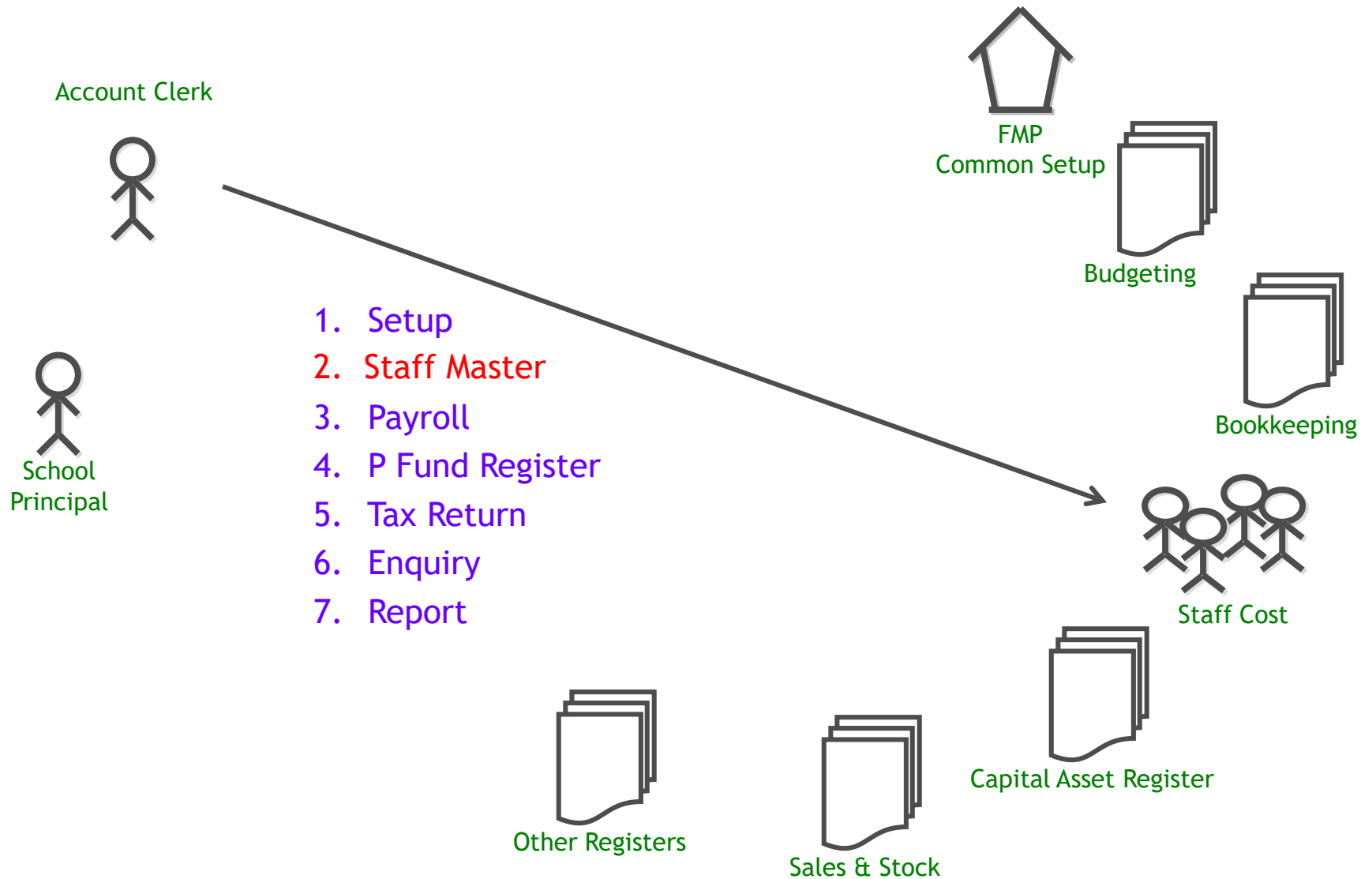


FMP - Staff Cost



Staff Master

- Maintain the necessary staff information for payroll, provident fund register and tax return purpose
 - Personal details
 - Employment details
 - Brought forward balances of provident fund contributions
 - Provident fund setting for provident fund contributions
 - Payroll item setting (account code, amount and payment information) for payroll
 - Reimbursement item setting for payroll
 - Cost allocation setting for payroll

Staff Master

- Upon clicking [Search] button in “Search Staff Master” page, the system will capture all the newly created, amended or deleted staff information from Staff / Staff Deployment Module and update corresponding staff masters in Staff Cost automatically:
 - Add a new staff master in Staff / Staff Deployment Module
 - Add a new appointment record in Staff Module
 - Add a new departure record in Staff Module
 - Perform range change in Staff Module
 - Add a new employment record in Staff Deployment Module
 - Delete a staff master in Staff / Staff Deployment Module
- In case the staff record in Staff / Staff Deployment Module has not yet been created in time by Staff / Staff Deployment user, FMP user can still create the staff record in Staff Cost Module temporarily for payroll purpose first.
- After this staff record has been created in Staff / Staff Deployment Module and has been transmitted to Staff Cost Module, the system is able to detect the pair of identical staff records and then prompt user to convert this pair of records into one.

Staff Master Workflow

Create Staff Master in STF / STD

Add Staff Employment in STD

Add Staff Appointment in STF

Maintain Staff Master in Staff / Staff Deployment Module

Perform Rank Change

Add Staff Departure in STF

Search Staff

Print Log

Staff Mapping

Create Staff for Temporary Payroll

Maintain Staff Personal Information

Maintain Staff Employment

Staff Synchronization

Maintain Provident Fund Setting

Maintain Payroll Item Account Code and Reimbursement Item Setting

Maintain Payment Setting and Payroll Item Amount

Maintain Cost Allocation

For each individual staff

Copy Staff Setting

A. Payroll Item Account Code
B. Payroll Item Amount
C. Cost Allocation

Capture for Payroll Selection

Search Staff Master

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 10 July 2003 10:07

[S-FSC05-01] **FMP** > Staff Cost > Staff Master

Staff Code

Sch Level/Session

Status

Staff Name (Eng)

Staff Name (Chi)



Search



Add



Reset

Search Record(s)

Step 1. Click [FMP]
→[Staff Cost →[Staff
Master] from left menu.

Search Staff Master

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 10:07

[S-FSC05-01] FMP > Staff Cost > Staff Master

Staff Code	<input type="text" value="ALL"/>		
Sch Level/Session	<input type="text" value="ALL"/>	Status	<input type="text" value="Active"/>
Staff Name (Eng)	<input type="text"/>	Staff Name (Chi)	<input type="text"/>

Search Record(s)

Step 2. Search for staff record by entering the criteria.

Search Staff Master




User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 10:07

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master**
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurent C

[S-FSC05-01] FMP > Staff Cost > Staff Master

Staff Code	ALL		
Sch Level/Session	ALL	Status	Active
Staff Name (Eng)		Staff Name (Chi)	
 Search  Add  Reset			

Search Record(s)

Step 3. Click [Search] button.

- Home
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▼ Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - ▶ CAR
 - ▶ Sales & Stock
 - ▶ Daily Coll. Summar
 - ▶ Non-Recurrent Gra
- ▶ Report Management
- ▶ Data Management
- ▶ Customization

[S-FSC05-02] FMP > Staff Cost > Staff Master

Receiving Information from Staff Module / Staff Deployment Module

Before the system retrieves all the staff records based on the input searching criteria, the system will capture all the newly created, amended or deleted staff information from Staff / Staff Deployment Module automatically.

Print Log

All the transactions transmitted from Staff / Staff Deployment Module will be validated and updated to Staff Cost Module accordingly.

Step 1. All action will be logged and users can print the "Interface Transaction Log (R-FSC015-E)" report on the data captured . Click [Print Log] button to generate the report.

English Name

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
- CAR
- Sales & Stock
- Daily Coll. Summ
- Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management
- Security
- E-Mail
- Customization

Staff Name (Eng)

Search Reset

The following pair of staff are with id duplicated. If it is duplicated, please click the record created in FMP (Right column of the table). The record created in FMP (Right column of the table) will transfer data.

Created in Staff Module or Staff Deployment Module

EMB1 PAK CHUN PUN (白駿奔)

Primary ID Type: Passport
Primary ID No.: PPNCS1
Primary ID Place of Issue: Australia

Staff Mapping

	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Sch Level/Session	Staff Record Created in	Capture For Payroll
<input type="checkbox"/>	EMB1	PAK CHUN PUN	白駿奔	Primary/AM	Staff Module	<input type="checkbox"/>
<input type="checkbox"/>	NCS1	PAK CHUN PUN	白駿奔	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS2	WOO DENNY	胡大明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS3	YAN JASON	欣小明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module / Staff Deployment Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment Module and corresponding synchronization action in FMP Module

Staff Mapping Print Log Add Copy to Delete Save

Staff Mapping

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 10:19

Staff Name (Eng)

Staff Name (Chi)

 Search

 Reset

The following pair of staff are with identical staff name in English or identical Primary ID information. Staff record may be duplicated. If it is duplicated, please click the button "Staff Mapping" and confirm transferring the data from staff record created in FMP (Right column of the table) to staff record created in Staff Module or Staff Deployment Module (Left column of the table). The record created in FMP (Right column of the table) will be erased after transfer. If it is not duplicated, please do not transfer data.

Created in Staff Module or Staff Deployment Module	Created in FMP module
EMBI PAK CHUN PUN (白駿奔) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia	NCSI PAK CHUN PUN (白駿奔) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia

Staff Mapping

For each of the staff records transmitted from Staff / Staff Deployment Module, the system will check whether it matches with any temporary staff created in Staff Cost Module

The system will base on the described matching rules and show all the potential pairs of staff which match with the same identity.

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module / Staff Deployment Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment Module and corresponding synchronization action in FMP Module.

Staff Mapping

Print Log

 Add

 Copy to

 Delete

 Save

ure For
yroll

☐☐☒☒☒

FMP Module

Staff Mapping

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 10:19

Staff Name (Eng)

Staff Name (Chi)

Search

Reset

The following pair of staff are with identical staff name in English or identical Primary ID information. Staff record may be duplicated. If it is duplicated, please click the button "Staff Mapping" and confirm transferring the data from staff record created in FMP (Right column of the table) to staff record created in Staff Module or Staff Deployment Module (Left column of the table). The record created in FMP (Right column of the table) will be erased after transfer. If it is not duplicated, please do not transfer data.

Created in Staff Module or Staff Deployment Module	Created in FMP module
EMB1 PAK CHUN PUN (白駿奔) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia	NCS1 PAK CHUN PUN (白駿奔) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia

Staff Mapping

<input type="checkbox"/>	<u>Staff Code</u>	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	<u>Sch Level/Session</u>	<u>Staff Record Created in</u>	<u>Capture For Payroll</u>
<input type="checkbox"/>	EMB1	PAK CHUN PUN	白駿奔			<input type="checkbox"/>
<input type="checkbox"/>	NCS1	PAK CHUN PUN	白駿奔			
<input type="checkbox"/>	NCS2	WOO DENNY	胡大明			
<input type="checkbox"/>	NCS3	YAN JASON	欣小明			

Note 1 : Staff Mapping - Map staff master created in FMP Module to Staff Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module after synchronization action in FMP Module.

Staff Mapping

Print Log

Add

Copy to

Delete

Save

User should perform Staff Mapping so as to ensure no duplicated staff exists.

Step 1. Click [Staff Mapping] button.

The system will redirect to the Staff Mapping page.

Staff Mapping

User: jennifer Last Login: 11/07/2003 09:17 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

12 July 2003 7:20

[S-FSC09-01] FMP > Staff Cost > Staff Master

Staff Mapping

Staff Mapping Result

The following pair of staff are with identical staff name in English or identical Primary ID information. Staff record may be duplicated. If it is duplicated, please click the button "Staff Mapping" and confirm transferring the data from staff record created in FMP (Right column of the table) to staff record created in Staff Module or Staff Deployment Module (Left column of the table). The record created in FMP (Right column of the table) will be erased after transfer. If it is not duplicated, please do not transfer data.

<input checked="" type="checkbox"/>	Created in Staff Module or Staff Deployment Module	Created in FMP module
<input checked="" type="checkbox"/>	EMB1 Chan Siu Ming (陳小明) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia	NCS5 CHAN SIU MING (陳小明) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia

Note: Staff Mapping Result is based on staff with identical name in English, and (or) with identical Primary ID Type, Number and Place of Issue.

Note: Transfer - Overwrite and transfer the selected settings from staff master created in Staff Module / Staff Deployment Module. This action will not affect the record kept in FMP module.

[Transfer](#)

[Back](#)

Transfer Staff Master

Step 2. Select the checkbox next to the matched pair. (It can be selected one or more pairs at the same time.)

Staff Mapping

User: jennifer Last Login: 11/07/2003 09:17 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

12 July 2003 7:20

[S-FSC09-01] FMP > Staff Cost > Staff Master

Staff Mapping

Staff Mapping Result

The following pair of staff are with identical staff name in English or identical Primary ID information. Staff record may be duplicated. If it is duplicated, please click the button "Staff Mapping" and confirm transferring the data from staff record created in FMP (Right column of the table) to staff record created in Staff Module or Staff Deployment Module (Left column of the table). The record created in FMP (Right column of the table) will be erased after transfer. If it is not duplicated, please do not transfer data.

<input checked="" type="checkbox"/>	Created in Staff Module or Staff Deployment Module	Created in FMP module
<input checked="" type="checkbox"/>	EMB1 Chan Siu Ming (陳小明) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia	NCS5 CHAN SIU MING (陳小明) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia

Note: Staff Mapping Result is based on staff with identical name in English, and (or) with identical Primary ID Type, Number and Place of Issue.

Note: Transfer - Overwrite and transfer the selected settings from staff master created in Staff Module / Staff Deployment Module. This action will not affect the record kept in FMP module.

Transfer

Back

Transfer Staff Master

Step 3. Click the [Transfer] button.

Staff Mapping

- All records will be transferred from the staff record created in Staff Cost Module to the staff record transmitted from Staff / Staff Deployment Module.
 - Staff Personal Information
 - Staff Employment setting
 - Staff Provident Fund setting
 - Staff Payroll Item Account Codes
 - Staff Payroll Item Amounts
 - Staff Payment setting
 - Staff Reimbursement setting
 - Staff Cost Allocation setting
 - Staff Payroll Entries
 - Staff Provident Fund Register records
 - Staff Tax Return Records
- Staff records from Staff / Staff Deployment Module will be overwritten. Lastly, the identical staff created in Staff Cost Module will be deleted automatically.

Staff Mapping

- If payroll is under preparation for the selected staff created in Staff / Staff Deployment Module, the system will abort the transfer action.
- The transfer action in the Staff Mapping function will not affect the original personal and employment information of the staff in Staff / Staff Deployment Module.

Search Staff Result

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 10:19

Staff Name (Eng)

Staff Name (Chi)

Search

Reset

The following pair of staff are with identical staff name in English or identical Primary ID info duplicated. If it is duplicated, please click the button "Staff Mapping" and confirm transfer of data from record created in FMP (Right column of the table) to staff record created in Staff Module or Staff Deployment Module (Left column of the table). The record created in FMP (Right column of the table) will be erased after transfer. If it is not duplicated, please do not transfer data.

Created in Staff Module or Staff Deployment Module	Created in FMP module
EMB1 PAK CHUN PUN (白駿奔) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia	NCS1 PAK CHUN PUN (白駿奔) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia

Staff Mapping

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Sch Level/Session	Staff Record Created in	Capture For Payroll <input type="checkbox"/>
<input type="checkbox"/>	EMB1	PAK CHUN PUN	白駿奔	Primary/AM	Staff Module	<input type="checkbox"/>
<input type="checkbox"/>	NCS1	PAK CHUN PUN	白駿奔	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS2	WOO DENNY	胡大明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS3	YAN JASON	欣小明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module / Staff Deployment Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment Module and corresponding synchronization action in FMP Module.

Staff Mapping

Print Log

Add

Copy to

Delete

Save

The system displays a list of staff based on the searching criteria.

Search Staff Result

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 10:19

Staff Name (Eng)

Staff Name (Chi)



The following pair of staff are with identical staff name in English or identical Primary ID. If it is duplicated, please click the button "Staff Mapping" and confirm the record created in FMP (Right column of the table) to staff record created in Staff Module or Staff Deployment Module (Left column of the table). The record created in FMP (Right column of the table) will be erased after transfer data.

Created in Staff Module or Staff Deployment Module

[EMB1 PAK CHUN PUN \(白駿奔\)](#)

Primary ID Type: Passport
Primary ID No.: PPNCS1
Primary ID Place of Issue: Australia

[NCS1 PAK CHUN PUN \(白駿奔\)](#)

Primary ID Type: Passport
Primary ID No.: PPNCS1
Primary ID Place of Issue: Australia

Staff Mapping

<input type="checkbox"/>	<u>Staff Code</u>	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	<u>Sch Level/Session</u>	<u>Staff Record Created in</u>	<u>Capture For Payroll</u>
<input type="checkbox"/>	EMB1	PAK CHUN PUN	白駿奔	Primary/AM	Staff Module	<input type="checkbox"/>
<input type="checkbox"/>	NCS1	PAK CHUN PUN	白駿奔	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS2	WOO DENNY	胡大明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS3	YAN JASON	欣小明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module / Staff Deployment Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment Module and corresponding synchronization action in FMP Module.

Staff Mapping

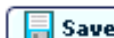
Print Log



Copy to



Delete



Save

On the screen, user can identify whether the staff master is transmitted from Staff / Staff Deployment Module or created under Staff Cost Module.

Create Staff for Temporary Payroll

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

In case the staff record in Staff / Staff Deployment Module has not yet been created in time by Staff / Staff Deployment user, FMP user can still create the staff record in Staff Cost Module temporarily for payroll purpose first.

Step 1. Click [Add] button.

The system will redirect to Create Staff for Temporary Payroll page.

Staff Mapping

<input type="checkbox"/>	<u>Staff Code</u>	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	<u>Sch Level/Session</u>	<u>Staff Record Created in</u>	<u>Capture For Payroll</u> <input type="checkbox"/>
<input type="checkbox"/>	EMB1	PAK CHUN PUN	白駿奔	Primary/AM	Staff Module	<input type="checkbox"/>
<input type="checkbox"/>	NCS1	PAK CHUN PUN	白駿奔	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS2	WOO DENNY	胡大明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS3	YAN JASON	欣小明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module / Staff Deployment Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment Module and corresponding synchronization action in FMP Module.


Staff Mapping

Print Log

 Add

 Copy to

 Delete

 Save

Create Staff for Temporary Payroll

User: jennifer Login Time: 06/08/2003 17:15 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002-2003 Current Date: 2003 17:44

Step 2. Fill in the personal information.

[S-FSC05-06] [FMP](#) > [Staff Cost](#) > [Staff Master](#)

Add Staff Master

Staff Code	<input type="text" value="NCS5"/>	Staff Name (Chi)	<input type="text" value="陳小明"/>
Surname(Eng)	<input type="text" value="CHAN"/>	Other name (Eng)	<input type="text" value="SIU MING"/>
Title	<input type="text" value="Ms"/>	Sex	<input type="text" value="Female"/>
Date of Birth (DD/MM/YYYY)	<input type="text" value="01/01/1980"/>	Marital Status	<input type="text" value="Married"/>
Primary ID Type	<input type="text" value="Passport"/>	Primary ID No.	<input type="text" value="PPNCS5"/>
Primary ID Place of Issue	<input type="text" value="Australia"/>		
Residential Address	<input type="text" value="26/F, 1063 King's Road, Quarry Bay"/>		
Residential Address (Chi)	<input type="text" value="鰂魚涌英皇道 1 0 6 3 號 2 6 樓"/>		
Area	<input type="text" value="Hong Kong"/>		
Spouse Particulars			
Surname(Eng)	<input type="text" value="WONG"/>	Other name (Eng)	<input type="text" value="TAI MING"/>
Surname (Chi)	<input type="text" value="黃"/>	Other name (Chi)	<input type="text" value="大明"/>
Primary ID Type	<input type="text" value="Passport"/>	Primary ID No.	<input type="text" value="PPSNCS5"/>
Primary ID Place of Issue	<input type="text" value="Australia"/>		

Create Staff for Temporary Payroll

User: jennifer Login Time: 06/08/2003 17:15 [Logout](#) | [Help](#) | [中文版本](#)

Step 3. Click [Save] button.

The system will check whether the temporary staff to be created in Staff Cost Module match with any staff record transmitted from Staff / Staff Deployment Module.

The system will base on the matching rules and show all the potential pairs of staff which match with the same identity.

[S-FSC05-06]

Add Staff

Staff Code

Surname(Eng)

Title

Date of Birth

Primary ID T

Primary ID Place of Issue

Residential Address

Residential Address (Chi)

Area

Spouse Particulars

Surname(Eng)

Surname (Chi)

Primary ID Type

Primary ID Place of Issue

26/F, 1063 King's Road, Quarry Bay

鰂魚涌英皇道 1 0 6 3 號 2 6 樓

Hong Kong

WONG

黃

Passport

Australia

Primary ID No.

PPNCS5

Other name (Eng)

TAI MING

Other name (Chi)

大明

Primary ID No.

PPSNCS5

Save

Back

Save Record(s)

Create Staff for Temporary Payroll

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 12:06

- Import / Export
- Enquiry
- Virtual Staff
- User-Defined Fields
- Document
- Report
- Data Communication
- CDS
- HKAT
- HKEAA
- ▼ FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - ▼ Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR

[S-FSC09-01] FMP > Staff Cost > Staff Master

Record saved successfully.

Staff Mapping

Staff Mapping Result

The following pair of staff are with identical staff name in English or identical Primary ID information. Staff record may be duplicated. If it is duplicated, please click the button "Staff Mapping" and confirm transferring the data from staff record created in FMP (Right column of the table) to staff record created in Staff Module or Staff Deployment Module (Left column of the table). The record created in FMP (Right column of the table) will be erased after transfer. If it is not duplicated, please do not transfer data.

<input checked="" type="checkbox"/>	Created in Staff Module or Staff Deployment Module	Created in FMP module
<input checked="" type="checkbox"/>	EMBT Chan Shu Ming (陳小明) Primary ID Type: Passport Primary ID No. PPNCS1 Primary ID Place of Issue: Australia	PPNCS CHAN SHU MING Primary ID Type: Passport Primary ID No. PPNCS1 Primary ID Place of Issue: Australia

Note: Staff Mapping Result is based on staff with identical name in English, and (or) with identical Primary ID Type, Number and Place of Issue.

Note: Transfer - Overwrite and transfer the staff data from Staff Module / Staff Deployment Module to FMP Module.

Transfer

Back

If the staff shown in the matched pair is considered as the same staff:

Step 4. Select the pair.

Step 5. Click [Transfer] button.

Create Staff for Temporary Payroll

- The system will then overwrite and transfer the settings from staff master created in Staff Cost Module to staff master transmitted from Staff / Staff Deployment Module.
- The system will subsequently abort the “Create Staff for Temporary Payroll” action.

Create Staff for Temporary Payroll

User: jennifer Last Login: 09/07/2003 09:25 Logout | Help | 中文版本

Current School Year: 2001

10 July 2003 12:06

- Import / Export
- Enquiry
- Virtual Staff
- User-Defined Fields
- Document
- Report
- Data Communication
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR

[S-FSC09-01] FMP > Staff Cost > Staff Master

Record saved successfully.

Staff Mapping

Staff Mapping Result

The following pair of staff are with identical staff name in English or identical Primary ID information. Staff record may be duplicated. If it is duplicated, please click the button "Staff Mapping" and confirm transferring the data from staff record created in FMP (Right column of the table) to staff record created in Staff Module or Staff Deployment Module (Left column of the table). The record created in FMP (Right column of the table) will be erased after transfer. If it is not duplicated, please do not transfer data.

<input type="checkbox"/>	Created in Staff Module or Staff Deployment Module	Created in FMP module
<input type="checkbox"/>	<u>EMB1 Chan Siu Ming (陳小明)</u> Primary ID Type: Passport Primary ID No. PPNCS1 Primary ID Place of Issue: Australia	<u>NCS5 CHAN SIU MING</u> Primary ID Type: Passport Primary ID No. PPNCS1 Primary ID Place of Issue: Australia

Note: Staff Mapping Result is based on staff with identical name in English, and (or) with identical Primary ID Type, Number and Place of Issue.

Note: Transfer - Overwrite and transfer the selected settings from staff module to Staff Module / Staff Deployment Module. This action will not affect the Staff Module.

Transfer

Back

If the matched pair is considered as different staff (e.g. two staff with identical name):

Step 6. Click [Back] button.

Create Staff for Temporary Payroll

- The system will then continue the “Create Staff for Temporary Payroll” action.
- A new staff master record will be created.
- Users can further proceed to the following actions for payroll, provident fund register and tax return purpose.
 - Maintain employment information
 - Maintain staff payroll item account code
 - Maintain staff reimbursement item setting
 - Maintain staff payroll item amount
 - Maintain staff payment setting
 - Maintain staff cost allocation

Maintain Staff Master

User: jennifer Last Login: 09/07/2003 09:25 Logout | Help | 中文版本

Current School Year: 2001 10 July 2003 10:19

Staff Name (Eng)

Staff Name (Chi)

 Search

 Reset

The following pair of staff are with identical staff name in English or identical Primary ID information. Staff record may be duplicated. If it is duplicated, please click the button "Staff Mapping" and confirm transferring the data from staff record created in FMP (Right column of the table) to staff record created in Staff Module or Staff Deployment Module (Left column of the table). The record created in FMP (Right column of the table) will be erased after transfer. If it is not duplicated, please do not transfer data.

Created in Staff Module or Staff Deployment Module	Created in FMP module
EMB1 PAK CHUN PUN (白駿奔) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia	NCS1 PAK CHUN PUN (白駿奔) Primary ID Type: Passport Primary ID No.: PPNCS1 Primary ID Place of Issue: Australia

Staff Mapping

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Sch Level/Session	Staff Record Created in	Capture For Payroll <input type="checkbox"/>
<input type="checkbox"/>	EMB1	PAK CHUN PUN				
<input type="checkbox"/>	NCS1	PAK CHUN PUN				
<input type="checkbox"/>	NCS2	WOO DENNY				
<input type="checkbox"/>	NCS3	YAN JASON				

Note 1 : Staff Mapping - Map staff master Module.

Note 2 : Print Log - A log report showing synchronization action in FMP Module.

Staff Mapping

Print Log

View or amend the detailed information of the staff:

Step 1. Click the [Staff Code] hyperlink of the corresponding staff.

The system will redirect to "Maintain Personal Information of Staff" page.

Maintain Staff Information of Staff

Create Staff
Master in
STF / STD

Add Staff
Employment
in STD

Add Staff
Appointment
in STF

Perform
Rank
Change

Add Staff
Departure in
STF

Maintain Staff Master in
Staff / Staff Deployment Module

Search Staff

Print Log

Staff
Mapping

Create Staff for
Temporary
Payroll

Maintain Staff
Personal
Information

Maintain Staff
Employment

Staff Synchronization

Maintain Provident Fund Setting

Maintain Payroll Item Account Code
and Reimbursement Item Setting

Maintain Payment Setting and
Payroll Item Amount

Maintain Cost Allocation

For each
individual
staff

Copy Staff Setting

A. Payroll Item Account Code
B. Payroll Item Amount
C. Cost Allocation

Capture for
Payroll
Selection

Maintain Personal Information of Staff

- To view or amend personal information of the staff
- Staff information in Staff / Staff Deployment Module will be updated from time to time, user can manually synchronize staff information in Staff Cost Module with Staff / Staff Deployment Module if the staff record is transmitted from Staff / Staff Deployment Module.

Maintain Personal Information of Staff

User: jennifer Login Time: 24/10/2008 10:00:00 AM Logout Help 中文版本

Step 2. Update the Personal Information.

Primary Aim (School Type 2)

Current School

[S-FSC05-03] FMP > Staff Cost > Staff Master > Personal

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation
NCS5 CHAN SIU MING (陳小明) Created in Staff Module

Staff Name (Chi)	陳小明		
Surname(Eng)	CHAN	Other name (Eng)	SIU MING
Title	Mr	Sex	Male
Date of Birth (DD/MM/YYYY)	01/01/1980	Marital Status	Married
Primary ID Type	Passport	Primary ID No.	PPNCS5
Primary ID Place of Issue	Australia		
Residential Address	Flat 2601, Floor 26, Block A, 1063, King's Road, Quarry Bay		
Residential Address (Chi)	鰂魚涌 英皇道 1063號 A座 26樓 2601室		
Area	Hong Kong		
Spouse Particulars			
Surname(Eng)	WONG	Other name (Eng)	TAI MING
Surname (Chi)	黃大明	Other name (Chi)	
Primary ID Type		Primary ID No.	
Primary ID Place of Issue			

Synchronize from Staff Module Save Back

- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurent C
- SPA
- Report Management
- Data Management
- Timetabling

Maintain Personal Information of Staff

User: jennifer Login Time: 24/10/2008 10:00:00

Step 3. Click [Save] button.

Primary Aim (School Type 2)

Current School

[S-FSC05-03] FMP > Staff Cost > Staff Master > Personal

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation
NCS5 CHAN SIU MING (陳小明) Created in Staff Module

Staff Name (Chi)	陳小明		
Surname(Eng)	CHAN	Other name (Eng)	SIU MING
Title	Mr	Sex	Male
Date of Birth (DD/MM/YYYY)	01/01/1980	Marital Status	Married
Primary ID Type	Passport	Primary ID No.	PPNCS5
Primary ID Place of Issue	Australia		
Residential Address	Flat 2601, Floor 26, Block A, 1063, King's Road, Quarry Bay		
Residential Address (Chi)	鰂魚涌 英皇道 1063號 A座 26樓 2601室		
Area	Hong Kong		
Spouse Particulars			
Surname(Eng)	WONG	Other name (Eng)	TAI MING
Surname (Chi)	黃大明	Other name (Chi)	
Primary ID Type		Primary ID No.	
Primary ID Place of Issue			

Synchronize from Staff Module

Save

Back

Maintain Personal Information of Staff

- Updated staff master information will be kept in Staff Cost Module only. It will not be copied back to the original staff record under Staff / Staff Deployment Module if it is transmitted from Staff / Staff Deployment Module.

Staff Synchronization

Create Staff Master in STF / STD

Add Staff Employment in STD

Add Staff Appointment in STF

Perform Rank Change

Add Staff Departure in STF

Maintain Staff Master in Staff / Staff Deployment Module

Search Staff

Print Log

Staff Mapping

Create Staff for Temporary Payroll

Maintain Staff Personal Information

Maintain Staff Employment

Staff Synchronization

Maintain Provident Fund Setting

Maintain Payroll Item Account Code and Reimbursement Item Setting

Maintain Payment Setting and Payroll Item Amount

Maintain Cost Allocation

For each individual staff

Copy Staff Setting

A. Payroll Item Account Code

B. Payroll Item Amount

C. Cost Allocation

Capture for Payroll Selection

Staff Synchronization

Current

37

Batch Add IT Trg
Import / Export
Enquiry
Virtual Staff
User-Defined Fields
Document
Report
Data Communication
FMP
Common Setup
Budgeting
Bookkeeping

[S-FSC05-03] **FMP** > Staff Cost > Staff Master > **Personal**
Record updated successfully.

Personal Employment Provident Fund Payroll Account
NCS5 CHAN SIU MING (陳小明)

Staff Name (Chi) 陳小明
Surname(Eng) CHAN
Title Mr
Date of Birth (DD/MM/YYYY) 01/01/1980
Primary ID Type Passport

Synchronize from Staff Module Save Back

From time to time, staff information in Staff / Staff deployment will be updated. If the staff record is transmitted from Staff / Staff Deployment Module, users can perform staff synchronization.

Step 1. Click the [Synchronize from Staff Module] button

The system will redirect to the Staff Synchronization page

Staff Synchronization

On the screen, the system will list out the differences of staff personal information, spouse particulars and the current employment between the staff records in Staff / Staff Deployment Module and those in Staff Cost Module.

English Name

- User-Defined Fields
- Document
- Report
- Data Communication

- CDS
- HKAT
- HKEAA

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
 - Setup
 - Staff Master

- Payroll
- P Fund Register
- Tax Return
- Enquiry
- Report

- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent Cost

Data Synchronization

Staff Module

FMP Module

☒ Employment Information

Employment Start Date	01/01/2003	01/01/2003
Employment End Date	No record.	No record.
Current Rank	Assistant Clerical Officer	Assistant Clerical Officer
Sch Level/Session	Primary/AM	Primary/AM

☒ Personal Information

Surname(Eng)	PAK	Chan
Other name (Eng)	CHUN PUN	Siu Ming
Staff Name (Chi)	白駿奔	陳小明
Title	Mr	Mr
Date of Birth(DD/MM/YYYY)	01/01/1980	01/01/1980
Sex	Male	Male
Marital Status	No record.	Single
Residential Address	Flat 1004, Floor 10, Block A, Kai King Lau, Cho Yiu Cheun, King Cho Road, Kwai Chung	Flat 1004, Floor 10, Block A, Kai King Lau, Cho Yiu Cheun, King Cho Road, Kwai Chung
Residential Address (Chi)	葵涌 敬祖路 祖堯村 啟敬樓 A座 10樓 1004室	葵涌 敬祖路 祖堯村 啟敬樓 A座 10樓 1004室
Area	New Territories	New Territories

☐ Spouse Particulars

Name (Eng)	No record.	No record.
Name (Chi)	No record.	No record.

Note: Confirm - Data in FMP Module will be overwritten

Confirm

Back

Staff Synchronization

User: jennifer Last Login: 09/07/2003 09:25 Logout | Help | 中文版本

English Name

EMBE1 Chan Siu Ming (陳小明)

Data Synchronization

Staff Module

☒ **Employment Information**

Employment Start Date 01/01/2003

Employment End Date No record.

Current Rank Assistant Clerical Officer

Sch Level/Session Primary/AM

☒ **Personal Information**

Surname(Eng) PAK

Other name (Eng) CHUN PUN

Staff Name (Chi) 白駿奔

Title Mr

Date of Birth(DD/MM/YYYY) 01/01/1980

Sex Male

Marital Status No record. Single

Residential Address Flat 1004, Floor 10, Block A, Kai King Lau, Cho Yiu Cheun, King Cho Road, Kwai Chung Flat 1004, Floor 10, Block A, Kai King Lau, Cho Yiu Cheun, King Cho Road, Kwai Chung

Residential Address (Chi) 葵涌 敬祖路 祖堯村 啟敬樓 A座 10樓 1004室 葵涌 敬祖路 祖堯村 啟敬樓 A座 10樓 1004室

Area New Territories New Territories

☐ **Spouse Particulars**

Name (Eng) No record. No record.

Name (Chi) No record. No record.

Note: Confirm - Data in FMP Module will be overwritten

Confirm **Back**

Step 2. User can choose to synchronize (i) the current employment information; (ii) personal information; and / or (iii) spouse particulars from Staff / Staff Deployment Module of the selected staff by clicking the checkboxes.

Step 3. Click the [Confirm] button.

Staff Synchronization

- Staff information in Staff Cost Module is updated accordingly.
- If any payroll entry is under preparation under the employment period, the system will abort the synchronization action.
- If user have created payroll entry with payroll period falling outside the employment period, the system will also abort the synchronization action.
- During synchronization, the field Marital Status which is an optional field in Staff / Staff Deployment Module will set automatically as "Single" in Staff Cost Module (it is a mandatory field in Staff Cost Module) if the user do not specify the marital status in Staff / Staff Deployment Module.
- During synchronization, the field Current Rank will be set automatically to "Not Applicable" for supply teachers transmitted from Staff Deployment Module.

Maintain Staff Employment

Create Staff Master in STF / STD

Add Staff Employment in STD

Add Staff Appointment in STF

Perform Rank Change

Add Staff Departure in STF

Maintain Staff Master in Staff / Staff Deployment Module

Search Staff

Print Log

Staff Mapping

Create Staff for Temporary Payroll

Maintain Staff Personal Information

Maintain Staff Employment

Staff Synchronization

Maintain Provident Fund Setting

Maintain Payroll Item Account Code and Reimbursement Item Setting

Maintain Payment Setting and Payroll Item Amount

Maintain Cost Allocation

For each individual staff

Copy Staff Setting

A. Payroll Item Account Code

B. Payroll Item Amount

C. Cost Allocation

Capture for Payroll Selection

Maintain Staff Employment

- To create a new employment for staff whose staff record is created in Staff Cost Module or whose corresponding employment has not yet been created in Staff / Staff Deployment Module.
- To update or delete any existing employment of the staff in Staff Cost Module.
- To create a new employment, the same employment must have not been created in Staff Cost Module or must have not been created in Staff / Staff Deployment Module and transmitted to Staff Cost Module.
- To update an existing employment, relevant payroll for the employment must not be under preparation.
- To delete an existing employment, no payroll can be further prepared for the deleted employment period.

Maintain Staff Employment

User: jennifer Login Time: 06/08/2003 17:53 Logout | Help | 中文版本

Current School Year:

[S-FSC05-03] FMP > Staff Cost > Staff Master > Personal

Persona Employment Provident Fund Payroll Account Code Payroll Ar

NCS5 CHAN SIU MING (陳小明)

Staff Name (Chi) 陳小明

Surname(Eng) CHAN

Other name (Eng) SIU MING

Title Mr

Sex Male

Date of Birth (DD/MM/YYYY) 01/01/1980

Marital Status Married

Primary ID Type Passport

Primary ID No. PPNCS5

Primary ID Place of Issue Australia

Residential Address 26/F, 1063 King's Road, Quarry Bay, Hong Kong

Residential Address (Chi) 鰂魚涌英皇道1063號26樓

Area Hong Kong

Spouse Particulars

Surname(Eng) WONG

Other name (Eng) TAIMING

Surname (Chi) 黃

Other name (Chi) 大明

Primary ID Type Passport

Primary ID No. PPSNCS5

Primary ID Place of Issue Australia

Save

Back

Save Record(s)

Step 1. Click the [Employment] tab.

The system will redirect to Maintain Employment page.

Add Staff Employment

User: jennifer Last Login: 10/07/2003 08:55 Logout | Help | 中文版本

Current School



[S-FSC05-04] FMP > Staff Cost > Staff Master > Employment

Personal Employment Provident Fund Payroll Account Code Payroll Ar

NCS5 CHAN SIU MING (陳小明)

No record.

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

 Add  Back

Add a Record

Step 2. Click the [Add] button.

The system will redirect to Add Staff Employment period page.

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurrent C

Add Staff Employment

User: jennifer Login Time: 06/08/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

6 August 2003 18:11

[S-FSC05-05] FMP > Staff Cost > Staff Master > Empl

Personal Employment Provident Fund Pa

EDB3 Test Test (測試)

Add Staff Employment Period

Sch Level/Session

Staff Type

Employment Start Date (DD/MM/YYYY)

Employment End Date (DD/MM/YYYY)

Current Rank

Staff Rank (for Tax Return)

Remarks

Time/Date Day

Boarding Staff *

Assistant Clerical Officer

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

 Save  Back

Step 3. Fill in the employment information.

Step 4. Click [Save] button.

- Home
- Student Info Enq
- School Managemer
- Student
- Attendance
- Student Activities
- Award & Punishme
- Assessment
- Special Assessmen
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist

Add Staff Employment

- Payroll can be prepared based on the new employment record if the current payroll month is falling within the new employment period.
- Previous employment period must not be an open-end employment. That is, if users want to add the next employment period, the employment end date of the previous employment must be filled in.
- If the new employment period overlaps with any existing employment period of the same staff in Staff Cost, the system will abort saving the relevant employment information of the staff.
- If the staff information is transmitted from Staff / Staff Deployment Module, the system will not transmit the corresponding employment information updated in Staff Cost back to the staff record in Staff / Staff Deployment Module.

Update Staff Employment

User: jennifer Last Login: 10/07/2003 08:55 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 July 2003 15:01

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurrent C

[S-FSC05-04] FMP > Staff Cost > Staff Master > Employment

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

EDB3

Test Test (測試)

Created in Staff Module

Employment Period (DD/MM/YYYY - DD/MM/YYYY)

01/09/2016 - Current

Sch Level/Session

Primary/Whole Day

Staff Type

Teaching Staff *

Employment Start Date (DD/MM/YYYY)

01/09/2016

Employment End Date (DD/MM/YYYY)

Current Rank

Senior Graduate Master/Mistress

Staff Rank (for Tax Return)

助理主任

Remarks

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

 Add  Delete  Save  Back

To update staff employment

Step 5. Select an employment period if there is more than one employment for the staff.

Employment Information of the selected period will be displayed on the screen.

Update Staff Employment

Step 6. Update the employment information.

English Name

User: jennife

[S-FSC05-04] FMP > Staff Cost > Staff Master > Employment

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

EDB3 Test Test (測試) Created in Staff Module

Employment Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2016 - Current

Sch Level/Session	Primary/Whole Day
Staff Type	Teaching Staff *
Employment Start Date (DD/MM/YYYY)	01/09/2016
Employment End Date (DD/MM/YYYY)	
Current Rank	Senior Graduate Master/Mistress
Staff Rank (for Tax Return)	助理主任
Remarks	

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

Add Delete Save Back

Update Staff Employment

User: jennifer Last Login: 10/07/2003 08:

Step 7. Click [Save] button.

English Name

Current School Year

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurrent C

[S-FSC05-04] FMP > Staff Cost > Staff Master > Employment

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

EDB3

Test Test (測試)

Created in Staff Module

Employment Period (DD/MM/YYYY - DD/MM/YYYY)

01/09/2016 - Current

Sch Level/Session

Primary/Whole Day

Staff Type

Teaching Staff *

Employment Start Date (DD/MM/YYYY)

01/09/2016

Employment End Date (DD/MM/YYYY)

Current Rank

Senior Graduate Master/Mistress

Staff Rank (for Tax Return)

助理主任

Remarks

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

Add Delete Save Back

Update Staff Employment

- Payroll can be prepared based on the updated employment record if the current payroll month is falling within the updated employment period.
- If payroll entry of the staff is under preparation, the system will abort updating the employment information of the staff in Staff Cost Module no matter the payroll month is falling within or outside the employment period to be updated.
- If the updated employment period overlaps with any existing employment information of the staff in Staff Cost Module, the system will abort saving the relevant employment information of the staff.
- If the staff information is transmitted from Staff / Staff Deployment Module, the system will not transmit the corresponding employment information updated in Staff Cost back to the staff record in Staff / Staff Deployment Module.

Delete Staff Employment

User: jennifer Last Login: 10/07/2003 08:55 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 July 2003 15:01

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurrent C

[S-FSC05-04] FMP > Staff Cost > Staff Master > Employment

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

EDB3

Test Test (測試)

Created in Staff Module

Employment Period (DD/MM/YYYY - DD/MM/YYYY)

01/09/2016 - Current

Sch Level/Session

Primary/Whole Day

Staff Type

Teaching Staff *

Employment Start Date (DD/MM/YYYY)

01/09/2016

Employment End Date (DD/MM/YYYY)

Current Rank

Senior Graduate Master/Mistress

Staff Rank (for Tax Return)

助理主任

Remarks

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

 Add  Delete  Save  Back

To delete staff employment

Step 8. Select an employment period if there is more than one employment for the staff.

Employment Information of the selected period will be displayed on the screen.

Delete Staff Employment

User: jennifer Last Login: 10/07/2003 08:55 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 July 2003 15:01

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurrent C

[S-FSC05-04] FMP > Staff Cost > Staff Master > Employment

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

EDB3

Test Test (測試)

Created in Staff Module

Employment Period (DD/MM/YYYY - DD/MM/YYYY)

01/09/2016 - Current

Sch Level/Session

Primary/Whole Day

Staff Type

Teaching Staff *

Employment Start Date (DD/MM/YYYY)

01/09/2016

Employment End Date (DD/MM/YYYY)

Current Rank

Senior Graduate Master/Mistress

Staff Rank (for Tax Return)

助理主任

Remarks

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

 Add  Delete  Save  Back

Step 9. Click
[Delete] button.

Delete Staff Employment

- No payroll can be further prepared based on the deleted employment record.
- If payroll entry of the staff is under preparation, the system will abort deleting the employment information of the staff in Staff Cost Module if the payroll month is falling within the employment period to be deleted.
- If the staff information is transmitted from Staff / Staff Deployment Module, the system will not transmit the corresponding employment information deleted in Staff Cost back to the staff record in Staff / Staff Deployment Module.

Maintain Staff Provident Fund Setting

Create Staff Master in STF / STD

Add Staff Employment in STD

Add Staff Appointment in STF

Perform Rank Change

Add Staff Departure in STF

Maintain Staff Master in Staff / Staff Deployment Module

Search Staff

Print Log

Staff Mapping

Create Staff for Temporary Payroll

Maintain Staff Personal Information

Maintain Staff Employment

Staff Synchronization

Maintain Provident Fund Setting

Maintain Payroll Item Account Code and Reimbursement Item Setting

Maintain Payment Setting and Payroll Item Amount

Maintain Cost Allocation

For each individual staff

Copy Staff Setting

A. Payroll Item Account Code
B. Payroll Item Amount
C. Cost Allocation

Capture for Payroll Selection

Maintain Staff Provident Fund Setting

- To select a provident fund scheme to staff.
 - Not Participate in Provident Fund Scheme
 - Grant / Subsidized Schools Provident Fund Scheme
 - ORSO Scheme
 - Mandatory Provident Fund Scheme.
- User may fill in brought forward balance of contribution, dividend/Interest received and miscellaneous amount received/charged from the previous employment of other schools/companies and all necessary setting for preparing payroll entry.
- Relevant provident fund rate setting and provident fund contribution account codes have been defined in Setup.
- Relevant payroll must not be under preparation.

Maintain Staff Provident Fund Setting

User: jennifer Last Login: 10/07/2003 08:55 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 July 2003 15:01

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Cost

[S-FSC05-04] FMP > Staff Cost > Staff Master > Employment

Record saved successfully.

Personal	Employment	Provident Fund	Payroll Account Code	Payroll Amount	Cost Allocation
NCS5	CHAN S TUNG (陳小明)				Created in FMP module

Employment Period 01/09/2003 - Current

Sch Level/Session Primary/AM

Staff Type Teaching Staff *

Employment Start Date (DD/MM/YYYY) 01/09/2003

Employment End Date (DD/MM/YYYY)

Current Rank Certificated Master/Mistress

Remarks

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff

[Add](#) [Delete](#) [Save](#) [Back](#)

Save Record(s)

Step 1. Click [Provident Fund] tab.

The system will redirect to
Maintain Staff Provident Fund
page.

Maintain Staff Provident Fund Setting

User: jennifer Last Login: 10/07/2003 08:55 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 July 2003 9:20

- CD3
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC10-01] FMP > Staff Cost > Staff Master > Provident Fund

Personal

Employment

Provident Fund

Payroll Account Code

Payroll Amount

Cost Allocation

EMB1

Chan Siu Ming (陳小明)

Created in Staff Module

(Chosen) Not Participate in Provident Fund Scheme

Not Participate in Provident Fund Scheme

Reasons

Save

Back

Step 2. Select an appropriate provident fund scheme to the staff.

Maintain Staff Provident Fund Setting

User: jennifer Last Login: 10/07/2003 08:55 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 11 July 2003 9:20

- CD3
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC10-01] FMP > Staff Cost > Staff Master > Provident Fund

Personal Employment **Provident Fund** Payroll Account Code Payroll Amount Cost Allocation
EMB1 Chan Siu Ming (陳小明) Created in Staff Module

(Chosen) Not Participate in Provident Fund Scheme

Not Participate in Provident Fund Scheme

Reasons

 Save  Back

If the staff is not required to join any provident fund scheme, then select “Not Participate in Provident Fund Scheme”.

Step 3. Fill in the reason why the staff is not required to join any provident fund scheme if necessary.

Step 4. Click [Save] button.

Maintain Staff Provident Fund Setting

Grant / Subsidized Schools Provident Fund Scheme

- Home
- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register

Current School Year: 2001 6 August 2003 18:16

[S-FSC10-02] FMP > Staff Cost > Staff Master > Provident Fund

Personal	Employment	Provident Fund	Payroll Account Code	Payroll Amount	Cost Allocation
NCS5	CHAN SIU MING (陳小明)				Created in FMP module

Grant/Subsidized Schools PF Scheme

Grant/Subsidized Schools PF Scheme

As at Date (DD/MM/YYYY) 01/09/2003

Balance B/F - Contribution from Previous Employment	Employee	\$	0.00
	Employer	\$	0.00
Balance B/F - Dividend Received from Previous Employment		\$	0.00

Employee Contribution Account G1017001003 (DEFAULT) Teaching Staff P.F./MPF Con deducted at source

Stage	Contribution Percentage		Effective Date (DD/MM/YYYY)
	Employee	Employer	
1			
2			
3			

Remarks

Note: Effective Date

Save Record(s)

Save Back

If the staff participates in the Grant / Subsidized Schools Provident Fund Scheme, users should select the corresponding option.

Step 5. Fill in the balance brought forward information from the staff's previous employment in other schools / companies.

Maintain Staff Provident Fund Setting

Grant / Subsidized Schools Provident Fund Scheme

- Home
- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register

Current School Year: 2001 6 August 2003 18:16

[S-FSC10-02] FMP > Staff Cost > Staff Master > Provident Fund

Personal
Employment
Provident Fund
Payroll Account Code
Payroll Amount
Cost Allocation

NCS5 CHAN SIU MING (陳小明) Created in FMP module

Grant/Subsidized Schools PF Scheme

Grant/Subsidized Schools PF Scheme

As at Date (DD/MM/YYYY) 01/09/2003

Balance B/F - Contribution from Previous Employment Employee \$ 0.00

Employer \$ 0.00

Balance B/F - Dividend Received from Previous Employment \$ 0.00

Employee Contribution Account G1017001003 (DEFAULT) Teaching Staff P.F./MPF Con deducted at source

Stage	Contribution Percentage		Effective Date (DD/MM/YYYY)
	Employee %	Employer %	
1	5.00	5.00	01/09/2003
2	5.00	10.00	01/09/2004
3	5.00	15.00	

Step 6. Fill in the Employee's Contribution Account Code of the staff.

Remarks

Note: Effective Date must be later than the current date. At least one stage must be inputted.

Save Record(s)
 Back

Maintain Staff Provident Fund Setting Grant / Subsidized Schools Provident Fund Scheme

- Home
- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register

Current School Year: 2001 6 August 2003 18:16

[S-FSC10-02] FMP > Staff Cost > Staff Master > Provident Fund

Personal Employment **Provident Fund** Payroll Account Code Payroll Amount Cost Allocation
NCS5 CHAN SIU MING (陳小明) Created in FMP module

Grant/Subsidized Schools PF Scheme
Grant/Subsidized Schools PF Scheme
As at Date (DD/MM/YYYY) 01/09/2003
Balance B/F - Contribution from Pr
Balance B/F - Dividend Received fr
Employee Contribution Account

Step 7. Fill in the effective date for at least one stage defined in Maintain Grant / Subsidized Schools Provident Fund Scheme Fund Rate Setting function.

Step 8. Fill in the Remarks if that is necessary.

Step 9. Click [Save] button.

Stage	Contribution		Effective Date (DD/MM/YYYY)
	Employee %	Employer %	
1	5.00	5.00	01/09/2003
2	5.00	10.00	01/09/2004
3	5.00	15.00	

Remarks

Note: Effective Date must be inputted for at least one stage must be inputted.

Save Record(s) Back

Maintain Staff Provident Fund Setting

ORSO Scheme

- Home
- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register

ORSO Scheme

ORSO Scheme

As at Date (DD/MM/YYYY)

Balance B/F - Contribution from Previous Employment	Employee	\$	<input type="text" value="0.00"/>
	Employer	\$	<input type="text" value="0.00"/>
Balance B/F - Dividend / Interest Received from Previous Employment	Employee	\$	<input type="text" value="0.00"/>
	Employer	\$	<input type="text" value="0.00"/>
Balance B/F - Miscellaneous Amount from Previous Employment	Employee	\$	<input type="text" value="0.00"/>
	Employer	\$	<input type="text" value="0.00"/>

Employee Contribution Account (DEFAULT) Grant Expenses

Stage	Contribution Percentage		Employer Contribution Account	Effective Date (DD/MM/YYYY)
	Employee %	Employer %		
1	5.00	5.00	<input type="text" value="G2005001001"/>	<input type="text" value="01/01/2003"/>
2	5.00			
3	5.00			

If the staff participates in the ORSO Scheme, users should select the corresponding option.

Step 10. Fill in the balance brought forward information from the staff's previous employment in other schools / companies.

Remarks

Note: Effective date for at least one stage must be inputted.

Maintain Staff Provident Fund Setting ORSO Scheme

User: jennifer Login Time: 06/08/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

English Name

Maintain Staff Provident Fund Setting Current School Year: 2001 6 August 2003 18:18


- Home
- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register




ORSO Scheme

ORSO Scheme

As at Date (DD/MM/YYYY) 01/01/2003

Balance B/F - Contribution from Previous Employment	Employee	\$	0.00
	Employer	\$	0.00
Balance B/F - Dividend / Interest Received from Previous Employment	Employee	\$	0.00
	Employer	\$	0.00
Balance B/F - Miscellaneous Amount from Previous Employment	Employee	\$	0.00
	Employer	\$	0.00

Employee Contribution Account  G2005001001 (DEFAULT) Grant Expenses

Stage	Contribution Percentage		Employer Contribution Account	Effective Date (DD/MM/YYYY)
	Employee %	Employer %		
1	5.00	5.00	 G1018001002 (DEFAULT) Employer's contributions - entitled to 5%	01/01/2003
2	5.00	10.00	 G1018001003 (DEFAULT) Employer's contributions - entitled to 10%	
3	5.00	15.00	 G1018001004 (DEFAULT) Employer's contributions - entitled to 15%	

Step 11. Fill in the Employee's Contribution Account Code of the staff.

Remarks

Note: Effective date for at least one stage must be inputted.

Maintain Staff Provident Fund Setting ORSO Scheme

User: jennifer Login Time: 06/08/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)


Current School Year: 2001







6 August 2003 18:18

Step 12. Fill in the Effective Date and Employer's Contribution Account Code for at least one stage defined in Maintain ORSO Scheme Fund Rate Setting function

Step 13. Fill in the Remarks if that is necessary.

Step 14. Click [Save] button.

Employee Contribution Account  (DEFAULT) Grant Expenses

Stage	Contribution Percentage		Employer Contribution Account	Effective Date (DD/MM/YYYY)
	Employee %	Employer %		
1	5.00	5.00	 <input type="text" value="G1018001002"/> (DEFAULT) Employer's contributions - entitled to 5%	<input type="text" value="01/01/2003"/> 
2	5.00	10.00	 <input type="text" value="G1018001003"/> (DEFAULT) Employer's contributions - entitled to 10%	<input type="text" value="01/01/2004"/> 
3	5.00	15.00	 <input type="text" value="G1018001004"/> (DEFAULT) Employer's contributions - entitled to 15%	<input type="text" value=""/> 

Remarks

Note: Effective date for at least one stage must be inputted.

Maintain Staff Provident Fund Setting

Mandatory Provident Fund Scheme

User: jennifer Login Time: 06/08/2003 17:53 Logout | Help | 中文版本

- Home
- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register

Current School Year: 2001

6 August 2003 18:20

Personal Employment 775222222222 Payroll Account Code Payroll Amount Cost Allocation

NCS5 CHAN SIU MING (陳小明) Created in FMP module

MPF Scheme

MPF Scheme

As at Date (DD/MM/YYYY) 01/01/2003

Balance B/F - Contribution from Previous Employment

Employee Mandatory Contribution \$ 0.00

Employer Mandatory Contribution \$ 0.00

Employee Voluntary Contribution \$ 0.00

Employer Voluntary Contribution \$ 0.00

Balance B/F - Miscellaneous Amount from Previous Employment \$ 0.00

	Employee	Employer
Mandatory Contribution Rate %	5.00	5.00
Voluntary Contribution %	0.00	5.00
Voluntary Contribution Amount \$	0.00	0.00

Mandatory Contribution Account

Voluntary Contribution Account

Remarks

Save Record(s)

Save Back

If the staff participates in Mandatory Provident Fund Scheme, users should select the corresponding option.

Step 15. Fill in the balance brought forward information from the staff's previous employment in other schools / companies.

Maintain Staff Provident Fund Setting

Mandatory Provident Fund Scheme

User: jennifer Login Time: 06/08/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

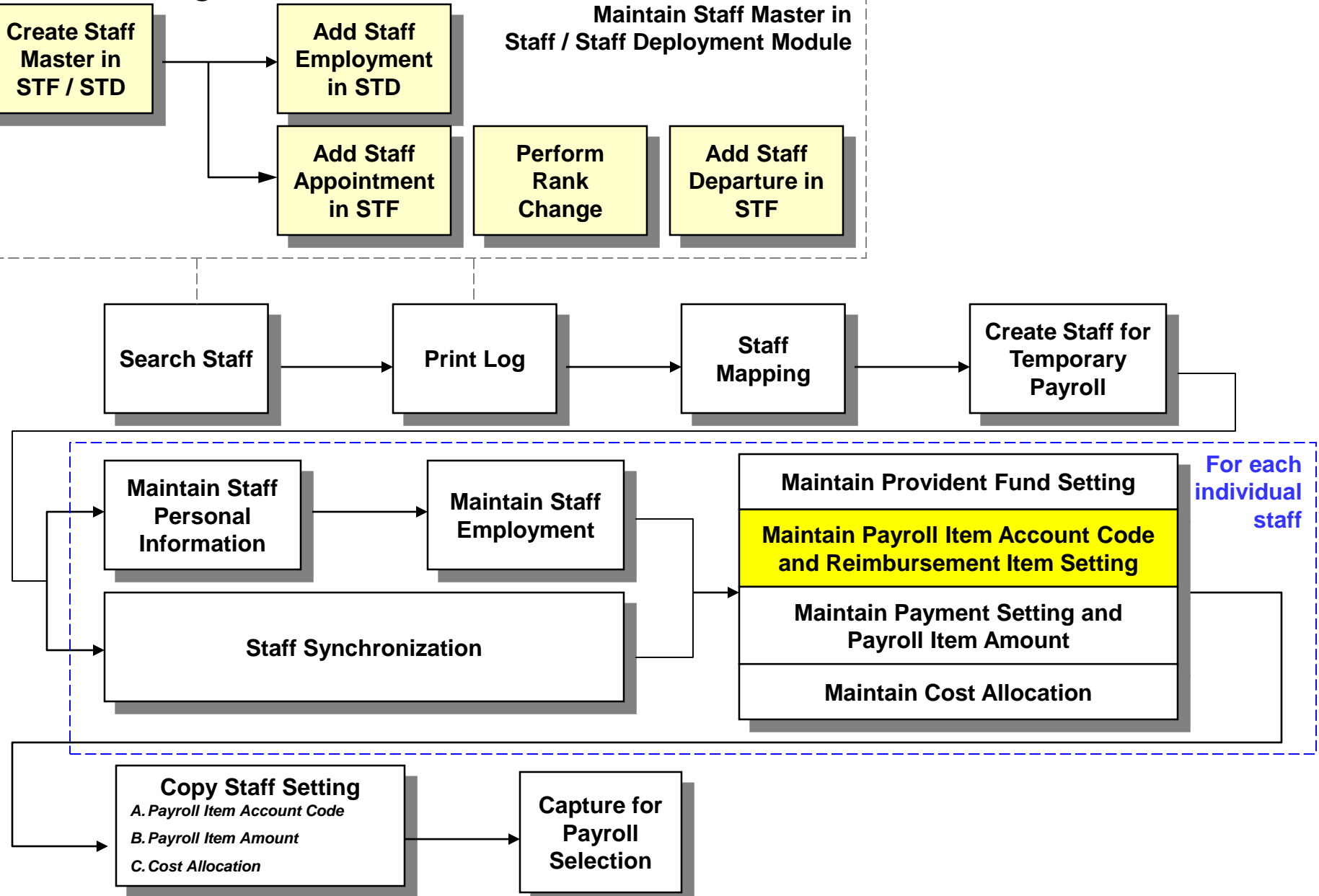
- Step 16. Fill in employee's and employer's mandatory and voluntary contribution account codes
- Step 17. Fill in the rate and amount of employer's and employee's voluntary contributions if necessary.
- Step 18. Fill in the Remarks if necessary.
- Step 19. Click the [Save] button.

	Employee	Employer
Mandatory Contribution Rate %	5.00	5.00
Voluntary Contribution %	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>
Voluntary Contribution Amount \$	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Mandatory Contribution Account	<input type="text" value="G2005001001"/> (DEFAULT) Grant Expenses	<input type="text" value="G1018002002"/> (DEFAULT) Employer's contributions - entitled to 5%
Voluntary Contribution Account	<input type="text" value="G2005001001"/> (DEFAULT) Grant Expenses	<input type="text" value="G1018002003"/> (DEFAULT) Employer's contributions - entitled to 10%
Remarks <input type="text"/>		
<div> Save Record(s) Save Back </div>		

Maintain Staff Provident Fund Setting

- The system will adopt the updated setting in new payroll to be prepared subsequently.
- If any payroll entry of the staff is under preparation, the system will abort the updating the staff provident fund rate setting.
- Provident fund register records will remain in the system even though the staff subsequently changes his/her provident fund scheme from one scheme to another.

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting



Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

- To select appropriate payroll items and then pre-set the account codes to the selected payroll items for each employment of the individual staff.
- These settings will be used in capturing staff for payroll and the subsequent voucher preparation.
- Default amount of the selected payroll items are needed to be specified subsequently Maintain Staff Payroll Item Amount.
- To maintain reimbursement item setting of the staff for each accounting year.
- The payroll items and reimbursements items must have been created and defined as “Active” status in Payroll Setup.
- To update payroll item account codes, relevant payroll for the employment must not be under preparation.
- To update reimbursement item setting, relevant reimbursement item for the accounting year must not have been used in Payroll.

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

10/07/2003 08:55 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 July 2003 15:01

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Cost

[S-FSC05-04] FMP > Staff Cost > Staff Master > Employment

Record saved successfully.

Personal	Employment	Provident Fund	Payroll Account Code	Payroll Amount	Cost Allocation
NCS5	CHAN	STUMING (陳小明)			Created in FMP module

Employment Period

01/09/2003 - Current

Sch Level/Session

Primary/AM

Staff Type

Teaching Staff *

Employment Start Date (DD/MM/YYYY)

01/09/2003

Employment End Date (DD/MM/YYYY)

Current Rank

Certificated Master/Mistress

Remarks

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff

 Add  Delete  Save  Back

Save Record(s)

Step 1. Click [Payroll Account Code] tab.

The system will redirect to
Maintain Staff Payroll Item Amount
and Maintain Staff Payment
Setting page.

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 16:56

- User-Defined Fields
- Document
- Report
- Data Communication
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry

[S-FSC11-01] FMP > Staff Cost > Staff Master > Payroll Account Code

[Personal](#)
[Employment](#)
[Provident Fund](#)
[Payroll Account Code](#)
[Payroll Amount](#)
[Cost Allocation](#)

EMB1 Chan Siu Ming (陳小明) Created in Staff Module

Employment Period 01/01/2003 - Current

Bottom

Earning Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	Salary - Teaching Staff	G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Allowance - Teaching Staff	G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Back Pay - Teaching Staff	G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input type="checkbox"/>	Salary - Supply Staff	G1017002002 (DEFAULT) Supply Staff Salaries
<input type="checkbox"/>	Allowance - Supply Staff	G1017002002 (DEFAULT) Supply Staff Salaries

Step 2. Select an appropriate Employment Period.

Deduction Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	(Deduct) Back Pay - Teaching Staff	G1017001001 (DEFAULT) Grant Expenses

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

All payroll items with “Active” status as defined in Payroll Item Setup will be displayed on the screen by default.

- User-Defined Fields
- Document
- Report
- Data Communication

- CDS
- HKAT
- HKEAA

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry

- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent Cost

[S-FSC11-01] FMP > Staff Cost > Staff Payroll Item Setup

Personal Employment Provident Fund

EMB1


Employment Period 01/01/2003 - 01/01/2004

Bottom

Earning Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	Salary - Teaching Staff	 G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Allowance - Teaching Staff	 G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Back Pay - Teaching Staff	 G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input type="checkbox"/>	Salary - Supply Staff	 G1017002002 (DEFAULT) Supply/Teaching Supporting Staff's Salaries
<input type="checkbox"/>	Allowance - Supply Staff	 G1017002002 (DEFAULT) Supply/Teaching Supporting Staff's Salaries

Deduction Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	(Deduct)Back Pay - Teaching Staff	 G1017001001 (DEFAULT) Grant Expenses

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Step 3. Select appropriate earning and deduction payroll items for individual staff.

Only selected items will be listed in Staff Payroll Item Amount setting for this staff

- User-Defined Fields
- Document
- Report
- Data Communication
- CDS
- HKAT
- HKEAA
- ▼ FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - ▼ Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry

[S-FSC11-01] FMP > Staff Cost > Staff

Personal Employment Provident

EMB1

Employment Period 01/01/2003 - 01/01/2004

Bottom

Earning Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	Salary - Teaching Staff	G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Allowance - Teaching Staff	G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Back Pay - Teaching Staff	G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input type="checkbox"/>	Salary - Supply Staff	G1017002002 (DEFAULT) Supply/Teaching Supporting Staff's Salaries
<input type="checkbox"/>	Allowance - Supply Staff	G1017002002 (DEFAULT) Supply/Teaching Supporting Staff's Salaries

Deduction Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	(Deduct)Back Pay - Teaching Staff	G1017001001 (DEFAULT) Grant Expenses

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Step 4. Choose to adopt the default payroll item account code defined payroll item setup or select another account code for the selected staff.

- User-Defined Fields
- Document
- Report
- Data Communication

- CDS
- HKAT
- HKEAA

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry

[S-FSC11-01] FMP > Staff Cost > Staff

Personal Employment Provident

EMB1

Created in Staff Module


Employment Period 01/01/2003 - Current

Bottom

Earning Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	Salary - Teaching Staff	 G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Allowance - Teaching Staff	 G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Back Pay - Teaching Staff	 G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input type="checkbox"/>	Salary - Supply Staff	 G1017002002 (DEFAULT) Supply/Teaching Supporting Staff's Salaries
<input type="checkbox"/>	Allowance - Supply Staff	 G1017002002 (DEFAULT) Supply/Teaching Supporting Staff's Salaries

Deduction Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	(Deduct)Back Pay - Teaching Staff	 G1017001001 (DEFAULT) Grant Expenses

- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent C

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 16:56

- User-Defined Fields
- Document
- Report
- Data Communication
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Payroll
 - Payroll
 - P.F. Contributions
 - Tax
 - End
- CAR
- Sales
- Daily
- Non-Recurrent

[S-FSC11-01] FMP > Staff Cost > Staff Master > Payroll Account Code

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

EMB1 Chan Siu Ming (陳小明) Created in Staff Module


Employment Period 01/01/2003 - Current

Bottom

Earning Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	Salary - Teaching Staff	 G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Allowance - Teaching Staff	 G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
		 G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
		 G1017002002 (DEFAULT) Supply/Teaching Supporting Staff's Salaries
		 G1017002002 (DEFAULT) Supply/Teaching Supporting Staff's Salaries

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.

Payroll Items	Account Code
<input checked="" type="checkbox"/> (Deduct) Back Pay - Teaching Staff	 G1017001001 (DEFAULT) Grant Expenses

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

User: super1 Login Time: 10/05/2018 14:58 [Logout](#) | [Help](#)



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.

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

Input Account Code

Account Code Common Account Code

Sort By



 Copy  Close

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

 Select  Close

Bookkeeping

- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Petty Cash Voucher
- Cheque Printout
- Voucher Posting
- Month End
- Pre-Year End
- Year End
- Bank Reconciliation
- Report

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

User: super1 Login Time: 10/05/2018 14:58 Logout Help

Current School Year: 2017 10 May

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

Input Account Code

Account Code

Common Account Code

Sort By ☒ User Defined Order ☐ Account Code

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

Step 4c. Select account code from the Common Account Code drop-down list box and click [Copy] button

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

If users want to maintain staff reimbursement item setting:



Step 5. Select an appropriate accounting year.

English Name

- User-Defined Fields
- Document
- Report
- Data Communication

Reimbursement Items

Accounting Year 2003/2004

Select	Reimbursement Items	Account Code	Sch Level/Session	Programme
<input checked="" type="checkbox"/>	Travel Expenses	 G1017001005 Miscellaneous	Primary/AM	WFMP - Admin Programme
<input checked="" type="checkbox"/>	Meal Expenses	 G1017001005	Primary/AM	WFMP - Admin Programme

Top

 Copy to  Save  Back

Staff Master

Local intranet

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

English Name

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 10 July 2003 17:28

Accounting Year: 2003/2004

Select	Reimbursement Items	Account Code	Sch Level/Session	Programme
<input checked="" type="checkbox"/>	Travel Expenses	G1017001005 Miscellaneous	Primary/AM	WFMP - Admin Programme
<input checked="" type="checkbox"/>	Meal Expenses	G1017001005	Primary/AM	WFMP - Admin Programme

By default, the system shows all active reimbursement items defined in Reimbursement Item Setup for user to select.

Step 6. Select appropriate reimbursement items.

Step 7. Fill in account code, School Level/Session and Programme for each selected reimbursement item.

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

Step 8. Click [Save] button to save both Staff Payroll Item Account Codes and Staff Reimbursement Item Setting.

Note: Reimbursement items have to be set annually under each accounting year.

The screenshot shows the 'Staff Master' application interface. On the left is a navigation menu with options: User-Defined Fields, Document, Report, Data Communication, CDS, HKAT, HKEAA, FMP (expanded), Common Setup, Budgeting, Bookkeeping, and Staff Cost. The main area is titled 'Reimbursement Items' and shows the 'Accounting Year' set to '2003/2004'. Below this is a table with columns: Select, Reimbursement Items, Account Code, and Primary/AM. Two items are listed: 'Travel Expenses' and 'Meal Expenses', both with the account code 'G1017001005' and 'Primary/AM' set to 'WFMP - Admin Programme'. At the bottom, there are three buttons: 'Copy to', 'Save' (highlighted with a green box), and 'Back'. The status bar at the bottom shows 'Staff Master' and 'Local intranet'.

Select	Reimbursement Items	Account Code	Primary/AM
<input checked="" type="checkbox"/>	Travel Expenses	G1017001005 Miscellaneous	WFMP - Admin Programme
<input checked="" type="checkbox"/>	Meal Expenses	G1017001005	WFMP - Admin Programme

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

- The system will adopt the updated setting in new payroll prepared subsequently.
- If payroll entry of the selected employment is under preparation, the system will abort updating payroll item account codes of the selected employment.
- If the reimbursement item is used in any payroll entry in the selected accounting year, the system will abort updating the reimbursement item setting of the staff in the selected accounting year.
- In the preload data of payroll items and their account codes set by EDB in Payroll Setup, each staff type has its own set of payroll items and account codes. User can change the accounts code of the payroll item for individual staff.

Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

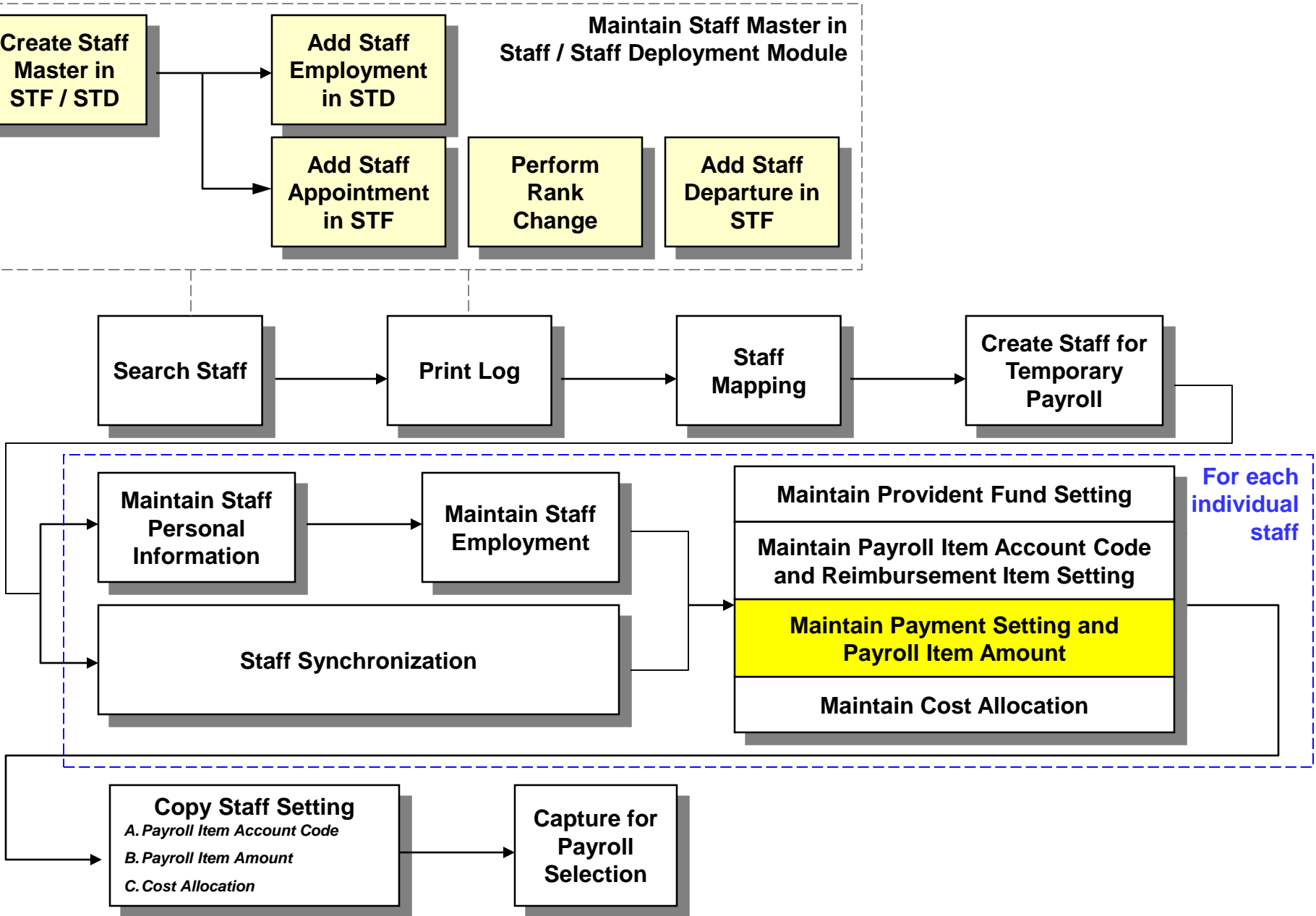
Step 9. User can copy staff payroll item account code setting to other staff by clicking the [Copy To] button.

The screenshot shows a web application interface for 'Staff Master'. The top navigation bar includes 'User: jennifer L'. The left sidebar contains a menu with 'User-Defined Fields', 'Document', 'Report', 'Data Communication', 'CDS', 'HKAT', 'HKEAA', 'FMP', 'Common Setup', 'Budgeting', 'Bookkeeping', and 'Staff Cost'. The main content area is titled 'Reimbursement Items' and shows the 'Accounting Year' as '2003/2004'. Below this is a table with columns: 'Select', 'Reimbursement Items', 'Account Code', 'Sch Level/Session', and 'Programme'. The table contains two rows: 'Travel Expenses' and 'Meal Expenses', both with the account code 'G1017001005' and 'Primary/AM' session. The 'Copy to' button is highlighted with a green box. The bottom status bar shows 'Staff Master' and 'Local intranet'.

Select	Reimbursement Items	Account Code	Sch Level/Session	Programme
<input checked="" type="checkbox"/>	Travel Expenses	G1017001005 Miscellaneous	Primary/AM	WFMP - Admin Programme
<input checked="" type="checkbox"/>	Meal Expenses	G1017001005	Primary/AM	WFMP - Admin Programme

Buttons: **Copy to**, Save, Back

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting



Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

- To view / update the amount of payroll items for each employment of the staff.
- To specify the payment setting of the staff.
- Staff must have subscribed autopay service to a bank if they would like to directly receive their salary through bank autopay.
- To update Staff Payroll Item Amount, payroll item must have been selected in Maintain Staff Payroll Account Code.
- To update Staff Payroll Item Amount, relevant payroll for the employment must not be under preparation.
- To update “Capture for Payroll” indicator and “Payment Method” in Staff Payment Setting, relevant payroll must not be under preparation.

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 16:56

- User-Defined Fields
- Document
- Report
- Data Communication
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry

[S-FSC11-01] FMP > Staff Cost > Staff Master > Payroll Account Code

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

EMB1 Chan Siu Ming (陳小明) Created in Staff Module

Employment Period 01/01/2003 - Current

Bottom

Earning Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	Salary - Teaching Staff	G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Allowance - Teaching Staff	G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input checked="" type="checkbox"/>	Back Pay - Teaching Staff	G1017001002 (DEFAULT) Teaching Staff Salaries excl P.F. Contributions
<input type="checkbox"/>	Salary - Supply Staff	
<input type="checkbox"/>	Allowance - Supply Staff	

Step 1. Click [Payroll Amount] tab.

The system will redirect to Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting page.

Deduction Payroll Items

Select	Payroll Items	Account Code
<input checked="" type="checkbox"/>	(Deduct)Back Pay - Teaching Staff	G1017001001 (DEFAULT) Grant Expenses

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

User: jennifer Login Time: 26/09/2003 16:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

26 September 2003 16:59

- Home
- Staff Deployment
- Staff
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Grant
- Report Management
- Data Management
- Customization

[S-FSC13-01] FMP > Staff Cost > Staff Master > Payroll Amount

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

NCS5

CHAN SIU MING (陳小明)

Created in Staff Module

☐ Capture For Payroll

Payment Method

Cheque - Without Printing

Bank Account Number

- - <Bank Code>-<Branch Code>-

<Account Code>

Bank Account Holder Name / Payee's Name (Eng)

CHAN SIU MING

Employment Period (DD/MM/YYYY - DD/MM/YYYY)

01/09/2003 - 31/12/2003

Payroll Items	
Earning Payroll Items	
Salary - Teaching Staff	
Allowance - Teaching Staff	0.00
Back Pay - Teaching Staff	0.00
Deduction Payroll Items	
asfasf	0.00
deduction1	0.00

Step 2. Fill in the information of staff payment setting:

Copy to Save Back

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

User: jennifer Login Time: 26/09/2003 16:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Y

- Home
- Staff Deployment
- Staff
- ▼ FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - ▼ Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summar
 - Non-Recurent Gra
- Report Management
- Data Management
- Customization

[S-FSC13-01] FMP > Staff Cost > Staff Master > Payroll Amount

Personal Employment Provident Fund Payroll Account Code

NCS5

CHAN SIU MING (陳小明)

☐ Capture For Payroll

Payment Method

Cheque - Without Printing

Bank Account Number

- - <Bank Code>-<Branch Code>-

<Account Code>

Bank Account Holder Name / Payee's Name (Eng)

CHAN SIU MING

Employment Period (DD/MM/YYYY - DD/MM/YYYY)

01/09/2003 - 31/12/2003

Payroll Items	Amount \$
Earning Payroll Items	
Salary - Teaching Staff	<input type="text"/> 0.00
Allowance - Teaching Staff	<input type="text"/> 0.00
Back Pay - Teaching Staff	<input type="text"/> 0.00
Deduction Payroll Items	
asfasf	<input type="text"/> 0.00
deduction1	<input type="text"/> 0.00

Copy to Save Back

Step 3. To update the payroll item amount setting, select an appropriate Employment Period.

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

User: jennifer Login Time: 26/09/2003 16:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Y

Step 4. Update the "Amount" of each payroll item.

- Home
- Staff Deployment
- Staff
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summar
 - Non-Recurent Gra
- Report Management
- Data Management
- Customization

[S-FSC13-01] FMP > Staff Cost > Staff Master > Payroll Amount

Personal Employment Provident Fund Payroll Account Code Location
NCS5 CHAN SIU MING (陳小明) Created in Staff Module

☐ Capture For Payroll

Payment Method

Cheque - Without Printing

Bank Account Number

- - <Bank Code>-<Branch Code>-
<Account Code>

Bank Account Holder Name / Payee's Name (Eng) CHAN SIU MING

Employment Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2003 - 31/12/2003

Payroll Items	Amount \$
Earning Payroll Items	
Salary - Teaching Staff	10,000.00
Allowance - Teaching Staff	0.00
Back Pay - Teaching Staff	0.00
Deduction Payroll Items	
asfasf	0.00
deduction1	0.00

Copy to Save Back

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

User: jennifer Login Time: 14/10/2003 21:43 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 21:45

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurrent C

[S-FSC13-01] FMP > Staff Cost > Staff Master > Payroll Amount

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

NCS5

CHAN SIU MING (陳小明)

Created in Staff Module

☒ Capture For Payroll

Payment Method

Autopay

Bank Account Number

123 - 456 - 789012345

<Bank Code>-<Branch Code>-

<Account Code>

Bank Account Holder Name / Payee's Name (Eng)

CHAN SIU MING

Employment Period (DD/MM/YYYY - DD/MM/YYYY)

01/09/2003 - 31/12/2003

Payroll Items	Amount \$
Earning Payroll Items	
Salary - Teaching Staff	20,000.00
Allowance - Teaching Staff	1,000.00
	0.00
	0.00
	0.00

Step 5. Click [Save] button to save both Staff Payroll Item Amount and Staff Payment Setting.

 Copy to  Save  Back

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

- The system will adopt the updated payroll item amount setting and payment method in new payroll prepared subsequently. Payroll previously prepared will not be affected.
- Updated Payee's Name (Eng) will be captured as payee name in new payroll voucher to be created subsequently if the payment method "Cheque - With Printing" or "Cheque - Without Printing" is selected.
- Updated Bank Account Number and Bank Account Holder Name (Eng) will be captured in the new autopay file to be generated subsequently if the payment method "Autopay" is selected.
- Payroll amount defined in this function will be used as the default amount when preparing payroll.
- If payroll entry in the selected employment is under preparation, the system will abort updating payroll items of the selected employment.
- If payroll entry is under preparation, only the Bank Account Number and Bank Account Holder Name / Payee's Name (Eng) can be updated. The Payment Method is not allowed to be updated.

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

User: jennifer Login Time: 26/09/2003 16:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

26 September 2003 16:59

- Home
- Staff Deployment
- Staff
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Grant
- Report Management
- Data Management
- Customization

[S-FSC13-01] FMP > Staff Cost > Staff Master > Payroll Amount

Personal Employment Provident Fund Payroll Account

NCS5

CHAN SIU MING (陳小明)

☐ Capture For Payroll

Payment Method

Cheque - Without Printing

Bank Account Number


- - <Bank Code>-<Branch Code>-
<Account Code>

Bank Account Holder Name / Payee's Name (Eng) CHAN SIU MING

Employment Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2003 - 31/12/2003

Payroll Items	Amount \$
Earning Payroll Items	
Salary - Teaching Staff	<input type="text"/> 0.00
Allowance - Teaching Staff	<input type="text"/> 0.00
Back Pay - Teaching Staff	<input type="text"/> 0.00
Deduction Payroll Items	
asfasf	<input type="text"/> 0.00
deduction1	<input type="text"/> 0.00

 Copy to

 Save

 Back

Step 6. User can copy staff payroll item amount setting to other staff by clicking the [Copy To] button.

Maintain Staff Cost Allocation

Create Staff Master in STF / STD

Add Staff Employment in STD

Add Staff Appointment in STF

Maintain Staff Master in Staff / Staff Deployment Module

Perform Rank Change

Add Staff Departure in STF

Search Staff

Print Log

Staff Mapping

Create Staff for Temporary Payroll

Maintain Staff Personal Information

Maintain Staff Employment

Staff Synchronization

Maintain Provident Fund Setting

Maintain Payroll Item Account Code and Reimbursement Item Setting

Maintain Payment Setting and Payroll Item Amount

Maintain Cost Allocation

For each individual staff

Copy Staff Setting

A. Payroll Item Account Code

B. Payroll Item Amount

C. Cost Allocation

Capture for Payroll Selection

Maintain Staff Cost Allocation

- In order to get a more accurate picture of the total resources being committed to each programme, it is necessary to apportion the salary paid to a staff with reference to the total time spent by this staff on that programme.
- To view / update how the school allocates staff payroll expenditure in a particular accounting year to different programmes.
- Relevant payroll for the accounting year must not be under preparation

- Home
- Staff Deployment
- Staff
- ▼ FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - ▼ Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summar
 - Non-Recurrent Gra
- Report Management
- Data Management
- Customization

[S-FSC13-01] [FMP](#) > [Staff Cost](#) > [Staff Master](#) > [Payroll Amount](#)

[Personal](#)
[Employment](#)
[Provident Fund](#)
[Payroll Account Code](#)
[Payroll Amount](#)
[Cost Allocation](#)

NCS5

CHAN SIU MING (陳小明)

Created in Staff Module

☐ Capture For Payroll

Payment Method

Cheque - Without Printing

Bank Account Number

- - <Bank Code>-<Branch Code>-
 <Account Code>

Bank Account Holder Name / Payee's Name (Eng)

CHAN SIU MING

Employment Period (DD/MM/YYYY - DD/MM/YYYY)

01/09/2003 - 31/12/2003

Payroll Items	Amount \$
Earning Payroll Items	
Salary - Teaching Staff	0.00
Allowance - Teaching Staff	
Back Pay - Teaching Staff	
Deduction Payroll Items	
asfasf	0.00
deduction1	0.00

Copy to
 Save
 Back

Step 1. Click [Cost Allocation] tab.

The system will redirect to Maintain Staff Cost Allocation page.

Maintain Staff Cost Allocation

English Name

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 15:36

- User-Defined Fields
- Document
- Report
- Data Communication
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Cost

[S-FSC12-01] FMP > Staff Cost > Staff Master > Cost Allocation

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

EMB1

Chan Siu Ming (陳小明)

Created in Staff Module

Accounting Year 2003/2004

Bottom

S/No	Sch Level/Session	Programme	Allocation Percentage %
1	Primary/AM	WFMP - Admin Programme	100.00
2			
3			
4			
5			
6			
7			
8	9		

Copy to Add Save Back

Step 2. Select an appropriate Accounting Year.

The cost allocation records of the selected accounting year will be displayed.

Maintain Staff Cost Allocation

User: jennifer Login Time: 14/10/2003 21:43 [Logout](#) | [Help](#) | [中文版本](#)

PRIMARY SCHOOL (FMP) (Type 6)

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurrent C

[S-FSC12-01] FMP > Staff Cost > Staff Master > Cost Allocation

Personal Employment Provident Fund Payroll Account

NCS5 CHAN SIU MING (陳小明)

Accounting Year (YYYY/YYYY) 2003/2004

Bottom

S/No	Sch Level/Session	Programme	Allocation Percentage %
1	Primary/AM	WFMP - Admin Programme	100.00
2			
3			
4			
5			
6			
7			
8			

Top

Copy to Add Save Back

Step 3. Select an appropriate School Level/Session and Programme and assign Allocation Percentage to each individual line of cost allocation.

Maintain Staff Cost Allocation

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

English Name

- User-Defined Fields
 - Document
 - Report
 - Data Communication
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Cost

[S-FSC12-01] FMP > Staff Cost > Staff Master > Cost Allocation

Personal Employment Provident Fund Payroll Account

EMB1

Chan Siu Ming (陳小明)

Accounting Year 2003/2004

Bottom

S/No	Sch Level/Session	Programme	Allocation Percentage %
1	Primary/AM	WFMP - Admin Programme	100.00
2			
3			
4			
5			
6			
7			
8	9		

Top

Copy to Add Save Back

Step 4. Click the [Add] button to add a new row if the existing rows are not enough to define the cost allocation.

Maintain Staff Cost Allocation

User: jennifer Login Time: 14/10/2003 21:43 [Logout](#) | [Help](#) | [中文版本](#)

Current School

Step 5. Click the [Save] button.

[S-FSC12-01] FMP > Staff Cost > Staff Master > Cost Allocation

Personal **Employment** **Provident Fund** **Payroll Account Code** **Payroll Amount** **Cost Allocation**

NCS5

CHAN SIU MING (陳小明)

Created in Staff Module

Accounting Year (YYYY/YYYY) 2003/2004

Bottom

S/No	Sch Level/Session	Programme	Allocation Percentage %
1	Primary/AM	WFMP - Admin Programme	100.00
2			
3			
4			
5			
6			
7			
8			

Top

Copy to Add Save Back

Maintain Staff Cost Allocation

- Cost allocation records are saved accordingly.
- The system will adopt the updated setting in new payroll to be prepared subsequently.
- If payroll entry in the selected accounting year is under preparation, the system will abort updating the cost allocation setting of the staff in the selected accounting year.
- The allocation percentage must be added up to a total of 100%.
- Duplicated entry with the same school level/session and programme code is not allowed.
- This setting must be carried out annually for individual accounting year. Otherwise, 100% will be allocated to “WFMP - Admin Programme” by default.

Maintain Staff Cost Allocation

English Name

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

- User-Defined Fields
- ▶ Document
- Report
- Data Communication
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▼ Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - ▶ CAR
 - ▶ Sales & Stock
 - ▶ Daily Coll. Summary
 - ▶ Non-Recurrent Cost

[S-FSC12-01] FMP > Staff Cost > Staff Master > Cost Allocation

Personal Employment Provident Fund Payroll Account Co

EMB1

Chan Siu Ming (陳小明)

Accounting Year 2003/2004

▼ Bottom

S/No	Sch Level/Session	Programme	Allocation Percentage %
1	Primary/AM	WFMP - Admin Programme	100.00
2			
3			
4			
5			
6			
7			
8	9		

▲ Top

 Copy to  Add  Save  Back

Step 6. User can copy staff cost allocation setting to other staff by clicking the [Copy To] button.

Maintain Staff Master

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

English Name

[S-FSC12-01] FMP > Staff Cost > Staff Master > Cost Allocation

Personal Employment Provident Fund Payroll Account Co

EMB1

Chan Siu Ming (陳小明)

Created in Staff Module

Accounting Year 2003/2004

Bottom

S/No	Sch Level/Session	Programme	Allocation Percentage %
1	Primary/AM	WFMP - Admin Programme	100.00
2			
3			
4			
5			
6			
7			
8	9		

Top

Copy to Add Save Back

Step 7. Click [Back] button to go back to the Staff Search Result page.

Maintain Staff Master

User: jennifer Last Login: 09/07/2003 09:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 July 2003 10:19

Staff Name (Eng)

Search Reset

The following pair of staff is duplicated. If it is duplicated, the record created in FMP (Right column) will be transferred to the record created in Staff Module (Left column). The record created in Staff Module will transfer data.

Created in Staff Module

[EMB1 PAK CHUN PUN](#)

Primary ID Type:
Primary ID No.:
Primary ID Place of Issue:

Staff Mapping

<input type="checkbox"/>	<u>Staff Code</u>	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	<u>Sch Level/Session</u>	<u>Staff Record Created in</u>	<u>Capture For Payroll</u> <input type="checkbox"/>
<input type="checkbox"/>	EMB1	PAK CHUN PUN	白駿奔	Primary/AM	Staff Module	<input type="checkbox"/>
<input type="checkbox"/>	NCS1	PAK CHUN PUN	白駿奔	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS2	WOO DENNY	胡大明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS3	YAN JASON	欣小明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module / Staff Deployment Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment Module and corresponding synchronization action in FMP Module.

[Staff Mapping](#)

[Print Log](#)

Add

Copy to

Delete

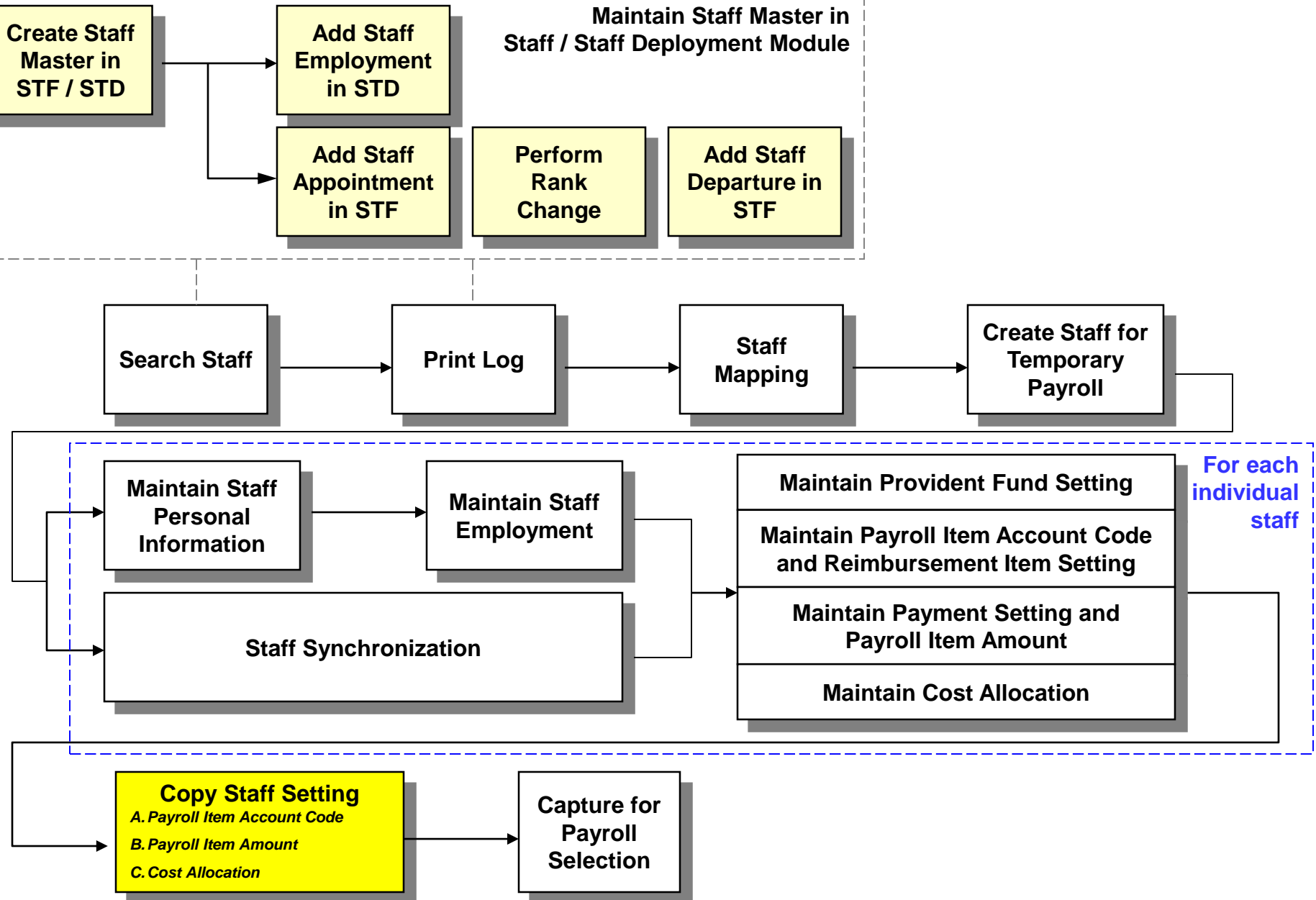
Save

Staff will be available for selection in Prepare Payroll if “Capture for Payroll” indicator is checked in Staff Master
User can select staff for payroll.

Step 8. Update “Capture for Payroll” status of the listed staff by clicking the checkboxes of Capture for Payroll.

Step 9. click [Save] button.

Copy Staff Payroll Setting



Copy Staff Payroll Setting

- To copy payroll item account code, payroll item amount and cost allocation setting from a selected staff to one or more staff.
- For cost allocation, users can copy the setting of a staff from any previous or current accounting year to other staff (including the staff himself) in any current or future accounting year.
- Staff payroll account code setting, payroll amount setting and cost allocation setting of the staff to be copied from have been set up beforehand.
- Payroll entry in any one of the staff to be copied to must not be under preparation.
- To carry forward cost allocation setting to the next accounting year, users may make use of the Copy Staff Payroll Setting.

Copy Staff Payroll Setting

User: jennifer Last Login: 10/07/2003 08:55 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 July 2003 15:24

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurent C

Search Reset

The following pair of staff are with identical staff information. If it is duplicated, please click the button to transfer data from the record created in FMP (Right column of the table) to the record created in Staff Module (Left column of the table). The record created in FMP (Right column of the table) will transfer data.

Created in Staff Module or Staff Deployment

[EMB1 Chan Siu Ming \(陳小明\)](#)

Primary ID Type: Passport
Primary ID No.: PPNC51
Primary ID Place of Issue: Australia

Staff Mapping

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Sch Level/Session	Staff Record Created in	Capture For Payroll <input type="checkbox"/>
<input type="checkbox"/>	EMB1	Chan Siu Ming	陳小明	Primary/AM	Staff Module	<input type="checkbox"/>
<input type="checkbox"/>	NCS1	PAK CHUN PUN	白駿奔	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NCS2	WOO DENNY	胡大明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS3	YAN JASON	欣小明	Primary/AM	FMP Module	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NCS5	CHAN SIU MING	陳小明	Primary/AM	FMP Module	<input type="checkbox"/>

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module / Staff Deployment Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment Module and corresponding synchronization action in FMP Module.

Staff Mapping

Print Log

Add

Copy to

Delete

Save

Step 1. Select a staff to be copied from

Step 2. click the [Copy To] button.

The system will redirect to the Copy Staff Payroll Setting page.

Copy Staff Payroll Setting

User: jennifer

Step 3. Select items to be copied:
Payroll Account Code Setting,
Payroll Amount Setting and/or Cost
Allocation Setting.

[S-FSC08-01] FMP > Staff Cost > Staff Master

NCS1 PAK CHUN PUN (白駿奔)

Copy Staff Setting

- ☒ Payroll Account Code Setting (Payroll Item Account Code)
- ☒ Payroll Amount Setting (Payroll Item Amount)
- ☒ Payroll Cost Allocation Setting (Programme cost allocation percentage)

Accounting Year 2003/2004

Copy To

Accounting Year 2003/2004

Staff Type Teaching Staff *

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Sch Level/Session
<input type="checkbox"/>	NCS2	WOO DENNY	Primary/AM

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

Confirm

Back

Confirm

Copy Staff Payroll Setting

User: jennifer

Step 4. If Cost Allocation Setting is selected to be copied, select an appropriate Accounting Year (top) to be copied from and the Accounting Year(bottom) to be copied to.

[S-FSC08-01] FMP > Staff Cost > Staff Master

NCS1 PAK CHUN PUN (白駿奔)

Copy Staff Setting

☒ Payroll Account Code Setting (Payroll Item Account Code)

☒ Payroll Amount Setting (Payroll Item Amount)

☒ Payroll Cost Allocation Setting (Programme cost allocation percentage)

Accounting Year 2003/2004

Copy To

Accounting Year

2003/2004

Staff type

Teaching Staff *

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Sch Level/Session
<input type="checkbox"/>	NCS2	WOO DENNY	Primary/AM

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

Confirm

Back

Confirm

Copy Staff Payroll Setting

User: jennifer

Step 5. Select the Staff Type.

All the corresponding staff will be displayed.

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurent C

[S-FSC08-01] FMP > Staff Cost > Staff Master

NCS1 PAK CHUN PUN (白駿奔)

Created in FMP module

Copy Staff Setting

- ☒ Payroll Account Code Setting (Payroll Item Account Code)
 - ☒ Payroll Amount Setting (Payroll Item Amount)
 - ☒ Payroll Cost Allocation Setting (Programme cost allocation percentage)
- Accounting Year 2003/2004

Copy To

Accounting Year 2003/2004

Staff Type Teaching Staff *

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Sch Level/Session
<input type="checkbox"/>	NCS2	WOO DENNY	Primary/AM

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

Confirm

Back

Confirm

Copy Staff Payroll Setting

User: jennifer

Step 6. Select staff to be copied to.
one or more staff can be selected at
the same time.

Step 7. Click [Confirm] button.

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurent C

[S-FSC08-01] FMP > Staff Cost > Staff Master

NCS1 PAK CHUN PUN (白駿奔)

Copy Staff Setting

- ☒ Payroll Account Code Setting (Payroll Item Account Code)
- ☒ Payroll Amount Setting (Payroll Item Amount)
- ☒ Payroll Cost Allocation Setting (Programme cost allocation percentage) Accounting Year 2003/2004

Copy To

Accounting Year 2003/2004
Staff Type Teaching Staff *

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Sch Level/Session
<input checked="" type="checkbox"/>	NCS2	WOO DENNY	Primary/AM

Note for Staff Type: * - grouping from Staff Module ** - grouping from Staff Deployment Module

Confirm

Back

Confirm

Copy Staff Payroll Setting

- The selected setting(s) will be copied to the selected staff and; the previous setting(s) of the selected staff will be overwritten.
- If payroll entry of any one of the staff to be copied to is under preparation, the system will abort copying setting to all the selected staff.
- Only payroll items of the current employment can be copied to other staff.