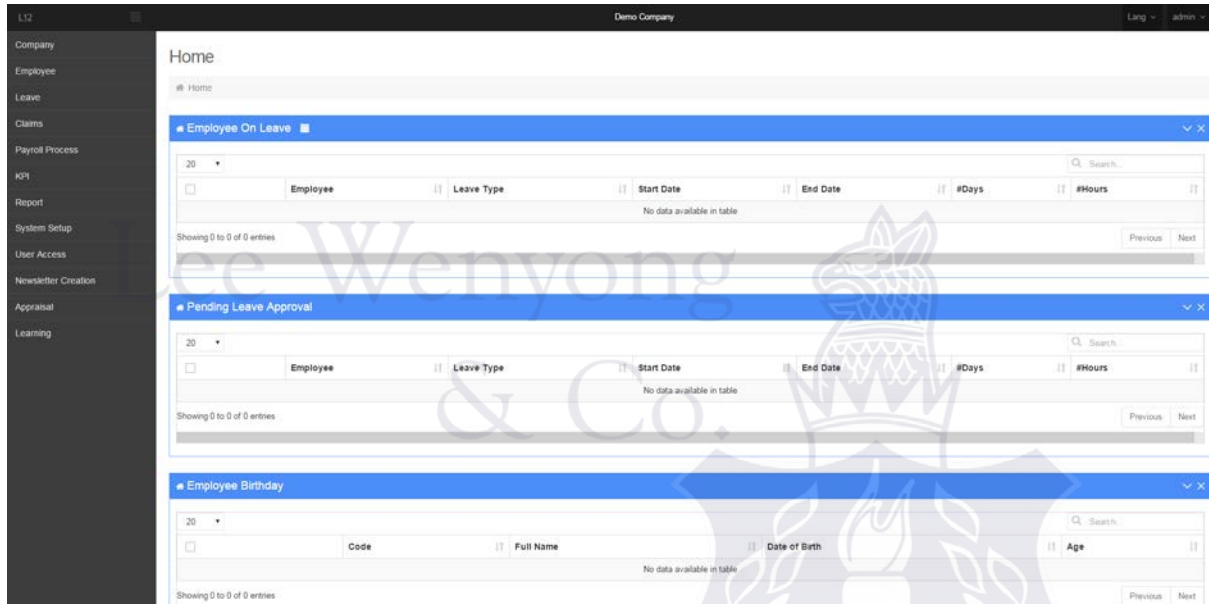


# L12 HR COMPANY SETUP GUIDE

Welcome to the L12 Company Setup Guide. In this guide, you will be given a walkthrough on how to set-up your company's information in the L12 System.

## 1. Vanilla Company Setup

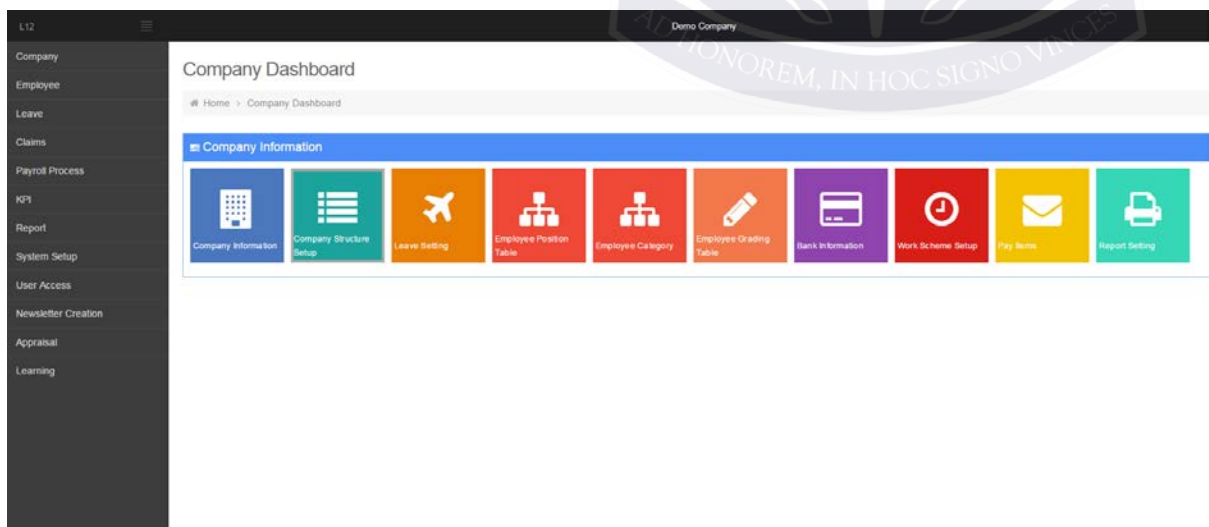
When you first log into the L12 Administrator account, your landing page should look like the screenshot below.



### 1.1 Vanilla Company Dashboard

This is the HOME dashboard that will only appear after setting up the basic Company Information.

It gives you an overview of all the employees' leave transactions, pending leaves, birthday and etc.



### 1.2 All options available in Company Dashboard

Screenshot 1.2 shows the company dashboard, which administrators are required to fill in to the best of their ability.

## 2. Company Information

In this page, you will have to enter the relevant information about the company.

### Company Information

Home > Company Dashboard > Company Information

Company Name

Company Code

Company Address

Postal Code

Email

Phone

Fax

Contact Person

UEN Registration Number

Date of Company Registration

CPF Account Number

CPF Account Number 2

Voluntary CPF Account Number

Name of Authenticating Agent

Designation of Authenticating Agent

Pay Run Cut-Off Day

Started Using

Company Logo (to be used on payslip) (200 x 200)  No file chosen

#### 2.1 Company Information Page

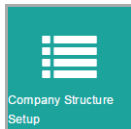
Here are the fields and its description:

|  |   |
|--|---|
| <b>Company Name</b>                        | The name of the company   |
| <b>Company Code</b>                        | Short form code for the company   |
| <b>Company Address</b>                     | The address of the company  |
| <b>Postal Code</b>                         | Postal Code of company (E.g. 123456)  |
| <b>Email</b>                               | Main email contact of the company   |
| <b>Phone</b>                               | Phone number (if any)   |
| <b>Fax</b>                                 | Fax number (if any)   |
| <b>Contact Person</b>                      | Name of the main contact person   |
| <b>UEN Reg. No.</b>                        | Unique Entity Number of the company   |
| <b>Date of Company Registration</b>        | The date when the company is officially registered  |
| <b>CPF Acct. No.</b>                       | Company's CPF Account number  |
| <b>CPF Acct. No. 2</b>                     | Second company's CPF Account number, if any   |
| <b>Voluntary CPF Acct. No.</b>             |   |
| <b>Name of Authenticating Agent</b>        | Name of company's authenticating agent  |
| <b>Designation of Authenticating Agent</b> | Designation of company's authenticating agent   |
| <b>Pay Run Cut-off Day</b>                 | Monthly cut-off day for payroll processing  |
| <b>Started Using</b>                       | Date when company started using L12 HR system. This will affect the opening balance configuration |

### 3. Company Structure Setting

Company structure refers to the organizational structure in your company. For instance, Level 1 could be Departments and Level 2 could be Teams.

To start creating the company structure, click on the “Company Structure Setup” button (see below) in the Company Dashboard.



#### Company Structure Setting

Home > Company Dashboard > Company Structure Setting

Company Structure Setting

| Structure Setting 1 |        |        |                                     |
|---------------------|--------|--------|-------------------------------------|
| Level 1             | Branch | Active | Yes                                 |
|                     |        |        | <a href="#">Structure Setting 1</a> |
| Structure Setting 2 |        |        |                                     |
| Level 2             | NIL    | Active | No                                  |
|                     |        |        | <a href="#">Structure Setting 2</a> |
| Structure Setting 3 |        |        |                                     |
| Level 3             | NIL    | Active | No                                  |
|                     |        |        | <a href="#">Structure Setting 3</a> |

[Submit](#)

#### 3.1 Company Structure Setting Page

After your selection on the Company Structure Setup, you will see the Company Structure Setting page. In this page, Level 1 refers to the highest level, followed by Level 2 and so on.

To edit a specific level, click on the corresponding “*Structure Setting*” button.

### a. Add New Company Structure

#### NIL List

Home > Company Dashboard > Company Structure Setting > NIL List

**Add +**

100 ▾

| ID | Structure Code | Structure Description |
|----|----------------|-----------------------|
|    |                |                       |

Showing 0 to 0 of 0 entries

#### 3.2.1 Overview of Company Structure

Click on the “ADD” button to create new details of the selected company structure level. You can add multiple information relevant to this level. For instance, if selected Level is Department, you can add Finance, HR, Operations and etc in this Level.

#### NIL Create

Home > Company Dashboard > Company Structure Setting > NIL List > NIL Create

Structure Code \*

Description

Level 1 \*

Show? \*

**Submit** **Cancel**

#### 3.2.2 Create Company Structure Page

Enter the relevant information for your specific company structure level.

|                       |  |
|-----------------------|--|
| <b>Structure Code</b> | Code of your Level. For e.g. FIN for Finance   |
| <b>Description</b>    | Enter a description if you want to describe this structure   |
| <b>Level “X”</b>      | This option will only appear in structure level below Level 1. For instance, Level 1 is your department and Level 2 contains your teams. You would like to specify a team to be related to a department. This option allows you to link your team in Level 2 to the department in Level 1. |
| <b>Show?</b>          | Choose YES or NO to show this structure level to other users   |

## 4. Leave Setting

You may change some of the configuration, with regard to leave, in this page.



### Leave Setting

Home > Company Dashboard > Leave Setting

Leave Entitlement

Calendar

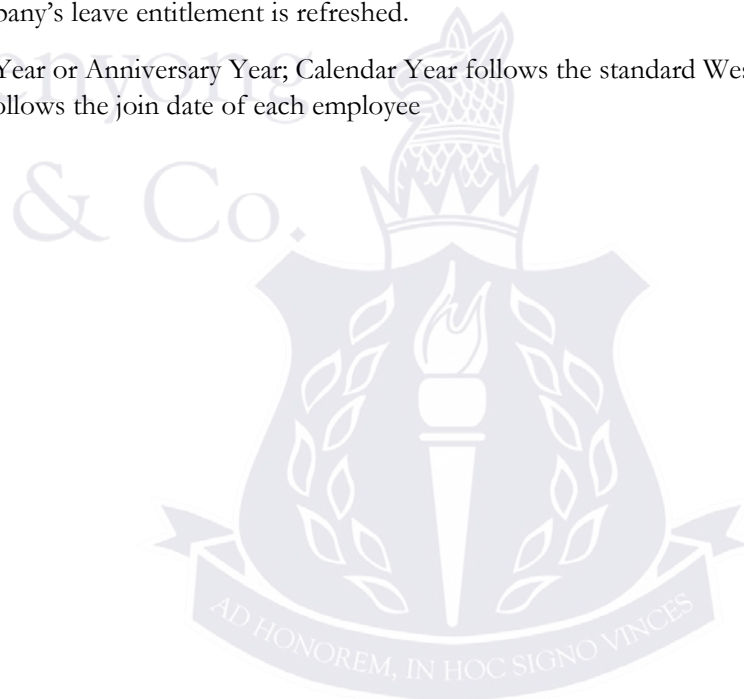
Submit

Cancel

#### 4.1 Leave Setting Page

You may configure how the company's leave entitlement is refreshed.

2 options are available, Calendar Year or Anniversary Year; Calendar Year follows the standard Western Calendar and Anniversary Date follows the join date of each employee



## 5. Employee Position Table

Employee position table allows you to create and configure the positions of employees pertaining to your company. For instance, Directors, Managers and etc.



### a. Add new employee position

#### Employee Position Table

Home > Company Dashboard > Employee Position Table

Add +

100

| ID                         | Position Code | Name of Position |
|----------------------------|---------------|------------------|
| No data available in table |               |                  |

Showing 0 to 0 of 0 entries

#### 5.1 Employee Position Overview Page

Click on the “**Add +**” button to add a new employee position.

#### Create

Home > Company Dashboard > Employee Position Table > Create

Position Code \*

Description

Submit Cancel

#### 5.2 Add New Employee Position page

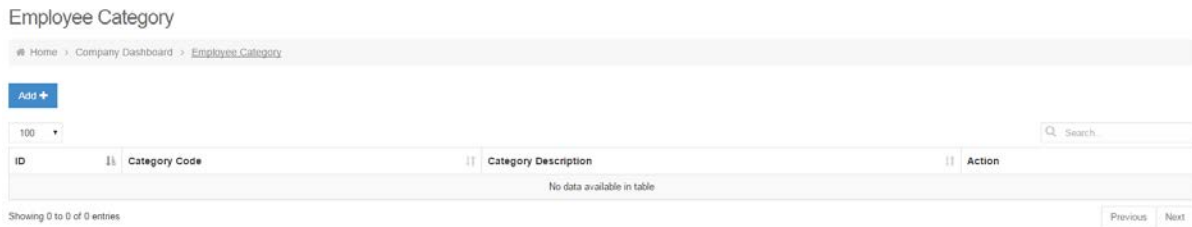
Enter the Position Code and Description (if any) of this employee position. For instance, MGR for manager.

## 6. Employee Category

Employee Category allows you to configure categories to group up employees, pertaining to your company.



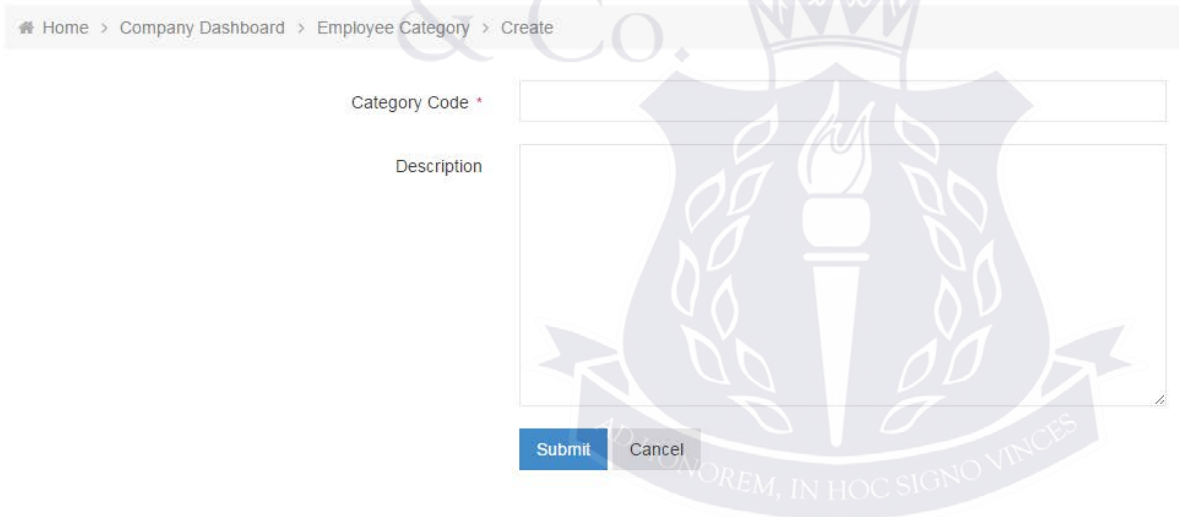
### a. Add new employee category



#### 6.1 Employee Category Overview Page

Click on the “**Add +**” button to create new employee category.

#### Create



#### 6.2 Add New Employee Category page

## 7. Employee Grading Table

In the Company Dashboard, click on Employee Grading Table to setup employee grades / ranks for your company.



### Employee Grading Table

Home > Company Dashboard > Employee Grading Table

Add +

100 ▾

| ID                         | Grade Code | Grade Description |
|----------------------------|------------|-------------------|
| No data available in table |            |                   |

Showing 0 to 0 of 0 entries

#### 7.1 Employee Grading Overview Page

The Employee Grading Table page shows all ranks and hierarchy in a company. You can create and add new employee grades pertaining to your company.

Click on the “**Add +**” button to create new employee grade.

##### a. Add new Employee Grade

#### Add New Employee Grade

Home > Company Dashboard > Employee Grading Table > Add New Employee Grade

Grade Code \*

Description

Submit Cancel

#### 7.2 Add New Employee Grade page

Enter the *Grade Code* and *Description (if any)* for this Employee Grade.

## 8. Bank Information

The bank information page shows various information of the bank that the company is using for payroll purposes.



### Company Bank Account Setup

Home > Company Dashboard > Company Bank Account Setup

[Add New +](#)

100

Search

| ID                         | Bank | Account Name | Account Number | Branch Code | Active | Action |
|----------------------------|------|--------------|----------------|-------------|--------|--------|
| No data available in table |      |              |                |             |        |        |

Showing 0 to 0 of 0 entries

Previous Next

#### 8.1 Bank Information Overview page

##### a. Add new Company Bank

Click on the “**Add New +**” button to create a new company bank for your payroll processing.

### Create

Home > Company Dashboard > Company Bank Account Setup > Create

Bank \* DBS Bank Ltd

Active \* Yes

Account Name \*

Account Number

Branch Code

[Submit](#) [Cancel](#)

#### 8.2 Add New Bank Page

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>Bank</b>           | Name of the company’s bank           |
| <b>Active</b>         | Is this bank active for use?         |
| <b>Account Name</b>   | Account name of the company’s bank   |
| <b>Account Number</b> | Account number of the company’s bank |
| <b>Branch Code</b>    | Branch code of the company’s bank    |

## 9. Work Scheme Setup

In Work Scheme Setup page, administrators can setup work schemes pertaining to the company's needs. There is a default standard work scheme that comes with L12 HR System.

To add a new work scheme, click on the “**Add +**” button.



### 10.1 Work Scheme overview

#### a. Create New Work Scheme

Work Scheme ID:  Description:

| Monday                   |                          |                          | Tuesday                  |                          |                          | Wednesday                |                          |                          | Thursday                 |                          |                          | Friday                   |                          |                          | Saturday                 |                          |                          | Sunday                   |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1                        | 2                        | No half                  | 1                        | 2                        | No half                  | 1                        | 2                        | No half                  | 1                        | 2                        | No half                  | 1                        | 2                        | No half                  | 1                        | 2                        | No half                  | 1                        | 2                        | No half                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Working Hours per Week:  Working Days per Week:

#### 10.2.1 Work days and hours settings

Here, check on the boxes that is considered a working day. For instance, if Monday is full working day for this work scheme, check on box “1” and “2”.

Fill in the **Work Scheme ID**, **Description** as well as **Work hours per week** and **Working days per week**.

Proration Method for Incomplete Month:

|             |   |                       |
|-------------|---|-----------------------|
| Work Scheme | Monthly Wage x (Actual Days Worked in the Month / Actual Working Days in the Month)     | <input type="radio"/> |
| Calendar    | Monthly Wage x (Calendar Days Worked in the Month / Calendar Working Days in the Month) | <input type="radio"/> |

|             | Hourly Rate  | Daily Rate  |                       |
|-------------|--|---|-----------------------|
| Standard    | (Monthly Wage x 12 Months) / (52 Weeks x Working Hours per Week)                             | (Monthly Wage x 12 Months) / (52 Weeks x Working Days per Week) | <input type="radio"/> |
| Work Scheme | Monthly Wage / Working Days in the Month * Working Days in a Week / Working Hours in a Week  | Monthly Wage / Number of Working Days in the Month              | <input type="radio"/> |
| Calendar    | Monthly Wage / Calendar Days in the Month * Working Days in a Week / Working Hours in a Week | Monthly Wage / Number of Calendar Days in the Month             | <input type="radio"/> |

Rest Day / Half Day Leave Deduction:

|          |   |                       |
|----------|---|-----------------------|
| Half Day | Half Day Leave Applied on Rest Day Consider as Half Day | <input type="radio"/> |
| Full Day | Half Day Leave Applied on Rest Day Consider as Full Day | <input type="radio"/> |

#### 10.2.2 Work Scheme Pro-ration method

Here, you can select the Pro-ration method for incomplete month that suit your needs the best.

There are a few options:

- Standard
- Work Scheme
- Calendar

Select the option by checking the radio button at the end of each row.

| Overtime Setup          |      |
|-------------------------|------|
| Flexible                | Yes  |
| Work Days OT Rate       | NONE |
| Rounding (down)         | 30   |
| Public Holiday          | NONE |
| Rest Day                | NONE |
| Rest Day OT Calculation | NONE |
| Off Day                 | NONE |
| Off Day OT Calculation  | NONE |

| Flexible Time Settings  |     |
|-------------------------|-----|
| Working Hours (Minutes) | 480 |
| NH Break Time           | 240 |
| NH Break Duration       | 30  |
| OT Break Time           | 240 |
| OT Break Duration       | 30  |

10.2.3 Work Scheme Flexible hour settings

| Overtime Setup          |      |
|-------------------------|------|
| Flexible                | No   |
| Work Days OT Rate       | NONE |
| Rounding (down)         | 30   |
| Public Holiday          | NONE |
| Rest Day                | NONE |
| Rest Day OT Calculation | NONE |
| Off Day                 | NONE |
| Off Day OT Calculation  | NONE |

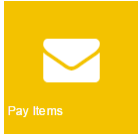
| Time Settings (Non-Flexible) |       |
|------------------------------|-------|
| Time In                      | 09:00 |
| Time Out                     | 17:00 |
| Late (mins)                  | 09:15 |
| Early Out                    | 16:45 |
| NH Break Time                | 12:00 |
| NH Break Duration            | 30    |
| OT Break Time                | 18:00 |
| OT Break Duration            | 30    |

10.2.4 Work Scheme Non-Flexible hour settings

Administrators will have to define if this work scheme is under flexible working hours or not. Flexible or non-flexible working hours will affect how the OT is being calculated.

Fill in all the fields for OT and work hour calculation.

## 10. Pay Items



Administrators are required to configure the pay items pertaining to the company. For instance, Commission, Bonus or Incentives, which are additional payables or deductibles for the employees.

The default Pay Items included here are:

- Allowance (A01)
- Overtime (OT1)
- Overtime 2 (OT2)
- Overtime 3 (OT3)
- Unpaid Leave (UPL)
- Unpaid Time-off (UTO)

### Pay Items Setup

Home > Company Dashboard > Pay Items Setup

Add New +

100 Search...

| ID | Code | Description  | ir8a                    | Action                                      |
|----|------|--------------|-------------------------|---|
| 1  | A01  | Allowance    | Other Taxable Allowance | <a href="#">Edit</a> <a href="#">Delete</a> |
| 2  | OT1  | OT 1.0x      | Add to Gross Salary     | <a href="#">Edit</a> <a href="#">Delete</a> |
| 3  | OT2  | OT 1.5x      | Add to Gross Salary     | <a href="#">Edit</a> <a href="#">Delete</a> |
| 4  | OT3  | OT 2.0x      | Add to Gross Salary     | <a href="#">Edit</a> <a href="#">Delete</a> |
| 5  | UPL  | Unpaid Leave | Add to Gross Salary     | <a href="#">Edit</a> <a href="#">Delete</a> |
| 6  | UTO  | Unpaid Hours | Add to Gross Salary     | <a href="#">Edit</a> <a href="#">Delete</a> |

Showing 1 to 6 of 6 entries

Previous 1 Next

a. Add new Pay Item

To add a new Pay Item, click on the “**Add New +**” button in the Pay Items page.

Fill in the relevant fields in this page.

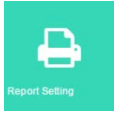
For Pay Item Code, please take note of the **PAY ITEM PREFIX**:

Pay items that result in addition to salary should start with “**A**”. For instance, Commission should be A01.

Refer to the following table for the correct prefix to pay item code.

| PURPOSE                         | PREFIX FOR CODE |
|---------------------------------|-----------------|
| <b>Additional Salary</b>        | A               |
| <b>Bonus</b>                    | B               |
| <b>Claims</b>                   | C               |
| <b>Deductions</b>               | D               |
| <b>Additional Overtime Code</b> | OT              |

## 11. Report Setting



### Report Setting

Home > Company Dashboard > Report Setting

|           |   |
|-----------|---|
| Font Type | <input type="text" value="Times New Roman"/>                                |
| Font Size | <input type="text" value="12"/>   |
|           | <input type="button" value="Submit"/> <input type="button" value="Cancel"/> |

In Report Setting, you can change the type and size of the font that appears in the reports that you generate.

Lee Wenyong  
& Co.

