

"Topic": "修改工人薪金/強積金戶口資料",

"Question": "After I clicks the save button, the input filed of bank account numbers / MPF scheme number appears to be colored in red and purple. What does these color indicate?",

"Answer": "Red indicates an error in the input of employee account number / MPF scheme number. Purple indicates that the employee account number / MPF scheme number already exists."

"Topic": "輸入/修改工人薪金/強積金資料",

"Question": "How can I print a complete copy of an employee's salary/MPF data?",

"Answer": "To print a complete copy, you can verify the data and export it as an Excel file for printing."

"Topic": "輸入/修改工人薪金/強積金資料",

"Question": "What should I do if an employee has overtime?",

"Answer": "You can increase the 'daily income' amount to account for overtime."

"Topic": "輸入/修改工人薪金/強積金資料",

"Question": "If an employee temporarily doesn't have a bank account number but has an MPF number, should I fill in the MPF number? How should I handle MPF if the bank account number is not provided and the payment is made in cash?",

"Answer": "It is not allowed to have an MPF number without a bank account. The company encourages using the system to process payments, which will reward MPF contributions. If the bank account and MPF numbers are missing, you can input a remark 'No bank account/MPF number' to ensure the calculation of wages."

"Topic": "輸入/修改工人薪金/強積金資料",

"Question": "How should I fill in the information for an employee who works half a day?",

"Answer": "You can manually divide the 'daily income' amount by 2."

"Topic": "輸入/修改工人薪金/強積金資料",

"Question": "I have already indicated in the remarks, but the system still shows 'No employee bank account number'. What should I do?",

"Answer": "If the bank account number is not filled in, the wages cannot be paid. If the employee intends to receive payment via check or other means, only the remarks need to be filled in. Otherwise, no information should be entered."

"Topic": "輸入/修改工人薪金/強積金資料",

"Question": "If the system shows 'actual working days are zero, daily income cannot be greater than zero' for employees who have no attendance records, what should I do?",

"Answer": "Do not enter any income and write a remark stating 'No payment.'"

"Topic": "工人出入記錄一覽表",

"Question": "Why are there decimal points in the MPF records on the employee attendance summary?",

"Answer": "When an employee works at multiple construction sites on the same day, the salary and MPF contributions are divided based on the percentage allocated to each site. For example, if a \$50 employee worked at one site, \$25 is allocated for working at two sites, and \$16.67 is allocated for working at three sites. When you add up the MPF contributions from all sites, the total amount will be \$50."

"Topic": "查詢已製作自動轉賬檔案之糧期表",

"Question": "香港特別行政區政府的強積金指引",

"Answer": "This chart outlines the mandatory daily contribution amounts for both employers and employees, depending on the worker's daily relevant income. If a worker earns less than \$280 a day, the employer must contribute \$10 while the employee does not need to contribute. For workers earning between \$280 and less than \$350 per day, both the employer and the employee are required to contribute \$15 each. When daily income is between \$350 and less than \$450, the contribution amount for both parties increases to \$20 each. If the income falls between \$450 and less than \$550 per day, the employer and employee each contribute \$25. For daily earnings of \$550 up to but not including \$650, the contribution required from both is \$30. When a worker earns \$650 to less than \$750, the daily contribution for employer and employee rises to \$35 each. If daily relevant income is between \$750 and less than \$850, both must contribute \$40. For income between \$850 and less than \$950, the required contribution from both sides is \$45. Lastly, for any worker earning \$950 or more per day, the contributions are capped, and both employer and employee must each pay \$50 as their mandatory contribution. This progressive system ensures that

both employer and employee contributions increase with higher income brackets, and sets a clear maximum contribution amount regardless of further increases in daily wages."

"Topic": "輸入/修改工人薪金/強積金資料",

"Question": "What should I do if the payroll schedule creation failed because the bank account number and MPF scheme member number were not filled in, but the remarks were provided?",

"Answer": "When filling in the daily income, it is mandatory to provide the \"bank account number\" and \"MPF scheme number.\""

"Topic": "輸入/修改工人薪金/強積金資料",

"Question": "What are the differences between 'Complete Payroll Period,' 'Short Payroll Period Allocation,' and 'Partial Payroll Period Allocation'?",

"Answer": "Complete Wage Period - In general, contractors will pay all workers at once. 'Complete Wage Period' is suitable for most contractors. Allocate Short Wage Periods - If you need to split a large wage period into several shorter wage periods and pay wages according to each short wage period, you can use 'Allocate Short Wage Periods.' Allocate Partial Wage Periods - If you need to pay a group of workers at different times within a single wage period, you can use 'Allocate Partial Wage Periods.'"

"Topic": "輸入/修改工人薪金/強積金資料",

"Question": "The records of workers' entry and exit are incomplete. For example, there are instances where only the entry punch is recorded, but the exit punch is forgotten. As a result, employees are not displayed on the 'Input or Modify Workers' Salary or MPF Information' page. What should be done in this situation?",

"Answer": "If you need assistance with entering the data, please contact us. We need to manually enter the data into the payroll employee table so that the worker can be displayed on the 'Input or Modify Workers' Salary/MPF Information' page."