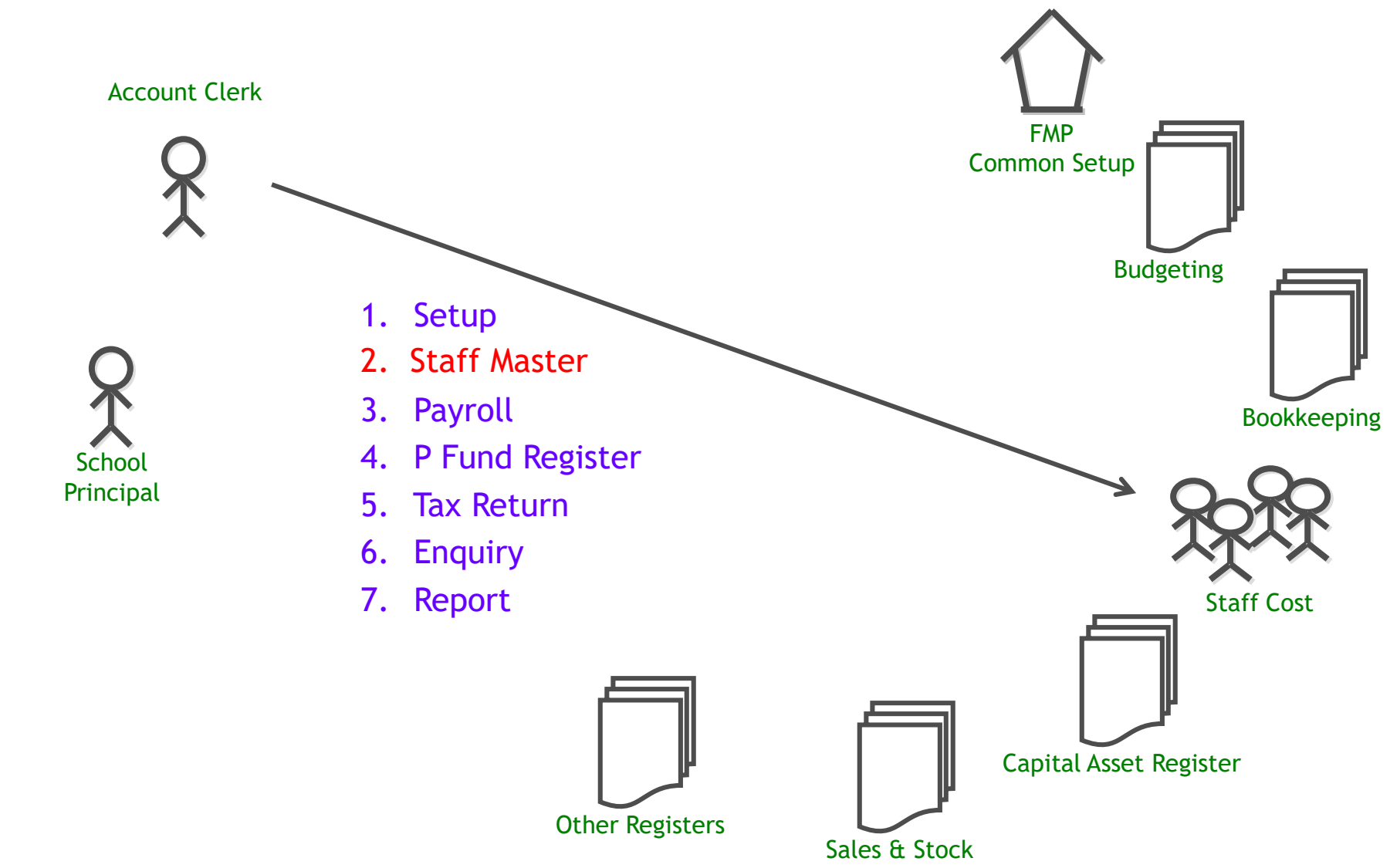
FMP - Staff Cost



Staff Master

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

Staff Master

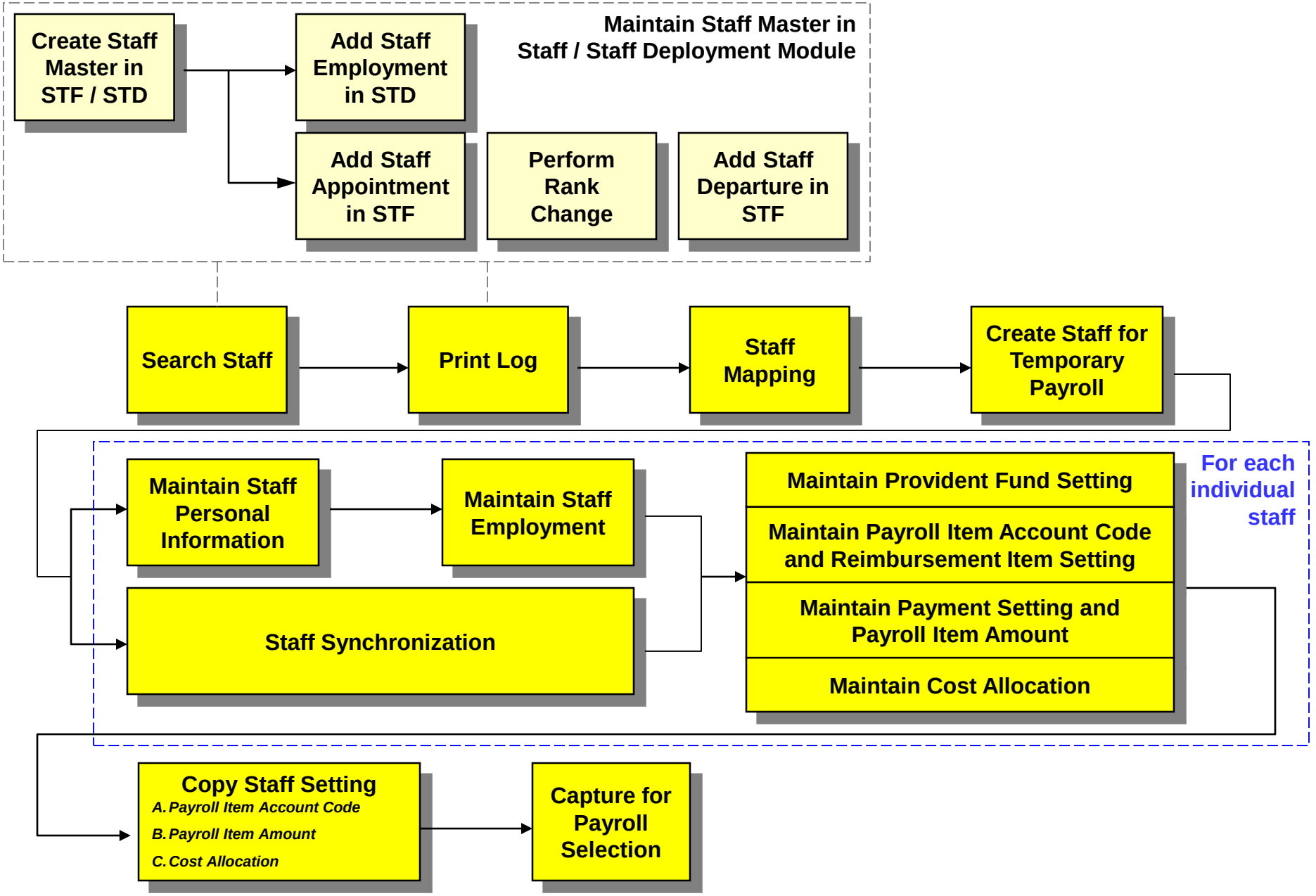
- Upon clicking [Search] button in “Search Staff Master” page, the system will capture all the newly created, amended or deleted staff information from Staff / Staff Deployment Module and update corresponding staff masters in Staff Cost automatically:

  - Add a new staff master in Staff / Staff Deployment Module
  - Add a new appointment record in Staff Module
  - Add a new departure record in Staff Module
  - Perform range change in Staff Module
  - Add a new employment record in Staff Deployment Module
  - Delete a staff master in Staff / Staff Deployment Module

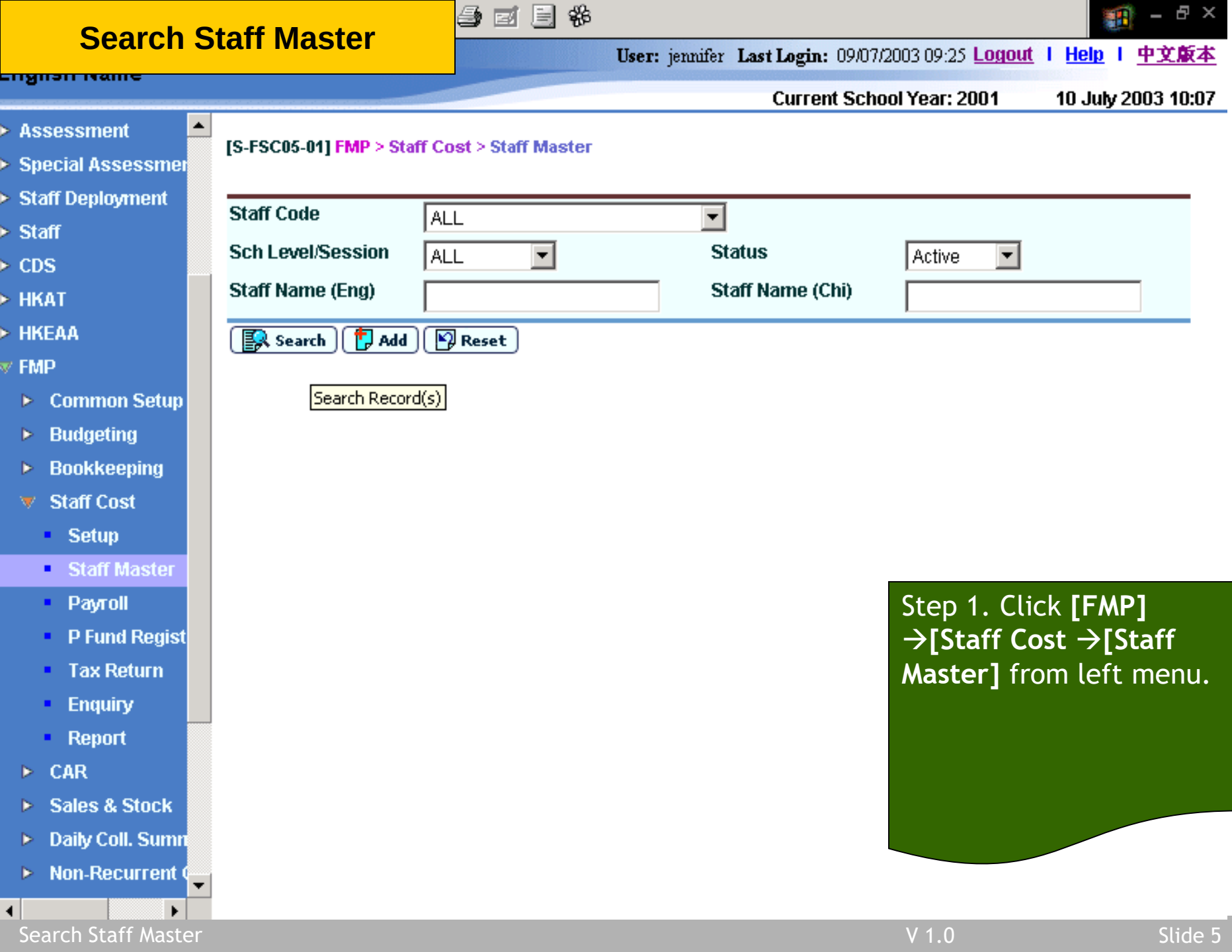
- In case the staff record in Staff / Staff Deployment Module has not yet been created in time by Staff / Staff Deployment user, FMP user can still create the staff record in Staff Cost Module temporarily for payroll purpose first.

- After this staff record has been created in Staff / Staff Deployment Module and has been transmitted to Staff Cost Module, the system is able to detect the pair of identical staff records and then prompt user to convert this pair of records into one.

Staff Master Workflow

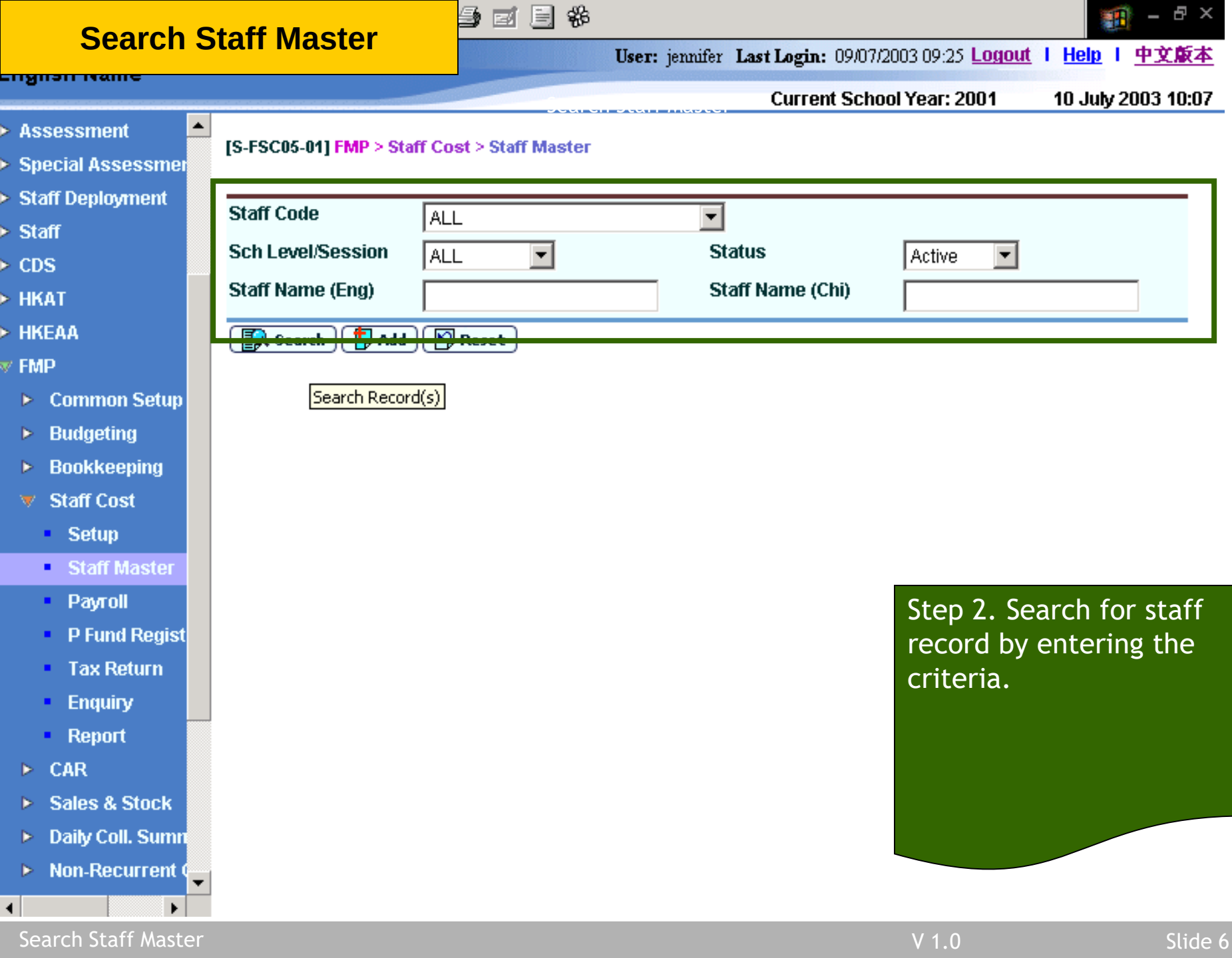


Search Staff Master



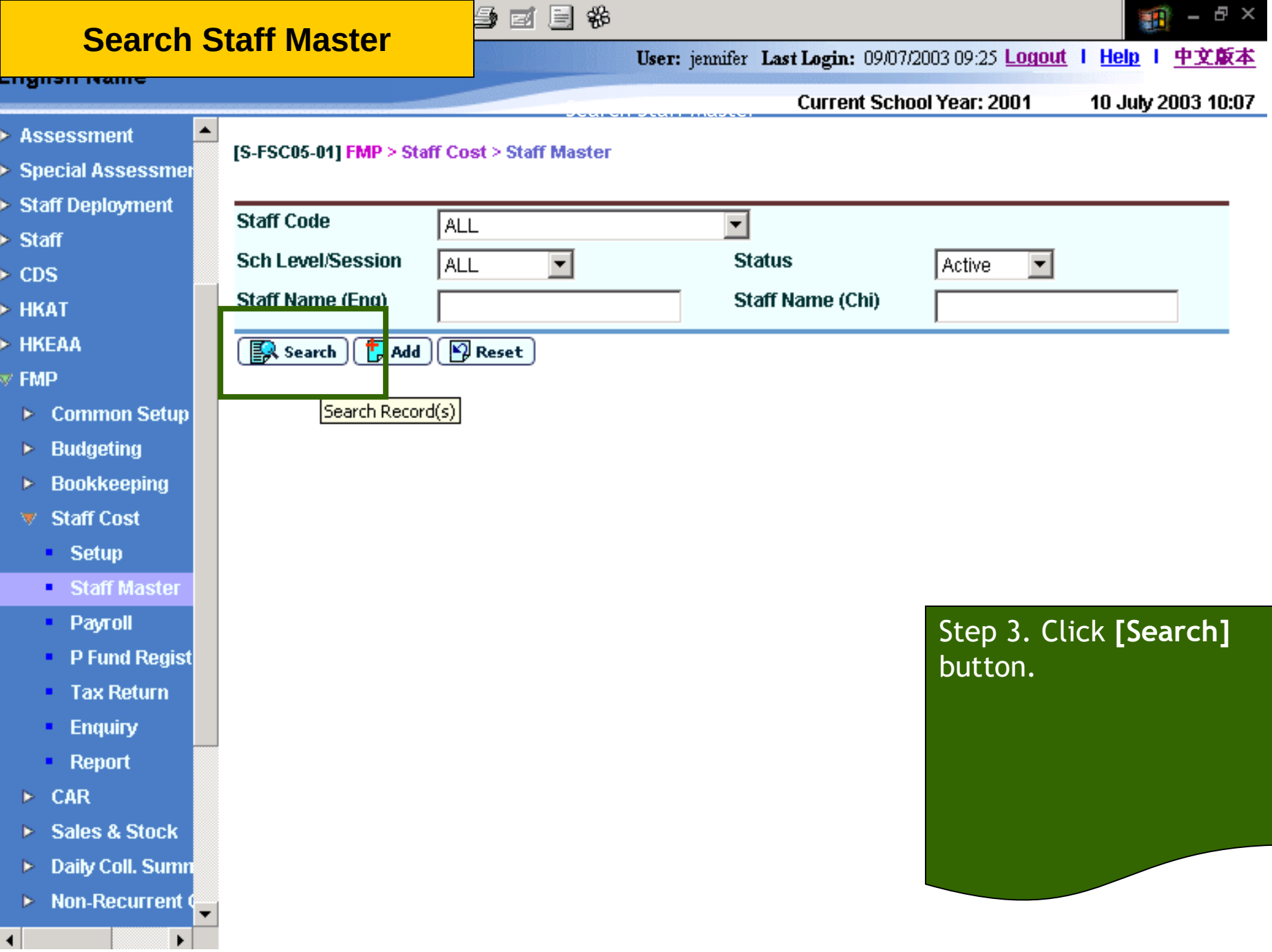
Step 1. Click **[FMP]** →**[Staff Cost** →**[Staff Master]** from left menu.

Search Staff Master

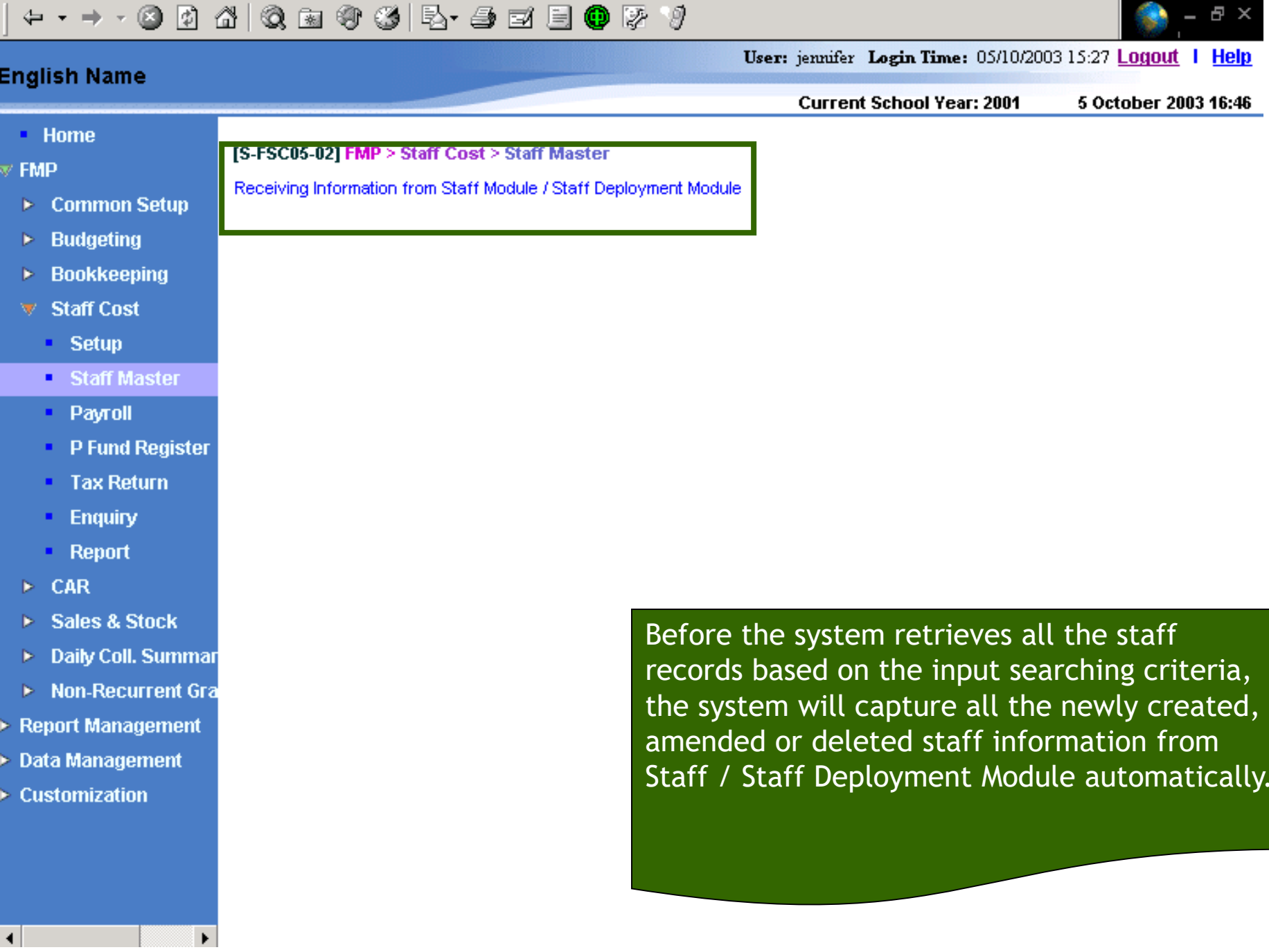


Step 2. Search for staff record by entering the criteria.

Search Staff Master



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

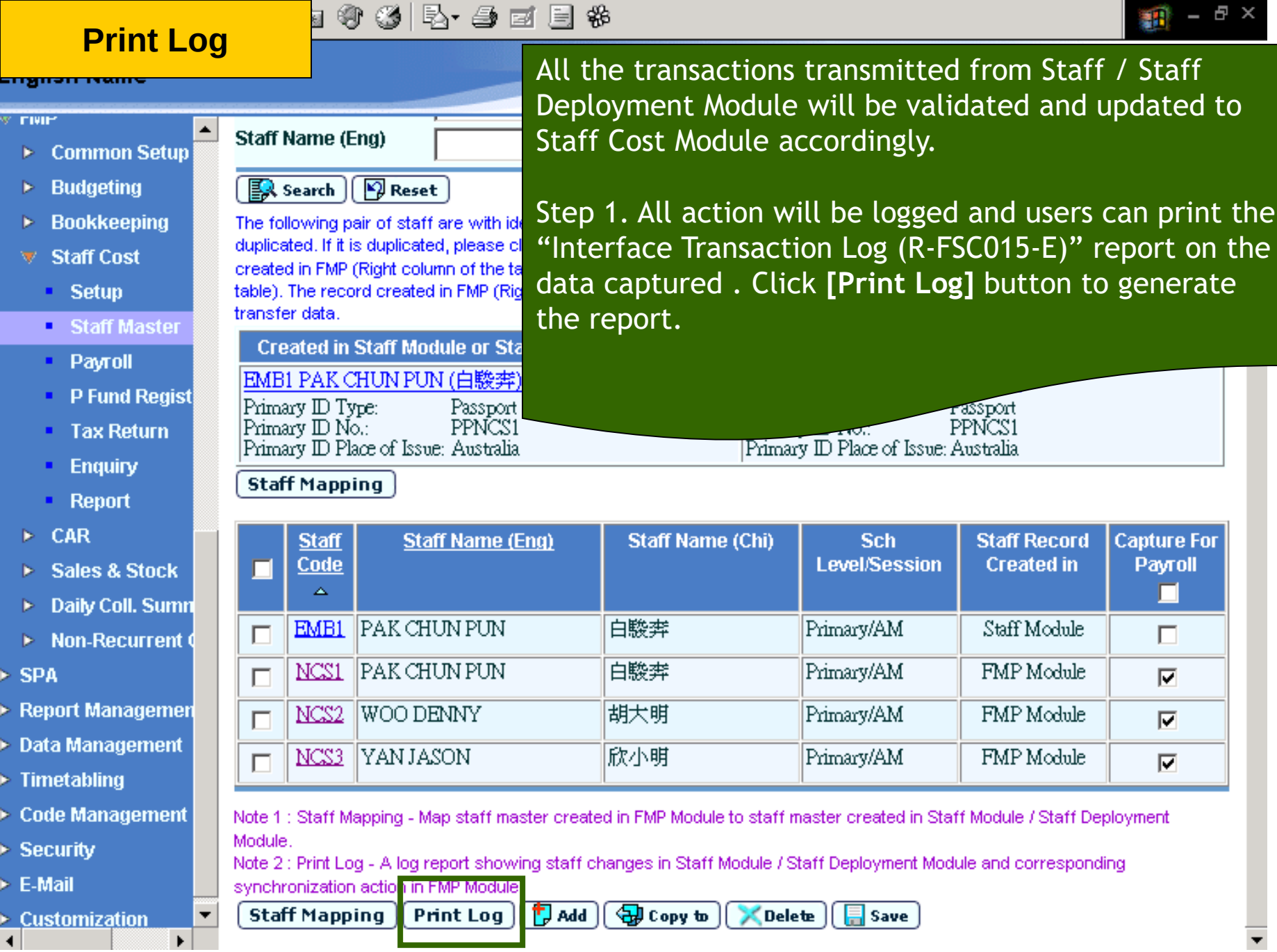


Before the system retrieves all the staff records based on the input searching criteria, the system will capture all the newly created, amended or deleted staff information from Staff / Staff Deployment Module automatically.

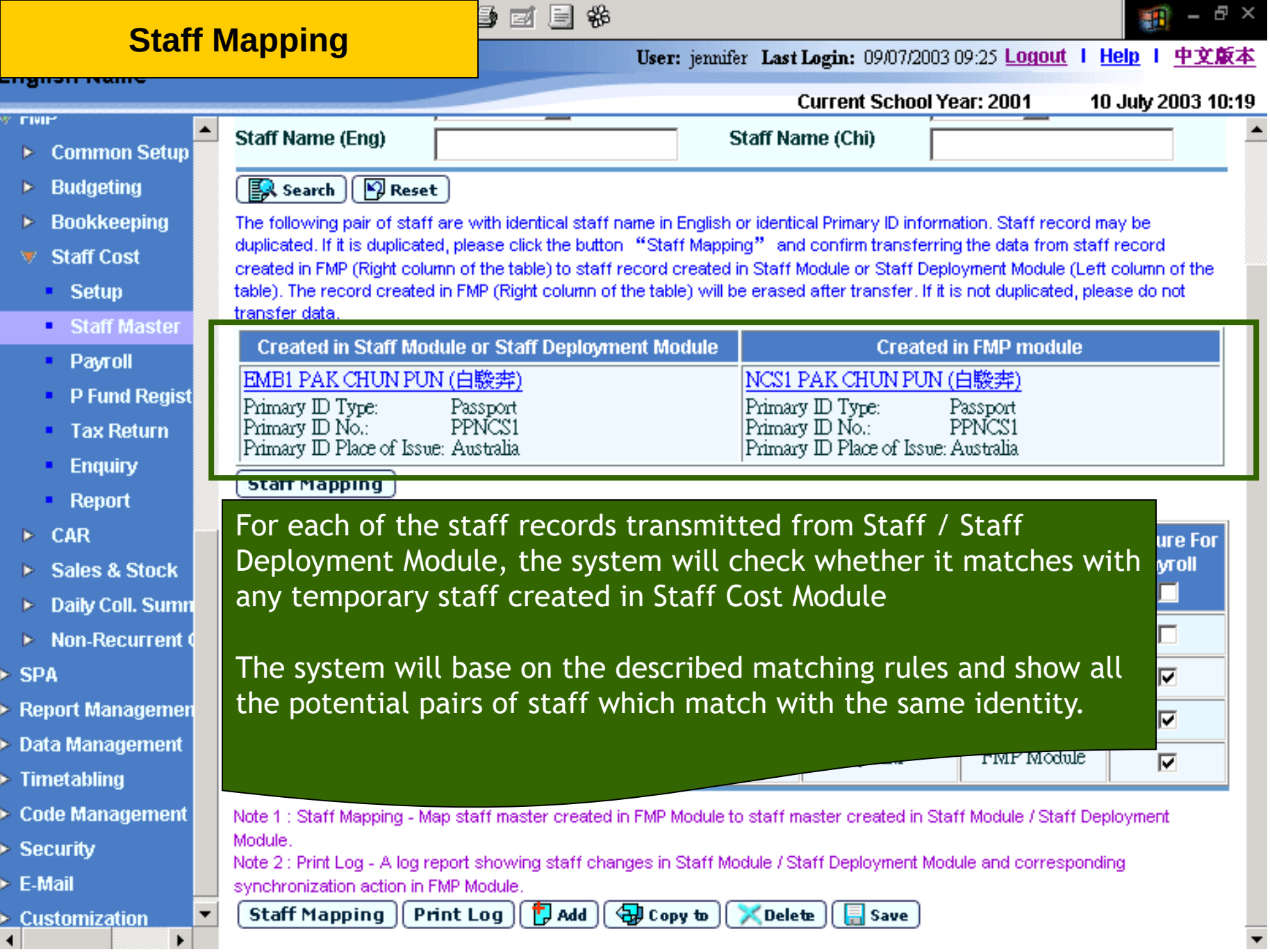
Print Log

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

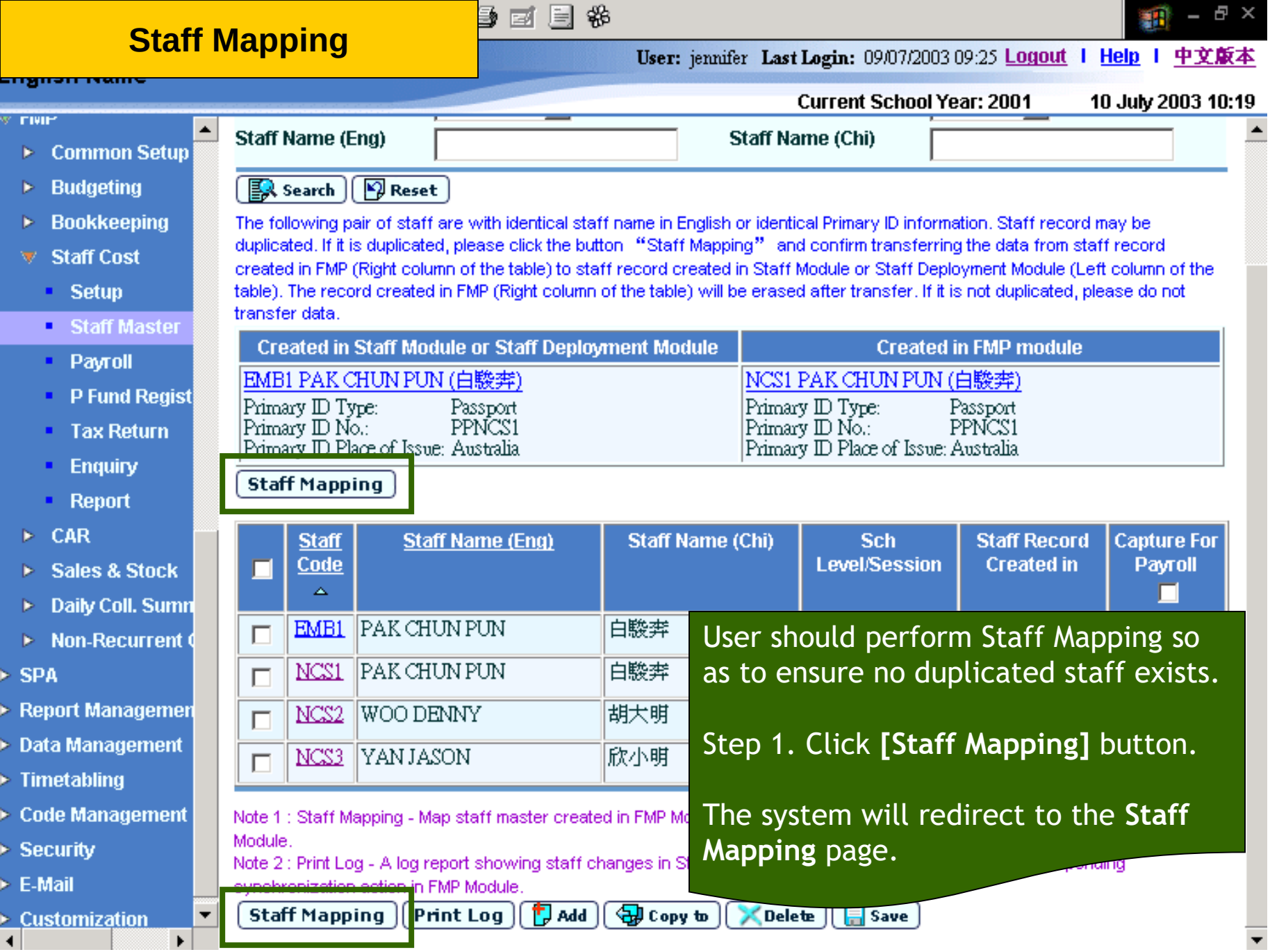
Step 1. All action will be logged and users can print the "Interface Transaction Log (R-FSC015-E)" report on the data captured . Click **[Print Log]** button to generate the report.



Staff Mapping



Staff Mapping

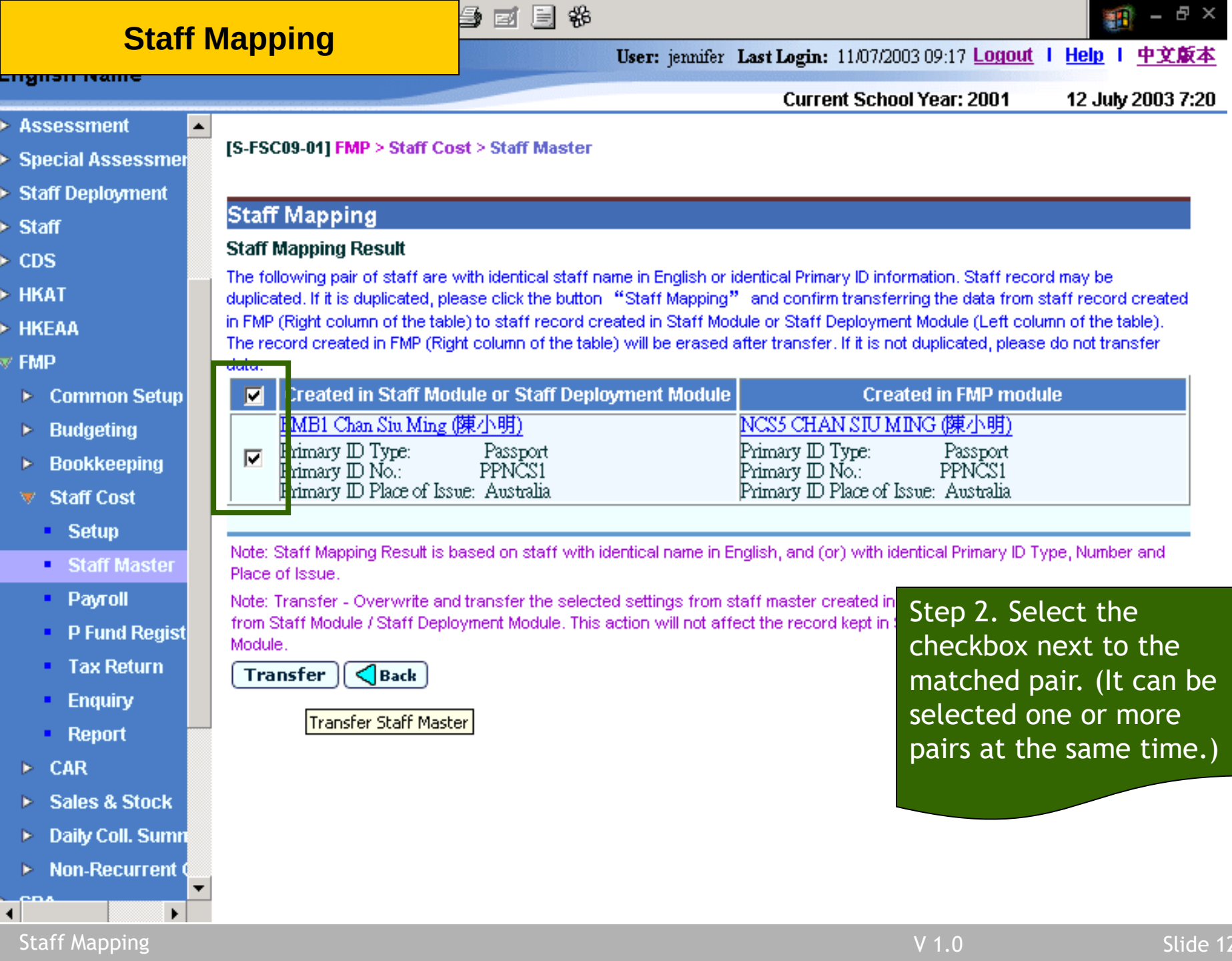


User should perform Staff Mapping so as to ensure no duplicated staff exists.

Step 1. Click **[Staff Mapping]** button.

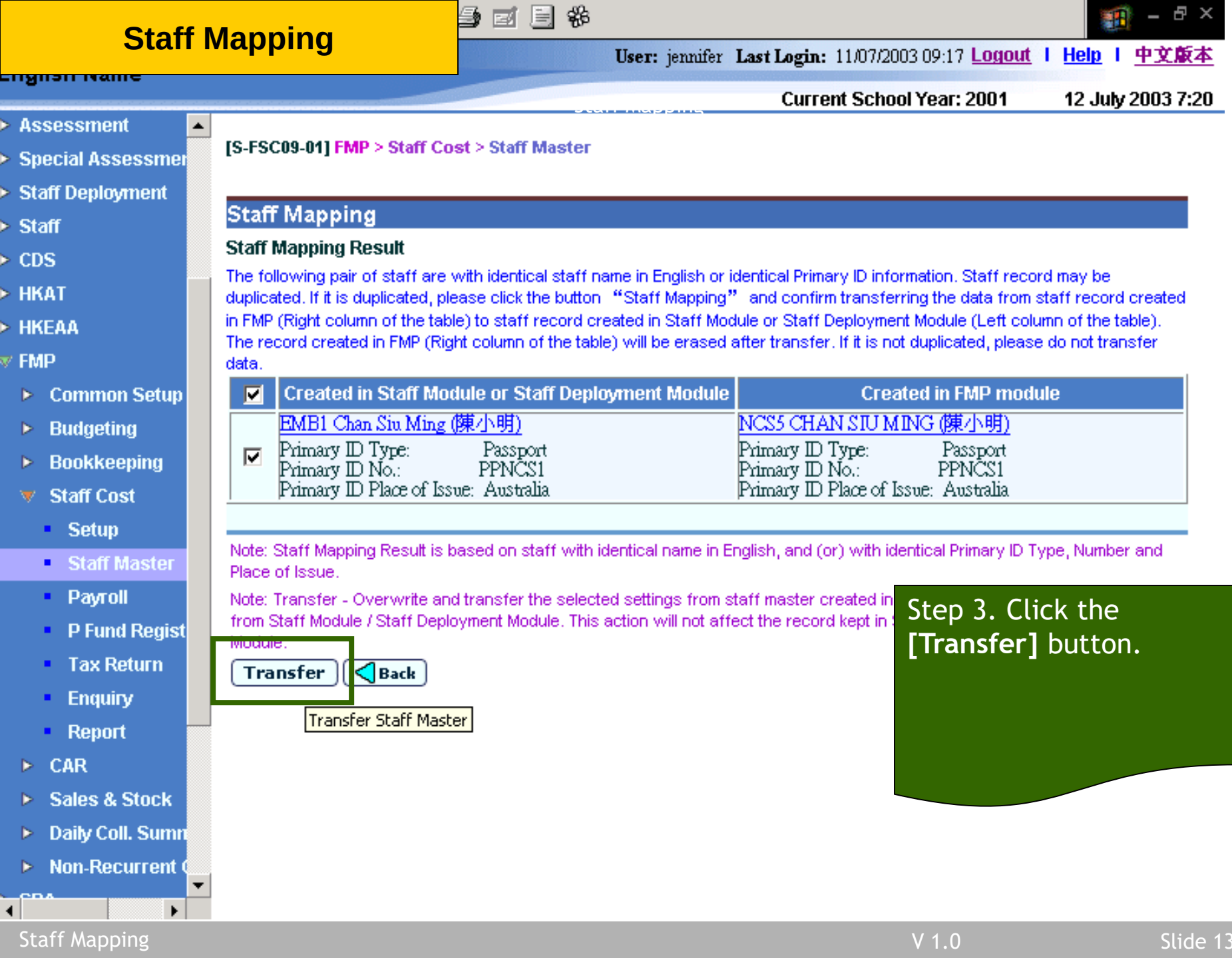
The system will redirect to the **Staff Mapping** page.

Staff Mapping



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

Staff Mapping



Step 3. Click the **[Transfer]** button.

Staff Mapping

- All records will be transferred from the staff record created in Staff Cost Module to the staff record transmitted from Staff / Staff Deployment Module.

    - Staff Personal Information
    - Staff Employment setting
    - Staff Provident Fund setting
    - Staff Payroll Item Account Codes
    - Staff Payroll Item Amounts
    - Staff Payment setting
    - Staff Reimbursement setting
    - Staff Cost Allocation setting
    - Staff Payroll Entries
    - Staff Provident Fund Register records
    - Staff Tax Return Records

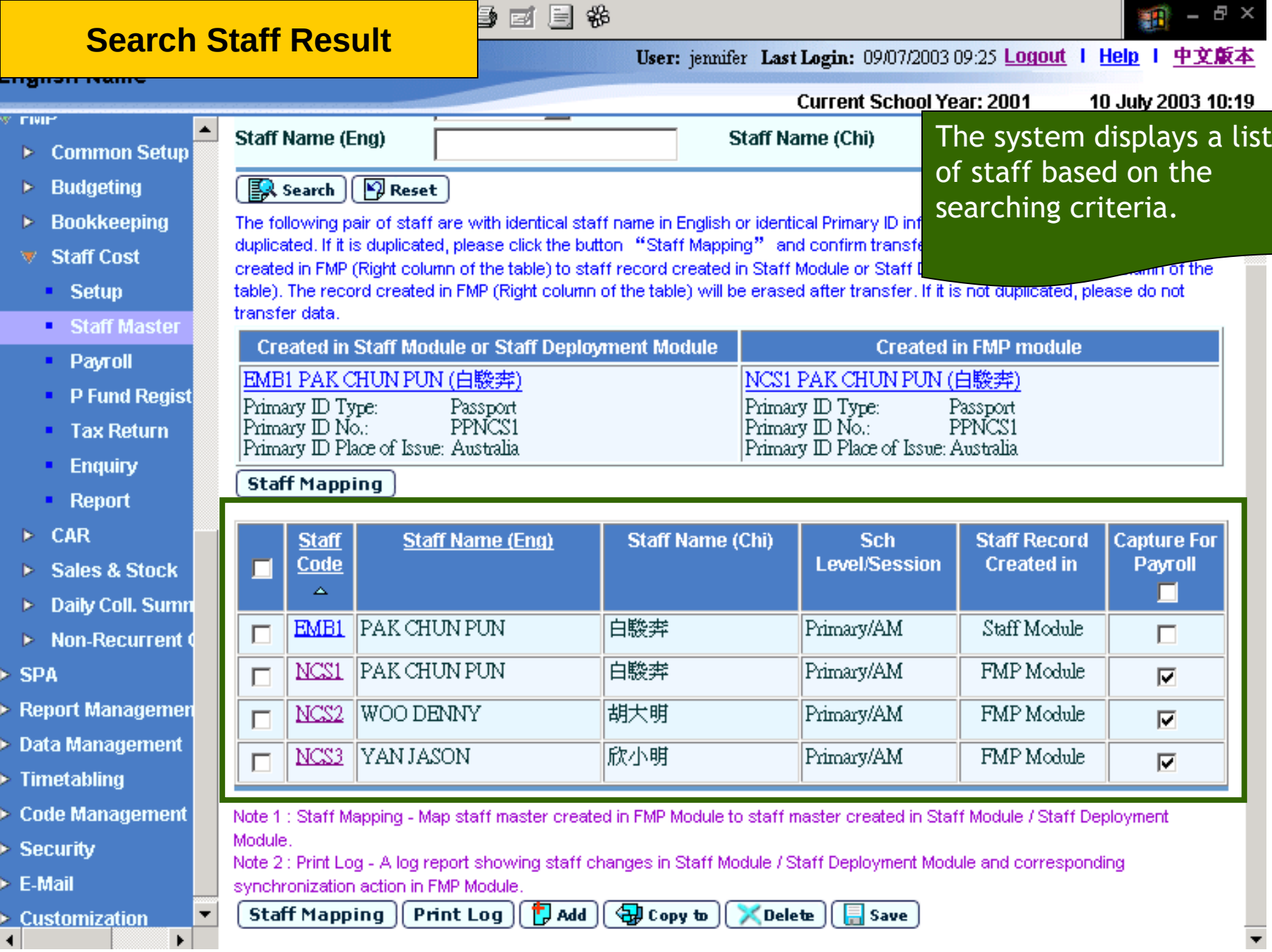
- Staff records from Staff / Staff Deployment Module will be overwritten. Lastly, the identical staff created in Staff Cost Module will be deleted automatically.

Staff Mapping

- If payroll is under preparation for the selected staff created in Staff / Staff Deployment Module, the system will abort the transfer action.

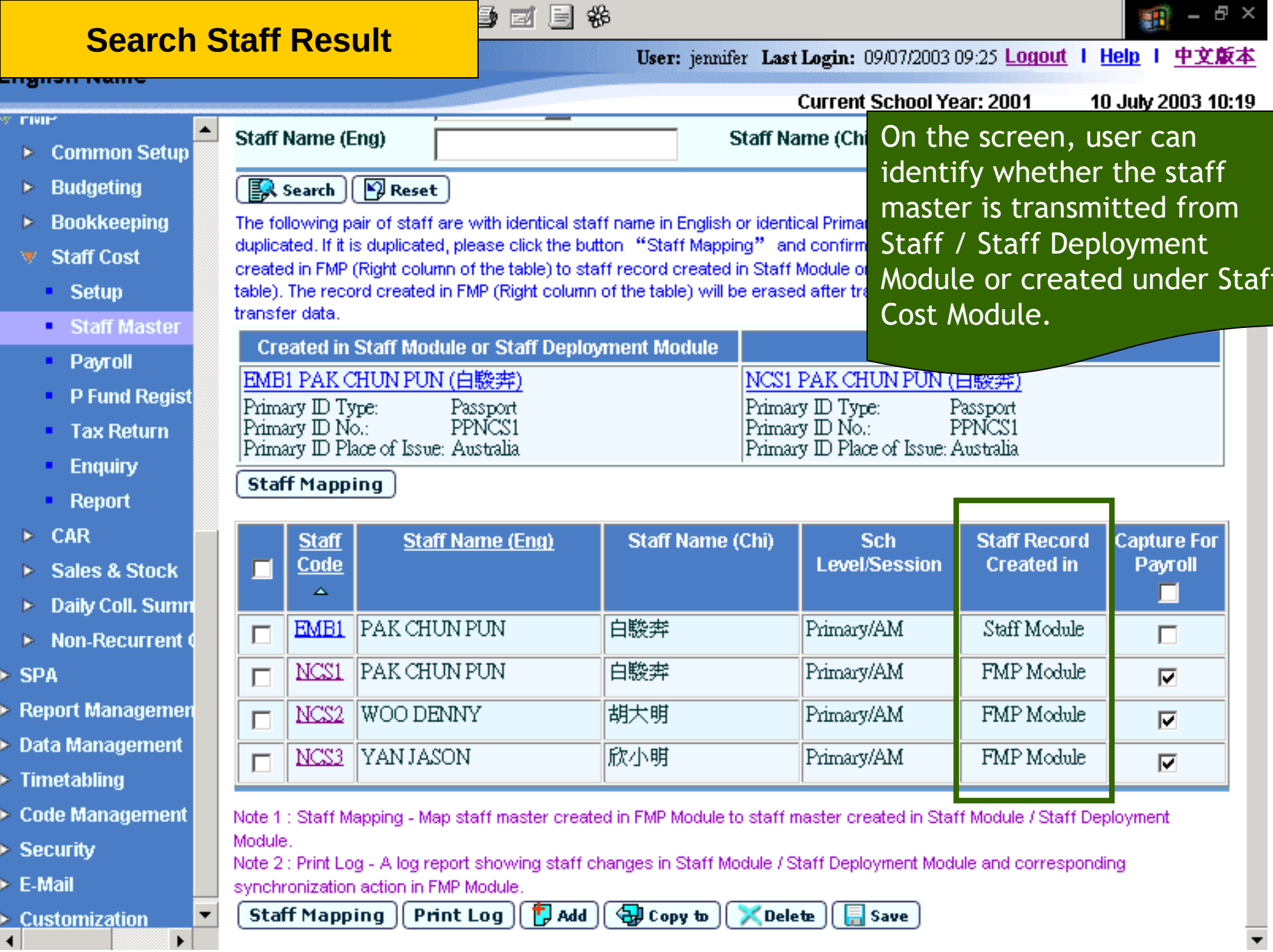
- The transfer action in the Staff Mapping function will not affect the original personal and employment information of the staff in Staff / Staff Deployment Module.

Search Staff Result



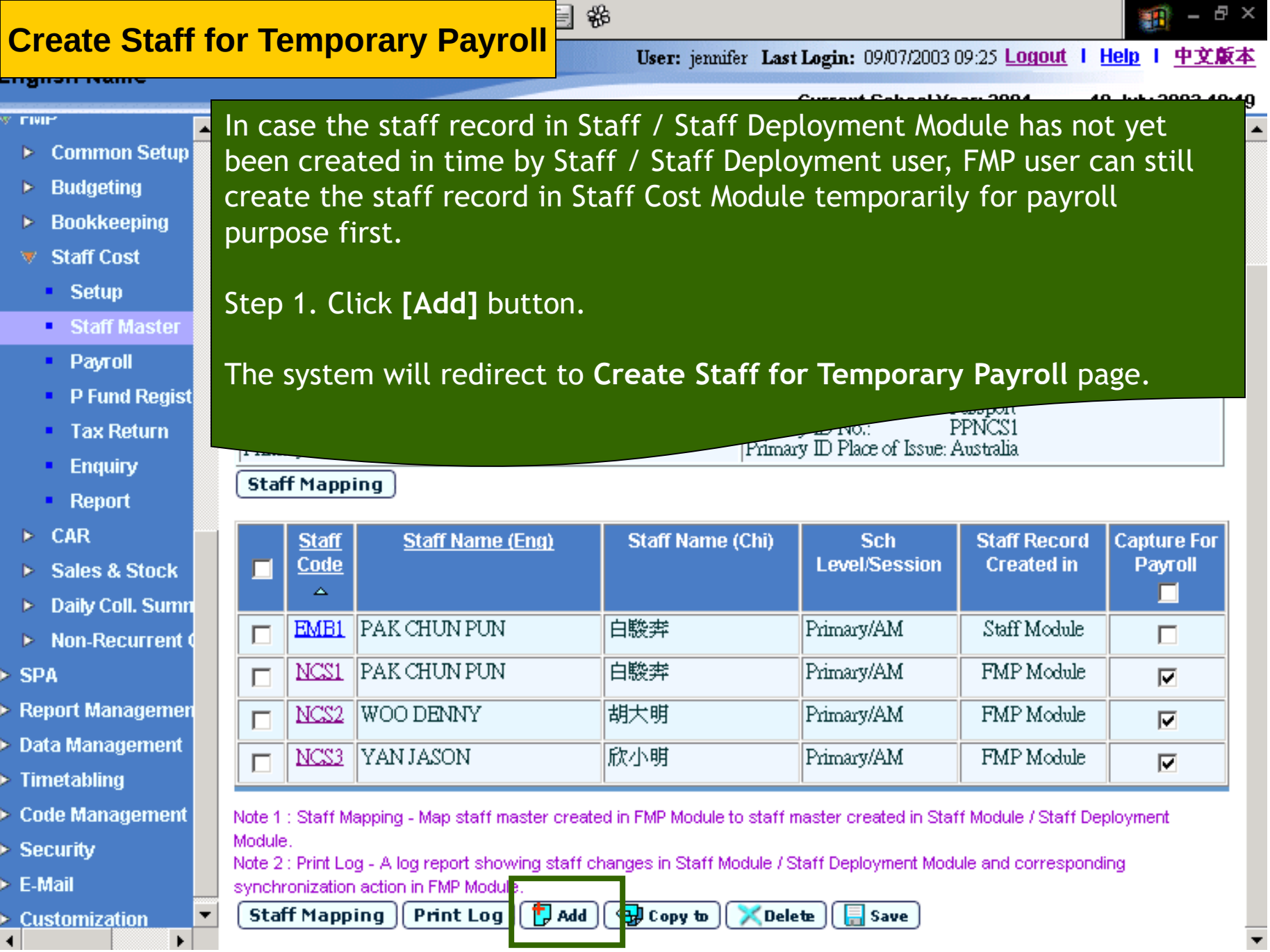
The system displays a list of staff based on the searching criteria.

Search Staff Result

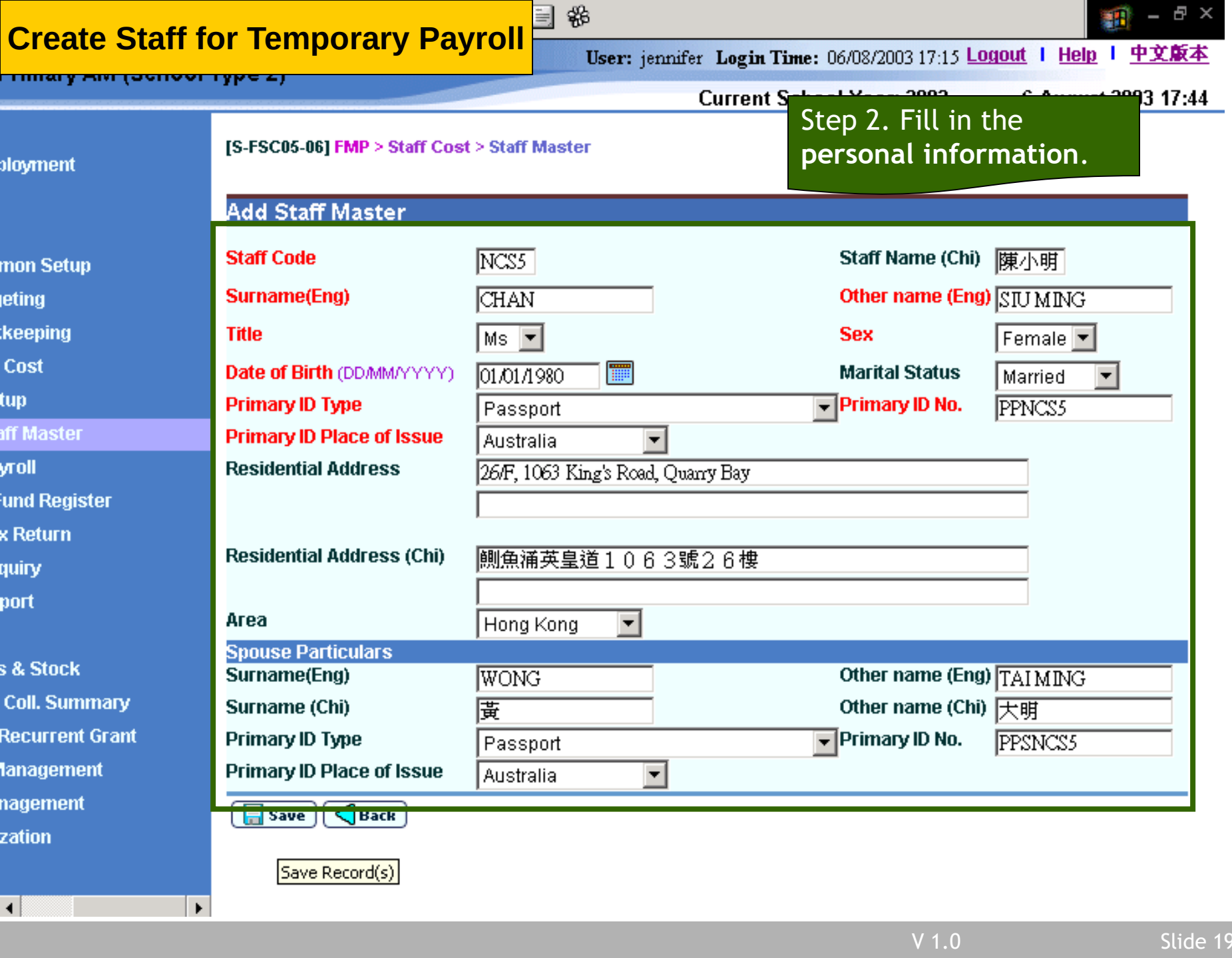


On the screen, user can identify whether the staff master is transmitted from Staff / Staff Deployment Module or created under Staff Cost Module.

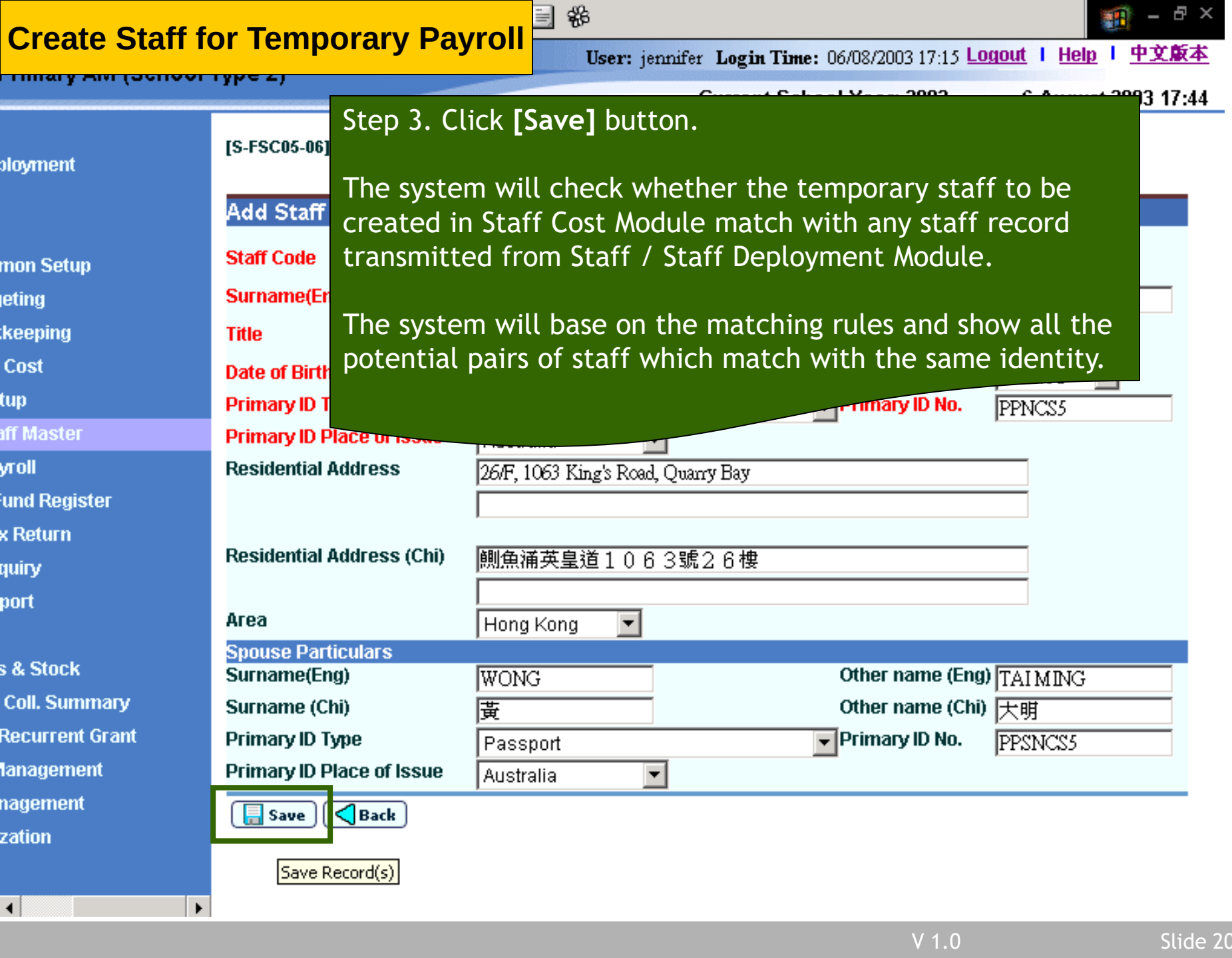
Create Staff for Temporary Payroll



Create Staff for Temporary Payroll



Create Staff for Temporary Payroll

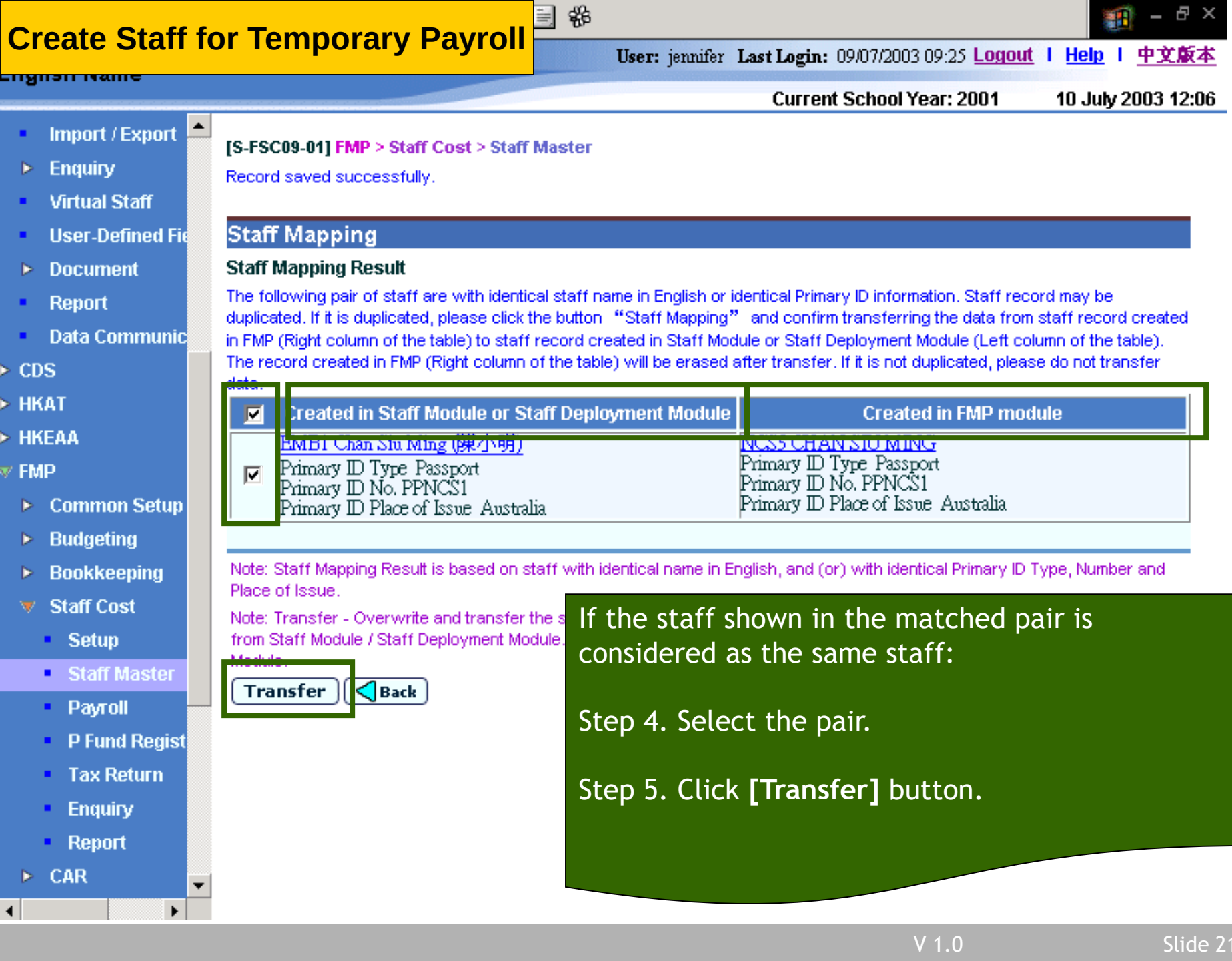


Step 3. Click **[Save]** button.

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

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

Create Staff for Temporary Payroll



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

Step 4. Select the pair.

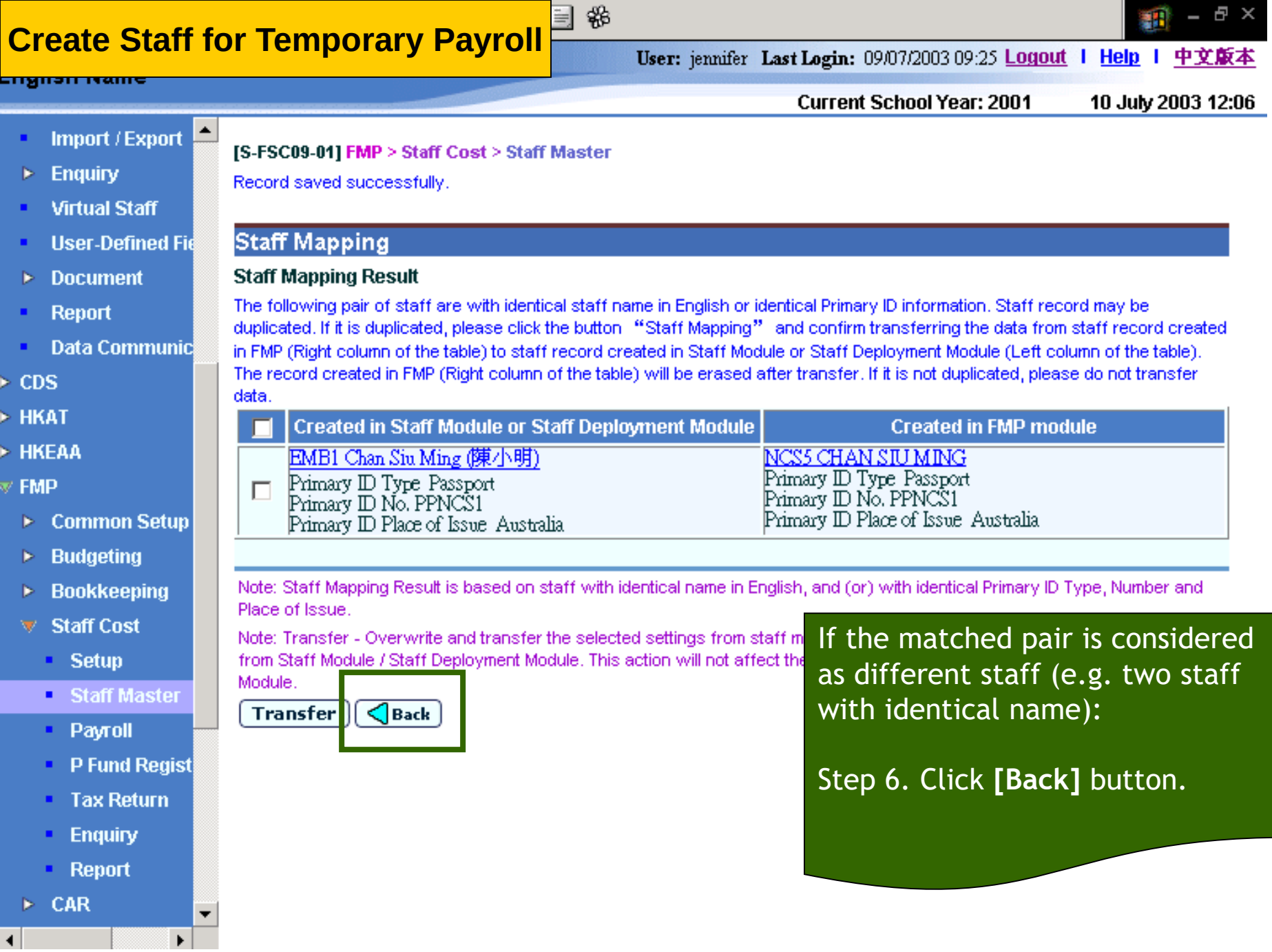
Step 5. Click **[Transfer]** button.

Create Staff for Temporary Payroll

- The system will then overwrite and transfer the settings from staff master created in Staff Cost Module to staff master transmitted from Staff / Staff Deployment Module.

- The system will subsequently abort the “Create Staff for Temporary Payroll” action.

Create Staff for Temporary Payroll



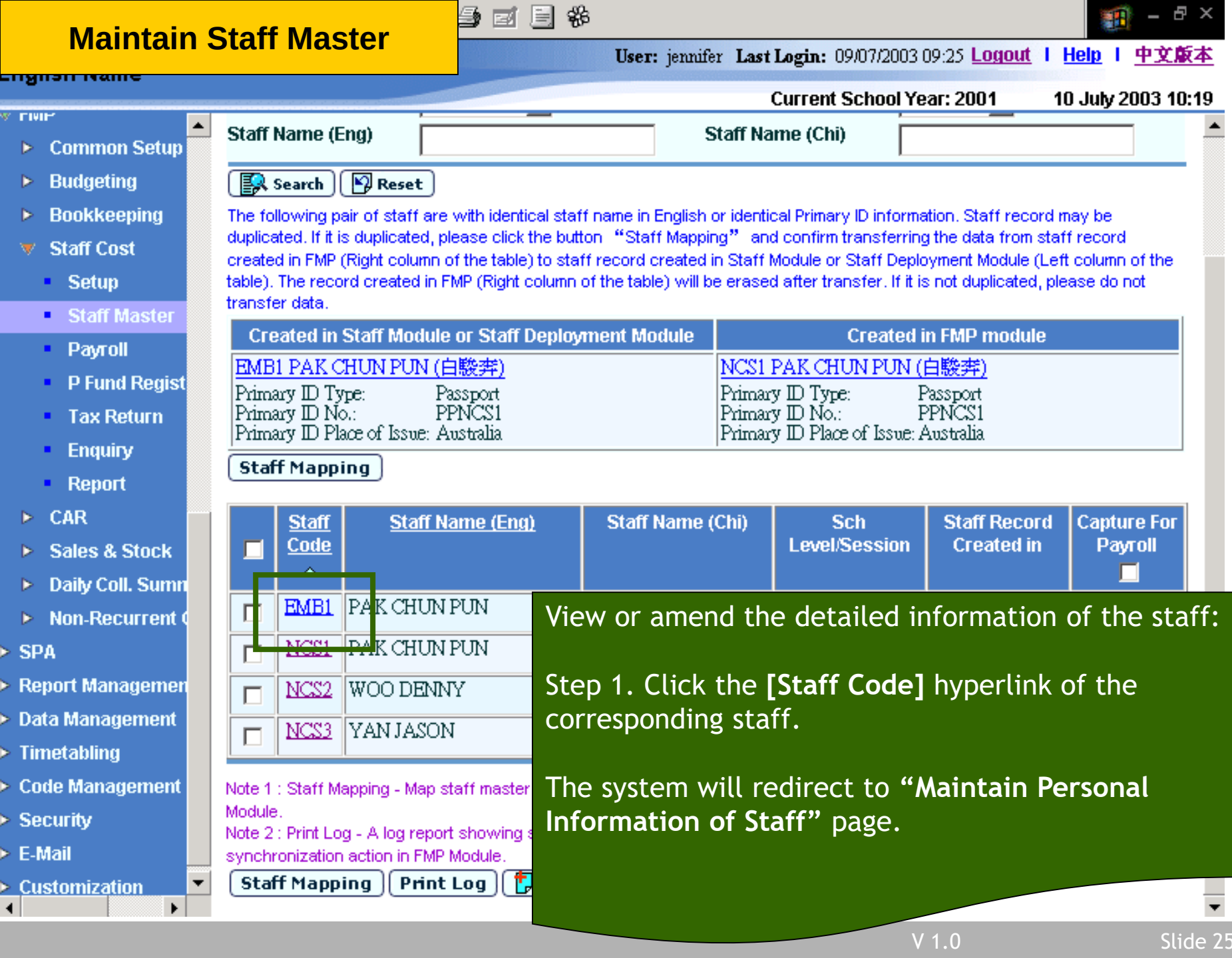
If the matched pair is considered as different staff (e.g. two staff with identical name):

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

Create Staff for Temporary Payroll

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

Maintain Staff Master

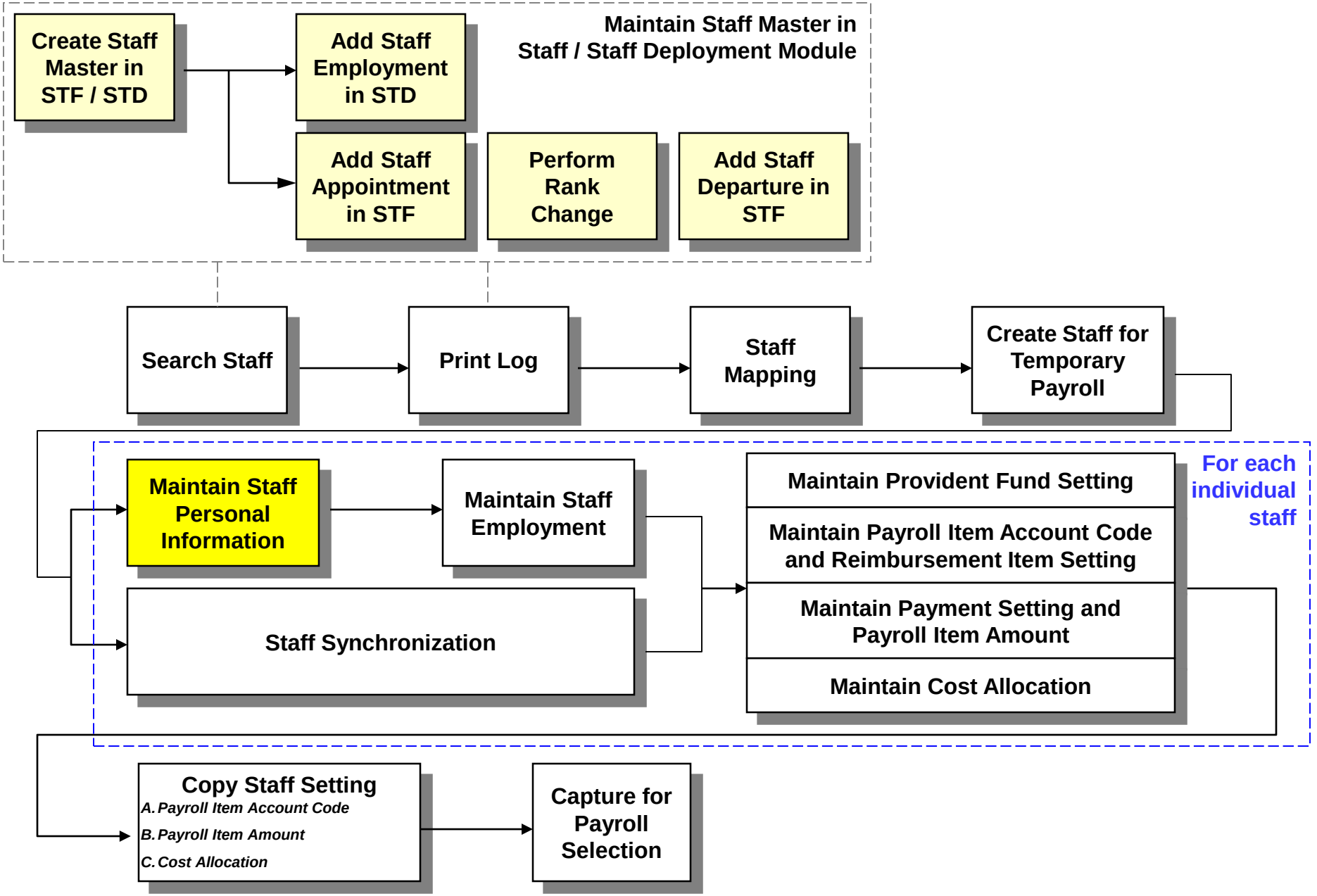


View or amend the detailed information of the staff:

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

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

Maintain Staff Information of Staff

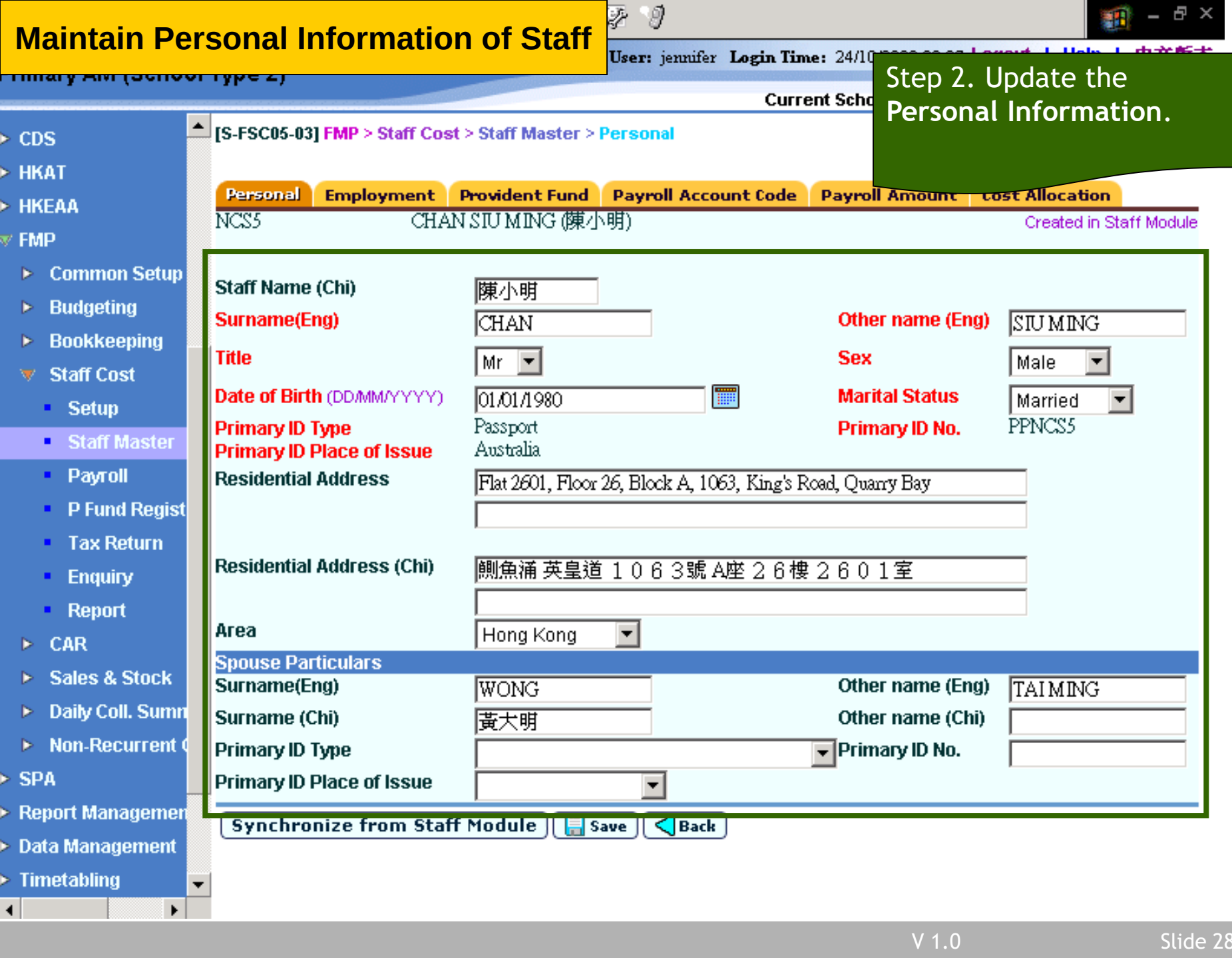


Maintain Personal Information of Staff

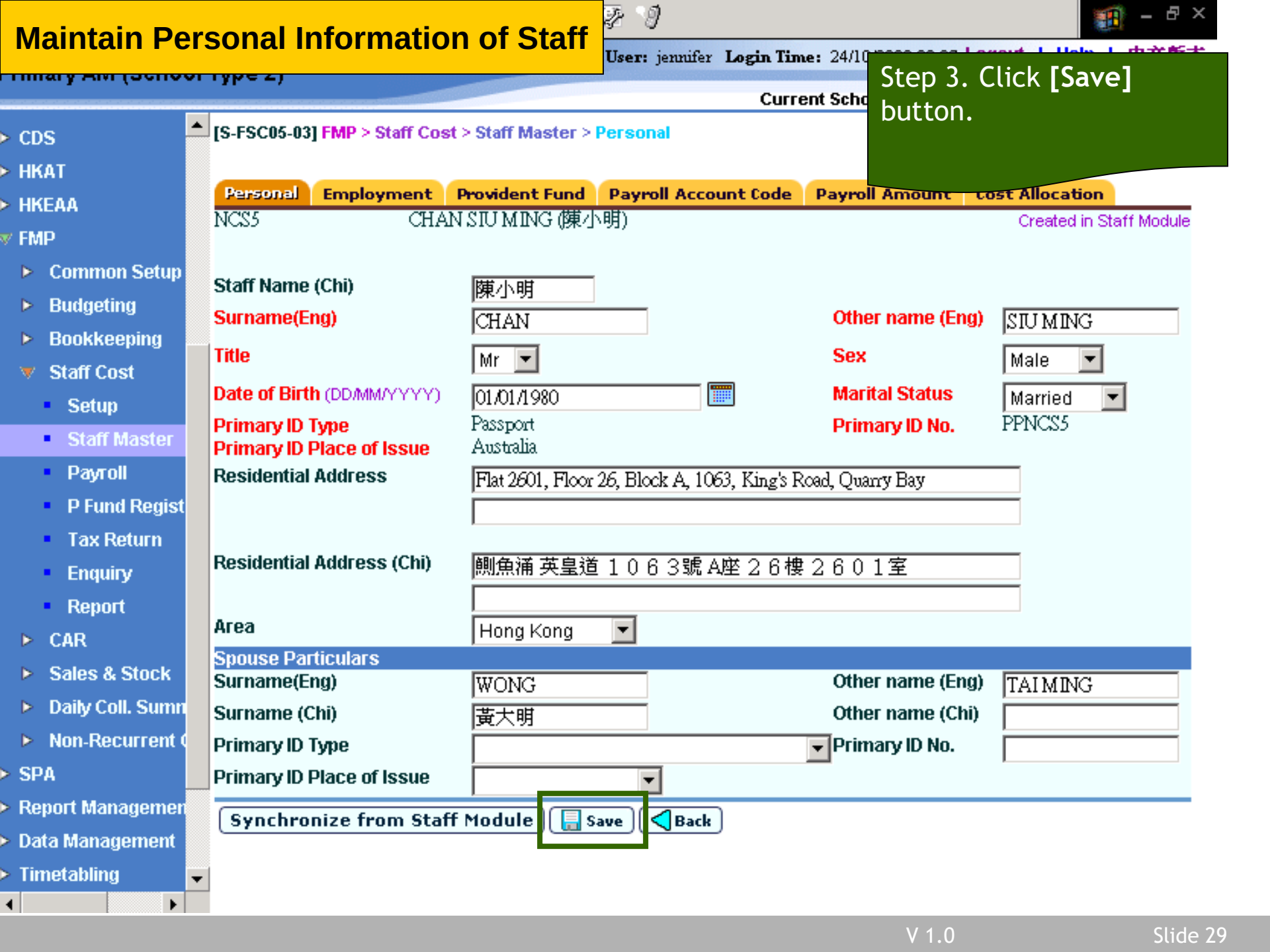
- To view or amend personal information of the staff
- Staff information in Staff / Staff Deployment Module will be updated from time to time, user can manually synchronize staff information in Staff Cost Module with Staff / Staff Deployment Module if the staff record is transmitted from Staff / Staff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

Maintain Personal Information of Staff

Step 2. Update the Personal Information.



Maintain Personal Information of Staff

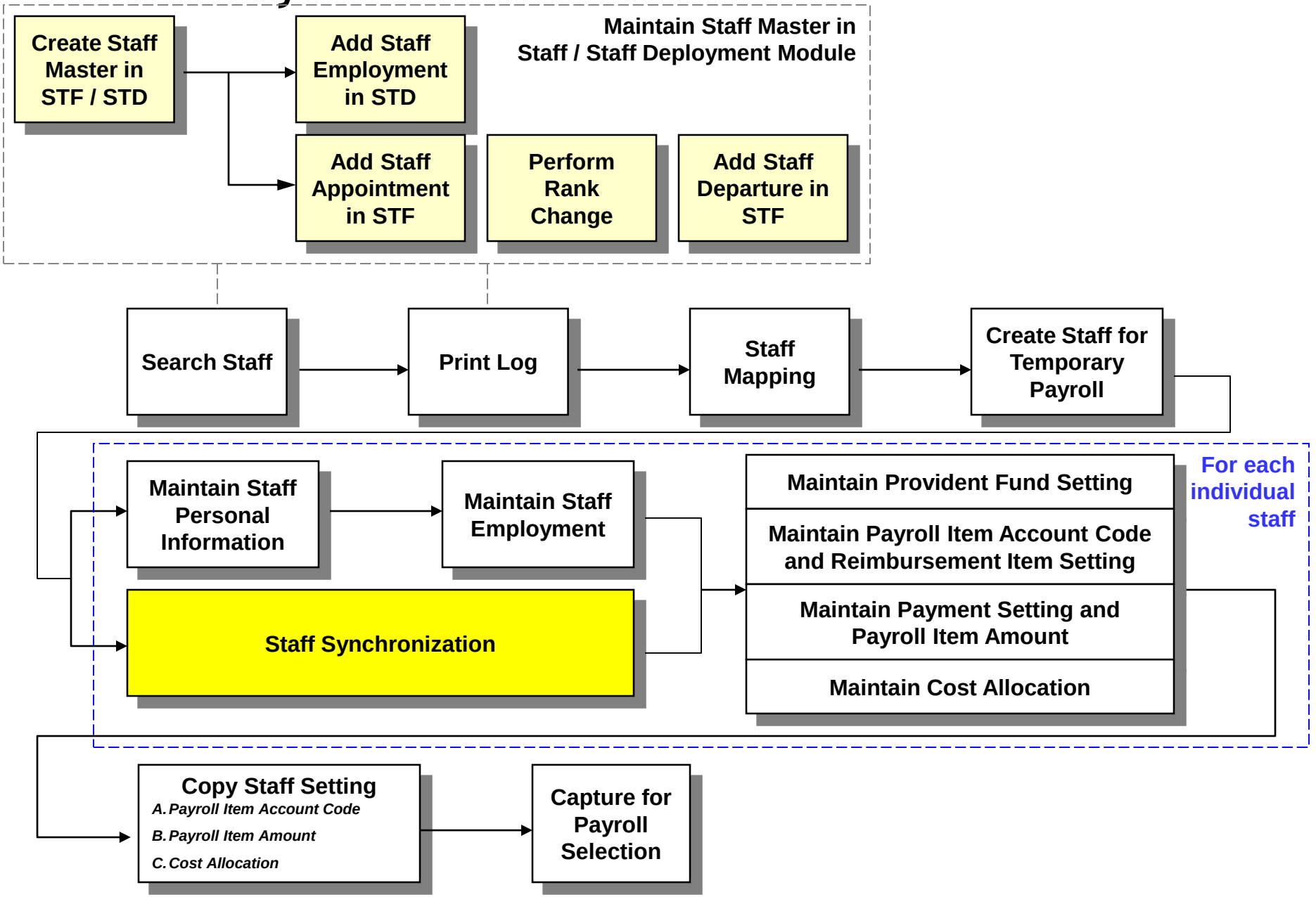


Step 3. Click **[Save]** button.

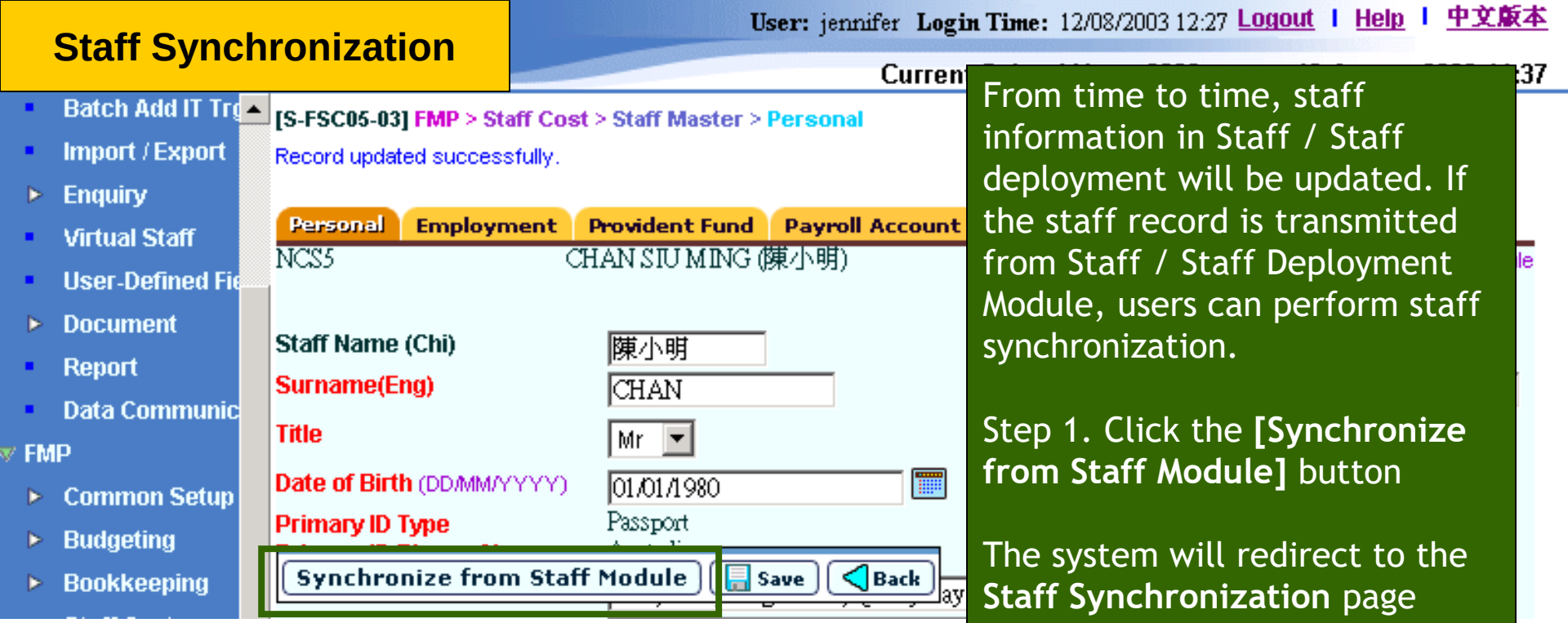
Maintain Personal Information of Staff

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

Staff Synchronization



Staff Synchronization



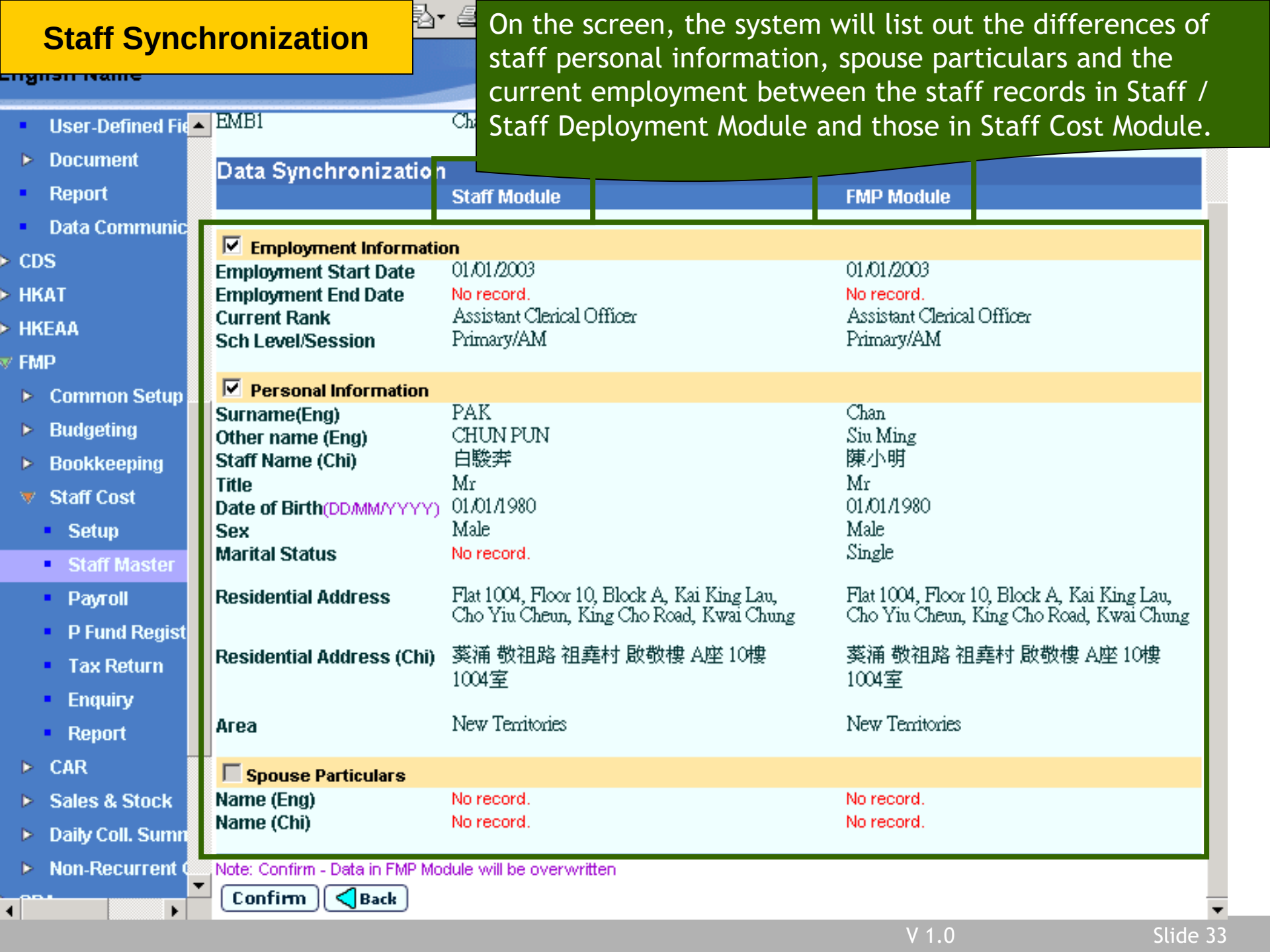
From time to time, staff information in Staff / Staff deployment will be updated. If the staff record is transmitted from Staff / Staff Deployment Module, users can perform staff synchronization.

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

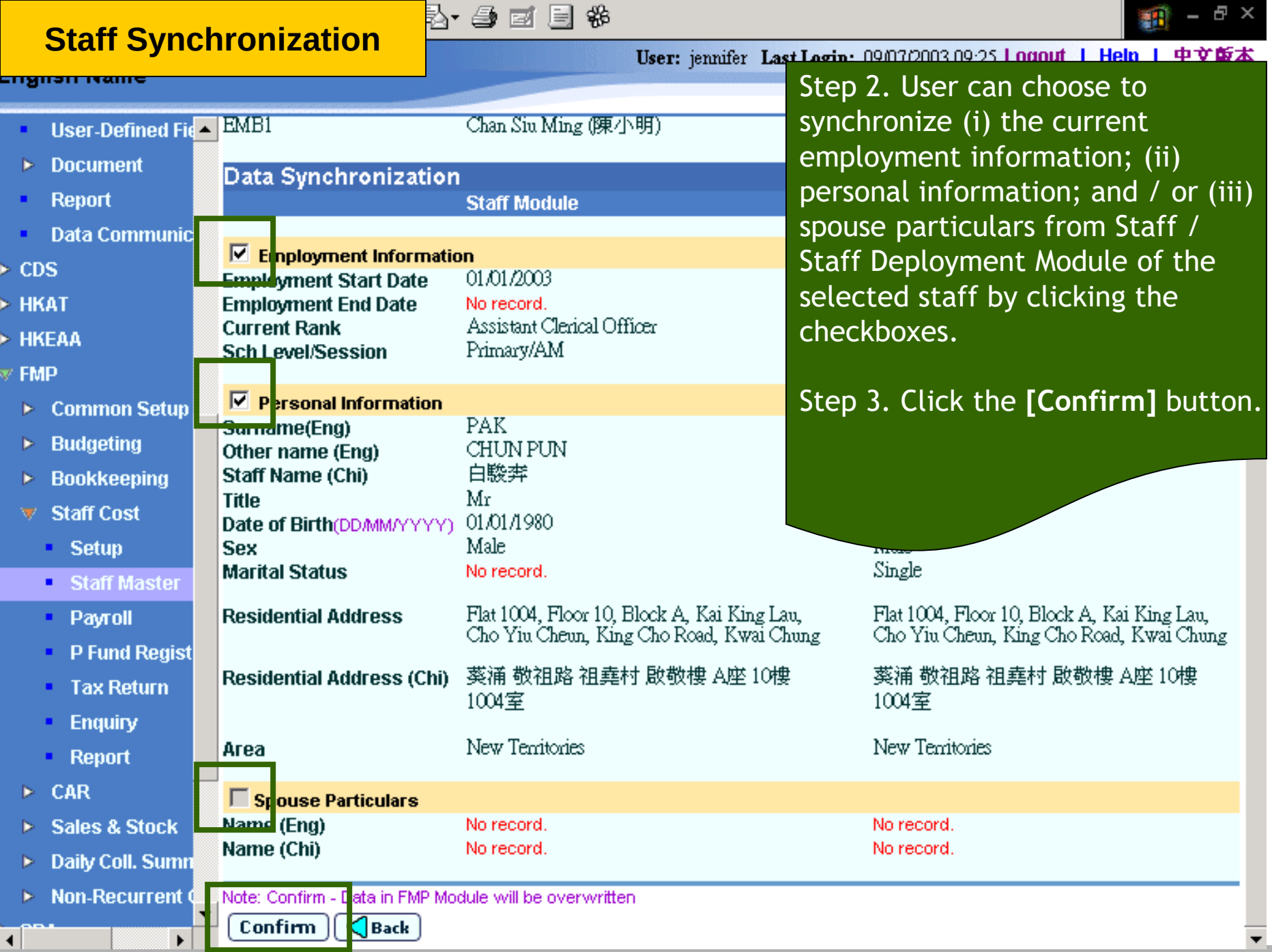
The system will redirect to the **Staff Synchronization** page

Staff Synchronization

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



Staff Synchronization



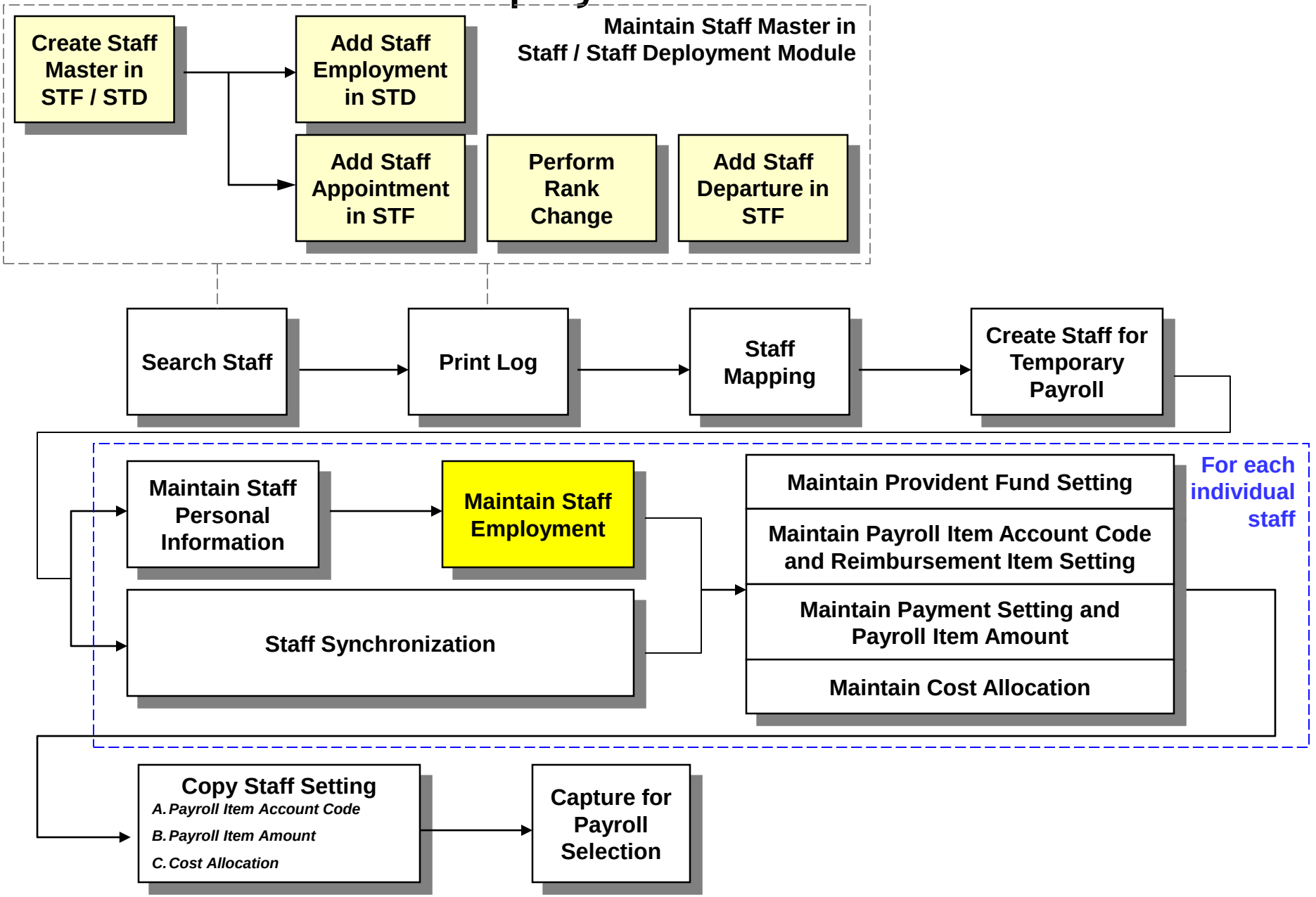
Step 2. User can choose to synchronize (i) the current employment information; (ii) personal information; and / or (iii) spouse particulars from Staff / Staff Deployment Module of the selected staff by clicking the checkboxes.

Step 3. Click the **[Confirm]** button.

Staff Synchronization

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

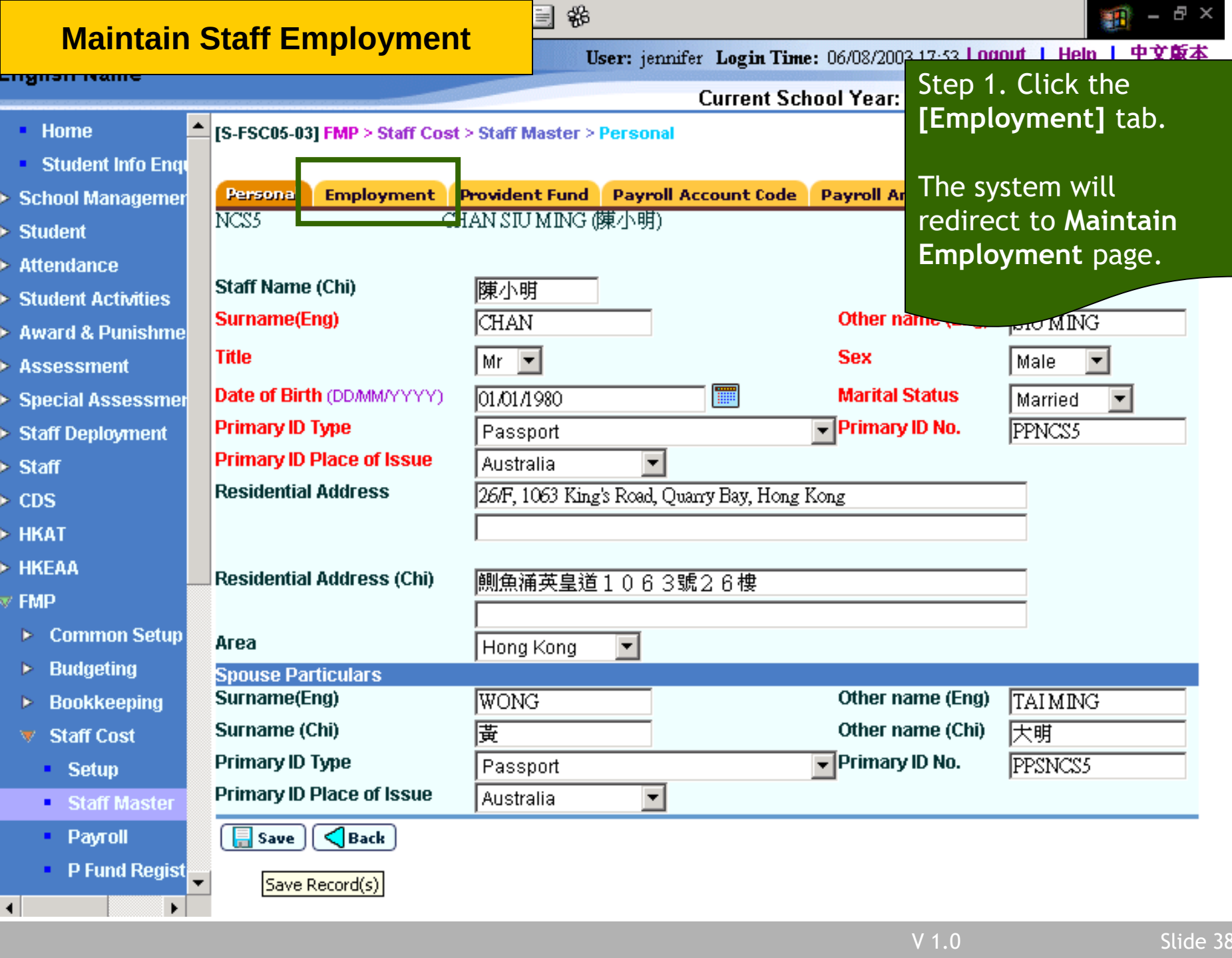
Maintain Staff Employment



Maintain Staff Employment

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

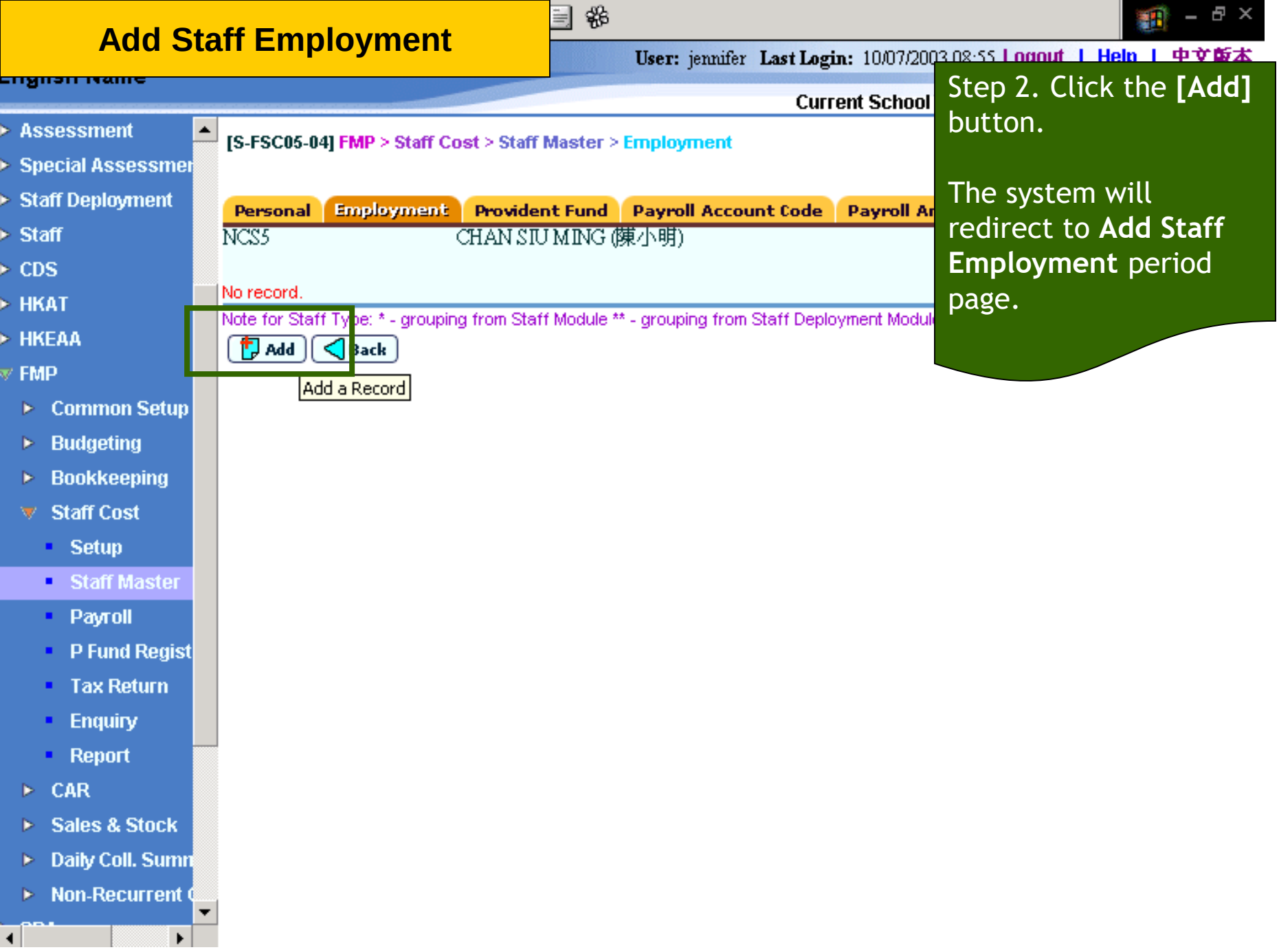
Maintain Staff Employment



Step 1. Click the **[Employment]** tab.

The system will redirect to **Maintain Employment** page.

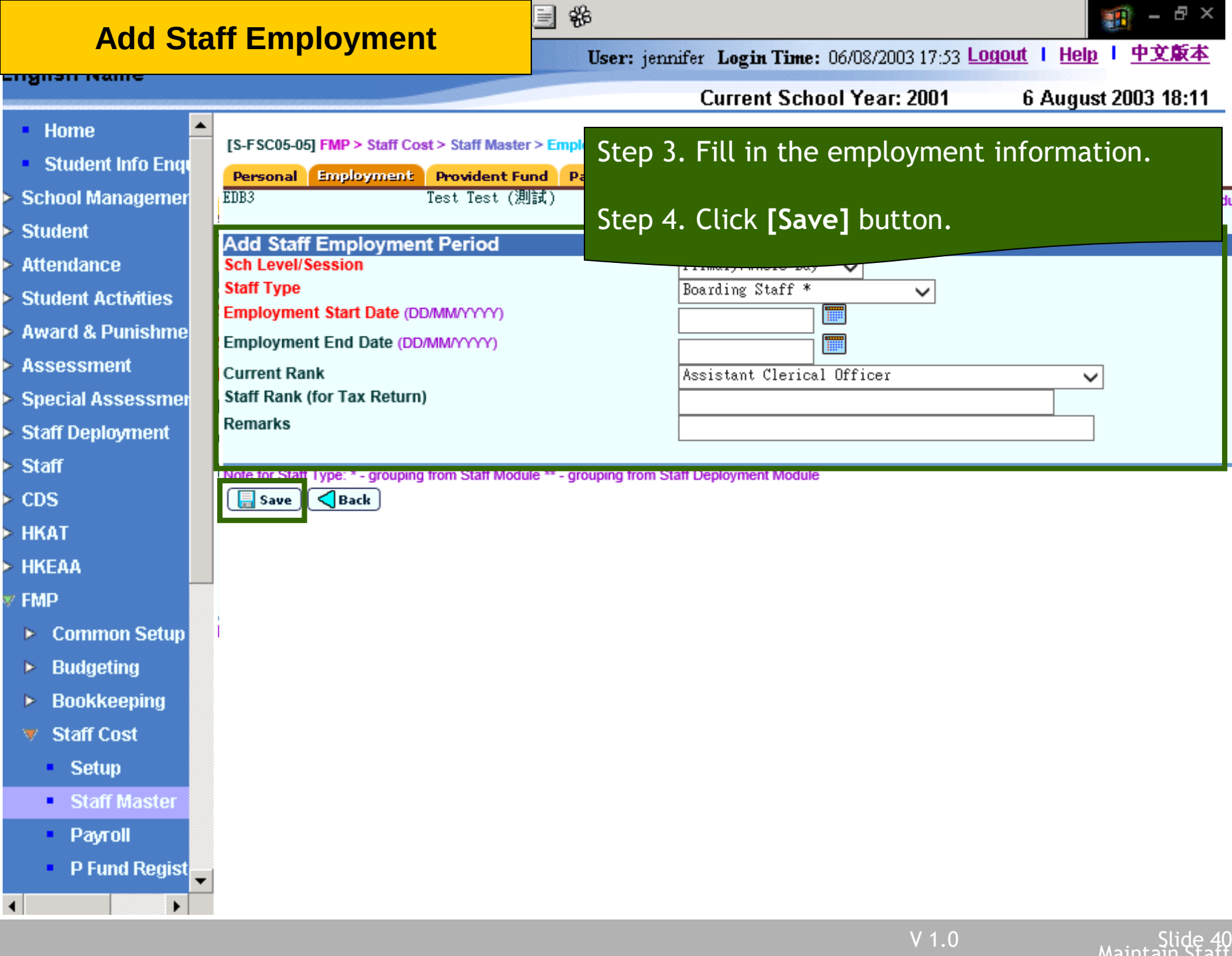
Add Staff Employment



Step 2. Click the **[Add]** button.

The system will redirect to **Add Staff Employment** period page.

Add Staff Employment



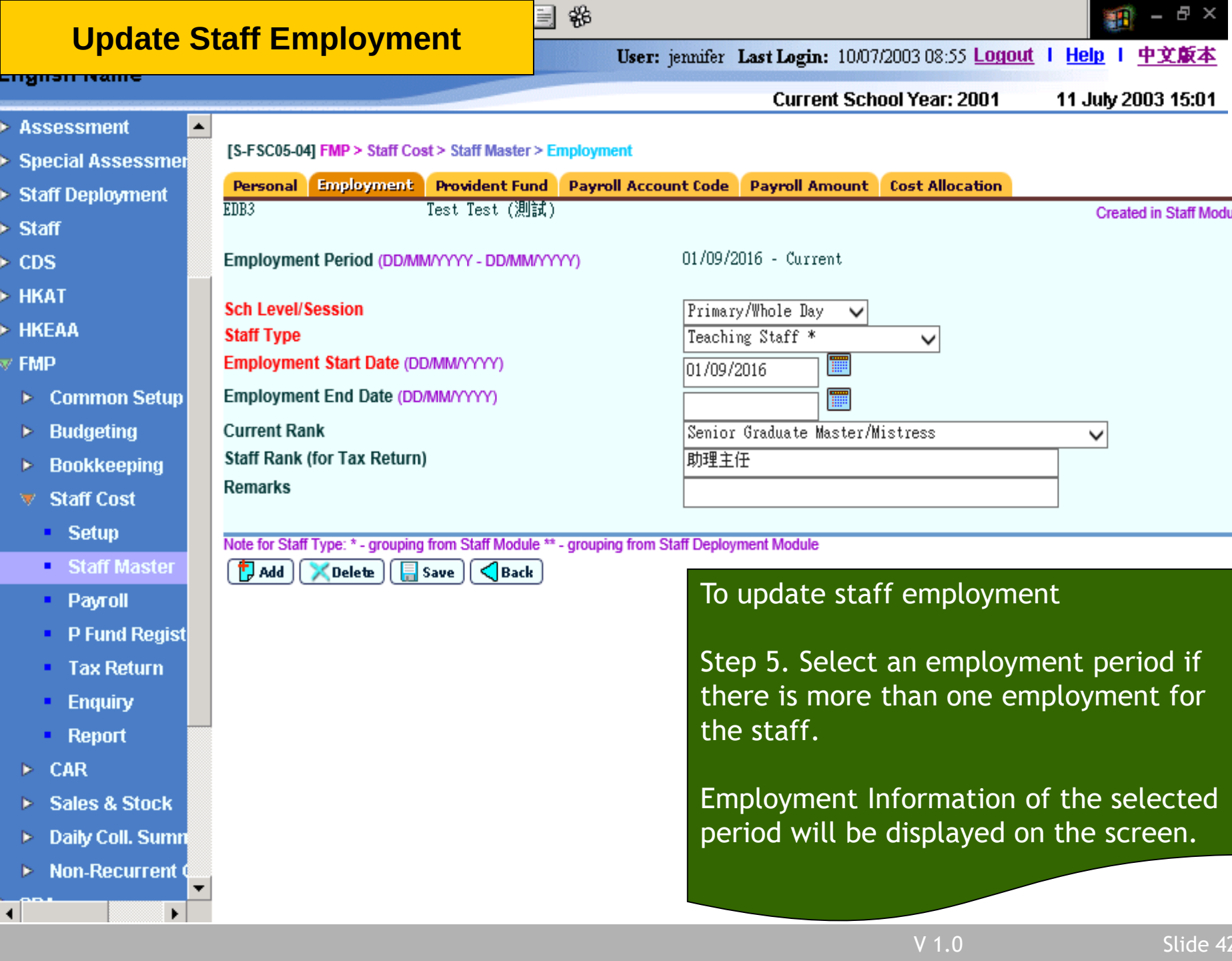
Step 3. Fill in the employment information.

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

Add Staff Employment

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

Update Staff Employment



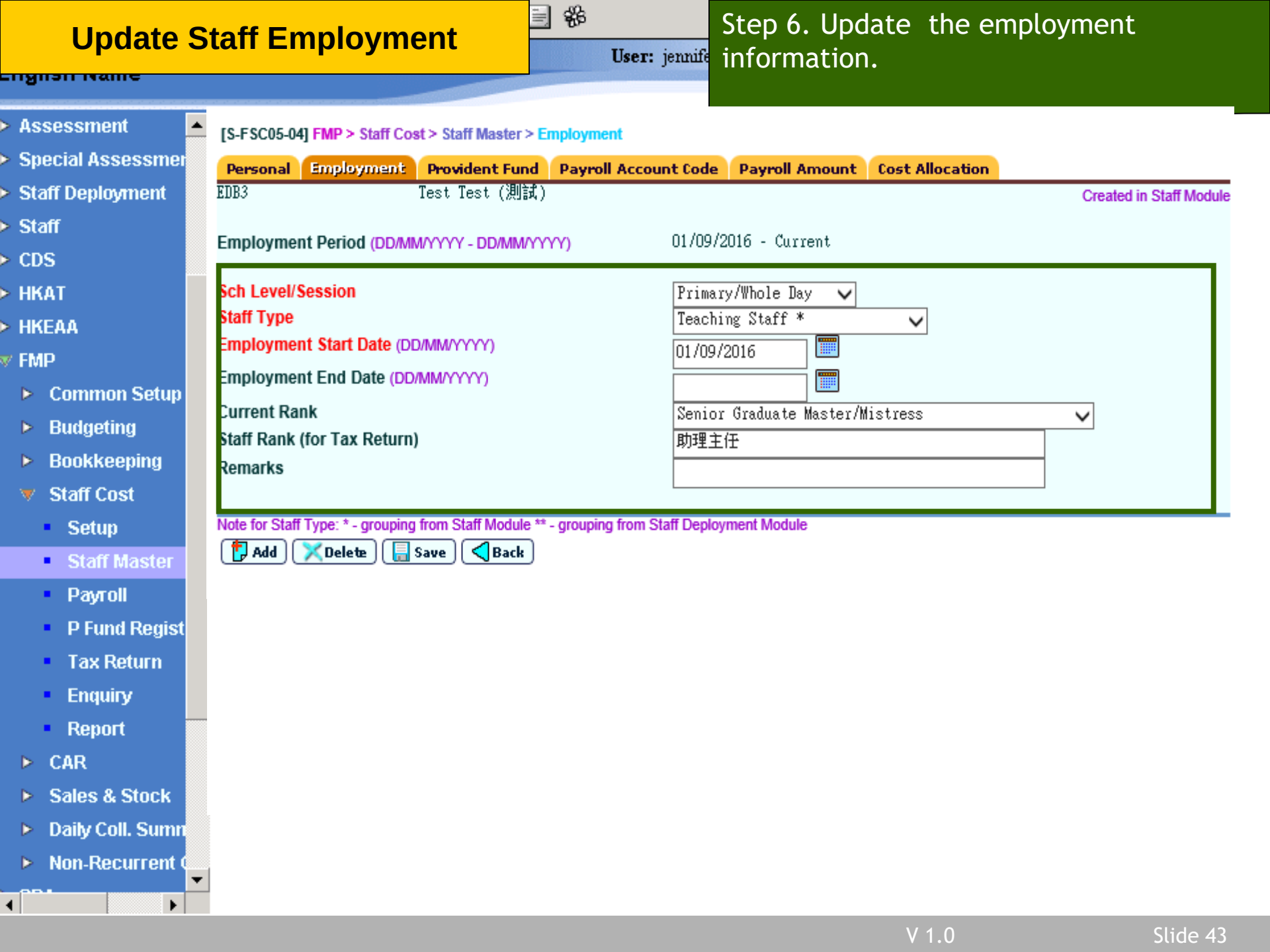
To update staff employment

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

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

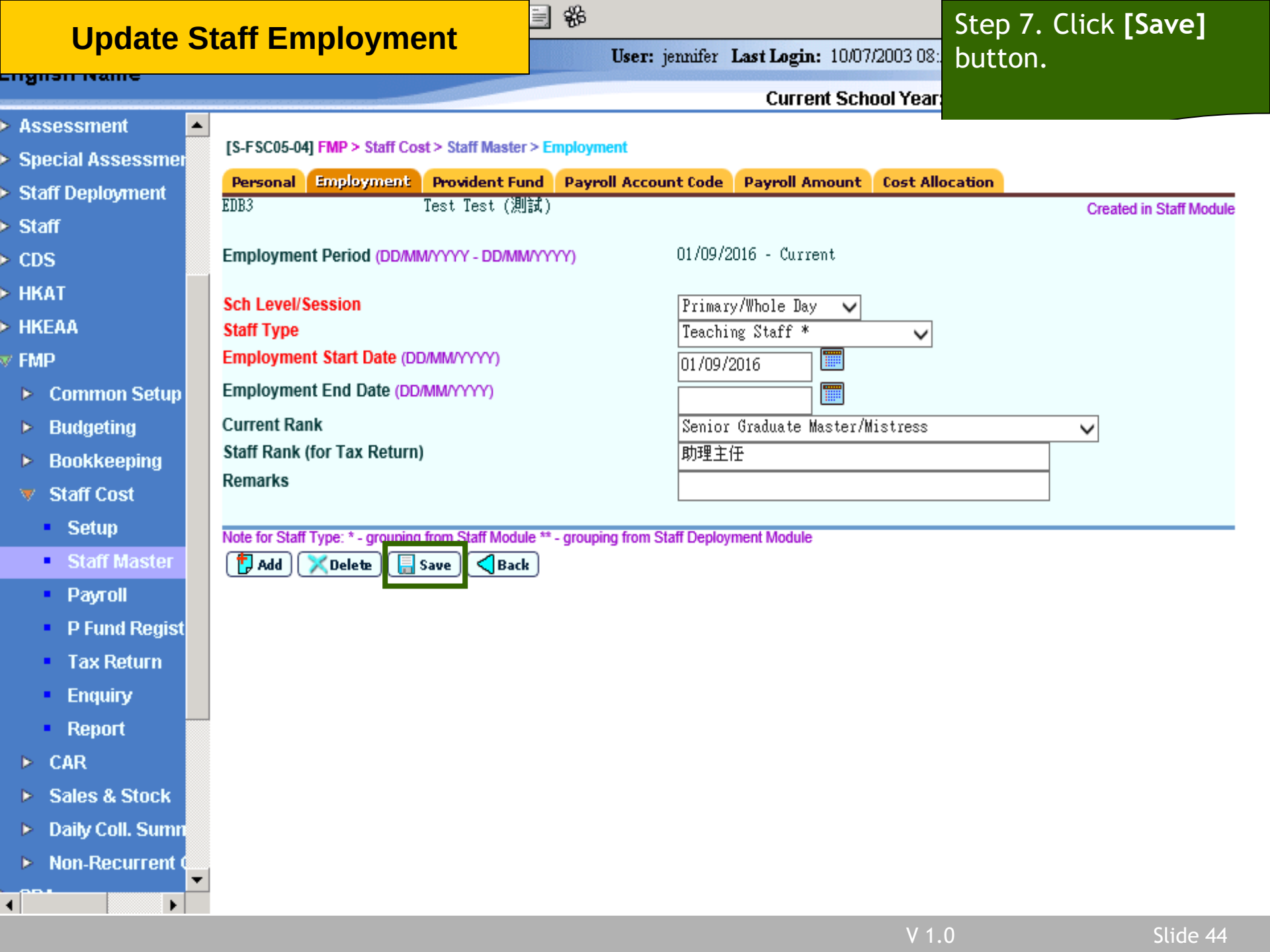
Update Staff Employment

Step 6. Update the employment information.



Update Staff Employment

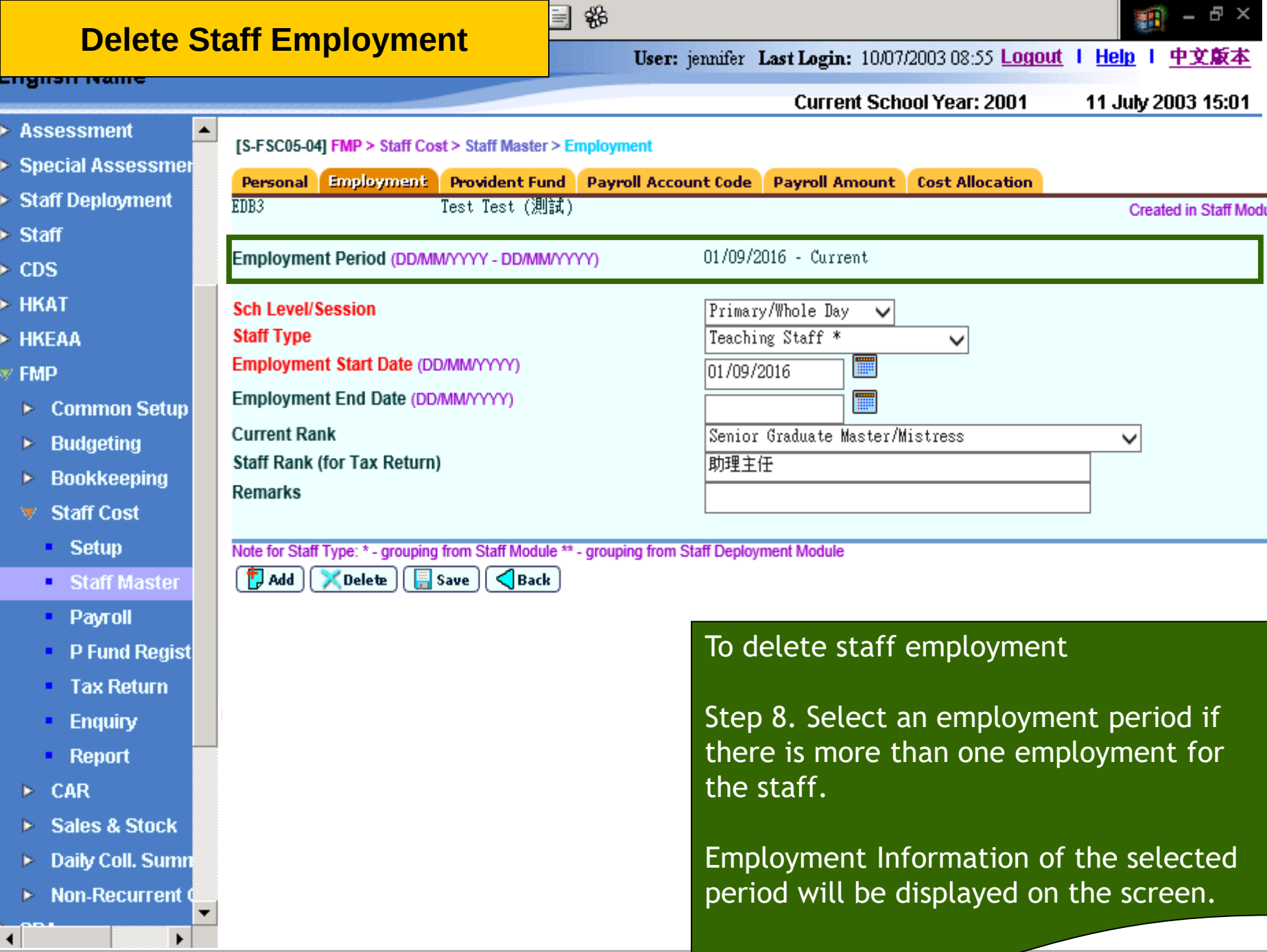
Step 7. Click **[Save]** button.



Update Staff Employment

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

Delete Staff Employment

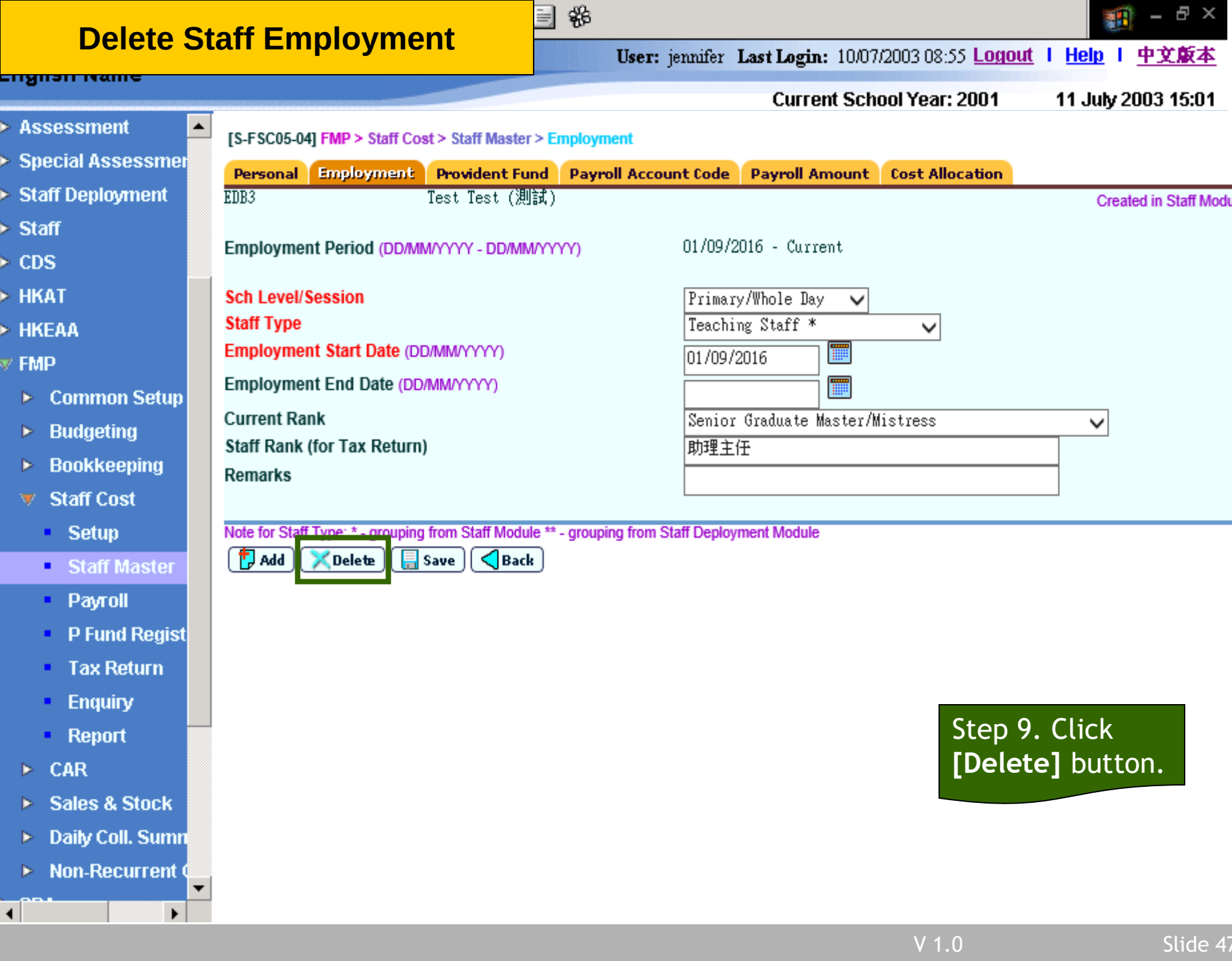


To delete staff employment

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

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

Delete Staff Employment

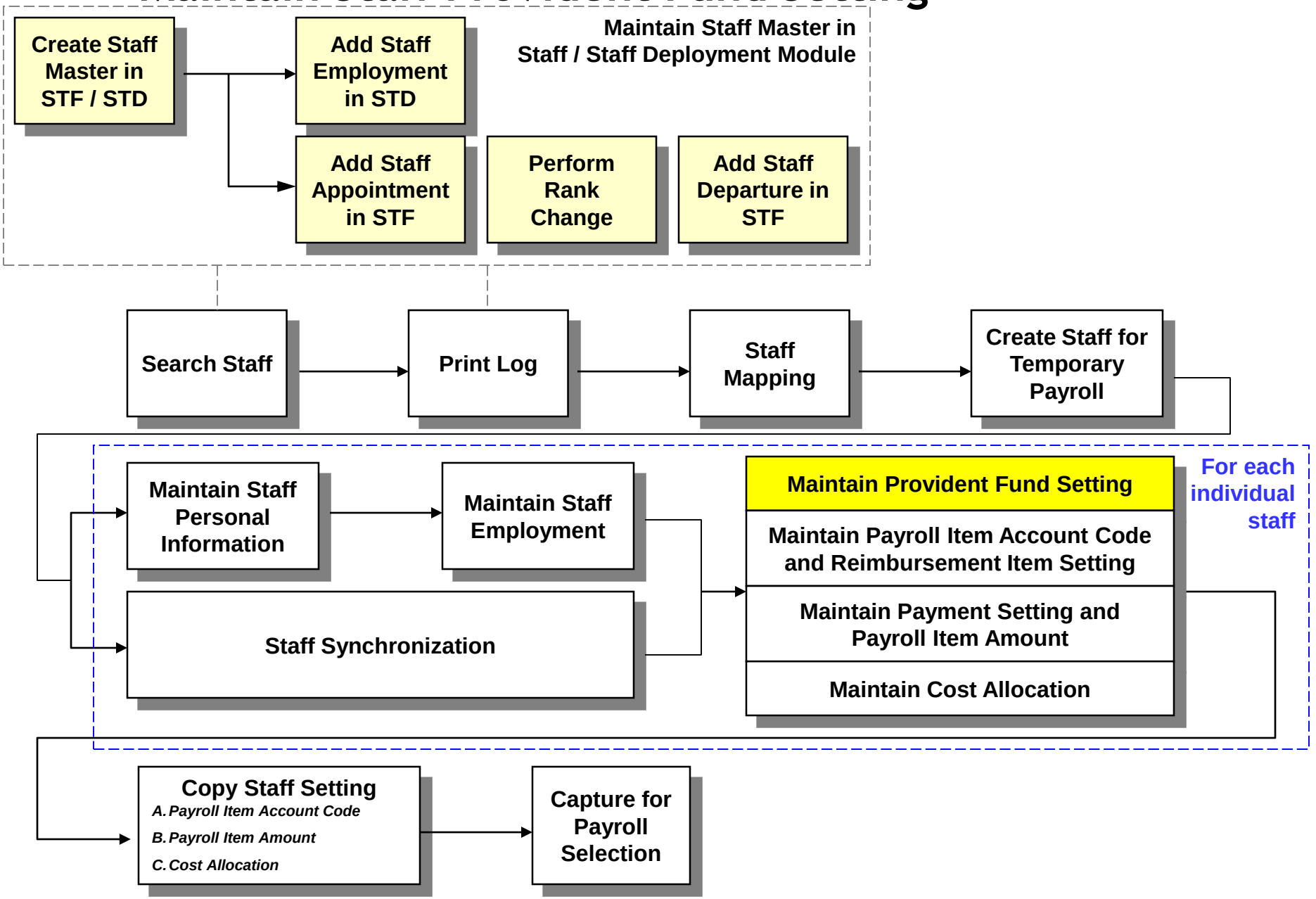


Step 9. Click **[Delete]** button.

Delete Staff Employment

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

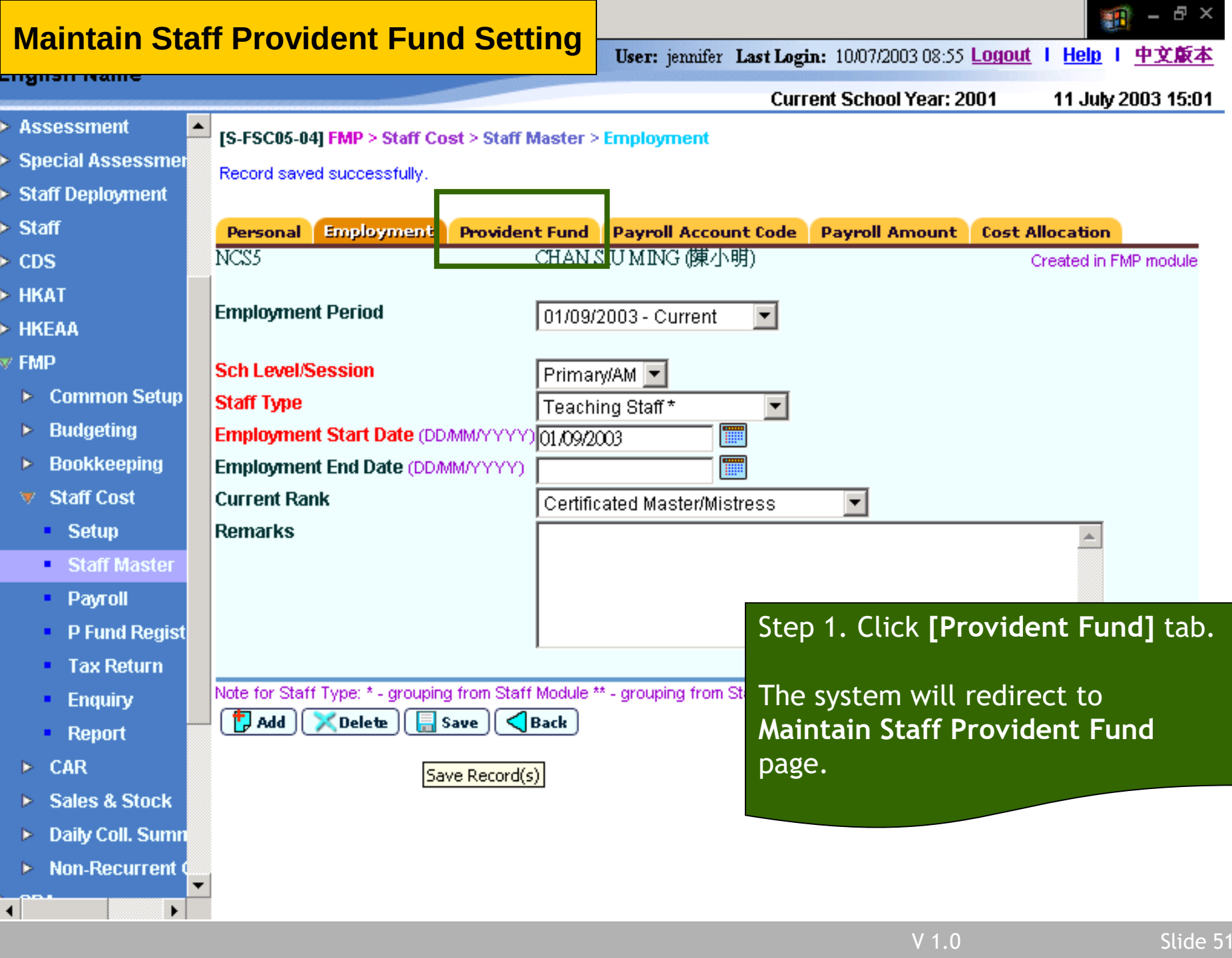
Maintain Staff Provident Fund Setting



Maintain Staff Provident Fund Setting

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

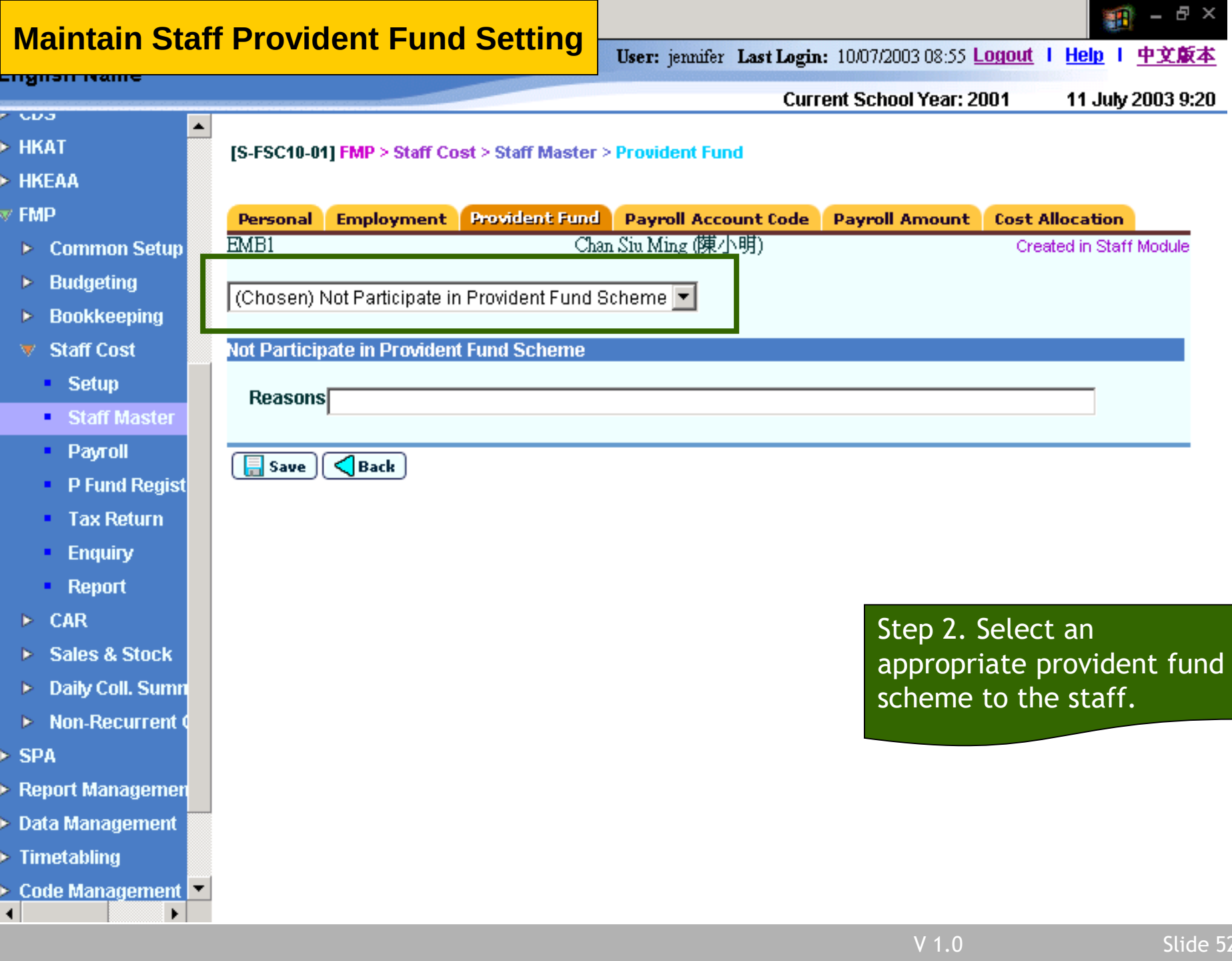
Maintain Staff Provident Fund Setting



Step 1. Click **[Provident Fund]** tab.

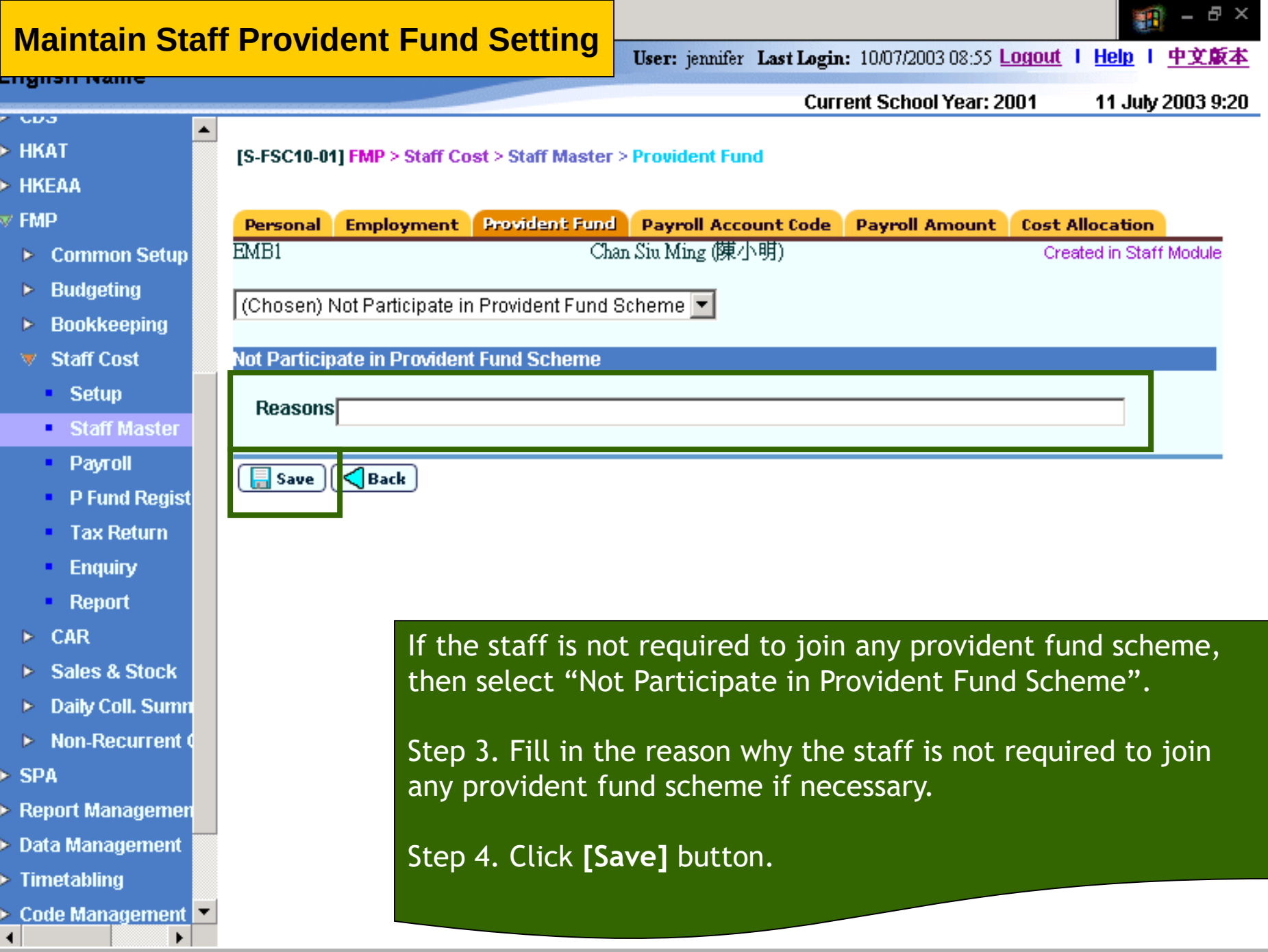
The system will redirect to **Maintain Staff Provident Fund** page.

Maintain Staff Provident Fund Setting



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

Maintain Staff Provident Fund Setting

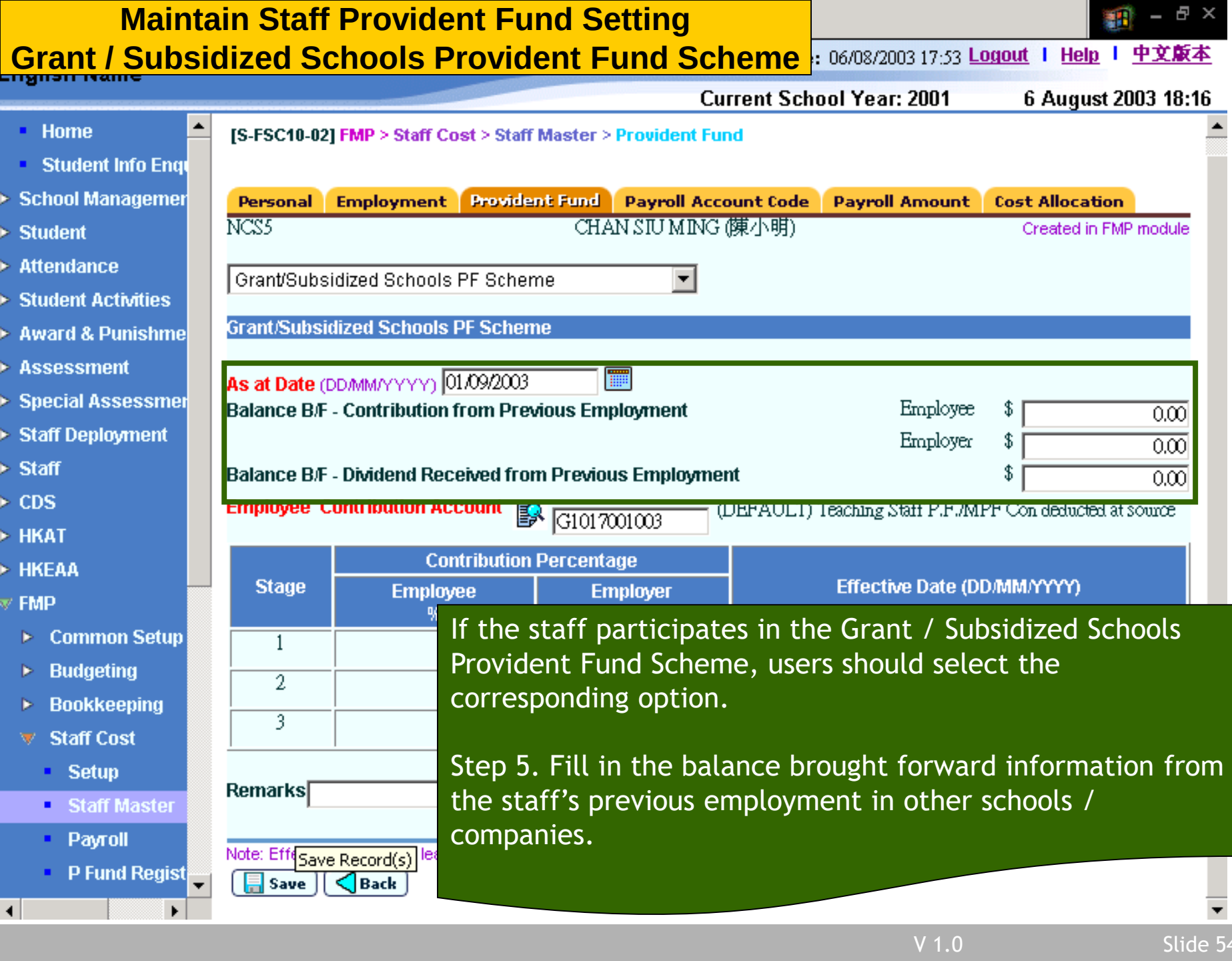


If the staff is not required to join any provident fund scheme, then select “Not Participate in Provident Fund Scheme”.

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

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

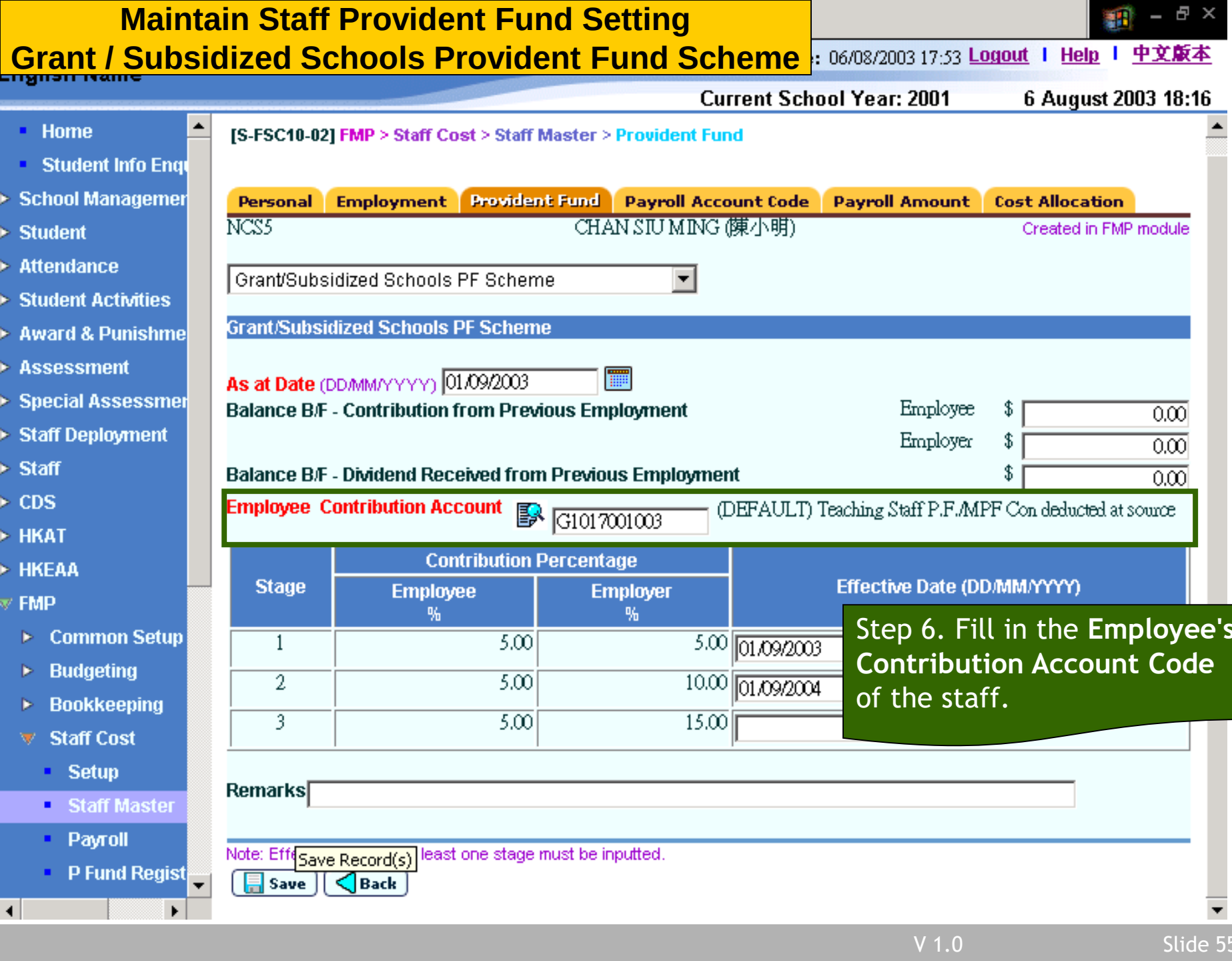
Maintain Staff Provident Fund Setting
Grant / Subsidized Schools Provident Fund Scheme



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

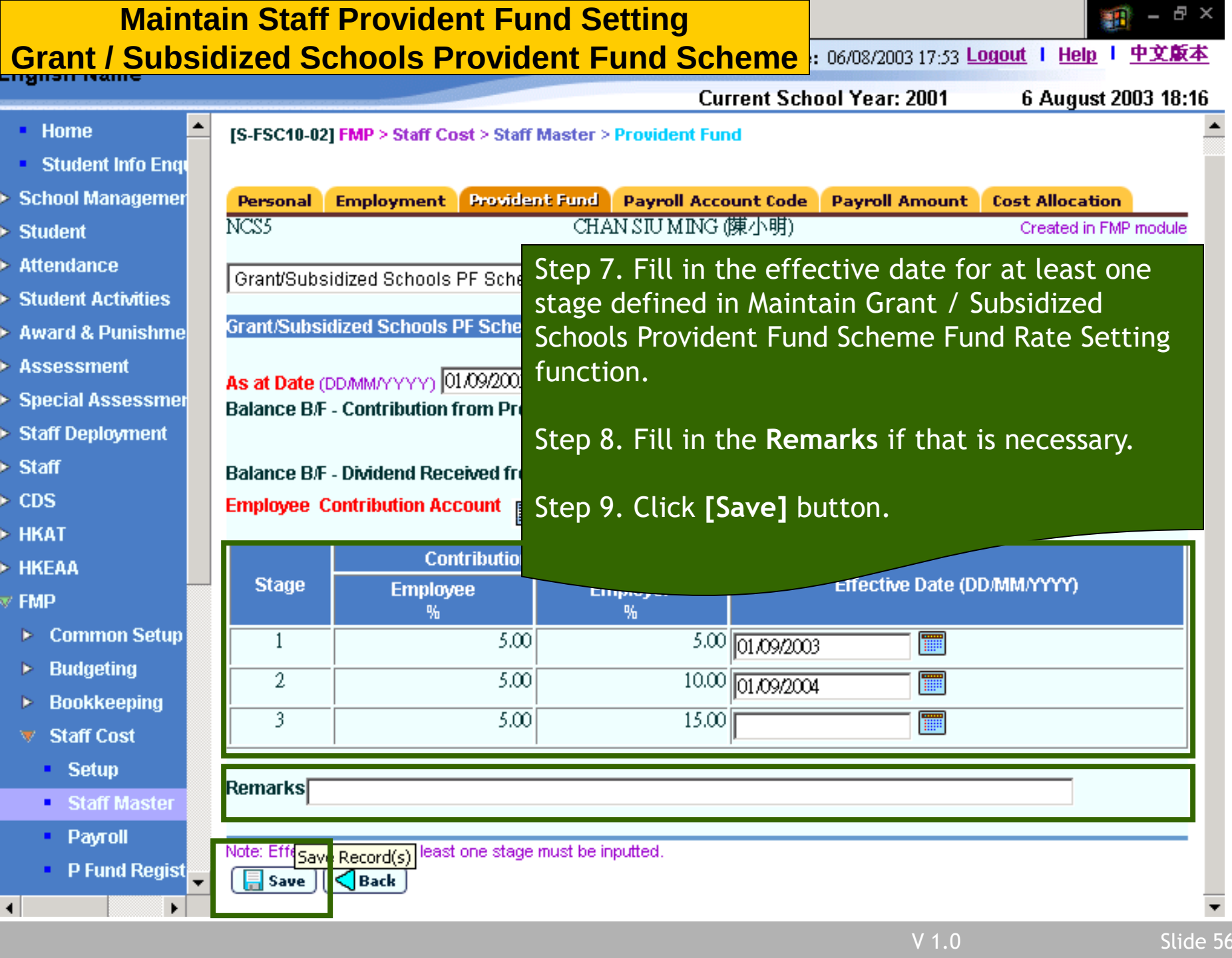
Step 5. Fill in the balance brought forward information from the staff's previous employment in other schools / companies.

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



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

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

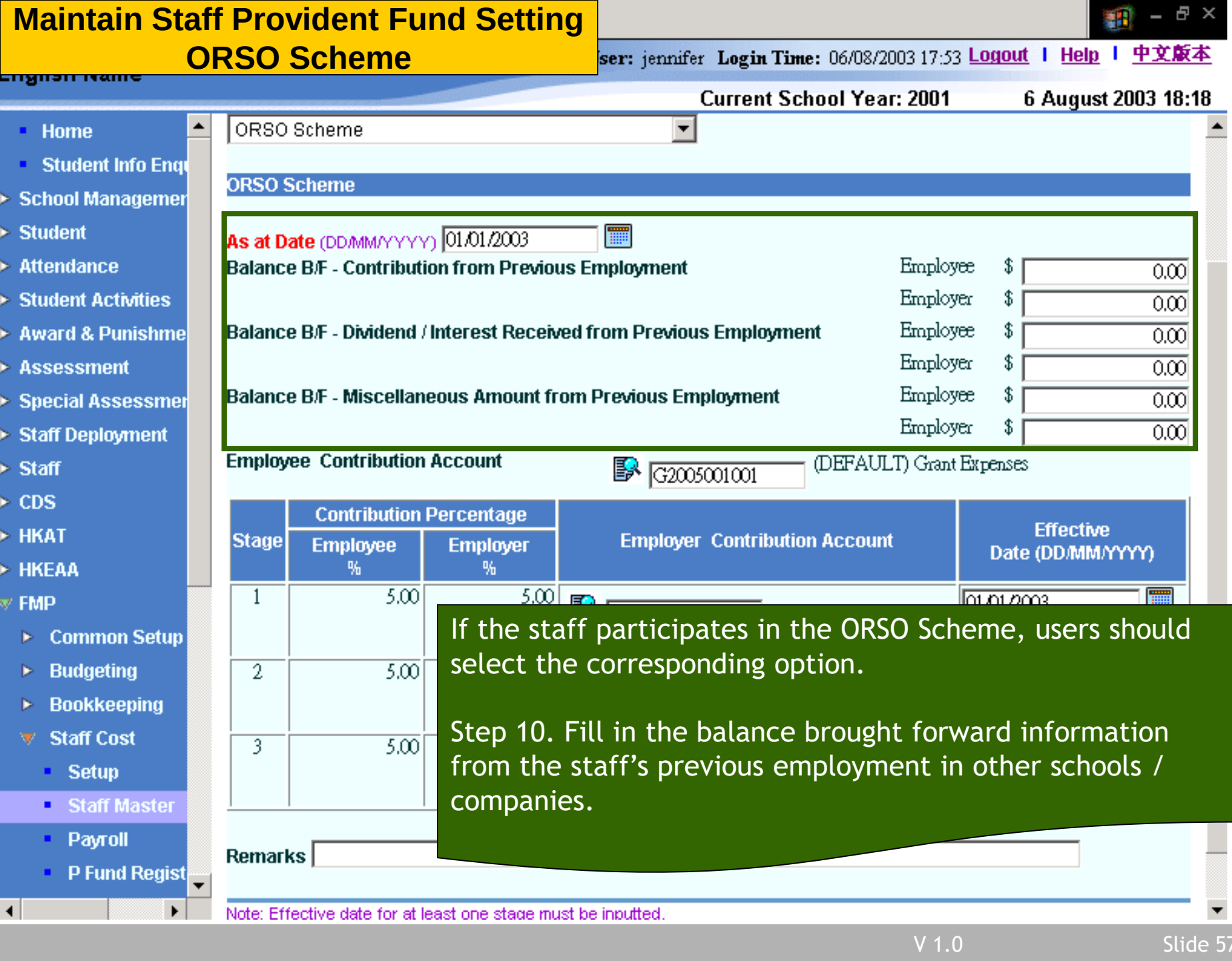


Step 7. Fill in the effective date for at least one stage defined in Maintain Grant / Subsidized Schools Provident Fund Scheme Fund Rate Setting function.

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

Step 9. Click **[Save]** button.

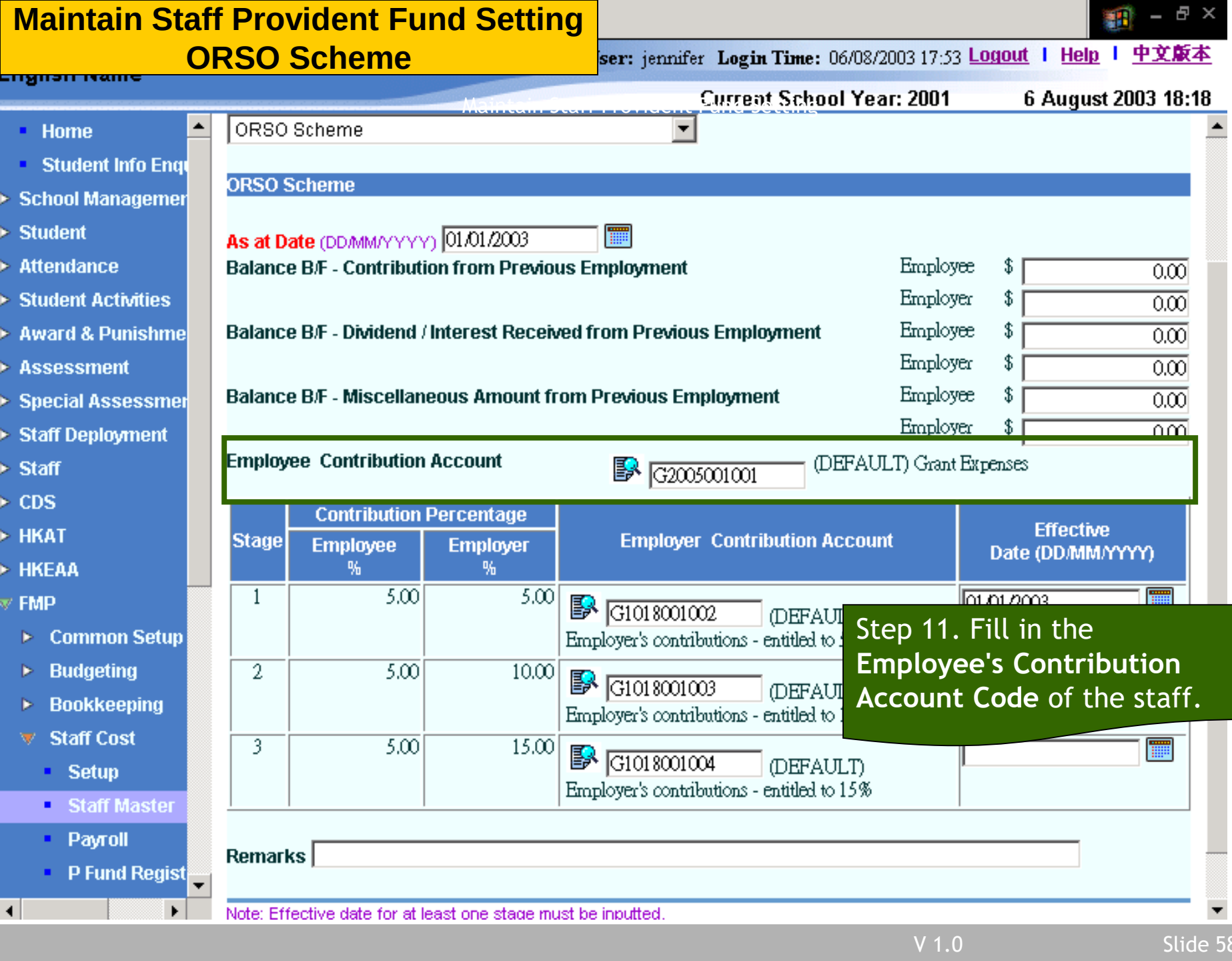
Maintain Staff Provident Fund Setting
ORSO Scheme



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

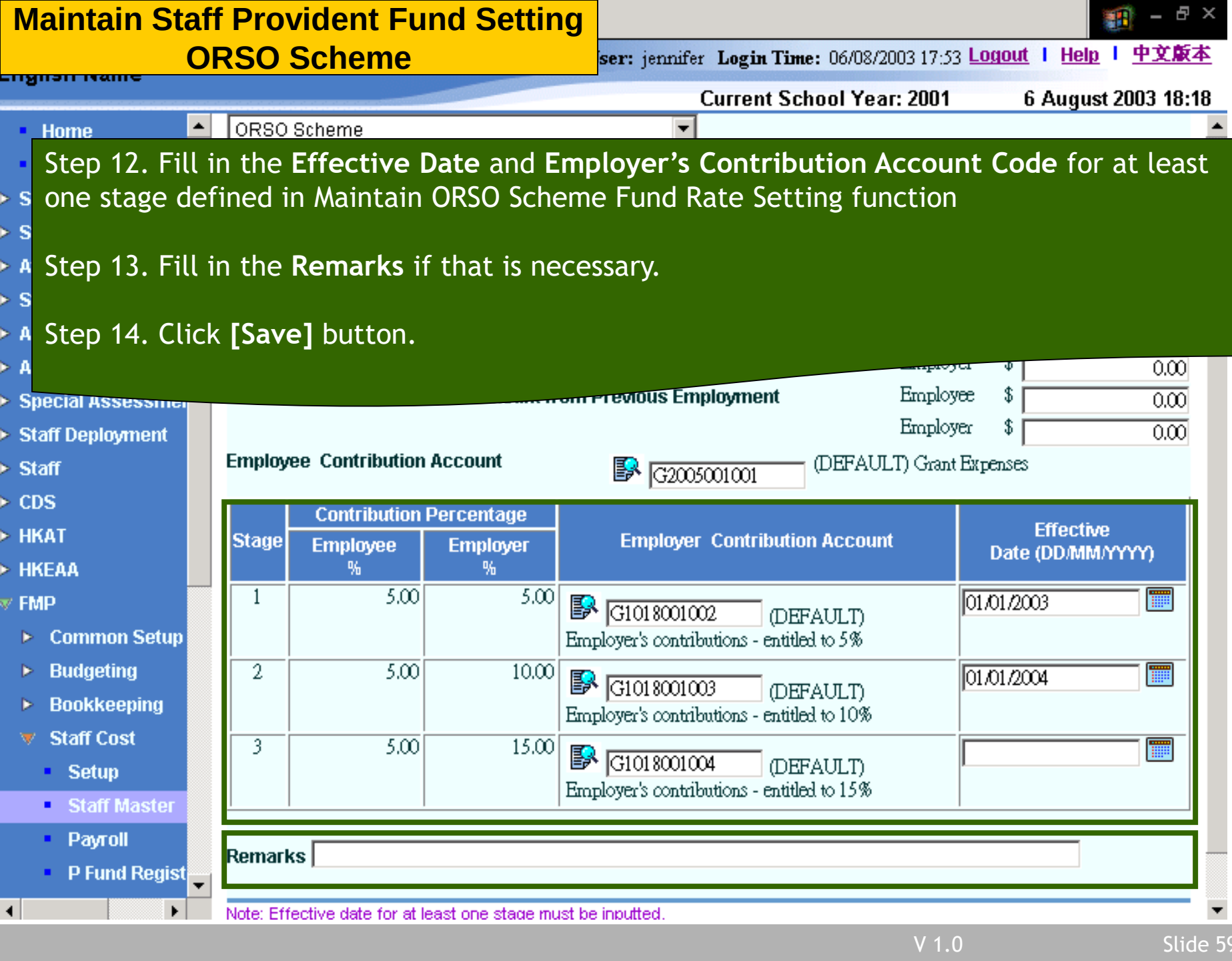
Step 10. Fill in the balance brought forward information from the staff's previous employment in other schools / companies.

Maintain Staff Provident Fund Setting
ORSO Scheme



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

Maintain Staff Provident Fund Setting ORSO Scheme

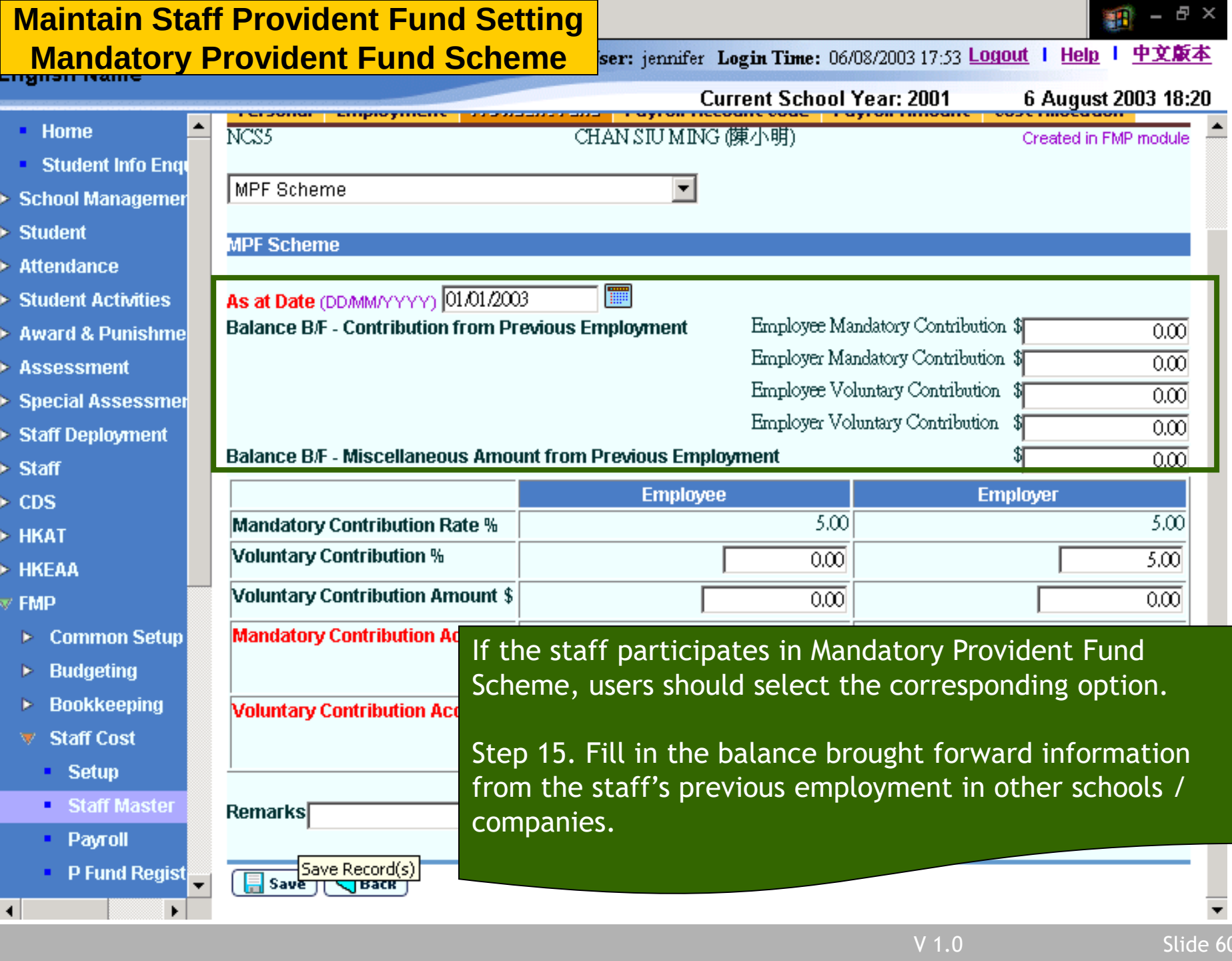


Step 12. Fill in the **Effective Date** and **Employer's Contribution Account Code** for at least one stage defined in Maintain ORSO Scheme Fund Rate Setting function

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

Step 14. Click **[Save]** button.

Maintain Staff Provident Fund Setting
Mandatory Provident Fund Scheme



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

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

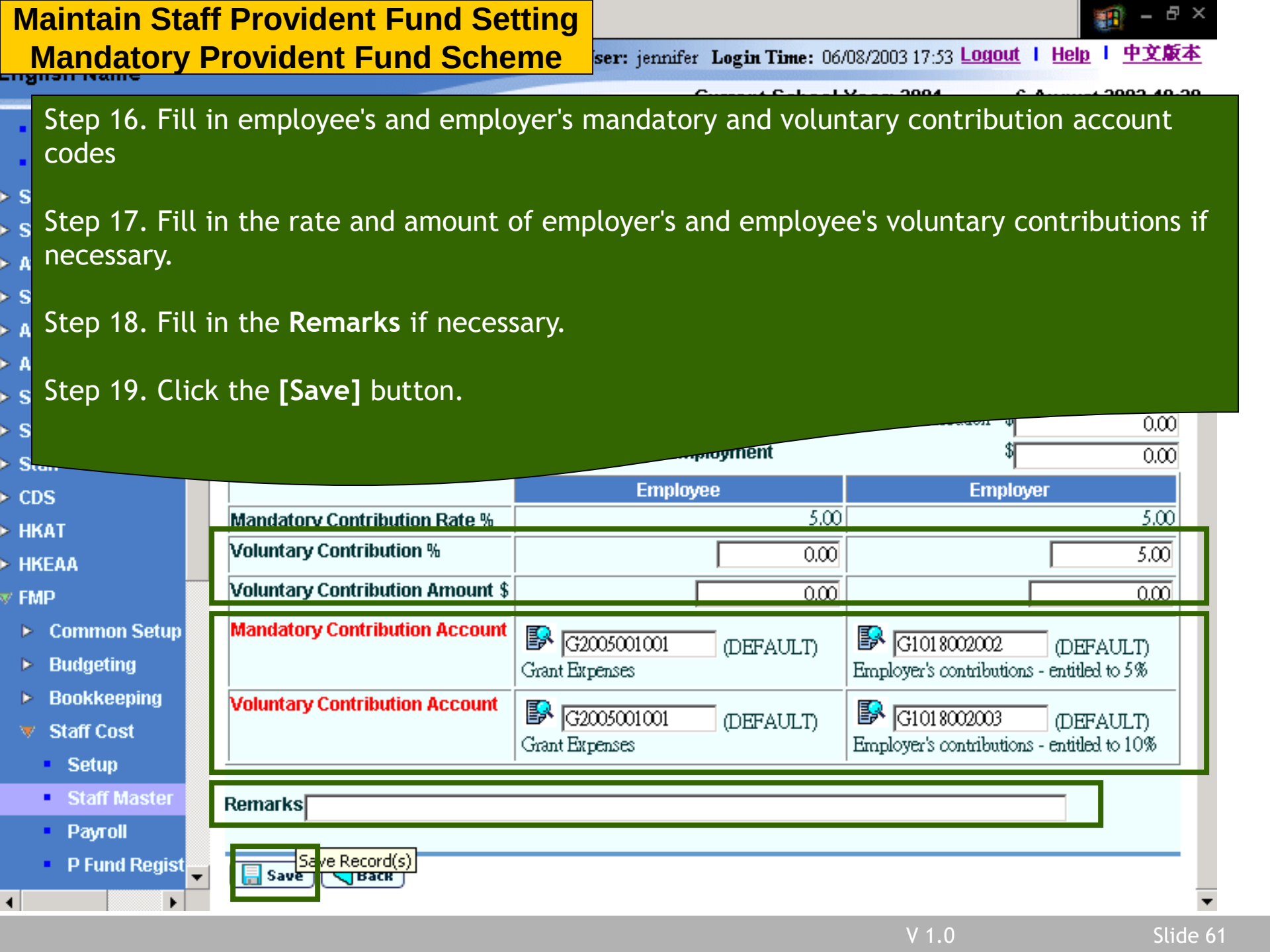
Maintain Staff Provident Fund Setting
Mandatory Provident Fund Scheme

Step 16. Fill in employee's and employer's mandatory and voluntary contribution account codes

Step 17. Fill in the rate and amount of employer's and employee's voluntary contributions if necessary.

Step 18. Fill in the **Remarks** if necessary.

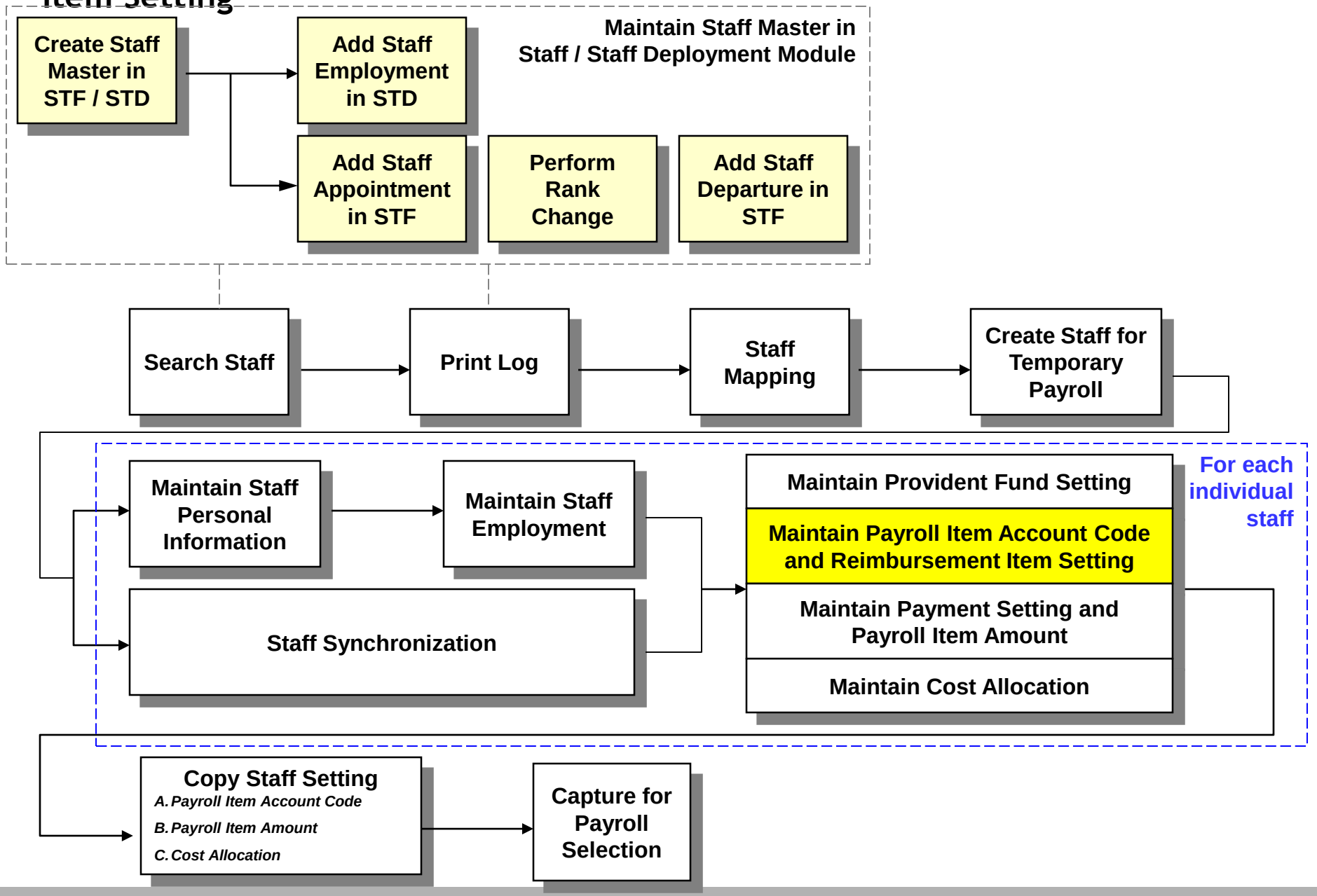
Step 19. Click the **[Save]** button.



Maintain Staff Provident Fund Setting

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

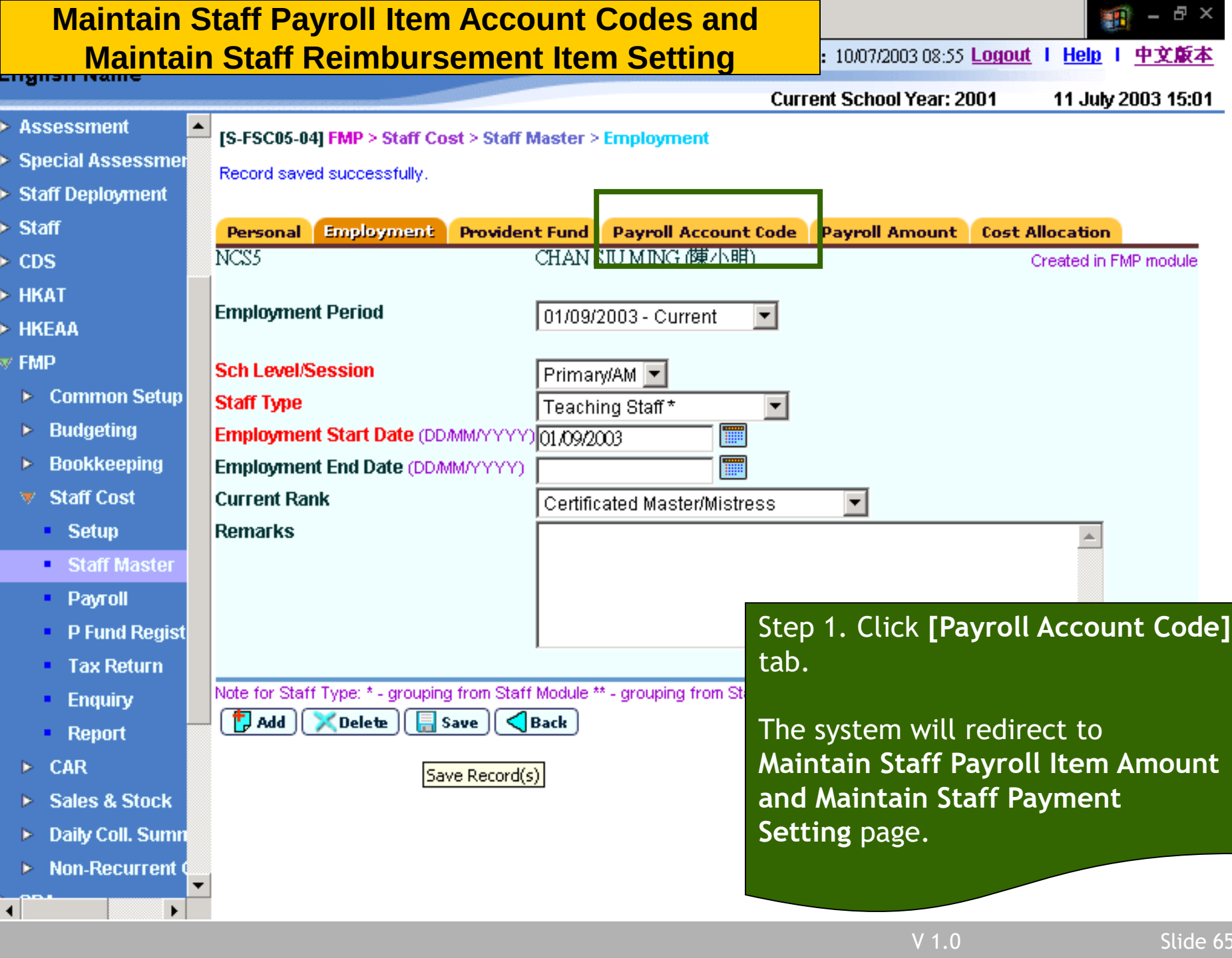
Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting



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

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

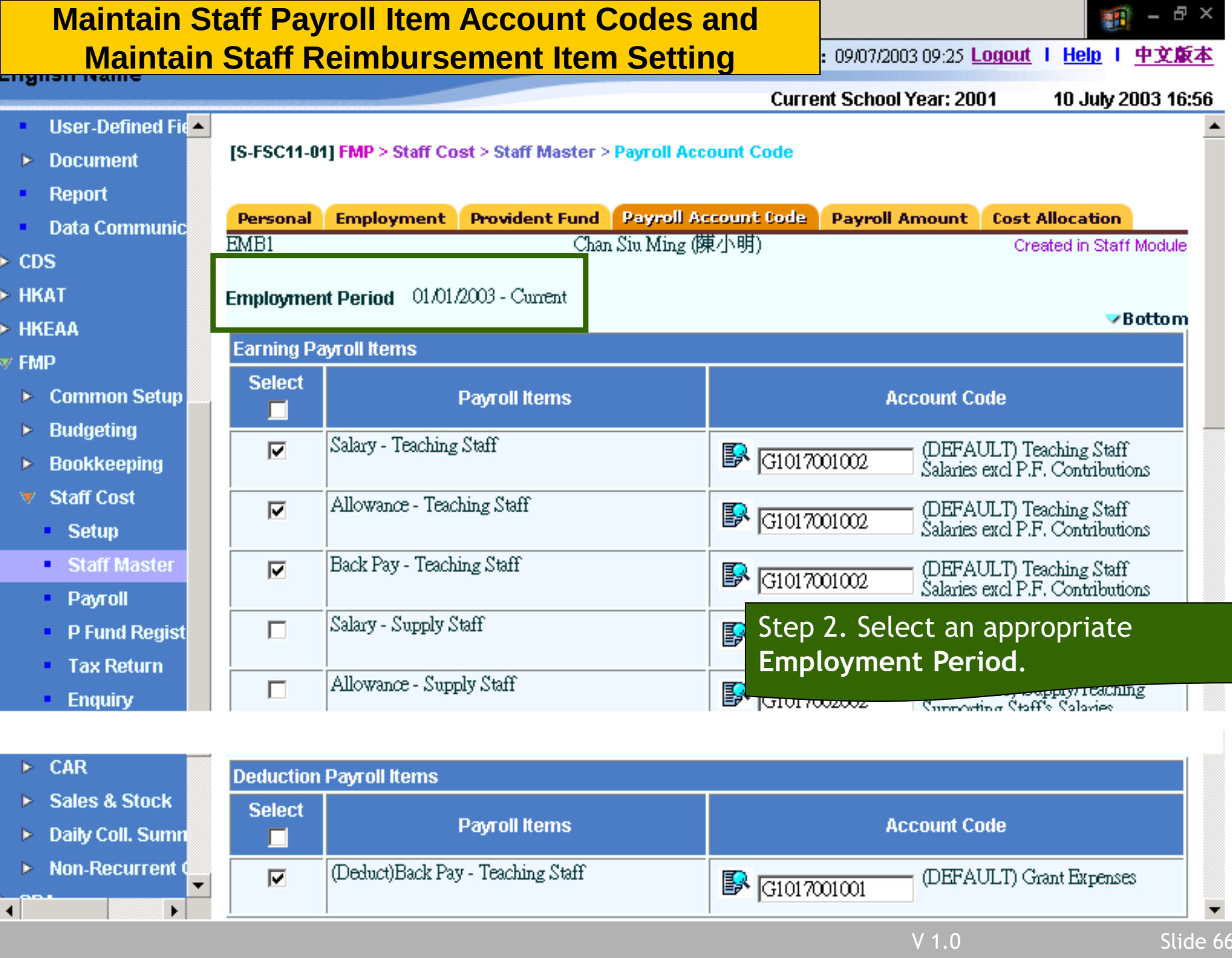
Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting



Step 1. Click **[Payroll Account Code]** tab.

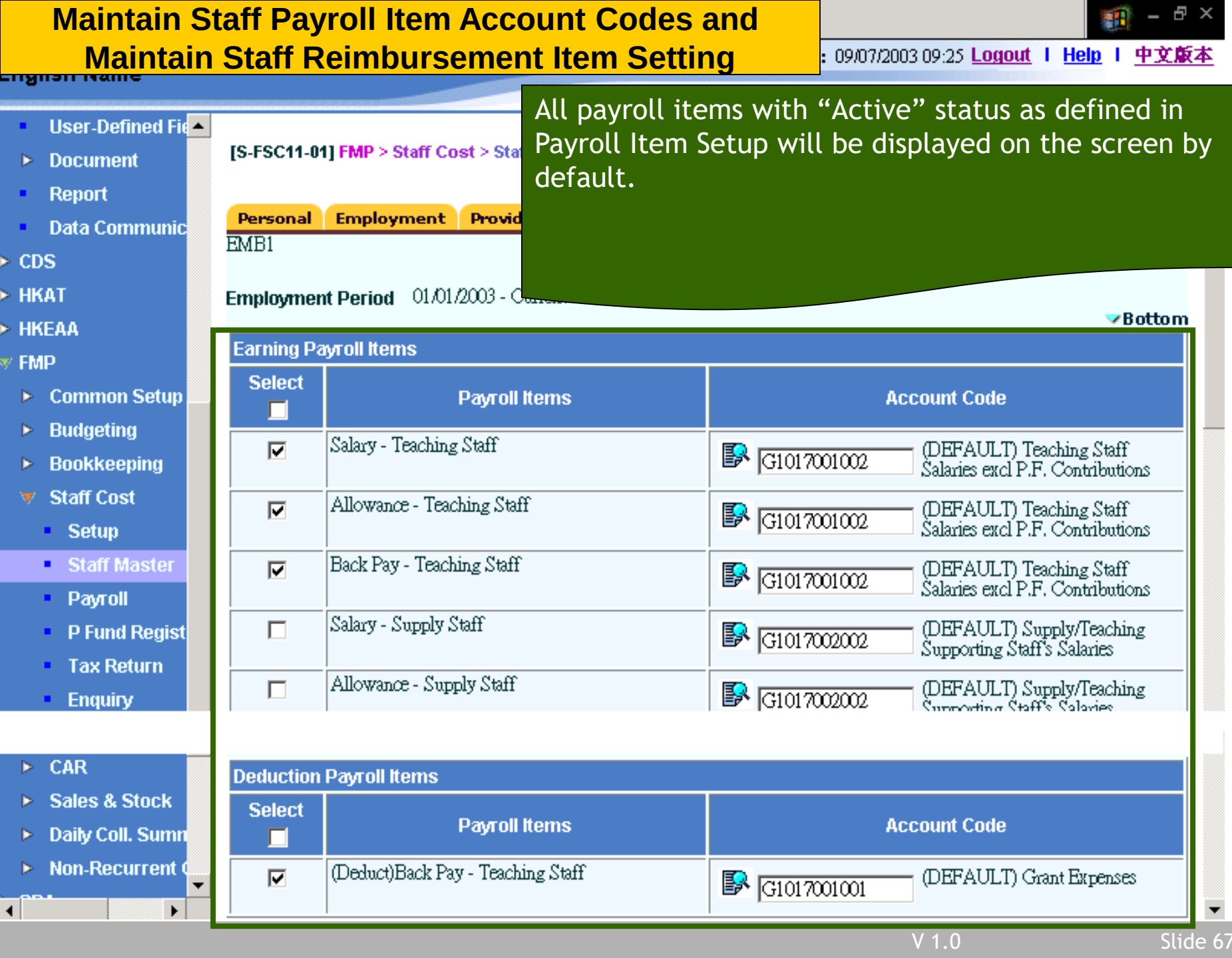
The system will redirect to **Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting** page.

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

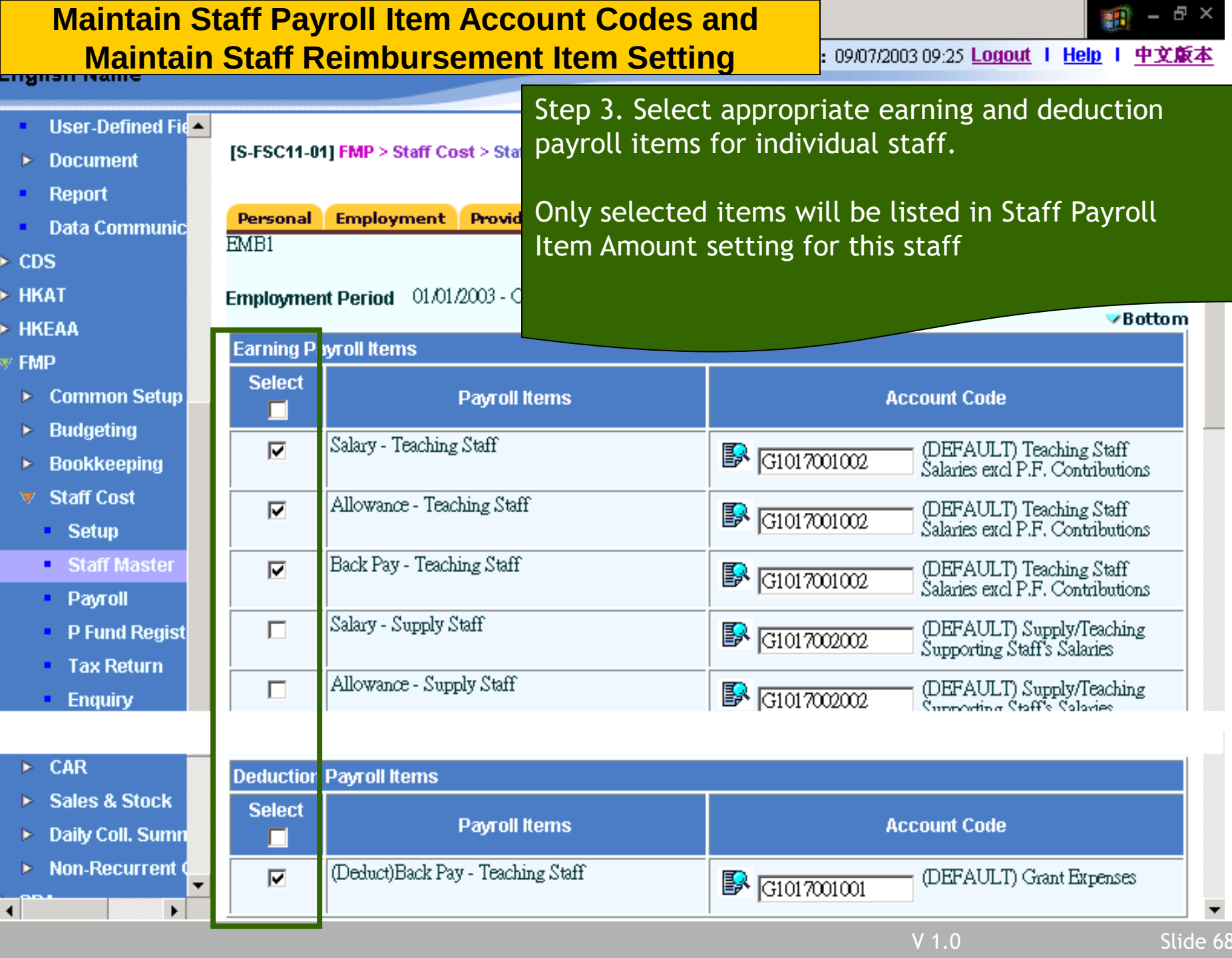


Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting

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



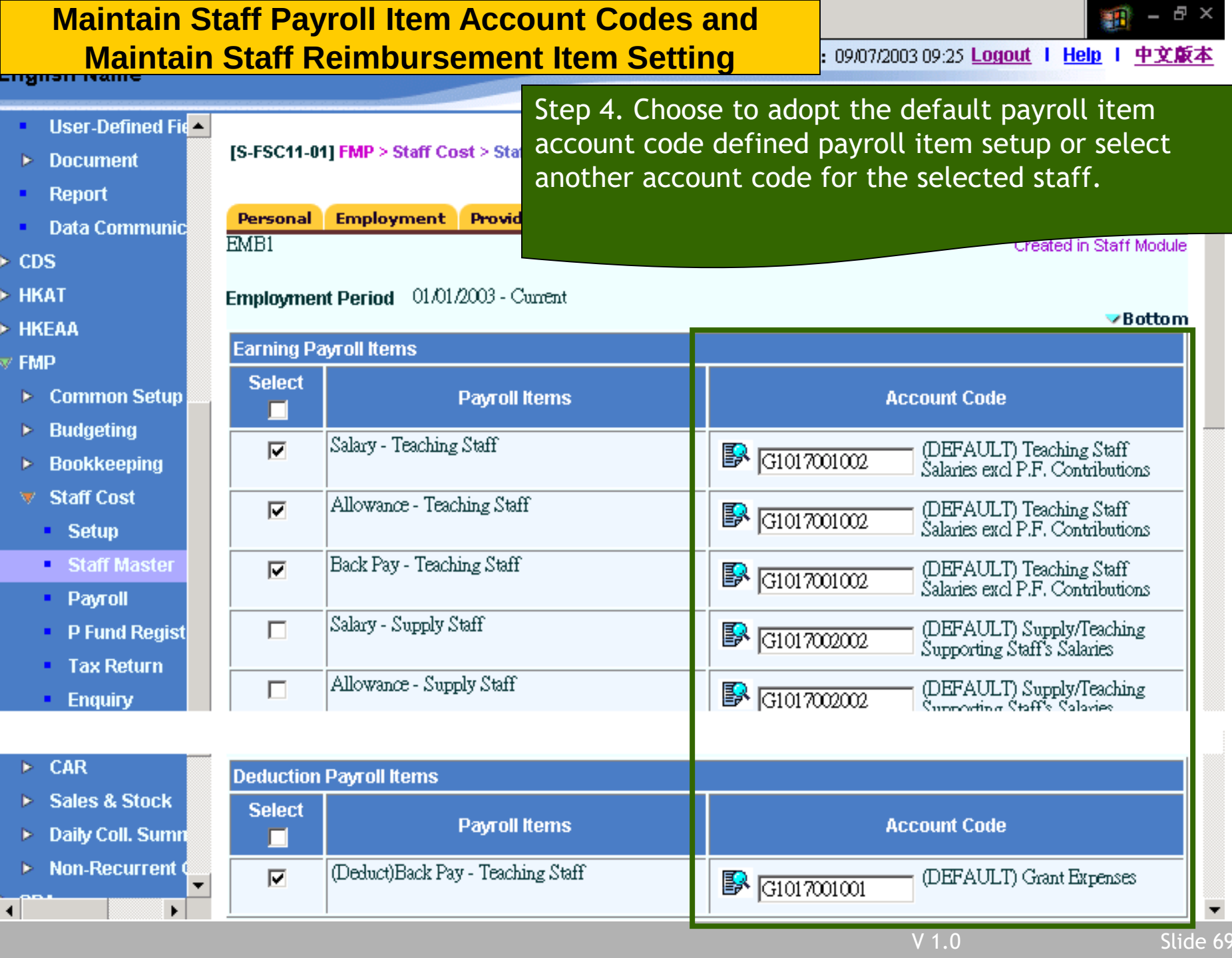
Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting



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

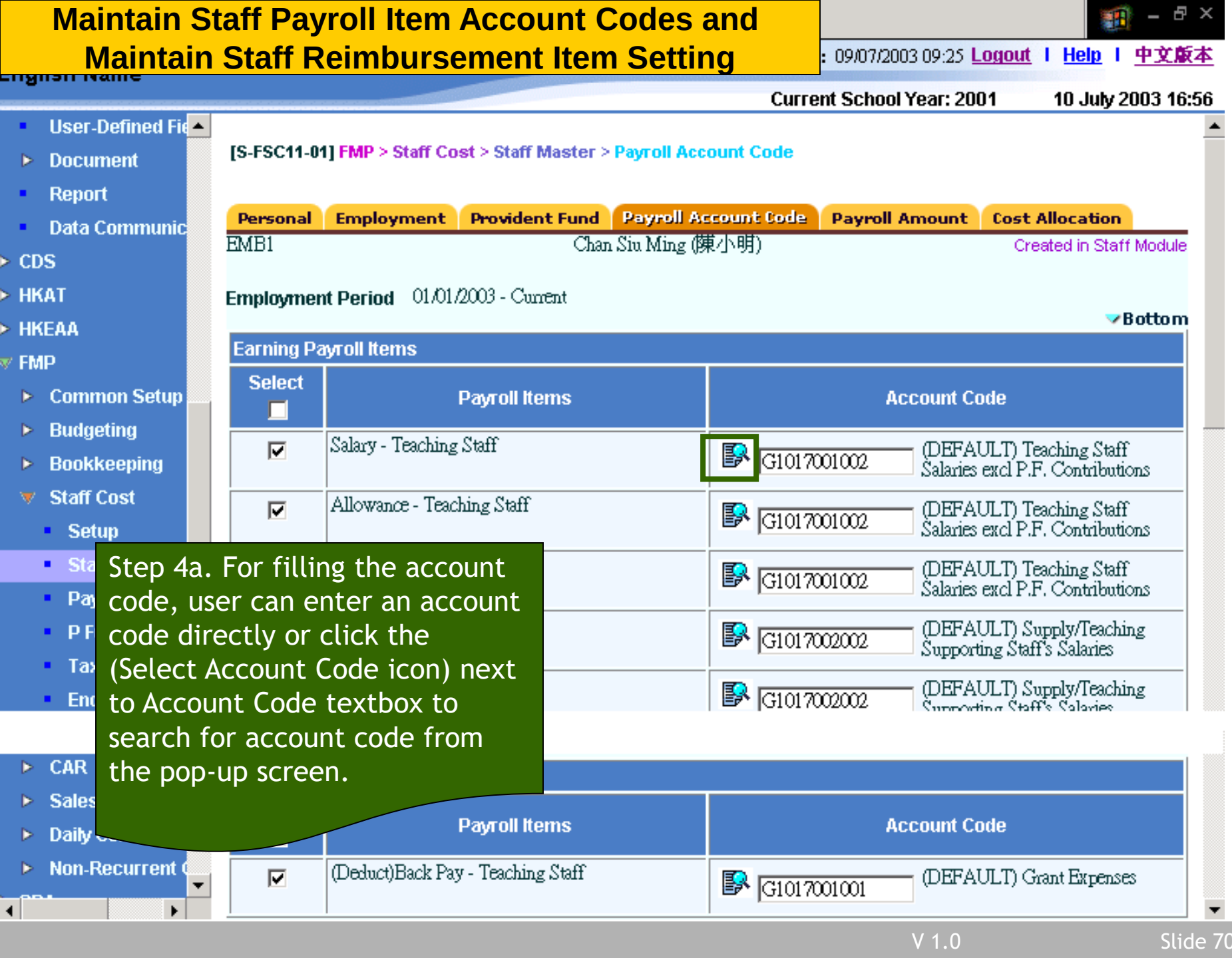
Only selected items will be listed in Staff Payroll Item Amount setting for this staff

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



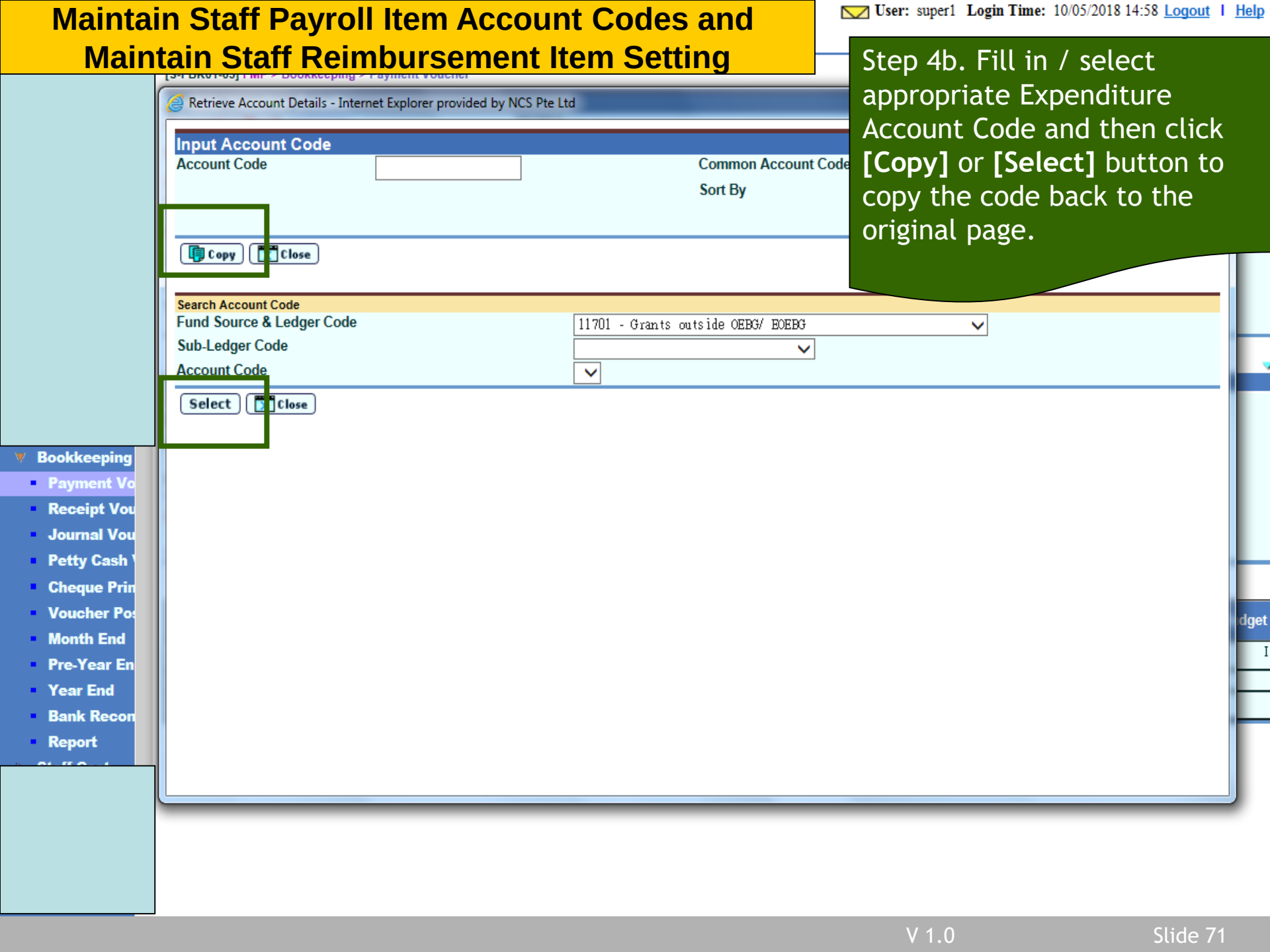
Step 4. Choose to adopt the default payroll item account code defined payroll item setup or select another account code for the selected staff.

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



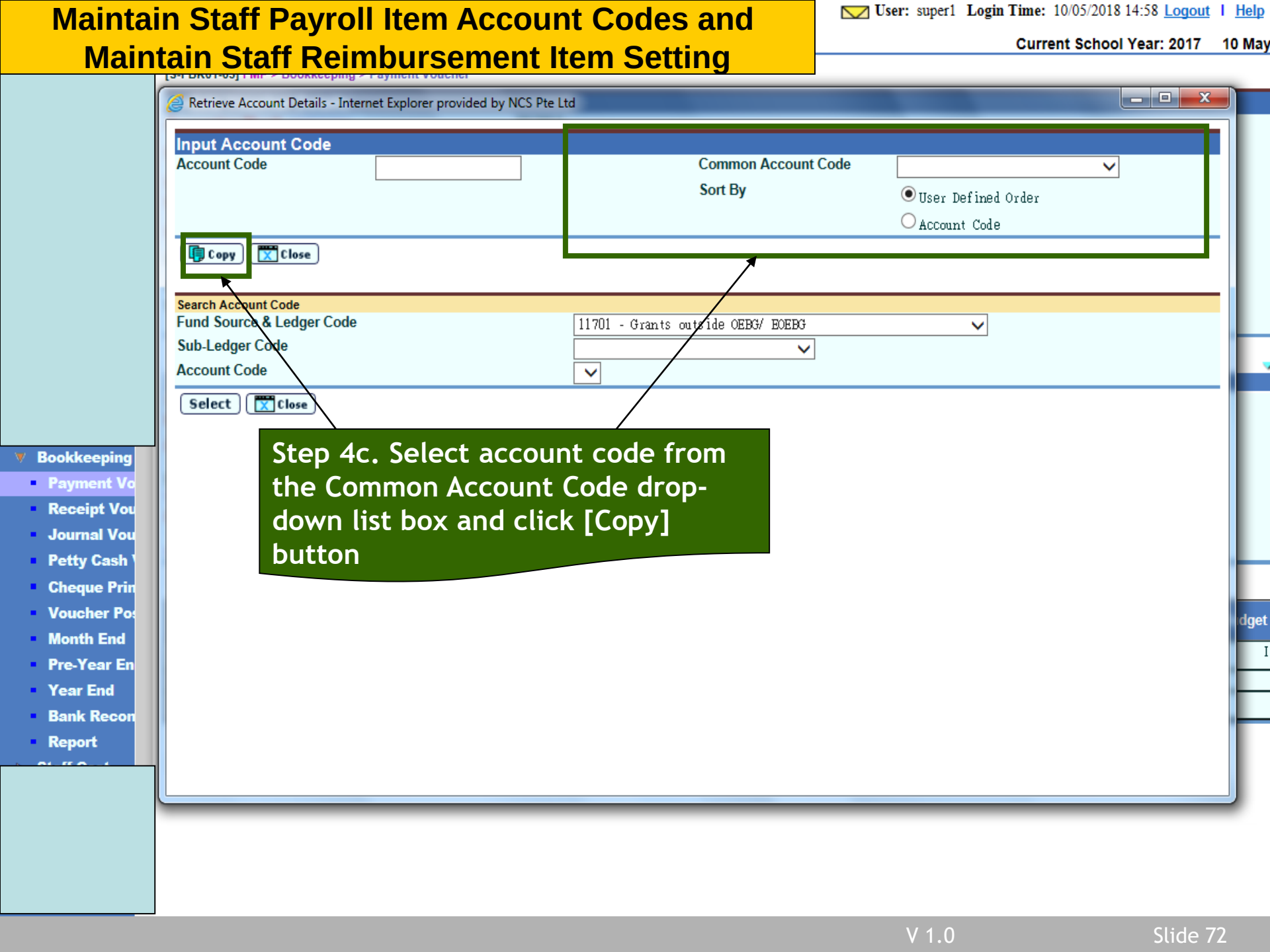
Step 4a. For filling the account code, user can enter an account code directly or click the (Select Account Code icon) next to Account Code textbox to search for account code from the pop-up screen.

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

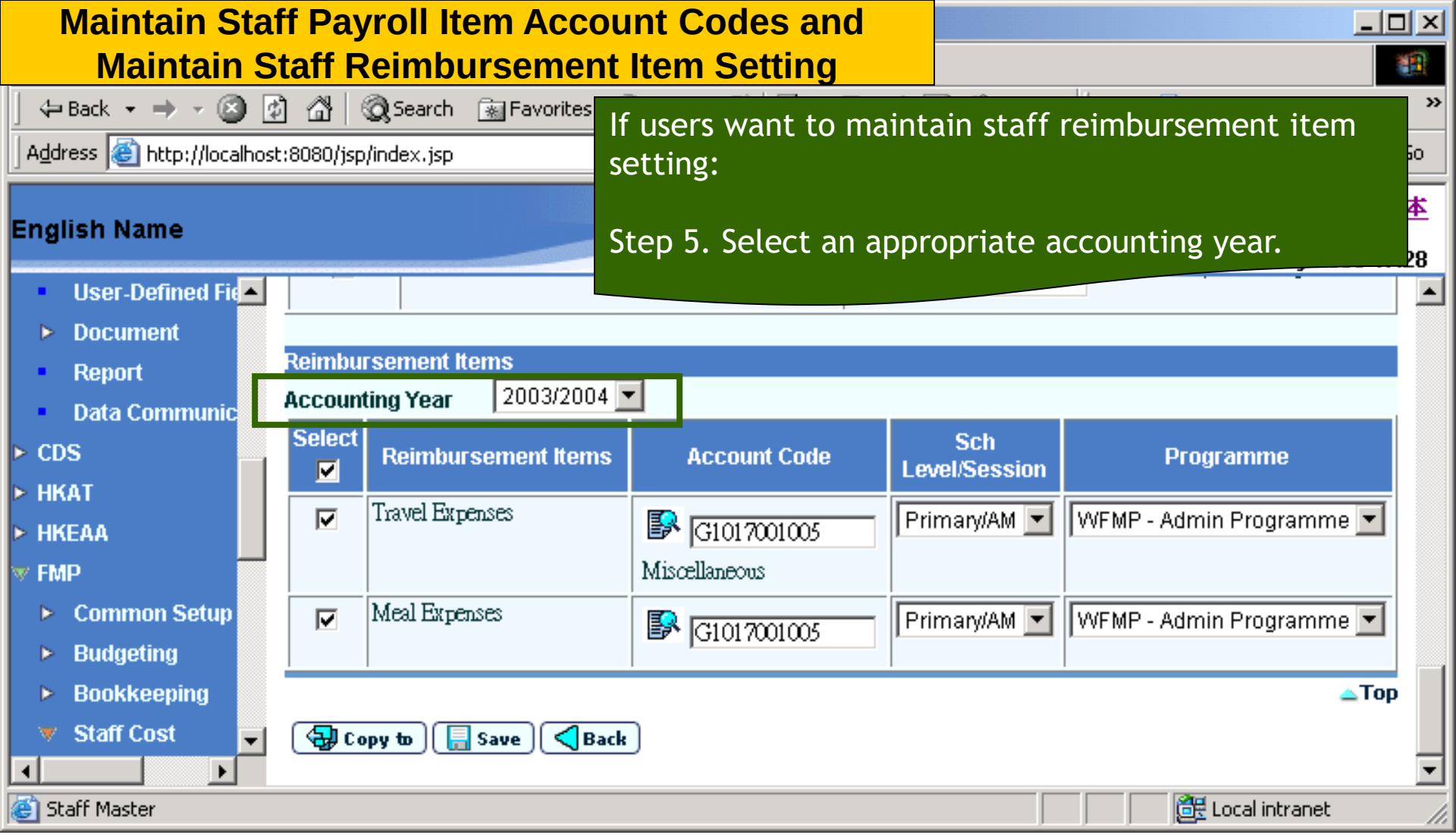


Step 4b. Fill in / select appropriate Expenditure Account Code and then click **[Copy]** or **[Select]** button to copy the code back to the original page.

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



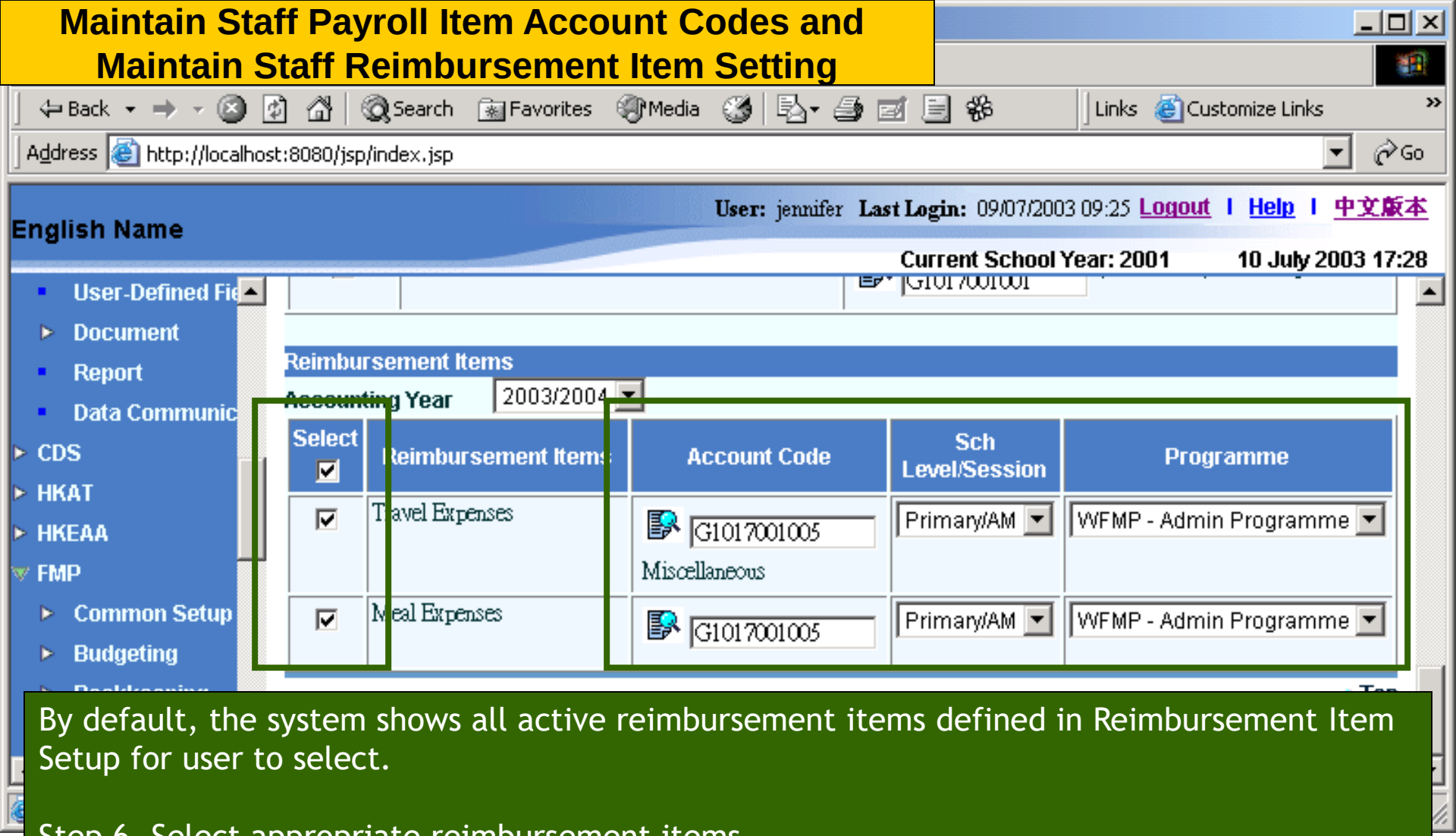
Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting



If users want to maintain staff reimbursement item setting:

Step 5. Select an appropriate accounting year.

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

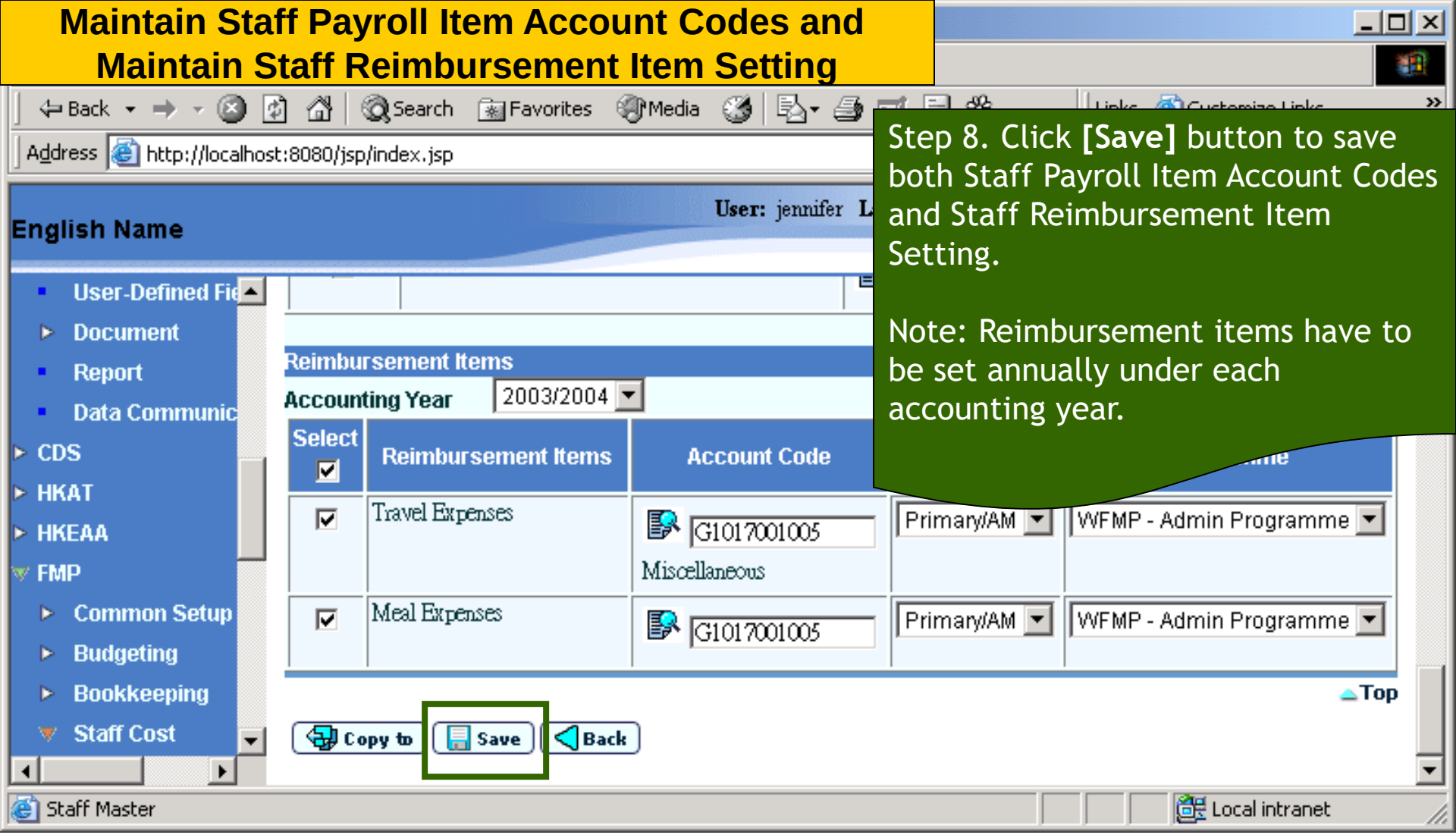


By default, the system shows all active reimbursement items defined in Reimbursement Item Setup for user to select.

Step 6. Select appropriate reimbursement items.

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

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



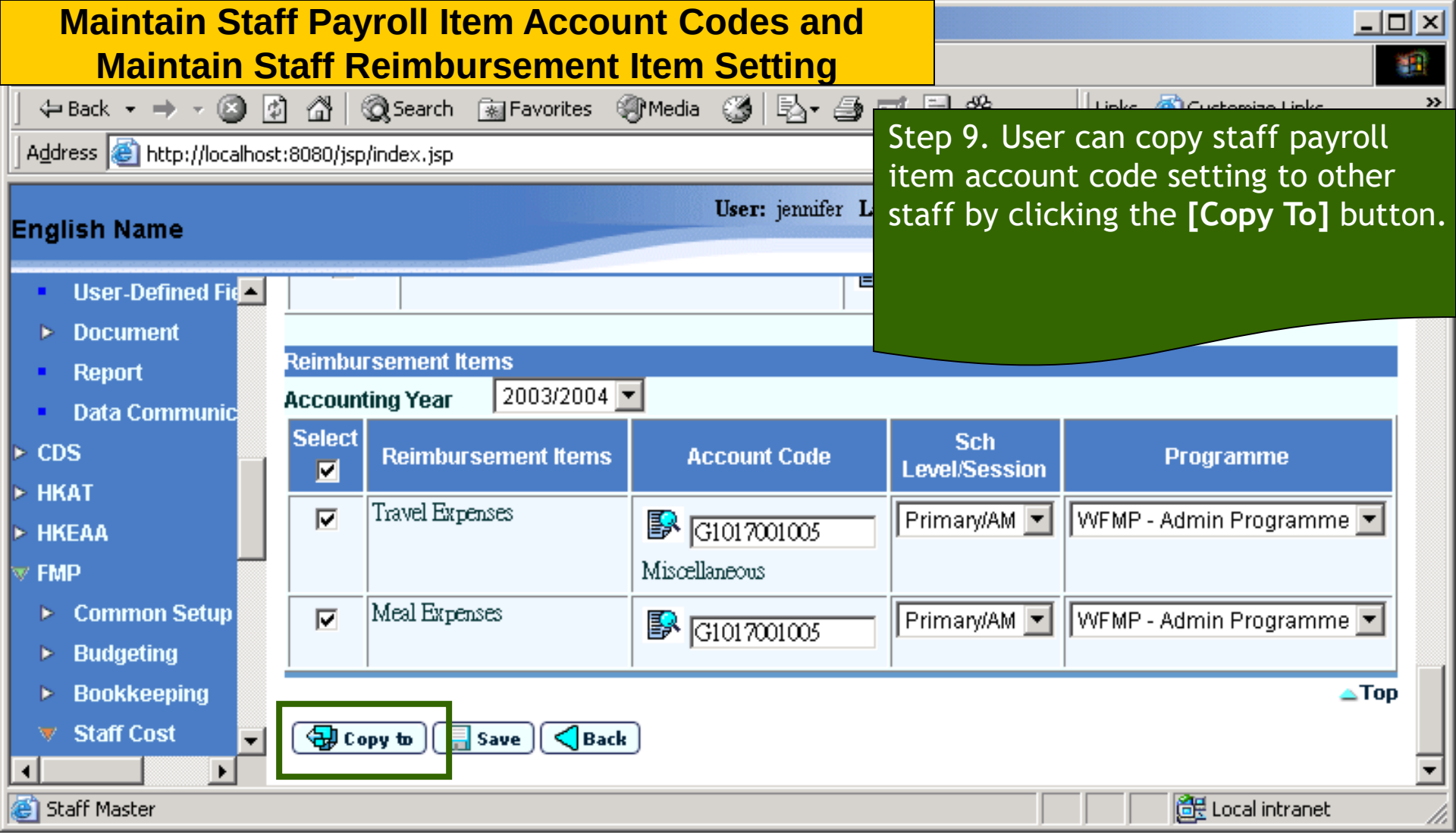
Step 8. Click **[Save]** button to save both Staff Payroll Item Account Codes and Staff Reimbursement Item Setting.

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

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

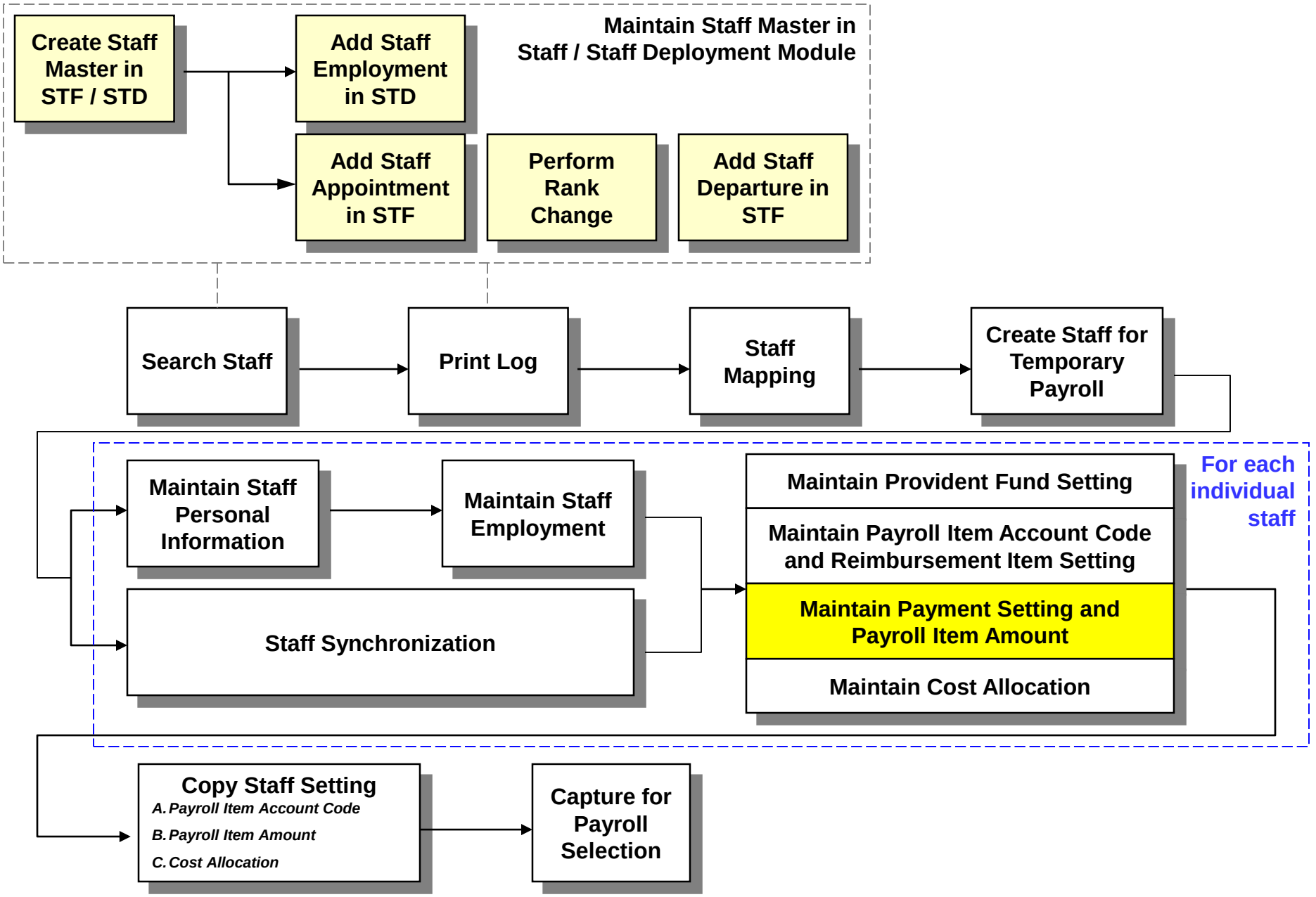
- The system will adopt the updated setting in new payroll prepared subsequently.
- If payroll entry of the selected employment is under preparation, the system will abort updating payroll item account codes of the selected employment.
- If the reimbursement item is used in any payroll entry in the selected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

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



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

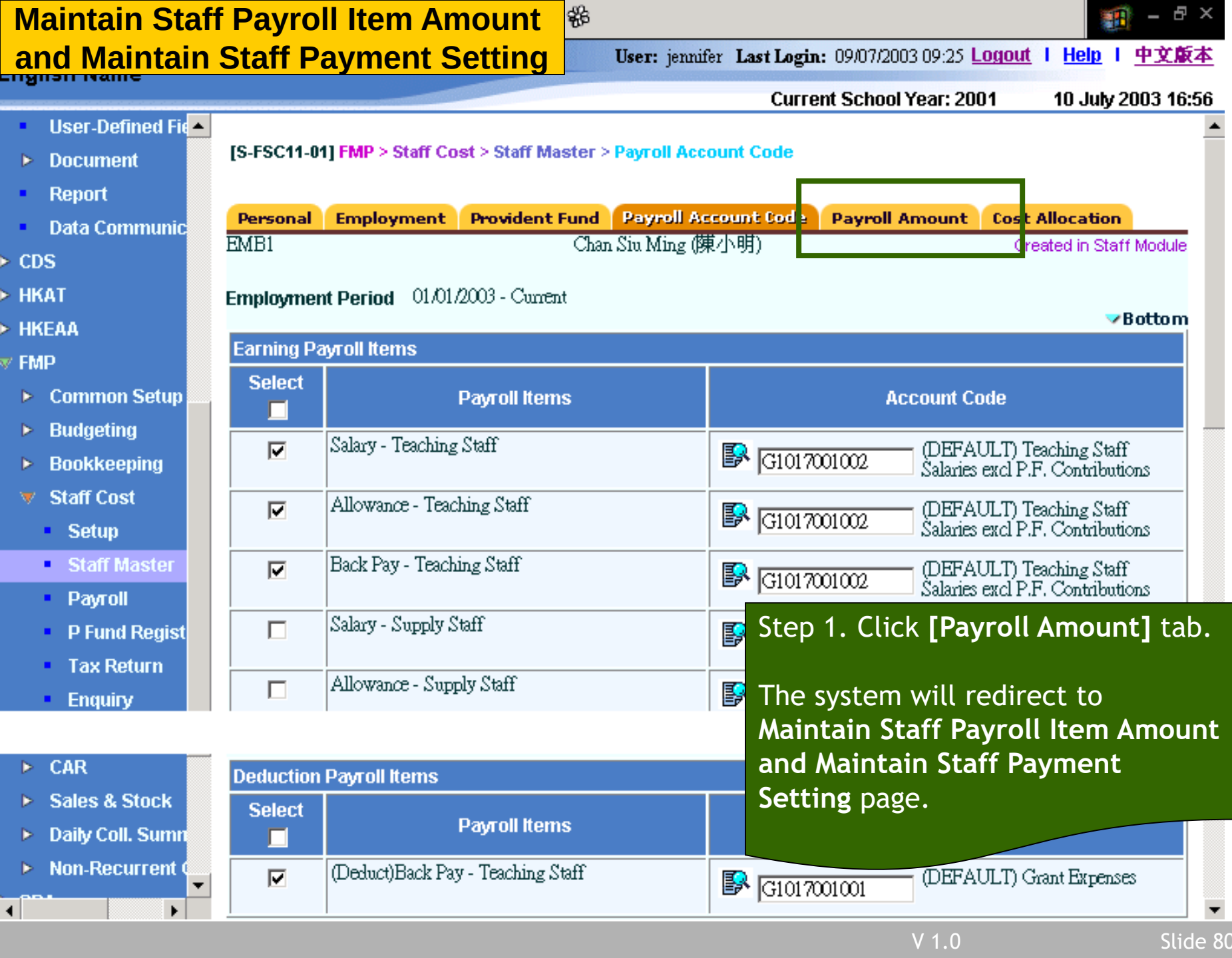
Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting



Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

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

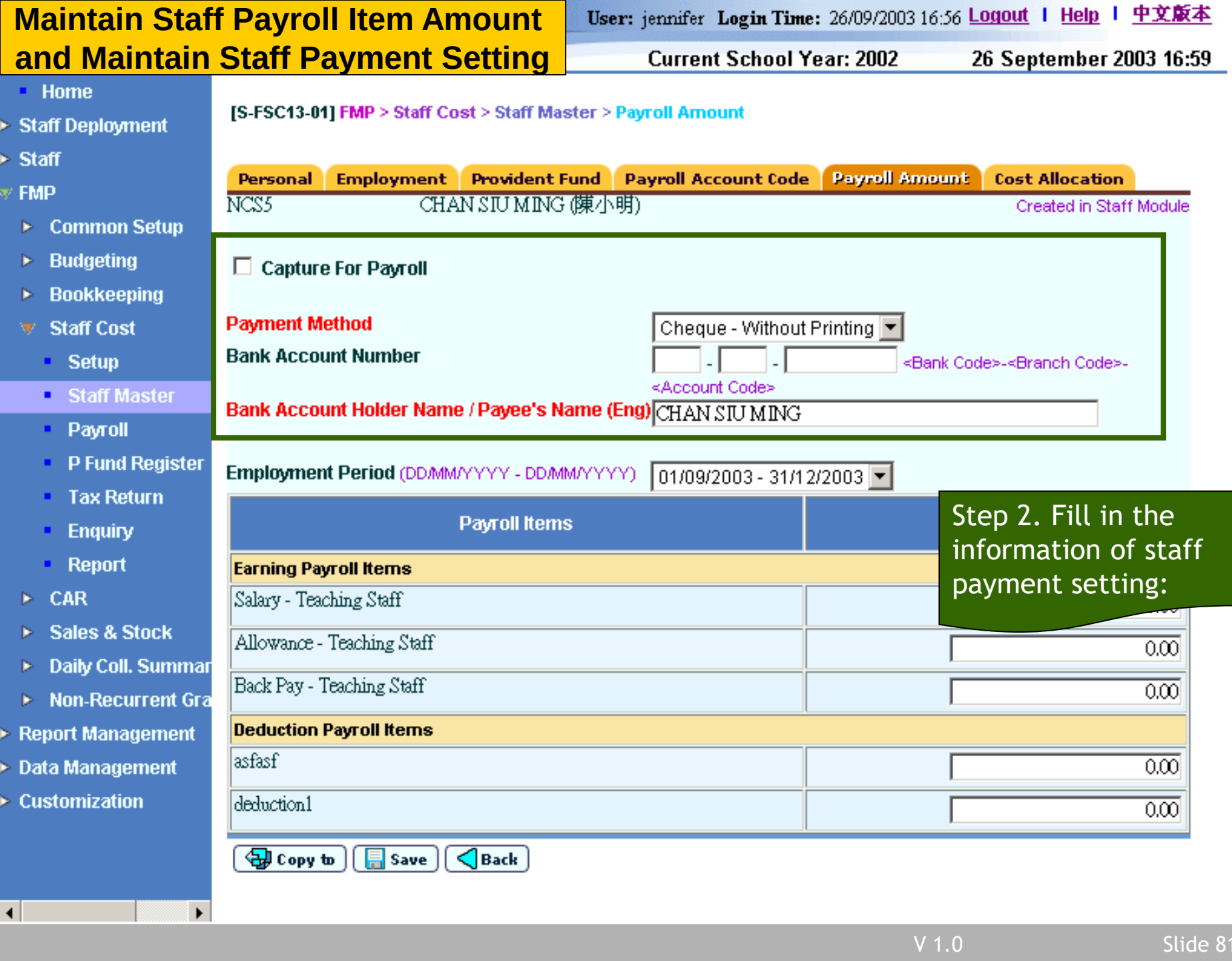
Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting



Step 1. Click **[Payroll Amount]** tab.

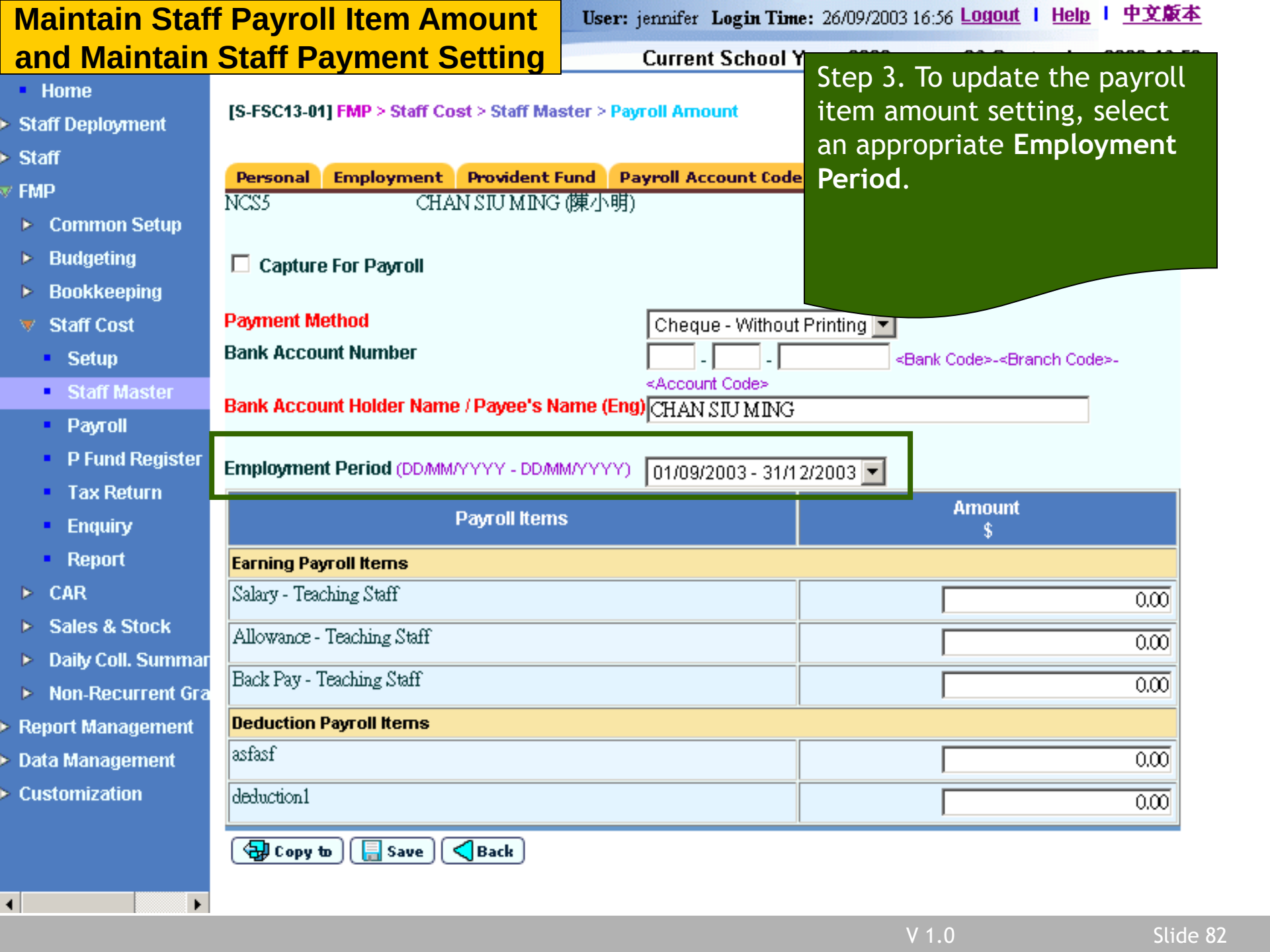
The system will redirect to **Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting** page.

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting



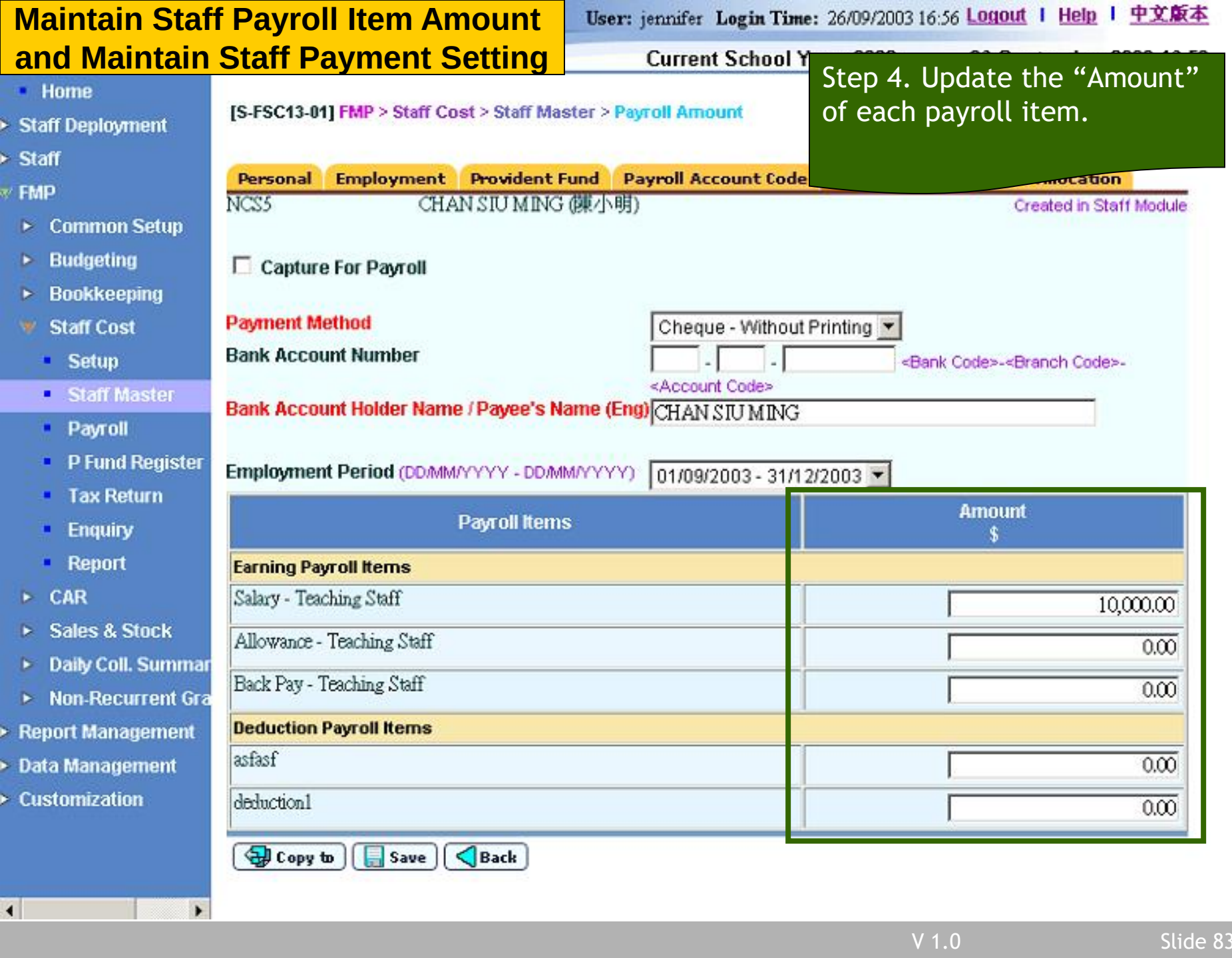
Step 2. Fill in the information of staff payment setting:

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

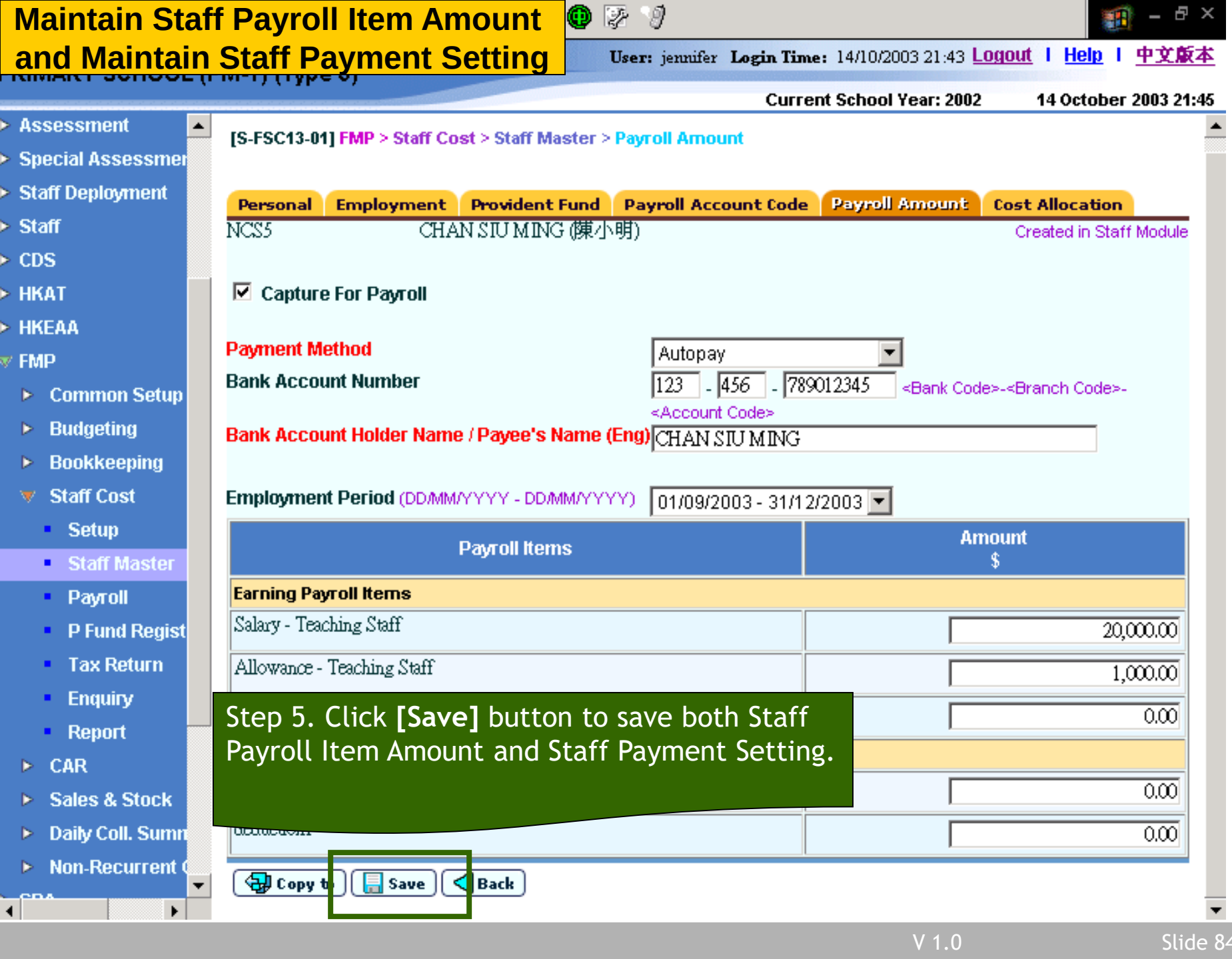


Step 3. To update the payroll item amount setting, select an appropriate **Employment Period**.

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting



Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting



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

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

- The system will adopt the updated payroll item amount setting and payment method in new payroll prepared subsequently. Payroll previously prepared will not be affected.

- Updated Payee's Name (Eng) will be captured as payee name in new payroll voucher to be created subsequently if the payment method "Cheque – With Printing" or "Cheque – Without Printing" is selected.

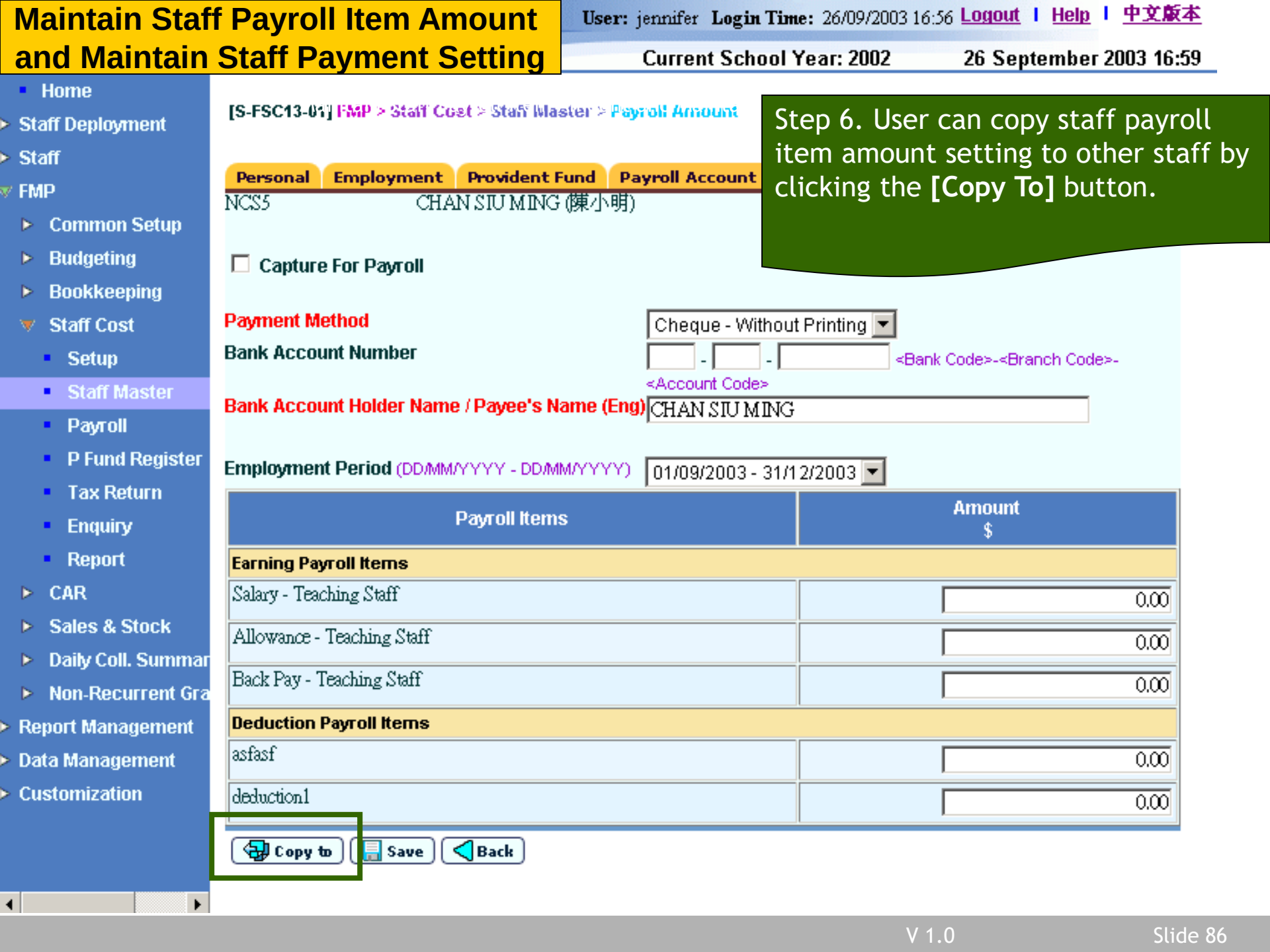
- Updated Bank Account Number and Bank Account Holder Name (Eng) will be captured in the new autopay file to be generated subsequently if the payment method "Autopay" is selected.

- Payroll amount defined in this function will be used as the default amount when preparing payroll.

- If payroll entry in the selected employment is under preparation, the system will abort updating payroll items of the selected employment.

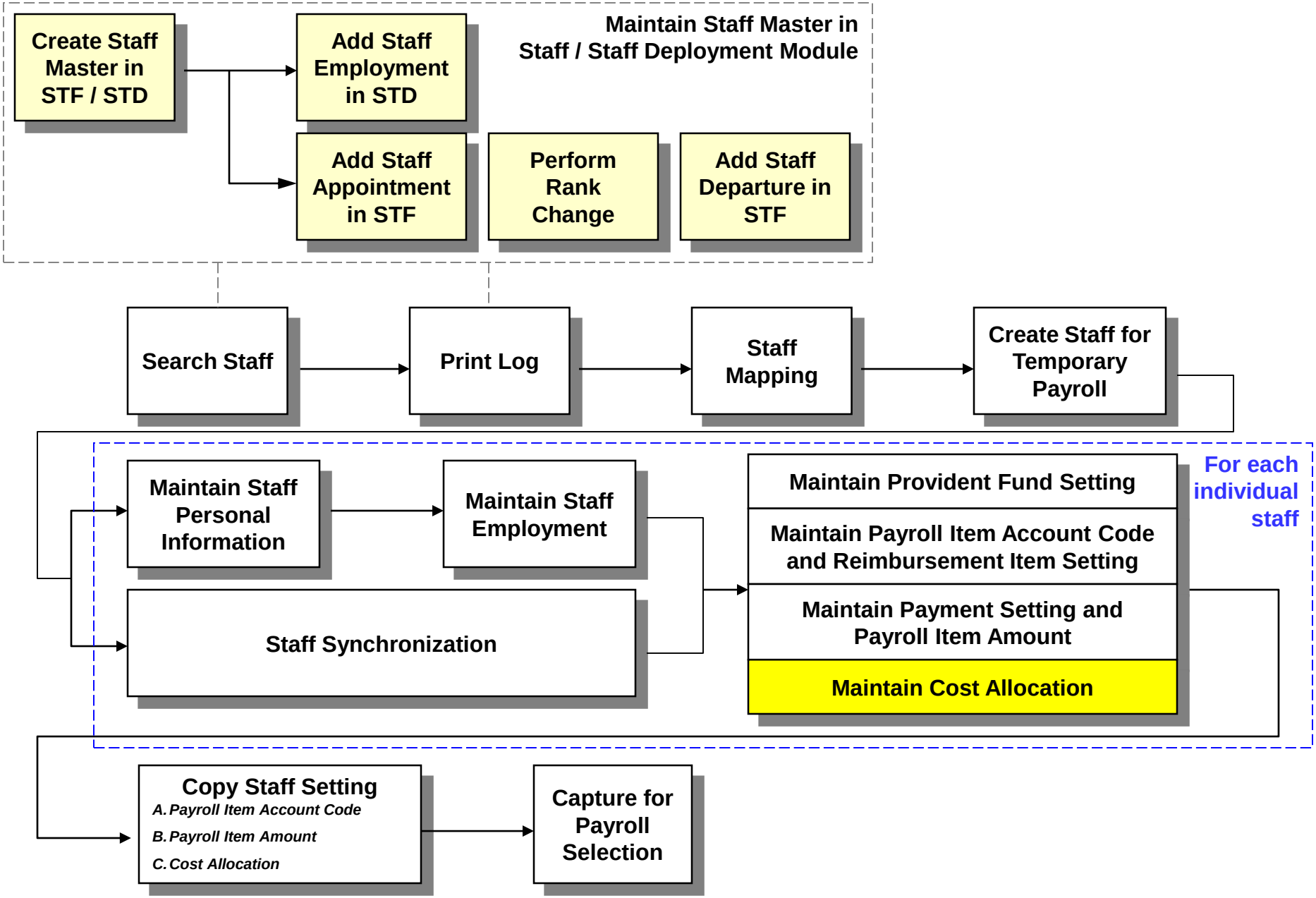
- If payroll entry is under preparation, only the Bank Account Number and Bank Account Holder Name / Payee's Name (Eng) can be updated. The Payment Method is not allowed to be updated.

Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting



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

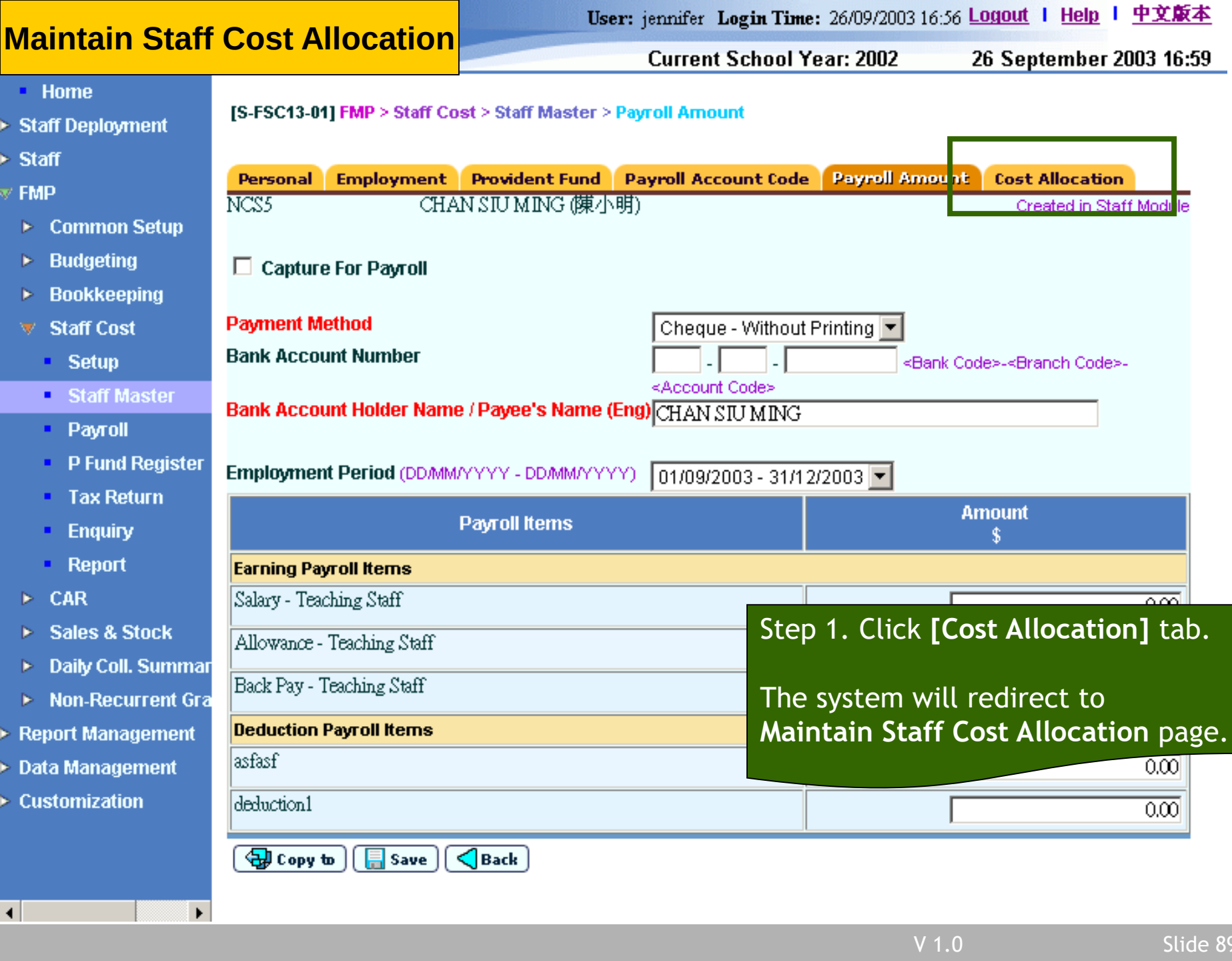
Maintain Staff Cost Allocation



Maintain Staff Cost Allocation

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

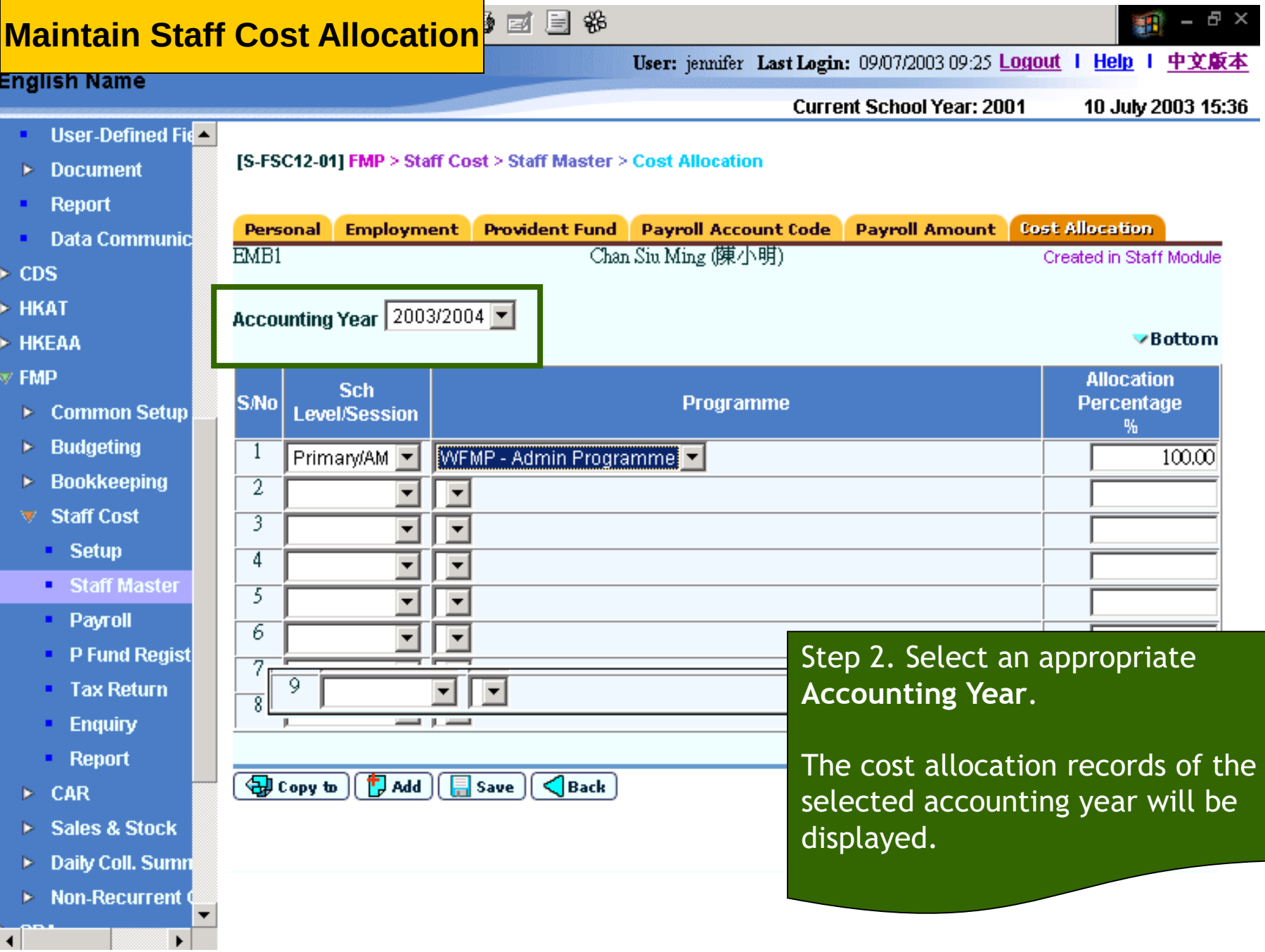
Maintain Staff Cost Allocation



Step 1. Click **[Cost Allocation]** tab.

The system will redirect to **Maintain Staff Cost Allocation** page.

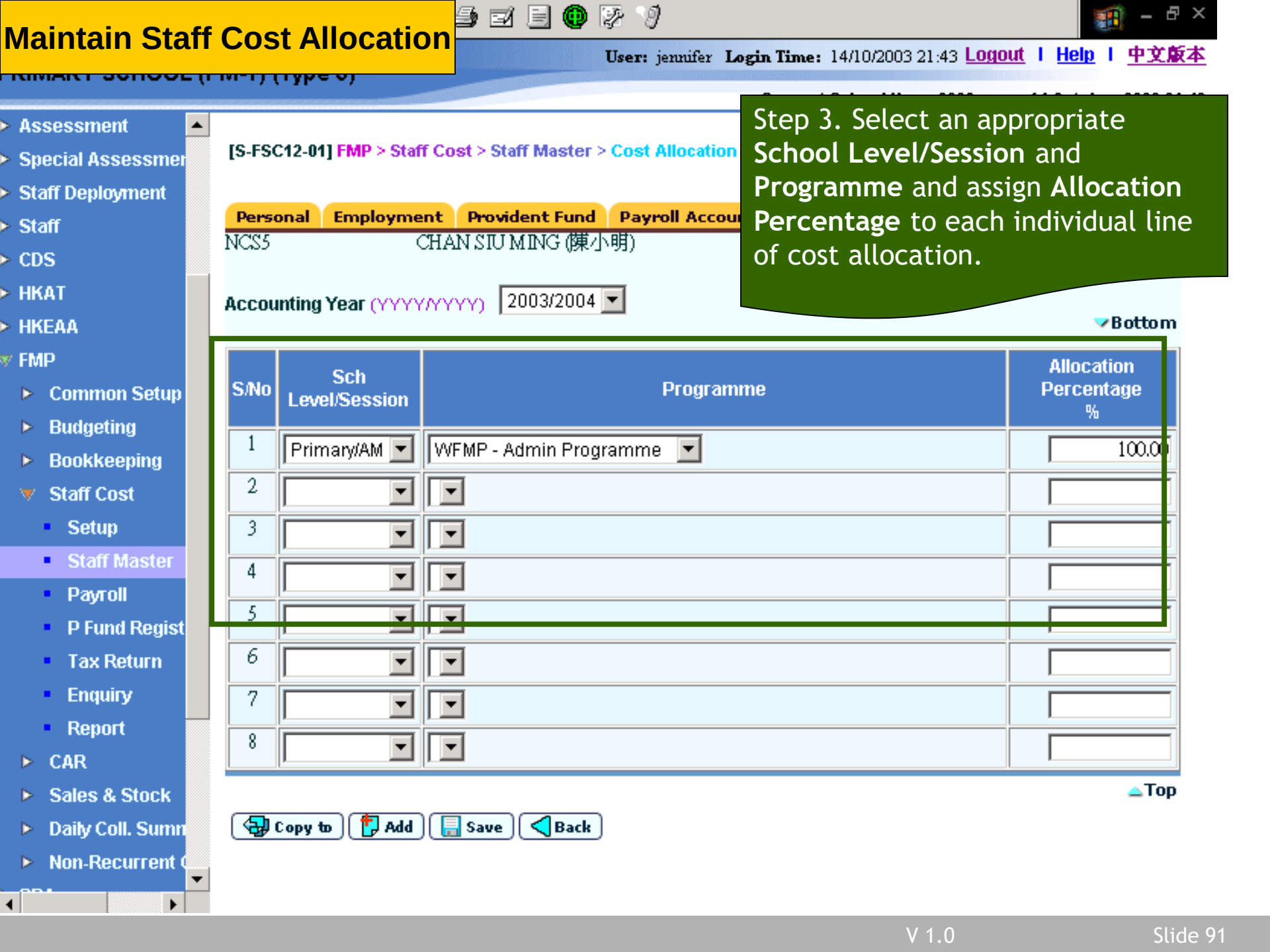
Maintain Staff Cost Allocation



Step 2. Select an appropriate **Accounting Year.**

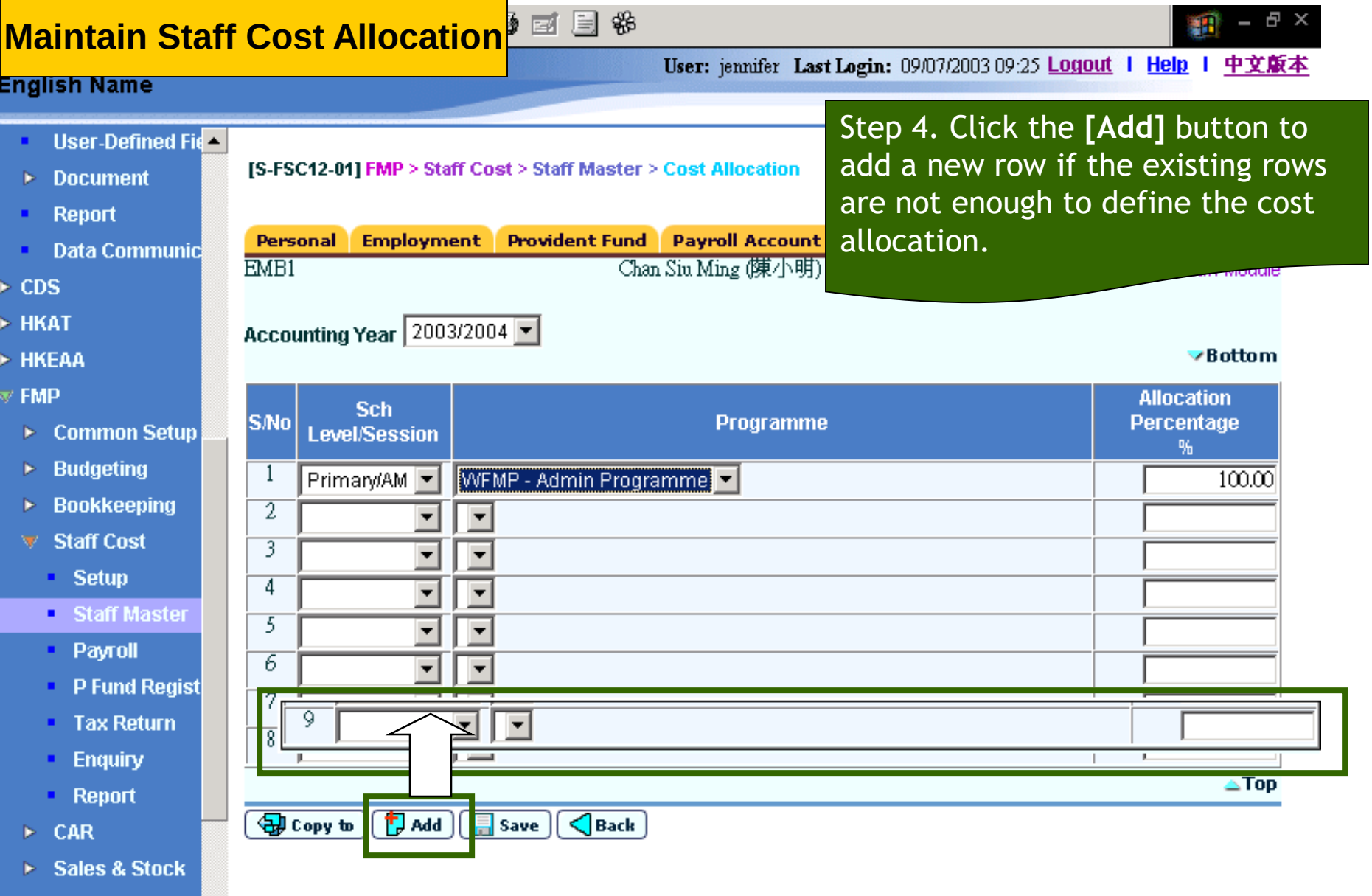
The cost allocation records of the selected accounting year will be displayed.

Maintain Staff Cost Allocation



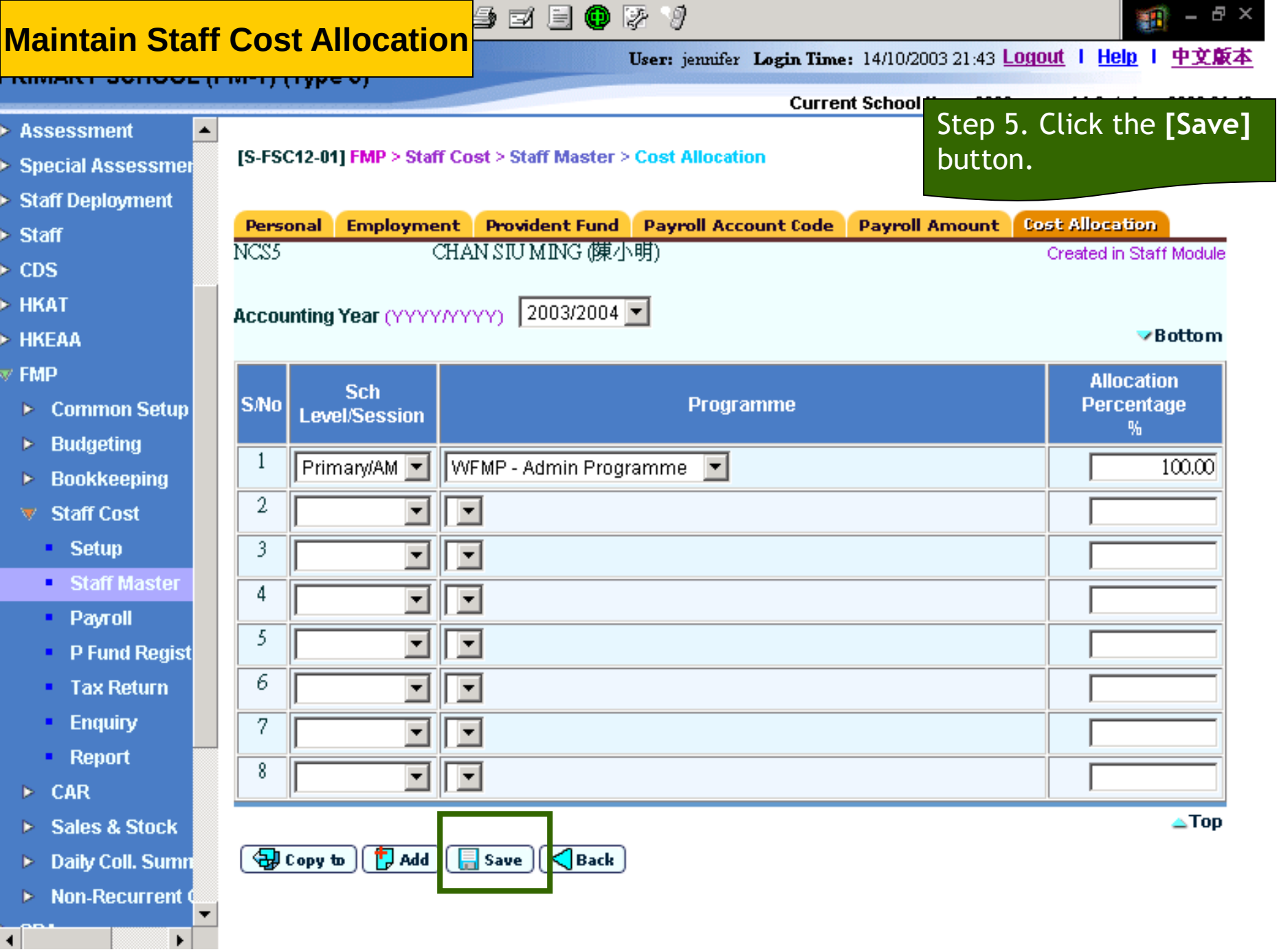
Step 3. Select an appropriate **School Level/Session** and **Programme** and assign **Allocation Percentage** to each individual line of cost allocation.

Maintain Staff Cost Allocation



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

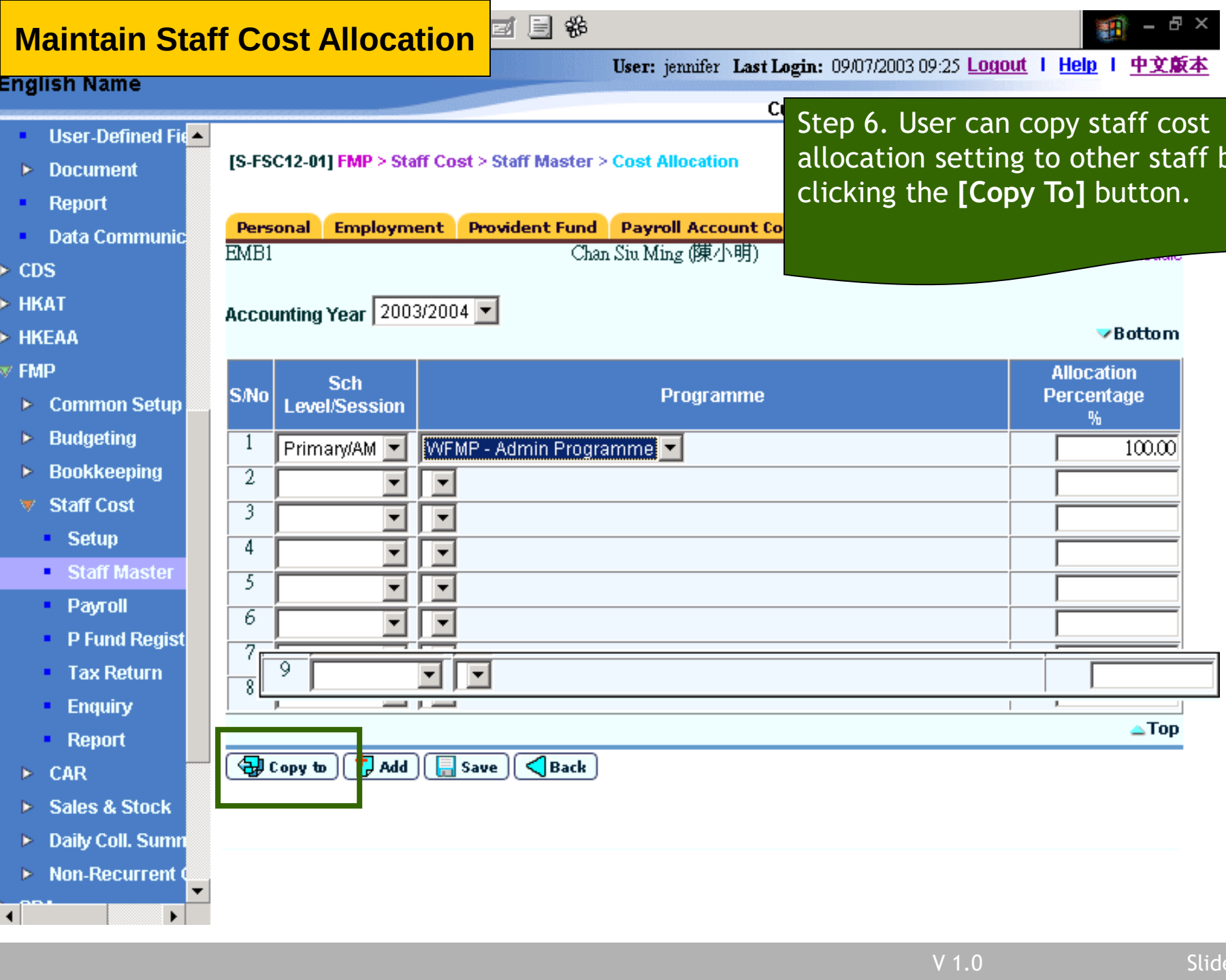
Maintain Staff Cost Allocation



Maintain Staff Cost Allocation

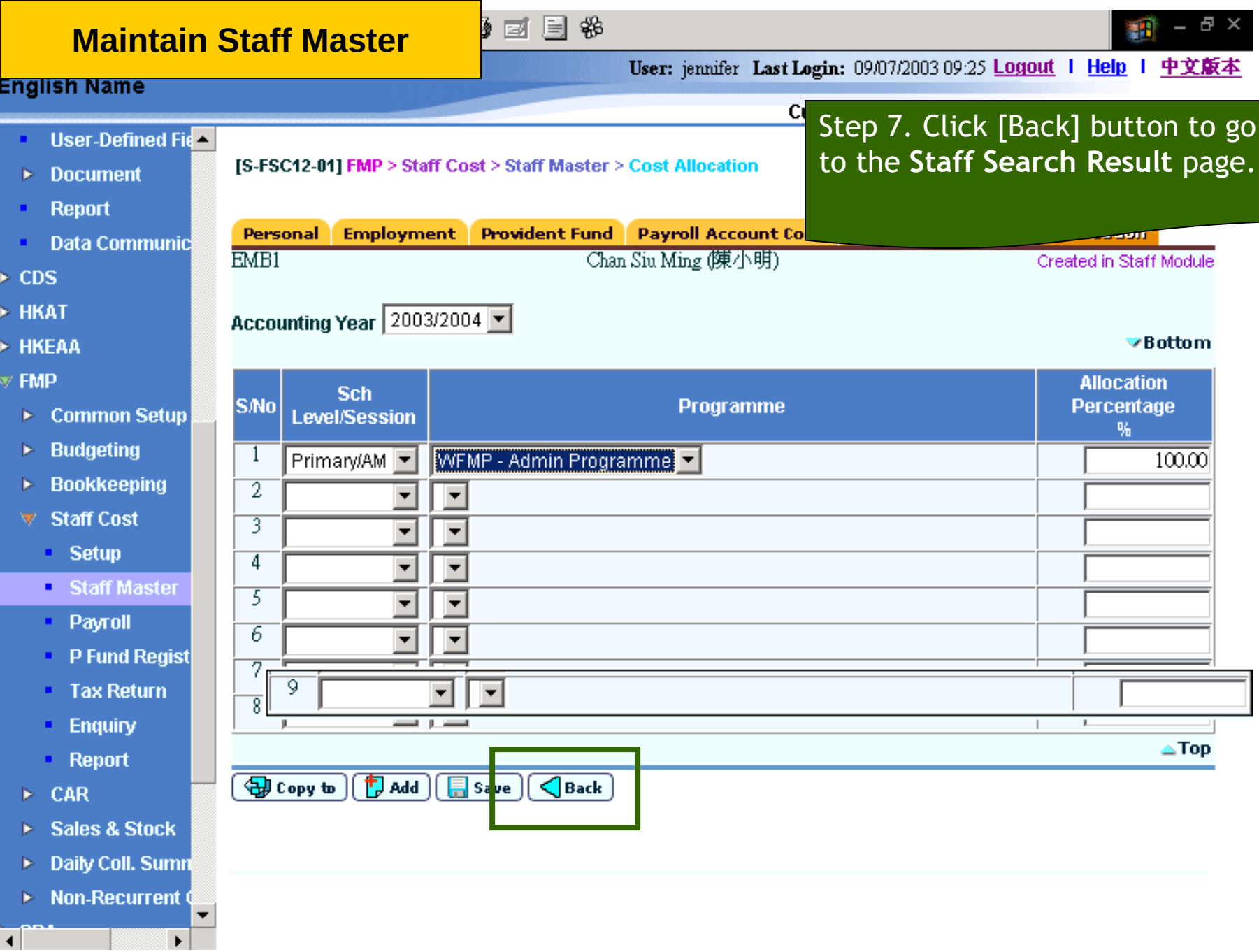
- Cost allocation records are saved accordingly.
- The system will adopt the updated setting in new payroll to be prepared subsequently.
- If payroll entry in the selected accounting year is under preparation, the system will abort updating the cost allocation setting of the staff in the selected accounting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

Maintain Staff Cost Allocation



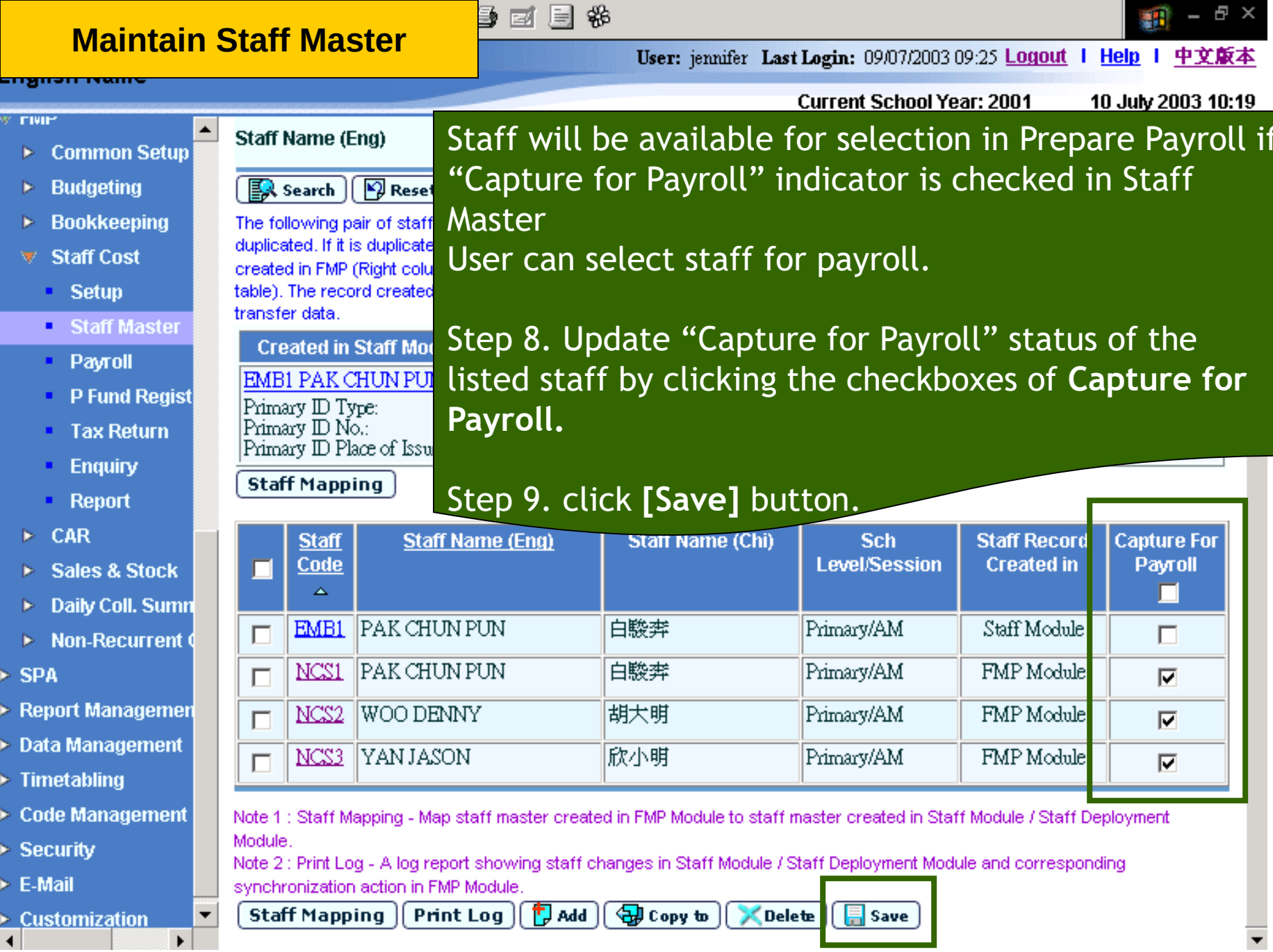
Step 6. User can copy staff cost allocation setting to other staff by clicking the **[Copy To]** button.

Maintain Staff Master



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

Maintain Staff Master

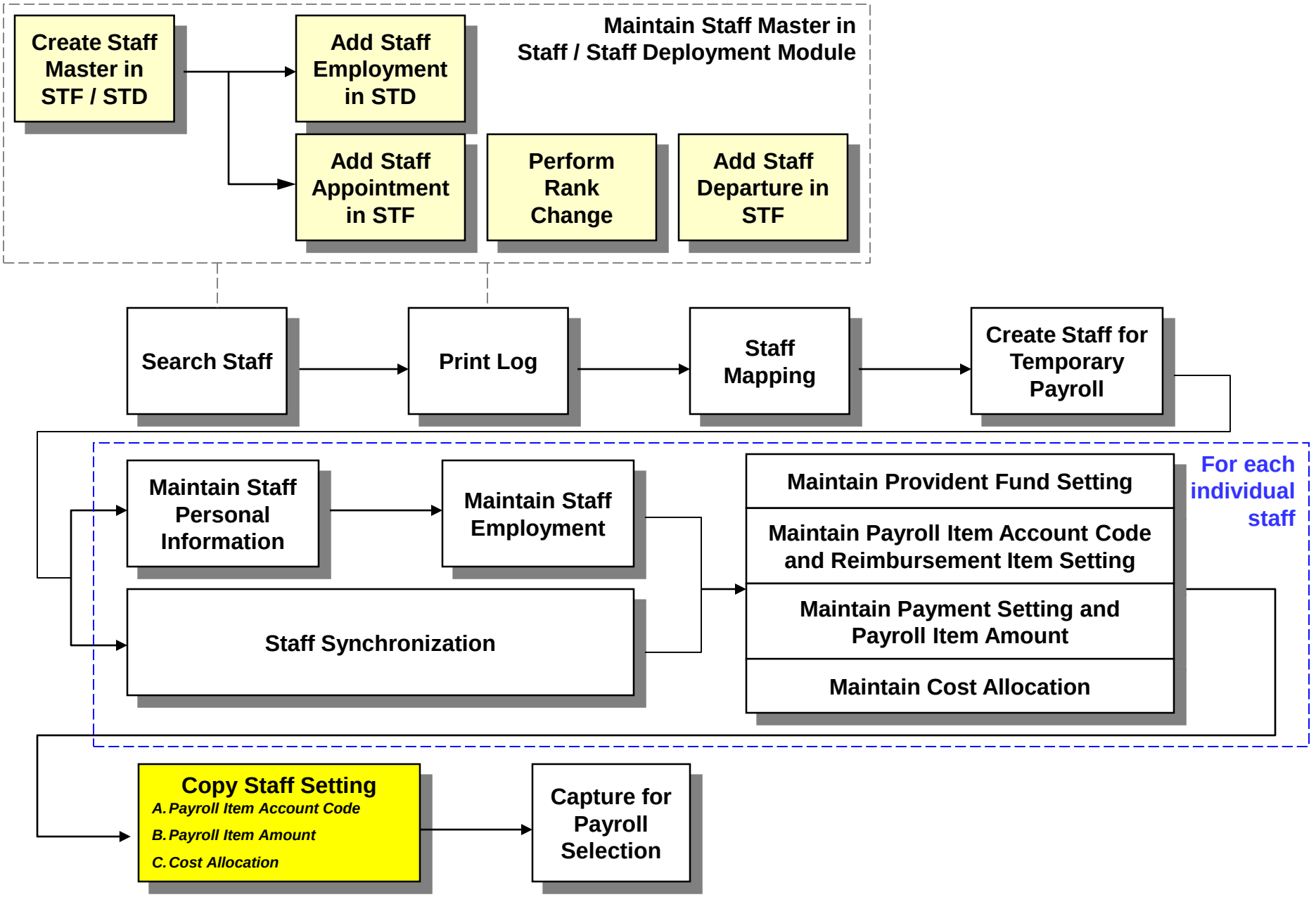


Staff will be available for selection in Prepare Payroll if "Capture for Payroll" indicator is checked in Staff Master
User can select staff for payroll.

Step 8. Update "Capture for Payroll" status of the listed staff by clicking the checkboxes of **Capture for Payroll.**

Step 9. click **[Save]** button.

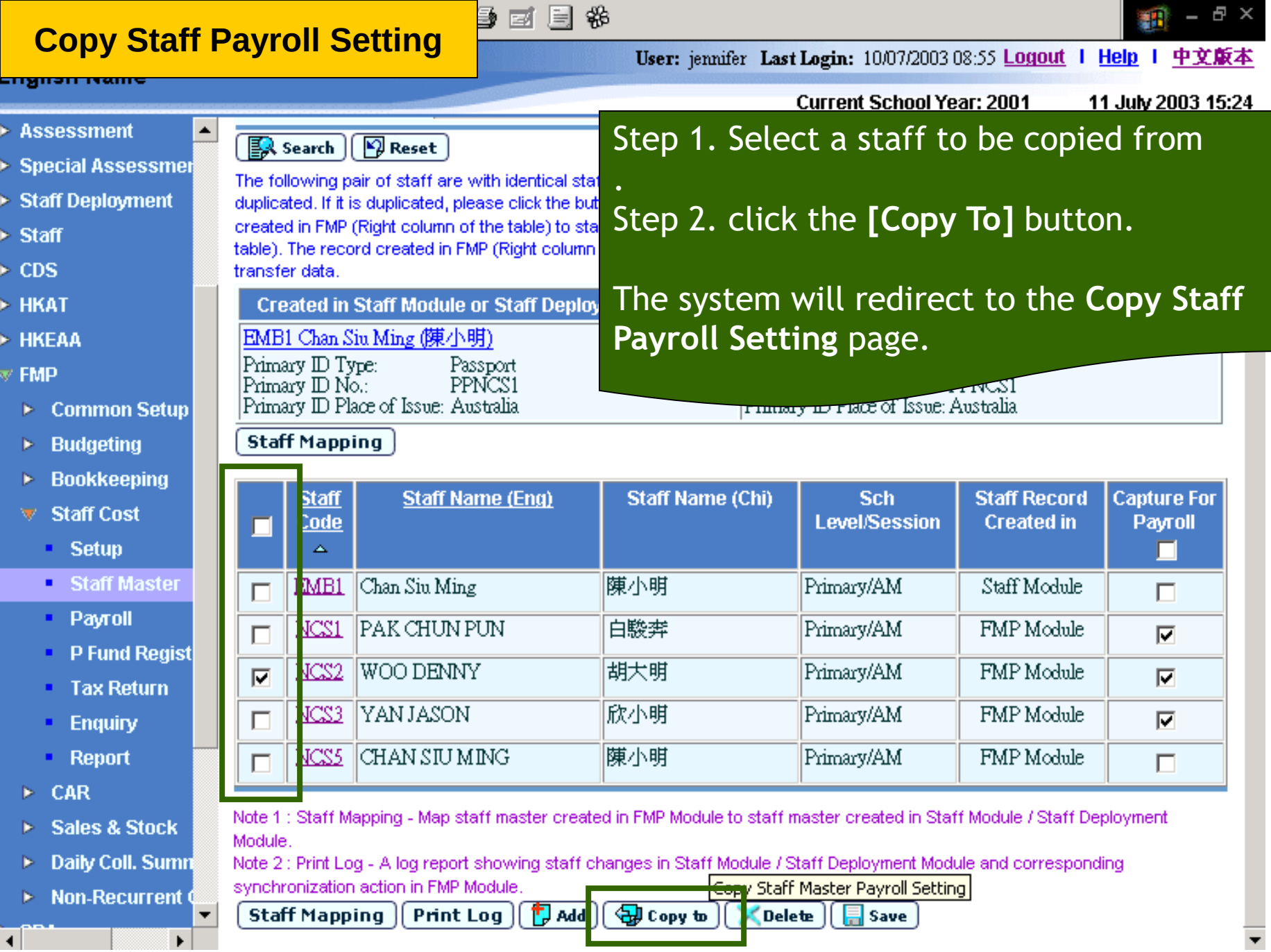
Copy Staff Payroll Setting



Copy Staff Payroll Setting

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

Copy Staff Payroll Setting

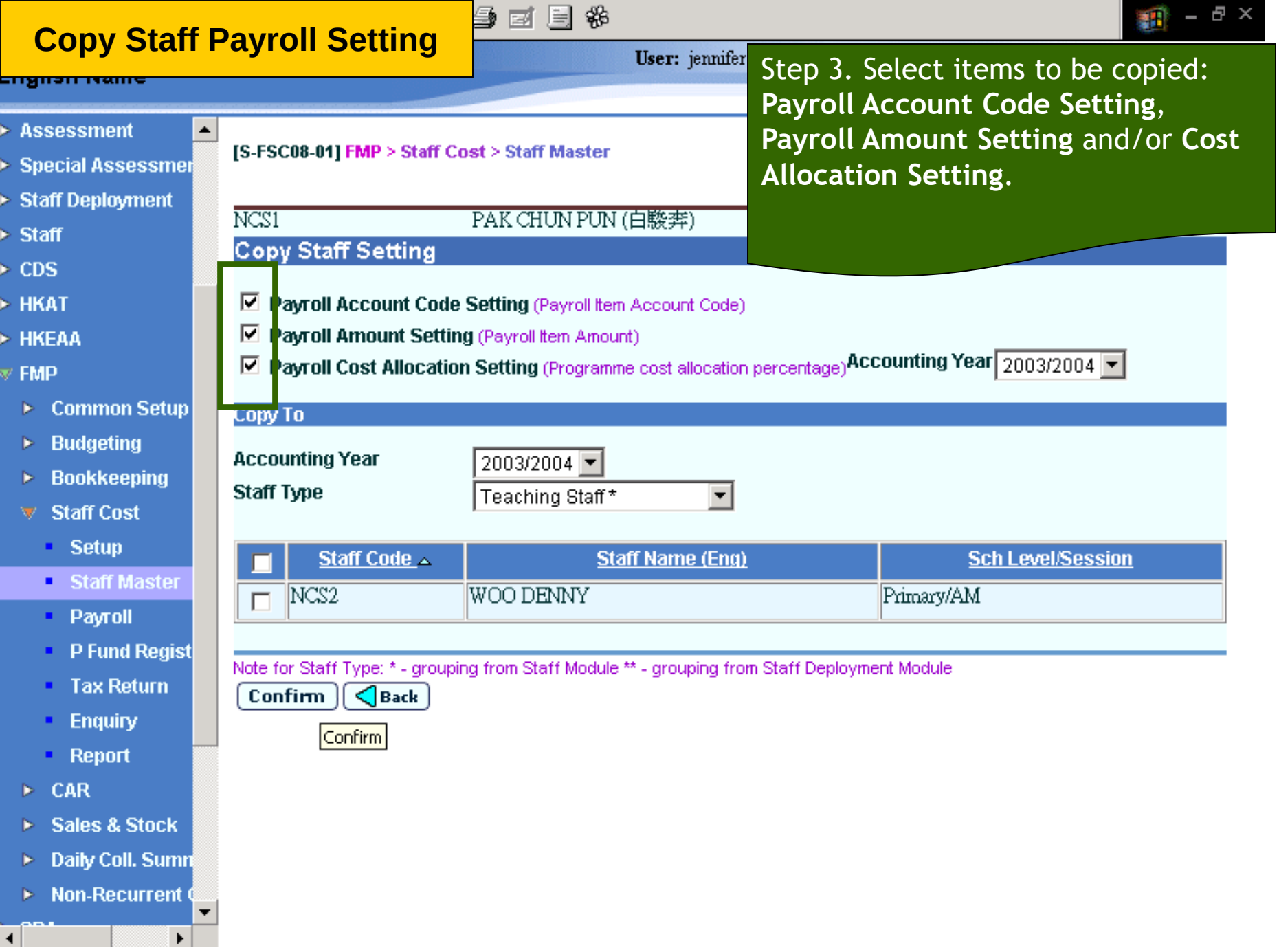


Step 1. Select a staff to be copied from .

Step 2. click the **[Copy To]** button.

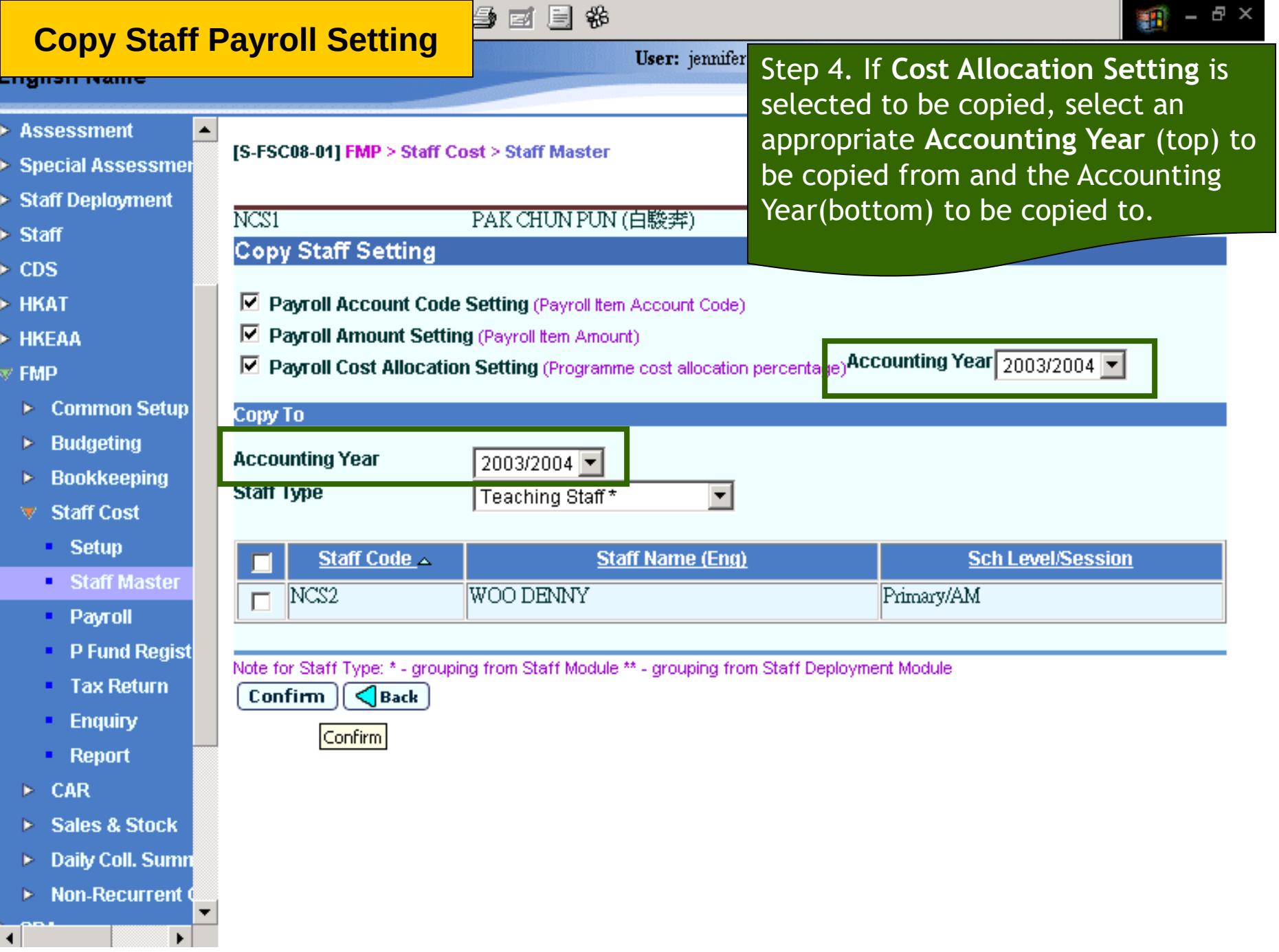
The system will redirect to the **Copy Staff Payroll Setting** page.

Copy Staff Payroll Setting



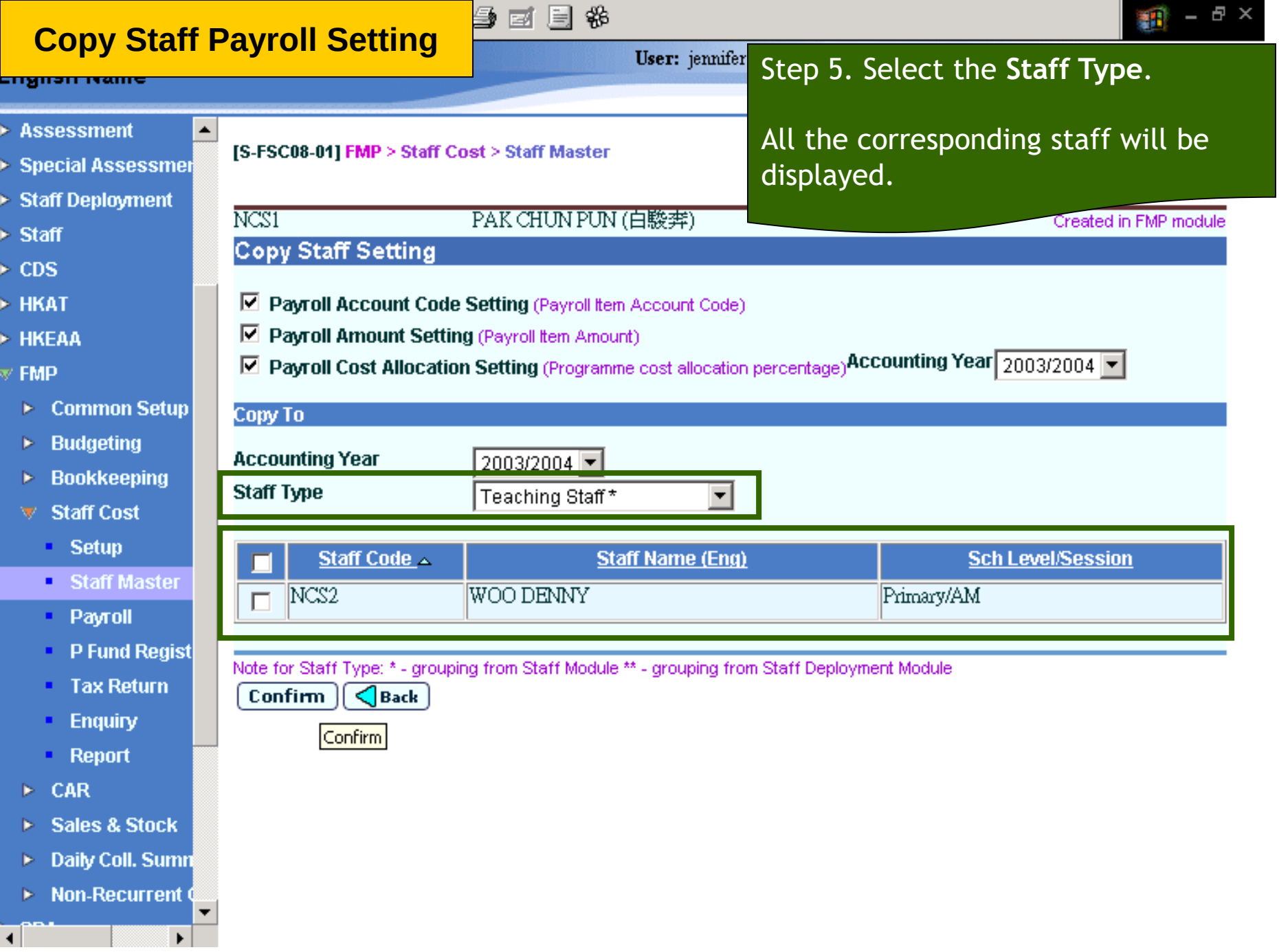
Step 3. Select items to be copied: **Payroll Account Code Setting**, **Payroll Amount Setting** and/or **Cost Allocation Setting**.

Copy Staff Payroll Setting



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

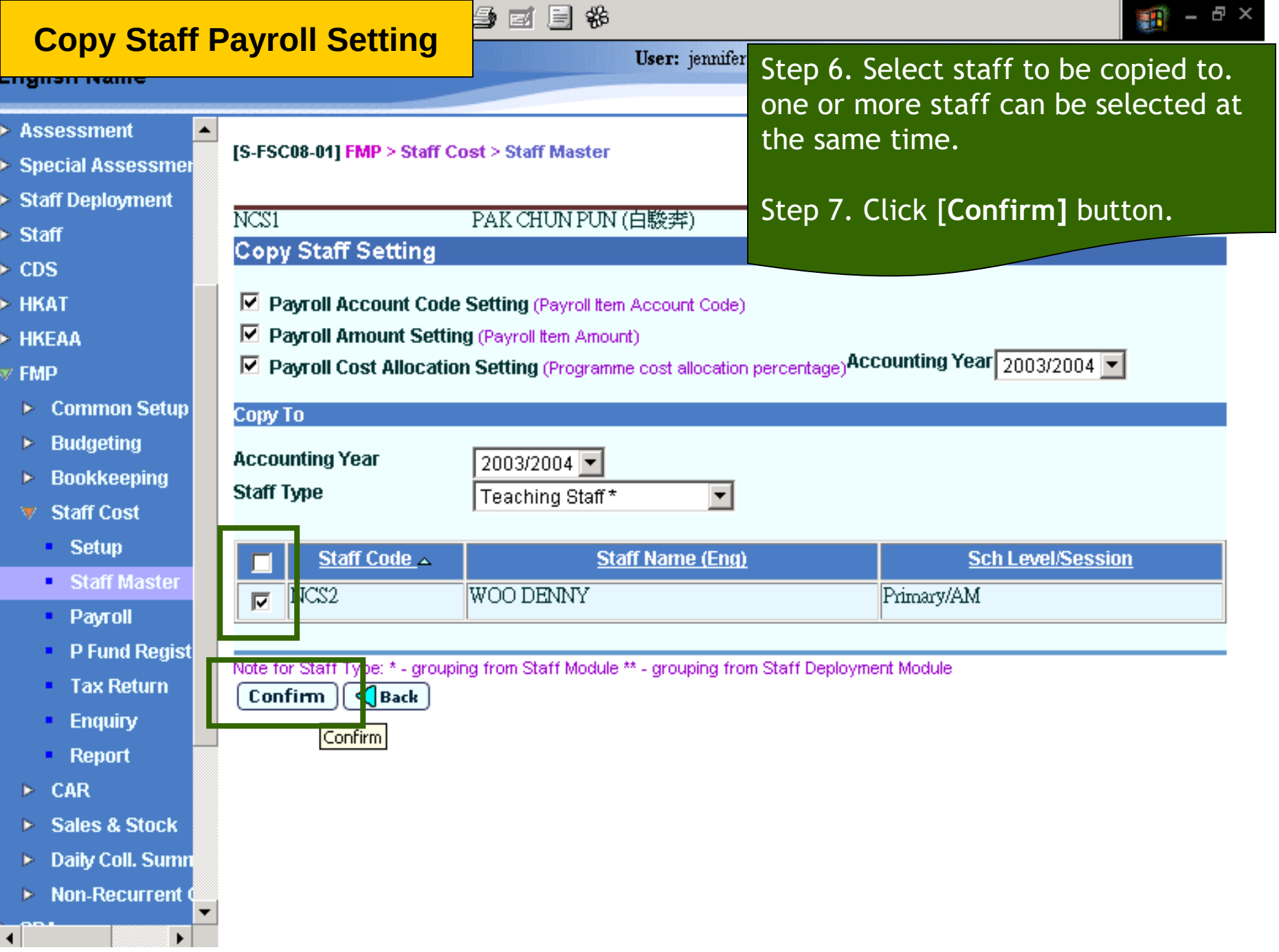
Copy Staff Payroll Setting



Step 5. Select the **Staff Type**.

All the corresponding staff will be displayed.

Copy Staff Payroll Setting



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

Step 7. Click [**Confirm**] button.

Copy Staff Payroll Setting

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