Asia Pacific Soft Limited
亞太軟件有限公司

AlphaHRMS Introduction

1.Pre-installation

- Please note below before install AlphaHRMS:

1. AlphaHRMS website : download AlphaHRMS installer and Setup Keyfile
2. Standard Chartered Bank : obtain Autopay Setup Keyfile
3. Manulife e-MPF Employer website : download Setup Keyfile

3. Setup AlphaHRMS

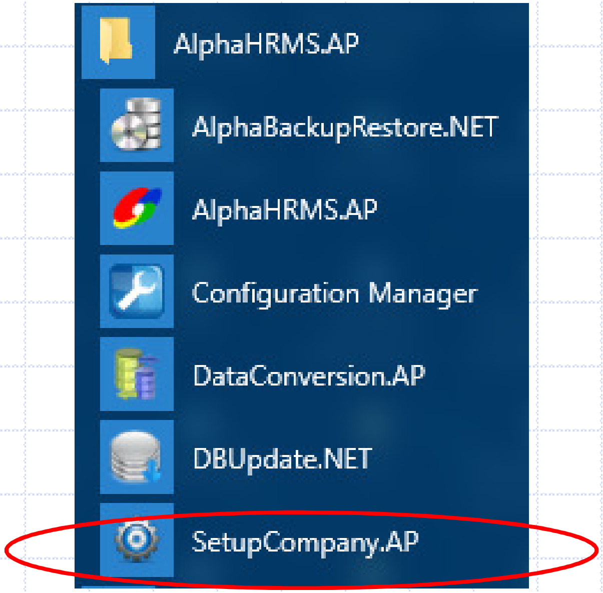
SetupCompany– Register New Company

1) Click "Windows Start"

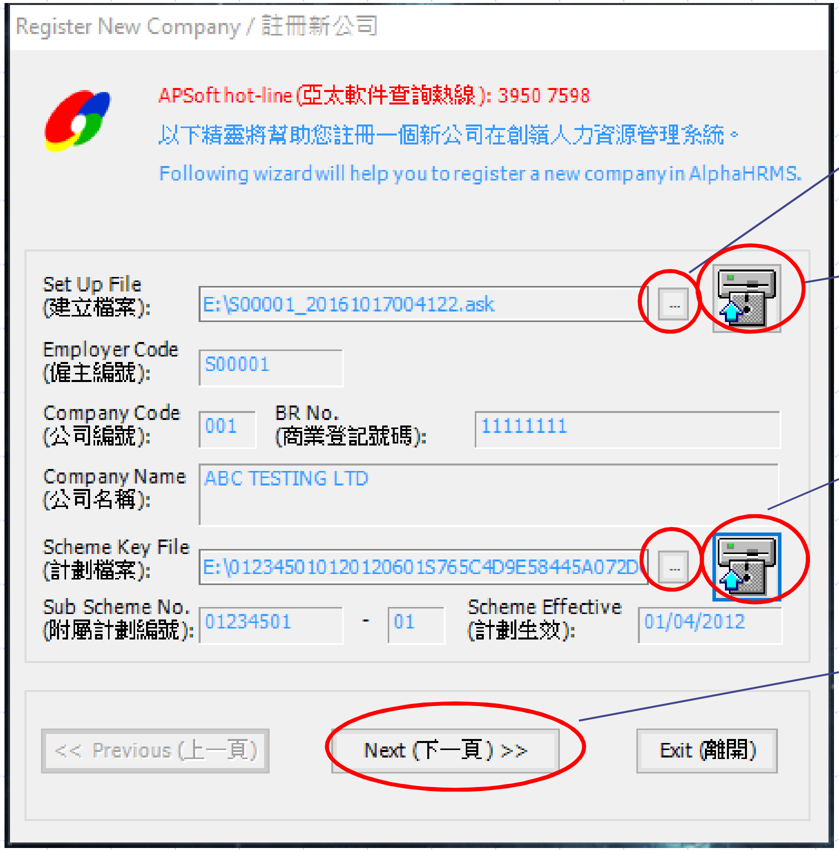
2) Click "All Programs"

3) Expand "AlphaHRMS.AP" folder

4) Click "SetupCompany.AP" to register a new company


AlphaHRMS.AP
AlphaBackupRestore.NET
AlphaHRMS.AP
Configuration Manager
DataConversion.AP
DBUpdate.NET
SetupCompany.AP

SetupCompany – Register New Company



Register New Company / 註冊新公司

APSoft hot-line (亞太軟件查詢熱線): 3950 7598

以下精靈將幫助您註冊一個新公司在創穎人力資源管理系統。

Following wizard will help you to register a new company in AlphaHRMS.

Set Up File (建立檔案): E:\S00001_20161017004122.ask

Employer Code (僱主編號): S00001

Company Code (公司編號): 001

BR No. (商業登記號碼): 11111111

Company Name (公司名稱): ABC TESTING LTD

Scheme Key File (計劃檔案): E:\0123450101201206015765C4D9E58445A072D

Sub Scheme No. (附屬計劃編號): 01234501 - 01

Scheme Effective (計劃生效): 01/04/2012

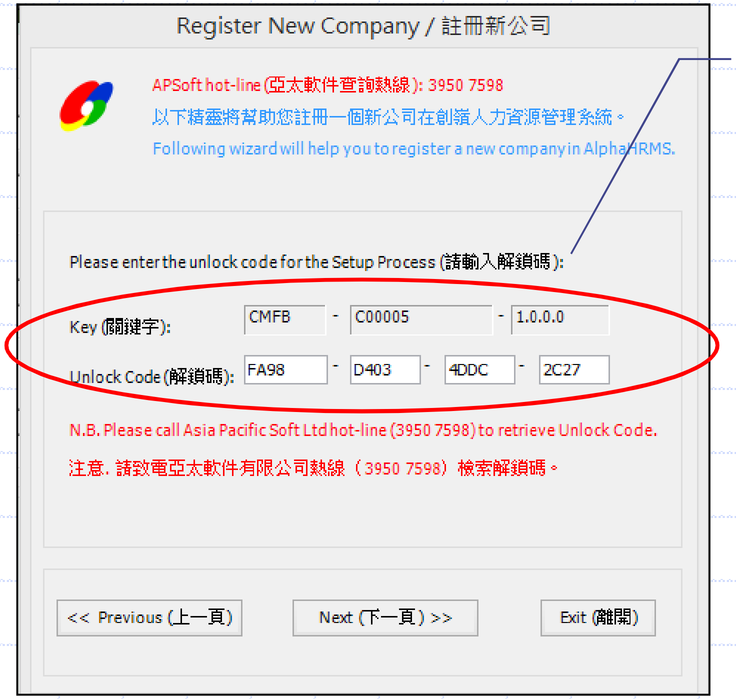
1) Browse Setup Keyfile(ASK) downloaded from APSoft AlphaHRMS website by ...

2) Click to read details from Setup Keyfile

3) Browse Setup Keyfile(ALS) downloaded from Manulife website by ... and click to read Manulife scheme details

4) Click "Next"

SetupCompany – Register New Company


Register New Company / 註冊新公司

APSoft hot-line (亞太軟件查詢熱線): 3950 7598

以下精靈將幫助您註冊一個新公司在創蹟人力資源管理系統。

Following wizard will help you to register a new company in AlphaHRMS.

Please enter the unlock code for the Setup Process (請輸入解鎖碼):

Key (關鍵字): CMFB - C00005 - 1.0.0.0

Unlock Code (解鎖碼): FA98 - D403 - 4DDC - 2C27

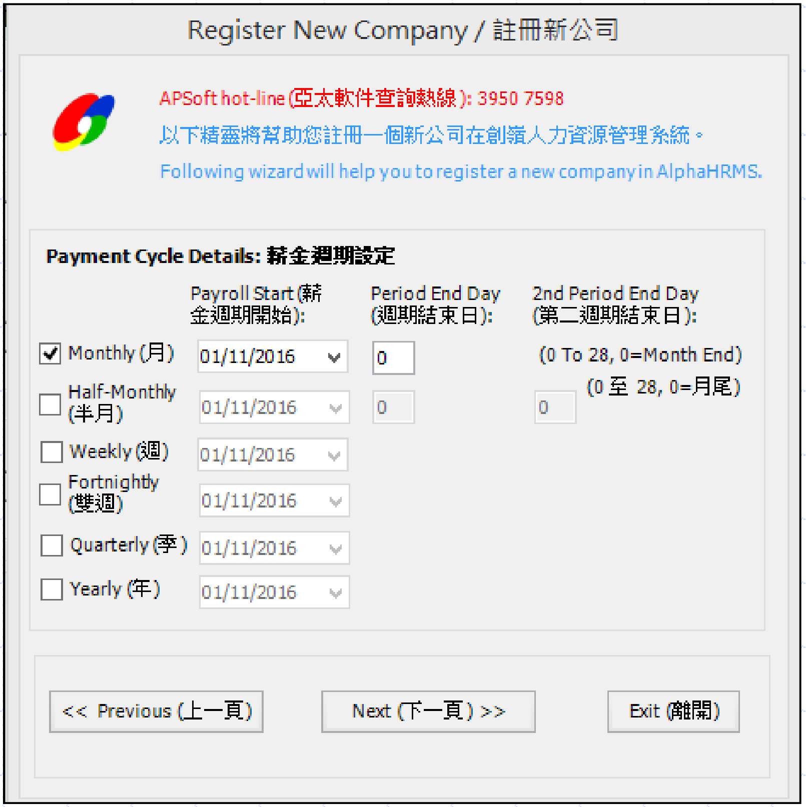
N.B. Please call Asia Pacific Soft Ltd hot-line (3950 7598) to retrieve Unlock Code.

注意. 請致電亞太軟件有限公司熱線（3950 7598）檢索解鎖碼。

<< Previous (上一頁)
Next (下一頁) >>
Exit (離開)

4) 4 letters and key show. Please call APSoft hotline(3950 7598) to obtain Unlock Code. Click “Next” after input Unlock Code.

5) Select Payment Cycle and Payroll Start Date. Click “Next”.


Register New Company / 註冊新公司

APSoft hot-line (亞太軟件查詢熱線): 3950 7598

以下精靈將幫助您註冊一個新公司在創蹟人力資源管理系統。

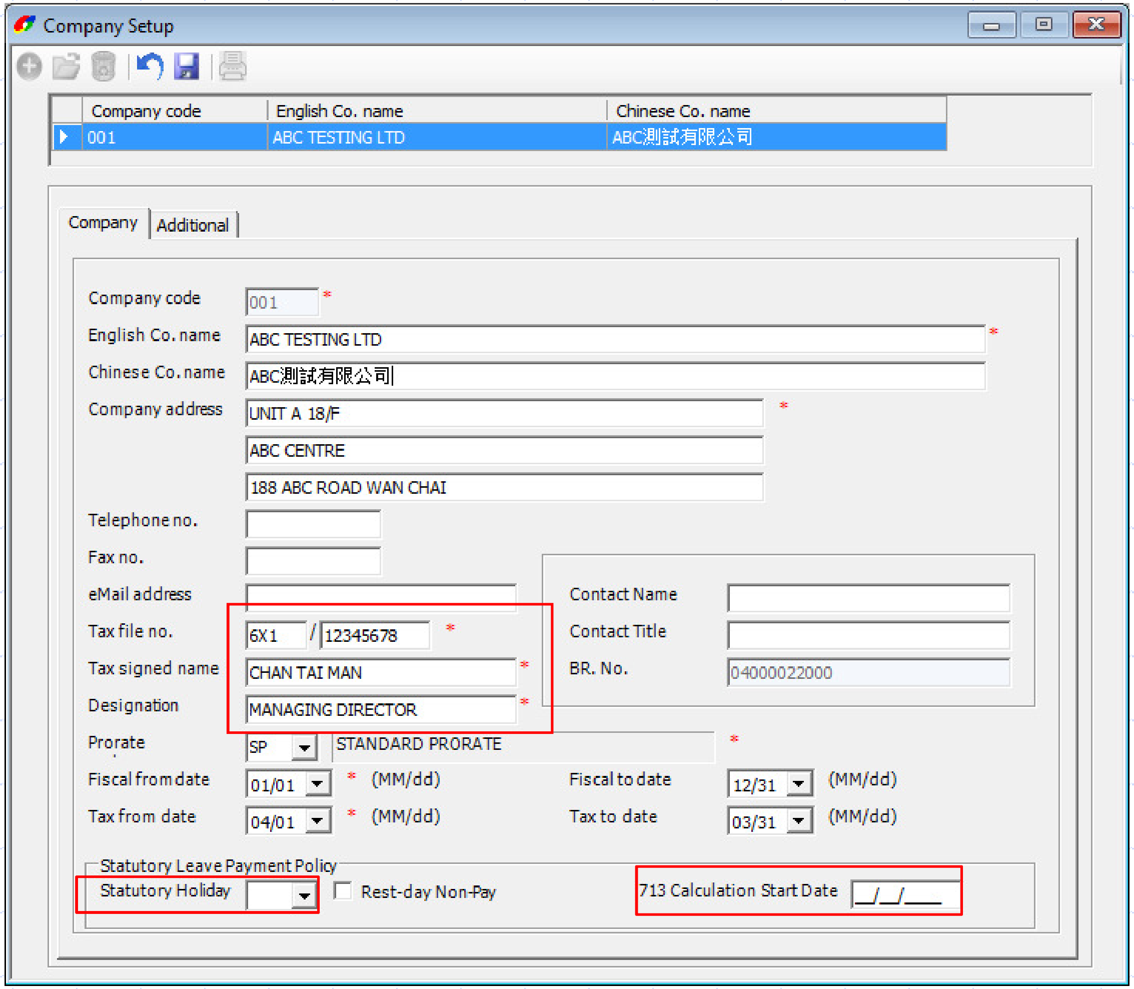
Following wizard will help you to register a new company in AlphaHRMS.

Payment Cycle Details: 薪金週期設定

	Payroll Start (薪金週期開始):	Period End Day (週期結束日):	2nd Period End Day (第二週期結束日):
☑ Monthly (月)	01/11/2016	0	(0 To 28, 0=Month End)
☐ Half-Monthly (半月)	01/11/2016	0	0 (0 至 28, 0=月尾)
☐ Weekly (週)	01/11/2016		
☐ Fortnightly (雙週)	01/11/2016		
☐ Quarterly (季)	01/11/2016		
☐ Yearly (年)	01/11/2016		

<< Previous (上一頁)
Next (下一頁) >>
Exit (離開)

Company Master



Company code	English Co. name	Chinese Co. name
001	ABC TESTING LTD	ABC測試有限公司

Company code: 001 *
English Co. name: ABC TESTING LTD *
Chinese Co. name: ABC測試有限公司
Company address: UNIT A 18/F *
ABC CENTRE
188 ABC ROAD WAN CHAI
Telephone no.:
Fax no.:
eMail address:
Tax file no.: 6X1 / 12345678 *
Tax signed name: CHAN TAI MAN *
Designation: MANAGING DIRECTOR *
Contact Name:
Contact Title:
BR. No.: 04000022000
Prorate: SP STANDARD PRORATE *
Fiscal from date: 01/01 * (MM/dd)
Fiscal to date: 12/31 (MM/dd)
Tax from date: 04/01 * (MM/dd)
Tax to date: 03/31 (MM/dd)

Statutory Leave Payment Policy
Statutory Holiday:
☐ Rest-day Non-Pay
713 Calculation Start Date: __/__/____

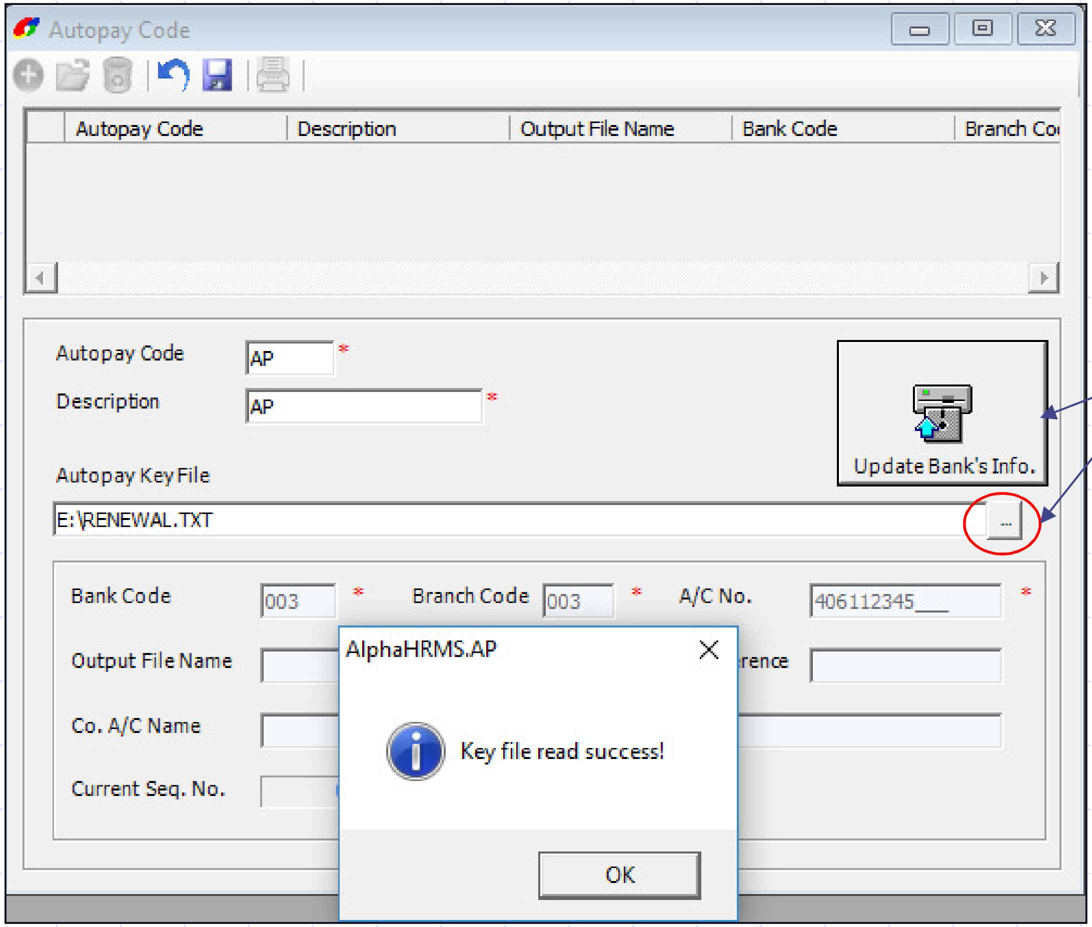
1) Click "Change record"

2) Input Tax file number, Tax signed name & Designation

3) If "Statutory Leave Payment " is used, choose "Statutory Holiday" table and specify 713 calculation start date(dd/mm/yyyy)

** compulsory data field*

Autopay Code Master


Autopay Code
Autopay Code
Description
Output File Name
Bank Code
Branch Co
Update Bank's Info.
Output File Name
Co. A/C Name
Current Seq. No.
rence

Autopay Code: AP *

Description: AP *

Autopay Key File: E:\RENEWAL.TXT

Bank Code: 003 *

Branch Code: 003 *

A/C No.: 406112345__ *

AlphaHRMS.AP

Key file read success!

OK

1) Click "Add record"

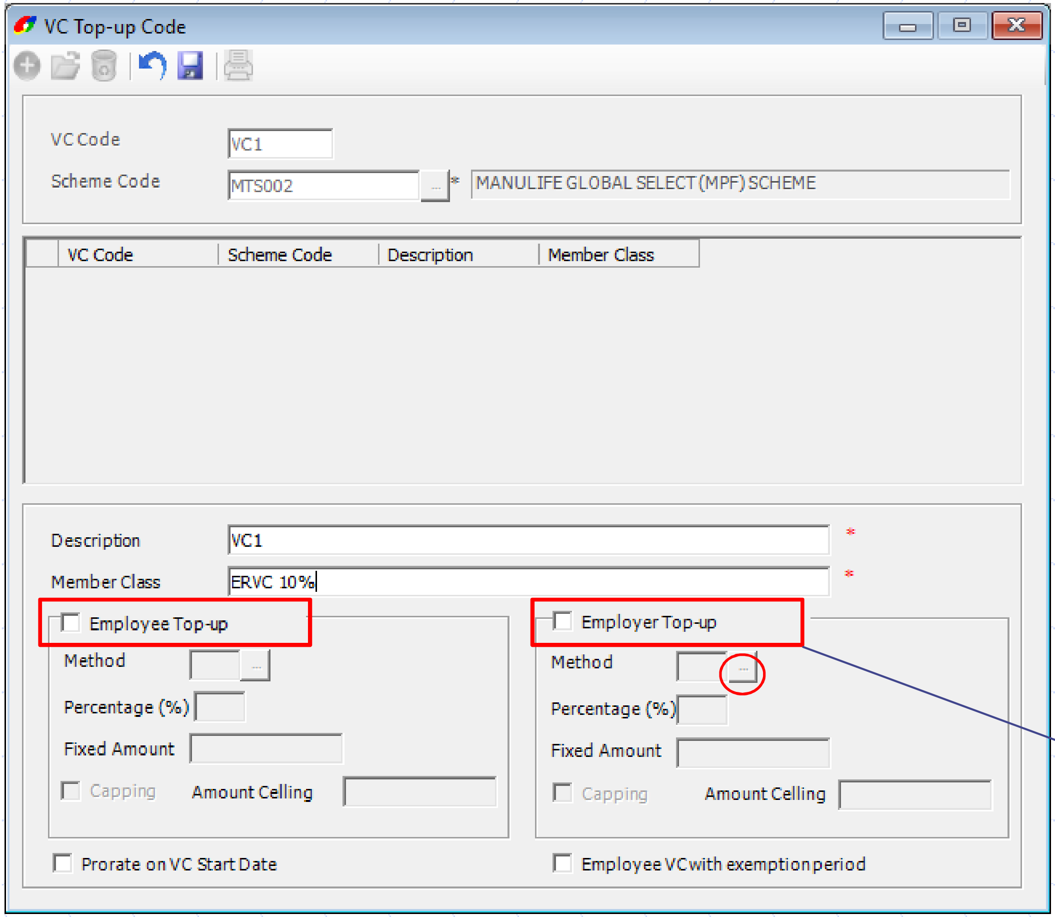
2) Input Autopay Code & Description

3) Find Setup Keyfile "RENEWAL.txt" provided by Standard Chartered Bank. Click "Update Bank's Info."

4) Click "Save record"

Before processing Data Conversion from CPRS, please setup autopay account first

VC Top-up Code Master



VC Code: VC1

Scheme Code: MTS002 ... * MANULIFE GLOBAL SELECT (MPF) SCHEME

VC Code	Scheme Code	Description	Member Class

Description: VC1 *

Member Class: ERVC 10% *

☐ Employee Top-up
Method ...
Percentage (%)
Fixed Amount
☐ Capping Amount Ceiling

☐ Employer Top-up
Method ...
Percentage (%)
Fixed Amount
☐ Capping Amount Ceiling

☐ Prorate on VC Start Date

☐ Employee VC with exemption period

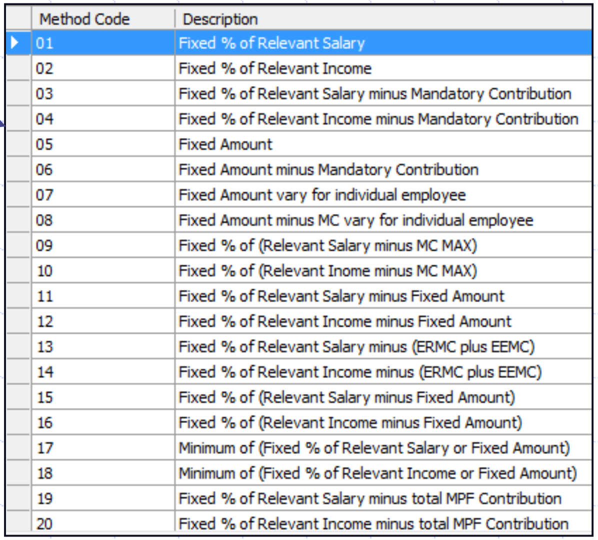
1) Choose Scheme Code and Input VC Code.

2) Click "Add record"

3) Check "Employee Top-up and/or Employer Top-up

4) Choose method by ...

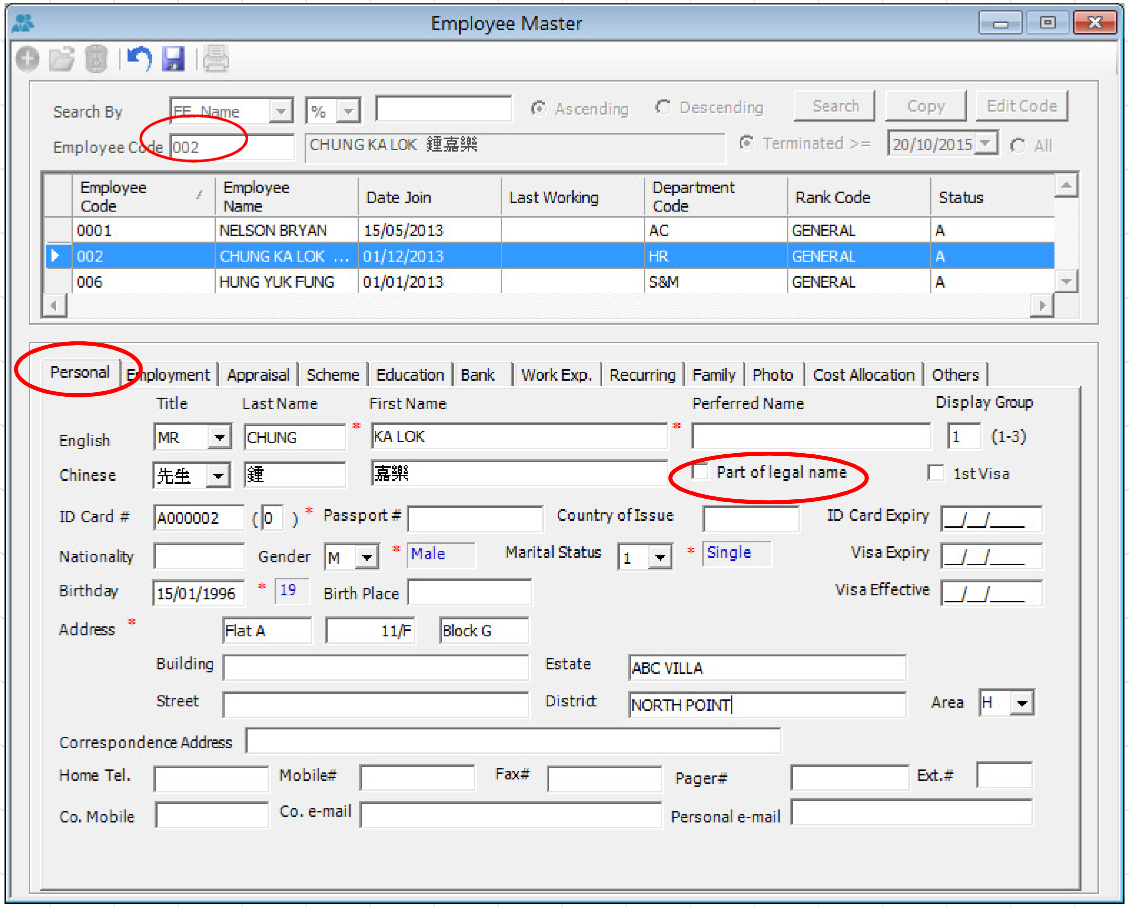
5) Save record by



Method Code	Description
01	Fixed % of Relevant Salary
02	Fixed % of Relevant Income
03	Fixed % of Relevant Salary minus Mandatory Contribution
04	Fixed % of Relevant Income minus Mandatory Contribution
05	Fixed Amount
06	Fixed Amount minus Mandatory Contribution
07	Fixed Amount vary for individual employee
08	Fixed Amount minus MC vary for individual employee
09	Fixed % of (Relevant Salary minus MC MAX)
10	Fixed % of (Relevant Inome minus MC MAX)
11	Fixed % of Relevant Salary minus Fixed Amount
12	Fixed % of Relevant Income minus Fixed Amount
13	Fixed % of Relevant Salary minus (ERMC plus EEMC)
14	Fixed % of Relevant Income minus (ERMC plus EEMC)
15	Fixed % of (Relevant Salary minus Fixed Amount)
16	Fixed % of (Relevant Income minus Fixed Amount)
17	Minimum of (Fixed % of Relevant Salary or Fixed Amount)
18	Minimum of (Fixed % of Relevant Income or Fixed Amount)
19	Fixed % of Relevant Salary minus total MPF Contribution
20	Fixed % of Relevant Income minus total MPF Contribution

Employee Master – create new employee

Personal details

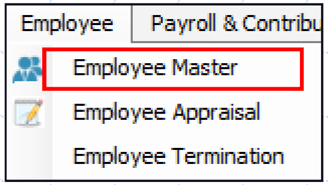

Employee Master
Search
Copy
Edit Code
Personal
Employment
Appraisal
Scheme
Education
Bank
Work Exp.
Recurring
Family
Photo
Cost Allocation
Others

Search By: EE Name | %
Employee Code: 002 | CHUNG KA LOK 鍾嘉樂
◉ Ascending ○ Descending
◉ Terminated >= 20/10/2015 ○ All

Employee Code	Employee Name	Date Join	Last Working	Department Code	Rank Code	Status
0001	NELSON BRYAN	15/05/2013		AC	GENERAL	A
002	CHUNG KA LOK ...	01/12/2013		HR	GENERAL	A
006	HUNG YUK FUNG	01/01/2013		S&M	GENERAL	A

	Title	Last Name	First Name	Perferred Name	Display Group
English	MR	CHUNG *	KA LOK *		1 (1-3)
Chinese	先生	鍾	嘉樂	☐ Part of legal name	☐ 1st Visa

ID Card #: A000002 (0) *
Passport #:
Country of Issue:
ID Card Expiry: __/__/____
Nationality:
Gender: M * Male
Marital Status: 1 * Single
Visa Expiry: __/__/____
Birthday: 15/01/1996 * 19
Birth Place:
Visa Effective: __/__/____
Address *: Flat A | 11/F | Block G
Building:
Estate: ABC VILLA
Street:
District: NORTH POINT
Area: H
Correspondence Address:
Home Tel.:
Mobile#:
Fax#:
Pager#:
Ext.#:
Co. Mobile:
Co. e-mail:
Personal e-mail:


Employee
Payroll & Contribu
Employee Master
Employee Appraisal
Employee Termination

1) Input Employee code

2) Click "Add record" ⊕

3) Click "Personal"

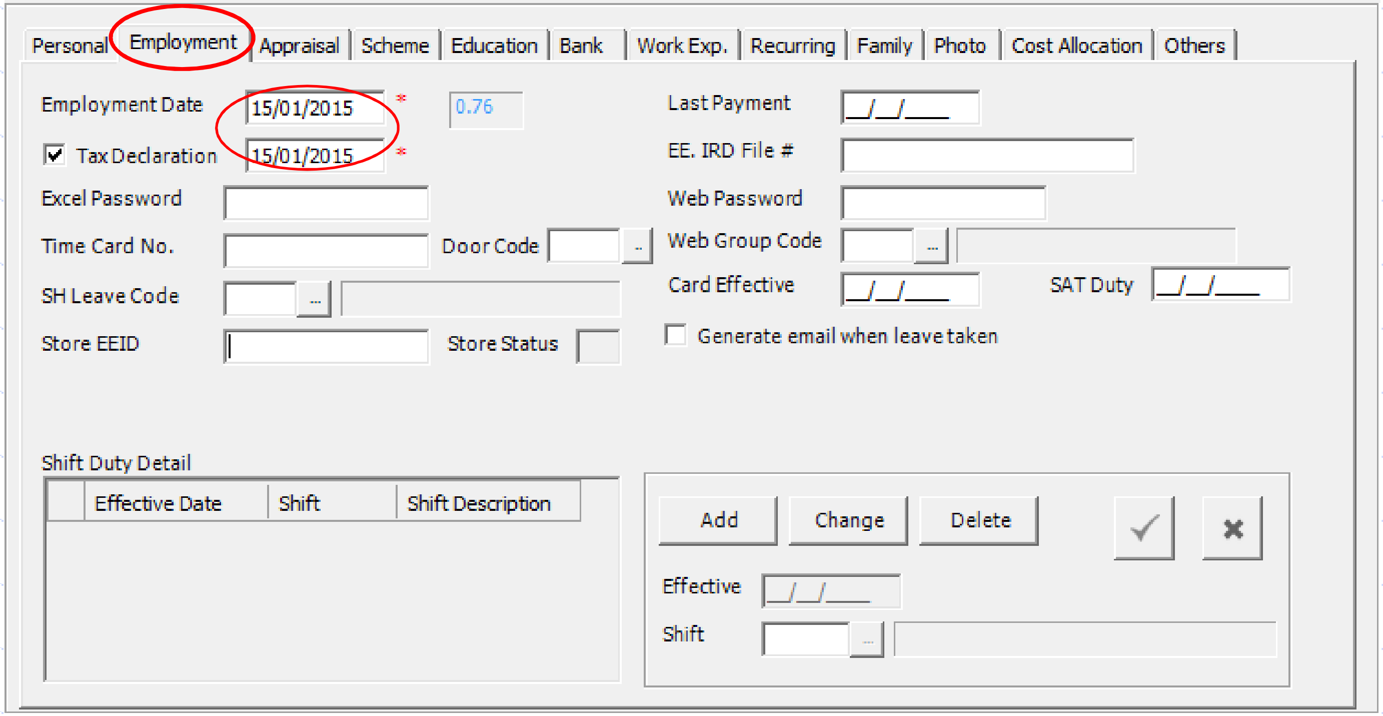
4) Input all * compulsory data fields

Check ☑ Part of legal name if Christian name is printed on ID Card

If ☑ 1st Visa is checked, contribution starts 13 months after Visa Effective __/__/____

Employee Master – create new employee

Employment details



Employment Date: 15/01/2015 * 0.76

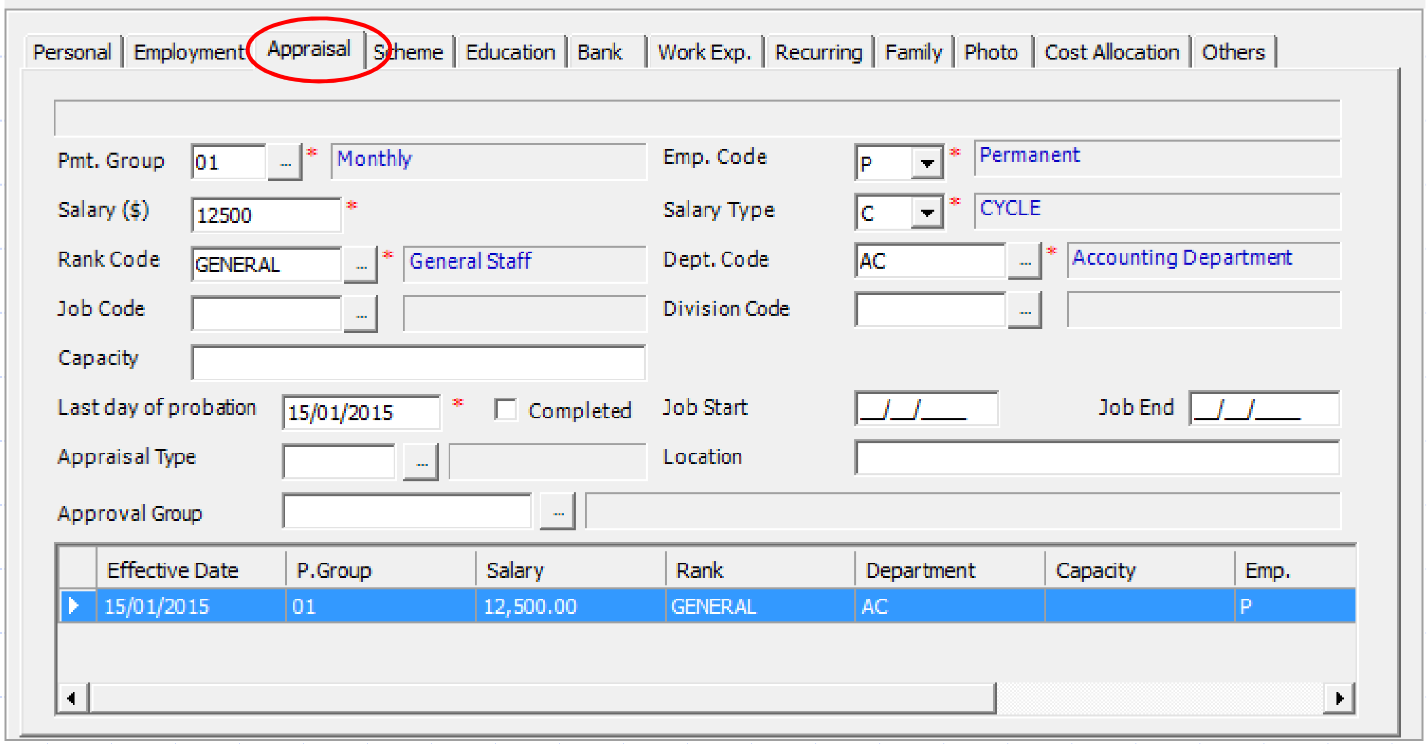
☑ Tax Declaration: 15/01/2015 *

Personal
Employment
Appraisal
Scheme
Education
Bank
Work Exp.
Recurring
Family
Photo
Cost Allocation
Others
Excel Password
Time Card No.
Door Code
SH Leave Code
Store EEID
Store Status
Last Payment
EE. IRD File #
Web Password
Web Group Code
Card Effective
SAT Duty
☐ Generate email when leave taken
Shift Duty Detail
Effective Date
Shift
Shift Description
Add
Change
Delete
✓
✖
Effective
Shift

1) Input employment date & check ☑ Tax Declaration if tax reporting is applicable to this employee

Employee Master – create new employee

Appraisal details


Personal
Employment
Appraisal
Scheme
Education
Bank
Work Exp.
Recurring
Family
Photo
Cost Allocation
Others

Pmt. Group: 01 * Monthly
Salary ($): 12500 *
Rank Code: GENERAL * General Staff
Job Code:
Capacity:
Last day of probation: 15/01/2015 * ☐ Completed
Appraisal Type:
Approval Group:
Emp. Code: P * Permanent
Salary Type: C * CYCLE
Dept. Code: AC * Accounting Department
Division Code:
Job Start: __/__/____
Job End: __/__/____
Location:

Effective Date	P.Group	Salary	Rank	Department	Capacity	Emp.
15/01/2015	01	12,500.00	GENERAL	AC		P

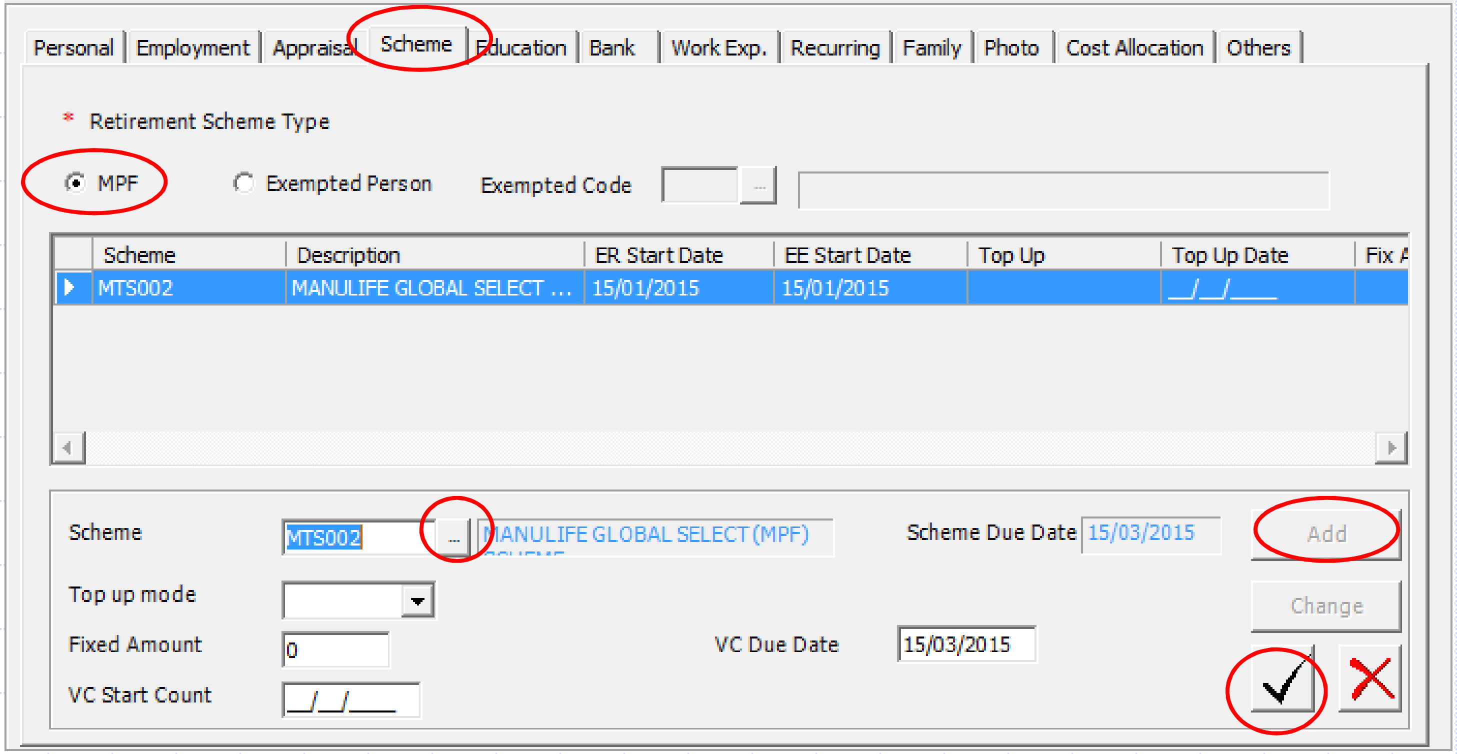
1) Select Payment group, Rank code & Department Code by using ...

2) Select Employment code & Salary Type by using ▼. Input Salary($)

Last day of probation is determined by Rank code

Employee Master – create new employee

Scheme details


Personal
Employment
Appraisal
Scheme
Education
Bank
Work Exp.
Recurring
Family
Photo
Cost Allocation
Others
Add
Change

* Retirement Scheme Type

● MPF ○ Exempted Person Exempted Code

Scheme	Description	ER Start Date	EE Start Date	Top Up	Top Up Date	Fix A
MTS002	MANULIFE GLOBAL SELECT ...	15/01/2015	15/01/2015		__/__/____	

Scheme: MTS002 MANULIFE GLOBAL SELECT (MPF) SCHEME

Scheme Due Date: 15/03/2015

Top up mode:

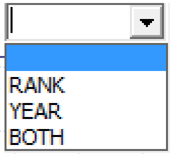
Fixed Amount: 0

VC Due Date: 15/03/2015

VC Start Count: __/__/____

1) Select "MPF", click "Add", select "Scheme". (or select Exempted Person")

2) Choose VC calculation method by


RANK
YEAR
BOTH

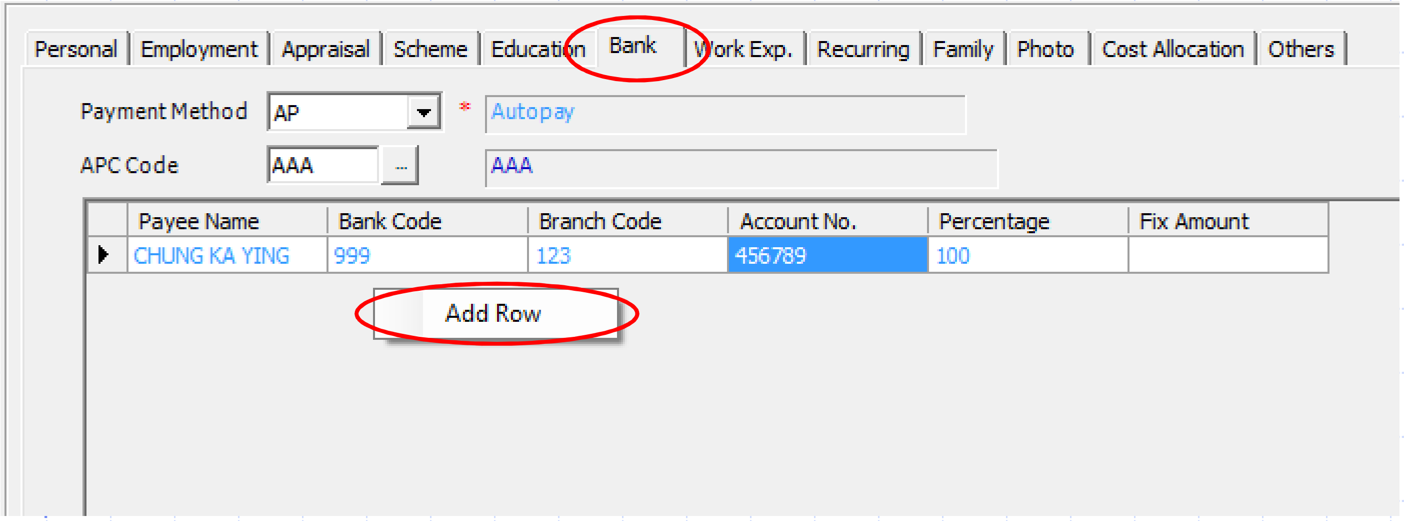
(if any)

3) Click ✓ to add scheme

If Employment has been changed, Please click Change *to update Scheme Start Date*

Employee Master – create new employee

Bank details


Personal
Employment
Appraisal
Scheme
Education
Bank
Work Exp.
Recurring
Family
Photo
Cost Allocation
Others
Add Row

Payment Method: AP * Autopay

APC Code: AAA ... AAA

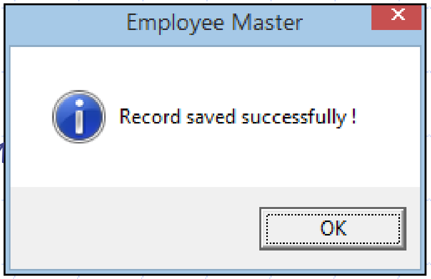
Payee Name	Bank Code	Branch Code	Account No.	Percentage	Fix Amount
CHUNG KA YING	999	123	456789	100	

1) Select "Payment Method"

2) Select company autopay code (for payment method "AP")

3) By clicking right button of mouse on grey area to Add Row, employee autopay details can be input

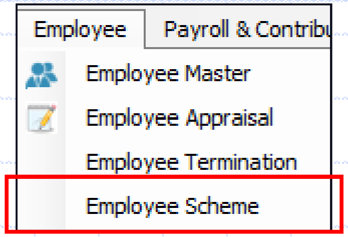
4) Click "Save record" after completing Personal, Employment, Appraisal, Scheme & Bank details. Notice box shows if record is successfully saved

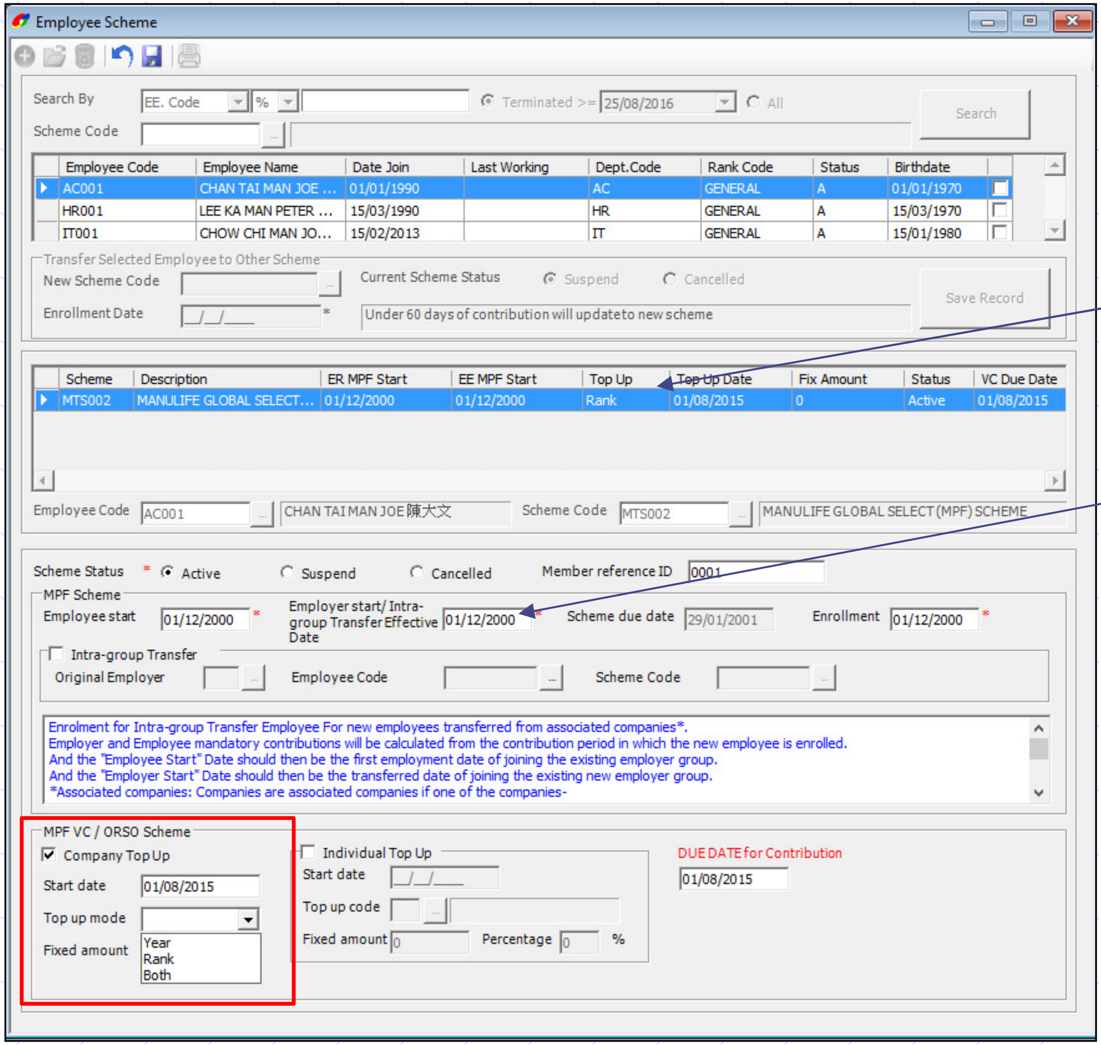

Employee Master
OK

Record saved successfully !

If notice box does not show, please review the message at bottom-left corner

Employee Scheme Master





Search By: EE. Code | % | ◉ Terminated >= 25/08/2016 | ○ All

Scheme Code:

	Employee Code	Employee Name	Date Join	Last Working	Dept.Code	Rank Code	Status	Birthdate	
▶	AC001	CHAN TAI MAN JOE ...	01/01/1990		AC	GENERAL	A	01/01/1970	☐
	HR001	LEE KA MAN PETER ...	15/03/1990		HR	GENERAL	A	15/03/1970	☐
	IT001	CHOW CHI MAN JO...	15/02/2013		IT	GENERAL	A	15/01/1980	☐

Transfer Selected Employee to Other Scheme

New Scheme Code:

Current Scheme Status: ◉ Suspend ○ Cancelled

Enrollment Date: __/__/____ *

Under 60 days of contribution will updateto new scheme

	Scheme	Description	ER MPF Start	EE MPF Start	Top Up	Top Up Date	Fix Amount	Status	VC Due Date
▶	MTS002	MANULIFE GLOBAL SELECT...	01/12/2000	01/12/2000	Rank	01/08/2015	0	Active	01/08/2015

Employee Code: AC001 | CHAN TAI MAN JOE 陳大文 | Scheme Code: MTS002 | MANULIFE GLOBAL SELECT (MPF) SCHEME

Scheme Status * ● Active ○ Suspend ○ Cancelled | Member reference ID: 0001

MPF Scheme

Employee start: 01/12/2000 * | Employer start/ Intra-group Transfer Effective Date: 01/12/2000 * | Scheme due date: 29/01/2001 | Enrollment: 01/12/2000 *

☐ Intra-group Transfer

Original Employer: | Employee Code: | Scheme Code:

Enrolment for Intra-group Transfer Employee For new employees transferred from associated companies*.
Employer and Employee mandatory contributions will be calculated from the contribution period in which the new employee is enrolled.
And the "Employee Start" Date should then be the first employment date of joining the existing employer group.
And the "Employer Start" Date should then be the transferred date of joining the existing new employer group.
*Associated companies: Companies are associated companies if one of the companies-

MPF VC / ORSO Scheme

☑ Company Top Up

Start date: 01/08/2015

Top up mode: Year / Rank / Both

Fixed amount:

☐ Individual Top Up

Start date: __/__/____

Top up code:

Fixed amount: 0 | Percentage: 0 %

DUE DATE for Contribution: 01/08/2015

1) Choose employee record

2) Click scheme code and click "Change Record"

3) To cancel a scheme (to remove employee over aged 65 from contribution list), check scheme status to "Cancelled"

4) Check "Company Top Up" to enable Voluntary Contribution, options are :

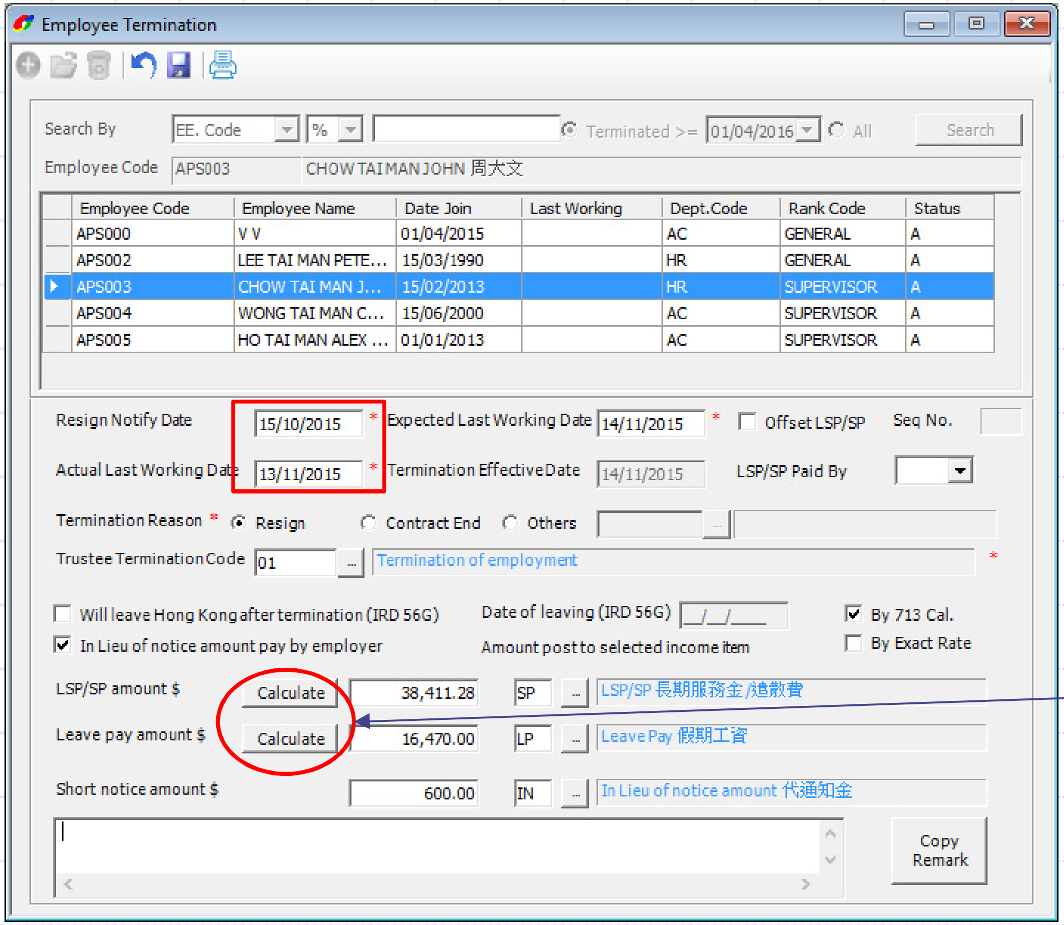
Year : VC based on Year of Service

Rank : VC based on employee Rank

Both : VC based on Year of Service in Rank

5) Click "Save record"

Employee Termination Entry



Search By: EE. Code | % | ○ Terminated >= 01/04/2016 | ○ All | Search

Employee Code: APS003 CHOW TAI MAN JOHN 周大文

	Employee Code	Employee Name	Date Join	Last Working	Dept.Code	Rank Code	Status
	APS000	V V	01/04/2015		AC	GENERAL	A
	APS002	LEE TAI MAN PETE…	15/03/1990		HR	GENERAL	A
▶	APS003	CHOW TAI MAN J…	15/02/2013		HR	SUPERVISOR	A
	APS004	WONG TAI MAN C…	15/06/2000		AC	SUPERVISOR	A
	APS005	HO TAI MAN ALEX …	01/01/2013		AC	SUPERVISOR	A

Resign Notify Date: 15/10/2015 *

Expected Last Working Date: 14/11/2015 *

☐ Offset LSP/SP

Seq No.:

Actual Last Working Date: 13/11/2015 *

Termination Effective Date: 14/11/2015

LSP/SP Paid By:

Termination Reason *: ● Resign ○ Contract End ○ Others

Trustee Termination Code: 01 … Termination of employment *

☐ Will leave Hong Kong after termination (IRD 56G)

Date of leaving (IRD 56G): __/__/____

☑ By 713 Cal.

☑ In Lieu of notice amount pay by employer

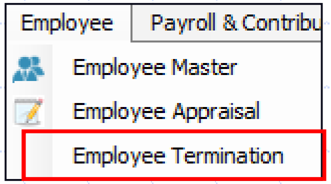
Amount post to selected income item

☐ By Exact Rate

LSP/SP amount $: Calculate 38,411.28 SP … LSP/SP 長期服務金/遣散費

Leave pay amount $: Calculate 16,470.00 LP … Leave Pay 假期工資

Short notice amount $: 600.00 IN … In Lieu of notice amount 代通知金



1) Double-click employee name who is status “A” (active)

2) Input “Resign Notify Date” & “Actual Last Working Date”. Short notice amount can be calculated

3) Select “Trustee Termination Code”

4) Tick “Will Leave Hong Kong after termination (IRD56G)” if applicable

5) Long Service Payment or Leave payment/deduction can be calculated

6) If Long Service Payment is offset, please check ☑ Offset LSP/SP and LSP/SP Paid By ER EE

7) Click save record

“Actual Last Working Date” for :

1. Last employment date submitted to MPF trustee

2. Basic Salary calculation of last payment

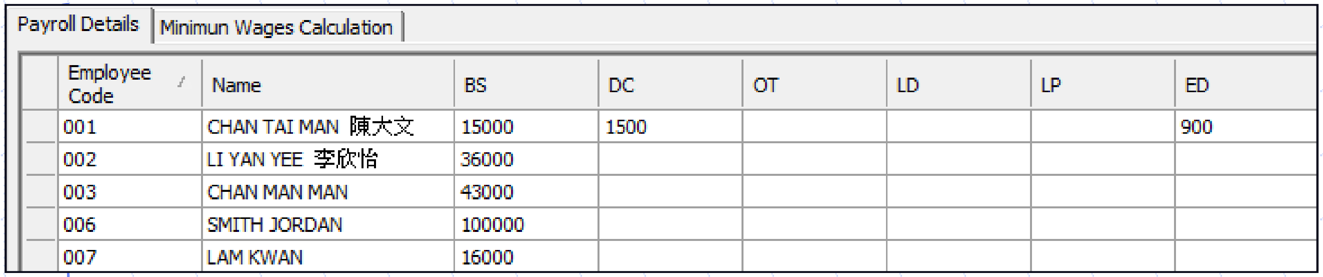
3. Annual Leave days calculation

Status changed from “A”(active) to “T”(terminated) after termination entry is added

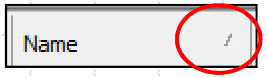
Status
T

Payroll & Contribution Entry (Normal)

Payroll Details

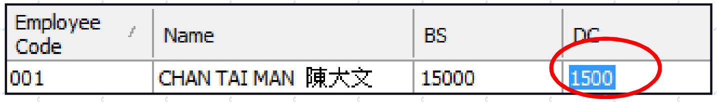

Payroll Details
Minimun Wages Calculation

Employee Code	Name	BS	DC	OT	LD	LP	ED
001	CHAN TAI MAN 陳大文	15000	1500				900
002	LI YAN YEE 李欣怡	36000					
003	CHAN MAN MAN	43000					
006	SMITH JORDAN	100000					
007	LAM KWAN	16000					



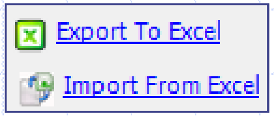
Click header for sorting of employee code or name

Input amount of each income code

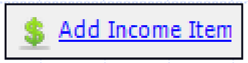


Employee Code	Name	BS	DC
001	CHAN TAI MAN 陳大文	15000	1500

Function keys


Export To Excel
Import From Excel

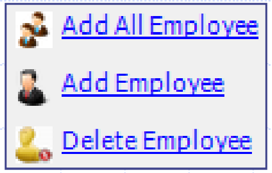
Export payroll details to Excel. Import to payroll details after updated Excel


Add Income Item

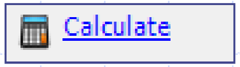
Insert income item

Income Remark

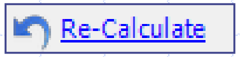
Add income remark (☑ Payment By Cheque for income item not by autopay)


Add All Employee
Add Employee
Delete Employee

Add/remove employee



Calculate contribution of payroll details

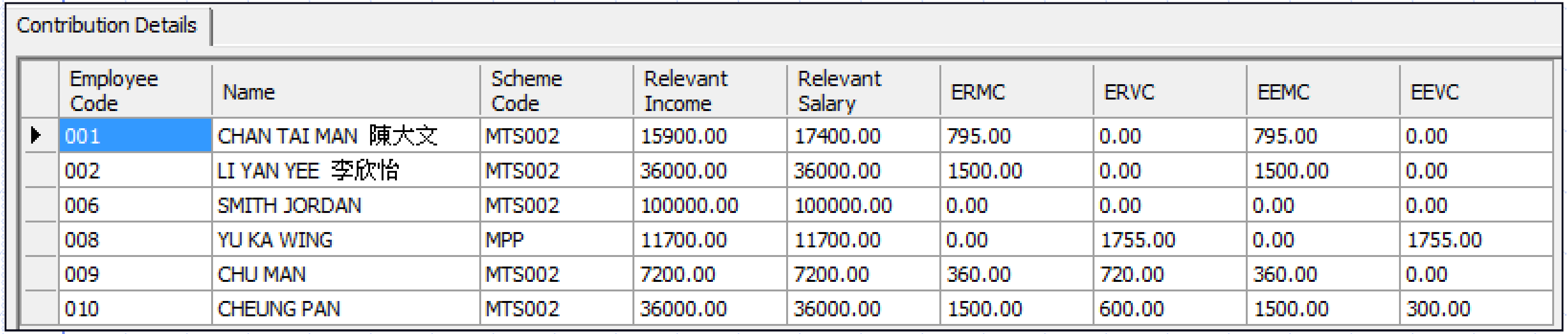

Re-Calculate

Remove contribution, revise payroll details

Payroll & Contribution Entry (Normal)

Contribution is calculated by Calculate

Contribution Details



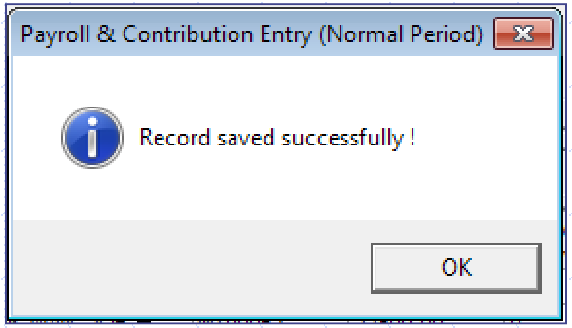
Contribution Details

	Employee Code	Name	Scheme Code	Relevant Income	Relevant Salary	ERMC	ERVC	EEMC	EEVC
▶	001	CHAN TAI MAN 陳大文	MTS002	15900.00	17400.00	795.00	0.00	795.00	0.00
	002	LI YAN YEE 李欣怡	MTS002	36000.00	36000.00	1500.00	0.00	1500.00	0.00
	006	SMITH JORDAN	MTS002	100000.00	100000.00	0.00	0.00	0.00	0.00
	008	YU KA WING	MPP	11700.00	11700.00	0.00	1755.00	0.00	1755.00
	009	CHU MAN	MTS002	7200.00	7200.00	360.00	720.00	360.00	0.00
	010	CHEUNG PAN	MTS002	36000.00	36000.00	1500.00	600.00	1500.00	300.00

Click Re-Calculate to remove contribution, payroll details can be revised

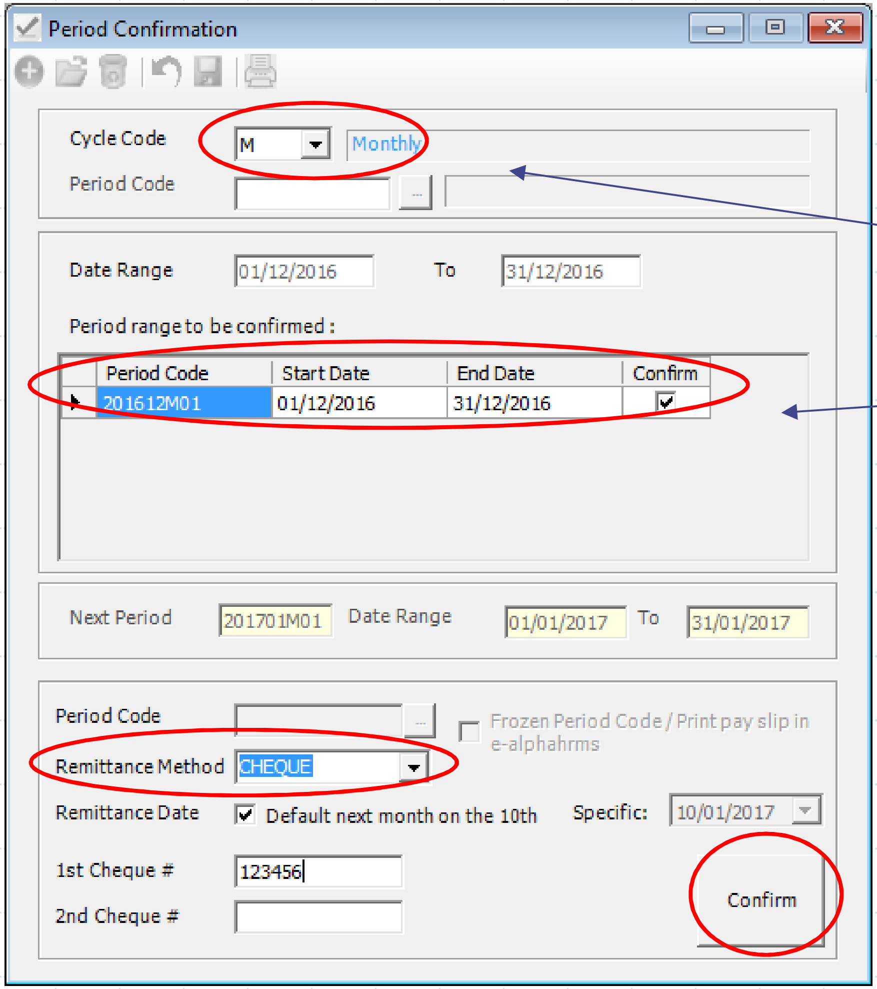
Click Calculate to calculate again

Click 💾 to save record



Record saved successfully !

Period Confirmation(Normal)



Period Confirmation

Cycle Code: M Monthly

Period Code:

Date Range: 01/12/2016 To 31/12/2016

Period range to be confirmed :

Period Code	Start Date	End Date	Confirm
201612M01	01/12/2016	31/12/2016	☑

Next Period: 201701M01 Date Range: 01/01/2017 To 31/01/2017

Period Code: ☐ Frozen Period Code / Print pay slip in e-alphahrms

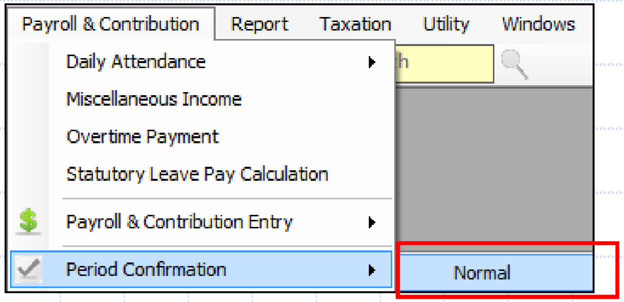
Remittance Method: CHEQUE

Remittance Date: ☑ Default next month on the 10th Specific: 10/01/2017

1st Cheque #: 123456

2nd Cheque #:

Confirm



Payroll & Contribution
Report
Taxation
Utility
Windows
Daily Attendance
Miscellaneous Income
Overtime Payment
Statutory Leave Pay Calculation
Payroll & Contribution Entry
Period Confirmation
Normal

1) Select "Cycle Code" (existing staff or terminated staff cycle code)

2) Period to be confirmed is found

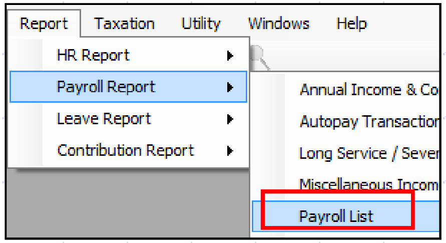
3) New period code is created after confirm

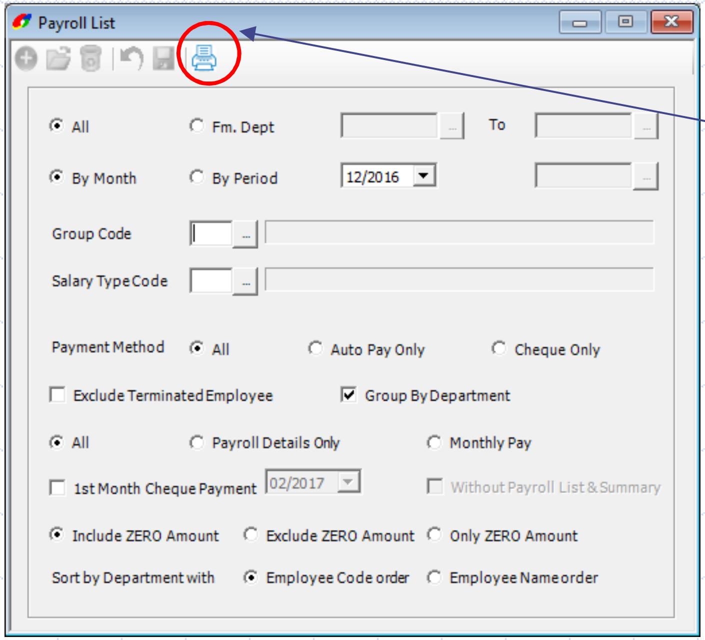
4) Select "Remittance Method". Input Cheque number if applicable

5) Click "Confirm" to proceed confirmation

After confirmation, Contribution data, Autopay interface and Employee Payslip can be generated

Payroll List(payroll details)


Report
Taxation
Utility
Windows
Help
HR Report
Payroll Report
Leave Report
Contribution Report
Annual Income & Co
Autopay Transaction
Long Service / Sever
Miscellaneous Incom
Payroll List


Payroll List

● All ○ Fm. Dept To

● By Month ○ By Period 12/2016

Group Code

Salary Type Code

Payment Method ● All ○ Auto Pay Only ○ Cheque Only

☐ Exclude Terminated Employee ☑ Group By Department

● All ○ Payroll Details Only ○ Monthly Pay

☐ 1st Month Cheque Payment 02/2017 ☐ Without Payroll List & Summary

● Include ZERO Amount ○ Exclude ZERO Amount ○ Only ZERO Amount

Sort by Department with ● Employee Code order ○ Employee Name order

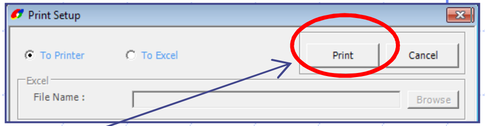
1) Select month or period

2) Click "Print". Print Setup shows

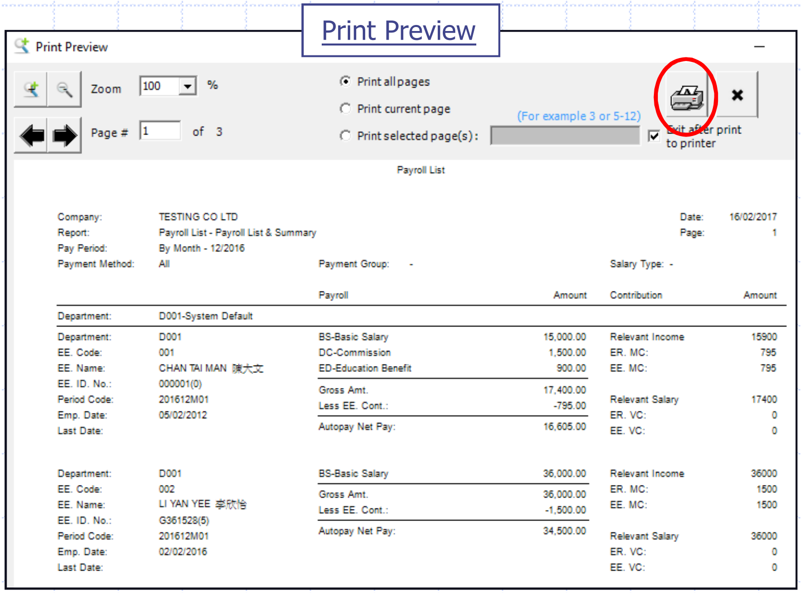
3) Select "To Printer" to check it in preview or select "To Excel" (Click "Browse" and input filename)

4) Click "Print"

5) Click to print(preview mode)


Print Setup
To Printer
To Excel
Print
Cancel
Excel
File Name :
Browse

Print Preview

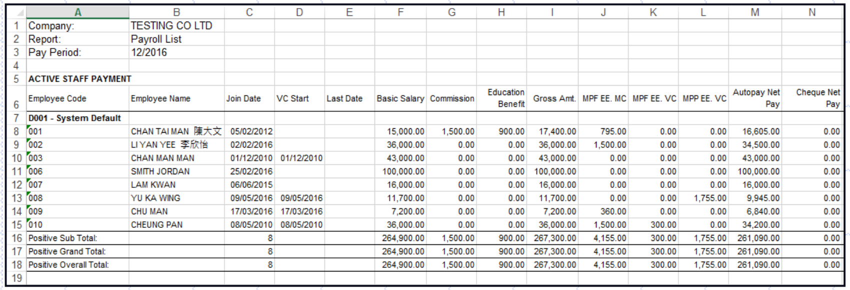

Print Preview
Zoom
100
%
Page #
1
of 3
Print all pages
Print current page
Print selected page(s) :
(For example 3 or 5-12)
Exit after print to printer

Payroll List

Company: TESTING CO LTD Date: 16/02/2017
Report: Payroll List - Payroll List & Summary Page: 1
Pay Period: By Month - 12/2016
Payment Method: All Payment Group: - Salary Type: -

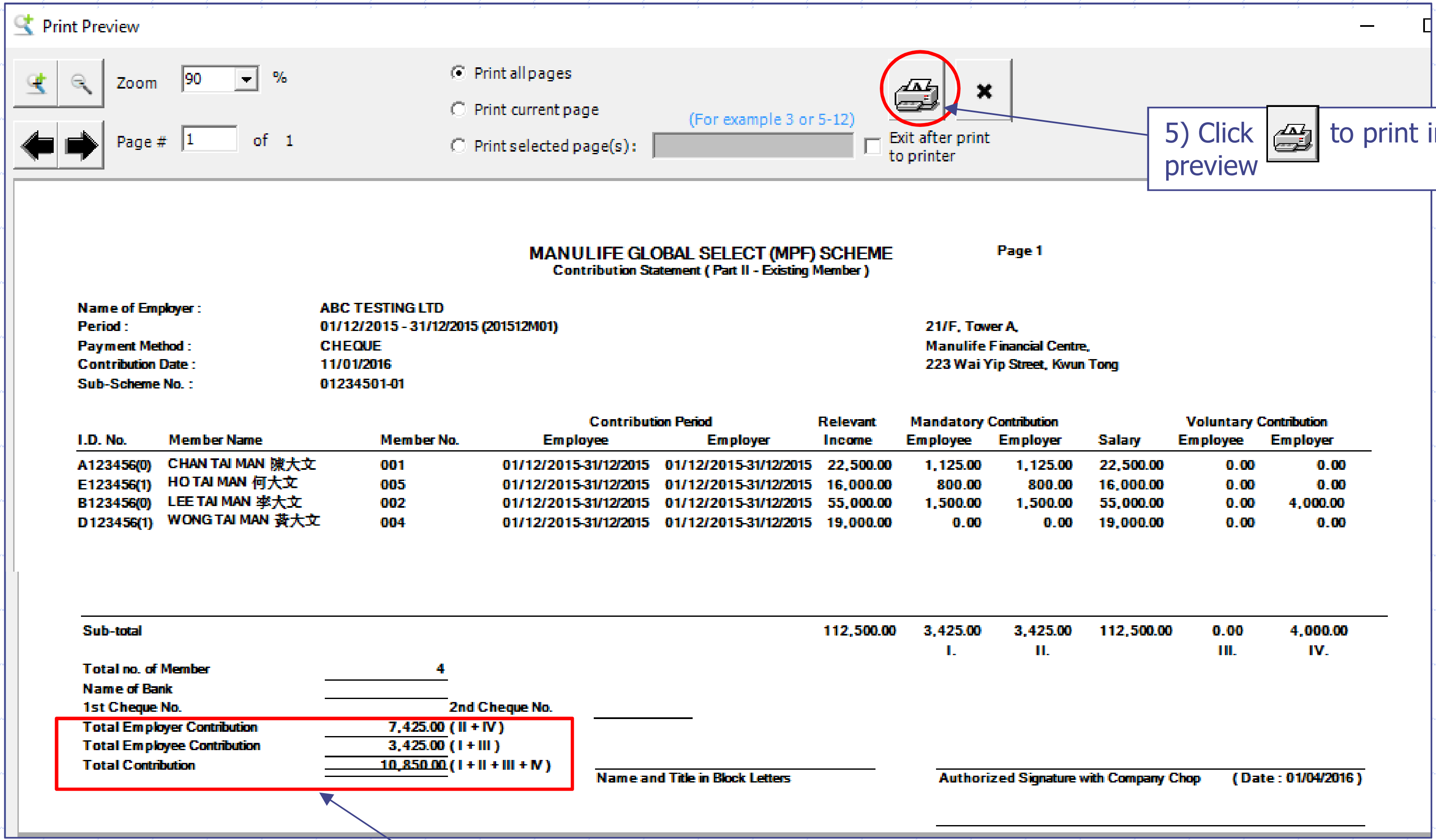
		Payroll	Amount	Contribution	Amount
Department:	D001-System Default				
Department:	D001	BS-Basic Salary	15,000.00	Relevant Income	15900
EE. Code:	001	DC-Commission	1,500.00	ER. MC:	795
EE. Name:	CHAN TAI MAN 陳大文	ED-Education Benefit	900.00	EE. MC:	795
EE. ID. No.:	000001(0)	Gross Amt.	17,400.00		
Period Code:	201612M01	Less EE. Cont.:	-795.00	Relevant Salary	17400
Emp. Date:	05/02/2012	Autopay Net Pay:	16,605.00	ER. VC:	0
Last Date:				EE. VC:	0
Department:	D001	BS-Basic Salary	36,000.00	Relevant Income	36000
EE. Code:	002	Gross Amt.	36,000.00	ER. MC:	1500
EE. Name:	LI YAN YEE 李欣怡	Less EE. Cont.:	-1,500.00	EE. MC:	1500
EE. ID. No.:	G361528(5)	Autopay Net Pay:	34,500.00		
Period Code:	201612M01			Relevant Salary	36000
Emp. Date:	02/02/2016			ER. VC:	0
Last Date:				EE. VC:	0

Excel report



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Company:	TESTING CO LTD												
2	Report:	Payroll List												
3	Pay Period:	12/2016												
4														
5	**ACTIVE STAFF PAYMENT**													
6	Employee Code	Employee Name	Join Date	VC Start	Last Date	Basic Salary	Commission	Education Benefit	Gross Amt.	MPF EE. MC	MPF EE. VC	MPP EE. VC	Autopay Net Pay	Cheque Net Pay
7	**D001 - System Default**													
8	001	CHAN TAI MAN 陳大文	05/02/2012			15,000.00	1,500.00	900.00	17,400.00	795.00	0.00	0.00	16,605.00	0.00
9	002	LI YAN YEE 李欣怡	02/02/2016			36,000.00	0.00	0.00	36,000.00	1,500.00	0.00	0.00	34,500.00	0.00
10	003	CHAN MAN MAN	01/12/2010	01/12/2010		43,000.00	0.00	0.00	43,000.00	0.00	0.00	0.00	43,000.00	0.00
11	006	SMITH JORDAN	25/02/2016			100,000.00	0.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00
12	007	LAM KWAN	06/06/2015			16,000.00	0.00	0.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00
13	008	YU KA WING	09/05/2016	09/05/2016		11,700.00	0.00	0.00	11,700.00	0.00	0.00	1,755.00	9,945.00	0.00
14	009	CHU MAN	17/03/2016	17/03/2016		7,200.00	0.00	0.00	7,200.00	360.00	0.00	0.00	6,840.00	0.00
15	010	CHEUNG PAN	08/05/2010	08/05/2010		36,000.00	0.00	0.00	36,000.00	1,500.00	300.00	0.00	34,200.00	0.00
16	Positive Sub Total:		8			264,900.00	1,500.00	900.00	267,300.00	4,155.00	300.00	1,755.00	261,090.00	0.00
17	Positive Grand Total:		8			264,900.00	1,500.00	900.00	267,300.00	4,155.00	300.00	1,755.00	261,090.00	0.00
18	Positive Overall Total:		8			264,900.00	1,500.00	900.00	267,300.00	4,155.00	300.00	1,755.00	261,090.00	0.00
19														

Contribution Statement(contribution details)



MANULIFE GLOBAL SELECT (MPF) SCHEME Page 1
Contribution Statement (Part II - Existing Member)

Name of Employer : ABC TESTING LTD
Period : 01/12/2015 - 31/12/2015 (201512M01)
Payment Method : CHEQUE
Contribution Date : 11/01/2016
Sub-Scheme No. : 01234501-01

21/F, Tower A,
Manulife Financial Centre,
223 Wai Yip Street, Kwun Tong

I.D. No.	Member Name	Member No.	Contribution Period Employee	Contribution Period Employer	Relevant Income	Mandatory Contribution Employee	Mandatory Contribution Employer	Salary	Voluntary Contribution Employee	Voluntary Contribution Employer
A123456(0)	CHAN TAI MAN 陳大文	001	01/12/2015-31/12/2015	01/12/2015-31/12/2015	22,500.00	1,125.00	1,125.00	22,500.00	0.00	0.00
E123456(1)	HO TAI MAN 何大文	005	01/12/2015-31/12/2015	01/12/2015-31/12/2015	16,000.00	800.00	800.00	16,000.00	0.00	0.00
B123456(0)	LEE TAI MAN 李大文	002	01/12/2015-31/12/2015	01/12/2015-31/12/2015	55,000.00	1,500.00	1,500.00	55,000.00	0.00	4,000.00
D123456(1)	WONG TAI MAN 黃大文	004	01/12/2015-31/12/2015	01/12/2015-31/12/2015	19,000.00	0.00	0.00	19,000.00	0.00	0.00
Sub-total					112,500.00	3,425.00 I.	3,425.00 II.	112,500.00	0.00 III.	4,000.00 IV.

Total no. of Member 4
Name of Bank
1st Cheque No. 2nd Cheque No.
Total Employer Contribution 7,425.00 (II + IV)
Total Employee Contribution 3,425.00 (I + III)
Total Contribution 10,850.00 (I + II + III + IV)

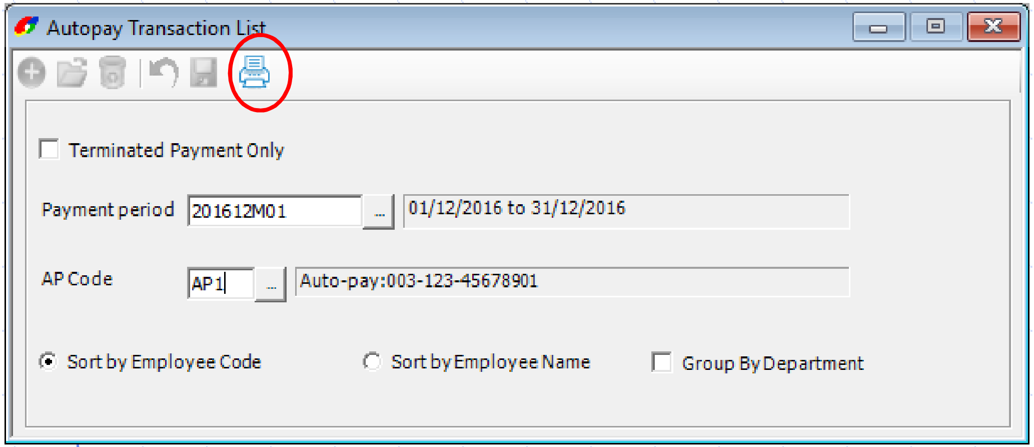
Name and Title in Block Letters

Authorized Signature with Company Chop (Date : 01/04/2016)

5) Click 🖨 to print in preview

Total Contribution amount is lump sum of all pages, which includes "**Part I – New Member(first-time contribution)**" and "**Part II – Existing Member(non-first-time contribution)**"

Autopay Transaction List(autopay details report)

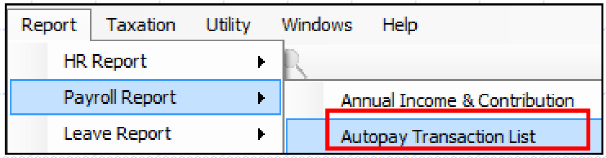

Autopay Transaction List

☐ Terminated Payment Only

Payment period: 201612M01 — 01/12/2016 to 31/12/2016

AP Code: AP1 — Auto-pay:003-123-45678901

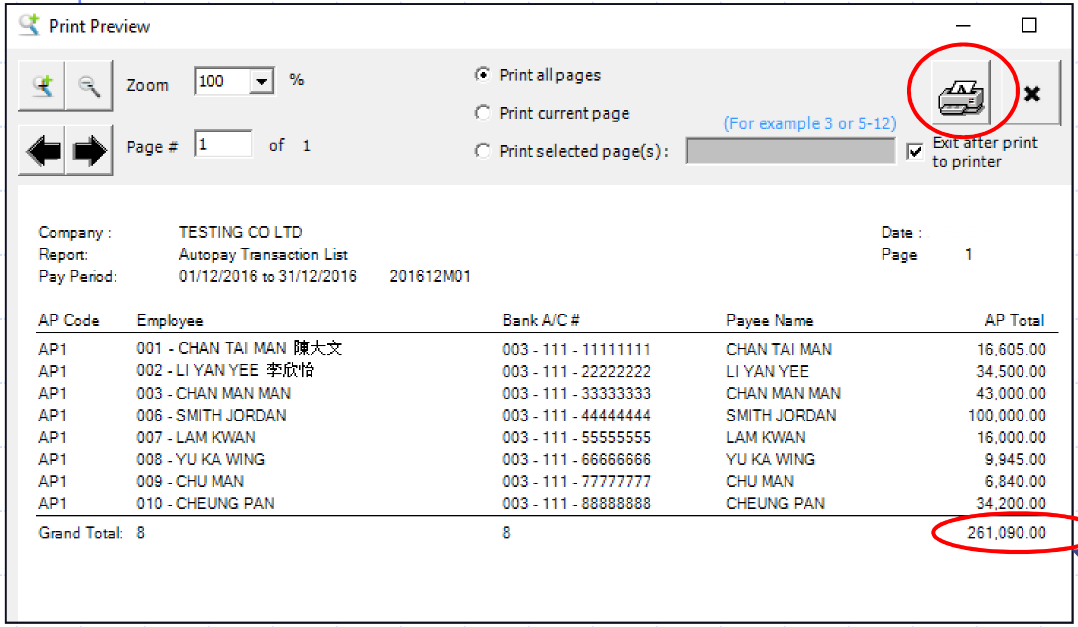
● Sort by Employee Code ○ Sort by Employee Name ☐ Group By Department


Report
Taxation
Utility
Windows
Help
HR Report
Payroll Report
Leave Report
Annual Income & Contribution
Autopay Transaction List

1) Select "Payment Period" & "AP code"

2) Click "Print" button

3) Click "Printer" in preview


Print Preview
Zoom
100
%
Page #
1
of
1
Print all pages
Print current page
Print selected page(s) :
(For example 3 or 5-12)
Exit after print to printer

● Print all pages

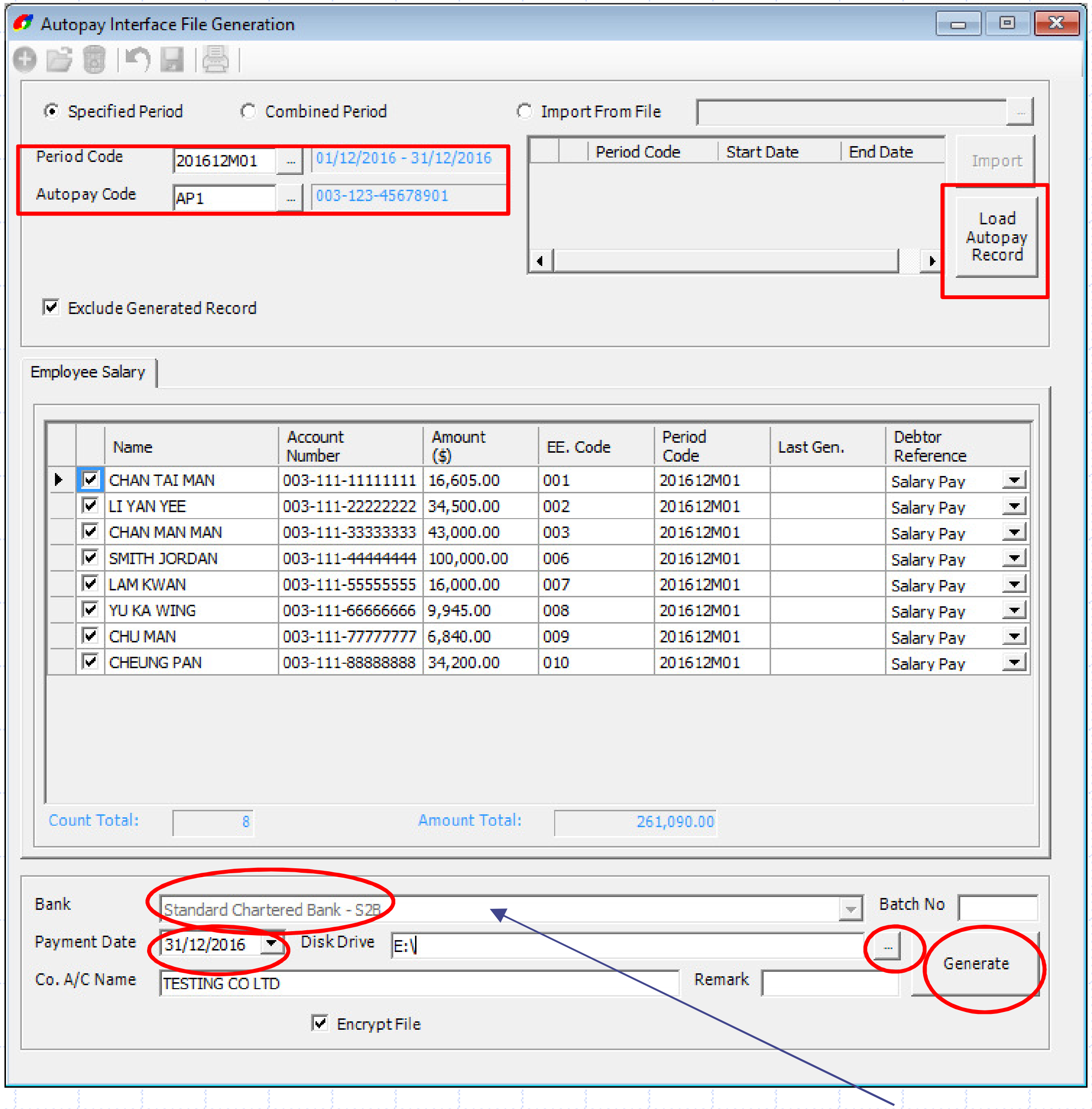
☑ Exit after print to printer

```
Company :    TESTING CO LTD                                              Date :
Report:      Autopay Transaction List                                    Page      1
Pay Period:  01/12/2016 to 31/12/2016    201612M01

AP Code   Employee                      Bank A/C #            Payee Name          AP Total
AP1       001 - CHAN TAI MAN 陳大文      003 - 111 - 11111111  CHAN TAI MAN        16,605.00
AP1       002 - LI YAN YEE 李欣怡        003 - 111 - 22222222  LI YAN YEE          34,500.00
AP1       003 - CHAN MAN MAN            003 - 111 - 33333333  CHAN MAN MAN        43,000.00
AP1       006 - SMITH JORDAN            003 - 111 - 44444444  SMITH JORDAN       100,000.00
AP1       007 - LAM KWAN                003 - 111 - 55555555  LAM KWAN            16,000.00
AP1       008 - YU KA WING              003 - 111 - 66666666  YU KA WING           9,945.00
AP1       009 - CHU MAN                 003 - 111 - 77777777  CHU MAN              6,840.00
AP1       010 - CHEUNG PAN              003 - 111 - 88888888  CHEUNG PAN          34,200.00
Grand Total:  8                         8                                        261,090.00
```

"AP Total" is same as "Autopay Net Pay" on Payroll List

Autopay Interface Generation(Salary)


Autopay Interface File Generation
Import
Load Autopay Record
Generate

● Specified Period ○ Combined Period ○ Import From File

Period Code: 201612M01 — 01/12/2016 - 31/12/2016

Autopay Code: AP1 — 003-123-45678901

Period Code	Start Date	End Date

☑ Exclude Generated Record

Employee Salary

	Name	Account Number	Amount ($)	EE. Code	Period Code	Last Gen.	Debtor Reference
☑	CHAN TAI MAN	003-111-11111111	16,605.00	001	201612M01		Salary Pay
☑	LI YAN YEE	003-111-22222222	34,500.00	002	201612M01		Salary Pay
☑	CHAN MAN MAN	003-111-33333333	43,000.00	003	201612M01		Salary Pay
☑	SMITH JORDAN	003-111-44444444	100,000.00	006	201612M01		Salary Pay
☑	LAM KWAN	003-111-55555555	16,000.00	007	201612M01		Salary Pay
☑	YU KA WING	003-111-66666666	9,945.00	008	201612M01		Salary Pay
☑	CHU MAN	003-111-77777777	6,840.00	009	201612M01		Salary Pay
☑	CHEUNG PAN	003-111-88888888	34,200.00	010	201612M01		Salary Pay

Count Total: 8 Amount Total: 261,090.00

Bank: Standard Chartered Bank - S2B

Batch No:

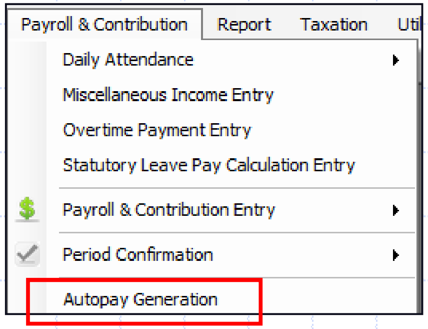
Payment Date: 31/12/2016

Disk Drive: E:\

Co. A/C Name: TESTING CO LTD

Remark:

☑ Encrypt File


Payroll & Contribution
Report
Taxation
Uti
Daily Attendance
Miscellaneous Income Entry
Overtime Payment Entry
Statutory Leave Pay Calculation Entry
Payroll & Contribution Entry
Period Confirmation
Autopay Generation

1) Select "Period code" & "Autopay Code"

2) Click [Load Autopay Record] to show Employee Salary details

3) Input "Payment Date"

4) Choose file destination by [...]

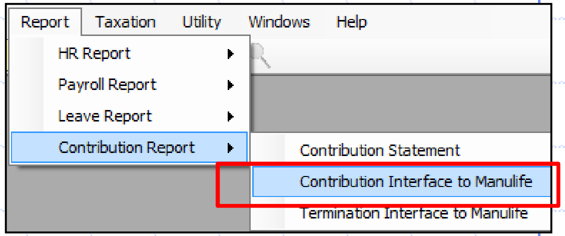
5) Click "Generate" to create autopay interface

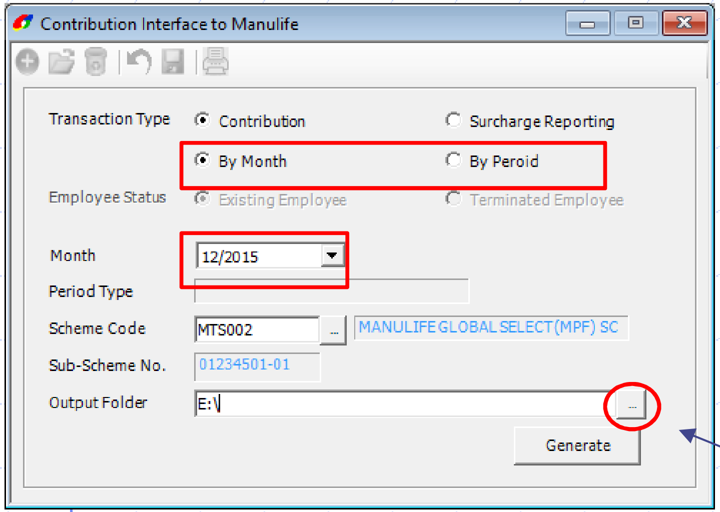
** Use "Combined Period" for autopay of more than 1 period*

Diskette generation : CD to branch

S2B : upload to internet banking

Contribution Interface to Manulife


Report
Taxation
Utility
Windows
Help
HR Report
Payroll Report
Leave Report
Contribution Report
Contribution Statement
Contribution Interface to Manulife
Termination Interface to Manulife



Contribution Interface to Manulife

Transaction Type ● Contribution ○ Surcharge Reporting

● By Month ○ By Peroid

Employee Status ● Existing Employee ○ Terminated Employee

Month 12/2015

Period Type

Scheme Code MTS002 ... MANULIFE GLOBAL SELECT (MPF) SC

Sub-Scheme No. 01234501-01

Output Folder E:\ ...

Generate

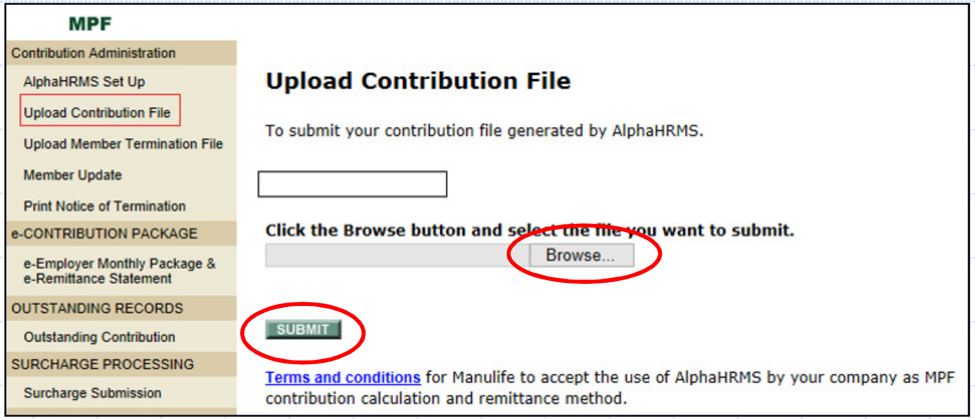
1) Select "Contribution" or "Surcharge Reporting"

2) Select "By Month" and choose "Month"
***Contribution data of both exiting and terminated staff are found in interface file**

3) Choose destination by ...

4) Click Generate

- upload contribution interface -


MPF
Contribution Administration
AlphaHRMS Set Up
Upload Contribution File
Upload Member Termination File
Member Update
Print Notice of Termination
e-CONTRIBUTION PACKAGE
e-Employer Monthly Package & e-Remittance Statement
OUTSTANDING RECORDS
Outstanding Contribution
SURCHARGE PROCESSING
Surcharge Submission

Upload Contribution File

To submit your contribution file generated by AlphaHRMS.

Click the Browse button and select the file you want to submit.

Browse...

SUBMIT

Terms and conditions for Manulife to accept the use of AlphaHRMS by your company as MPF contribution calculation and remittance method.

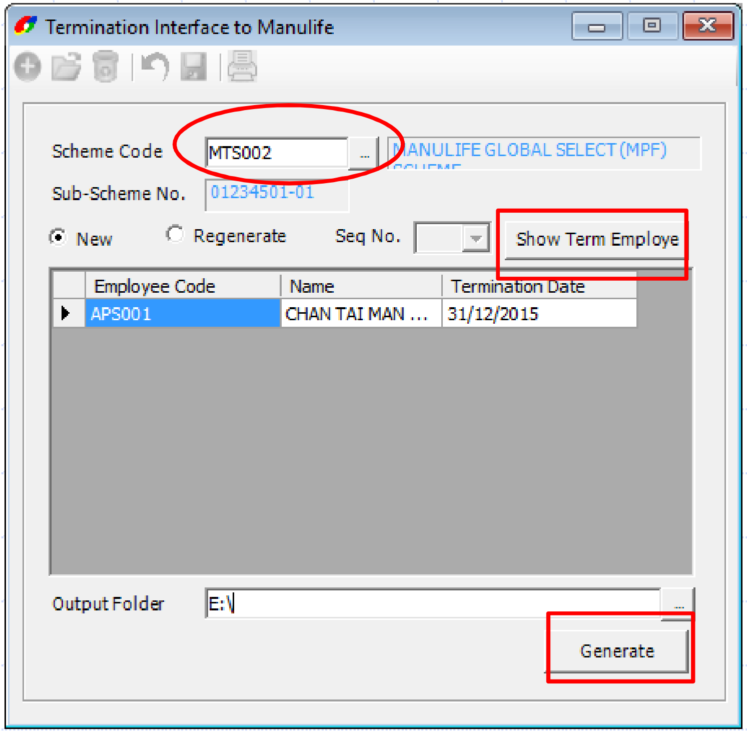
5) Login Manulife e-MPF website. Click **Upload Contribution File**

6) Find contribution interface by Browse...
*If "By Month" is used : one ALC submission
*If "By Period" is used : each ALC submission for each period

7) Click SUBMIT to submit

Contribution file in ALC extension

Termination Interface to Manulife


Termination Interface to Manulife

Scheme Code MTS002 MANULIFE GLOBAL SELECT (MPF)

Sub-Scheme No. 01234501-01

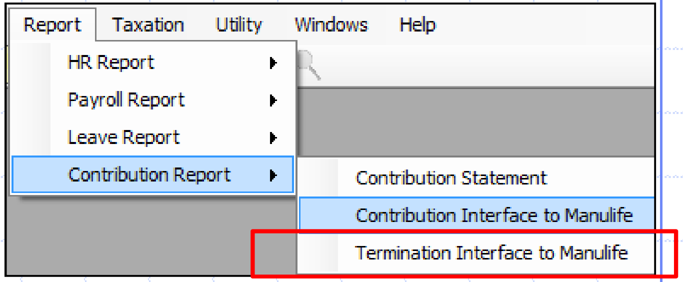
● New ○ Regenerate Seq No.

Show Term Employe

Employee Code	Name	Termination Date
APS001	CHAN TAI MAN ...	31/12/2015

Output Folder E:\

Generate


Report
Taxation
Utility
Windows
Help
HR Report
Payroll Report
Leave Report
Contribution Report
Contribution Statement
Contribution Interface to Manulife
Termination Interface to Manulife

1) Select Scheme Code, click Show Term Employe

2) Choose destination by ...

3) Click Generate to generate terminate interface

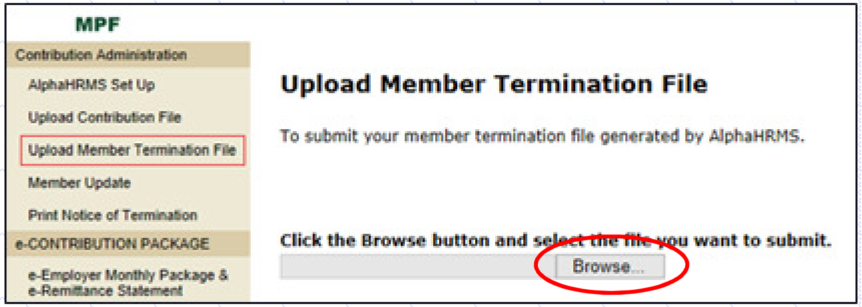
- upload termination interface -

4) Login Manulife e-MPF website. Click **Upload Member Termination File**

5) Find contribution file by Browse...

6) Click SUBMIT to submit

Contribution file in ALT extension


MPF
Contribution Administration
AlphaHRMS Set Up
Upload Contribution File
Upload Member Termination File
Member Update
Print Notice of Termination
e-CONTRIBUTION PACKAGE
e-Employer Monthly Package & e-Remittance Statement

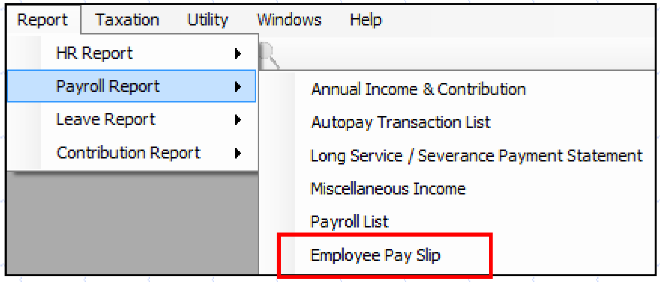
Upload Member Termination File

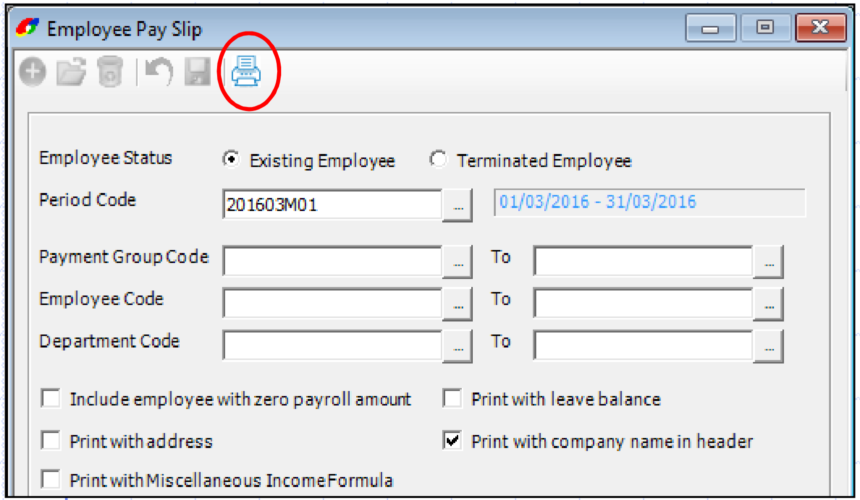
To submit your member termination file generated by AlphaHRMS.

Click the Browse button and select the file you want to submit.

Browse...

Employee Payslip


Report
Taxation
Utility
Windows
Help
HR Report
Payroll Report
Leave Report
Contribution Report
Annual Income & Contribution
Autopay Transaction List
Long Service / Severance Payment Statement
Miscellaneous Income
Payroll List
Employee Pay Slip


Employee Pay Slip

Employee Status ● Existing Employee ○ Terminated Employee

Period Code 201603M01 ... 01/03/2016 - 31/03/2016

Payment Group Code ... To ...

Employee Code ... To ...

Department Code ... To ...

☐ Include employee with zero payroll amount

☐ Print with leave balance

☐ Print with address

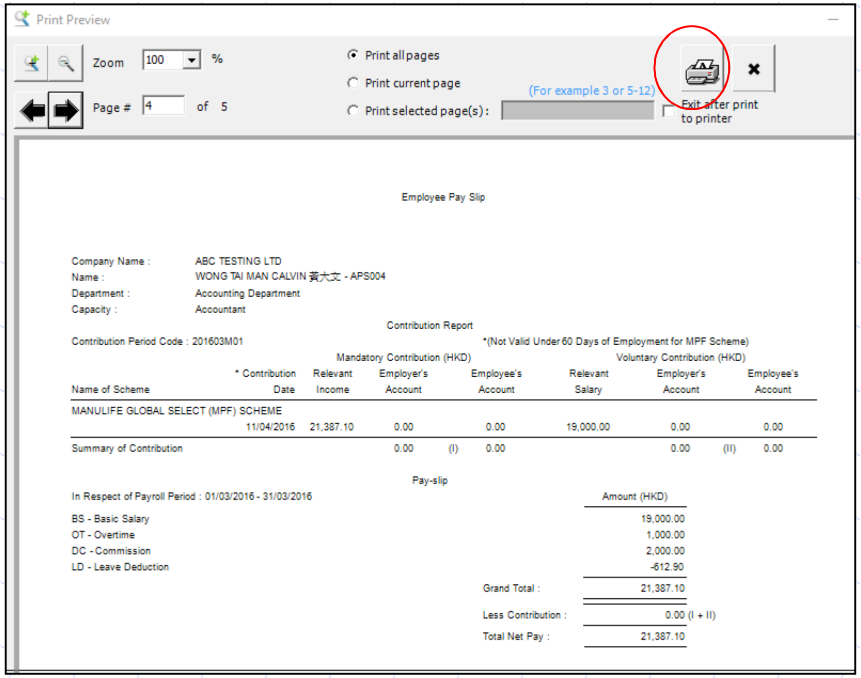
☑ Print with company name in header

☐ Print with Miscellaneous Income Formula

1) Select "Employee Status" and "Period Code"

2) Click "Print" button 🖨

3) Click 🖨 to print it in preview


Print Preview
Zoom
100
%
Page #
4
of 5
● Print all pages
○ Print current page
○ Print selected page(s) :
(For example 3 or 5-12)
☐ Exit after print to printer

Employee Pay Slip

Company Name : ABC TESTING LTD
Name : WONG TAI MAN CALVIN 黃大文 - APS004
Department : Accounting Department
Capacity : Accountant

Contribution Report

Contribution Period Code : 201603M01

*(Not Valid Under 60 Days of Employment for MPF Scheme)

		Mandatory Contribution (HKD)			Voluntary Contribution (HKD)		
Name of Scheme	* Contribution Date	Relevant Income	Employer's Account	Employee's Account	Relevant Salary	Employer's Account	Employee's Account
MANULIFE GLOBAL SELECT (MPF) SCHEME							
	11/04/2016	21,387.10	0.00	0.00	19,000.00	0.00	0.00
Summary of Contribution			0.00	(I) 0.00		0.00	(II) 0.00

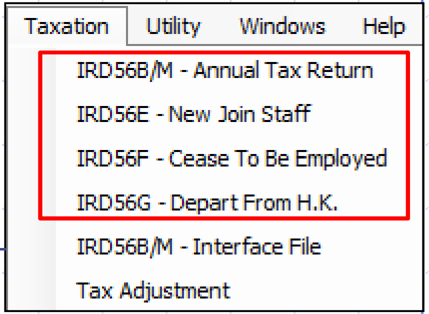
Pay-slip

In Respect of Payroll Period : 01/03/2016 - 31/03/2016

	Amount (HKD)
BS - Basic Salary	19,000.00
OT - Overtime	1,000.00
DC - Commission	2,000.00
LD - Leave Deduction	-612.90
Grand Total :	21,387.10
Less Contribution :	0.00 (I + II)
Total Net Pay :	21,387.10

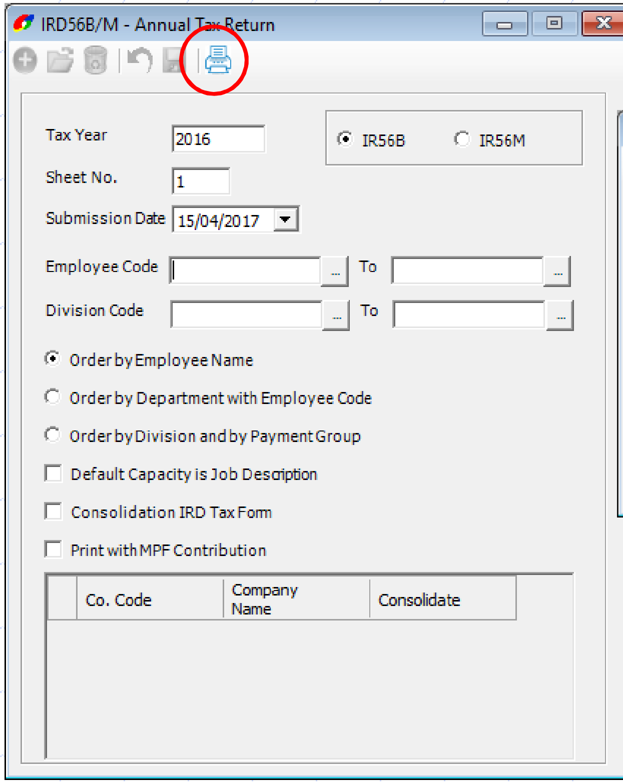
Taxation - Tax forms

1) Select Tax form from "Taxation" menu


Taxation
Utility
Windows
Help
IRD56B/M - Annual Tax Return
IRD56E - New Join Staff
IRD56F - Cease To Be Employed
IRD56G - Depart From H.K.
IRD56B/M - Interface File
Tax Adjustment

Tax forms(hard copy)

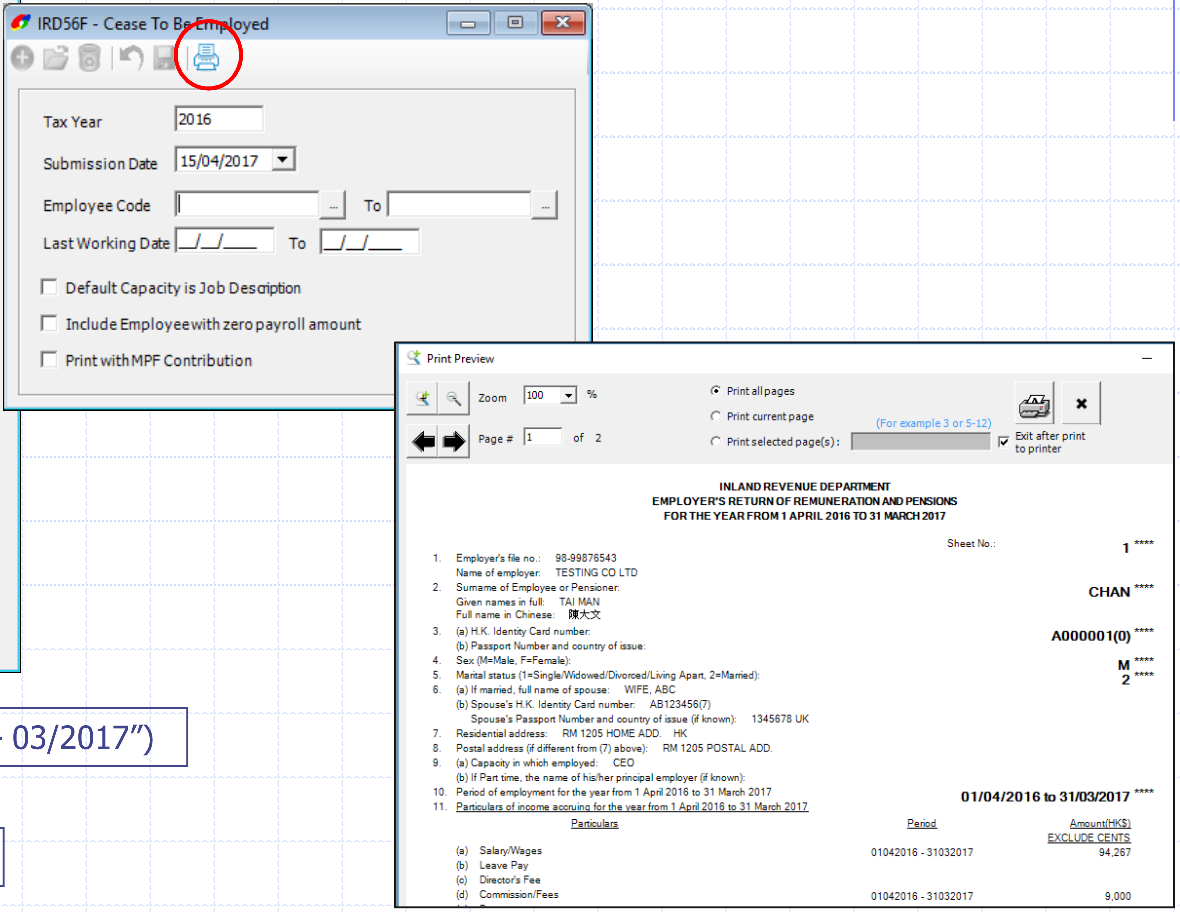
IR56B interface file



IRD56B/M - Annual Tax Return

Tax Year: 2016
● IR56B ○ IR56M
Sheet No.: 1
Submission Date: 15/04/2017
Employee Code: To
Division Code: To
● Order by Employee Name
○ Order by Department with Employee Code
○ Order by Division and by Payment Group
☐ Default Capacity is Job Description
☐ Consolidation IRD Tax Form
☐ Print with MPF Contribution

Co. Code	Company Name	Consolidate



IRD56F - Cease To Be Employed

Tax Year: 2016
Submission Date: 15/04/2017
Employee Code: To
Last Working Date: __/__/____ To __/__/____
☐ Default Capacity is Job Description
☐ Include Employee with zero payroll amount
☐ Print with MPF Contribution

Print Preview

● Print all pages
○ Print current page
○ Print selected page(s): (For example 3 or 5-12)
☑ Exit after print to printer

INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2016 TO 31 MARCH 2017

Sheet No.: **1** ****

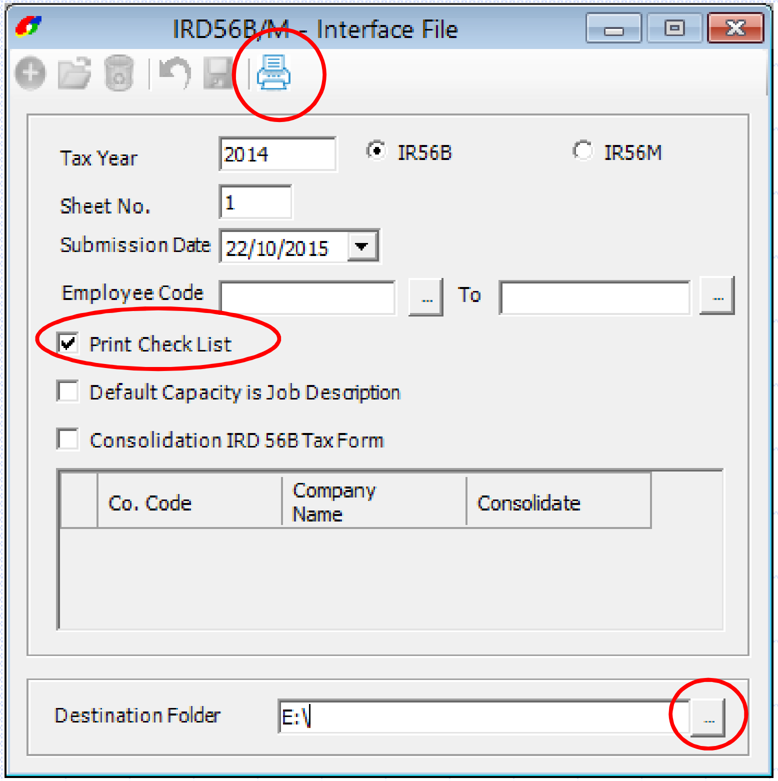
1. Employer's file no.: 98-99876543
   Name of employer: TESTING CO LTD
2. Surname of Employee or Pensioner: **CHAN** ****
   Given names in full: TAI MAN
   Full name in Chinese: 陳大文
3. (a) H.K. Identity Card number: **A000001(0)** ****
   (b) Passport Number and country of issue:
4. Sex (M=Male, F=Female): **M** ****
5. Marital status (1=Single/Widowed/Divorced/Living Apart, 2=Married): **2** ****
6. (a) If married, full name of spouse: WIFE, ABC
   (b) Spouse's H.K. Identity Card number: AB123456(7)
   Spouse's Passport Number and country of issue (if known): 1345678 UK
7. Residential address: RM 1205 HOME ADD. HK
8. Postal address (if different from (7) above): RM 1205 POSTAL ADD.
9. (a) Capacity in which employed: CEO
   (b) If Part time, the name of his/her principal employer (if known):
10. Period of employment for the year from 1 April 2016 to 31 March 2017 **01/04/2016 to 31/03/2017** ****
11. Particulars of income accruing for the year from 1 April 2016 to 31 March 2017

	Particulars	Period	Amount(HK$) EXCLUDE CENTS
(a)	Salary/Wages	01042016 - 31032017	94,267
(b)	Leave Pay		
(c)	Director's Fee		
(d)	Commission/Fees	01042016 - 31032017	9,000

2) Input "Tax Year" (2016 : "04/2016 – 03/2017")

3) Click 🖶 to show it on preview

Taxation – Interface File


IRD56B/M - Interface File

Tax Year 2014 ● IR56B ○ IR56M

Sheet No. 1

Submission Date 22/10/2015

Employee Code ... To ...

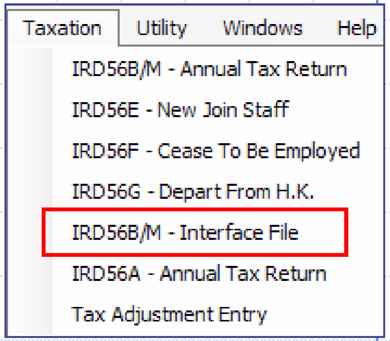
☑ Print Check List

☐ Default Capacity is Job Description

☐ Consolidation IRD 56B Tax Form

Co. Code	Company Name	Consolidate

Destination Folder E:\


Taxation
Utility
Windows
Help
IRD56B/M - Annual Tax Return
IRD56E - New Join Staff
IRD56F - Cease To Be Employed
IRD56G - Depart From H.K.
IRD56B/M - Interface File
IRD56A - Annual Tax Return
Tax Adjustment Entry

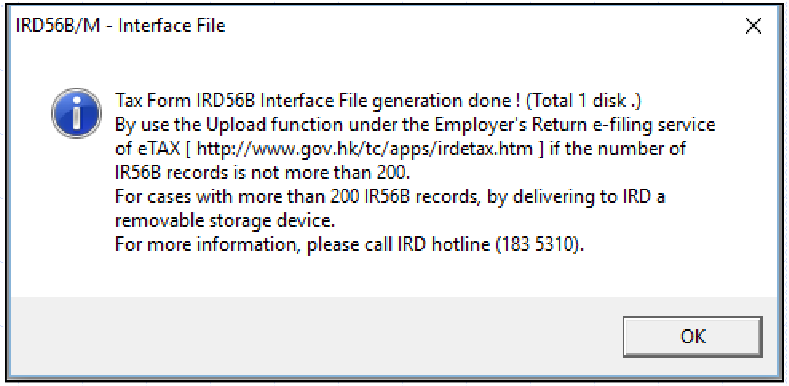
1) Input "Tax Year"

2) Check "Print Check List"(if applicable)

3) Choose destination by ...

4) Click 🖨 to generate Tax interface file

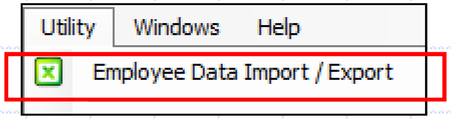
5) Below message show after interface file is done


IRD56B/M - Interface File
OK

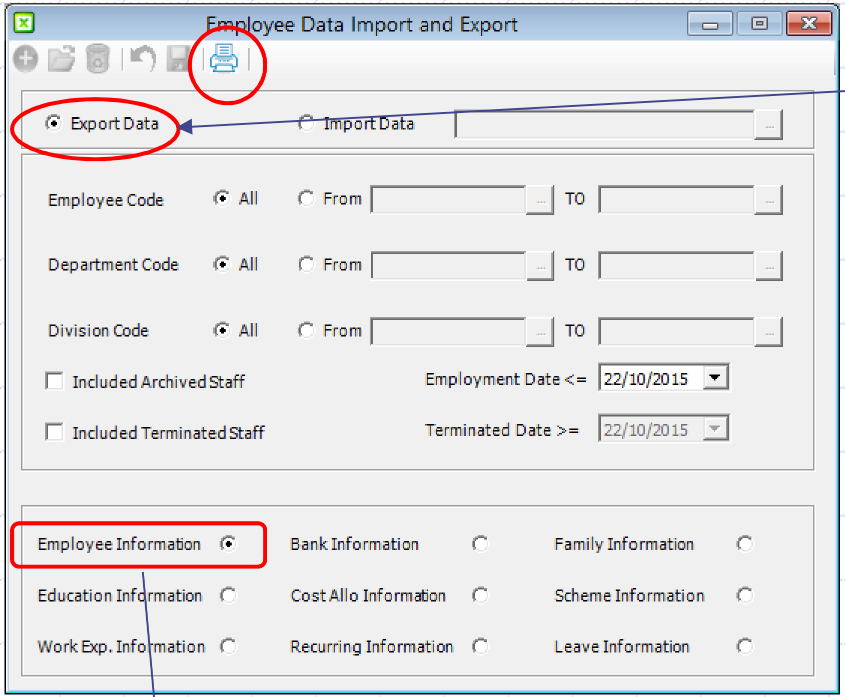
Tax Form IRD56B Interface File generation done ! (Total 1 disk .)
By use the Upload function under the Employer's Return e-filing service of eTAX [http://www.gov.hk/tc/apps/irdetax.htm] if the number of IR56B records is not more than 200.
For cases with more than 200 IR56B records, by delivering to IRD a removable storage device.
For more information, please call IRD hotline (183 5310).

** Interface file in XML format*

Employee Data Import/Export


Utility
Windows
Help
Employee Data Import / Export

Export data


Employee Data Import and Export

● Export Data ○ Import Data

Employee Code	● All	○ From		TO
Department Code	● All	○ From		TO
Division Code	● All	○ From		TO

☐ Included Archived Staff — Employment Date <= 22/10/2015

☐ Included Terminated Staff — Terminated Date >= 22/10/2015

Employee Information ●	Bank Information ○	Family Information ○
Education Information ○	Cost Allo Information ○	Scheme Information ○
Work Exp. Information ○	Recurring Information ○	Leave Information ○

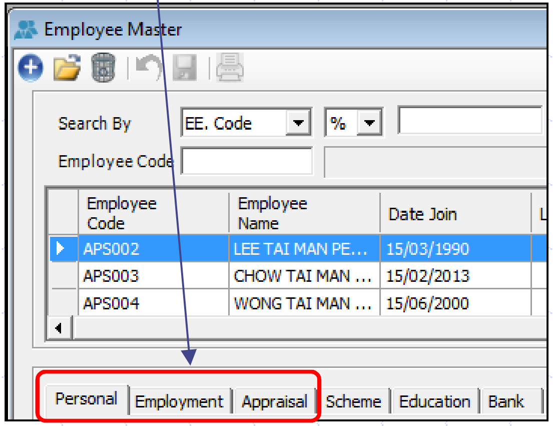
1) Choose "Export Data"

2) Choose employee options if applicable

3) Choose employee data type

4) Click

5) Click "Browse", choose destination folder & input filename. Click "Print" to export data

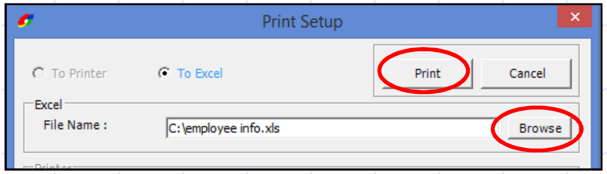

Employee Master

Search By: EE. Code, %

Employee Code

Employee Code	Employee Name	Date Join
APS002	LEE TAI MAN PE…	15/03/1990
APS003	CHOW TAI MAN …	15/02/2013
APS004	WONG TAI MAN …	15/06/2000

Personal
Employment
Appraisal
Scheme
Education
Bank


Print Setup
Print
Cancel
Browse

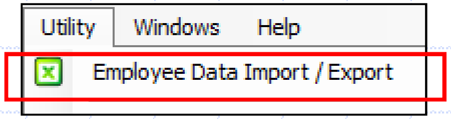
○ To Printer ● To Excel

Excel File Name : C:\employee info.xls

* Employee Information ● *includes*

"Personal" , "Employment" and "Appraisal"

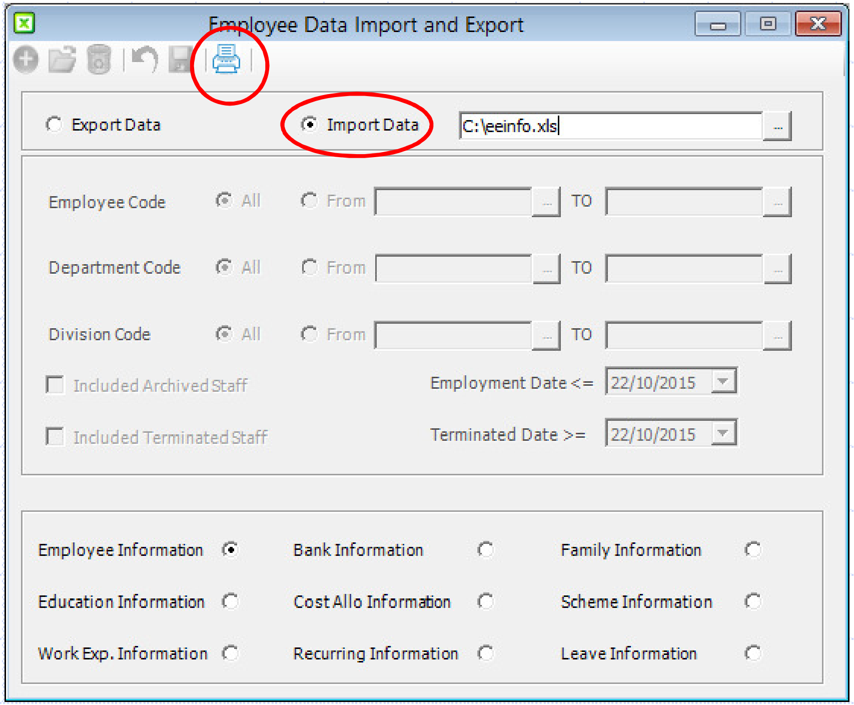
Employee Data Import/Export



Utility Windows Help

Employee Data Import / Export

Import data



Employee Data Import and Export

○ Export Data ● Import Data C:\eeinfo.xls

Employee Code ● All ○ From TO

Department Code ● All ○ From TO

Division Code ● All ○ From TO

☐ Included Archived Staff Employment Date <= 22/10/2015

☐ Included Terminated Staff Terminated Date >= 22/10/2015

Employee Information ●	Bank Information ○	Family Information ○
Education Information ○	Cost Allo Information ○	Scheme Information ○
Work Exp. Information ○	Recurring Information ○	Leave Information ○

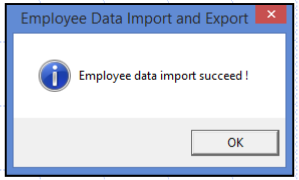
1) Choose "Import Data"

2) Select file location by …

3) Choose employee data type

4) Click 🖶 to import

5) Below message shows

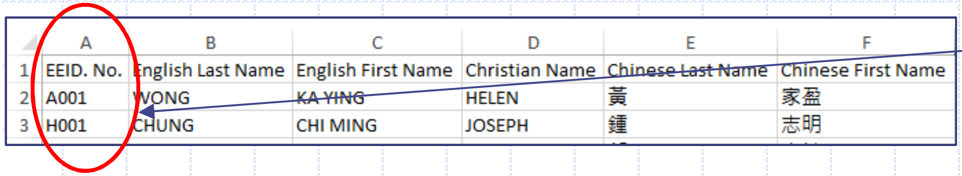


Employee Data Import and Export

Employee data import succeed !

OK

6) Updated employee data can be reviewed in "Employee Master"



	A	B	C	D	E	F
1	EEID. No.	English Last Name	English First Name	Christian Name	Chinese Last Name	Chinese First Name
2	A001	WONG	KA YING	HELEN	黃	家盈
3	H001	CHUNG	CHI MING	JOSEPH	鍾	志明

** Other than "Update", employee record can be created by import. If employee code does not exist, import is treated as creation*