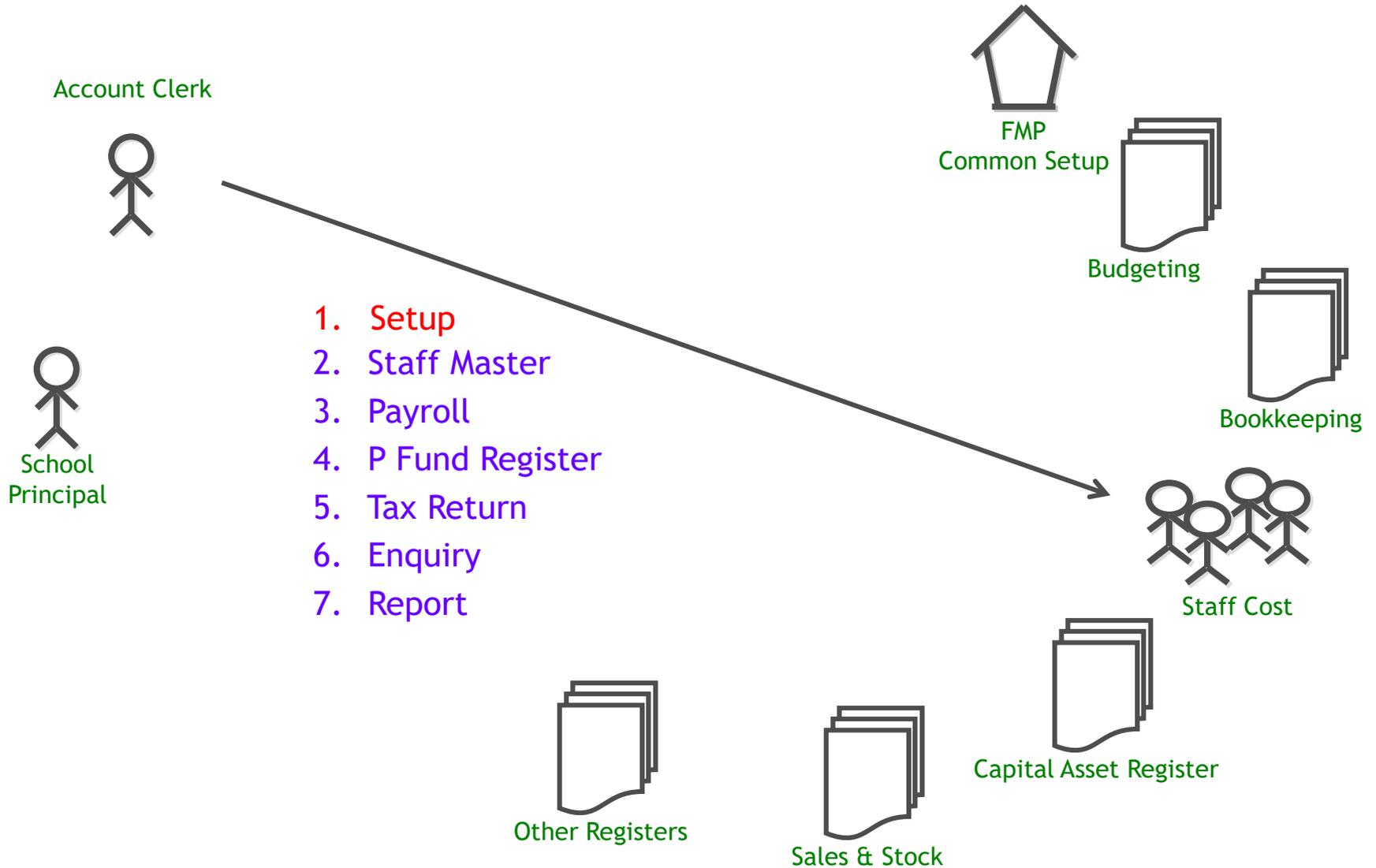


# FMP - Staff Cost



# Setup Overview

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

# Provident Fund Setup

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

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

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

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

- 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
  - Customization

[S-FSC02-01] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup
Payroll Setup
Tax Information Setup
Autopay Setup

Grant/Subsidized Schools PF Scheme
ORSO Scheme
MPF Scheme

### Grant/Subsidized Schools PF Scheme General Setting

**Employee's Contribution Contra Account Code**  Teaching Staff P.F. Con deducted at source by EDB

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund

### Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY) 30/06/2

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	
4	<input type="text"/>	<input type="text"/>	

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

Step 2. Click [Provident Fund Setup] tab.

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

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

Current School Year: 2001

5 July 2003 12:37

- 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
  - Customization

[S-FSC02-01] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup | 
 Payroll Setup | 
 Tax Information Setup | 
 Autopay Setup

Grant/Subsidized Schools PF Scheme | 
 ORSO Scheme | 
 MPF Scheme

### Grant/Subsidized Schools PF Scheme General Setting

**Employee's Contribution Contra Account Code**  Teaching Staff P.F. Con deducted at source by EDB

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

### Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY)

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

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text"/>
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	<input type="text"/>
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

- 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-Recurent Gra
  - Report Management
  - Customization

[S-FSC02-01] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup
Payroll Setup
Tax Information Setup
Autopay Setup

Grant/Subsidized Schools PF Scheme
ORSO Scheme
MPF Scheme

### Grant/Subsidized Schools PF Scheme General Setting

**Employee's Contribution Contra Account Code**  Teaching Staff P.F. Con deducted at source by EDB

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

### Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Re
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text"/>
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	<input type="text"/>
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 4. Fill in General Setting.

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

- 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
  - Customization

[S-FSC02-01] FMP > Staff Cost > Setup > Provident Fund Setup

Grant/Subsidized Schools PF Scheme General Setting

**Employee's Contribution Contra Account Code**   Teaching Staff P.F. Con deducted at source by EDB

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY) 30/06/2

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	
4	<input type="text"/>	<input type="text"/>	

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

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

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

11701 - Grants outside OEBG/ EOEBG

Sub-Ledger Code

Account Code

 Select

 Close

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

### Bookkeeping

- Payment Vo
- Receipt Vou
- Journal Vou
- Petty Cash V
- Cheque Prin
- Voucher Pos
- Month End
- Pre-Year En
- Year End
- Bank Recon
- Report

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

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

- Bookkeeping
  - Payment Vo
  - Receipt Vou
  - Journal Vou
  - Petty Cash V
  - Cheque Prin
  - Voucher Pos
  - Month End
  - Pre-Year En
  - Year End
  - Bank Recon
  - Report

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

Current School Year: 2001

5 July 2003 12:37

- 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
  - Customization

[S-FSC02-01] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup
Payroll Setup
Tax Information Setup
Autopay Setup

Grant/Subsidized Schools PF Scheme
ORSO Scheme
MPF Scheme

### Grant/Subsidized Schools PF Scheme General Setting

**Employee's Contribution Contra Account Code**  Teaching Staff P.F. Con deducted at source by EDB

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text"/>
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	<input type="text"/>
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 5. Click [Save] button.

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

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

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

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

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

Current School Year: 2001

11 July 2003 11:36

- ▶ 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

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

## Grant/Subsidized Schools PF Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY)

Edit Effective Date (DD/MM/YYYY)

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	
4	<input type="text"/>	<input type="text"/>	
5	<input type="text"/>	<input type="text"/>	
6	<input type="text"/>	<input type="text"/>	
7	<input type="text"/>	<input type="text"/>	
8	<input type="text"/>	<input type="text"/>	
9	<input type="text"/>	<input type="text"/>	
10	<input type="text"/>	<input type="text"/>	

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

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

Add Delete Save

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

Current School Year: 2001

11 July 2003 11:36

- 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

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

## Grant/Subsidized Schools PF Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

Edit Effective Date (DD/MM/YYYY) 01/01/1996

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

To update existing fund rate setting:  
Step 1. Select an appropriate Effective Date.  
The corresponding fund rate setting details will be displayed.

Note: Please click "Add" Button to create a new Set of Fund Rate

Add Delete Save

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



Current School Year: 2001

11 July 2003 11:36

- 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

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

## Grant/Subsidized Schools PF Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

**Edit Effective Date** (DD/MM/YYYY) 01/01/1996

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

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

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

Note: Please click "Add" Button to cr

Add Delete Save

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

Current School Year: 2001

11 July 2003 11:36

- 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

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

## Grant/Subsidized Schools PF Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

Edit Effective Date (DD/MM/YYYY) 01/01/1996

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

Step 4. Click [Save] button.

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

Add Delete Save

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

- The employee's and employer's provident fund contributions in Payroll will adopt the updated fund rate setting and effective date for calculation.
- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

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

## Add Fund Rate Setting

Current School Year: 2001

11 July 2003 11:36

- 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

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### Grant/Subsidized Schools PF Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

Edit Effective Date (DD/MM/YYYY) 01/01/1996

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

To create a new fund rate setting:  
Step 1. Click [Add] button.  
The system will redirect to the Add Provident Fund Rate Setting page.

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

Add Delete Save

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

## Add Fund Rate Setting

Current School Year: 2002

6 August 2003 17:12

- 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

Decimal Place

2

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

Grant/Subsidized Schools PF Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY)

01/09/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5	5	
2	5	10	
3	5	15	
4	5	20	service year > 20 years
5			
6			
7			
8			
9			
10			

Note: Please click "Add" Button to create a new Set of Fund Rate Setting

Save Record(s)  
Save Back

Step 2. Fill in the Effective Date.

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

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

## Add Fund Rate Setting

Current School Year: 2002

6 August 2003 17:12

- 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

Decimal Place

2

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

 Save

### Grant/Subsidized Schools PF Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY)

01/09/2003



Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5	5	
2	5	10	
3	5	15	
4	5	20	service year > 20 years
5			
6			
7			
8			
9			
10			

Step 4. Click [Save] button.

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

 Save record(s)  
 Save  Back

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

- The employee's employer's provident fund contributions in Payroll will adopt the new fund rate setting for calculation.
- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

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

## Delete Fund Rate Setting

Current School Year: 2001

11 July 2003 11:36

- 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

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### Grant/Subsidized Schools PF Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

Edit Effective Date (DD/MM/YYYY) 01/01/1996

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

To delete existing fund rate setting:  
Step 1. Select an appropriate Effective Date.  
The corresponding fund rate setting details will be displayed.

Note: Please click "Add" Button to create a new Set of Fund Rate

Add Delete Save

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

## Delete Fund Rate Setting

Current School Year: 2001

5 July 2003 13:18

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY) 01/01/1996

**Edit Effective Date** (DD/MM/YYYY) 01/01/1996

**Last Updated Date** (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

Step 2. Click [Delete] button.

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

Add Delete Save

- Home
- 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-Recurent Grant
- Report Management
- Customization

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

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

# ORSO Scheme - General Setting

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

# Provident Fund Setup – ORSO Scheme General Setting

- 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-FSC02-03] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup

Grant/Subsidized Schools PF Scheme ORSO Scheme MPF Scheme

### ORSO Scheme General Setting

**Rounding Method** Round Up

**Decimal Place** 2

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### ORSO Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/01

Edit Effective Date (DD/MM/YYYY) 01/01/01

Last Updated Date (DD/MM/YYYY) 30/06/01

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			

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

Step 2. Click [Provident Fund Setup] tab.

Step 3. Click [ORSO Scheme] hyperlink.

# Provident Fund Setup – ORSO Scheme General Setting

- 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-FSC02-03] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup  
 Grant/Subsidized Schools PF Scheme ORSO Scheme MPF Scheme

### ORSO Scheme General Setting

**Rounding Method** Round Up

**Decimal Place** 2

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

### ORSO Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY) 01/01/1996

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY)

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			

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

# Provident Fund Setup – ORSO Scheme General Setting

- 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-FSC02-03] FMP > Staff Cost > Setup > Provident Fund Setup

**Provident Fund Setup** Payroll Setup Tax Information Setup Autopay Setup  
Grant/Subsidized Schools PF Scheme ORSO Scheme MPF Scheme

### ORSO Scheme General Setting

**Rounding Method** Round Up  
**Decimal Place** 2

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### ORSO Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY) 01/01/1996  
**Edit Effective Date** (DD/MM/YYYY) 01/01/1996  
**Last Updated Date** (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %
1	5.00	5.00
2	5.00	10.00
3	5.00	15.00
4		
5		
6		

Step 4. Fill in General Setting.  
Step 5. Click [Save] button.

# ORSO Scheme - General Setting

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

# ORSO Scheme - Fund Rate Setting

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

# Provident Fund Setup – ORSO Scheme Fund Rate Setting

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

 Save

## ORSO Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

Edit Effective Date (DD/MM/YYYY) 01/01/1996 

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

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

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

 Add  Delete  Save Record(s)

# Provident Fund Setup – ORSO Scheme Update Fund Rate Setting

- 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

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

## ORSO Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

Edit Effective Date (DD/MM/YYYY) 01/01/1996

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

Note: Please click "Add" Button to create a new Set of Fund Rate

Add Delete Save Record(s)

To update existing fund rate setting:  
Step 1. Select an appropriate Effective Date.  
The corresponding fund rate setting details will be displayed.

# Provident Fund Setup – ORSO Scheme Update Fund Rate Setting

- 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

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

## ORSO Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

**Edit Effective Date** (DD/MM/YYYY) 01/01/1996

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

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

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

Note: Please click "Add" Button to cr

Add Delete Save

# Provident Fund Setup – ORSO Scheme Update Fund Rate Setting

- 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

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

## ORSO Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

Edit Effective Date (DD/MM/YYYY) 01/01/1996

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	
4	<input type="text"/>	<input type="text"/>	
5	<input type="text"/>	<input type="text"/>	
6	<input type="text"/>	<input type="text"/>	
7	<input type="text"/>	<input type="text"/>	
8	<input type="text"/>	<input type="text"/>	
9	<input type="text"/>	<input type="text"/>	
10	<input type="text"/>	<input type="text"/>	

Step 4. Click [Save] button.

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

Add Delete Save Record(s)

# ORSO Scheme - Update Fund Rate Setting

- The employee's and employer's provident fund contributions in Payroll will adopt the updated fund rate setting and effective date for calculation.
- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

# Provident Fund Setup – ORSO Scheme

## Add Fund Rate Setting

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### ORSO Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

Edit Effective Date (DD/MM/YYYY) 01/01/1996

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

To create a new fund rate setting:  
Step 1. Click [Add] button.  
The system will redirect to the Add Provident Fund Rate Setting page.

Note: Please click "Add a Record" Button to create a new Set of Fund Rate Setting.

Add Delete Save

- 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

# Provident Fund Setup – ORSO Scheme

## Add Fund Rate Setting

- 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

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

### ORSO Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	<input type="text" value="5"/>	<input type="text" value="5"/>	
2	<input type="text" value="5"/>	<input type="text" value="10"/>	
3	<input type="text" value="5"/>	<input type="text" value="15"/>	
4	<input type="text" value="5"/>	<input type="text" value="20"/>	service year > 20 years
5	<input type="text"/>	<input type="text"/>	
6	<input type="text"/>	<input type="text"/>	
7	<input type="text"/>	<input type="text"/>	
8	<input type="text"/>	<input type="text"/>	
9	<input type="text"/>	<input type="text"/>	
10	<input type="text"/>	<input type="text"/>	

Note: Please click "Add" Button to create a new Set of Fund Rate Setting

Step 2. Fill in the Effective Date.

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

# Provident Fund Setup – ORSO Scheme

## Add Fund Rate Setting

- 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

Decimal Place

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### ORSO Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY)

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	<input type="text" value="5"/>	<input type="text" value="5"/>	
2	<input type="text" value="5"/>	<input type="text" value="10"/>	
3	<input type="text" value="5"/>	<input type="text" value="15"/>	
4	<input type="text" value="5"/>	<input type="text" value="20"/>	service year > 20 years
5	<input type="text"/>	<input type="text"/>	
6	<input type="text"/>	<input type="text"/>	
7	<input type="text"/>	<input type="text"/>	
8	<input type="text"/>	<input type="text"/>	
9	<input type="text"/>	<input type="text"/>	
10	<input type="text"/>	<input type="text"/>	

Step 4. Click [Save] button.

Note: Click "Add" button to create a new Set of Fund Rate Setting.

Save Record(s) Back

# ORSO Scheme - Add Fund Rate Setting

- The employee's and employer's provident fund contributions in Payroll will adopt the new fund rate setting for calculation.
- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

# Provident Fund Setup – ORSO Scheme Delete Fund Rate Setting

- 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

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

## ORSO Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY) 01/01/1996

Edit Effective Date (DD/MM/YYYY) 01/01/1996

Last Updated Date (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

To delete existing fund rate setting:  
Step 1. Select an appropriate Effective Date.  
The corresponding fund rate setting details will be displayed.

Note: Please click "Add" Button to create a new Set of Fund Rate

Add Delete Record(s) Save

# Provident Fund Setup – ORSO Scheme Delete Fund Rate Setting

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

Current School Year: 2001

11 July 2003 11:57

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

 Save

## ORSO Scheme Fund Rate Setting

Effective Date (DD/MM/YYYY)

01/01/1996

Edit Effective Date (DD/MM/YYYY)

01/01/1996

Last Updated Date (DD/MM/YYYY)

30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	Remarks
1	5.00	5.00	
2	5.00	10.00	
3	5.00	15.00	
4			
5			
6			
7			
8			
9			
10			

Step 2. Click [Delete] button.

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

 Add  Delete Record(s)  Save

# ORSO Scheme - Delete Fund Rate Setting

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

# Mandatory Provident Fund Scheme - General Setting

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

# Provident Fund Setup – MPF Scheme General Setting

- 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-FSC02-05] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup  
Grant/Subsidized Schools PF Scheme ORSO Scheme MPF Scheme

### MPF Scheme General Setting

**Rounding Method** Round Up

**Decimal Place** 2

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### MPF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY)

**Employee's Mandatory Contribution Rate**

**Employer's Mandatory Contribution Rate**

**Minimum Requirement of Relevant Income for Daily Payment**

**Maximum Requirement of Relevant Income for Daily Payment**

**Minimum Requirement of Relevant Income for Monthly Payment**

**Maximum Requirement of Relevant Income for Monthly Payment**

**No. of Employment Days for Employee's MPF Contribution** 30 days

**No. of Employment Days for MPF Scheme's Enrolment** 60 days

**Employee's Mandatory Contribution Minimum Age** 10

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

Step 2. Click [Provident Fund Setup] tab.

Step 3. Click [MPF Scheme] hyperlink.

# Provident Fund Setup – MPF Scheme General Setting

- 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-FSC02-05] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup  
Grant/Subsidized Schools PF Scheme ORSO Scheme MPF Scheme

### MPF Scheme General Setting

<b>Rounding Method</b>	Round Up
<b>Decimal Place</b>	2

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

### MPF Scheme Fund Rate Setting

<b>Effective Date (DD/MM/YYYY)</b>	01/02/2003
<b>Edit Effective Date (DD/MM/YYYY)</b>	
<b>Last Updated Date (DD/MM/YYYY)</b>	
<b>Employee's Mandatory Contribution Rate</b>	
<b>Employer's Mandatory Contribution Rate</b>	
<b>Minimum Requirement of Relevant Income for Daily Payment</b>	
<b>Maximum Requirement of Relevant Income for Daily Payment</b>	\$ 650.00 per day
<b>Minimum Requirement of Relevant Income for Monthly Payment</b>	\$ 5,000.00 per month
<b>Maximum Requirement of Relevant Income for Monthly Payment</b>	\$ 20,000.00 per month
<b>No. of Employment Days for Employee's MPF Contribution</b>	30 days
<b>No. of Employment Days for MPF Scheme's Enrolment</b>	60 days
<b>Employee's Mandatory Contribution Minimum Age</b>	10

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

# Provident Fund Setup – MPF Scheme General Setting

- 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

[S-FSC02-05] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup  
Grant/Subsidized Schools PF Scheme ORSO Scheme MPF Scheme

### MPF Scheme General Setting

**Rounding Method** Round Up  
**Decimal Place** 2

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

### MPF Scheme Fund Rate Setting

**Effective Date (DD/MM/YYYY)** 01/02/2003  
**Edit Effective Date (DD/MM/YYYY)** 01/02/2003  
**Last Updated Date (DD/MM/YYYY)** 30/06/2003  
**Employee's Mandatory Contribution Rate**  
**Employer's Mandatory Contribution Rate**  
**Minimum Requirement of Relevant Income for Daily Payment**  
**Maximum Requirement of Relevant Income for Daily Payment**  
**Minimum Requirement of Relevant Income for Monthly Payment**  
**Maximum Requirement of Relevant Income for Monthly Payment** \$ 20,000.00 per month  
**No. of Employment Days for Employee's MPF Contribution** 30 days  
**No. of Employment Days for MPF Scheme's Enrolment** 60 days  
**Employee's Mandatory Contribution Minimum Age** 10

Step 4. Fill in General Setting.  
Step 5. Click [Save] button.

# Mandatory Provident Fund Scheme - General Setting

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

# Mandatory Provident Fund Scheme - Fund Rate Setting

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

# Provident Fund Setup – MPF Scheme Fund Rate Setting

- 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

### MPF Scheme General Setting

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### MPF Scheme Fund Rate Setting

**Effective Date (DD/MM/YYYY)**

**Edit Effective Date (DD/MM/YYYY)**

**Last Updated Date (DD/MM/YYYY)** 11/01/2003

**Employee's Mandatory Contribution Rate**  %

**Employer's Mandatory Contribution Rate**  %

**Minimum Requirement of Relevant Income for Daily Payment** \$  per day

**Maximum Requirement of Relevant Income for Daily Payment** \$  per day

**Minimum Requirement of Relevant Income for Monthly Payment**

**Maximum Requirement of Relevant Income for Monthly Payment**

**No. of Employment Days for Employee's MPF Contribution**

**No. of Employment Days for MPF Scheme's Enrolment**

**Employee's Mandatory Contribution Minimum Age**

**Employee's Mandatory Contribution Maximum Age**

Note: Please click "Add" Button to create a new Set of Fund Rate

Add Delete Save Record(s)

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

# Provident Fund Setup – MPF Scheme Update Fund Rate Setting

- 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

### MPF Scheme General Setting

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### MPF Scheme Fund Rate Setting

**Effective Date (DD/MM/YYYY)**

**Edit Effective Date (DD/MM/YYYY)**

**Last Updated Date (DD/MM/YYYY)** 11/01/2003

**Employee's Mandatory Contribution Rate**  %

**Employer's Mandatory Contribution Rate**  %

**Minimum Requirement of Relevant Income for Daily Payment**

**Maximum Requirement of Relevant Income for Daily Payment**

**Minimum Requirement of Relevant Income for Monthly Payment**

**Maximum Requirement of Relevant Income for Monthly Payment**

**No. of Employment Days for Employee's MPF Contribution**

**No. of Employment Days for MPF Scheme's Enrolment**

**Employee's Mandatory Contribution Minimum Age**

**Employee's Mandatory Contribution Maximum Age**

Note: Please click "Add" Button to create a new Set of Fund Rate

Add Delete Save

To update existing fund rate setting:

Step 1. Select an appropriate Effective Date.

The corresponding fund rate setting details will be displayed.

# Provident Fund Setup – MPF Scheme Update Fund Rate Setting

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

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

**MPF Scheme General Setting**

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation.

**MPF Scheme Fund Rate Setting**

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY)

**Employee's Mandatory Contribution Rate**  %

**Employer's Mandatory Contribution Rate**  %

**Minimum Requirement of Relevant Income for Daily Payment** \$  per day

**Maximum Requirement of Relevant Income for Daily Payment** \$  per day

**Minimum Requirement of Relevant Income for Monthly Payment** \$  per month

**Maximum Requirement of Relevant Income for Monthly Payment** \$  per month

**No. of Employment Days for Employee's MPF Contribution**  days

**No. of Employment Days for MPF Scheme's Enrolment**  days

**Employee's Mandatory Contribution Minimum Age**

**Employee's Mandatory Contribution Maximum Age**

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

Save Record(s)

# Provident Fund Setup – MPF Scheme Update Fund Rate Setting

- 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

## MPF Scheme General Setting

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

 Save

## MPF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)  

**Last Updated Date** (DD/MM/YYYY) 11/01/2003

**Employee's Mandatory Contribution Rate**  %

**Employer's Mandatory Contribution Rate**  %

**Minimum Requirement of Relevant Income for Daily Payment** \$  per day

**Maximum Requirement of Relevant Income for Daily Payment** \$  per day

**Minimum Requirement of Relevant Income for Monthly Payment** \$  per month

**Maximum Requirement of Relevant Income for Monthly Payment** \$  per month

**No. of Employment Days for Employee's MPF Contribution**

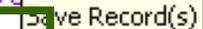
**No. of Employment Days for MPF Scheme's Enrolment**

**Employee's Mandatory Contribution Minimum Age**

**Employee's Mandatory Contribution Maximum Age**

Step 4. Click [Save] button.

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

 Add  Delete  Save 

# Mandatory Provident Fund Scheme - Update Fund Rate Setting

- The employee's and employer's provident fund contributions in Payroll will adopt the updated fund rate setting and effective date for calculation.
- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

# Provident Fund Setup – MPF Scheme Add Fund Rate Setting

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

Current School Year: 2001

11 July 2003 14:11

- 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

## MPF Scheme General Setting

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

 Save

## MPF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)  

**Last Updated Date** (DD/MM/YYYY) 30/06/2003

**Employee's Mandatory Contribution Rate**  %

**Employer's Mandatory Contribution Rate**  %

**Minimum Requirement of Relevant Income for Daily Payment**

**Maximum Requirement of Relevant Income for Daily Payment**

**Minimum Requirement of Relevant Income for Monthly Payment**

**Maximum Requirement of Relevant Income for Monthly Payment**

**No. of Employment Days for Employee's MPF Contribution**

**No. of Employment Days for MPF Scheme's Enrolment**

**Employee's Mandatory Contribution Minimum Age**

**Employee's Mandatory Contribution Maximum Age**

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

 Add  Delete  Save

To create a new fund rate setting:

Step 1. Click [Add] button.

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

# Provident Fund Setup – MPF Scheme Add Fund Rate Setting

Step 2. Fill in the Effective Date.

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

- 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

Provident Fund Setup | Payroll Setup | Tax Setup  
Grant/Subsidized Schools PF Scheme

## MPF Scheme General Setting

**Rounding Method** Round Up

**Decimal Place** 2

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

## MPF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY) 01/09/2003

**Employee's Mandatory Contribution Rate** 5 %

**Employer's Mandatory Contribution Rate** 10 %

**Minimum Requirement of Relevant Income for Daily Payment** \$ 130 per day

**Maximum Requirement of Relevant Income for Daily Payment** \$ 650 per day

**Minimum Requirement of Relevant Income for Monthly Payment** \$ 5000 per month

**Maximum Requirement of Relevant Income for Monthly Payment** \$ 20000 per month

**No. of Employment Days for Employee's MPF Contribution** 30 days

**No. of Employment Days for MPF Scheme's Enrolment** 60 days

**Employee's Mandatory Contribution Minimum Age** 18

**Employee's Mandatory Contribution Maximum Age** 65

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

Save Record(s)  
Save Back

# Provident Fund Setup – MPF Scheme

## Add Fund Rate Setting

- 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

Provident Fund Setup | Payroll Setup | Tax Information Setup | Autopay Setup

Grant/Subsidized Schools PF Scheme | ORSO Scheme | MPF Scheme

### MPF Scheme General Setting

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

### MPF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Employee's Mandatory Contribution Rate**  %

**Employer's Mandatory Contribution Rate**  %

**Minimum Requirement of Relevant Income for Daily Payment** \$  per day

**Maximum Requirement of Relevant Income for Daily Payment** \$  per day

**Minimum Requirement of Relevant Income for Monthly Payment** \$  per month

**Maximum Requirement of Relevant Income for Monthly Payment** \$  per month

**No. of Employment Days for Employee's MPF Contribution**  days

**No. of Employment Days for MPF Scheme's Enrolment**  days

**Employee's Mandatory Contribution Minimum Age**

**Employee's Mandatory Contribution Maximum Age**

Step 4. Click [Save] button.

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

Save Record(s)  
 Save Back

# Mandatory Provident Fund Scheme - Add Fund Rate Setting

- The employee's and employer's provident fund contributions in Payroll will adopt the new fund rate setting for calculation.
- Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

# Provident Fund Setup – MPF Scheme Delete Fund Rate Setting

Username: jennifer Login Time: 11/08/2003 19:35 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

11 August 2003 19:31

- 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

## MPF Scheme General Setting

**Rounding Method** Round Up

**Decimal Place** 2

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

 Save

## MPF Scheme Fund Rate Setting

**Effective Date (DD/MM/YYYY)** 01/02/2003

**Edit Effective Date (DD/MM/YYYY)** 01/02/2003

**Last Updated Date (DD/MM/YYYY)** 11/01/2003

**Employee's Mandatory Contribution Rate** 5.00 %

**Employer's Mandatory Contribution Rate** 5.00 %

**Minimum Requirement of Relevant Income for Daily Payment** 100.00

**Maximum Requirement of Relevant Income for Daily Payment**

**Minimum Requirement of Relevant Income for Monthly Payment**

**Maximum Requirement of Relevant Income for Monthly Payment**

**No. of Employment Days for Employee's MPF Contribution**

**No. of Employment Days for MPF Scheme's Enrolment**

**Employee's Mandatory Contribution Minimum Age**

**Employee's Mandatory Contribution Maximum Age**

Note: Please click "Add" Button to create a new Set of Fund Rate

 Add  Delete  Save

To delete existing fund rate setting:

Step 1. Select an appropriate Effective Date.

The corresponding fund rate setting details will be displayed.

# Provident Fund Setup – MPF Scheme Delete Fund Rate Setting

- 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

## MPF Scheme General Setting

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Save

## MPF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY) 11/01/2003

**Employee's Mandatory Contribution Rate**  %

**Employer's Mandatory Contribution Rate**  %

**Minimum Requirement of Relevant Income for Daily Payment** \$  per day

**Maximum Requirement of Relevant Income for Daily Payment** \$  per day

**Minimum Requirement of Relevant Income for Monthly Payment** \$  per month

**Maximum Requirement of Relevant Income for Monthly Payment** \$  per month

**No. of Employment Days for Employee's MPF Contribution**  days

**No. of Employment Days for MPF Scheme's Enrolment**  days

**Employee's Mandatory Contribution Minimum Age**

**Employee's Mandatory Contribution Maximum Age**

Step 2. Click [Delete] button.

Note: Please click "Add" Button to create a new Set of Fund Rate Setting.

Add Delete Save  Delete Record(s)

# Mandatory Provident Fund Scheme - Delete Fund Rate Setting

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

# Payroll Item Setup

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

# Payroll Item Setup

[S-FSC02-01] FMP > Staff Cost > Setup > Provident Fund Setup

**Provident Fund Setup** | **Payroll Setup** | Tax Information Setup | Autopay Setup

Grant/Subsidized Schools PF Scheme      ORSO Scheme      MPF Scheme

Grant/Subsidized Schools PF Scheme General Setting

**Employee's Contribution Contra Account Code**  Teaching Staff P.F. Con deducted at source by EDB

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text"/>
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	<input type="text"/>
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Step 2. Click [Payroll Setup] tab.

- Home
- 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
  - Customization

# Payroll Item Setup

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register

[S-FSC03-01] FMP > Staff Cost > Setup > Payroll Setup

- Provident Fund Setup
- Payroll Setup
- Tax Information Setup
- Autopay Setup

Payroll Items      Provident Fund      Reimbursement Items

Earning Payroll Items		
<input type="checkbox"/>	Code	Description (Eng)
<input type="checkbox"/>	E1001	Salary - Teaching Staff
<input type="checkbox"/>	E1002	Allowance - Teaching Staff
<input type="checkbox"/>	E1003	Back Pay - Teaching Staff
<input type="checkbox"/>	E1004	Salary - Supply Staff
<input type="checkbox"/>	E1005	Allowance - Supply Staff

	Account Code	
<input type="checkbox"/>	G1017001002	Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017001002	Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017001002	Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017002002	Supply/Teaching Supporting S
<input type="checkbox"/>	G1017000000	Supply/Teaching Supporting S

Step 3. Click [Payroll Items] hyperlink.

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

- Add Payroll Item
- Delete
- Save

# Payroll Item Setup

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

# Update Payroll Item Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 9 July 2003 12:08

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

[S-FSC03-01] FMP > Staff Cost > Setup > Payroll Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup

Payroll Items Provident Fund Reimbursement Items

## Earning Payroll Items

<input type="checkbox"/>	Code	Description (Eng)	Account Code
<input type="checkbox"/>	E1001	Salary - Teaching Staff	G1017001002 Teaching Staff Salaries excl P
<input type="checkbox"/>	E1002	Allowance - Teaching Staff	G1017001002 Teaching Staff Salaries excl P
<input type="checkbox"/>	E1003	Back Pay - Teaching Staff	G1017001002 Teaching Staff Salaries excl P
<input type="checkbox"/>	E1004	Salary - Supply Staff	G1017002002 Teaching Staff Salaries excl P
<input type="checkbox"/>	E1005	Allowance - Supply Staff	G1017002002 Teaching Staff Salaries excl P

## Deduction Payroll Items

<input type="checkbox"/>	Code	Description (Eng)	Account Code
<input type="checkbox"/>	D0001	(Deduct)Back Pay - Teaching Staff	G1017001002 Teaching Staff Salaries excl P

Add Payroll Item Delete Save

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

Step 5. Click [Save] button.

# Update Payroll Item Setup

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

# Add Payroll Item Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 9 July 2003 12:08

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register

[S-FSC03-01] FMP > Staff Cost > Setup > Payroll Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup

Payroll Items Provident Fund Reimbursement Items

## Earning Payroll Items

<input type="checkbox"/>	Code	Description (Eng)
<input type="checkbox"/>	E1001	Salary - Teaching Staff
<input type="checkbox"/>	E1002	Allowance - Teaching Staff
<input type="checkbox"/>	E1003	Back Pay - Teaching Staff
<input type="checkbox"/>	E1004	Salary - Supply Staff
<input type="checkbox"/>	E1005	Allowance - Supply Staff

<input type="checkbox"/>	Account Code	
<input type="checkbox"/>	G1017001002	Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017001002	Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017001002	Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017002002	Supply/Teaching Supporting S

## Deduction Payroll Items

<input type="checkbox"/>	Code	Description (Eng)
<input type="checkbox"/>	D0001	(Deduct)Back Pay - Teaching Staff

<input type="checkbox"/>	Account Code	
<input type="checkbox"/>	G1017001002	Teaching Staff Salaries excl P.

Add Payroll Item

Delete

Save

Step 1. Click [Add Payroll Item] button.

The system will redirect to the Add Payroll Item page.

# Add Payroll Item Setup

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

Current School Year: 2002

6 August 2003 17:29

[S-FSC03-02] [FMP](#) > [Staff Cost](#) > [Setup](#) > [Payroll Setup](#)

## Add Payroll Items

<b>Payroll Items Type</b>	Deduction ▾
<b>Payroll Items Code</b>	D1001
<b>Description (Eng)</b>	No Pay Leave
<b>Description (Chi)</b>	無薪假期
<b>Account Code</b>	 G1007001002
<b>Taxation Item (IR56B)</b>	(a) Salary/Wages ▾
<input checked="" type="checkbox"/> <b>Subject to Grant/ Subsidized Schools Provident Fund Calculation</b>	
<input checked="" type="checkbox"/> <b>Subject to MPF Calculation</b>	
<input checked="" type="checkbox"/> <b>Subject to ORSO Calculation</b>	
<b>Status</b>	<input checked="" type="radio"/> <b>Active</b> <input type="radio"/> <b>Inactive</b>

 **Save**    **Back**

Save Record(s)

Step 2. Fill in the payroll item details

# Add Payroll Item Setup

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

Current School Year: 2002

6 August 2003 17:29

[S-FSC03-02] [FMP](#) > [Staff Cost](#) > [Setup](#) > [Payroll Setup](#)

## Add Payroll Items

**Payroll Items Type**

Deduction ▾

**Payroll Items Code**

D1001

**Description (Eng)**

No Pay Leave

**Description (Chi)**

無薪假期

**Account Code**

 G1007001002

**Taxation Item (IR56B)**

(a) Salary/Wages ▾

- Subject to Grant/ Subsidized Schools Provident Fund Calculation
- Subject to MPF Calculation
- Subject to ORSO Calculation

**Status**

Active  Inactive

 Save

 Back

Save Record(s)

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

# Add Payroll Item Setup

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

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

11701 - Grants outside OEBG/ EOEBG

Sub-Ledger Code

Account Code

Select

Close

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

## Bookkeeping

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

# Add Payroll Item Setup

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

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 2c. Select account code from the Common Account Code drop-down list box and click [Copy] button

- Bookkeeping
  - Payment Vo
  - Receipt Vou
  - Journal Vou
  - Petty Cash V
  - Cheque Prin
  - Voucher Pos
  - Month End
  - Pre-Year En
  - Year End
  - Bank Recon
  - Report

# Add Payroll Item Setup

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

Current School Year: 2002

6 August 2003 17:29

[S-FSC03-02] [FMP](#) > [Staff Cost](#) > [Setup](#) > [Payroll Setup](#)

## Add Payroll Items

**Payroll Items Type**

Deduction ▼

**Payroll Items Code**

D1001

**Description (Eng)**

No Pay Leave

**Description (Chi)**

無薪假期

**Account Code**

G1007001002

**Taxation Item (IR56B)**

(a) Salary/Wages ▼

- Subject to Grant/ Subsidized Schools Provident Fund Calculation
- Subject to MPF Calculation
- Subject to ORSO Calculation

**Status**

Active  Inactive

 Save

 Back

Save Record(s)

Step 3. Click [Save] button.

# Add Payroll Item Setup

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

# Delete Payroll Item Setup

[S-FSC03-01] FMP > Staff Cost > Setup > Payroll Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup

Payroll Items Provident Fund Reimbursement Items

### Earning Payroll Items

<input type="checkbox"/>	Code	Description (Eng)
<input type="checkbox"/>	E1001	Salary - Teaching Staff
<input type="checkbox"/>	E1002	Allowance - Teaching Staff
<input type="checkbox"/>	E1003	Back Pay - Teaching Staff
<input type="checkbox"/>	E1004	Salary - Supply Staff
<input type="checkbox"/>	E1005	Allowance - Supply Staff

	Account Code
<input type="checkbox"/>	G1017001002 Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017001002 Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017001002 Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017001002 Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017001002 Teaching Staff Salaries excl P.

### Deduction Payroll Items

<input type="checkbox"/>	Code	Description (Eng)
<input type="checkbox"/>	D0001	(Deduct)Back Pay - Teaching Staff

	Account Code
<input type="checkbox"/>	G1017001002 Teaching Staff Salaries excl P.

Add Payroll Item Delete Save

To delete payroll items,  
Step 1. Select one or more checkboxes next to the Payroll Item Code.  
Step 2. Click [Delete] button.

# Delete Payroll Item Setup

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

# Provident Fund Account Code Setup

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

# Provident Fund Account Code Setup

User: fmpadmin Last Login: 24/01/2003 14:13 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 5 July 2003 12:37

- Home
- 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
  - Customization

[S-FSC02-01] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup | **Payroll Setup** | Tax Information Setup | Autopay Setup

Grant/Subsidized Schools PF Scheme      ORSO Scheme      MPF Scheme

Grant/Subsidized Schools PF Scheme General Setting

**Employee's Contribution Contra Account Code**  Teaching Staff P.F. Con deducted at source by EDB

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text"/>
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	<input type="text"/>
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Step 2. Click [Payroll Setup] tab.

# Provident Fund Account Code Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 9 July 2003 12:08

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register

[S-FSC03-01] FMP > Staff Cost > Setup > Payroll Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup

Payroll Items **Provident Fund** Reimbursement Items

## Earning Payroll Items

<input type="checkbox"/>	Code	Description (Eng)
<input type="checkbox"/>	E1001	Salary - Teaching Staff
<input type="checkbox"/>	E1002	Allowance - Teaching Staff
<input type="checkbox"/>	E1003	Back Pay - Teaching Staff
<input type="checkbox"/>	E1004	Salary - Supply Staff
<input type="checkbox"/>	E1005	Allowance - Supply Staff

	Account Code
<input type="checkbox"/>	G1017001002
<input type="checkbox"/>	G1017001002
<input type="checkbox"/>	G1017001002
<input type="checkbox"/>	G1017002002
<input type="checkbox"/>	G1017000000

Step 3. Click [Provident Fund] hyperlink.

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

## Deduction Payroll Items

<input type="checkbox"/>	Code	Description (Eng)
<input type="checkbox"/>	D0001	(Deduct)Back Pay - Teaching Staff

	Account Code
<input type="checkbox"/>	G1017001001 Grant Expenses

Add Payroll Item Delete Save

# Provident Fund Account Code Setup

- 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

Provident Fund Setup | Payroll Setup | Tax Information Setup | Autopay Setup

Payroll Items | Provident Fund | Reimbursement Items

Fund Scheme	Account Code
Grant/Subsidized Schools PF Scheme	
<b>Employee's Contribution</b>	G1017001003 Teaching Staff P.F./MPF Con deducted at source
ORSO Scheme	
<b>Employee's Contribution</b>	G2005001001 Grant Expenses
<b>Stage</b>	<b>Employer's Contribution</b>
<b>Employer's Contribution (Stage 1 - 5.00 %)</b>	G1018001002 Employer's contributions - entitled to 5%
<b>Employer's Contribution (Stage 2 - 10.00 %)</b>	G1018001003 Employer's contributions - entitled to 10%
<b>Employer's Contribution (Stage 3 - 15.00 %)</b>	G1018002003 Employer's contributions - entitled to 10%
MPF Scheme	
<b>Employer's Mandatory Contribution</b>	G1018002003 Employer's contributions - entitled to 10%
<b>Employee's Mandatory Contribution</b>	G2005001001 Grant Expenses
<b>Employer's Voluntary Contribution</b>	G1018002003 Employer's contributions - entitled to 10%
<b>Employee's Voluntary Contribution</b>	G2005001001 Grant Expenses

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

Save Record(s)  
Save

# Provident Fund Account Code Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

9 July 2003 11:49

- 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

Payroll Items	Provident Fund	Reimbursement Items
Fund Scheme	Account Code	
Grant/Subsidized Schools PF Scheme		
<b>Employee's Contribution</b>	 <input type="text" value="G1017001003"/>	Teaching Staff P.F./MPF Con deducted at source
ORSO Scheme		
<b>Employee's Contribution</b>	 <input type="text" value="G2005001001"/>	Grant Expenses
<b>Stage</b>	<b>Employer's Contribution</b>	
<b>Employer's Contribution (Stage 1 - 5.00 %)</b>	 <input type="text" value="G1018001002"/>	Employer's contributions - entitled to 5%
<b>Employer's Contribution (Stage 2 - 10.00 %)</b>	 <input type="text" value="G1018001003"/>	Employer's contributions - entitled to 10%
	 <input type="text" value="G1018001004"/>	Employer's contributions - entitled to 15%
	 <input type="text" value="G1018002002"/>	Employer's contributions - entitled to 5%
<b>Employee's Mandatory Contribution</b>	 <input type="text" value="G2005001001"/>	Grant Expenses
<b>Employer's Voluntary Contribution</b>	 <input type="text" value="G1018002003"/>	Employer's contributions - entitled to 10%
<b>Employee's Voluntary Contribution</b>	 <input type="text" value="G2005001001"/>	Grant Expenses

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

 Save Record(s)  
Save

# Provident Fund Account Code Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

9 July 2003 11:49

- 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

Payroll Items	Provident Fund	Reimbursement Items
	<b>Fund Scheme</b>	<b>Account Code</b>
	Grant/Subsidized Schools PF Scheme	
	<b>Employee's Contribution</b>	 <input type="text" value="G1017001003"/> Teaching Staff P.F./MPF Con deducted at source
	ORSO Scheme	
	<b>Employee's Contribution</b>	 <input type="text" value="G2005001001"/> Grant Expenses
	<b>Stage</b>	<b>Employer's Contribution</b>
	<b>Employer's Contribution (Stage 1 - 5.00 %)</b>	 <input type="text" value="G1018001002"/> Employer's contributions - entitled to 5%
	<b>Employer's Contribution (Stage 2 - 10.00 %)</b>	 <input type="text" value="G1018001003"/> Employer's contributions - entitled to 10%
	<b>Emp</b>	 <input type="text" value="G1018001004"/> Employer's contributions - entitled to 15%
	<b>MPI</b>	
	<b>Employer's Mandatory Contribution</b>	 <input type="text" value="G1018002002"/> Employer's contributions - entitled to 5%
	<b>Employee's Mandatory Contribution</b>	 <input type="text" value="G2005001001"/> Grant Expenses
	<b>Employer's Voluntary Contribution</b>	 <input type="text" value="G1018002003"/> Employer's contributions - entitled to 10%
	<b>Employee's Voluntary Contribution</b>	 <input type="text" value="G2005001001"/> Grant Expenses

Step 4. Update Account Code if necessary.

Save Record(s)  
Save

# Provident Fund Account Code Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

9 July 2003 11:49

- 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

Payroll Items	Provident Fund	Reimbursement Items
Fund Scheme		Account Code
Grant/Subsidized Schools PF Scheme		
<b>Employee's Contribution</b>		G1017001003 Teaching Staff P.F./MPF Con deducted at source
ORSO Scheme		
<b>Employee's Contribution</b>		G2005001001 Grant Expenses
Stage		<b>Employer's Contribution</b>
<b>Emp</b>		G1018001002 Employer's contributions - entitled to 5%
<b>Emp</b>		G1018001003 Employer's contributions - entitled to 10%
<b>Emp</b>		G1018001004 Employer's contributions - entitled to 15%
MPF		
<b>Emp</b>		G1018002002 Employer's contributions - entitled to 5%
<b>Emp</b>		G2005001001 Grant Expenses
<b>Employer's Contribution</b>		G1018002003 Employer's contributions - entitled to 10%
<b>Employee's Voluntary Contribution</b>		G2005001001 Grant Expenses

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.

Save Record(s)  
Save

# Provident Fund Account Code Setup

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

## Input Account Code

Account Code

Common Account

Sort By

Copy

Close

## Search Account Code

Fund Source & Ledger Code

11701 - Grants outside OEBG/ EOEBG

Sub-Ledger Code

Account Code

Select

Close

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.

## Bookkeeping

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

# Provident Fund Account Code Setup

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

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

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

# Provident Fund Account Code Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

9 July 2003 11:49

- 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

Provident Fund Setup		Payroll Setup	Tax Information Setup	Autopay Setup
Payroll Items		Provident Fund		Reimbursement Items
Fund Scheme		Account Code		
<b>Grant/Subsidized Schools PF Scheme</b>				
<b>Employee's Contribution</b>		<input type="text" value="G1017001003"/>	Teaching Staff P.F./MPF Con deducted at source	
<b>ORSO Scheme</b>				
<b>Employee's Contribution</b>		<input type="text" value="G2005001001"/>	Grant Expenses	
<b>Stage</b>	<b>Employer's Contribution</b>			
<b>Employee's Contribution (Stage 1 - 5.00 %)</b>		<input type="text" value="G1018001002"/>	Employer's contributions - entitled to 5%	
<b>Employee's Contribution (Stage 2 - 10.00 %)</b>		<input type="text" value="G1018001003"/>	Employer's contributions - entitled to 10%	
<b>Employee's Contribution (Stage 3 - 15.00 %)</b>		<input type="text" value="G1018001004"/>	Employer's contributions - entitled to 15%	
<b>MPI</b>				
<b>Employee's Contribution</b>		<input type="text" value="G1018002002"/>	Employer's contributions - entitled to 5%	
<b>Employee's Mandatory Contribution</b>		<input type="text" value="G2005001001"/>	Grant Expenses	
<b>Employee's Voluntary Contribution</b>		<input type="text" value="G1018002003"/>	Employer's contributions - entitled to 10%	
<b>Employee's Voluntary Contribution</b>		<input type="text" value="G2005001001"/>	Grant Expenses	

Step 5. Click [Save] button.

Save Record(s)

# Provident Fund Account Code Setup

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

# Reimbursement Item Setup

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

# Reimbursement Item Setup

User: fmpadmin Last Login: 24/01/2003 14:13 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

5 July 2003 12:37

[S-FSC02-01] FMP > Staff Cost > Setup > Provident Fund Setup

**Provident Fund Setup** Payroll Setup Tax Information Setup Autopay Setup

Grant/Subsidized Schools PF Scheme ORSO Scheme MPF Scheme

Grant/Subsidized Schools PF Scheme General Setting

**Employee's Contribution Contra Account Code**  Teaching Staff P.F. Con deducted at source by EDB

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution in Payroll

Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text"/>
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	<input type="text"/>
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Step 2. Click [Payroll Setup] tab.

# Reimbursement Item Setup

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

[S-FSC03-01] FMP > Staff Cost > Setup > Payroll Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup

Payroll Items Provident Fund **Reimbursement Items**

## Earning Payroll Items

<input type="checkbox"/>	Code	Description (Eng)
<input type="checkbox"/>	E1001	Salary - Teaching Staff
<input type="checkbox"/>	E1002	Allowance - Teaching Staff
<input type="checkbox"/>	E1003	Back Pay - Teaching Staff
<input type="checkbox"/>	E1004	Salary - Supply Staff
<input type="checkbox"/>	E1005	Allowance - Supply Staff

	Account Code
<input type="checkbox"/>	G1017001002 Teaching Staff Salaries excl P.
<input type="checkbox"/>	G1017001002
<input type="checkbox"/>	G1017001002
<input type="checkbox"/>	G1017002002
<input type="checkbox"/>	G1017000000

Step 3. Click [Reimbursement Items] hyperlink. The system will redirect to Reimbursement Item Setup page.

## Deduction Payroll Items

<input type="checkbox"/>	Code	Description (Eng)
<input type="checkbox"/>	D0001	(Deduct)Back Pay - Teaching Staff

	Account Code
<input type="checkbox"/>	G1017001001 Grant Expenses

Add Payroll Item Delete Save

# Add Reimbursement Item Setup

User: jennifer Login Time: 05/10/2003 15:27 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 5 October 2003 15:29

- Home
- 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-FSC03-03] FMP > Staff Cost > Setup > Payroll Setup

[Provident Fund Setup](#) [Payroll Setup](#) [Tax Information Setup](#) [Autopay Setup](#)

Payroll Items		Provident Fund		Reimbursement Items	
Reimbursement Items					
<input type="checkbox"/>	Code	Description (Eng)	Description (Chi)	Active	
No record.					

**Add Reimbursement Item**

Delete

Save

By default, no reimbursement item has been defined.

Step 4. Click [Add Reimbursement Item] button.

The system will redirect to Add Reimbursement Item page.

# Add Reimbursement Item Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

9 July 2003 10:05

- 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-FSC03-03] FMP > Staff Cost > Setup > Payroll Setup

## Add Reimbursement Items

Reimbursement Items Code

R1001

Description (Eng)

Travel Expenses

Description (Chi)

交通費用

Status

Active  Inactive

 Save

 Back

Save Record(s)

Step 5. Fill in the reimbursement item details

Step 6. Click [Save] button.

# Add Reimbursement Item Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 9 July 2003 10:20

- 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-FSC03-04] FMP > Staff Cost > Setup > Payroll Setup

Record updated successfully.

Provident Fund Setup		Payroll Setup		Tax Information Setup		Autopay Setup	
Payroll Items		Provident Fund		Reimbursement Items			
Reimbursement Items							
<input type="checkbox"/>	Code	Description (Eng)	Description (Chi)	Active			
<input type="checkbox"/>	R1001	Travel Expenses	交通費用	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	R1002	Meal Expenses	膳食費用	<input checked="" type="checkbox"/>			

Add Reimbursement Item

Reimbursement item is created.  
Reimbursement item with "Active" status will be shown in "Staff Master - Maintain Staff Reimbursement Item Setting"

# Update Reimbursement Item Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 9 July 2003 10:20

- 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-FSC03-04] FMP > Staff Cost > Setup > Payroll Setup

Record updated successfully.

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup

Payroll Items		Provident Fund	Reimbursement Items	
Reimbursement Items				
<input type="checkbox"/>	Code	Description (Eng)	Description (Chi)	Active
<input type="checkbox"/>	R1001	Travel Expenses	交通費用	<input checked="" type="checkbox"/>
<input type="checkbox"/>	R1002	Meal Expenses	膳食費用	<input checked="" type="checkbox"/>

Save Record(s)

To update reimbursement items:

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

Step 2. Click [Save] button.

# Update Reimbursement Item Setup

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

# Delete Reimbursement Item Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

9 July 2003 10:21

- 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-FSC03-04] FMP > Staff Cost > Setup > Payroll Setup

Record updated successfully.

**Provident Fund Setup** Payroll Setup Tax Information Setup Autopay Setup

Payroll Items		Provident Fund		Reimbursement Items	
Reimbursement Items					
<input type="checkbox"/>	Code	Description (Eng)	Description (Chi)	Active	
<input type="checkbox"/>	R1001	Travel Expenses	交通費用	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	R1002	Meal Expenses	膳食費用	<input checked="" type="checkbox"/>	

Add Reimbursement Item

Delete

Save

Delete Record(s)

To delete reimbursement items,

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

Step 2. Click [Delete] button.

# Delete Reimbursement Item Setup

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

# Tax Information Setup

- To maintain the school employer's information for tax return purpose.
- This is an optional setting. If the school does not opt to prepare employer's tax return (IR56B) via WebSAMS, there is no need to fill in the information in this setup.
- Valid tax information must be provided. User should ensure the relevant tax information has been updated before generating employer's tax return (IR56B).
- Employer's File Number is assigned by Inland and Revenue Department (IRD). Schools who have not received an employer's file number should contact IRD for assistance.

# Tax Information Setup

User: fmpadmin Last Login: 24/01/2003 14:13 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

5 July 2003 12:37

[S-FSC02-01] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup Payroll Setup **Tax Information Setup** Autopay Setup

Grant/Subsidized Schools PF Scheme ORSO Scheme MPF Scheme

Grant/Subsidized Schools PF Scheme General Setting

**Employee's Contribution Contra Account Code**  Teaching Staff P.F. Con deducted at source by EDB

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution

Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	
4	<input type="text"/>	<input type="text"/>	

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

Step 2. Click [Tax Information Setup] tab.

The system will redirect to Tax Information Setup page.

# Tax Information Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

9 July 2003 10:33

[S-FSC26-01] FMP > Staff Cost > Setup > Tax Information Setup

Provident Fund Setup

Payroll Setup

**Tax Information Setup**

Autopay Setup

<b>Employer's Name in English</b>	<input type="text" value="Lui Kee School"/>
<b>Employer's Name in Chinese</b>	<input type="text" value="呂祺學校"/>
<b>Employer's File No.</b>	<input type="text" value="6A1"/> - <input type="text" value="12345678"/>
<b>Signer's name</b>	<input type="text" value="Chan Tai Man"/>
<b>Designation (e.g.School Head / Supervisor)</b>	<input type="text" value="Headmaster"/>

Note: Format of Employer's File No.: <Section><Employer's Return No.>.



Step 3. Fill in Taxation Information.

Step 4. Click [Save] button.

# Tax Information Setup

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

# Autopay Setup

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

# Autopay Setup

User: fmpadmin Last Login: 24/01/2003 14:13 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

5 July 2003 12:37

[S-FSC02-01] FMP > Staff Cost > Setup > Provident Fund Setup

Provident Fund Setup Payroll Setup Tax Information Setup **Autopay Setup**

Grant/Subsidized Schools PF Scheme ORSO Scheme MPR Scheme

Grant/Subsidized Schools PF Scheme General Setting

**Employee's Contribution Contra Account Code**  Teaching Staff P.F. Con deducted at source by EDB

**Rounding Method**

**Decimal Place**

Note: The above settings will be used for the calculation for Provident Fund contribution

Grant/Subsidized Schools PF Scheme Fund Rate Setting

**Effective Date** (DD/MM/YYYY)

**Edit Effective Date** (DD/MM/YYYY)

**Last Updated Date** (DD/MM/YYYY) 30/06/2003

Stage	Employee Contribution Rate %	Employer Contribution Rate %	
1	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	
2	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>	
3	<input type="text" value="5.00"/>	<input type="text" value="15.00"/>	
4	<input type="text"/>	<input type="text"/>	

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

Step 2. Click [Autopay Setup] tab.

The system will redirect to Autopay Setup page.

# Autopay Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 9 July 2003 10:42

- 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-FSC17-01] FMP > Staff Cost > Setup > Autopay Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup

Auto Pay Plan

 Save

Hong Kong & Shanghai Bank Autopay (MRI)  
Hang Seng Bank Autopay (MRI)  
Bank of East Asia Autopay

Step 3. Select a Autopay Plan.

# Autopay Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 9 July 2003 10:50

- 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-FSC17-02] FMP > Staff Cost > Setup > Autopay Setup

Provident Fund Setup Payroll Setup Tax Information Setup Autopay Setup

Auto Pay Plan	Hong Kong & Shanghai Bank Autopay (MRI)
<b>Auto Pay Plan Code (Plan Code)</b>	<input type="text" value="F"/> Must fill "F" unless obtain special instruction from Hong Kong & Shanghai Bank.
<b>Payment Code (Payment Code)</b>	<input type="text" value="N01"/> Fill in the Payment Code provided by Hong Kong & Shanghai Bank.
<b>Payer Reference (First Party Reference)</b>	<input type="text" value="SALARY/WAGE"/>
<b>Payee Reference (Second Party Reference)</b>	<input type="text" value="SALARY/WAGE"/>

Note: Please follow the instruction given by Hong Kong & Shanghai Bank to fill in each item above. Wordings in brackets are the terms of Hong Kong & Shanghai Bank.



For Hong Kong and Shanghai Ban Autopay (MRI):

Step 4. Update the autopay basic setting if necessary.

Step 5. Click [Save] button.

# Autopay Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 9 July 2003 11:08

- 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-FSC17-03] FMP > Staff Cost > Setup > Autopay Setup

Provident Fund Setup Payroll Setup Tax Information Setup **Autopay Setup**

Auto Pay Plan	<input type="text" value="Hang Seng Bank Autopay (MRI)"/>
<b>Auto Pay Plan Code (Plan Code)</b>	<input type="text" value="F"/> Must fill "F" unless obtain special instruction from Hang Seng Bank.
<b>Payment Code (Payment Code)</b>	<input type="text" value="N01"/> Fill in the Payment Code provided by Hang Seng Bank.
Payer Reference (First Party Reference)	<input type="text" value="SALARY"/>
Payee Reference (Second Party Reference)	<input type="text" value="SALARY"/>

Note: Please follow the instruction given by Hang Seng Bank to fill in each item above. Wordings in brackets are the terms of Heng Seng Bank

For Hang Seng Ban Autopay (MRI):

Step 4. Update the autopay basic setting if necessary.

Step 5. Click [Save] button.

# Autopay Setup

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 9 July 2003 11:08

- 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-FSC17-04] FMP > Staff Cost > Setup > Autopay Setup

Provident Fund Setup Payroll Setup Tax Information Setup **Autopay Setup**

Auto Pay Plan	Bank of East Asia Autopay
<b>School's Bank Sub-Account Type (Sub A/C Type)</b>	<input type="text" value="00"/> Default value is "00".
Transaction Reference (Transaction Reference)	<input type="text" value="SALARY / WAGES"/>
<b>Employee's Bank Account Type (Destination Account Type)</b>	<input type="text" value="00"/> Default value is "00".

Note: Please follow the instruction given by Bank of East Asia to fill in each item above. Wordings in brackets are the terms of Bank o East Asia.

For Bank of East Asia:

Step 4. Update the autopay basic setting if necessary.

Step 5. Click [Save] button.

# Autopay Setup

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