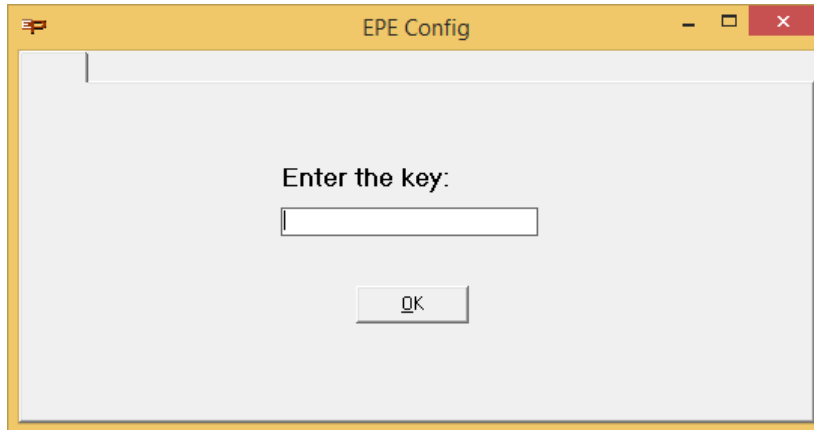


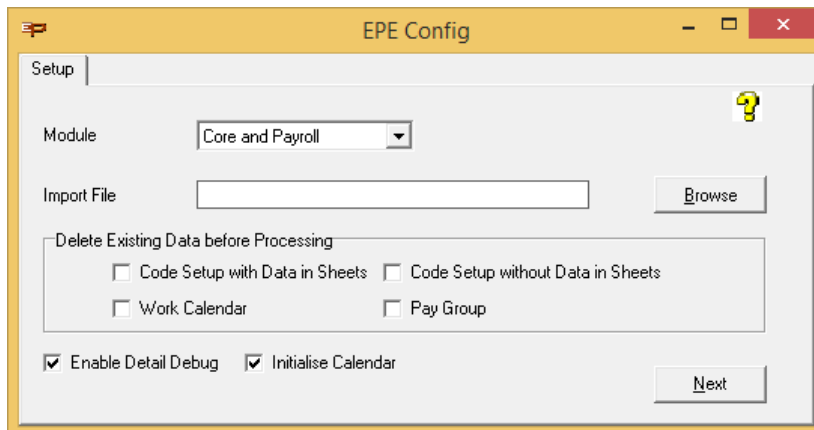
**Import Note:** User is not supposed to change the position of start column/row of any section in all sheets, neither the sheet names. All ID fields in excel should not contain any special characters. The EPEConfig.exe supports V10.6.11 onwards and is recommended to be used for new database only. User can choose to import code setup partially for existing database.

## Guide for Running EPEConfig.exe

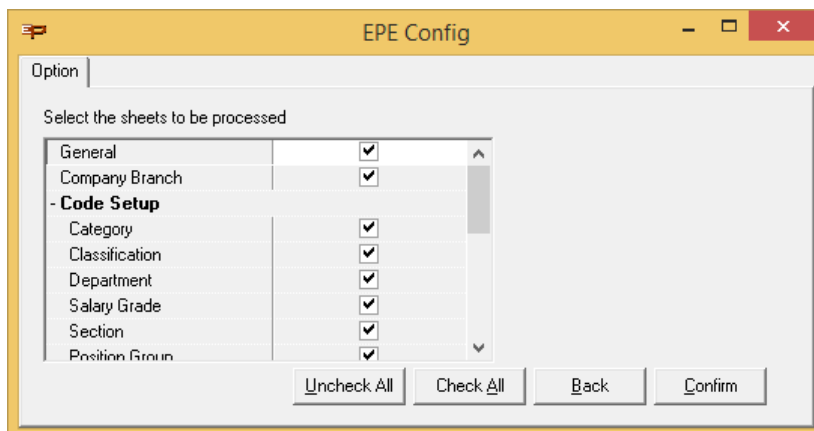
1. Run “EPEConfig.exe”. Enter the key provided by Sage.



2. Select Module and the excel file filled in by customer. Tick/untick the checkboxes if required.



3. For “Core and Payroll”, select the sheets to be processed.



4. Click 'Confirm' and login with EPEMaster.

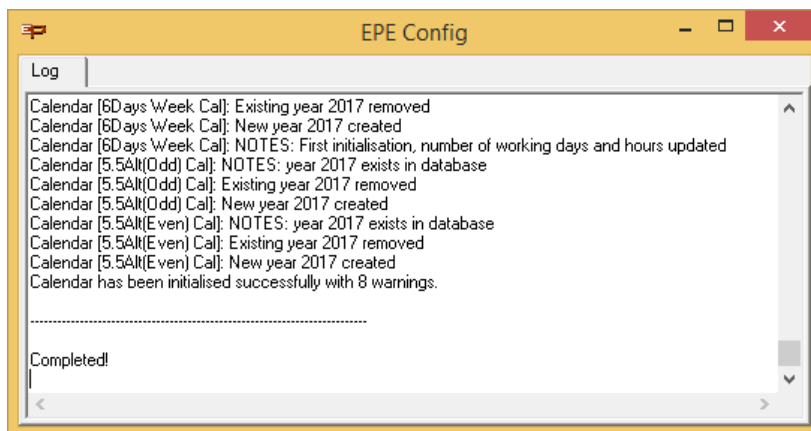
**sage** EasyPay



**Sage EasyPay Enterprise      Version 10.7.01**

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<i>Data Source Name</i>	<input type="text" value="EPESingapore"/>	<input type="button" value="GO"/> <input type="button" value="EXIT"/>
<i>User ID</i>	<input type="text" value="EPEMaster"/>	
<i>Password</i>	<input type="password" value="*****"/>	



The following output files are available in C:\Users\Public\Documents\Easy Pay Enterprise\Report.

If 'Enable Detail Debug' is checked, Debug Log will display all the processing detail including successfully processed data and failed data. Otherwise, Debug Log will just display the processing status for each section.



EPEConfigErrorList.csv - Excel

File Home Insert Page Layout Formulas Data Review View Team

Clipboard Font Alignment Number Styles Cells Editing

Font: Calibri, 11, A, B, I, U, L, Color, Background Color, Text Color, Text Background Color, Merge & Center, Wrap Text, Conditional Formatting, Table, Styles: Normal, Bad, Good, Neutral, Insert, Delete, Format, AutoSum, Fill, Sort & Find, Filter, Select, Clear

A1	B	C	D	E	F	G	H	I	J	K	L	M
1	General	C7	Field cannot be blank.									
2	General	C8	Field cannot be blank.									
3	Category	A12	Junior									
4	Category		Row starts with Rank & File									
5	Classification	A7	Contract Staff									
6	Department	A12	IT									
7	Salary Grade	A5	Salary Grade 1									
8	Section	A3	Section ID * (Max 20 Chars)									
9	Section	A4	Section ID * (Max 20 Chars)									
10	Position Group											
11	Position Group	A5	Management									
12	Position	A15	GM									
13	Position		Row starts with GM									
14	Payroll											
15	Pay Element	A5	PAYELEMENTTEST									
16	Pay Element Range	A6	PAYELEMENTTEST									
17	Overtime	A5	OVERTIMETEST									
18												
19												
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21												
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25												
26												
27												
28												
29												
30												

Formula Bar: EPEConfigErrorList

READY

## Guide for Use of Excel Template

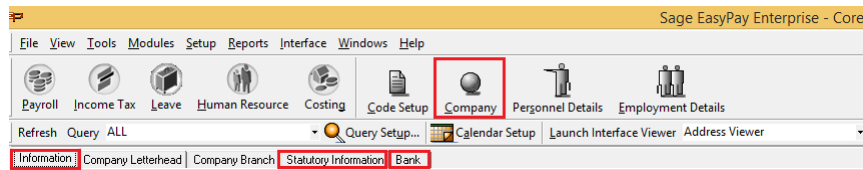
**Note:** All data entered in Excel will be trimmed before importing to Easy Pay.

### *Core & Payroll Module*

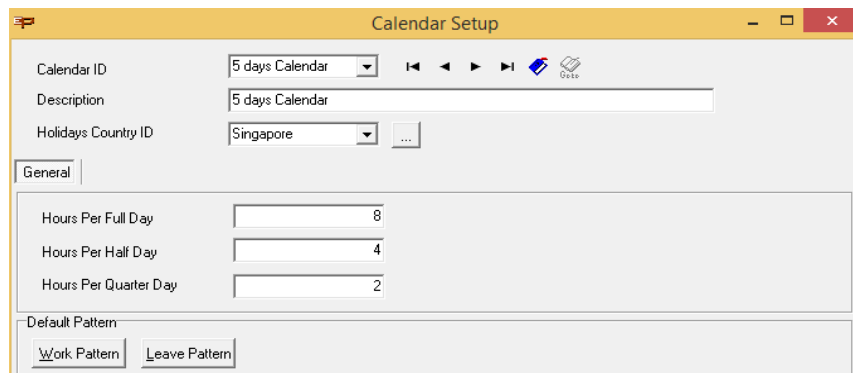
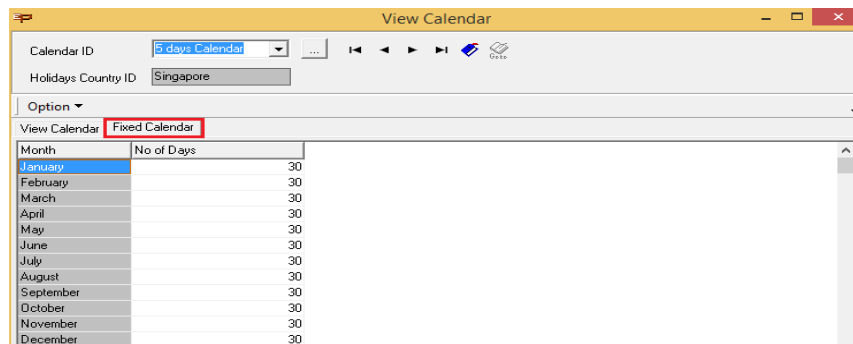
#### General:

There are three sections in General sheet.

The first section is for Company Setup. It will be reflected in Core > Company.



The second section is for Work Calendar. Leave Pattern can be left blank if it is the same as Work Pattern. In this case, an equivalent pattern with the same pattern ID will be created for Leave Pattern automatically. User needs to key in multiple rows for the calendar in excel. It will be reflected in the following screens in Calendar Setup. One Calendar can have multiple Group Work/Leave Patterns.



**Group Work Pattern Setup**

Calendar ID: 5 days Calendar

Pattern Week No: 1

Week Pattern ID: 5 work pattern

New Delete Save Cancel Clear All

Drag a column header here to group by that column

Week No	Week Pattern ID	Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	5 work pattern	0	F	F	F	F	F	0

**Group Leave Pattern Setup**

Calendar ID: 5 days Calendar

Pattern Week No: 1

Week Pattern ID: 5 leave pattern

New Delete Save Cancel Clear All

Drag a column header here to group by that column

Week No	Week Pattern ID	Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	5 leave pattern	0	F	F	F	F	F	0

**Weekly Work Pattern Setup**

Week Pattern ID: 5 work pattern

Navigation icons: Previous, Next, First, Last, Copy, Paste

Sunday: OFF

Monday: FULL

Tuesday: FULL

Wednesday: FULL

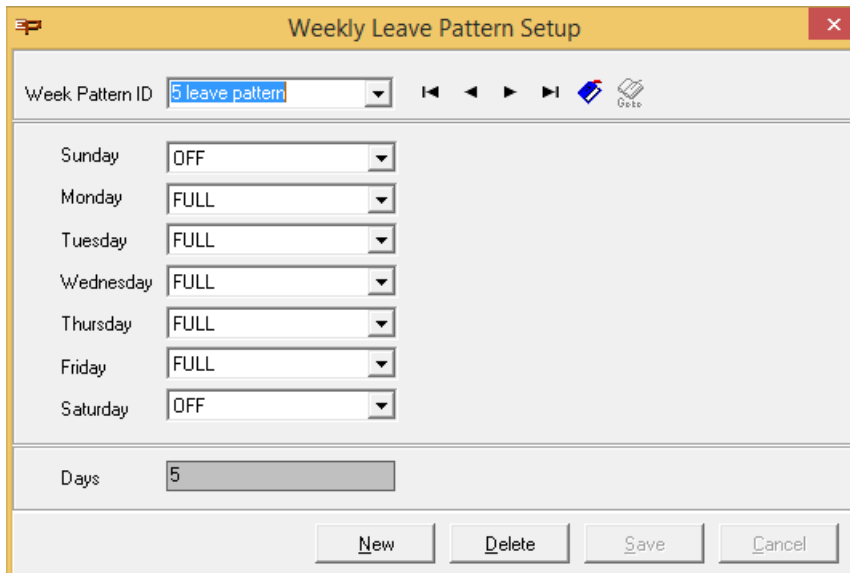
Thursday: FULL

Friday: FULL

Saturday: OFF

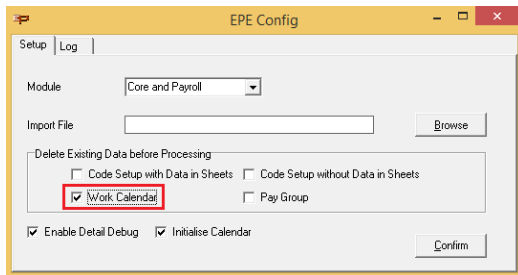
Days: 5

New Delete Save Cancel



The 'Weekly Leave Pattern Setup' dialog box features a title bar with a close button. Below the title bar, there is a 'Week Pattern ID' dropdown menu showing '5 leave pattern'. To the right of this are navigation icons: back, forward, and a 'Get' button. The main area contains seven rows, each representing a day of the week with a corresponding dropdown menu: Sunday (OFF), Monday (FULL), Tuesday (FULL), Wednesday (FULL), Thursday (FULL), Friday (FULL), and Saturday (OFF). Below these is a 'Days' field with the value '5'. At the bottom, there are four buttons: 'New', 'Delete', 'Save', and 'Cancel'.

**Note:** Calendar, Group Work Pattern, and Group Leave Pattern can be deleted via EPEConfig.exe by checking 'Work Calendar'. However, Weekly Work Pattern and Weekly Leave Pattern will be kept in the system and can only be created/updated via EPEConfig.exe. User needs to login to Easy Pay to manually delete them if they are no longer required. User can initialise the calendar for current year automatically after processing all data by checking 'Initialise Calendar'. If user needs to initialise the calendar for a different year, 'Initialise Calendar' should be unchecked and user has to initialise manually in Easy Pay.



The 'EPE Config' dialog box has a title bar with standard window controls. It features two tabs: 'Setup' and 'Log'. The 'Setup' tab is active, showing a 'Module' dropdown menu set to 'Core and Payroll'. Below this is an 'Import File' field with a 'Browse' button. A section titled 'Delete Existing Data before Processing' contains three checkboxes: 'Code Setup with Data in Sheets' (unchecked), 'Code Setup without Data in Sheets' (unchecked), and 'Work Calendar' (checked, highlighted with a red box). Below this section are two checked checkboxes: 'Enable Detail Debug' and 'Initialise Calendar'. A 'Confirm' button is located at the bottom right.

The third section is for Company Declared Holidays. It will be reflected in Holidays Setup.

**Holidays Setup**

Country: Singapore

Holiday ID: Christmas Day

Date: 25-12-2015

Description: Christmas Day

New Delete Save Cancel

Drag a column header here to group by that column

Year	Holiday ID	Date	Description
2015	Christmas Day	25-12-2015	Christmas Day
2015	Deepavali	10-11-2015	Deepavali
2015	Hari Raya Haji	24-09-2015	Hari Raya Haji
2015	National Day	10-08-2015	National Day
2015	National Day	09-08-2015	National Day
2015	SG50 Public Holiday	07-08-2015	SG50 Public Holiday
2015	Hari Raya Puasa	17-07-2015	Hari Raya Puasa
2015	Vesak Day	01-06-2015	Vesak Day

### **Company Branch:**

User can make use of Company Branch sheet to create Company Branch as many as possible. It will be reflected in Core > Company > Company Branch. Company Branch Statutory Information update is currently not supported for ID and MY.

Information Company Letterhead **Company Branch** Statutory Information Bank

Branch Details

Branch ID: None

General

Name: None

Address:

Country: Singapore

State: Singapore

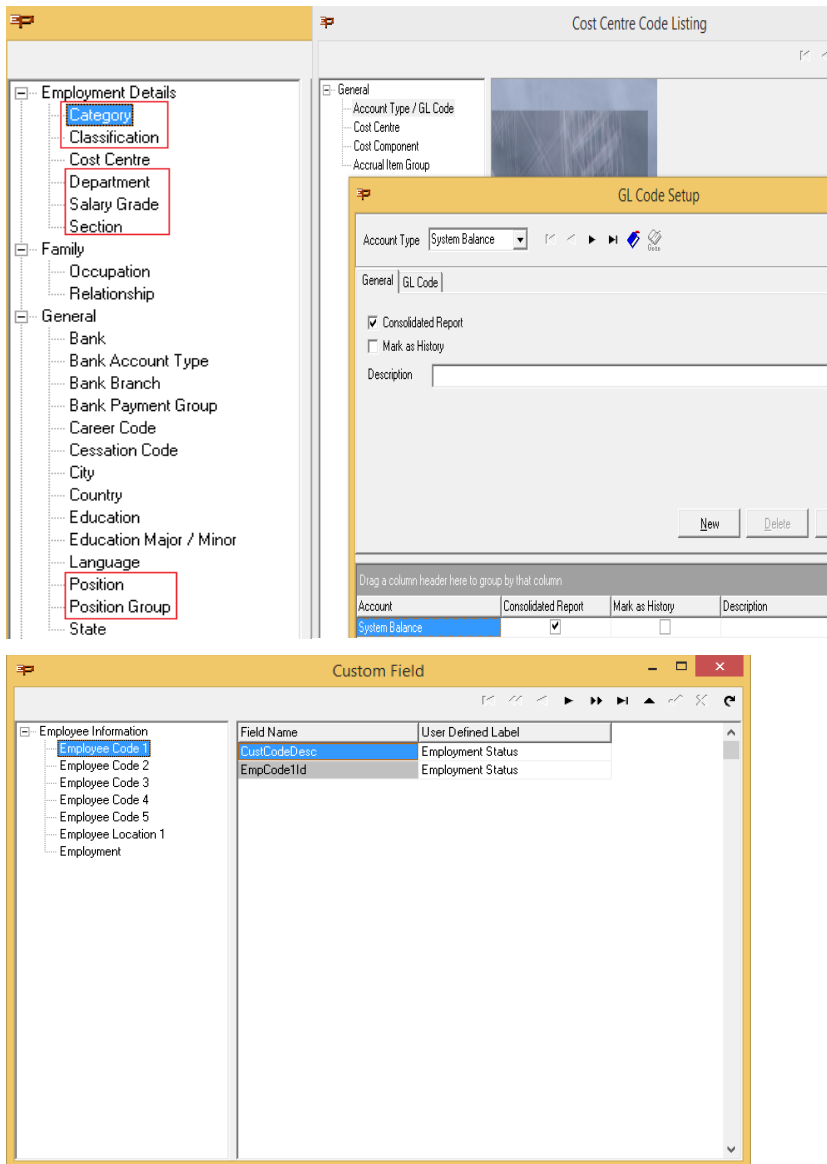
City: Singapore

Postal Code:

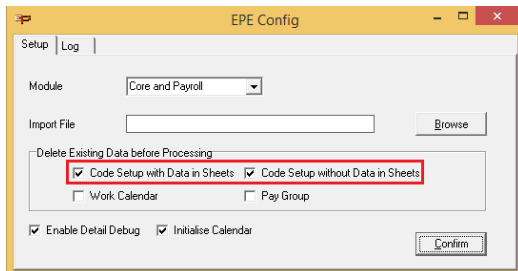
### **Code Setup:**

Code Setup is from Category sheet to Custom Code 5 sheet. User can add rows as many as possible. Row with duplicate ID will be logged and ignored. They will be reflected in Core > Code Setup and Costing > Setup > Code Table. Custom Code label will be updated in Core > Setup > Custom Field.

Category Classification Department Salary Grade Section Position Group Position Account Type GL Code Custom Code 1 Custom Code 2 Custom Code 3 Custom Code 4 ...



**Note:** Existing data except 'None' ('System Balance' for Account Type) can be deleted via EPEConfig.exe by checking the following.



### **Pay Element Setup:**

The Pay Element sheet is for Pay Element Setup. Tabulated and formula pay element are not supported. User can add rows as many as possible. Row with duplicate ID will be logged and ignored. The function is the same as in Launch Interface Viewer. It will be reflected in Payroll > Setup > Pay Element Setup.



**Pay Element Setup**

Pay Element ID: YMF  
 Description: Yayasan Mendaki Fund

**Property**

Property Group: Code Property  
 Code Category: Deduction  
 Code ID: YMF  
 Description: Yayasan Mendaki Fund

**Available for Selection :**

Property ID	Description
Authorised Deduction Cap	
Authorised Deduction Sub Cap	
Bonus Code	
CDAC Code	Only available if it has Donation Code, not Subject
CDMC Code	Only available if it has Donation Code, not Subject
Commission Code	
Compensation Code	
Contractual Bonus	Only available if it has Bonus Code
Director Fee Code	
Donation Code	Only available if not Subject to Ordinary or Addition
EUCF Code	Only available if it has Donation Code, not Subject
Education Code	
Entertainment Code	
Ex Gratia Code	

**Selected :**

- Authorised Deduction Cap
- Donation Code
- YMF Code

Buttons: Preview, Save, Cancel

### Overtime Setup:

The Overtime sheet is for Overtime Setup. User can add rows as many as possible. Row with duplicate ID will be logged and ignored. The function is the same as in Launch Interface Viewer. In addition, the successfully processed OT Rate will be added to Standard OT Table. It will be reflected in Payroll > Setup > OT Table Setup.

**OT Setup**

OT Rate ID: Std 1.00 Day Rate  
 Description: Std 1.00 Day Rate  
 OT Rate Type: Day Rate  
 Rate Factor: 1  
 Maximum Day: 0

Capping after applying OT Rate Factor  
 Minimum Day Rate: 0  
 Maximum Day Rate: 0






*\*Zero value indicates no capping*

OT Rate ID	Rate / Amount	Exchange Rate ID	Foreign Currency	Max. Day / Hr	Max. Day / Hr Rate	Min. Day / Hr Rate	Description
Std 1.00 Day Rate	1			0	0	0	Std 1.00 Day Rate
Std 1.00 HR Rate	1			0	0	0	Std 1.00 HR Rate
Std 1.50 Day Rate	1.5			0	0	0	Std 1.50 Day Rate
Std 1.50 HR Rate	1.5			0	0	14.423	Std 1.50 HR Rate
Std 10.00 Fix Rate	10			0	0	0	Std 10.00 Fix Rate
Std 15.00 Fix Rate	15			0	0	0	Std 15.00 Fix Rate
Std 2.00 Day Rate	2			0	0	0	Std 2.00 Day Rate
Std 2.00 HR Rate	2			0	0	19.23	Std 2.00 HR Rate
Std 2.50 Day Rate	2.5			0	0	0	Std 2.50 Day Rate
Std 2.50 HR Rate	2.5			0	0	0	Std 2.50 HR Rate
Std 3.00 Day Rate	3			0	0	0	Std 3.00 Day Rate
Std 3.00 HR Rate	3			0	0	28.846	Std 3.00 HR Rate

Buttons: Preview, New, Delete, Save, Cancel

**OT Setup**

OT Table | OT Rate

OT Table ID:      

Description:

Standard | Assign Employee

Minimum Total Wage:  Minimum Total OT Amount:

Maximum Total Wage:  Maximum Total OT Amount:

Capping Before Applying OT Rate Factor

Minimum Day Rate:  Minimum Hour Rate:

Maximum Day Rate:  Maximum Hour Rate:

*Zero value indicates no capping*

**Available for Selection :**

Drag a column header here to group by that column

Rate / Amount	OT Rate	Max. Day / Hr	Max. Day / Hr...	Min. Day / Hr Rate	Description
1 Std 1.00 Day Rate	0	0	0	0	Std 1.00 Da
1 Std 1.00 HR Rate	0	0	0	0	Std 1.00 HF
1.5 Std 1.50 Day Rate	0	0	0	0	Std 1.50 Da
1.5 Std 1.50 HR Rate	0	0	0	0	Std 1.50 HF
10 Std 10.00 Fix Rate	0	0	0	0	Std 10.00 Fi
15 Std 15.00 Fix Rate	0	0	0	0	Std 15.00 Fi
2 Std 2.00 Day Rate	0	0	0	0	Std 2.00 Da
2 Std 2.00 HR Rate	0	0	0	0	Std 2.00 HF
2.5 Std 2.50 Day Rate	0	0	0	0	Std 2.50 Da

< >

**Selected :**

- Std 1.00 HR Rate
- Std 1.50 HR Rate
- Std 10.00 Fix Rate
- Std 2.00 HR Rate
- Std 5.00 Fix Rate

>> <<

All Clear

Preview New Delete Save Cancel

### Default Settings:

There are 6 sections in Default Settings sheet.

The first section is for Personnel/Employment Details Default Setup. They will be reflected in Core > Setup > Personnel Details Default and Core > Setup > Employment Details Default.

**Personal Default Setup**

Description

Blood Group

Country of Birth

Gender

**Identity Type**

Interface Project

Marital Status

Nationality

Race

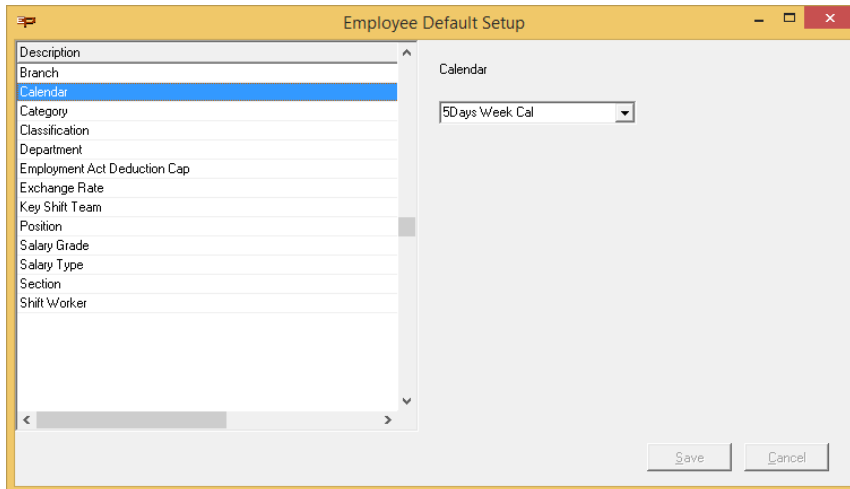
Religion

Residence Status

Title

Identity Type

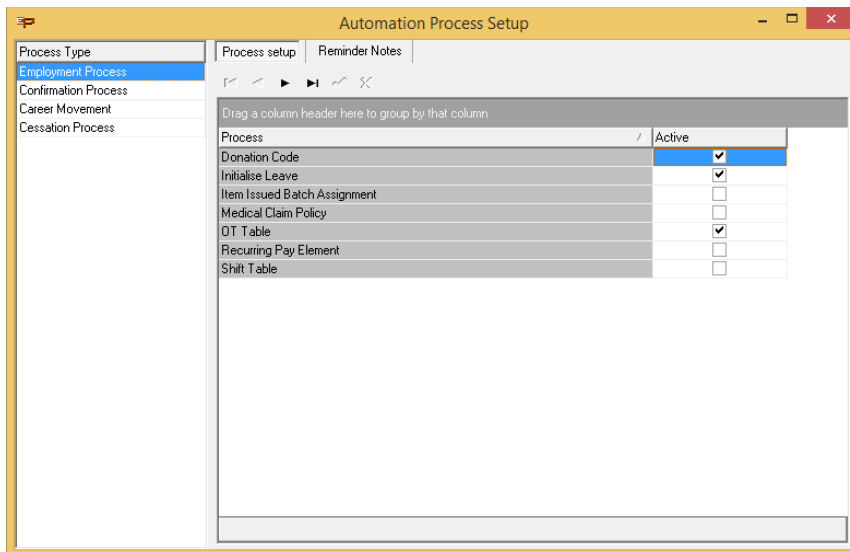
Save Cancel



The 'Employee Default Setup' window features a list of fields on the left and a 'Calendar' section on the right. The 'Calendar' section contains a dropdown menu currently set to '5Days Week Cal'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Field
Description
Branch
Calendar
Category
Classification
Department
Employment Act Deduction Cap
Exchange Rate
Key Shift Team
Position
Salary Grade
Salary Type
Section
Shift Worker

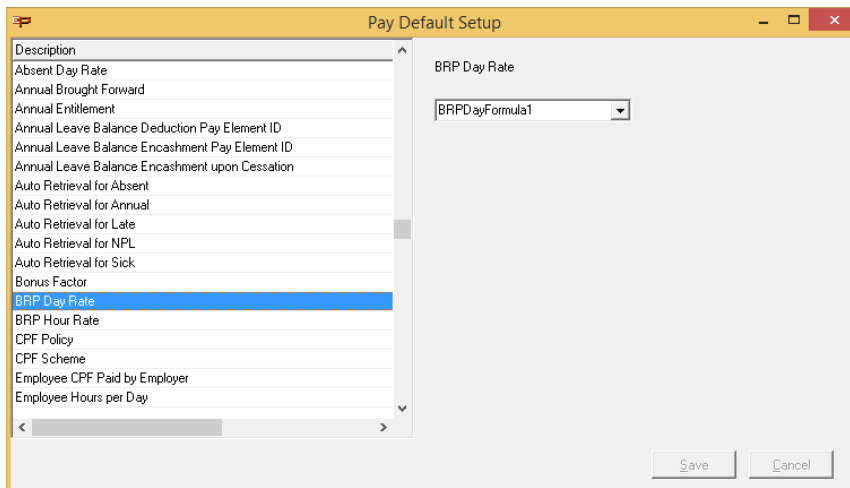
The second section is for Automation Setup for Employment Process. It will be reflected in Core > Setup > Automation Setup > Automation Process.



The 'Automation Process Setup' window has two tabs: 'Process setup' and 'Reminder Notes'. The 'Process setup' tab is active, showing a list of processes and their active status. A note above the list says 'Drag a column header here to group by that column'. At the bottom, there are 'Save' and 'Cancel' buttons.

Process	Active
Donation Code	<input checked="" type="checkbox"/>
Initialise Leave	<input checked="" type="checkbox"/>
Item Issued Batch Assignment	<input type="checkbox"/>
Medical Claim Policy	<input type="checkbox"/>
OT Table	<input checked="" type="checkbox"/>
Recurring Pay Element	<input type="checkbox"/>
Shift Table	<input type="checkbox"/>

The third section is for Pay Details Default Setup. It will be reflected in Payroll > Setup > Pay Details Default.



The 'Pay Default Setup' window features a list of fields on the left and a 'BRP Day Rate' section on the right. The 'BRP Day Rate' section contains a dropdown menu currently set to 'BRPDayFormula1'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Field
Description
Absent Day Rate
Annual Brought Forward
Annual Entitlement
Annual Leave Balance Deduction Pay Element ID
Annual Leave Balance Encashment Pay Element ID
Annual Leave Balance Encashment upon Cessation
Auto Retrieval for Absent
Auto Retrieval for Annual
Auto Retrieval for Late
Auto Retrieval for NPL
Auto Retrieval for Sick
Bonus Factor
BRP Day Rate
BRP Hour Rate
CPF Policy
CPF Scheme
Employee CPF Paid by Employer
Employee Hours per Day

The fourth section is for Pay Process Option. It will be reflected in Payroll > Setup > Pay Process Option.

The fifth section (not applicable to SG) is for Tax Employer Setup. It will be reflected in Payroll > Setup > Income Tax Setup > (Tax) Employer Setup.

Employer Setup ID	Authorise Person IC	Authorise Person Name	Authorise Person Designation	Type of Business	Financial End Year	Tax Branch
abc	A2329292	Ali Bin Baba	HR Manager		0	West

The sixth section is for Pay Group. User must key in the same number of rows as Pay Frequency for one Pay Group. Leave Period Cut Off Date can be left blank if it is the same as Pay Period Cut Off Date. In this case, the same Cut Off Date will be set for Leave automatically. User can add rows as many as possible. It will be reflected in Payroll > Setup > Pay Group Setup.

**Pay Group Setup**

Pay Group | Assign Employee

Pay Group: **2 Payment Group**

Standard | Default Daily Pay Allocation | Default Monthly Pay Allocation | Default EPF Payment | Period Message

Description:

No of Sub Period: **2** Sub Period Cut Off Date:

Starting Payroll Year: **2014** Leave Cut Off Date:

Starting Payroll Month: **1**

Bank Payment: Applicable to Staff, Regular & Casual and Staff - Time Sheet Only

Bank Payment Group: **Local**

Exchange Rate ID:

Drag a column header here to group by that column

Year	Period	Sub Period	Start Date	End Date	Status
2009	1	1	01-01-2009	15-01-2009	Locked
2009	1	2	16-01-2009	31-01-2009	Locked
2009	2	1	01-02-2009	15-02-2009	Locked
2009	2	2	16-02-2009	28-02-2009	Locked
2009	3	1	01-03-2009	15-03-2009	Locked

**Sub Period Setup**

Sub Period: **1**

*For Payroll Taxation Year shall start from 1st January to 31st December of the Year.*

Start Day: **B - New Join** Start Month: **Current**

End Day: **15** End Month: **Current**

Sub Period	Start Day	Start Month	End Day	End Month
1	B - New Join	Current	15	Current
2	16	Current	Last	Current

Leave Cut Off Date

Sub Period:  Pay Leave Type ID:

Start Day:  Start Month:

End Day:  End Month:

Drag a column header here to group by that column

Sub Period	Pay Leave Type ID	Start Day	Start Month	End Day	End Month
1	Absent	B - New Join	Current	15	Current
1	Annual	B - New Join	Current	15	Current
1	Late	B - New Join	Current	15	Current
1	NPL	B - New Join	Current	15	Current
1	Sick	B - New Join	Current	15	Current
2	Absent	16	Current	Last	Current
2	Annual	16	Current	Last	Current

Save Cancel

**Note:** Existing Pay Group can be deleted via EPEConfig.exe by checking 'Pay Group'.

EPE Config

Setup | Log

Module:

Import File:

Delete Existing Data before Processing

☐ Code Setup with Data in Sheets ☐ Code Setup without Data in Sheets

☐ Work Calendar ☒ Pay Group

☒ Enable Detail Debug ☒ Initialise Calendar

Confirm

## Leave Module

### Leave Type:

Leave Type sheet is used to setup Leave Type in Leave > Setup > Leave Type. Row with duplicate ID will be logged and ignored. If the leave type already exists in Easy Pay, it will be overwritten. However, Credit Leave checkbox cannot be modified and existing leave type will not be deleted.

Leave Type ID	Leave Credit	Leave Unit	Abbreviation	Color Code	Active	Description
Absent	No	Days	AB	Red	Yes	Absent
Adoption	No	Days	AD	Dark Red	Yes	Adoption
Annual	No	Days	AN	Blue	Yes	Annual
ChildCare	No	Days	CC	Green	Yes	ChildCare
Compassionate	No	Days	CD	Yellow	Yes	Compassionate
Exam	Yes	Days	EX	Black	Yes	Exam
Hospitalisation	No	Days	HO	Grey	Yes	Hospitalisation
Late	No	Days	LA	Pink	Yes	Late
Maternity	No	Days	MA	Magenta	Yes	Maternity

### Allocation Table:

Allocation Table sheet is used to setup Leave Allocation in Leave > Setup > Allocation Table. Row with duplicate ID will be logged and ignored. Range Basis is restricted to Service Year. Existing Leave Allocation will not be deleted.

Allocation Table Range sheet is used to setup the range grid. Old range records for the Leave Allocation to be processed will be deleted each time processing.

**Allocation Table**

Allocation ID:

Range Basis:

Description:

Navigation:

Exceeding >=	Exceeding <	Entitlement	Brought Forward	Forfeit	Advance	Half Per Cycle	Half On (H)
0	99	0	0	0	365	0	0

Buttons:

Drag a column header here to group by that column

Allocation ID	Range Basis	Description
Absent	Service Year	Absent Allocation

**Note:** For SG, System MOM Allocation cannot be modified.

### Leave Policy:

Leave Policy sheet is used to setup Leave Policy in Leave > Setup > Leave Policy. It only supports updating the default Std Leave Policy with Range Basis to be either Category or Leave Group. Costing Method will be default to Current TW-WDays. Old Leave Policy records in the grid will be deleted each time processing.

**Leave Policy**

Leave Policy:

Range Basis:

Leave Cycle Method:  For User defined Method:

Description:

Leave Type:  Costing Method:

Navigation:

Category	Leave Type ID	Allocation	Costing Method
???	Absent	Absent	Current TW-WDays
???	Annual	Annual	Current TW-WDays
???	Compassionate	Compassionate	Current TW-WDays
???	Late	Late	Current TW-WDays
???	NoPay	NoPay	Current TW-WDays
???	Hospitalisation	System MOM	Current TW-WDays
???	Sick	System MOM	Current TW-WDays
???	Maternity	System MOM	Current TW-WDays
???	ChildCare	System MOM	Current TW-WDays
???	Paternity	System MOM	Current TW-WDays
???	Shared Parental	System MOM	Current TW-WDays

Buttons:

Drag a column header here to group by that column

Leave Policy	Description	Range Basis	Leave Cycle Method	Calendar Star
Std Leave Policy	Standard Leave Policy	Category	Calendar	

**Note:** For SG, Basis must be ??? and Allocation must be System MOM if Leave Type is of MOM Leave function.

### Default Settings:

Default Settings sheet is used to setup Leave Group in Leave > Setup > Code Setup, in case user wants to set the Range Basis of Leave Policy to be Leave Group. Row with duplicate ID will be logged and ignored.