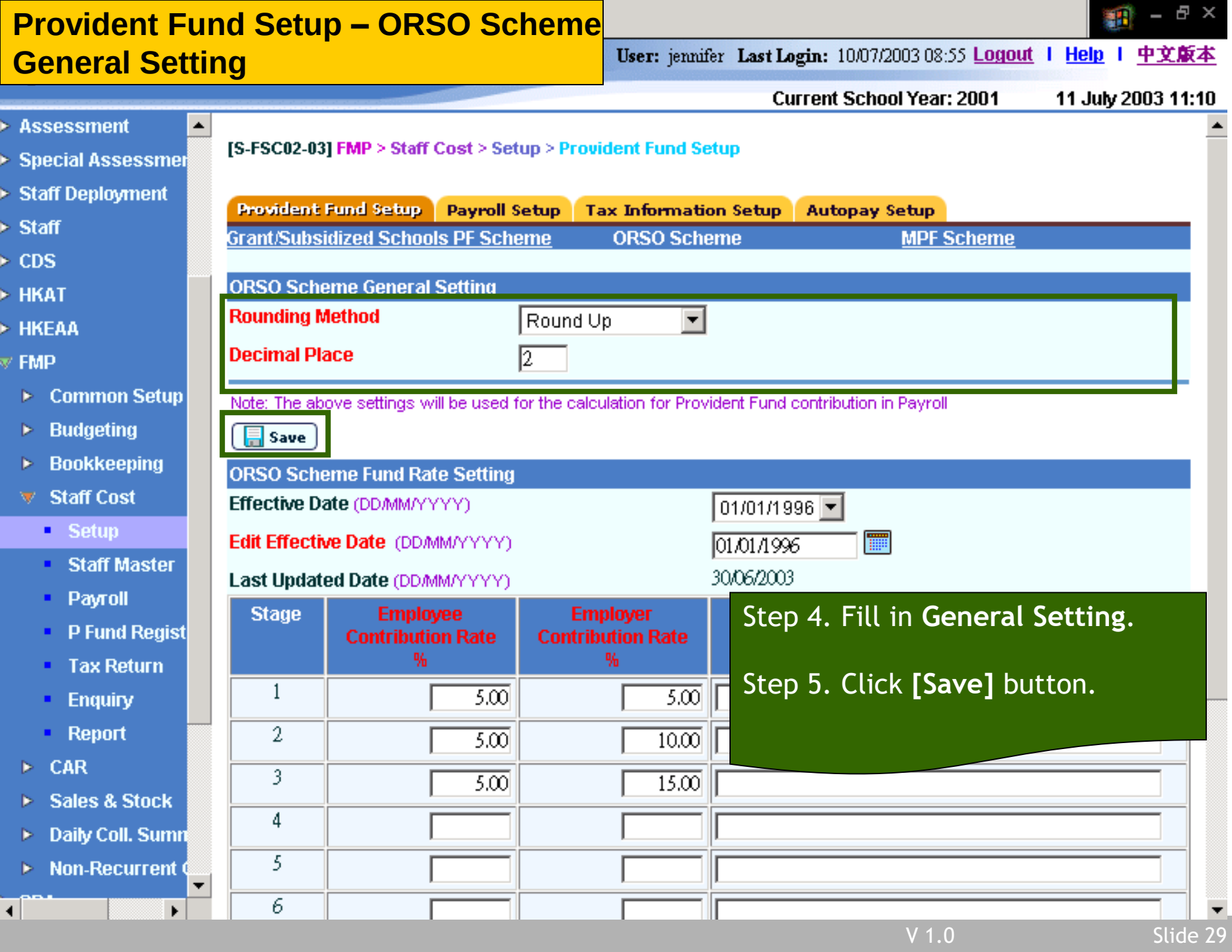
Step 3. Click **[ORSO Scheme]** hyperlink.

# Provident Fund Setup – ORSO Scheme General Setting




Pre-loaded data has been input by Education Bureau to suit users' general need.

# Provident Fund Setup – ORSO Scheme General Setting




Step 4. Fill in **General Setting.**

Step 5. Click **[Save]** button.

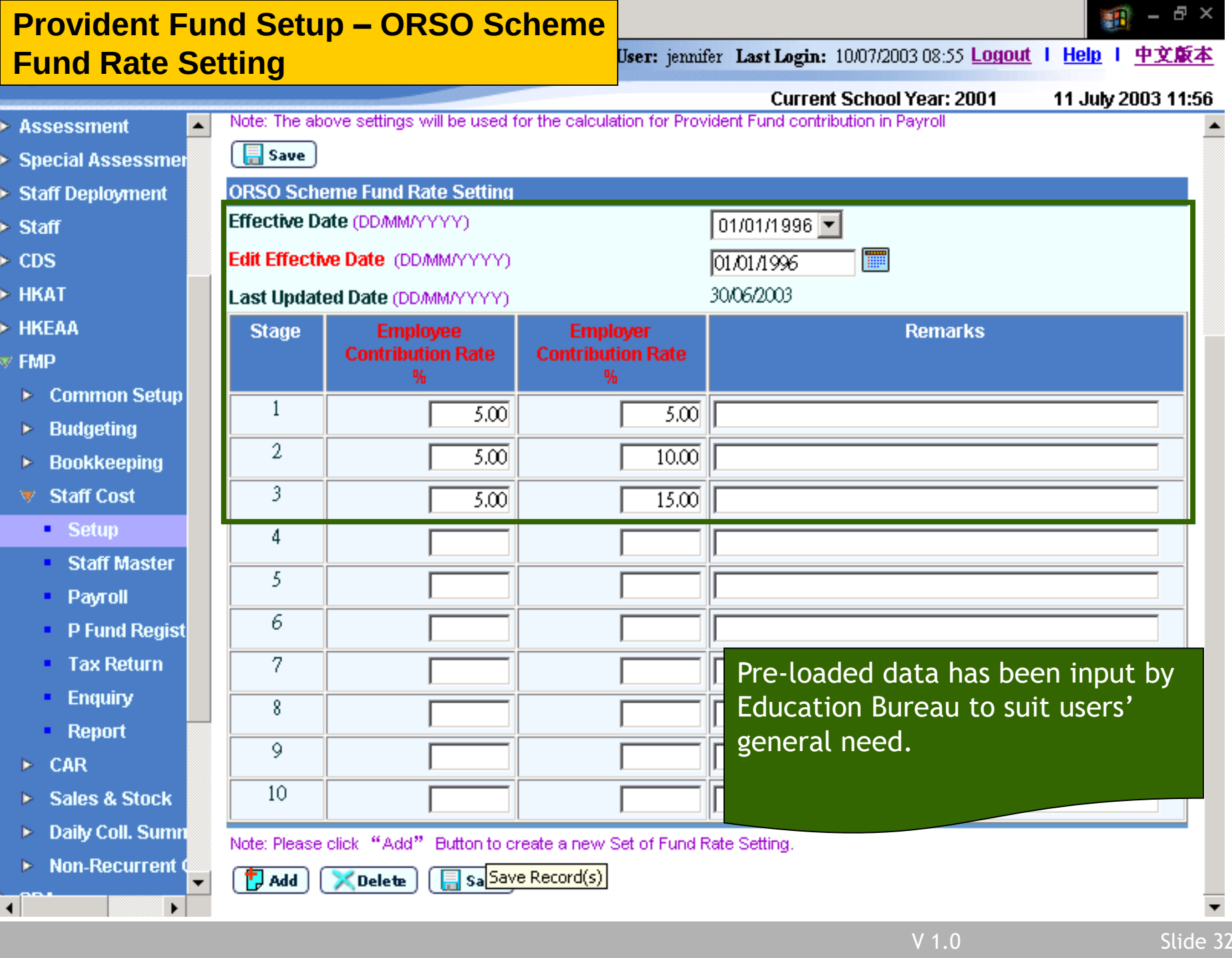
# ORSO Scheme – General Setting

- Calculation of employee and employer provident fund contributions will follow the change made in the updated general setting thereafter.
- The change will take effect in the next payroll entry captured.
- All the previous captured staff payroll entries will not be affected.

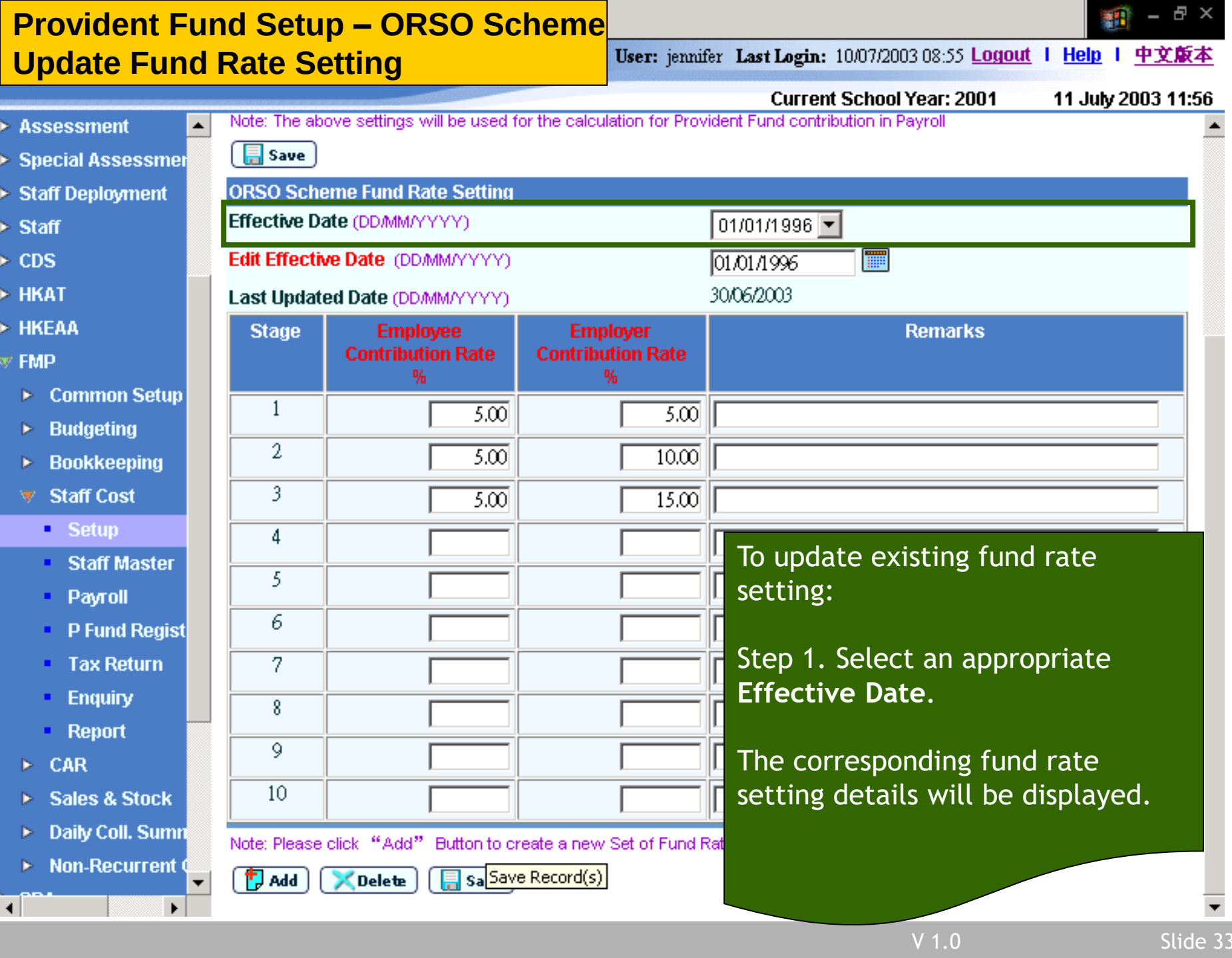
# ORSO Scheme – Fund Rate Setting

- To create a new set of Fund Rate Setting / update or delete existing fund rate setting for non-teaching staff who participate in ORSO Scheme.
- Fund rate setting:
  - Effective Date of the fund rate setting
  - Stages of contribution percentage of employee and employer
- Fund rate setting is used when calculating the contribution amount in the payroll of staff who participate in ORSO Scheme.
- If the contribution stage and rate need to be revised while the current fund rate setting is used in Payroll, users may consider to add one or more fund rate settings.
- In updating / deleting of fund rate setting, staff payroll entries of the payroll month on or after the effective date have not yet been created.

# Provident Fund Setup – ORSO Scheme Fund Rate Setting



# Provident Fund Setup – ORSO Scheme
# Update Fund Rate Setting

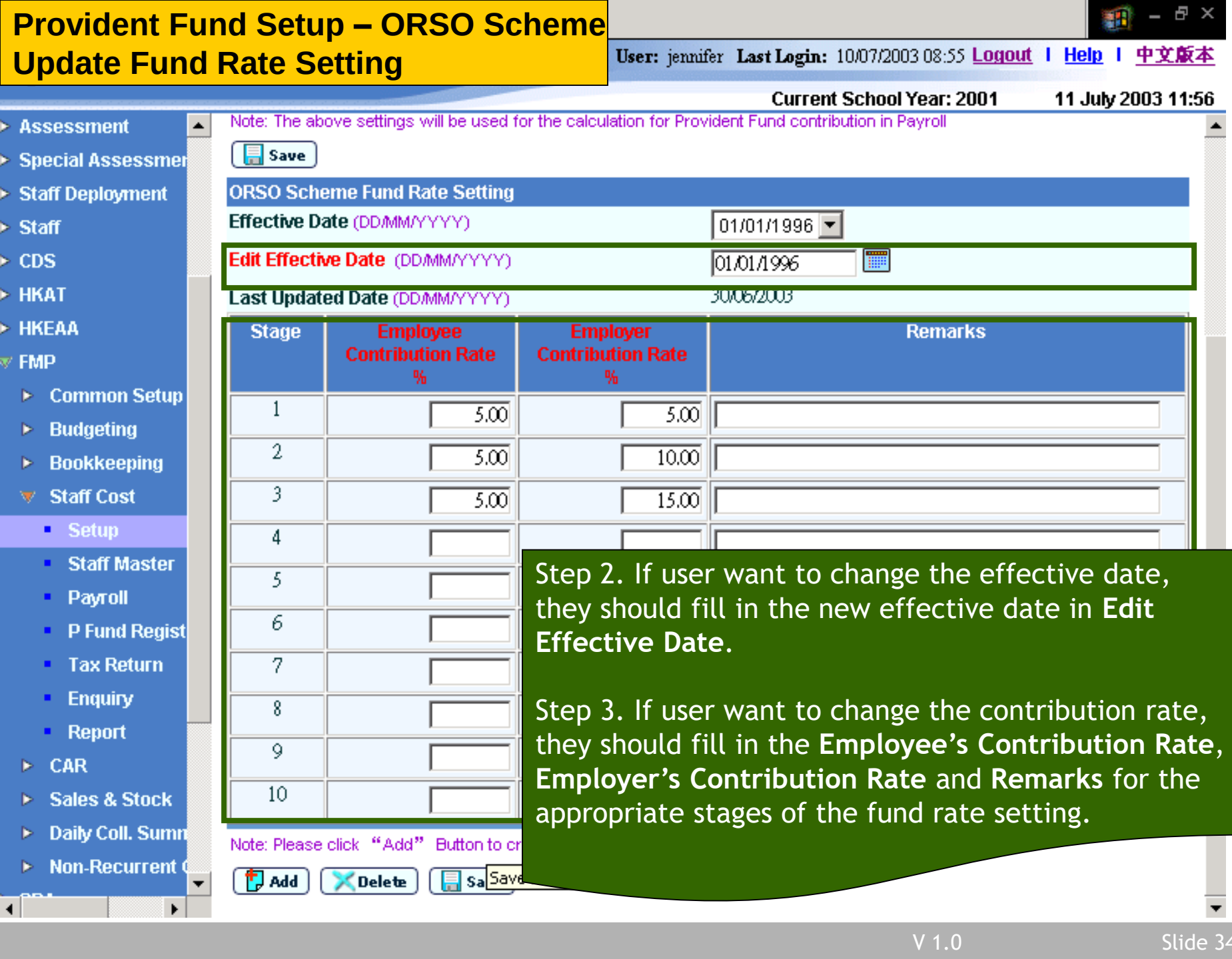



To update existing fund rate setting:

Step 1. Select an appropriate **Effective Date.**

The corresponding fund rate setting details will be displayed.

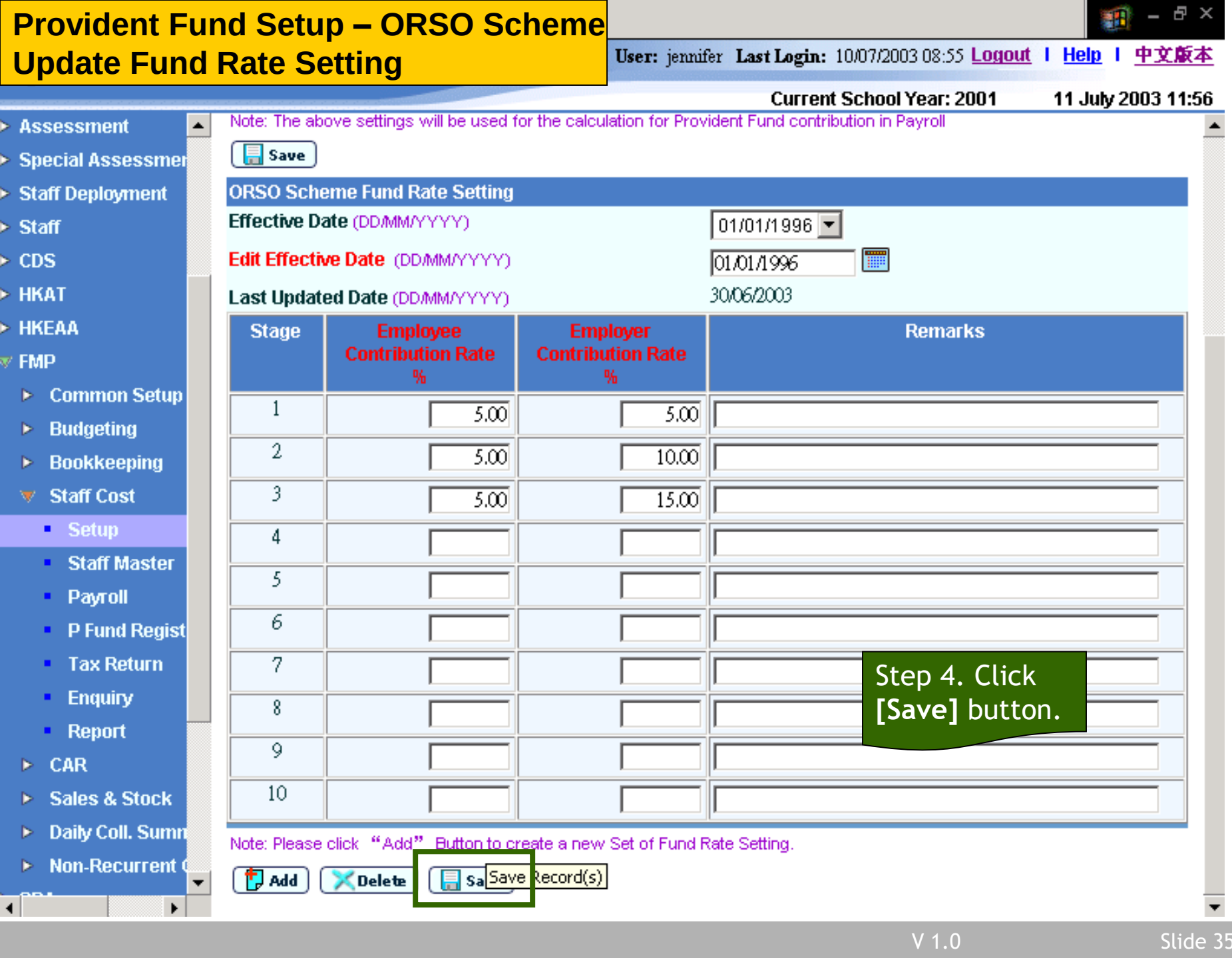
# Provident Fund Setup – ORSO Scheme
# Update Fund Rate Setting




Step 2. If user want to change the effective date, they should fill in the new effective date in **Edit Effective Date.**

Step 3. If user want to change the contribution rate, they should fill in the **Employee's Contribution Rate**, **Employer's Contribution Rate** and **Remarks** for the appropriate stages of the fund rate setting.

# Provident Fund Setup – ORSO Scheme
# Update Fund Rate Setting

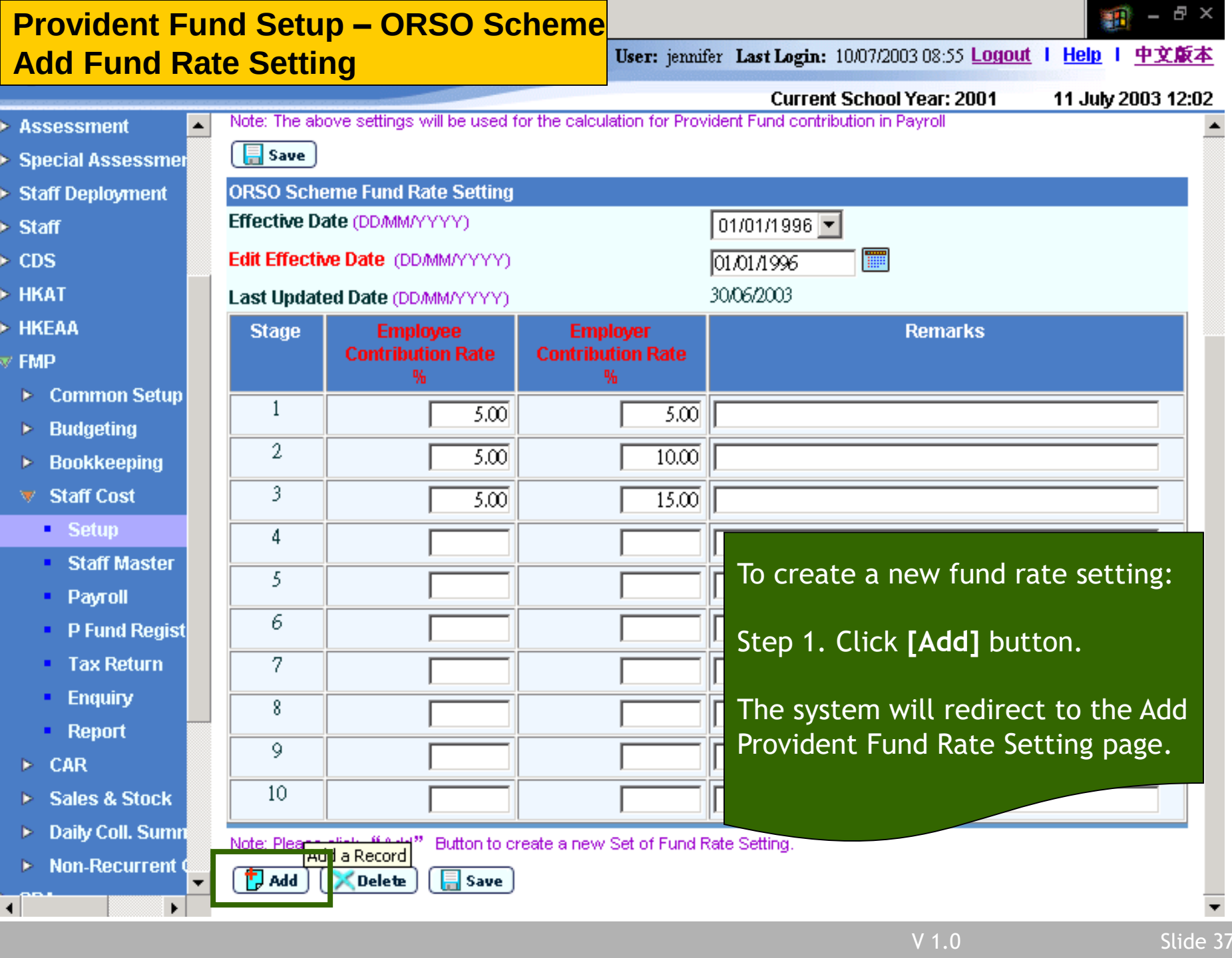


# ORSO Scheme – Update Fund Rate Setting

- The employee's and employer's provident fund contributions in Payroll will adopt the updated fund rate setting and effective date for calculation.

- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

# Provident Fund Setup – ORSO Scheme
## Add Fund Rate Setting

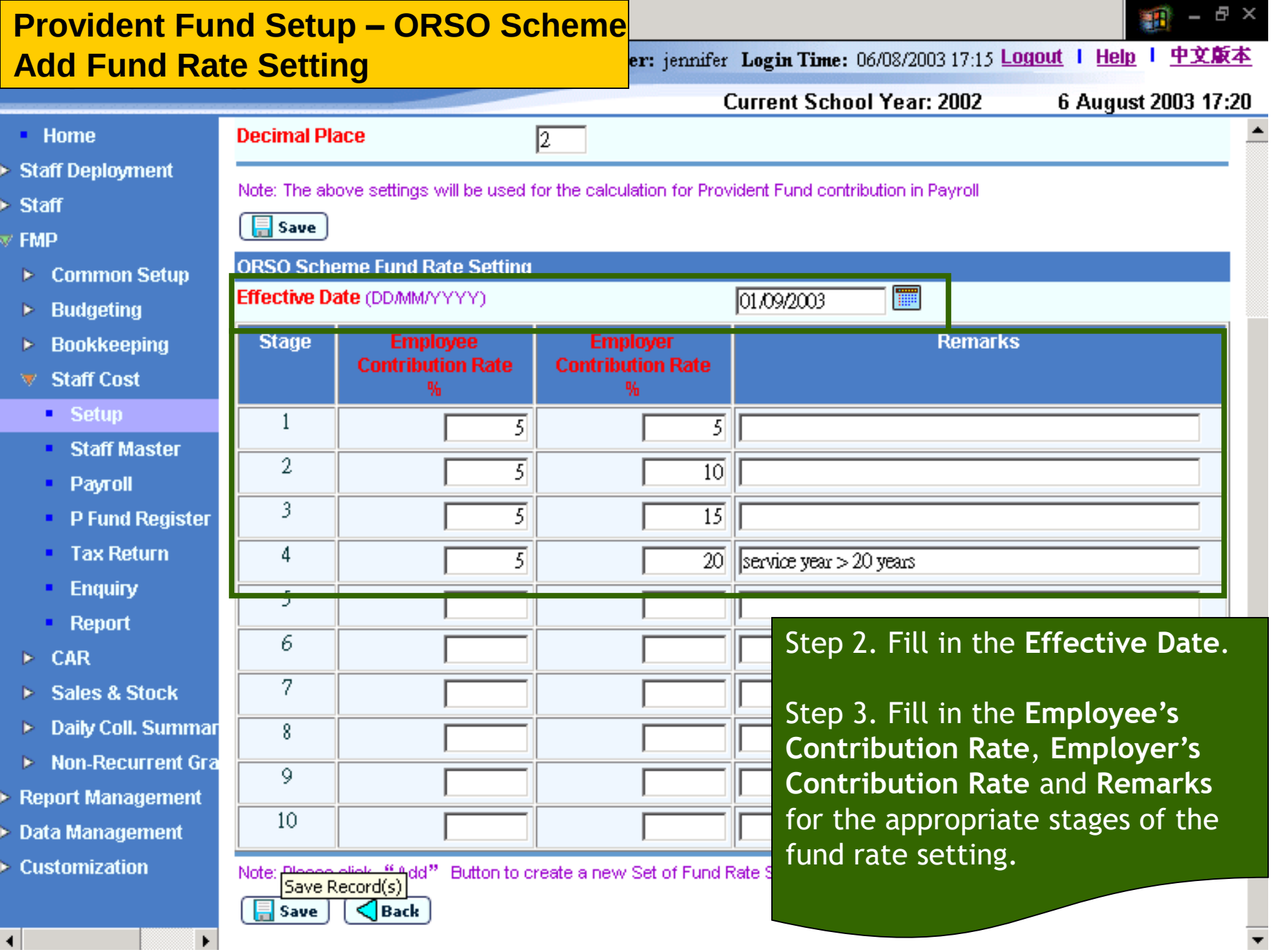



To create a new fund rate setting:

Step 1. Click **[Add]** button.

The system will redirect to the Add Provident Fund Rate Setting page.

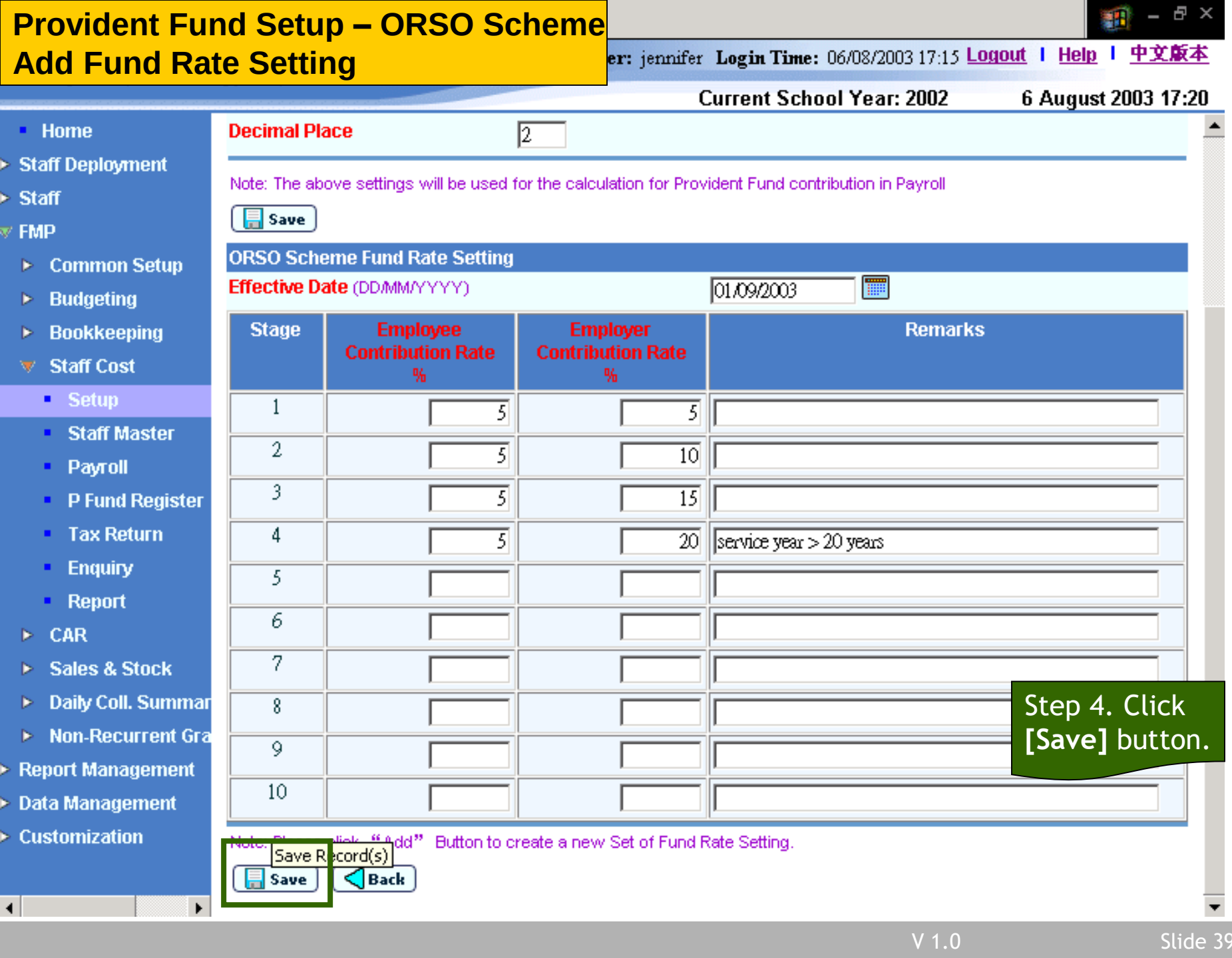
# Provident Fund Setup – ORSO Scheme
# Add Fund Rate Setting




Step 2. Fill in the **Effective Date**.

Step 3. Fill in the **Employee's Contribution Rate**, **Employer's Contribution Rate** and **Remarks** for the appropriate stages of the fund rate setting.

# Provident Fund Setup – ORSO Scheme
# Add Fund Rate Setting

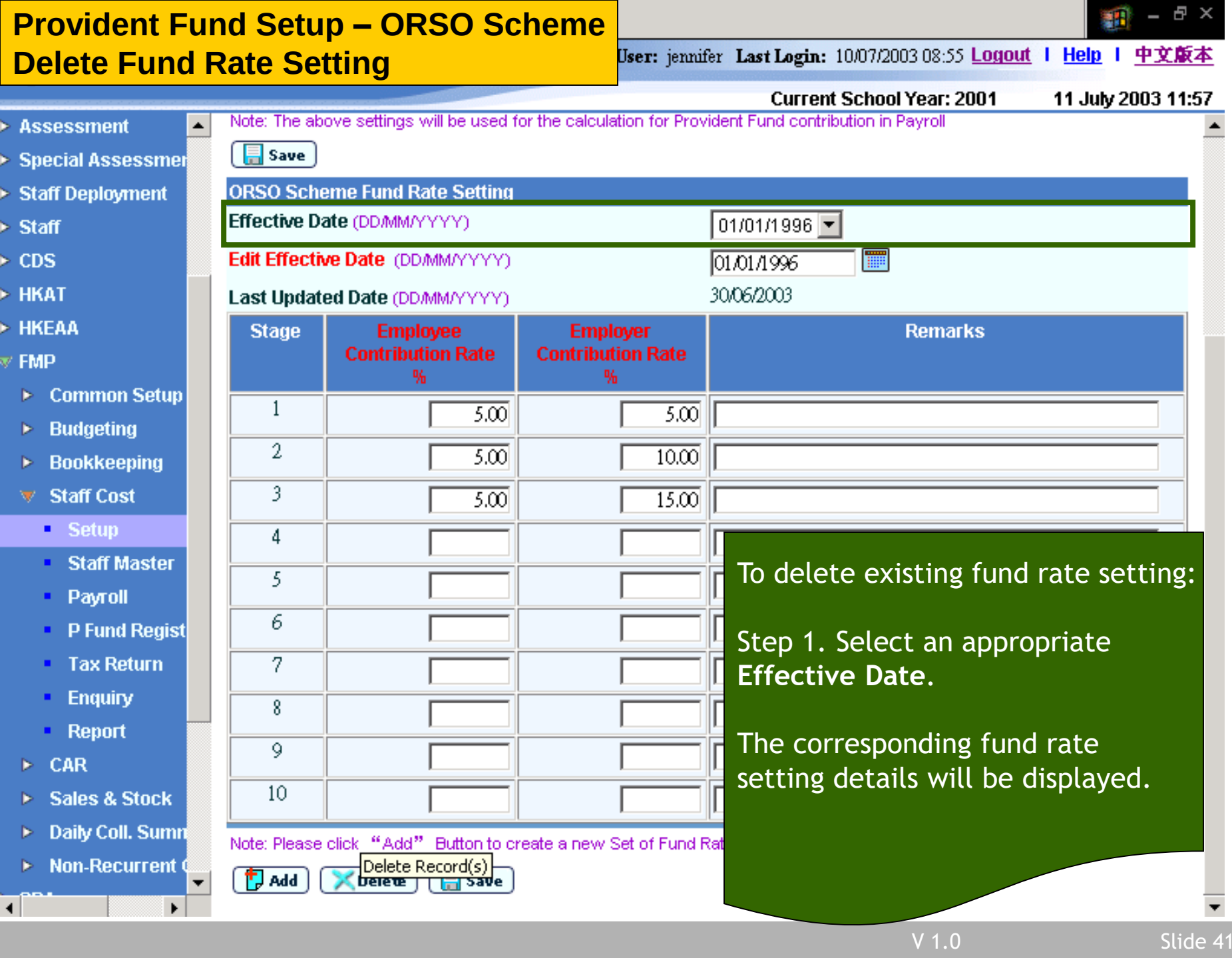


# ORSO Scheme – Add Fund Rate Setting

- The employee's and employer's provident fund contributions in Payroll will adopt the new fund rate setting for calculation.

- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

# Provident Fund Setup – ORSO Scheme
# Delete Fund Rate Setting

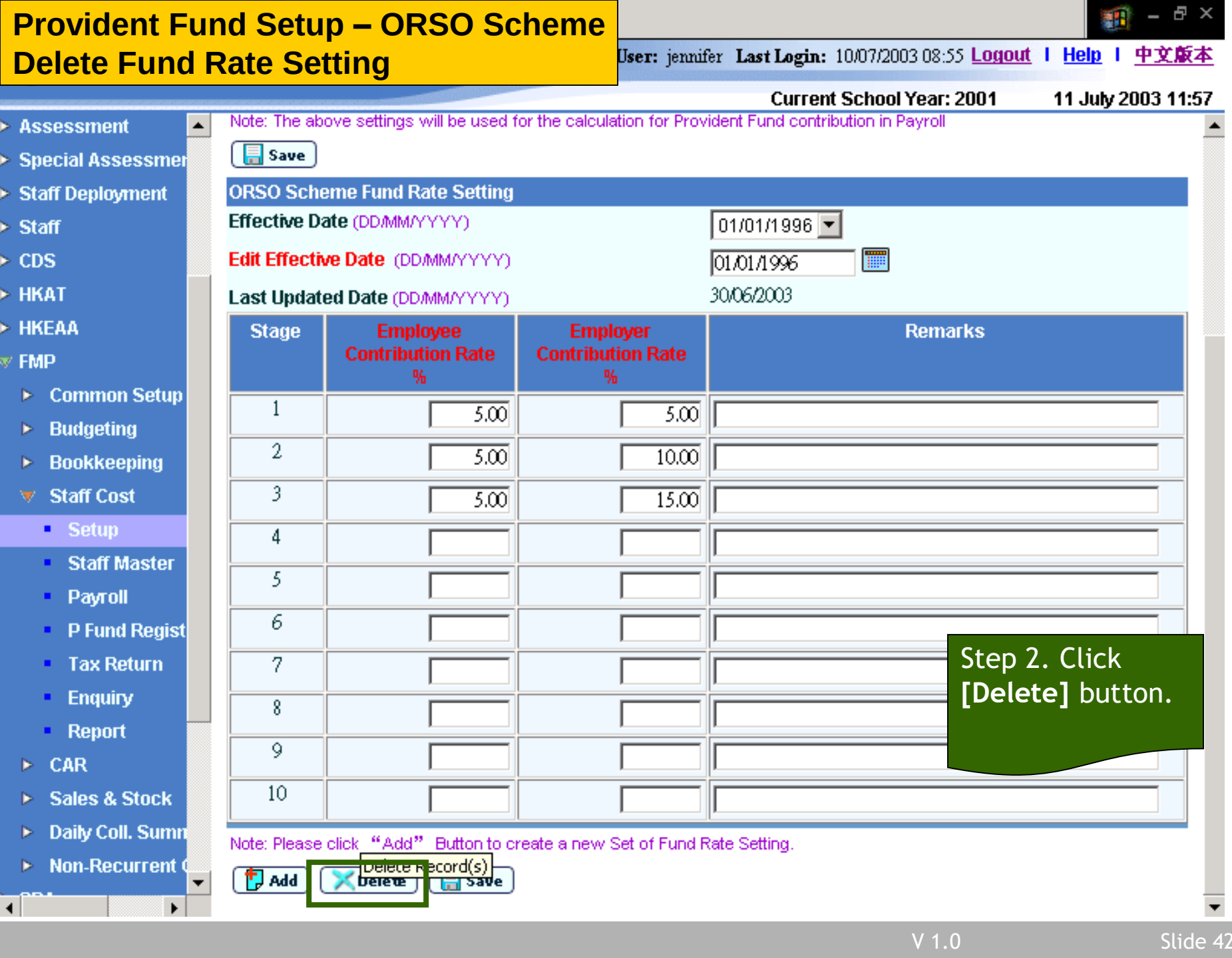



To delete existing fund rate setting:

Step 1. Select an appropriate **Effective Date**.

The corresponding fund rate setting details will be displayed.

# Provident Fund Setup – ORSO Scheme
# Delete Fund Rate Setting



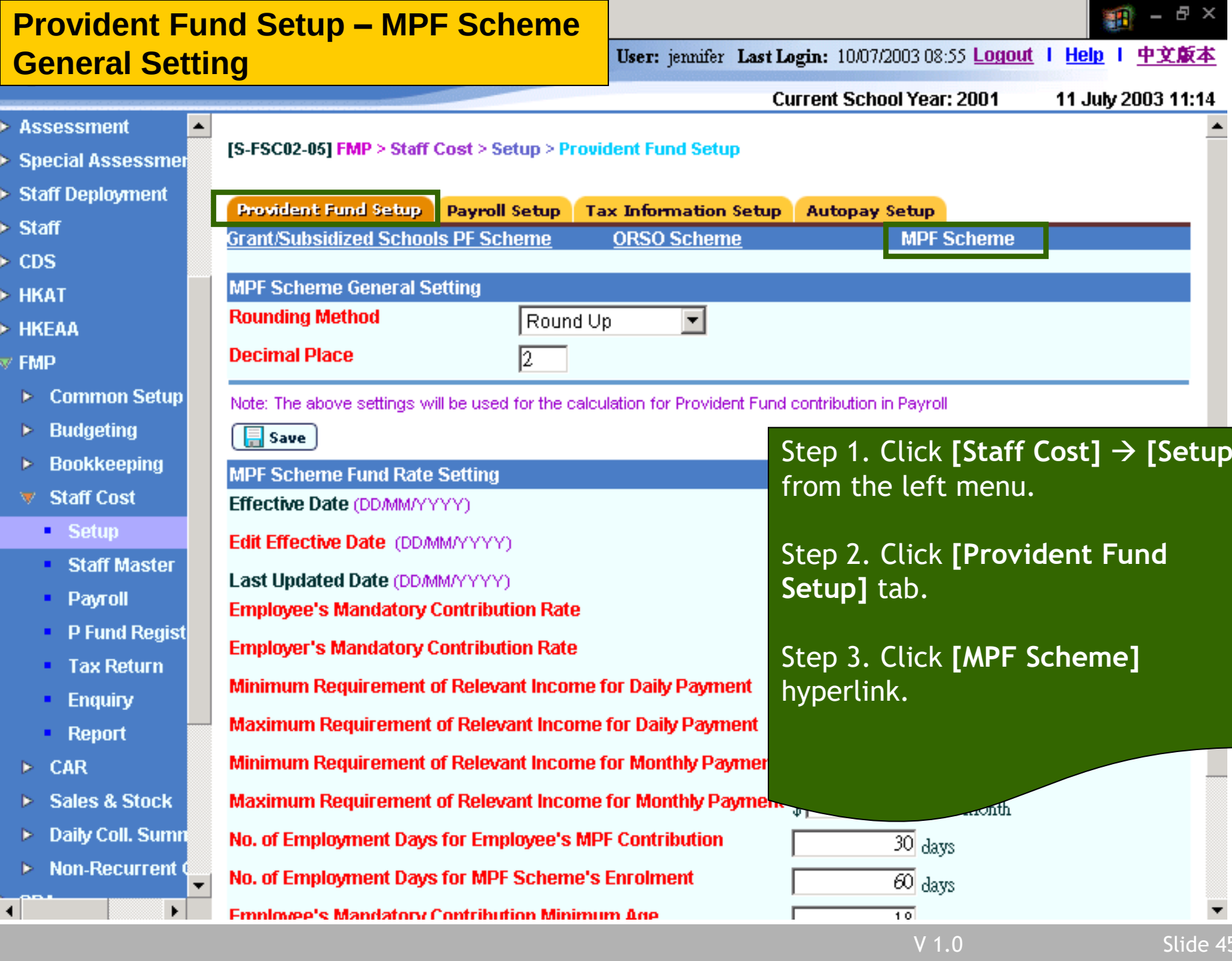
# ORSO Scheme – Delete Fund Rate Setting

- After deletion of fund rate setting, the fund rate setting cannot be retrieved again.

# Mandatory Provident Fund Scheme – General Setting

- User need to define General Setting to calculate Mandatory Provident Fund Provident Fund contribution for non-teaching staff in Payroll:
    - Rounding Method
    - Decimal Place
- To update Mandatory Provident Fund Provident Fund Scheme General Setting, no payroll should be under preparation.

# Provident Fund Setup – MPF Scheme General Setting

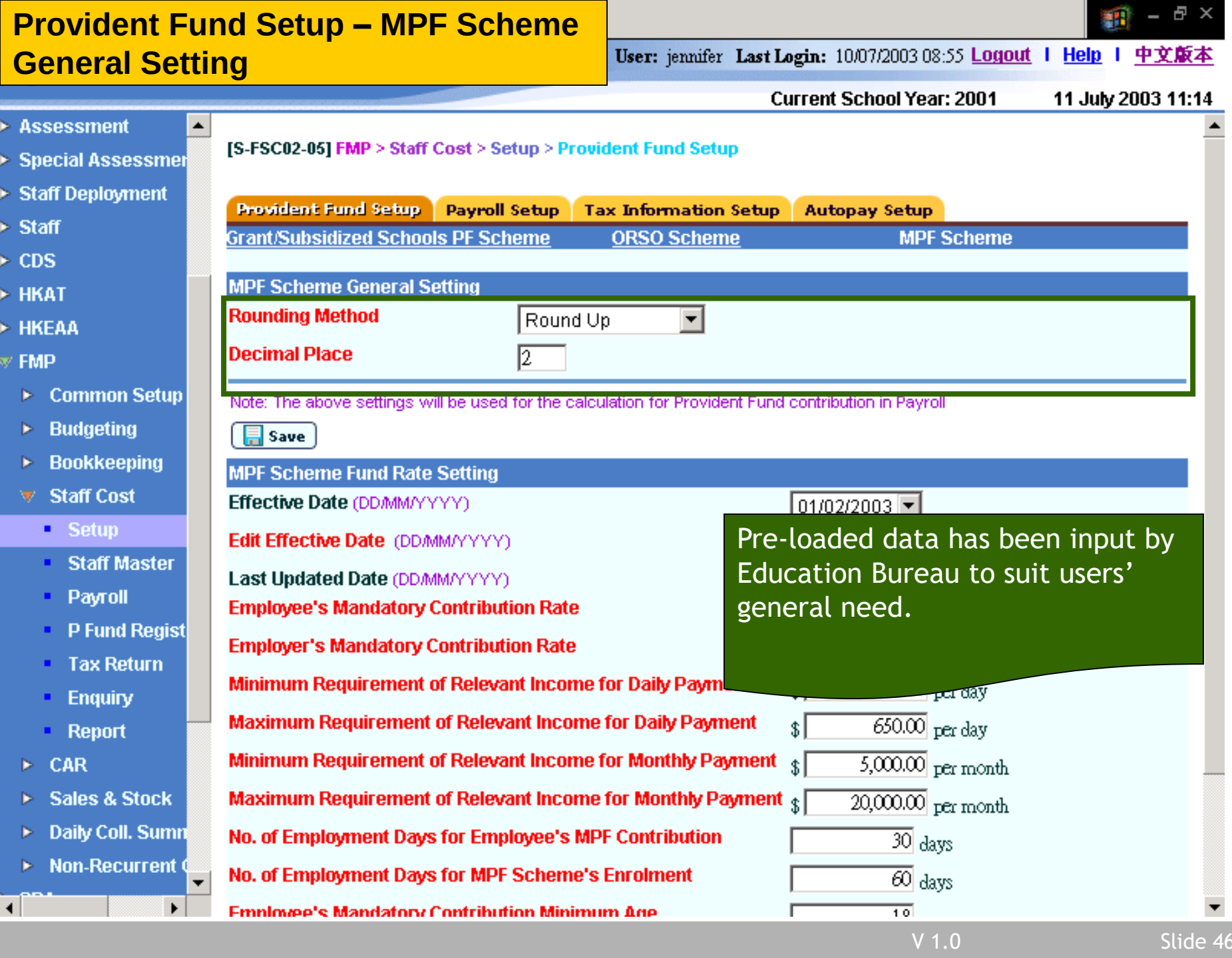



Step 1. Click **[Staff Cost]** → **[Setup]** from the left menu.

Step 2. Click **[Provident Fund Setup]** tab.

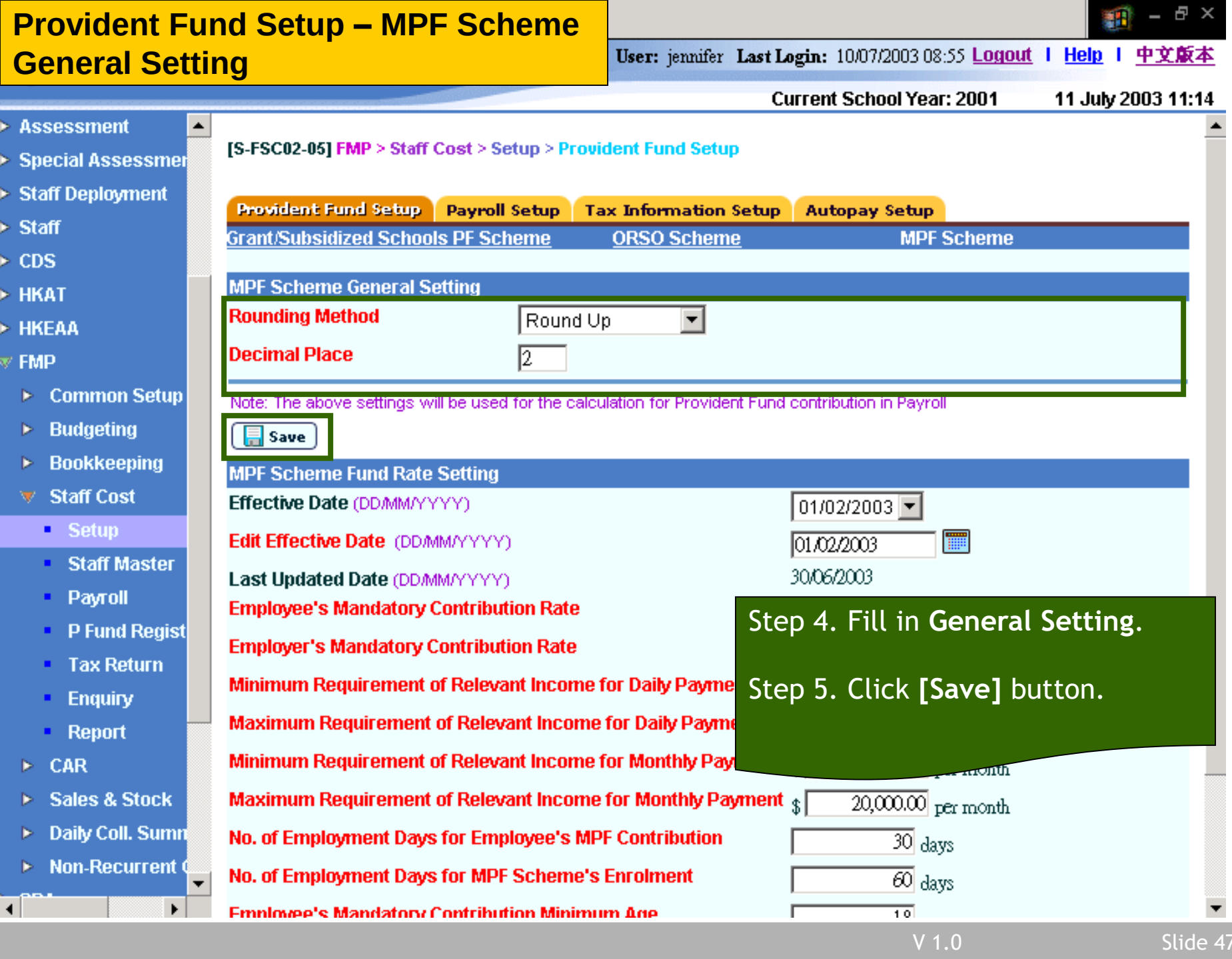
Step 3. Click **[MPF Scheme]** hyperlink.

# Provident Fund Setup – MPF Scheme General Setting




Pre-loaded data has been input by Education Bureau to suit users' general need.

# Provident Fund Setup – MPF Scheme General Setting



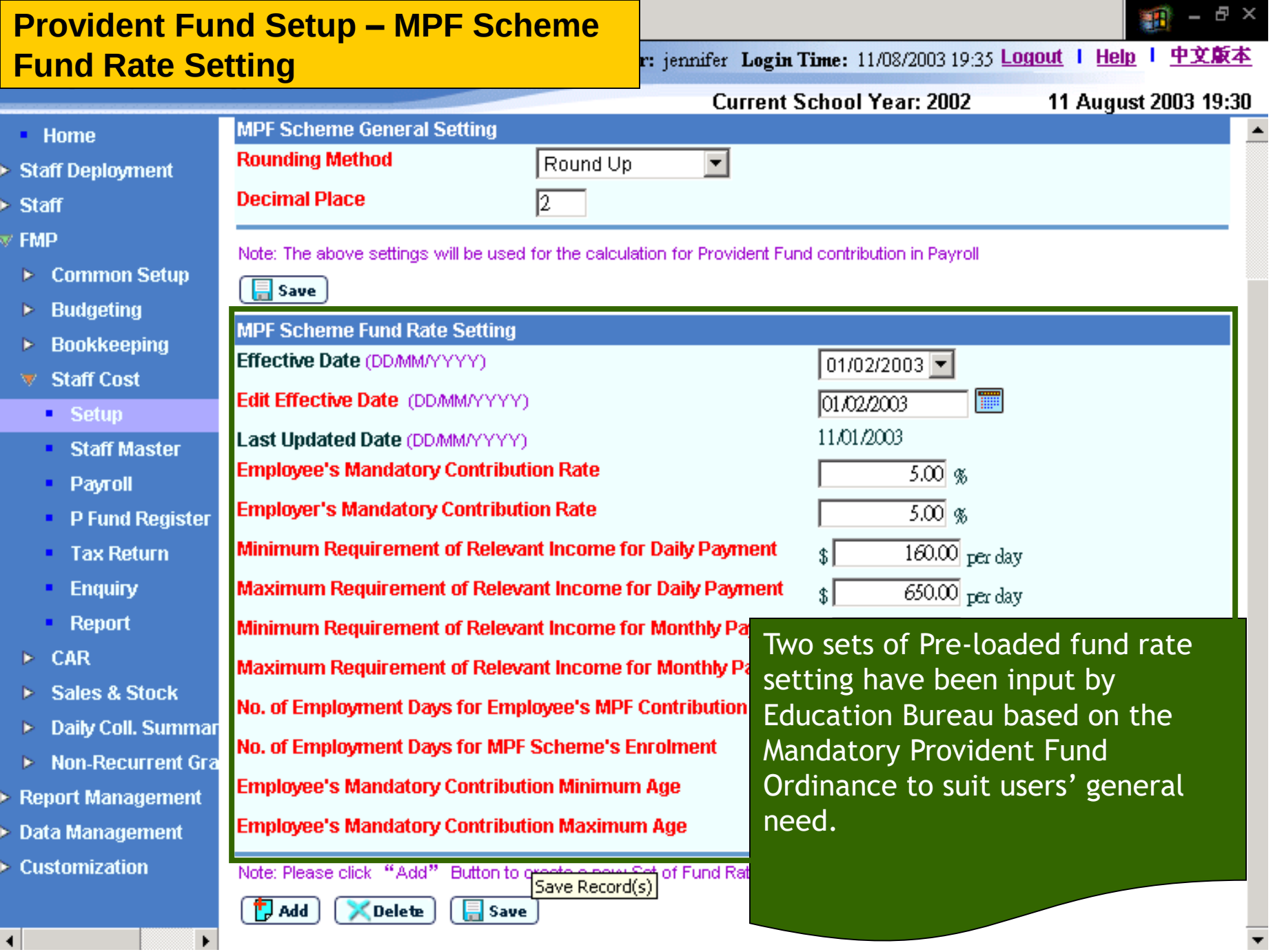
# Mandatory Provident Fund Scheme – General Setting

- Calculation of employee and employer provident fund contributions will follow the change made in the updated general setting thereafter.
- The change will take effect in the next payroll entry captured.
- All the previous captured staff payroll entries will not be affected.

# Mandatory Provident Fund Scheme - Fund Rate Setting

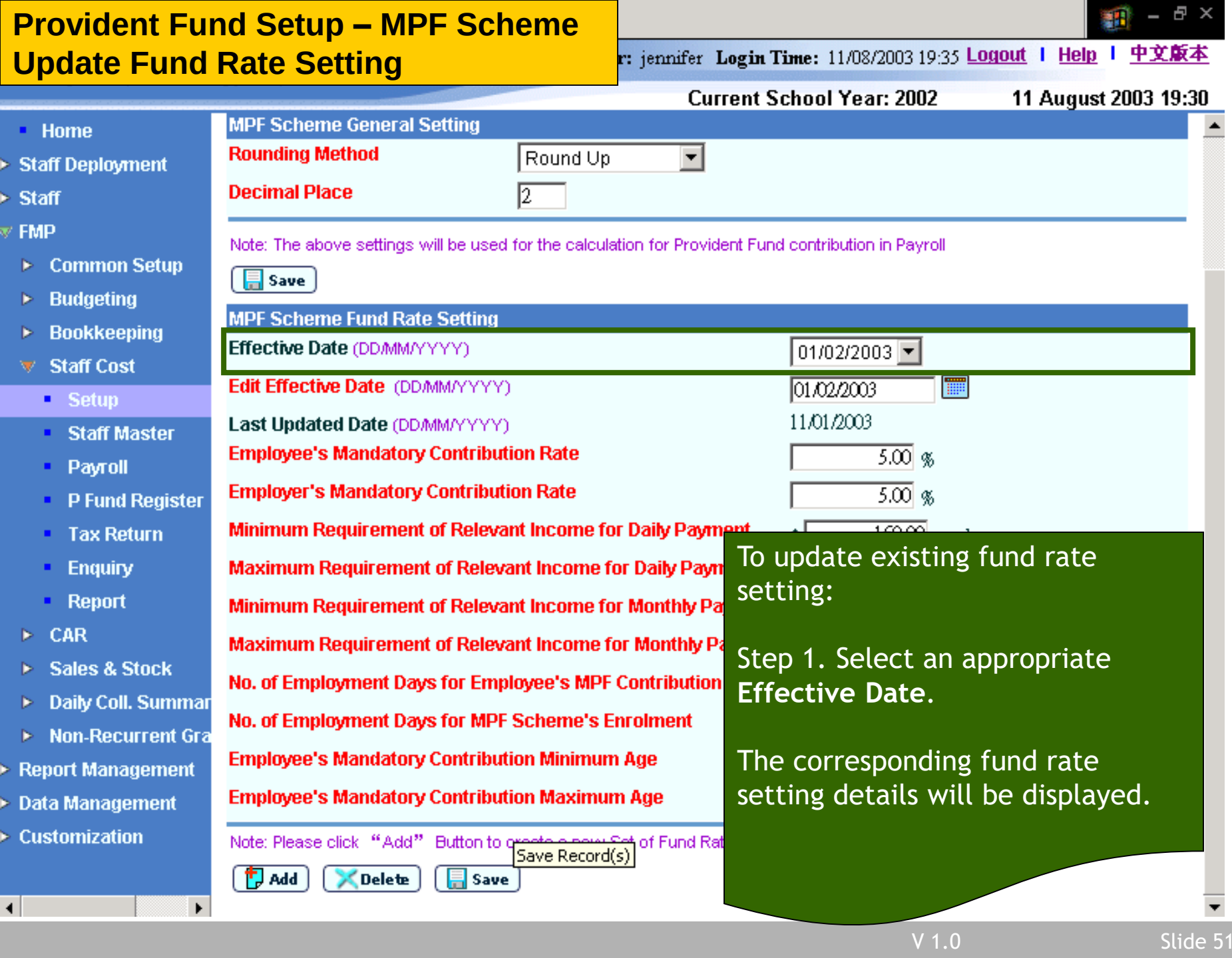
- To create a new set of Fund Rate Setting / update or delete existing fund rate setting for non-teaching staff who participate in Mandatory Provident Fund Scheme.
- Fund rate setting:
  - Effective Date of the fund rate setting
  - contribution setting according to the Mandatory Provident Fund Scheme Ordinance
- Fund rate setting is used when calculating the contribution amount in the payroll of staff who participate in Mandatory Provident Fund Scheme.
- If there is any updating in the MPF Scheme Ordinance, user need to add a new fund rate setting according to the latest requirement of the ordinance.
- In updating / deleting of fund rate setting, staff payroll entries of the payroll month on or after the effective date have not yet been created.

# Provident Fund Setup – MPF Scheme Fund Rate Setting




Two sets of Pre-loaded fund rate setting have been input by Education Bureau based on the Mandatory Provident Fund Ordinance to suit users' general need.

# Provident Fund Setup – MPF Scheme
# Update Fund Rate Setting




To update existing fund rate setting:

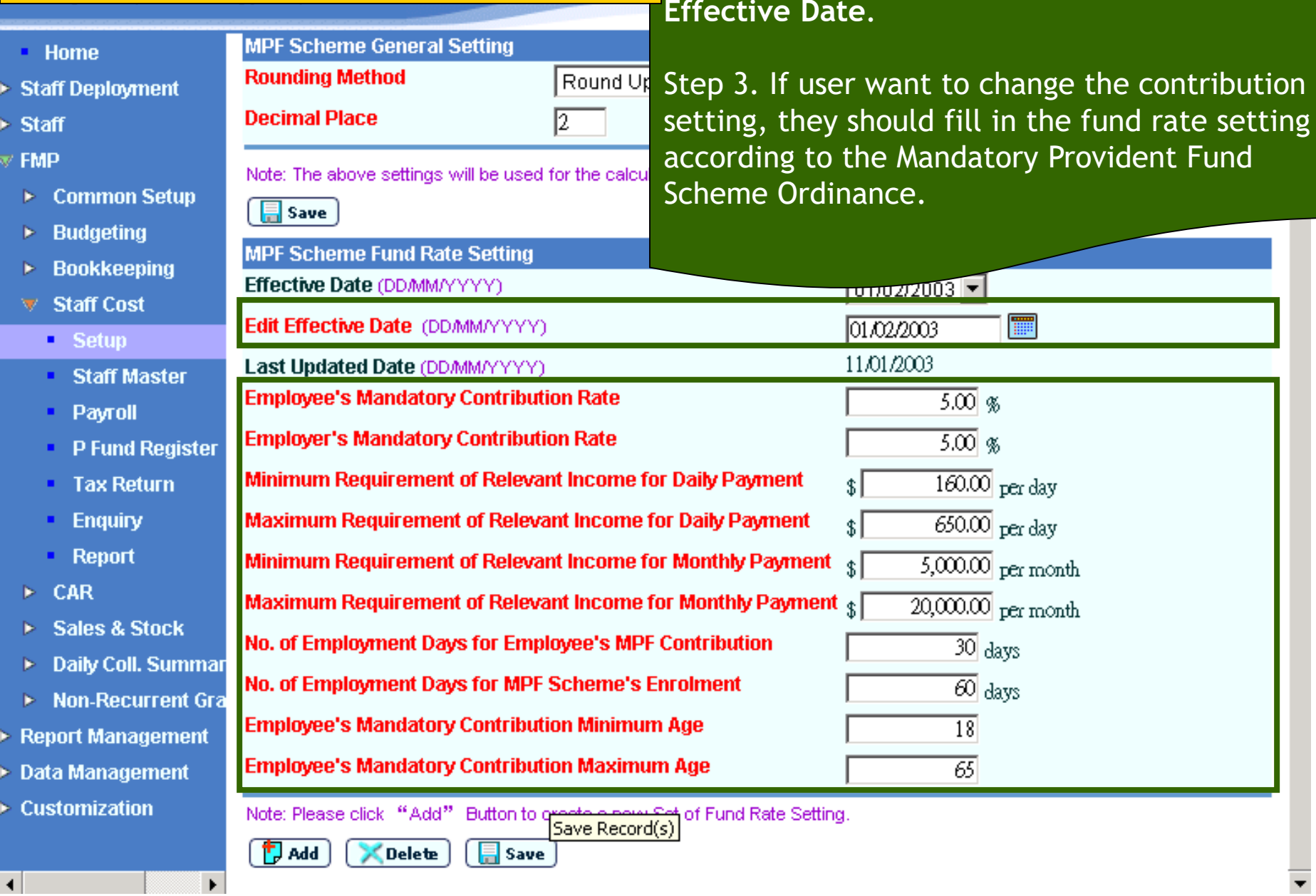
Step 1. Select an appropriate **Effective Date.**

The corresponding fund rate setting details will be displayed.

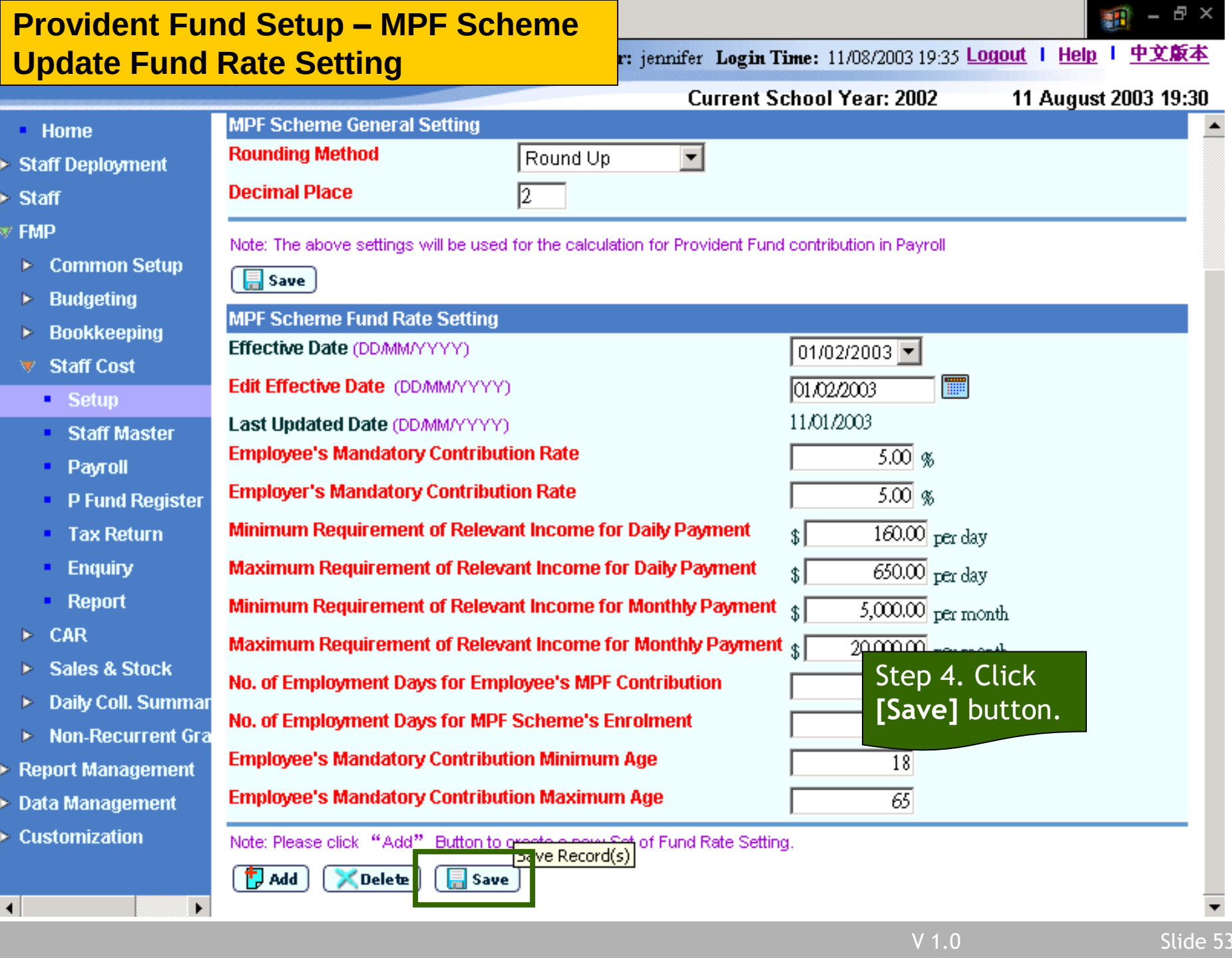
# Provident Fund Setup – MPF Scheme Update Fund Rate Setting

Step 2. If user want to change the effective date, they should fill in the new effective date in **Edit Effective Date**.

Step 3. If user want to change the contribution setting, they should fill in the fund rate setting according to the Mandatory Provident Fund Scheme Ordinance.



# Provident Fund Setup – MPF Scheme
# Update Fund Rate Setting

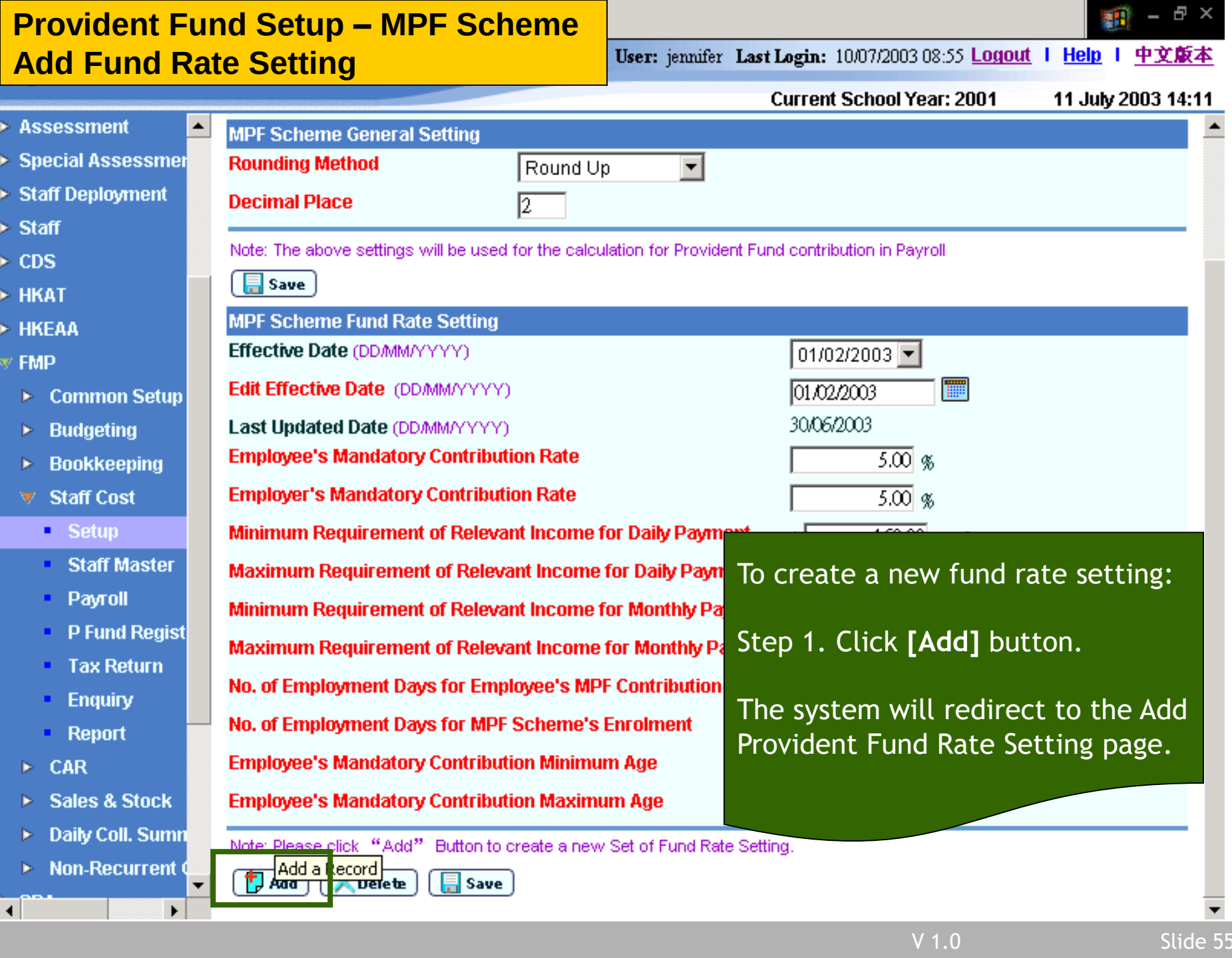


# Mandatory Provident Fund Scheme – Update Fund Rate Setting

- The employee's and employer's provident fund contributions in Payroll will adopt the updated fund rate setting and effective date for calculation.

- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

# Provident Fund Setup – MPF Scheme
# Add Fund Rate Setting




To create a new fund rate setting:

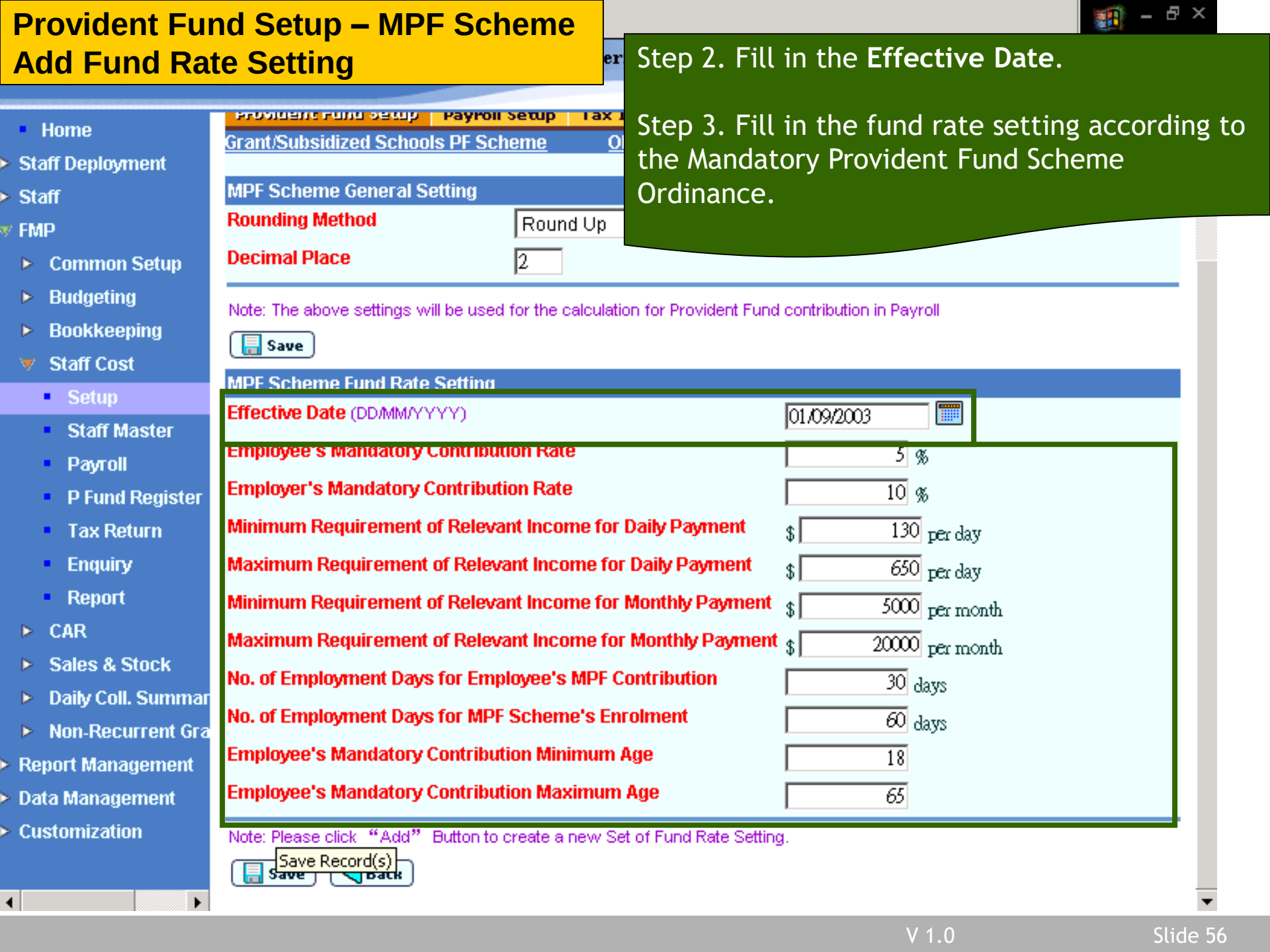
Step 1. Click **[Add]** button.

The system will redirect to the Add Provident Fund Rate Setting page.

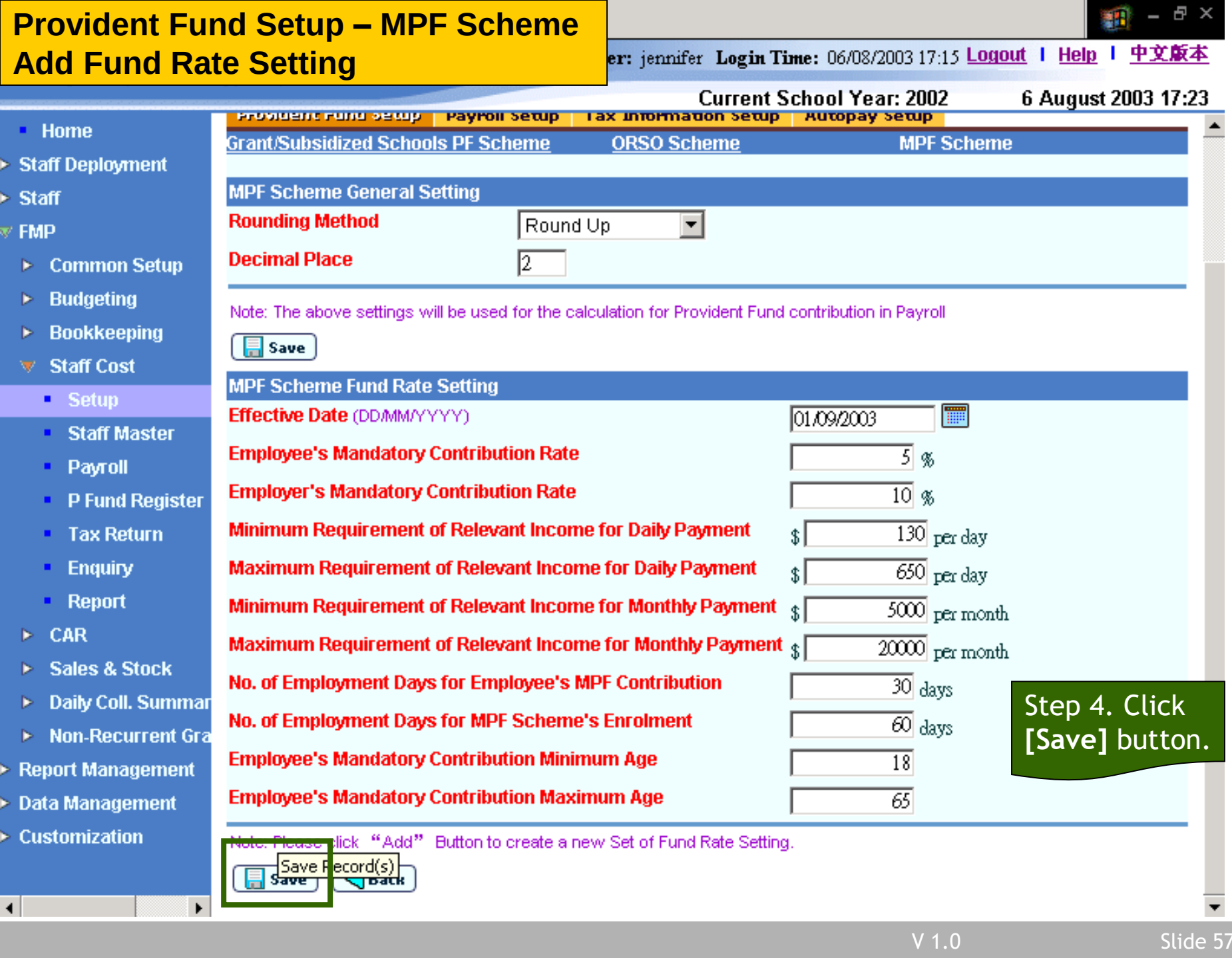
# Provident Fund Setup – MPF Scheme
# Add Fund Rate Setting

Step 2. Fill in the **Effective Date.**

Step 3. Fill in the fund rate setting according to the Mandatory Provident Fund Scheme Ordinance.



# Provident Fund Setup – MPF Scheme
# Add Fund Rate Setting

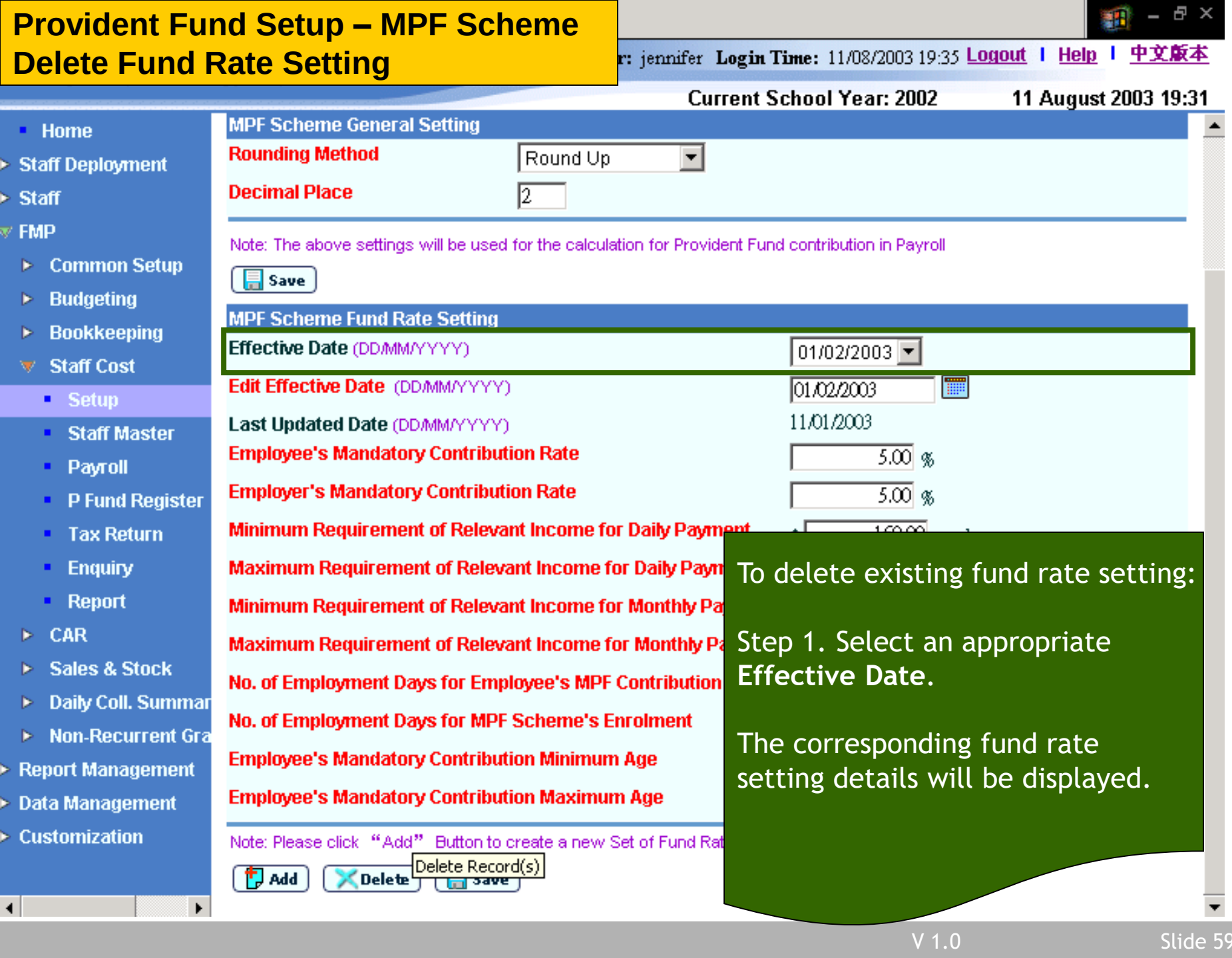


# Mandatory Provident Fund Scheme – Add Fund Rate Setting

- The employee's and employer's provident fund contributions in Payroll will adopt the new fund rate setting for calculation.

- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

# Provident Fund Setup – MPF Scheme
# Delete Fund Rate Setting

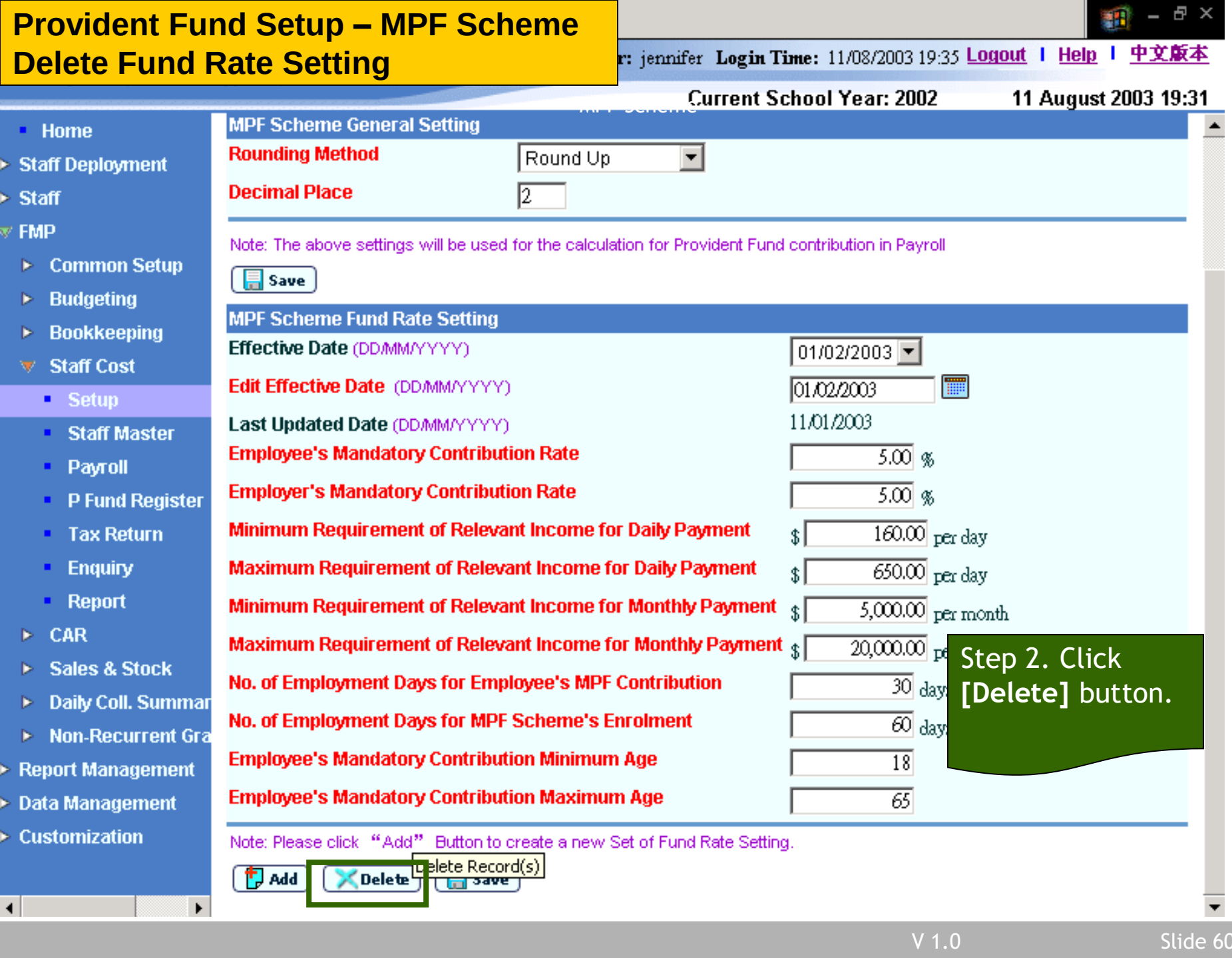



To delete existing fund rate setting:

Step 1. Select an appropriate **Effective Date**.

The corresponding fund rate setting details will be displayed.

# Provident Fund Setup – MPF Scheme
# Delete Fund Rate Setting



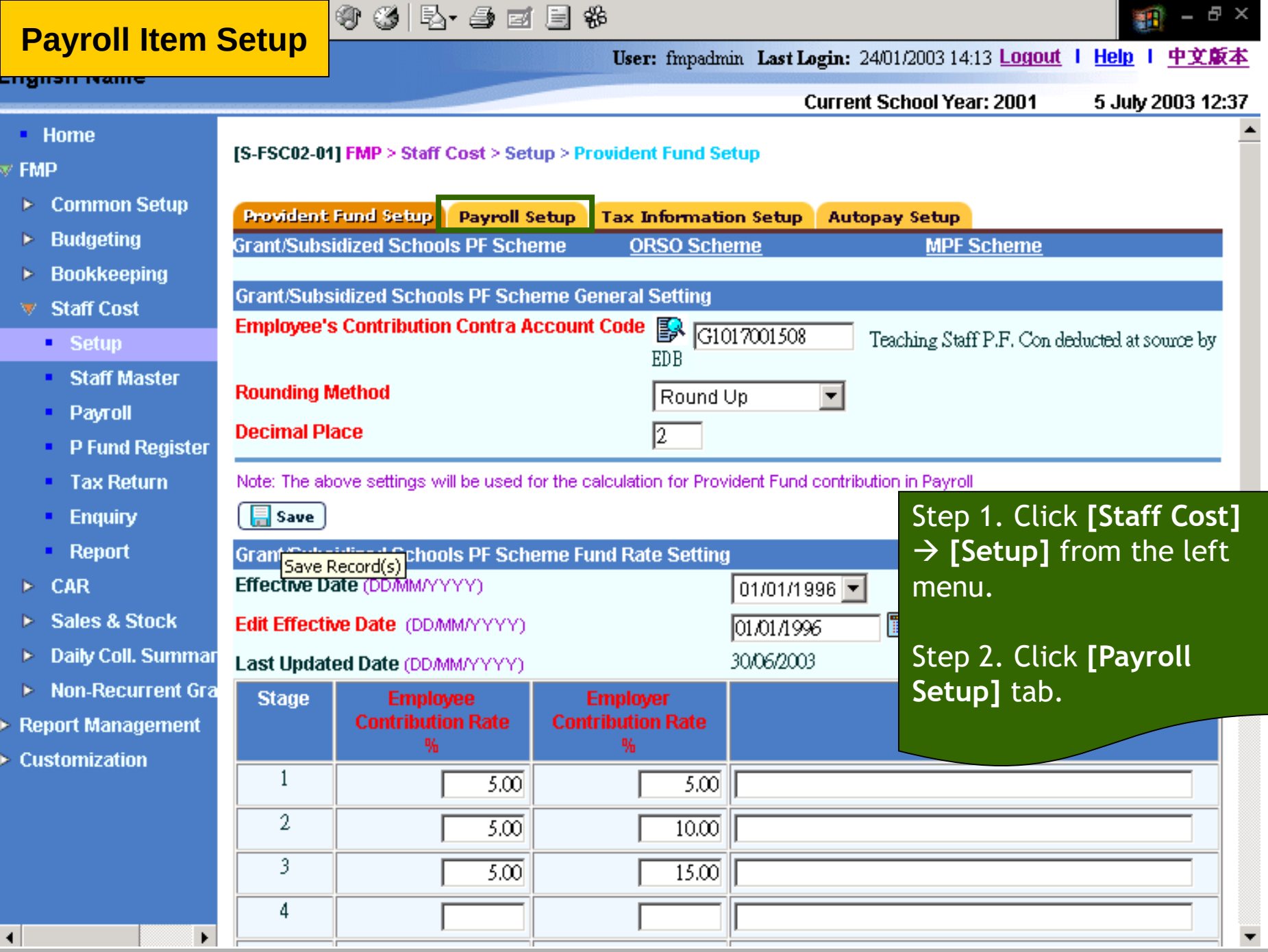
# Mandatory Provident Fund Scheme – Delete Fund Rate Setting

- After deletion of fund rate setting, the fund rate setting cannot be retrieved again.

# Payroll Item Setup

- To create a new payroll item (e.g. basic salary, allowance, back pay, no pay leave, etc). The setting of earning and deduction payroll item will be used for payroll purpose.
- To update / delete existing earning and deduction payroll items for payroll purpose.
- There are twenty pre-loaded payroll items which are classified by staff type.
- The account code of each of the payroll items has been set by the Education Bureau to suit users' general need.
- Payroll items with "Active" status will all appear in "Staff Master – Payroll Account Code".
- User can select suitable payroll items for individual staff in Staff Master.
- Account code for each of the payroll items can be changed for different staff in Staff Master.

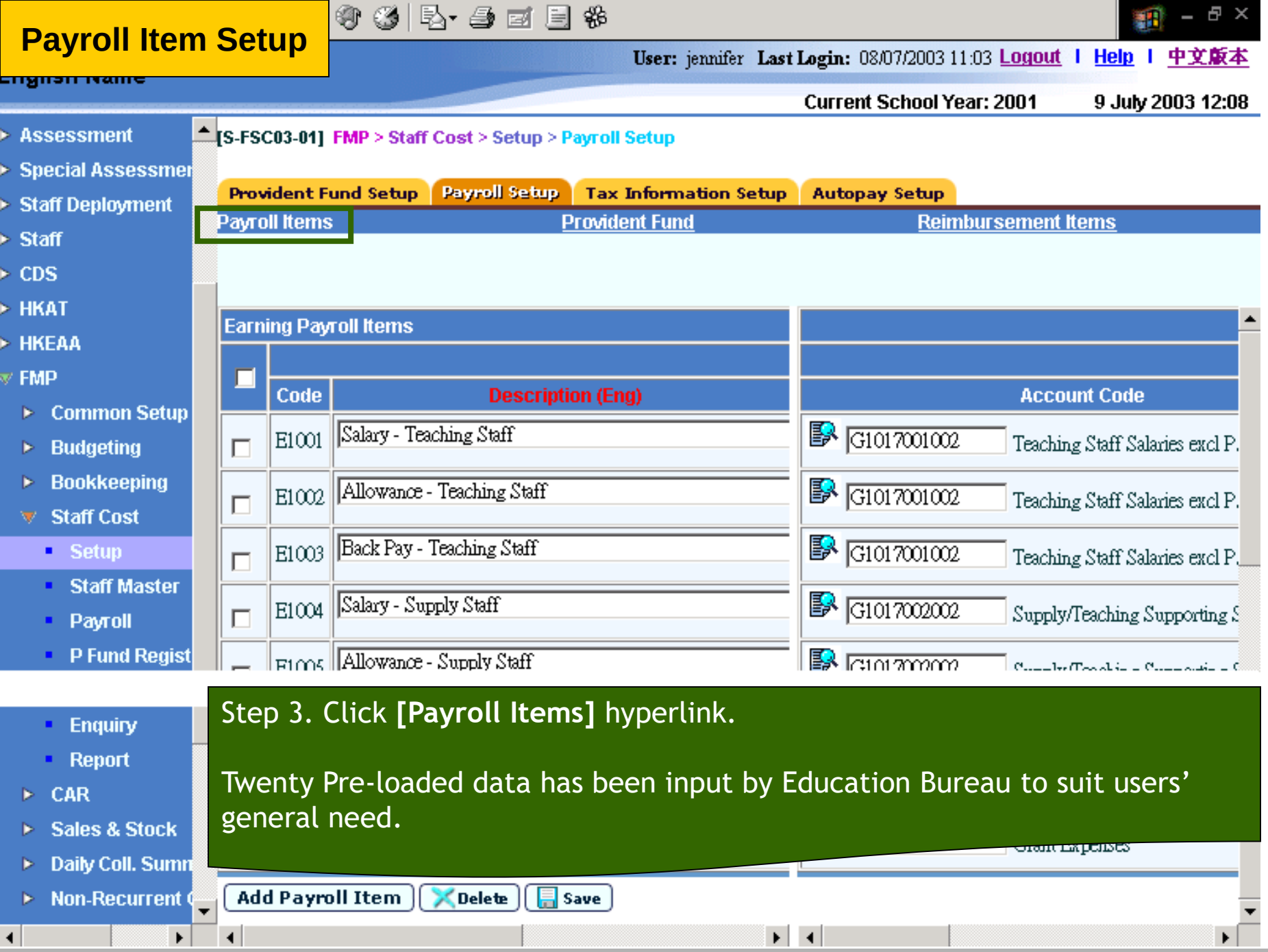
# Payroll Item Setup




Step 1. Click **[Staff Cost]** → **[Setup]** from the left menu.

Step 2. Click **[Payroll Setup]** tab.

# Payroll Item Setup



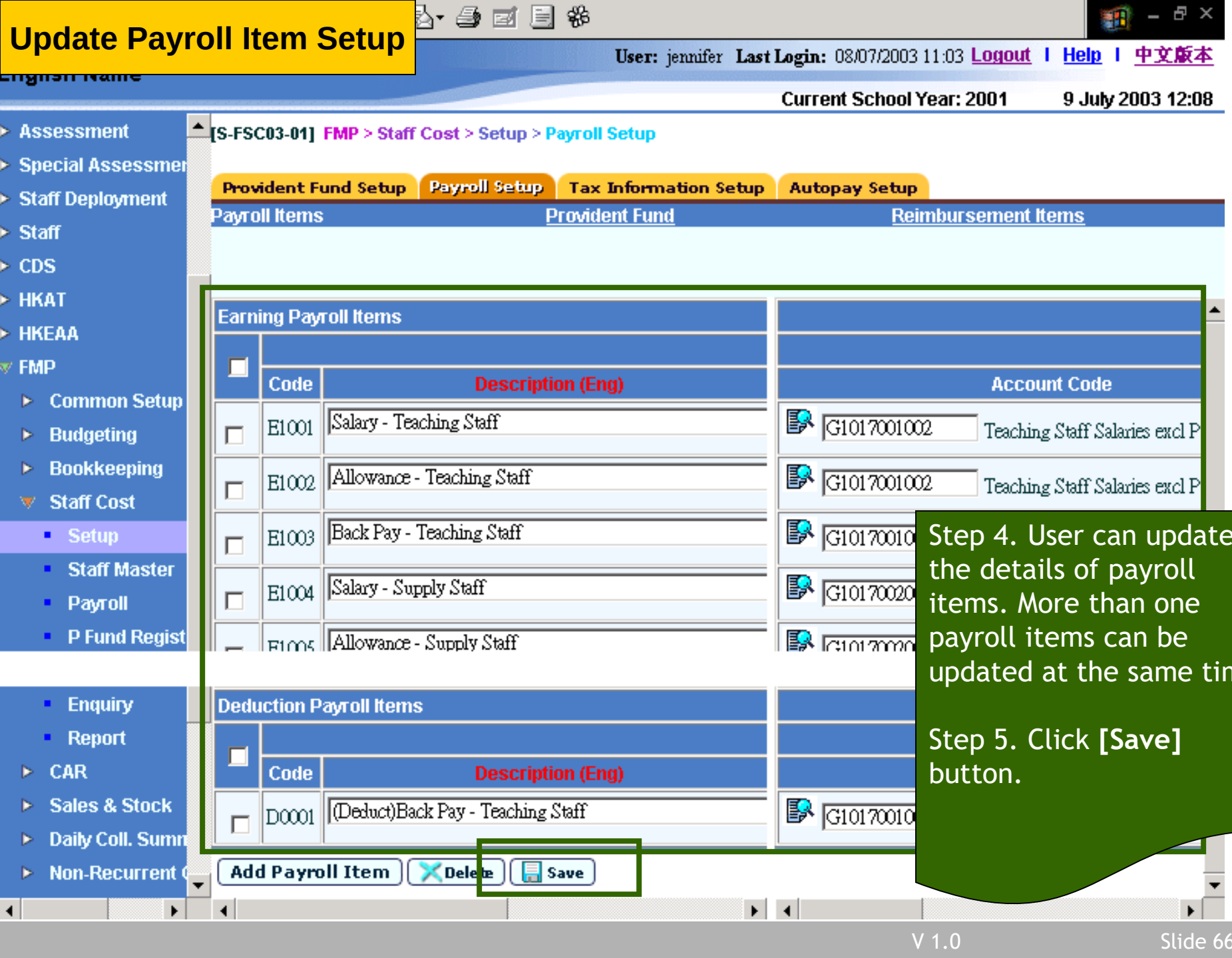

Step 3. Click **[Payroll Items]** hyperlink.

Twenty Pre-loaded data has been input by Education Bureau to suit users' general need.

# Payroll Item Setup

- A payroll Item is composed of the following elements:
    - Payroll Items Type - Earning or deduction item
    - Payroll Items Code
      Description (Eng)
    - Description (Chi)
    - Account Code
    - Taxation Item (IR56B) - Item 11. (a) – (l) in IR56B or Non Taxable
    - Subject to Grant/ Subsidized Schools Provident Fund Calculation Indicaotor
    - Subject to MPF Calculation Indicator
    - Subject to ORSO Calculation Indicator
    - Status – Active or Inactive

# Update Payroll Item Setup



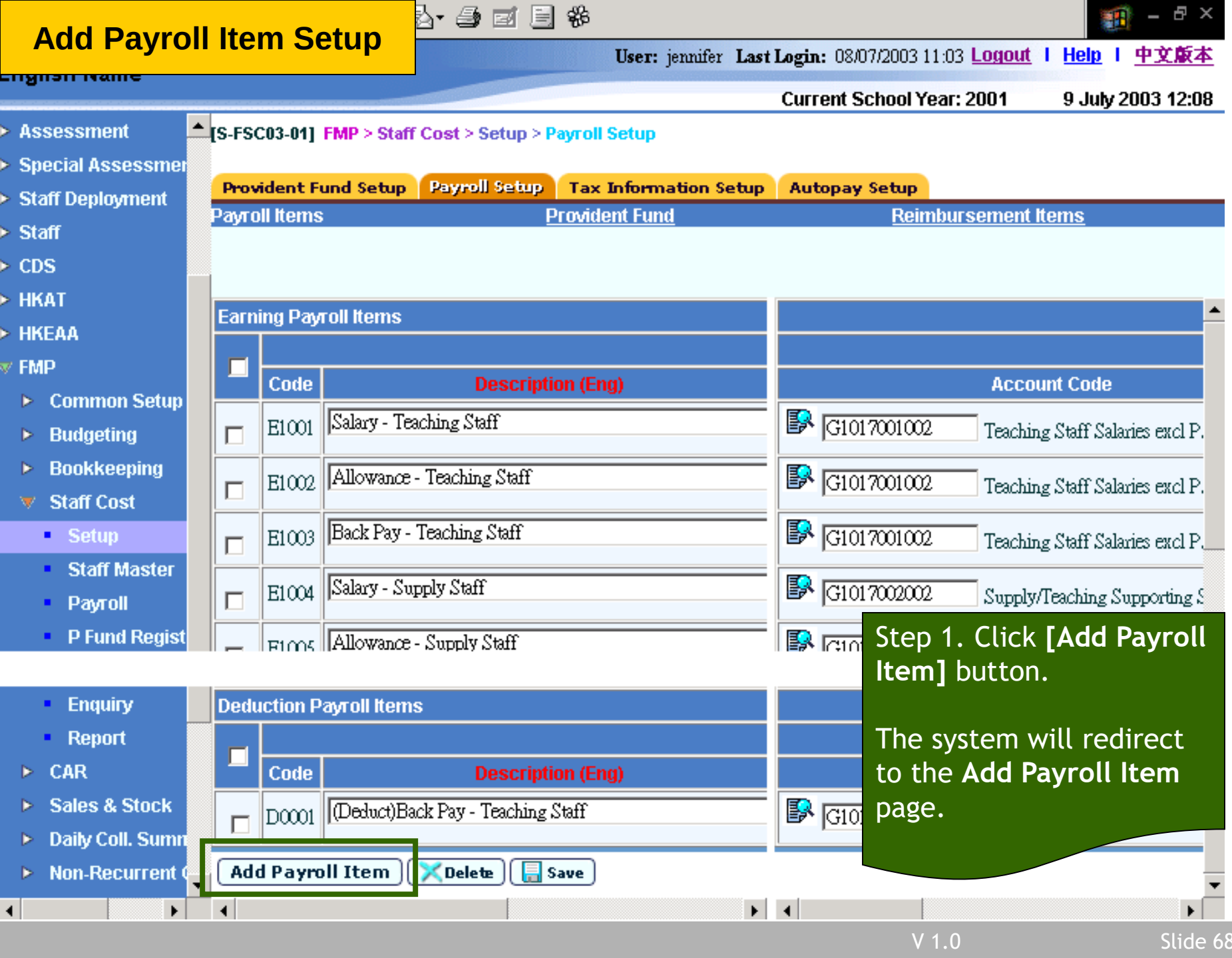

Step 4. User can update the details of payroll items. More than one payroll items can be updated at the same time.

Step 5. Click **[Save]** button.

# Update Payroll Item Setup

- Item Code cannot be updated.
- No relevant payroll should be under preparation if users want to update the taxation item (IR56B) mapping, provident fund calculation indicators and active status of the payroll item.
- The changes will be saved and will be effective at once.
- Change in payroll item account code, taxation item mapping, provident fund calculation indicators and active status will affect calculation in payroll, provident fund contribution, provident fund register and tax return.
- Only those new payroll entries which are prepared after users have updated the payroll item will be affected. All the previous staff payroll entries will not be affected.
- The system will only show payroll item with “Active” status in “Staff Master – Payroll Account Code” . Users can select suitable payroll items for individual staff in Staff Master for payroll arrangement.

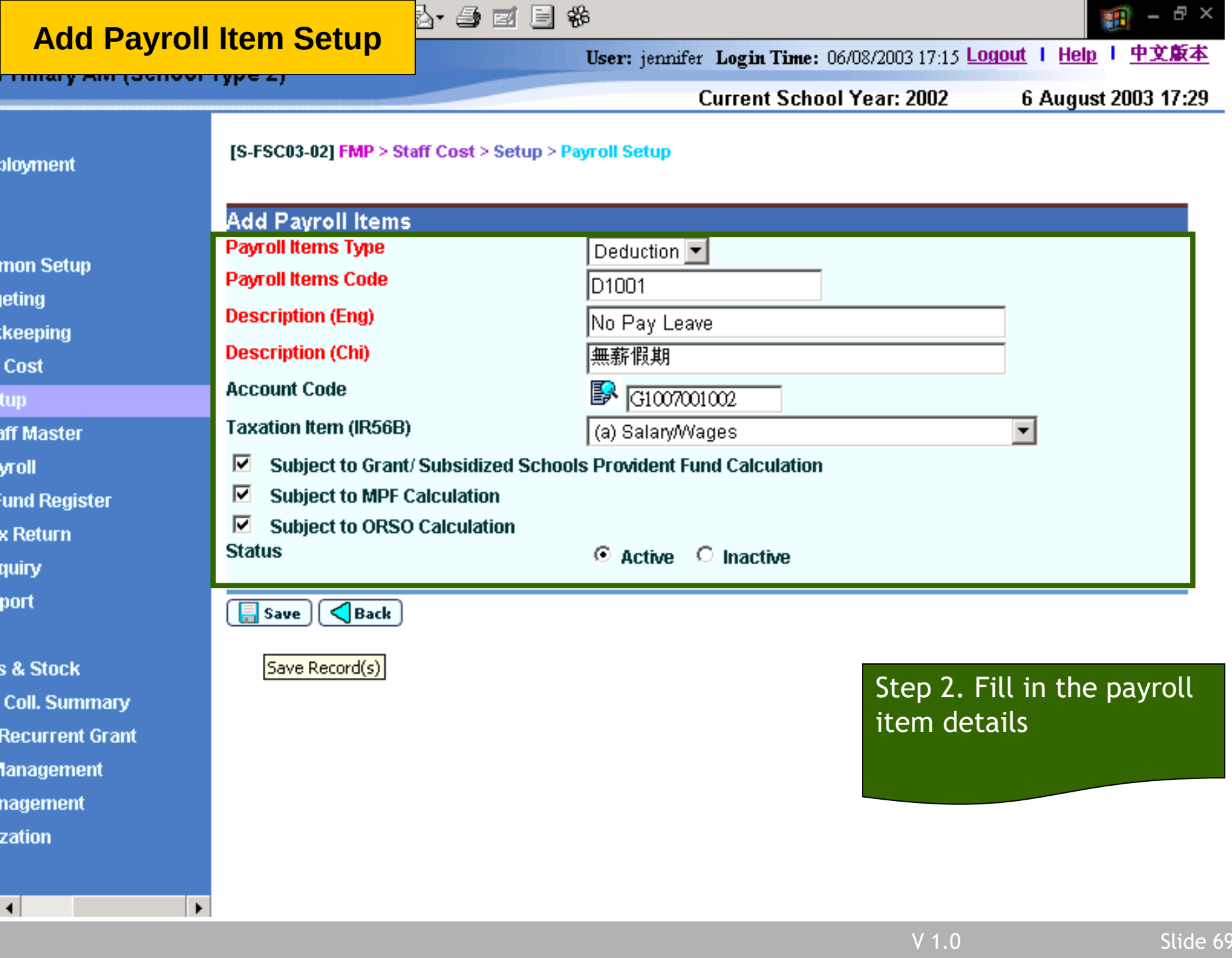
# Add Payroll Item Setup




Step 1. Click **[Add Payroll Item]** button.

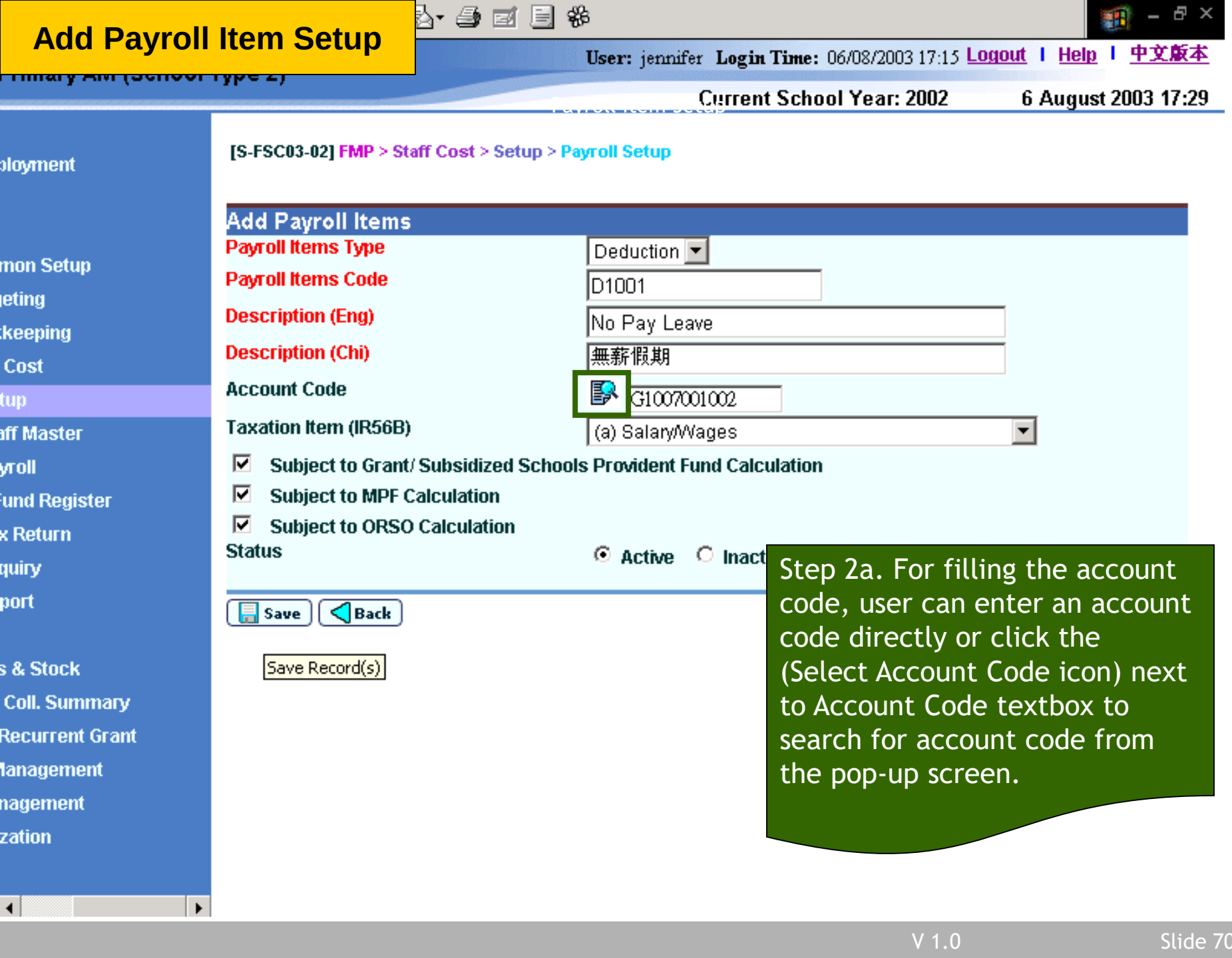
The system will redirect to the **Add Payroll Item** page.

# Add Payroll Item Setup




Step 2. Fill in the payroll item details

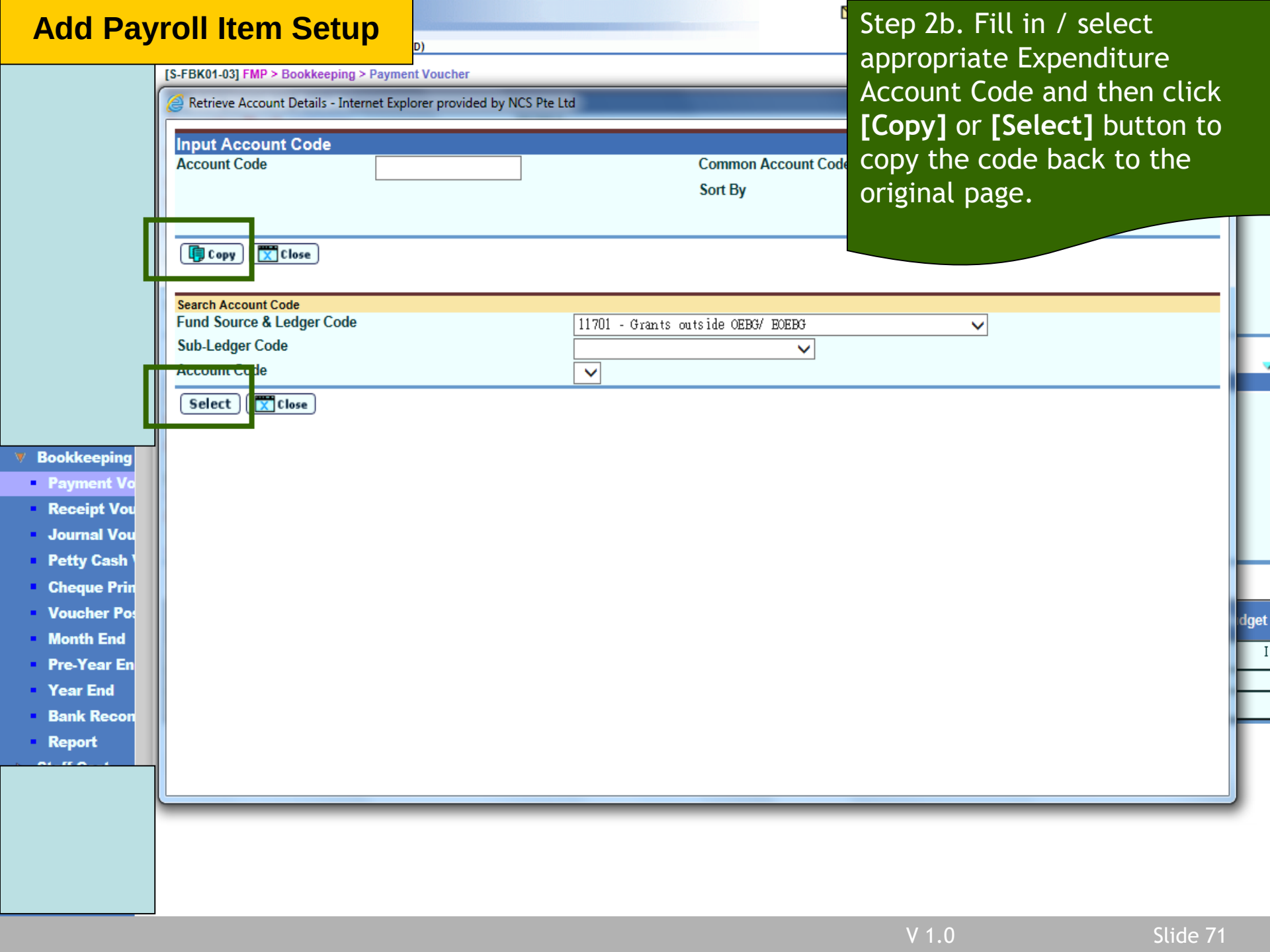
# Add Payroll Item Setup



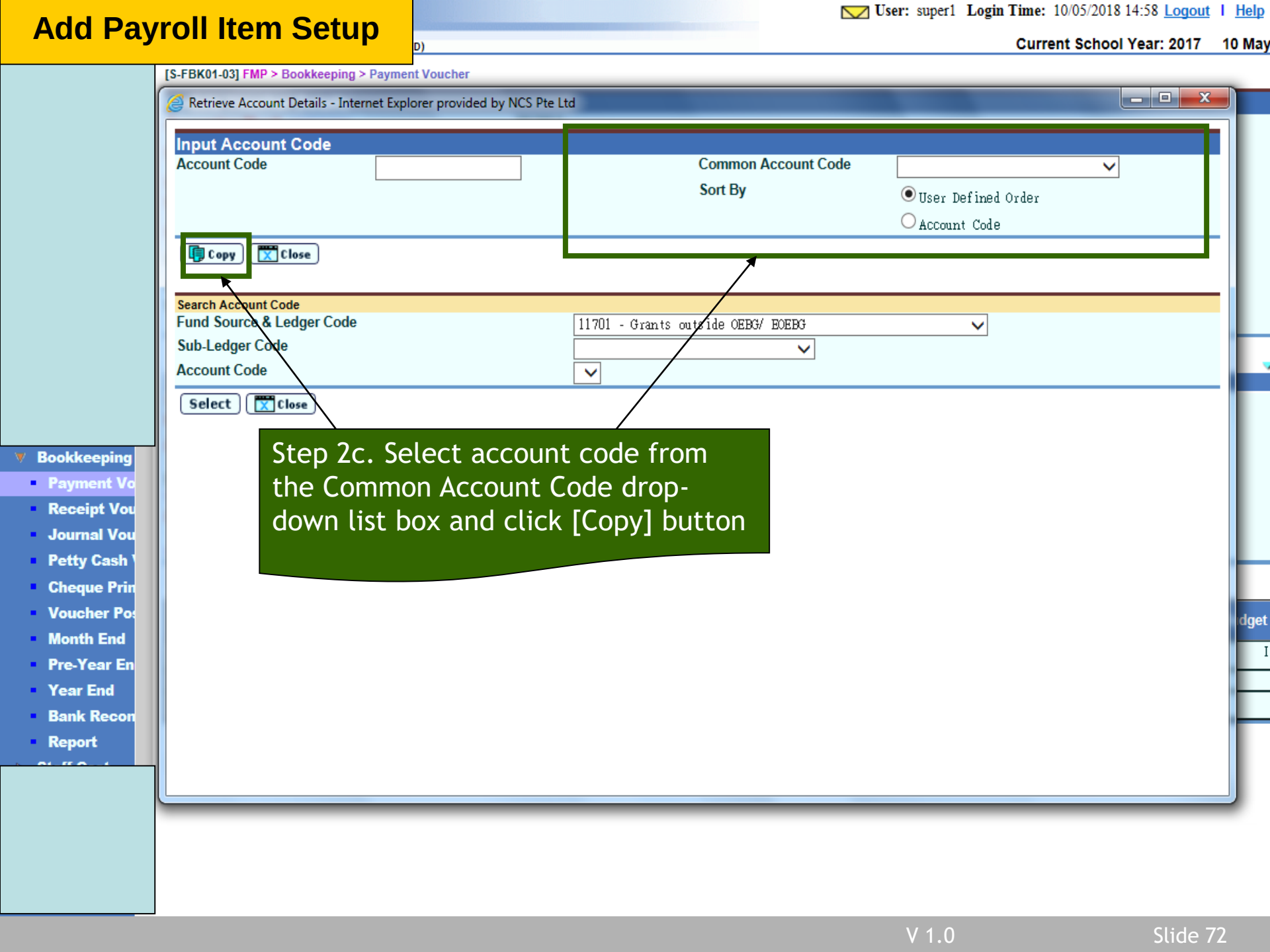

Step 2a. For filling the account code, user can enter an account code directly or click the (Select Account Code icon) next to Account Code textbox to search for account code from the pop-up screen.

# Add Payroll Item Setup

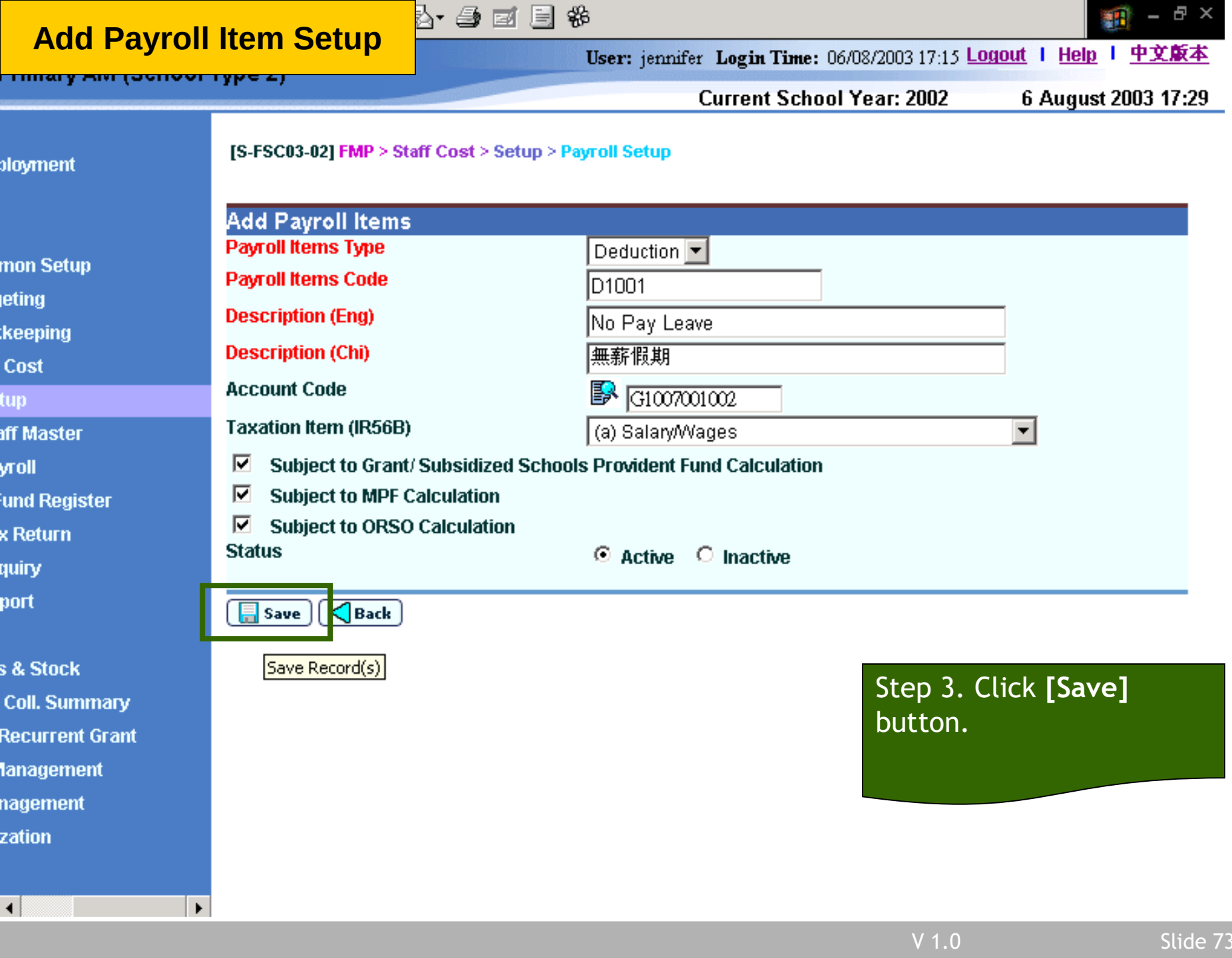
Step 2b. Fill in / select appropriate Expenditure Account Code and then click **[Copy]** or **[Select]** button to copy the code back to the original page.



# Add Payroll Item Setup



# Add Payroll Item Setup

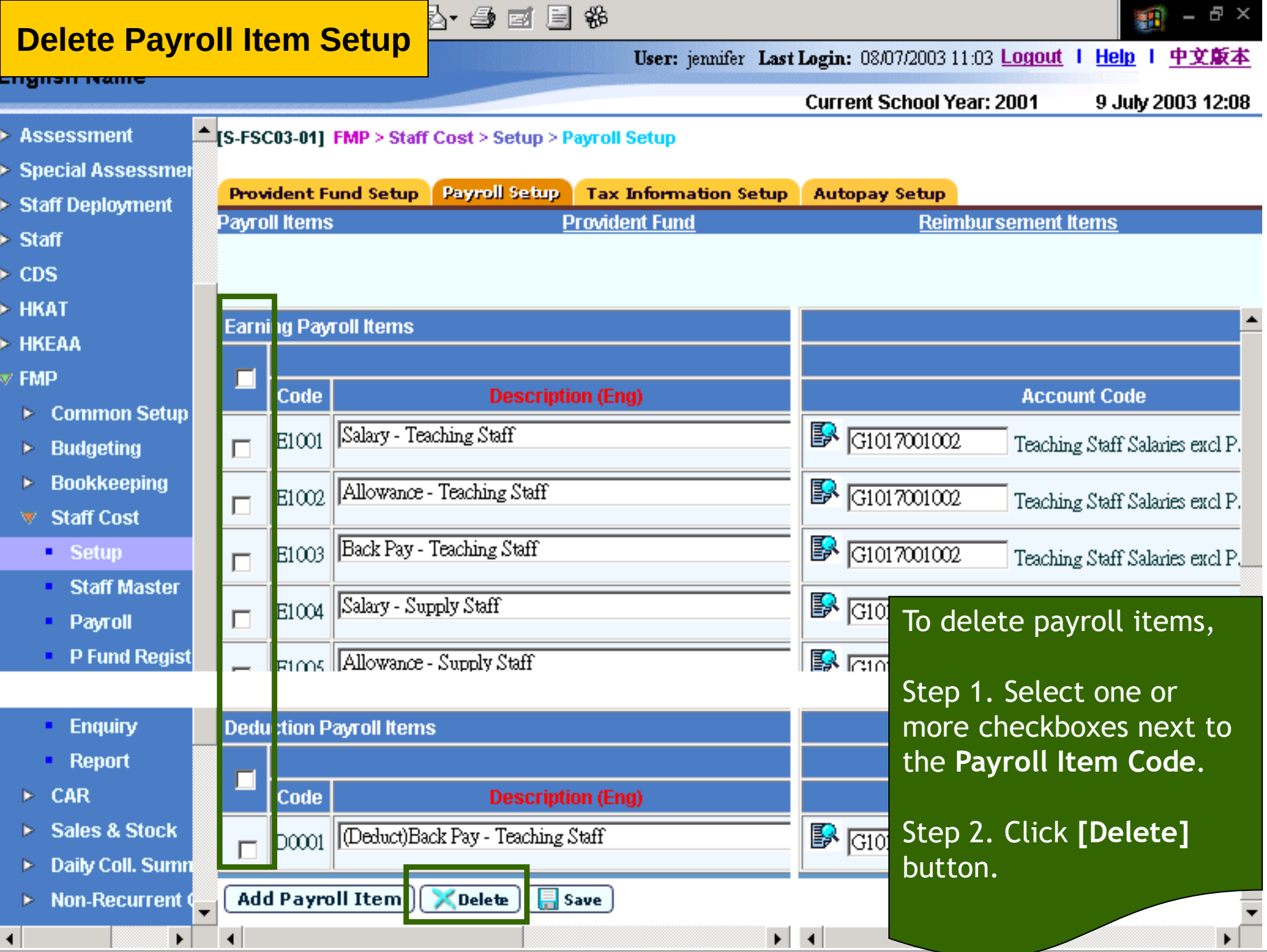



Step 3. Click **[Save]** button.

# Add Payroll Item Setup

- New payroll item is added to the system.
- The system will show all payroll items with “Active” status in “Staff Master – Payroll Account Code”. Users can select suitable payroll items for individual staff in Staff Master (by default, it is selected for all staff). Selected payroll item will be used in preparing the staff payroll.
- If “Subject to Grant / Subsidized Schools Provident Fund Calculation”, “Subject to Mandatory Provident Fund Calculation” and “Subject to ORSO Calculation” of the payroll item are checked, this payroll item will be subject to calculation of Grant / Subsidized Schools Provident Fund Contribution, Mandatory Provident Fund Contribution and ORSO Scheme Contribution in Payroll.

# Delete Payroll Item Setup




To delete payroll items,

Step 1. Select one or more checkboxes next to the **Payroll Item Code**.

Step 2. Click **[Delete]** button.

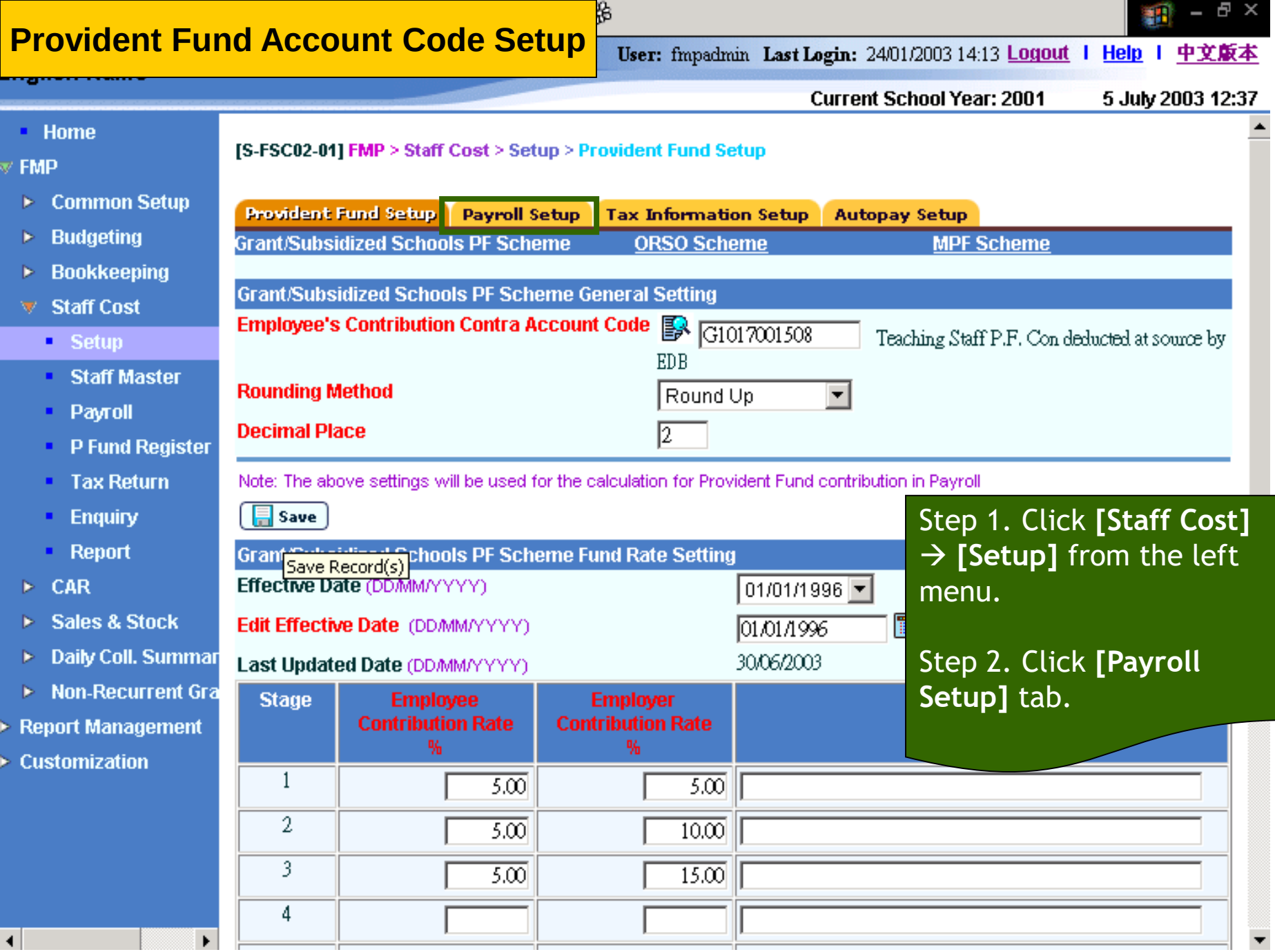
# Delete Payroll Item Setup

- The item will be removed at once.
- No relevant payroll using this payroll item has been created if user want to delete the payroll item.

# Provident Fund Account Code Setup

- To update the Provident Fund contribution (Grant / Subsidized Schools Provident Fund, ORSO and Mandatory Provident Fund Schemes) Account Code.
- The account codes are used to allocate provident fund contribution amount to different expenditure.
- This will be used as a default setting for all the staff participated in the relevant provident fund scheme in the system.
- All staff captured in Staff Cost Module will follow this pre-defined setting.
- Users are allowed to change the account code for individual staff in Staff Master
- Account codes for Grant / Subsidized Schools Provident Fund Scheme, ORSO Scheme and Mandatory Provident Fund Scheme Fund Rate Setting have already been set up.

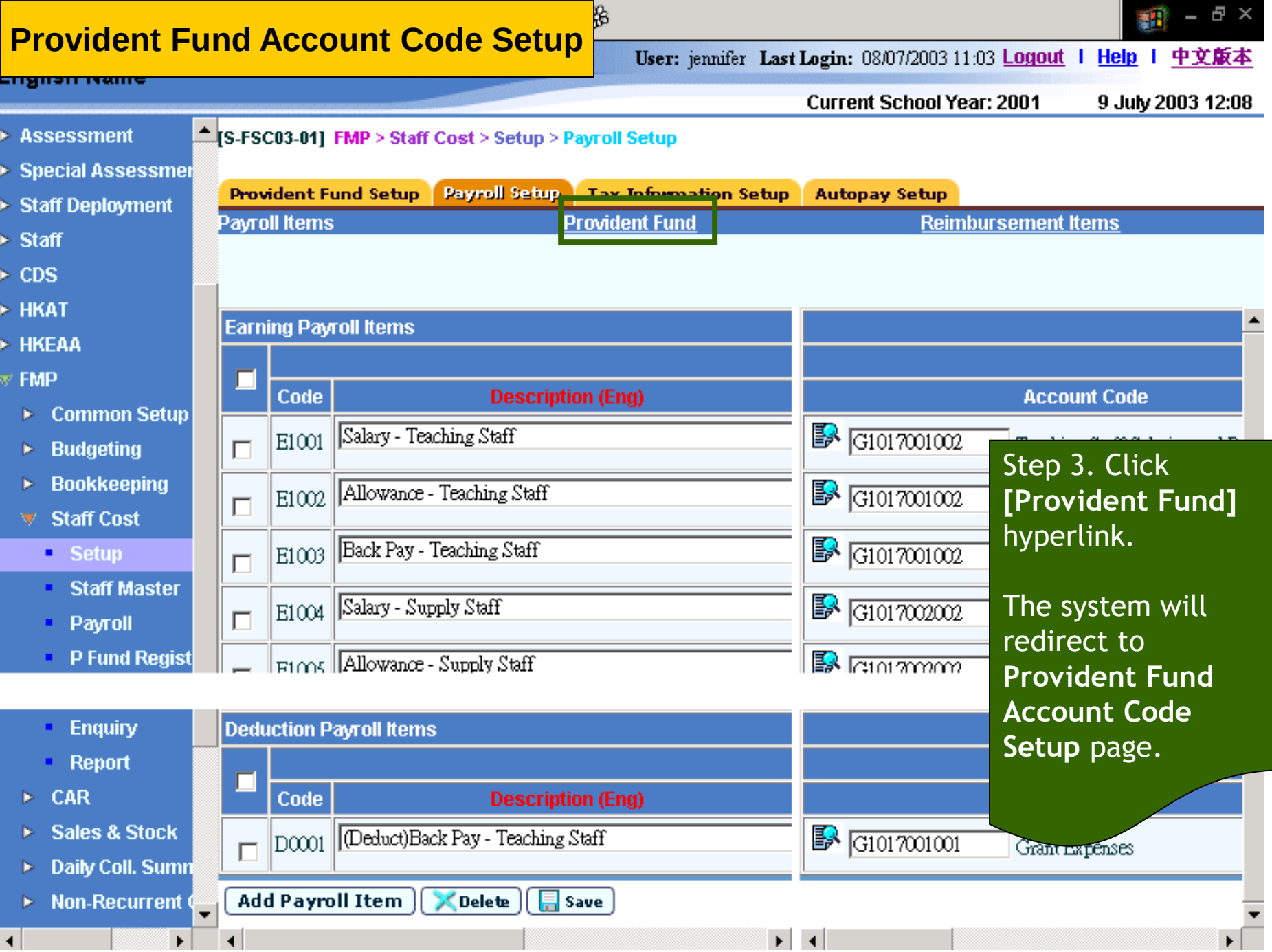
# Provident Fund Account Code Setup




Step 1. Click **[Staff Cost]** → **[Setup]** from the left menu.

Step 2. Click **[Payroll Setup]** tab.

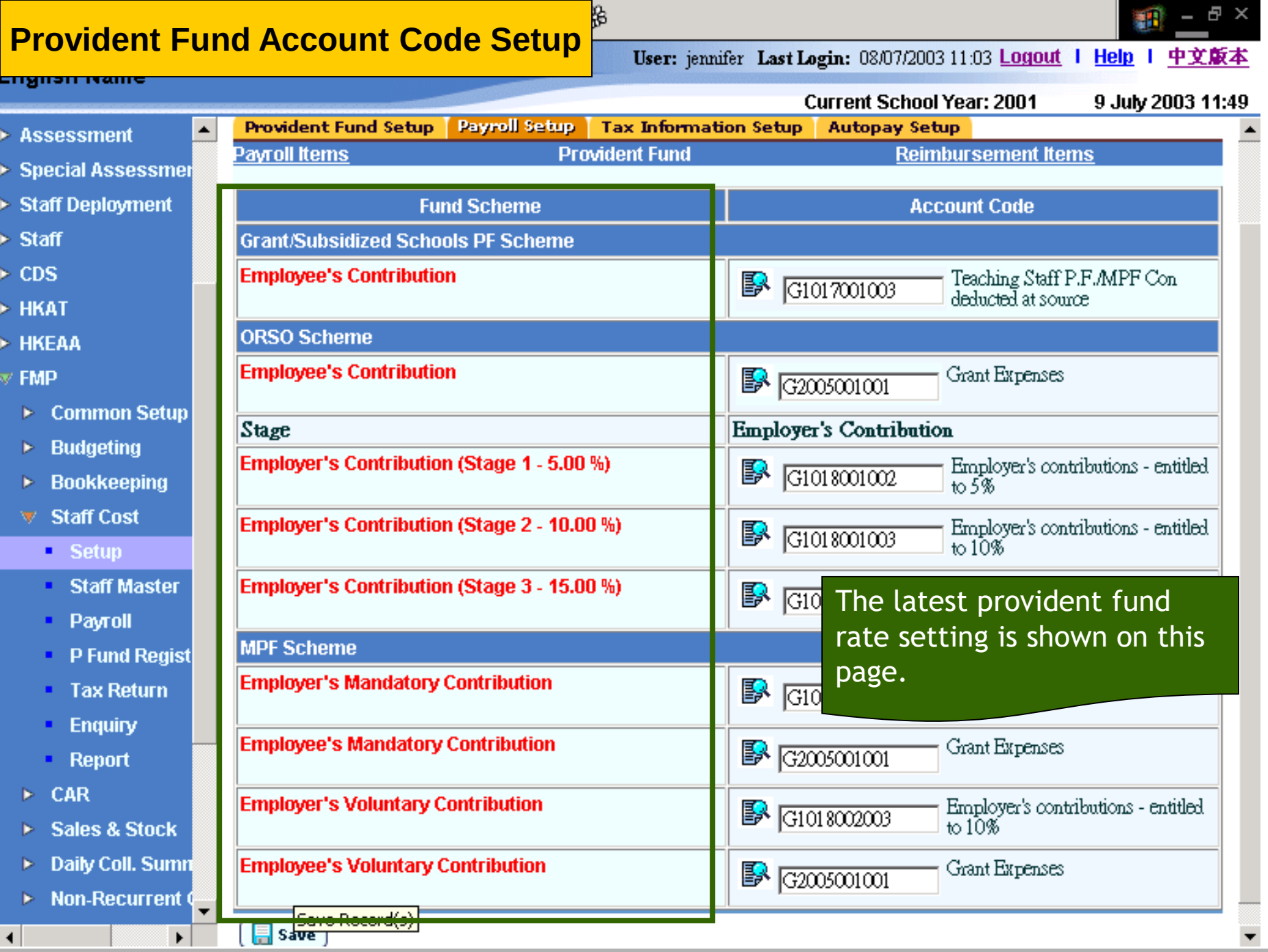
# Provident Fund Account Code Setup




Step 3. Click **[Provident Fund]** hyperlink.

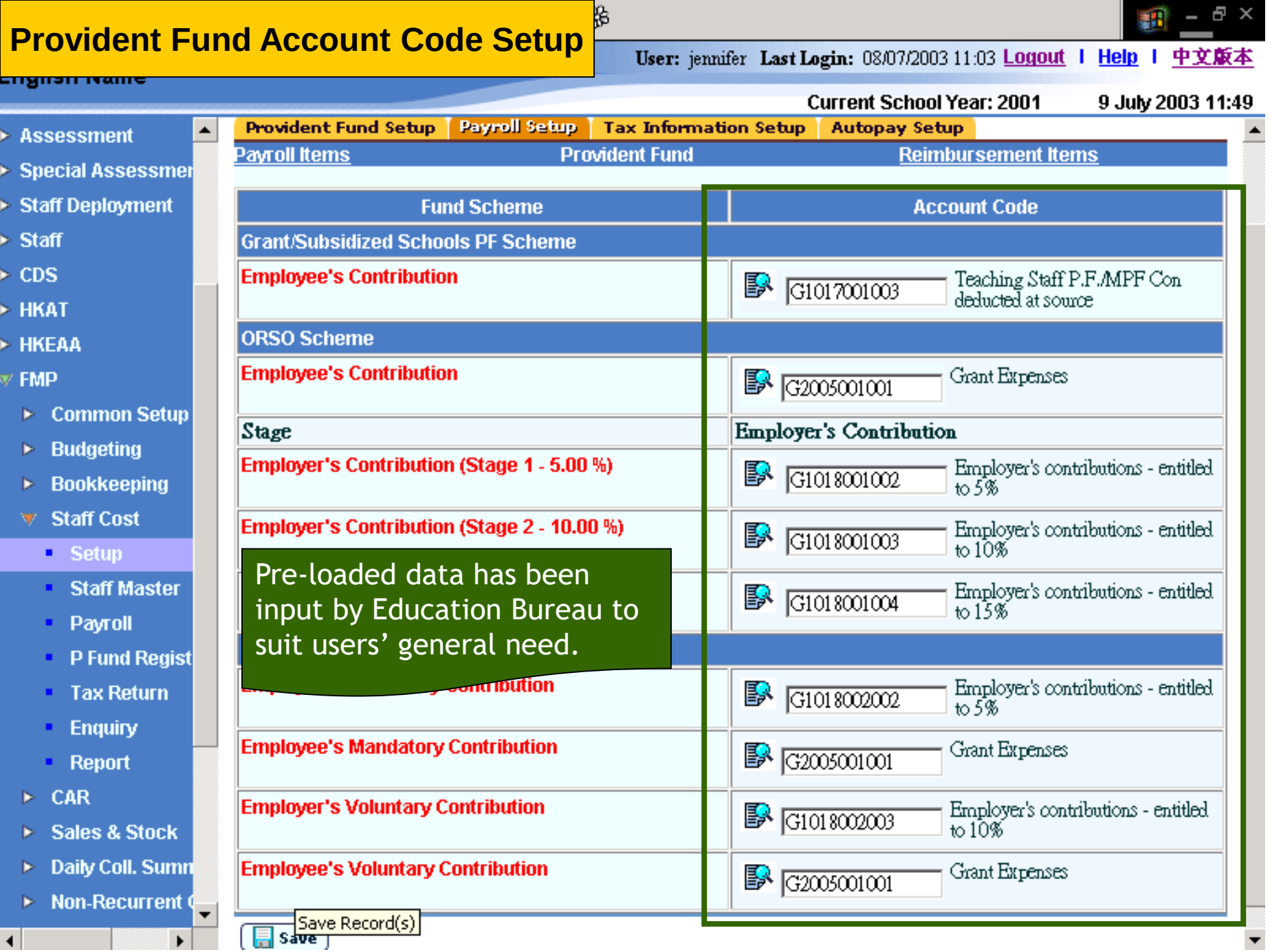
The system will redirect to **Provident Fund Account Code Setup** page.

# Provident Fund Account Code Setup

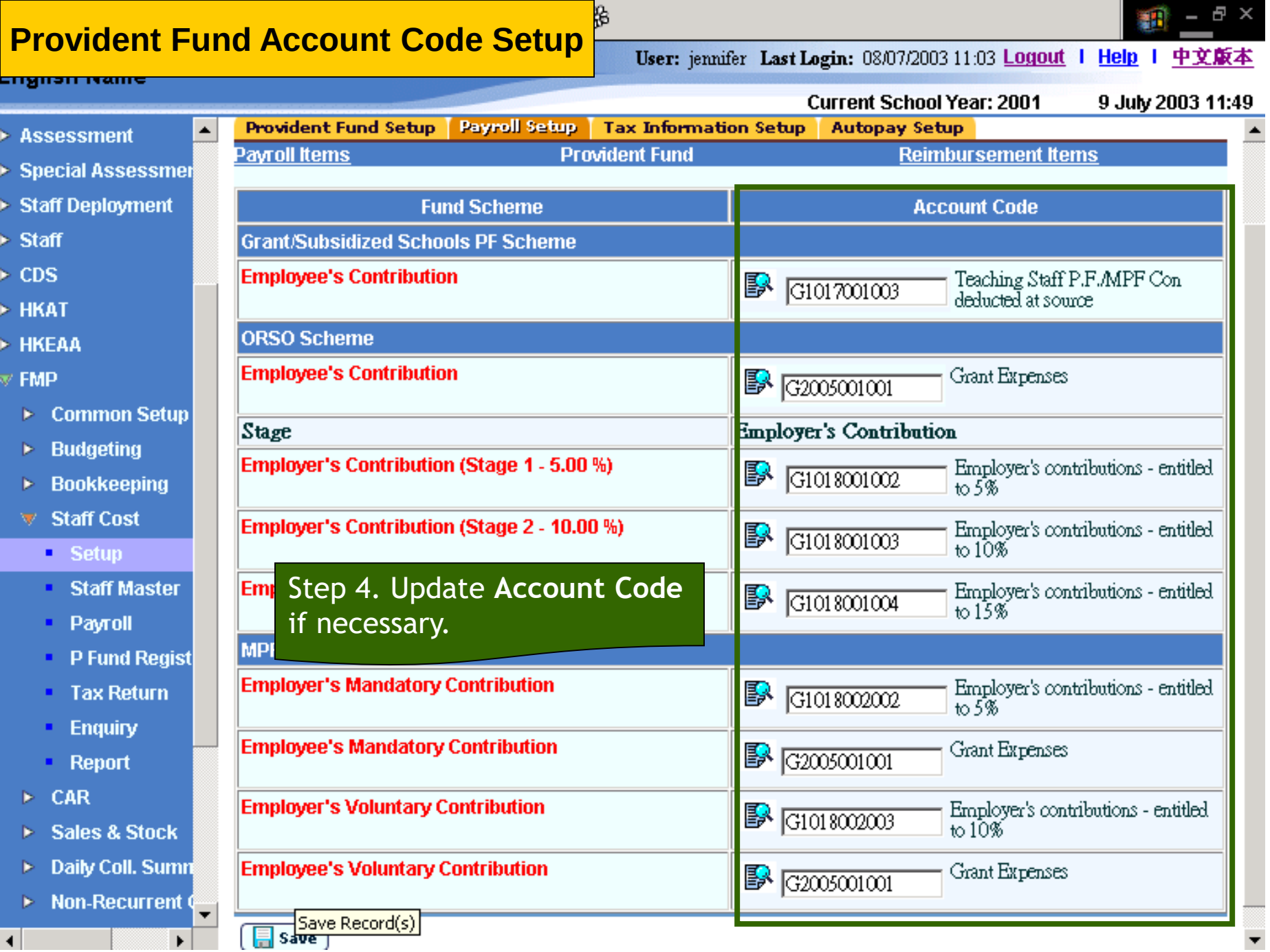



The latest provident fund rate setting is shown on this page.

# Provident Fund Account Code Setup

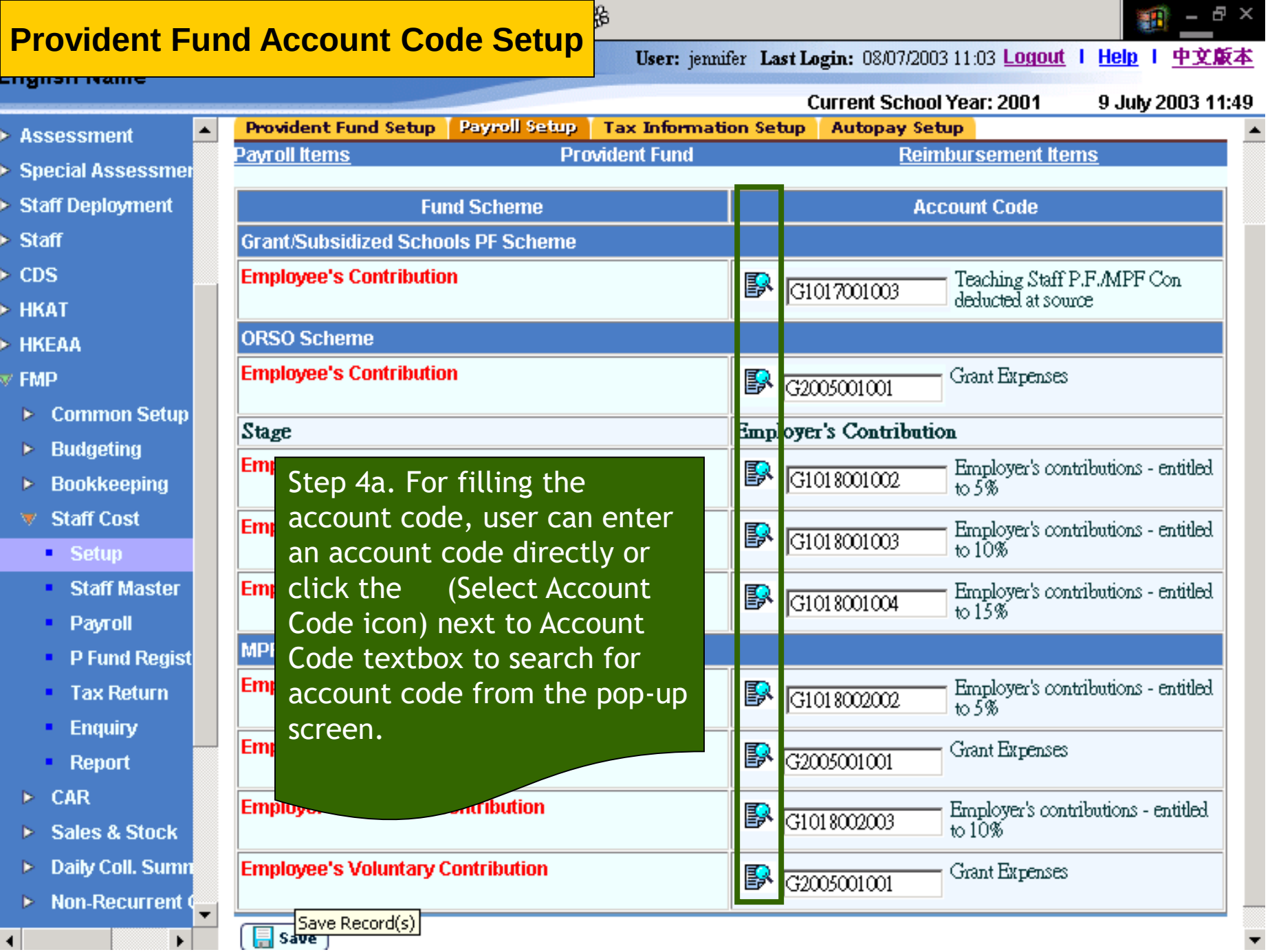


# Provident Fund Account Code Setup



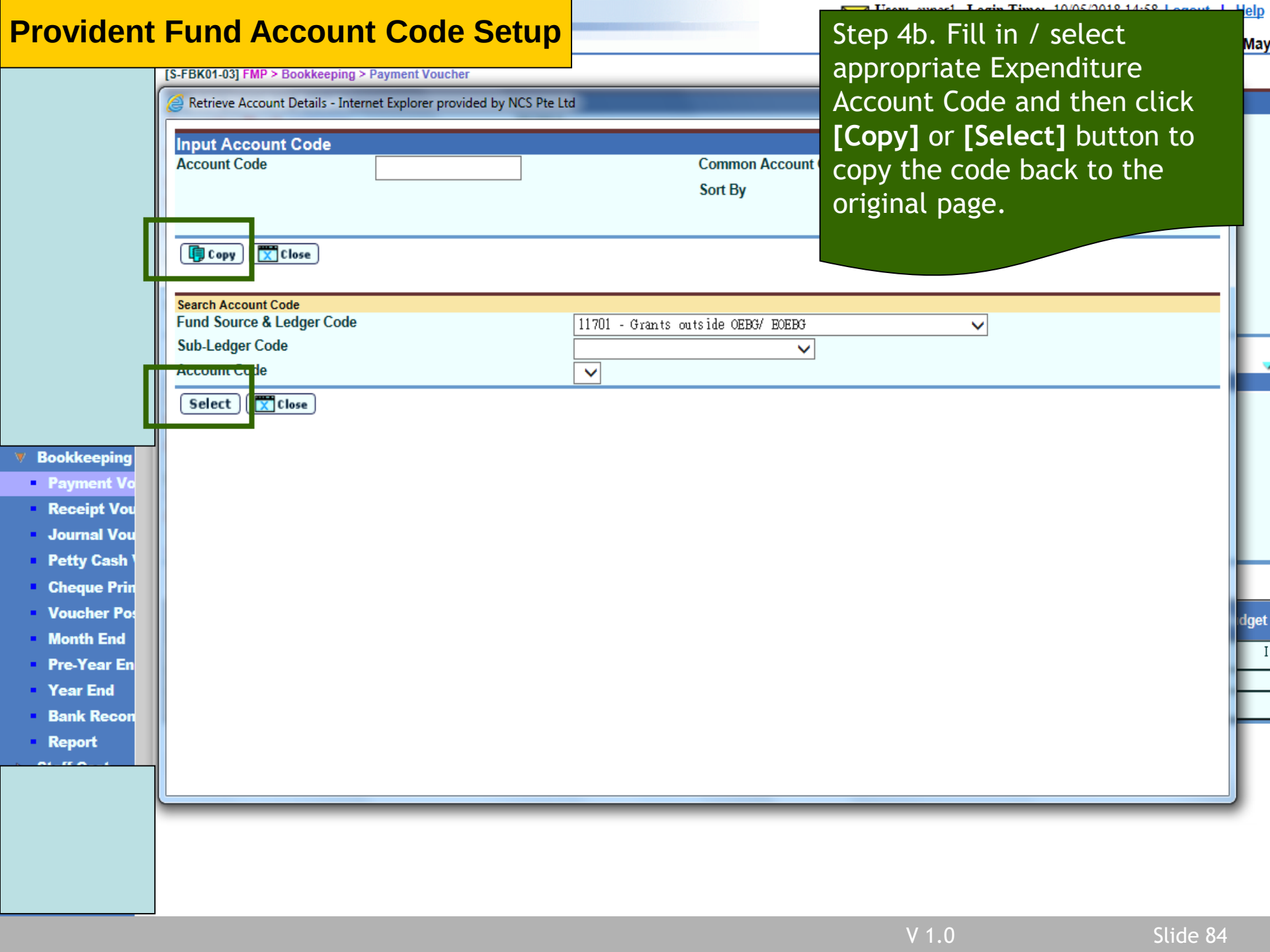

Step 4. Update **Account Code** if necessary.

# Provident Fund Account Code Setup



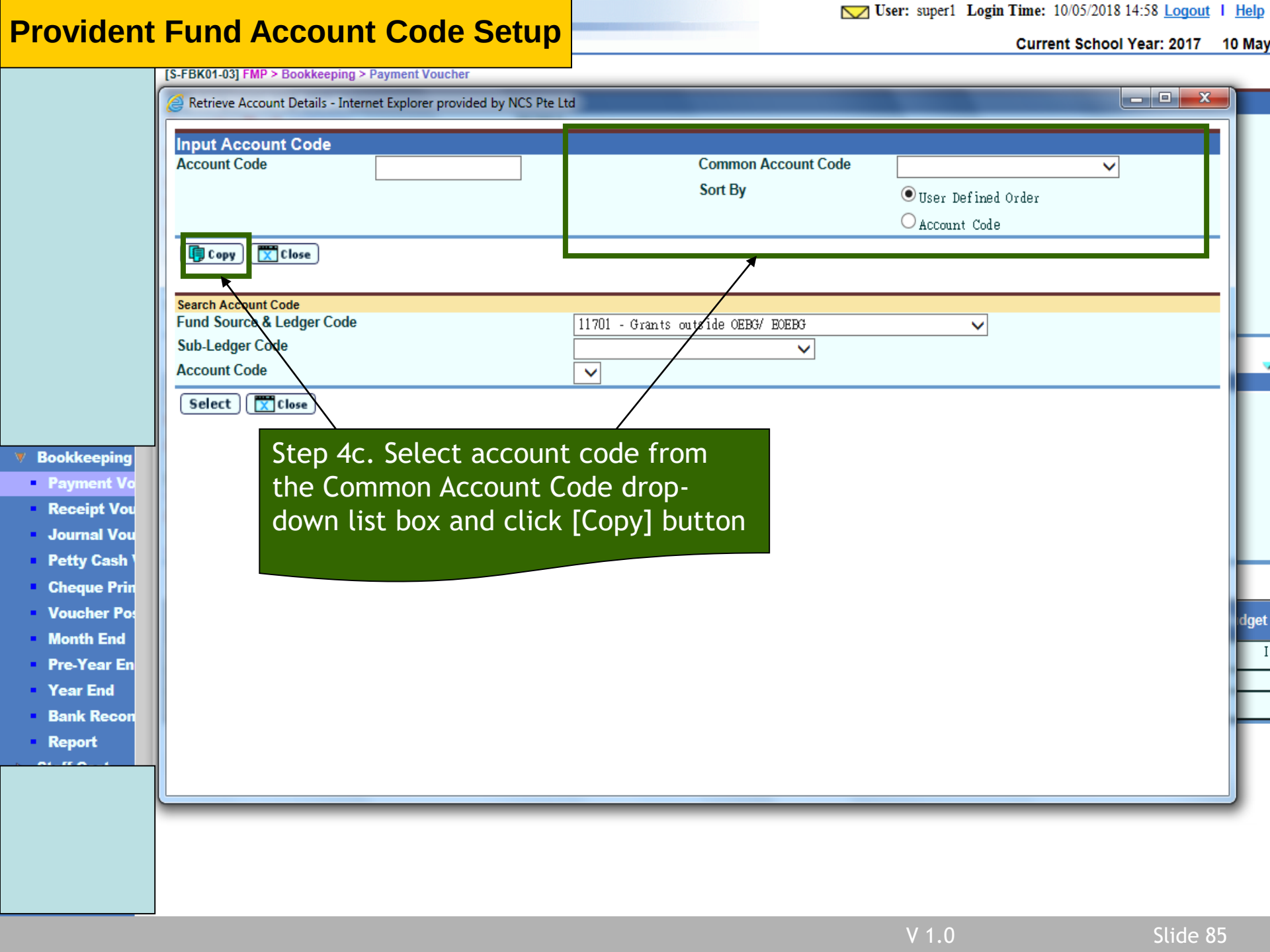

Step 4a. For filling the account code, user can enter an account code directly or click the (Select Account Code icon) next to Account Code textbox to search for account code from the pop-up screen.

# Provident Fund Account Code Setup

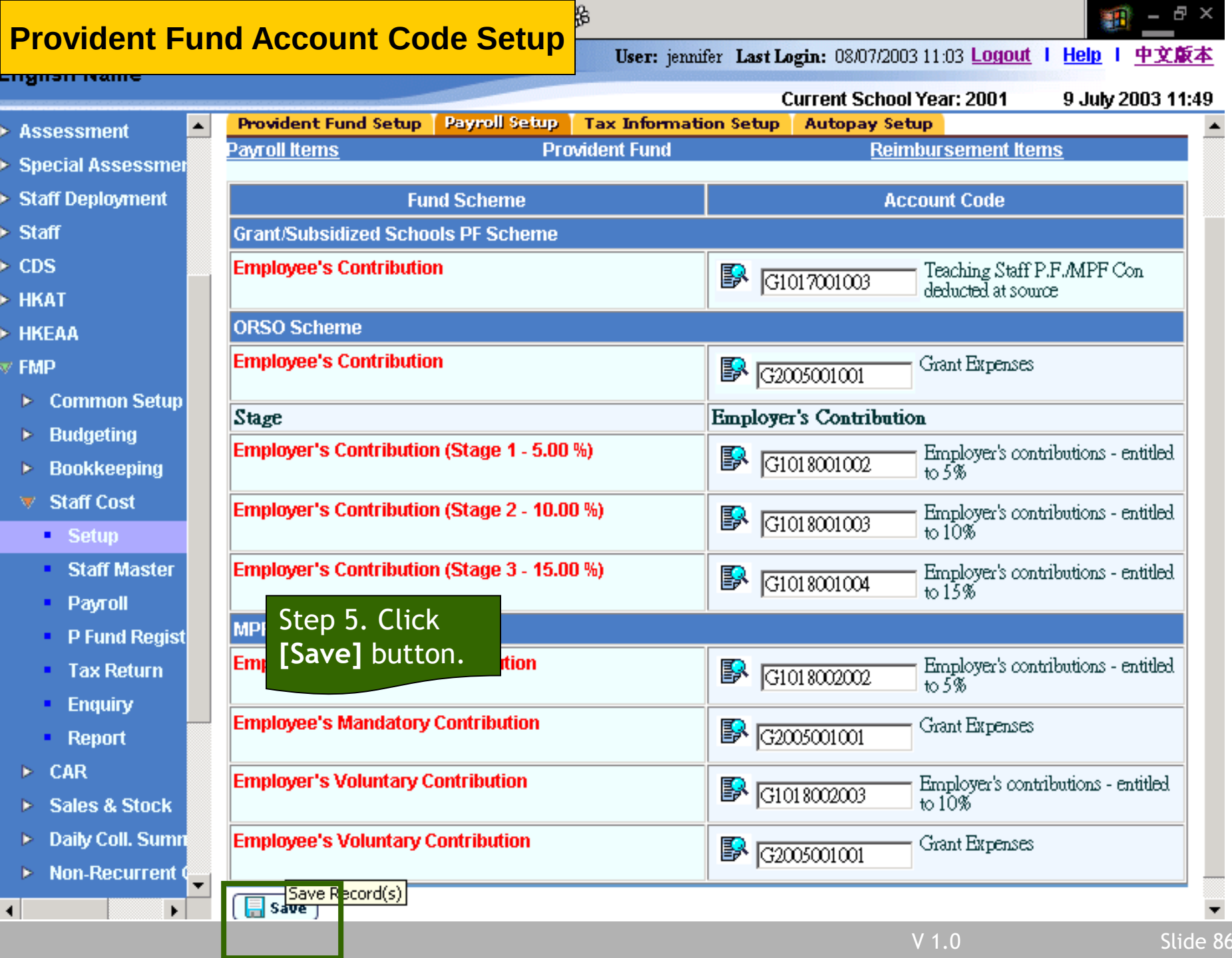



Step 4b. Fill in / select appropriate Expenditure Account Code and then click **[Copy]** or **[Select]** button to copy the code back to the original page.

# Provident Fund Account Code Setup



# Provident Fund Account Code Setup



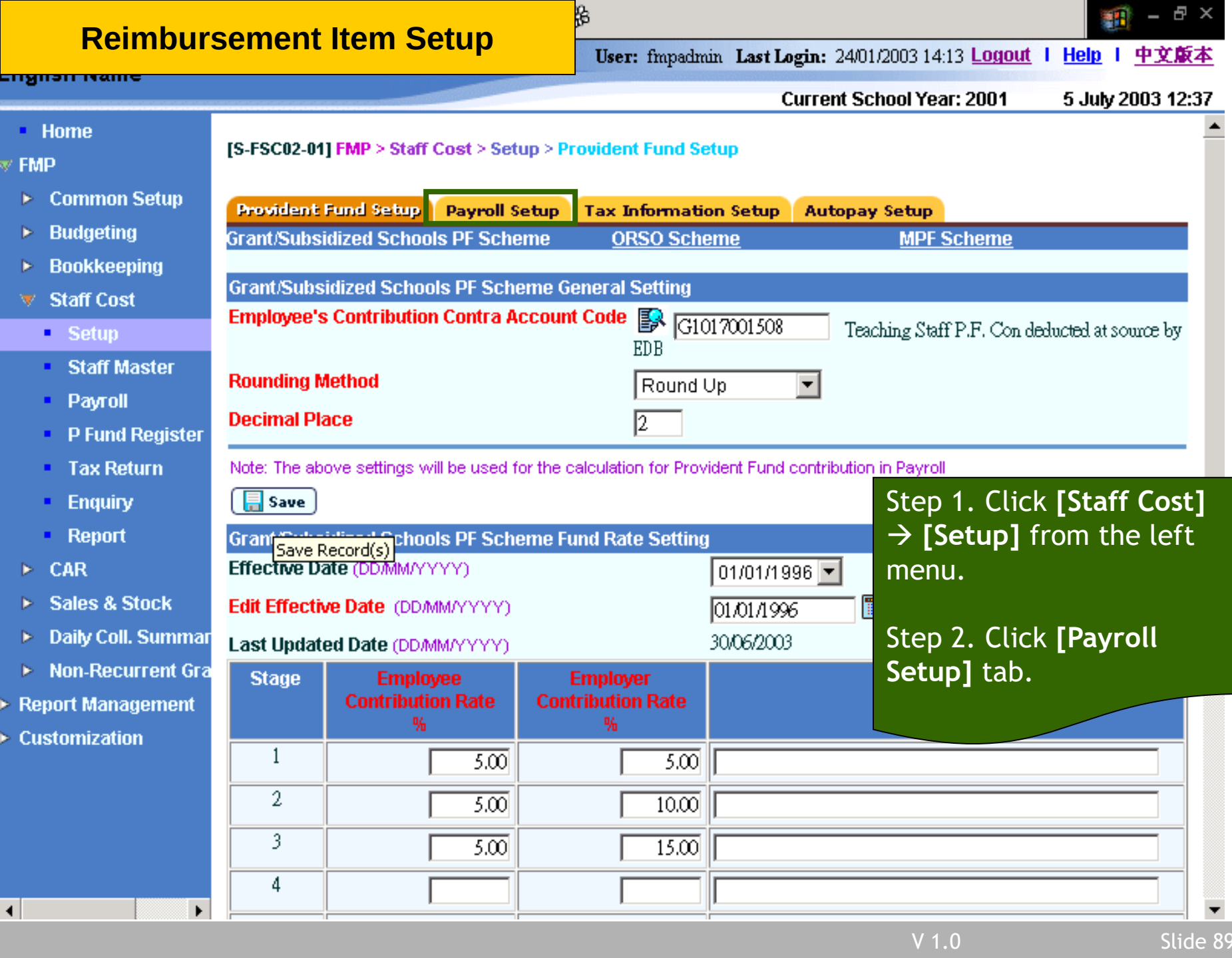
# Provident Fund Account Code Setup

- The change in account code will take effect after saving the records.
- All the previous staff payroll entries and provident fund contribution already prepared will not be affected.
- Only those new payroll entries and provident fund contribution which are prepared after users have changed the account code will be affected.
- Employee's Contribution may have to be changed according to the salary payment account code of individual staff in Staff Master because the payment account code may vary for different staff. User should change it individually in Staff Master.

# Reimbursement Item Setup

- To create a new reimbursement item (e.g. Traveling Expenses).
- To update or delete existing reimbursement items.
- Reimbursement item is not subject to any provident fund contribution and will not be considered as relevant income in tax return.
- The system can process reimbursement for individual staff together with other payroll items during the course of preparing payroll.
- Reimbursement items with “Active” status will all appear in “Staff Master - Maintain Staff Reimbursement Item Setting”.
- User can select appropriate reimbursement item to individual staff in each accounting year together with payroll payment to staff.
- This is an optional setting. If user does not handle reimbursement of school expenses to staff through payroll process, there is no need to setup reimbursement item.

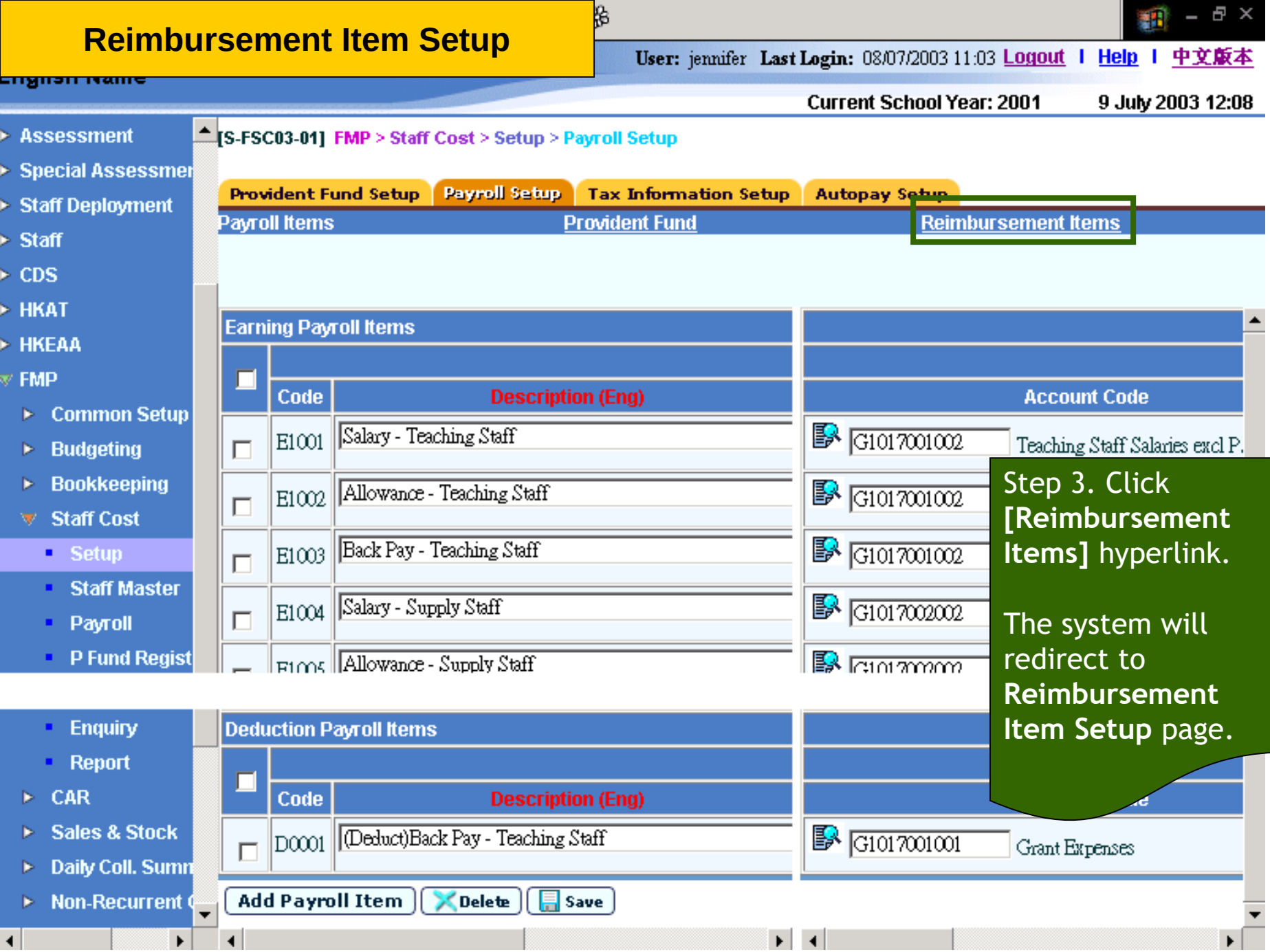
# Reimbursement Item Setup




Step 1. Click **[Staff Cost]** → **[Setup]** from the left menu.

Step 2. Click **[Payroll Setup]** tab.

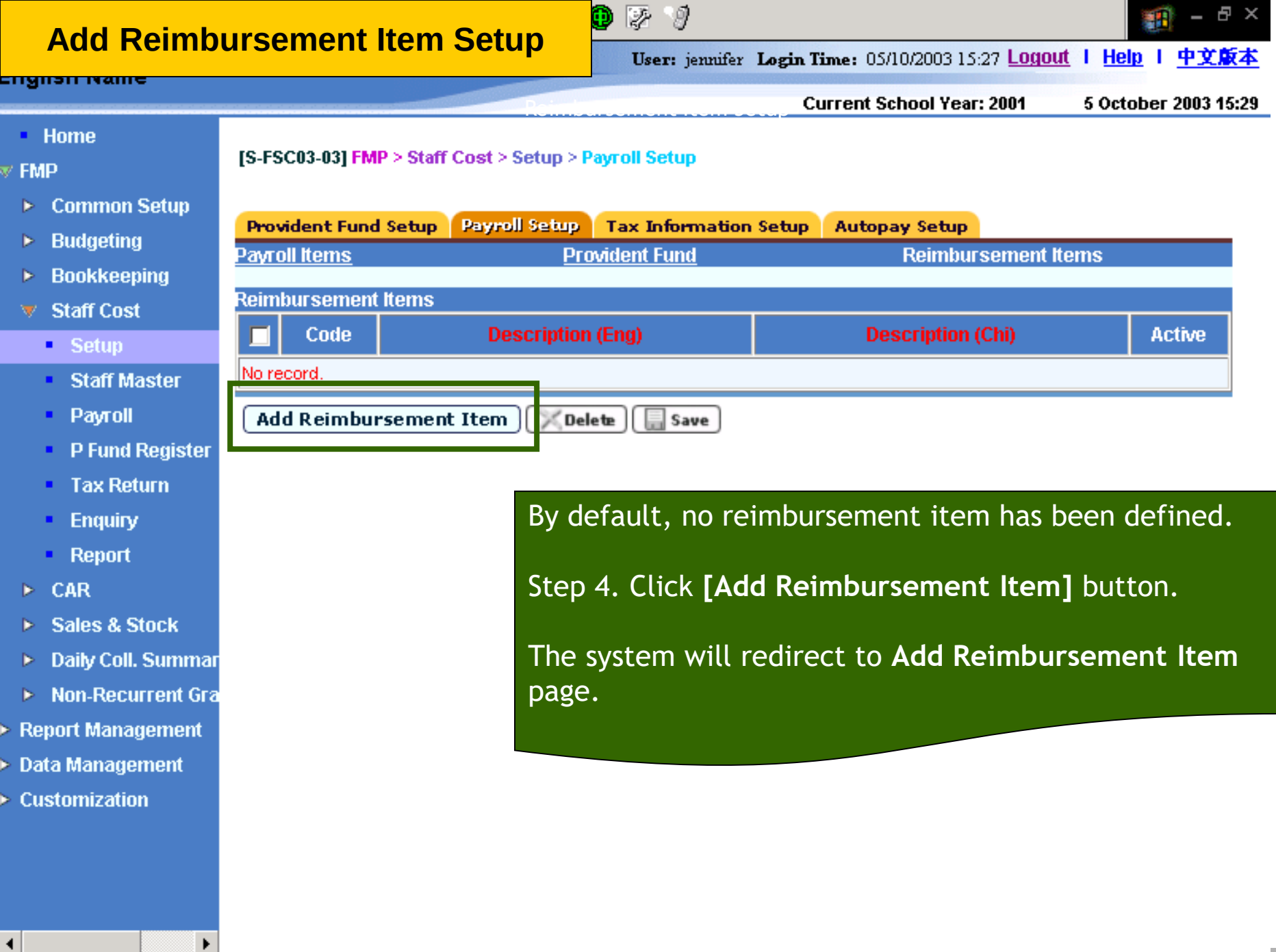
# Reimbursement Item Setup




Step 3. Click **[Reimbursement Items]** hyperlink.

The system will redirect to **Reimbursement Item Setup** page.

# Add Reimbursement Item Setup

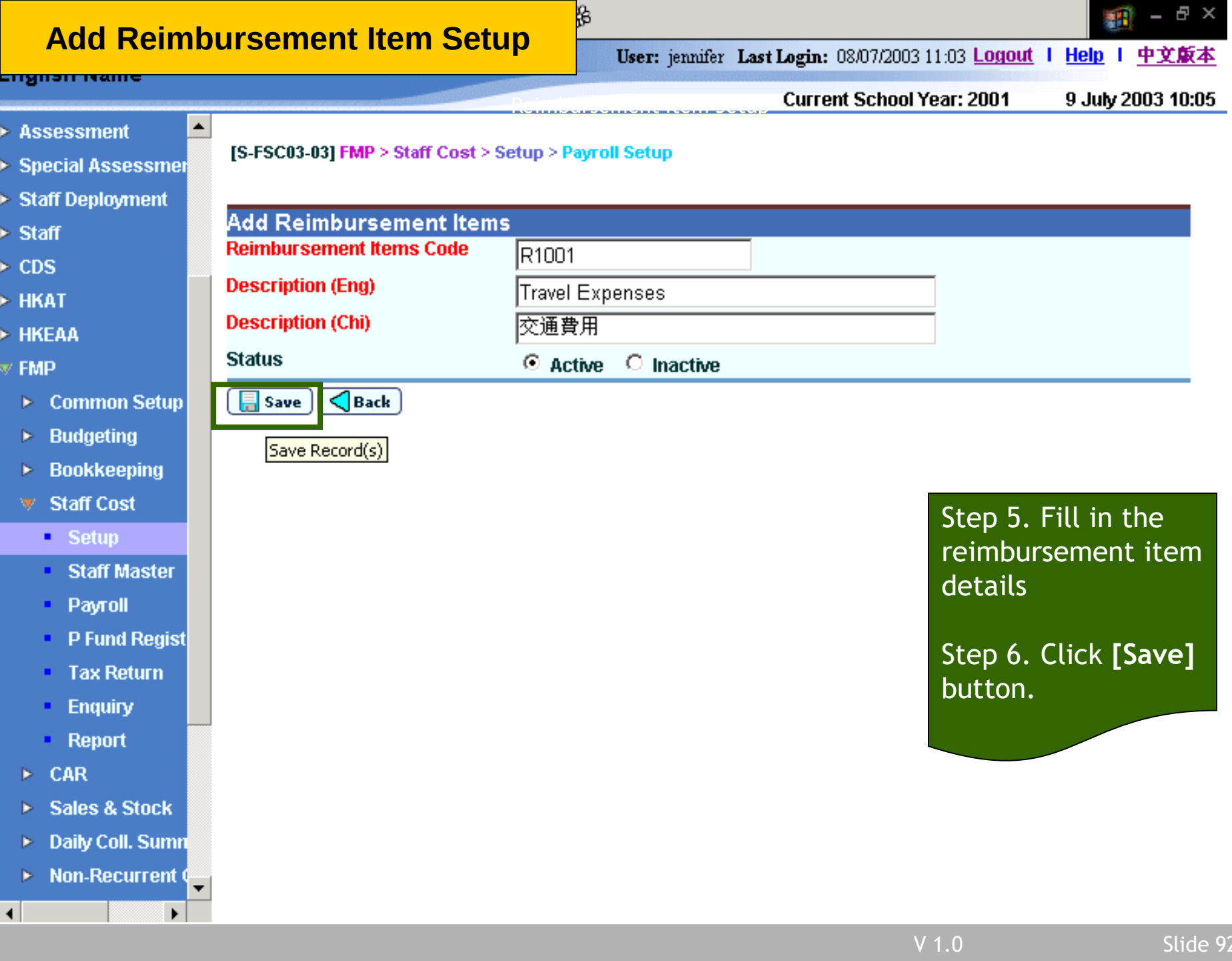



By default, no reimbursement item has been defined.

Step 4. Click **[Add Reimbursement Item]** button.

The system will redirect to **Add Reimbursement Item** page.

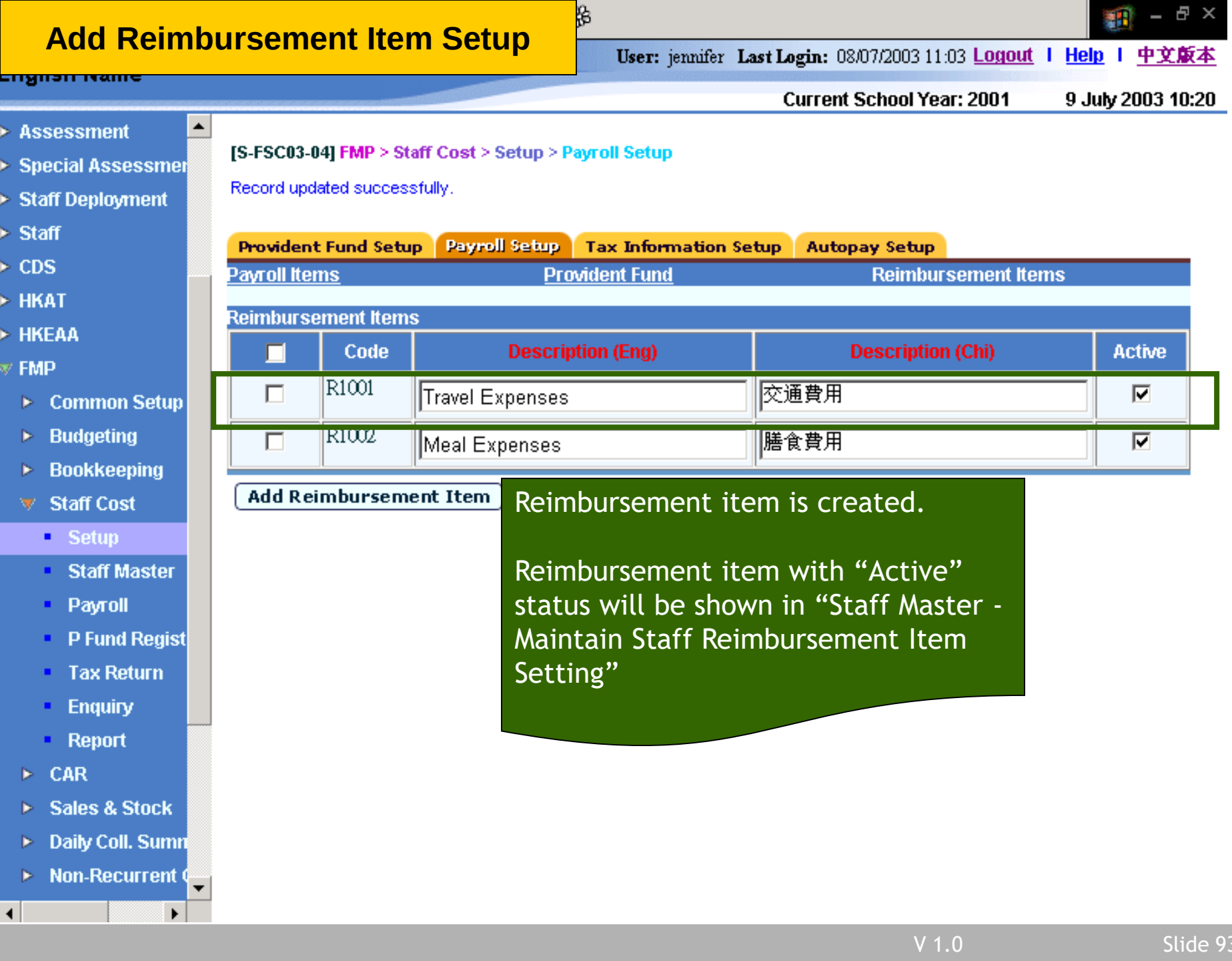
# Add Reimbursement Item Setup




Step 5. Fill in the reimbursement item details

Step 6. Click **[Save]** button.

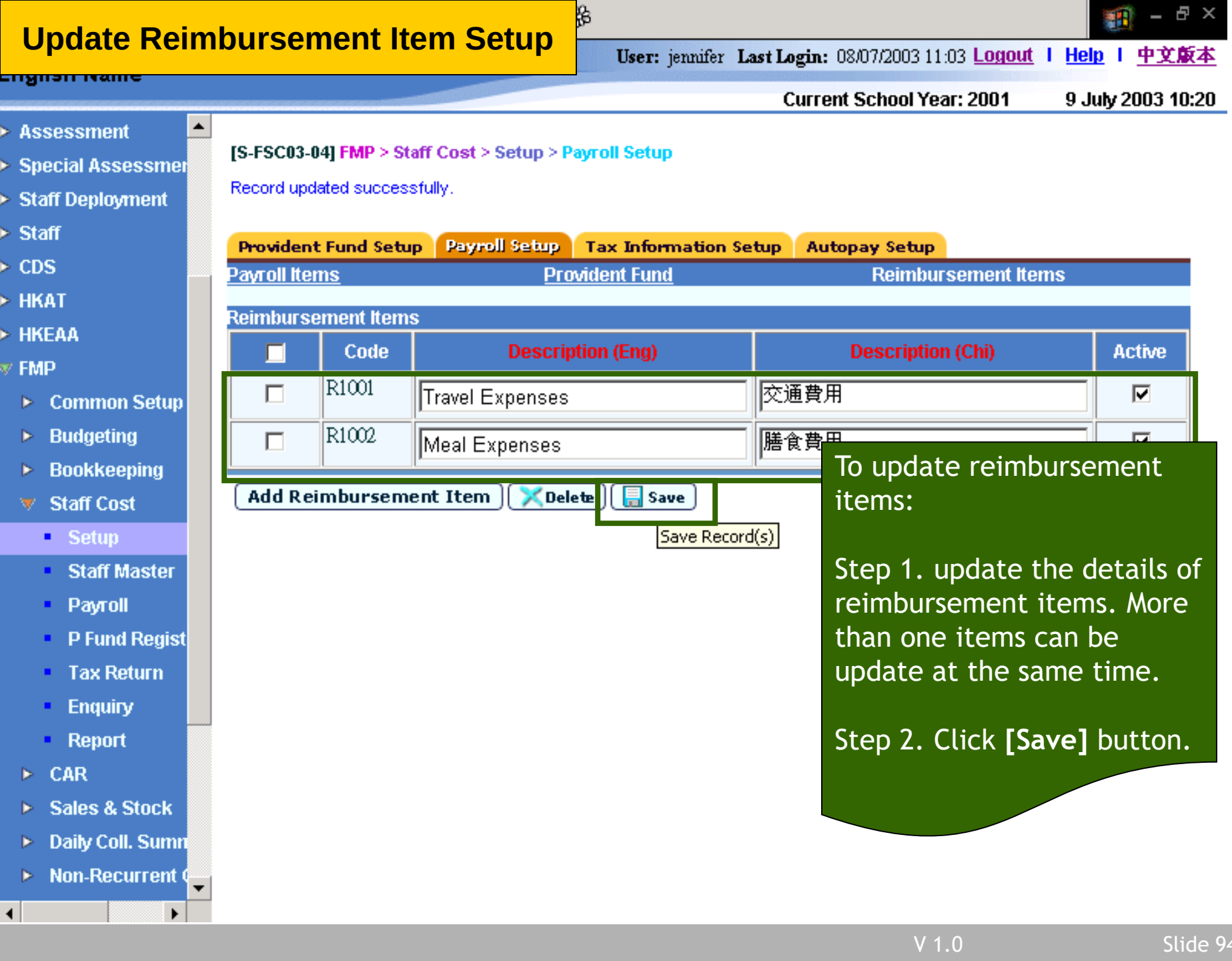
# Add Reimbursement Item Setup




Reimbursement item is created.

Reimbursement item with “Active” status will be shown in “Staff Master - Maintain Staff Reimbursement Item Setting”

# Update Reimbursement Item Setup




To update reimbursement items:

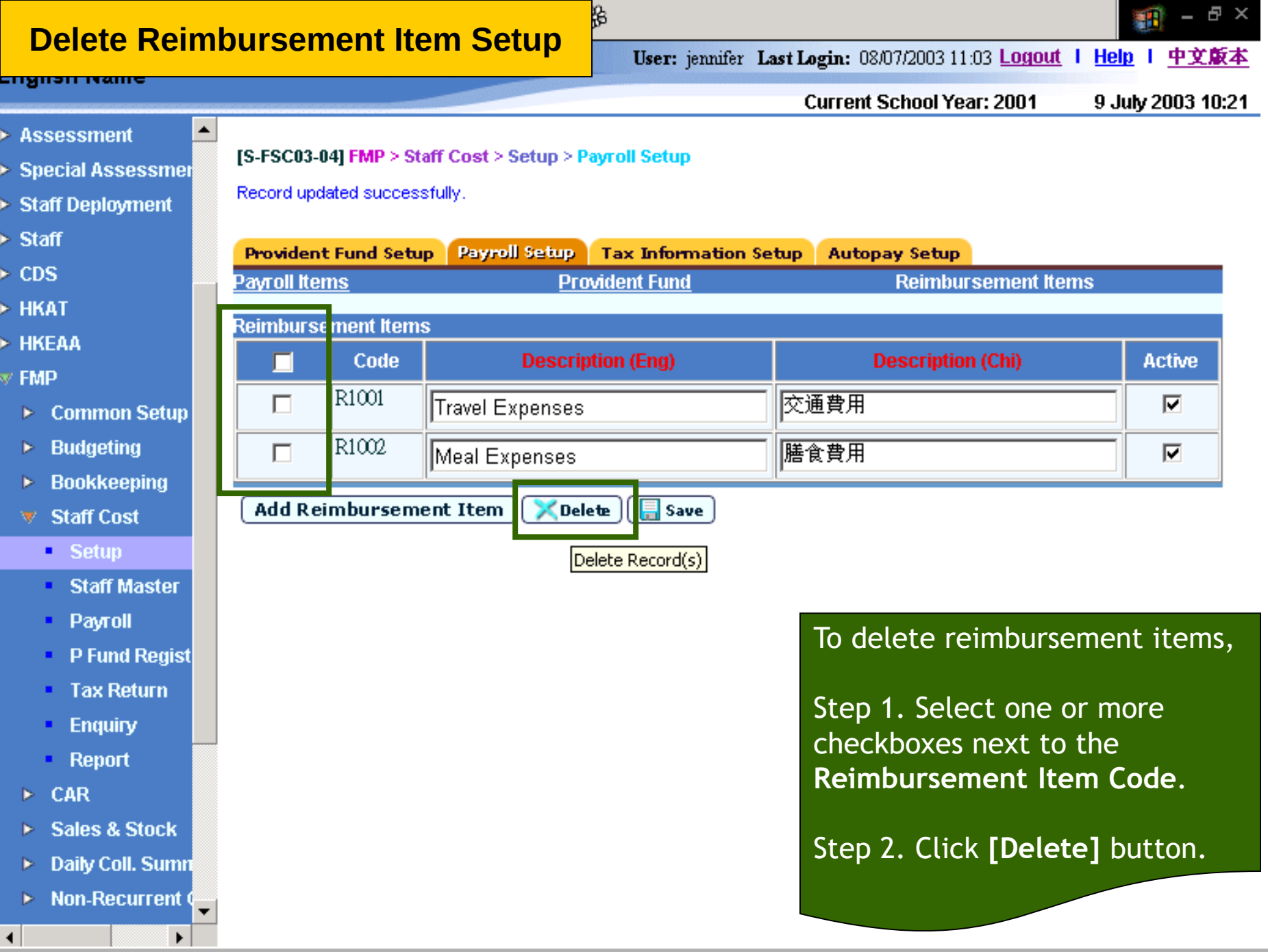
Step 1. update the details of reimbursement items. More than one items can be update at the same time.

Step 2. Click **[Save]** button.

# Update Reimbursement Item Setup

- the changes will be saved and will be effective at once.
- No relevant payroll should be under preparation if users want to update the active status of the reimbursement item.
- When Active Indicator is checked, the reimbursement item will be shown in “Staff Master - Maintain Staff Reimbursement Item Setting”

# Delete Reimbursement Item Setup




To delete reimbursement items,

Step 1. Select one or more checkboxes next to the **Reimbursement Item Code.**

Step 2. Click **[Delete]** button.

# Delete Reimbursement Item Setup

- The item will be removed at once.
- No relevant payroll has been created if users want to delete reimbursement item.

# Tax Information Setup

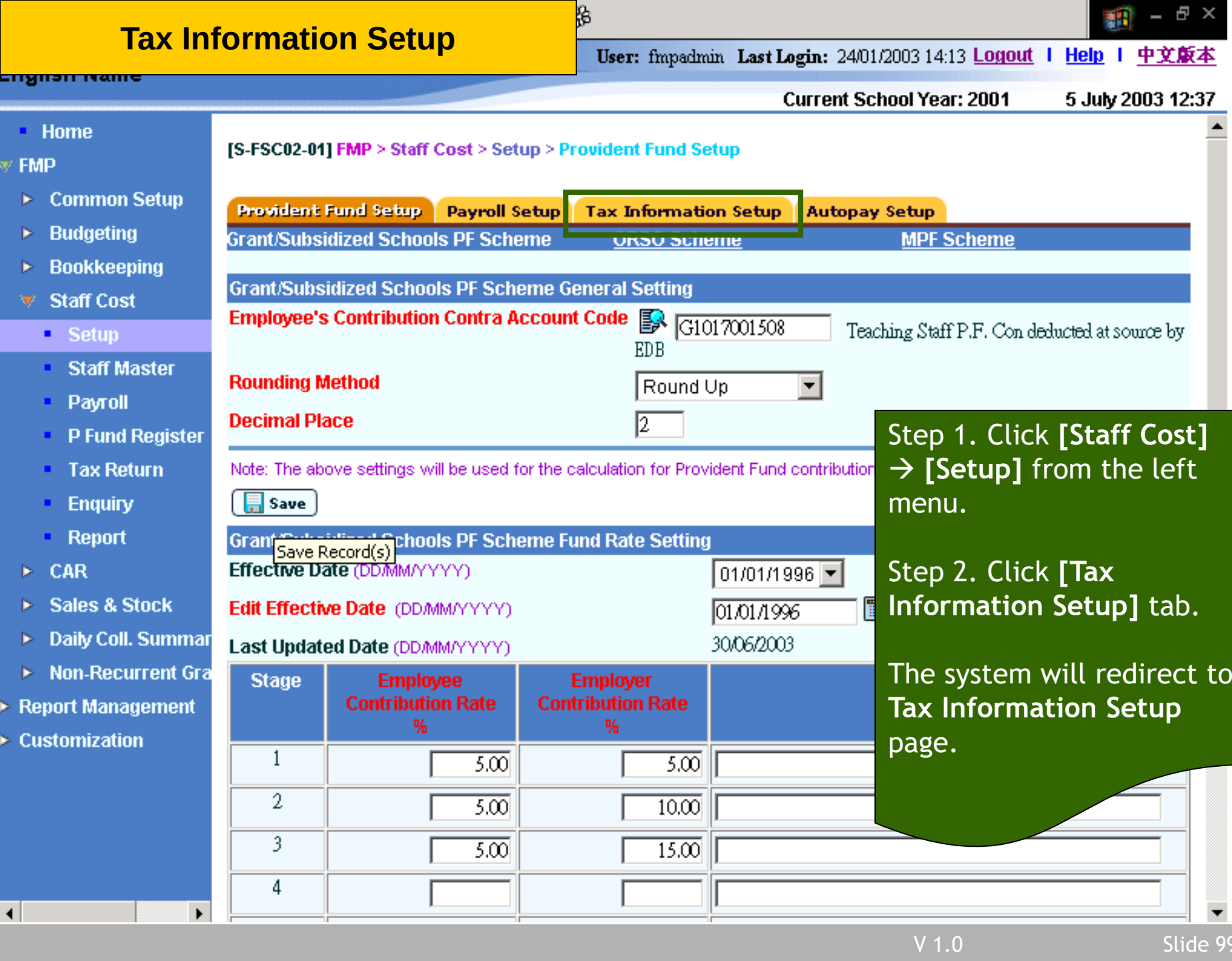
- To maintain the school employer’s information for tax return purpose.

- This is an optional setting. If the school does not opt to prepare employer’s tax return (IR56B) via WebSAMS, there is no need to fill in the information in this setup.

- Valid tax information must be provided. User should ensure the relevant tax information has been updated before generating employer’s tax return (IR56B).

- Employer’s File Number is assigned by Inland and Revenue Department (IRD). Schools who have not received an employer's file number should contact IRD for assistance.

# Tax Information Setup

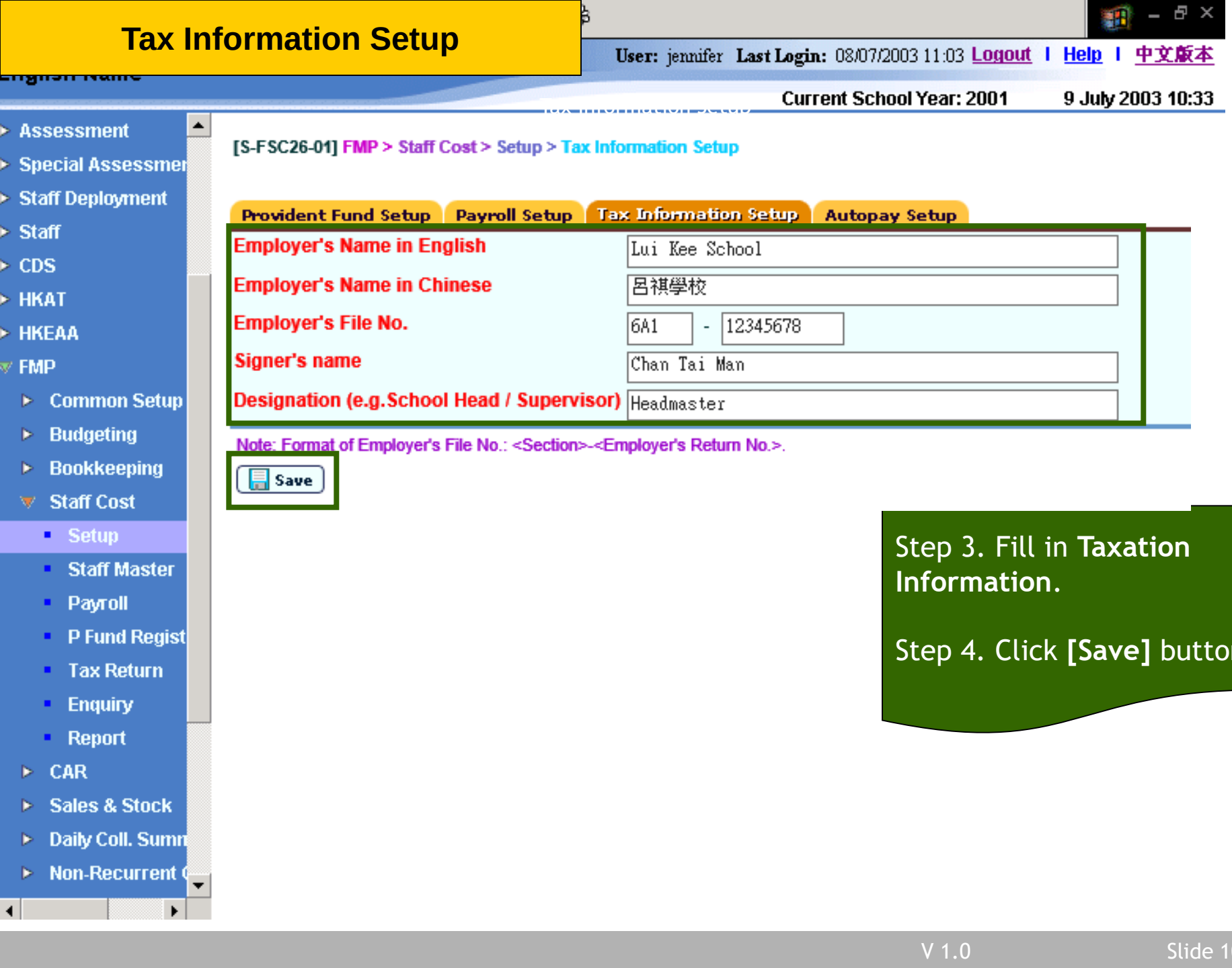



Step 1. Click **[Staff Cost]** → **[Setup]** from the left menu.

Step 2. Click **[Tax Information Setup]** tab.

The system will redirect to **Tax Information Setup** page.

# Tax Information Setup




Step 3. Fill in **Taxation Information.**

Step 4. Click **[Save]** button.

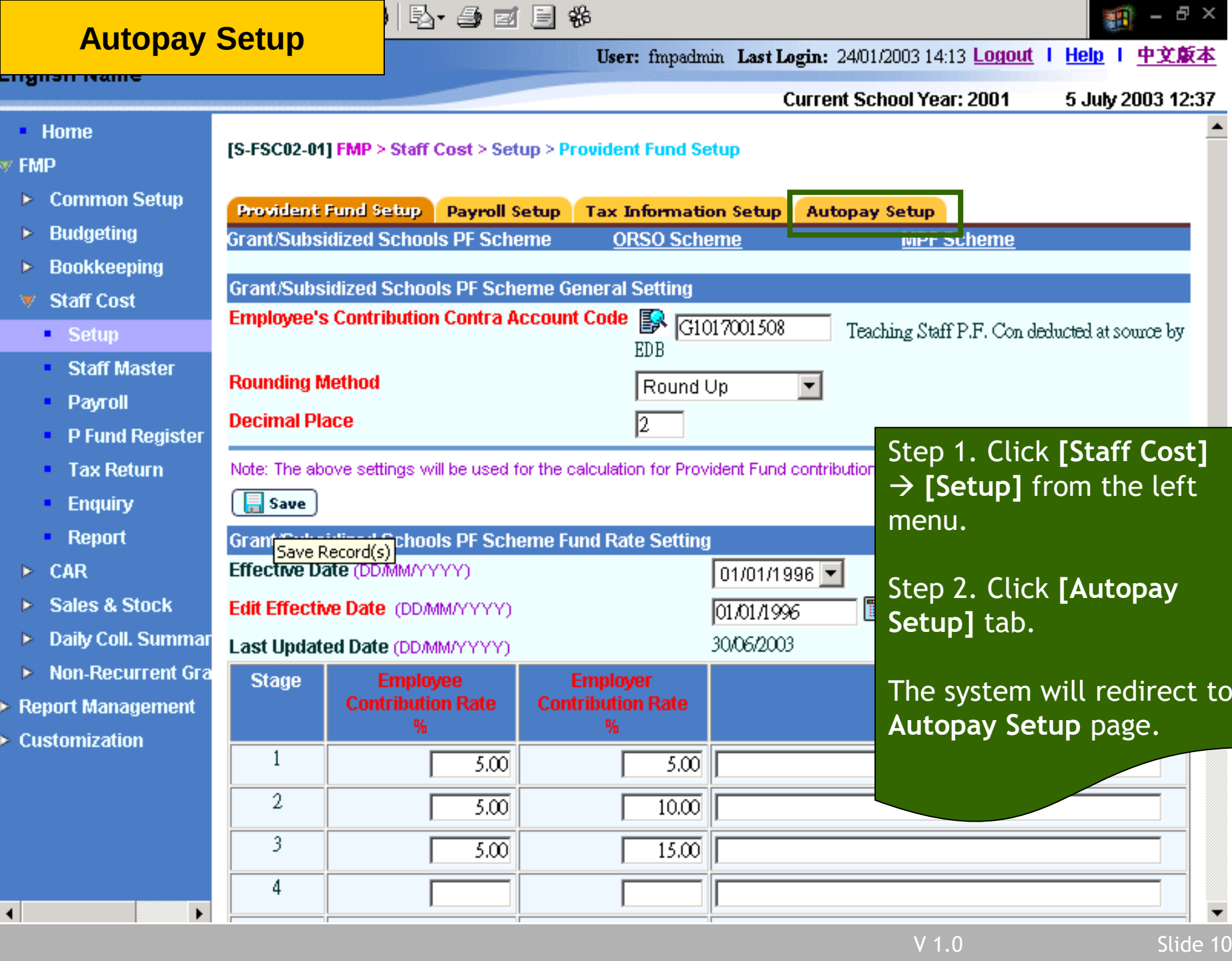
# Tax Information Setup

- Updated setting will be used to generate both data file and printout of Employer’s Tax Return IR56B .

# Autopay Setup

- To maintain autopay basic setting of following three pre-defined banks' autopay service:
  - Hong Kong and Shanghai Bank (MRI)
  - Hang Seng Bank (MRI)
  - Bank of East Asia (MAS (Payroll))
- Autopay is a build-in function in the system. The function is tailor-made for the three selected banks: Hong Kong and Shanghai Bank, Hang Seng Bank and Bank of East Asia. Other banks are not supported by the system.
- This is an optional setting. If the school chooses not to prepare payroll autopay file via WebSAMS, there is no need to fill in the information for this setup.
- Appropriate autopay information must provide for autopay file generation.
- The school must first of all subscribe an autopay service with one of the three banks supported by the system.

# Autopay Setup

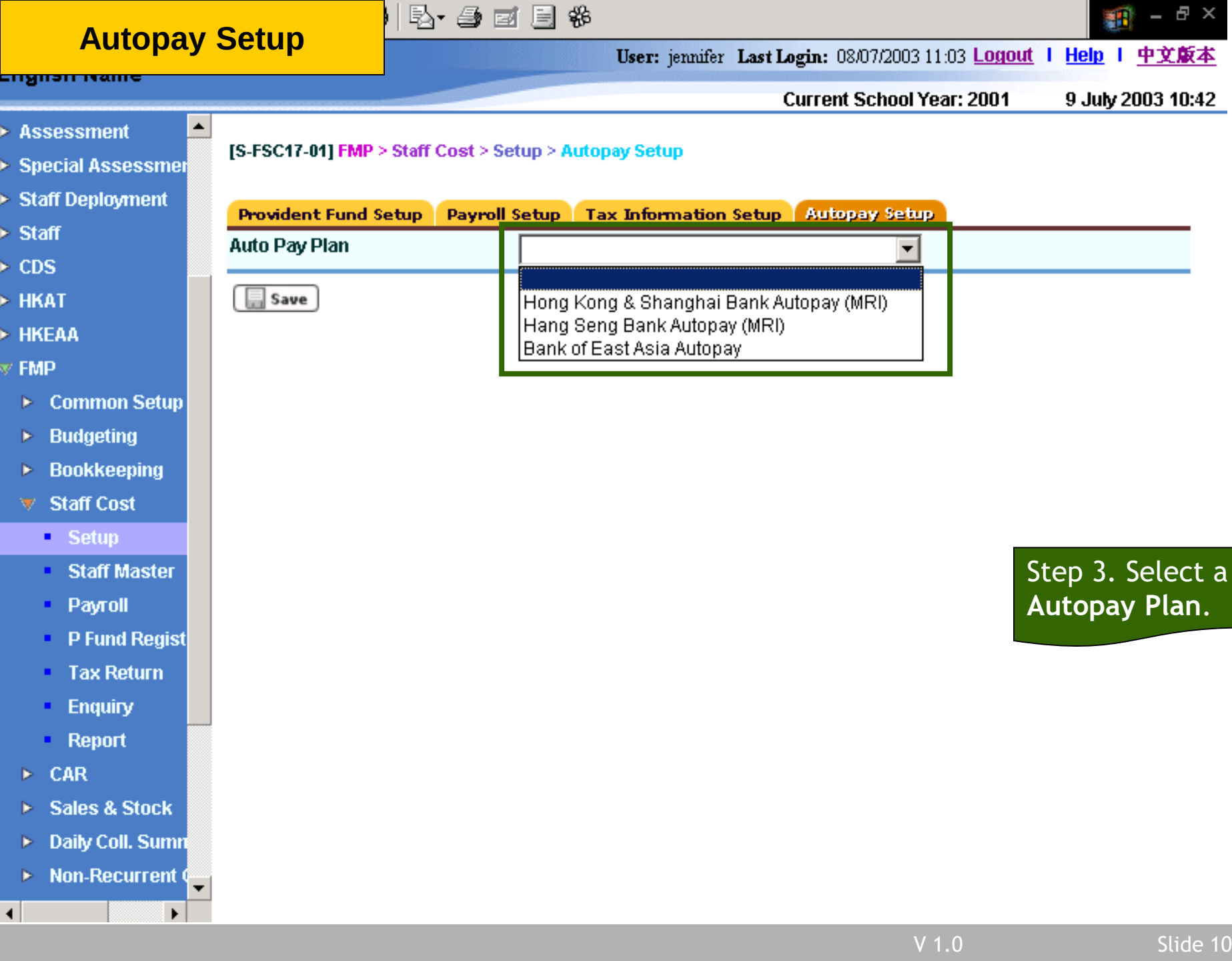



Step 1. Click **[Staff Cost]** → **[Setup]** from the left menu.

Step 2. Click **[Autopay Setup]** tab.

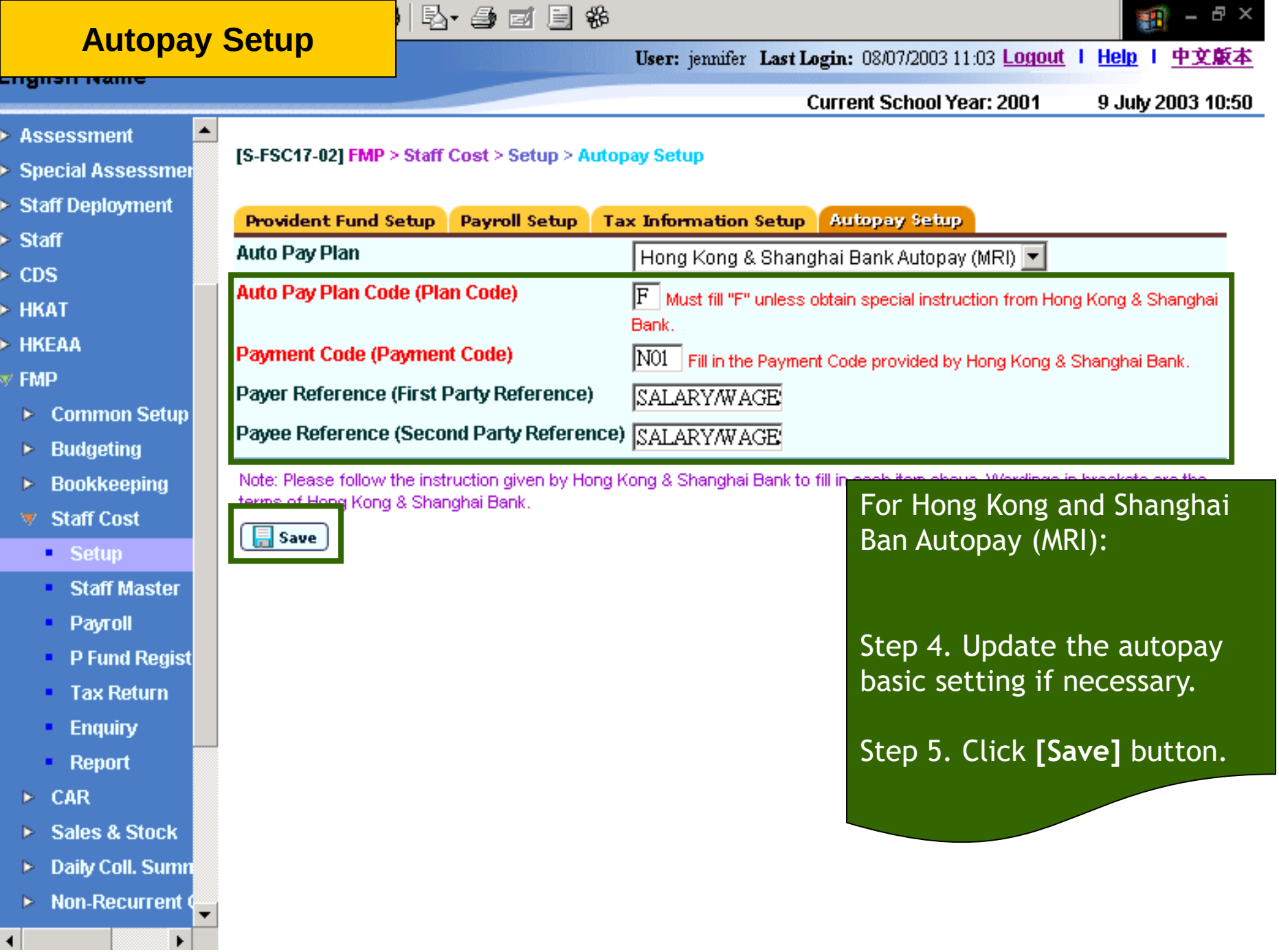
The system will redirect to **Autopay Setup** page.

# Autopay Setup




Step 3. Select a **Autopay Plan.**

# Autopay Setup

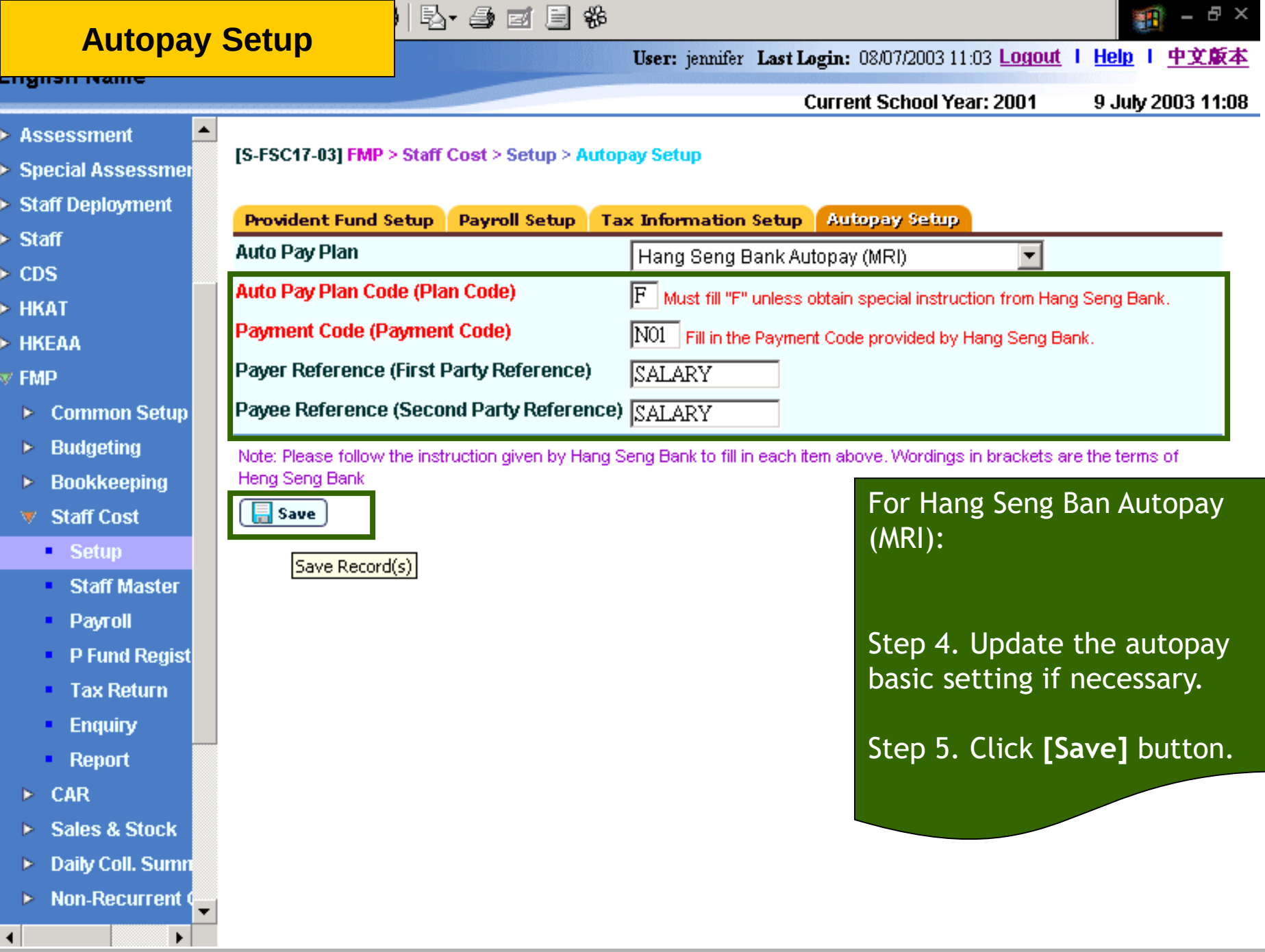



For Hong Kong and Shanghai Ban Autopay (MRI):

Step 4. Update the autopay basic setting if necessary.

Step 5. Click **[Save]** button.

# Autopay Setup

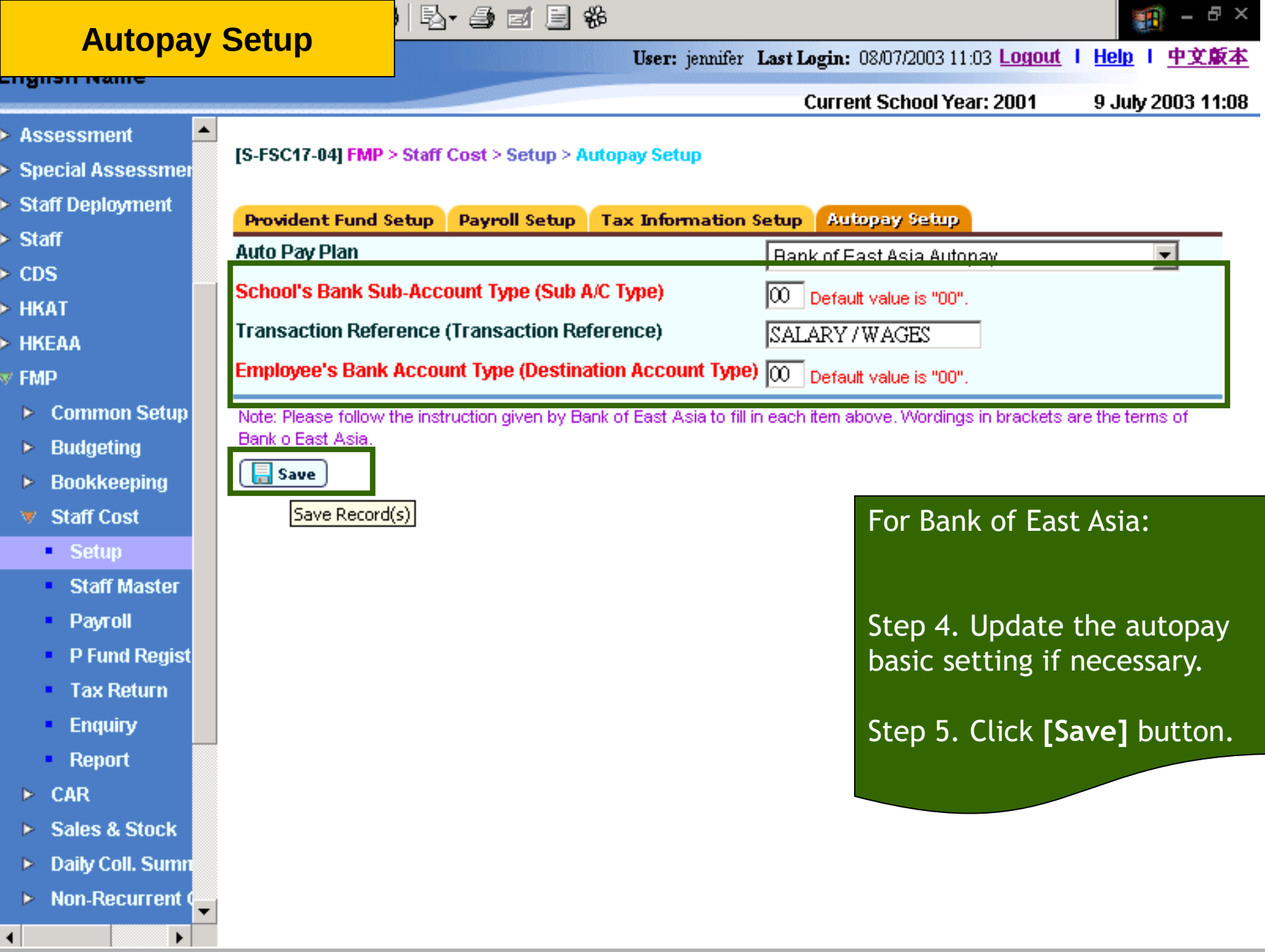



For Hang Seng Ban Autopay (MRI):

Step 4. Update the autopay basic setting if necessary.

Step 5. Click **[Save]** button.

# Autopay Setup




For Bank of East Asia:

Step 4. Update the autopay basic setting if necessary.

Step 5. Click **[Save]** button.

# Autopay Setup

- Autopay setting will be used in generating autopay file in Payroll.
- When generating autopay file of a payroll voucher, the corresponding autopay setting of the bank mapped to the selected bank ledger will be loaded.
- User need to follow the instruction given by their banks to fill in autopay data in this function. If user do not set autopay data properly in this function, they can still generate the autopay file but the generated file may not be able to be imported or read by the program provided by the banks.