SQL PAYROLL – DAILY PAY METHOD

For example,
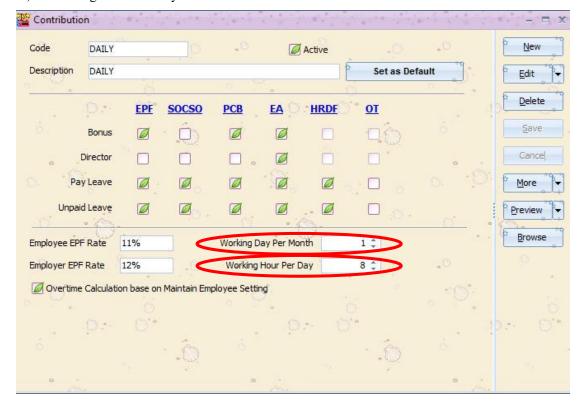
    Pay rate per day = RM16.00

    Normal working hour = 8 hours

DEFINE THE CONTRIBUTION SETTING

[Path: Payroll → Maintenance → Maintain Contribution…]
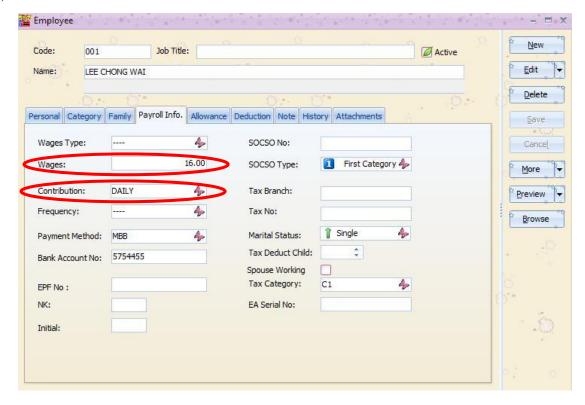
1) Create new contribution, let said the contribution code is "DAILY."
2) Define the following items:-
   a) Working Day Per Month = 1
   b) Working Hour Per Day = 8

INPUT THE DAILY RATE IN MAINTAIN EMPLOYEE

[Path: Human Resource → Maintain Employee…]

1) Input the daily rate (RM16.00 per day) in the Wages field.
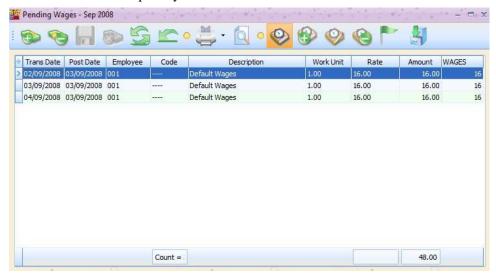2) Set the contribution to "DAILY".

OPEN PENDING PAYROLL – WAGES

[Path: Payroll → Open Pending Payroll…]

1) Go to Wages Pending.
2) Key-in the daily working records for an employee.

      Work unit = 1 day

      Rate = RM16.00 per day

Pending Wages - Sep 2008

Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate	Amount	WAGES
02/09/2008	03/09/2008	001	----	Default Wages	1.00	16.00	16.00	16
03/09/2008	03/09/2008	001	----	Default Wages	1.00	16.00	16.00	16
04/09/2008	03/09/2008	001	----	Default Wages	1.00	16.00	16.00	16

Count = :   48.00

OPEN PENDING PAYROLL – OVERTIME

[Path: Payroll → Open Pending Payroll…]

1) Go to Overtime Pending.
2) Key-in the daily working records for an employee.

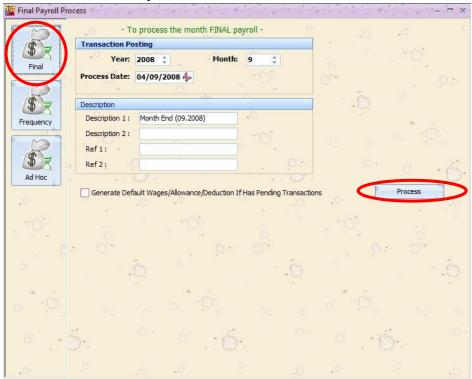   Code = HW15 (OT Hourly Rate)

      Work Unit = No.of hours (OT)

      Rate = 1.5 rate per hour (OT)

Pending Overtime - Sep 2008

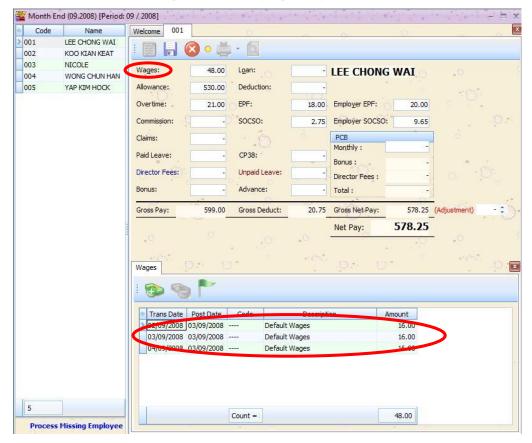| Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate
03/09/2008	30/09/2008	001	HW15	Working Day	4.00	1.50
04/09/2008	30/09/2008	001	HW15	Working Day	3.00	1.50

Count = :

FINAL PAYROLL PROCESS

[Path: Payroll → New Payroll…]

1) Click on Final followed by Process button.

CHECK TO THE WAGES RECORDS

1) Click on the Wages to retrieve the detailed wages records.
2) You will see the records are posted from wages pending for the month.

CHECK TO THE OVERTIME RECORDS

1) Click on the Overtime to retrieve the detailed wages records.
2) You will see the records are posted from Overtime pending for the month.
   a. Working Day Per Month = 1 (from Maintain Contribution)
   b. Working Hour Per Day = 8 (from Maintain Contribution)
   c. Wages = RM16.00 (from Maintain Employee)

Based on the above information,

Daily Pay Rate = RM16.00 / 1 day = RM16.00 per day

Hourly Pay Rate = RM16.00 / 8 hrs = RM2.00 per hour

Therefore, the overtime calculation is

Code	Work Unit	Rate	Pay Rate	OT Pay Rate	Amount
HW15	4 hrs	1.5	2.00	RM2.00 x 1.5 = RM3.00	RM3.00 x 4 hrs = RM12.00
HW15	3 hrs	1.5	2.00	RM2.00 x 1.5 = RM3.00	RM3.00 x 3 hrs = RM9.00

<END>