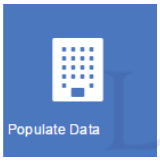
L12 HR PAYROLL PROCESS GUIDE

Welcome to the L12 HR Payroll Process Guide. This guide will be going through the options that you see in the Payroll Process tab in the left side-menu.

1. Payroll Process

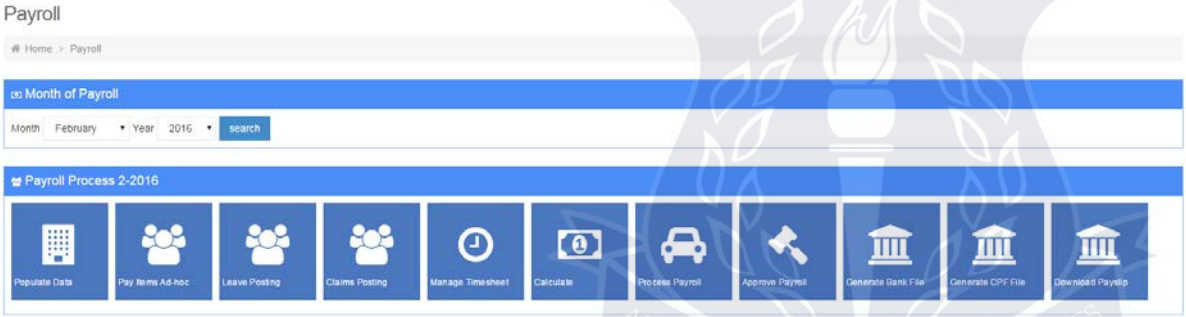
a. Populate Data

To initiate a payroll process, administrators will have to select the desired month and year. Thereafter, administrators will have to click on the ***Populate Data*** button. (See below)



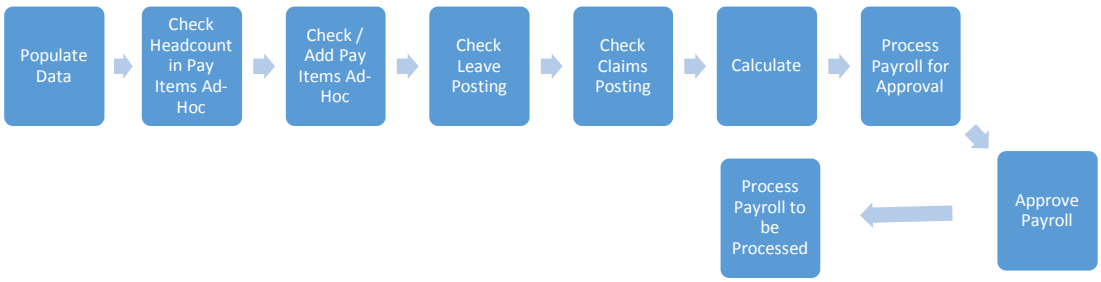
Populate Data button will retrieve every employee's monthly salary data, as well as the fixed pay items / allowances assigned to them.

After populating 'x' month's payroll with data, other options will appear.



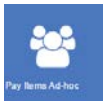
1.a.1 Payroll Process page

After the options appear, refer to the following work flow, which administrators should follow, to process a payroll properly.



1.a.2 Work flow of Payroll Process

b. Pay Items Ad-hoc



Pay Items Ad-Hoc allows administrators to add any ad-hoc pay items payable to a specific employee for selected month.

After populating the data for the month, administrators are required to ensure that the headcount in this list is correct. Thereafter, ensure that ad-hoc payable items are in an individual's list to be paid.

c. Leave Posting

Administrators can check the leave posting page to ensure that all the Unpaid Leaves and Unpaid Time-offs are accounted for before posting.

After confirming and posting the unpaid leaves, they will go into the Pay Items Ad-Hoc as a deduction.

d. Claims Posting

Administrators can check the claims posting page to ensure that all claims are valid and accounted for before posting.

After confirming and posting the claims, they will go into the Pay Items Ad-Hoc as an addition to the individual's pay.

e. Manage Timesheet

This option is not available in our free L12 HR System. Stay tuned for future updates as it might be made available.

f. Calculate

After data is populated, and all ad-hoc pay items are added, Calculate button will calculate every employee's salary for selected month.

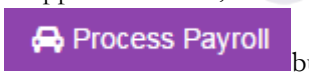
g. Process Payroll

Administrators will have to select and send the employees payroll for processing.

After selecting the employees for payroll processing, click on the 

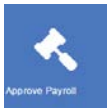
button in the Payroll Process page. Status will then be changed to "SUBMITTED"

An email will then be sent to the responsible part for approval.

Only after the Approval is done, administrators can process the payroll, by coming back to this page, and selecting the 

button. Status will then be changed to "PROCESSED"

h. Approve Payroll



After the payroll is submitted in the Process Payroll page, administrators can come to Approve Payroll to approve the submitted payroll. Status will then be changed to "PENDING"

Only after the payroll is approved, administrators can go back to Process Payroll page, to process the payroll.

i. Generate Bank File

Click on the Generate Bank file button to generate and download the bank file, which the company can use to perform bank batch salary payment to employees.

j. Generate CPF File

Click on the Generate CPF File button to generate and download the CPF file, which the company can use to perform batch CPF payment to employees.

k. Download Payslips

Download Payslips button will allow the administrator to download all employees payslips into a zip file.