

ecPayroll Main Screen

HR + Time Attendance + Payroll Management System

ecPayroll - Time Attendance & Payroll System -

File Receive Setup Help

Headquarters

Department Total record(s) : 21 Employee Employee Filter Column Setup Search ID Total record(s) : 30

| Employee ID | Surname | First Name | Chi. Name | Current Position | Duty Group | Grade | Staff Type | Join Date | Emplc |
|-------------|---------|------------|-----------|-------------------|------------|---------|------------|------------|-------|
| A0001 | Chan | Tai Man | 陳大文 | Manager | Group 1 | GRADE 3 | Local | 2002/01/05 | Perma |
| A0002 | Lee | Yee Man | 李二汶 | Assistant Manager | Group 2 | GRADE 2 | Local | 2002/01/05 | |
| A0004 | Staff | 4 | 員工4 | Clerk | Group 4 | GRADE 4 | PRC | 2002/01/05 | |
| A0005 | Staff | 5 | 員工5 | Clerk | Group 5 | GRADE 5 | Local | 2002/01/05 | |
| A0006 | Staff | 6 | 員工6 | Manager | Group 6 | GRADE 1 | Local | 2002/01/05 | |
| A0007 | Staff | 7 | 員工7 | Assistant Manager | Group 1 | GRADE 2 | Overseas | 2002/01/05 | |
| A0008 | Staff | 8 | 員工8 | Clerk | Group 1 | GRADE 3 | Local | 2002/01/05 | |
| A0009 | Staff | 9 | 員工9 | Clerk | Group 1 | GRADE 4 | Local | 2002/01/05 | |
| A0010 | Staff | 10 | 員工10 | Clerk | Group 1 | GRADE 5 | PRC | 2002/01/05 | |
| A0011 | Staff | 11 | 員工11 | Director | Group 1 | GRADE 1 | PRC | 2002/01/05 | |
| A0012 | Staff | 12 | 員工12 | Manager | Group 1 | GRADE 2 | Local | 2002/01/05 | |
| A0013 | Staff | 13 | 員工13 | Assistant Manager | Group 1 | GRADE 3 | Local | 2002/01/05 | |
| A0014 | Staff | 14 | 員工14 | Clerk | Group 1 | GRADE 4 | Overseas | 2002/01/05 | |
| A0015 | Staff | 15 | 員工15 | Clerk | Group 1 | GRADE 5 | Local | 2002/01/05 | |
| A0016 | Staff | 16 | 員工16 | Manager | Group 1 | GRADE 1 | Local | 2002/01/05 | |
| A0017 | Staff | 17 | 員工17 | Assistant Manager | Group 1 | GRADE 2 | PRC | 2002/01/05 | |
| A0018 | Staff | 18 | 員工18 | Clerk | Group 1 | GRADE 3 | PRC | 2002/01/05 | |
| A0019 | Staff | 19 | 員工19 | Clerk | Group 1 | GRADE 4 | Local | 2002/01/05 | |
| A0020 | Staff | 20 | 員工20 | Clerk | Group 1 | GRADE 5 | Local | 2002/01/05 | |
| A0021 | Staff | 21 | 員工21 | Clerk | Group 1 | GRADE 1 | Overseas | 2002/01/05 | |
| A0022 | Staff | 22 | 員工22 | Manager | Group 1 | GRADE 2 | Local | 2002/01/05 | |
| A0023 | Staff | 23 | 員工23 | Assistant Manager | Group 1 | GRADE 3 | Local | 2002/01/05 | |
| A0024 | Staff | 24 | 員工24 | Programmer | Group 1 | GRADE 4 | PRC | 2002/01/05 | |
| A0025 | Staff | 25 | 員工25 | Manager | Group 1 | GRADE 5 | PRC | 2002/01/05 | |
| A0026 | Staff | 26 | 員工26 | Assistant Manager | Group 1 | GRADE 1 | Local | 2002/01/05 | |
| A0027 | Staff | 27 | 員工27 | Clerk | Group 1 | GRADE 2 | Local | 2002/01/05 | |
| A0028 | Staff | 28 | 員工28 | Clerk | Group 1 | GRADE 3 | Overseas | 2002/01/05 | |
| A0029 | Staff | 29 | 員工29 | Clerk | Group 1 | GRADE 4 | Local | 2002/01/05 | |
| A0030 | Staff | 30 | 員工30 | Clerk | Group 1 | GRADE 5 | Local | 2002/01/05 | |
| A0003 | Staff | 3 | 員工3 | Clerk | Group 3 | GRADE 3 | PRC | 2005/09/08 | Perma |

demo

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File Receive Setup Help

Accounts

Headquarters

Department To A0001 Chan Tai Man

New Update Cancel Delete Search ID First Previous Next Last Close

ID A0001 Name Chan Tai Man 陳大文 Title Manager Grade GRADE 3 Staff Type Local

ACTIVE

Basic Info

Staff code: A0001 Edit

Surname: Chan

First Name: Tai Man

Chi. Name: 陳大文

Nickname: Ben

Sex: ☒ Male ☐ Female

Date of birth: 1970/03/23 (YYYY/MM/DD) Age: 37

Nationality: BRITISH

HKID: A123456 (3)

Passport: No. Issued by: Expiry Date: / / (YYYY/MM/DD)

Change photo Cancel photo (Photo Ratio - 3 : 4)

Load finish Last Updated by: [demo] 2007/11/26 下午 05:43:26 demo

ecPayroll Main Screen

HR + Time Attendance + Payroll Management System

Calendar

Duty Rule | Duty Group | Attendance | Punch Rec. | EE Filter | Group Filter | Prev. Week | Next Week | Display | Stop | Duty Setup | Close

Date Range: 2008/01/06 - 2008/01/12 | Column Width: 1500 | Quick Set: 8 hrs

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|------|-----|-----|-----|-----|------|------|------|
| Type | 6/1 | 7/1 | 8/1 | 9/1 | 10/1 | 11/1 | 12/1 |

Duty Timetable Setup

Description: []

Time range: 04:00 - 03:59

| Type | Whole day | Time From | Time To |
|-----------|-----------|-----------|---------|
| Over Time | No | 00:00 | 03:59 |
| Over Time | No | 19:00 | 23:59 |
| Work Duty | No | 09:00 | 18:00 |

Time range: ☐ Whole day | 09:00 - 18:00

Work Duty: ☒ Require punch IN, ☒ Require punch OUT, ☒ Auto calculate valid punch range, ☐ Manual enter valid punch range

Before IN: [] minute(s), After IN: [] minute(s), Before OUT: [] minute(s), After OUT: [] minute(s)

☒ Enable late | Allowance: 5 minute(s) | ☒ Enable early leave | Allowance: 0 minute(s) | ☐ Enable round-off | Round off to: 30 minute(s), Round up after: 15 minute(s)

Punch Order

Legend
+ = More records

Calendar

Duty Rule | Duty Group | Attendance | Punch Rec. | EE Filter | Group Filter | Prev. Week | Next Week | Display | Stop | Duty Setup | Close

Date Range: 2006/07/01 - 2006/07/15 | Column Width: 1000 | Quick Set: 8 hrs

| No. | Name | Type | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE |
|-------|--------------|------------|----------------|---------|----------------|----------------------------------|----------------------------------|----------------------------------|----------------|---------|----------------|----------------------------------|----------------------------------|
| A0001 | Chan Tai Man | Duty Rule | Sat | OFF | AL(A) | A | A | A | AL(A) | Sat | OFF | SL(A) | A |
| | | Duty Group | Group 1 | Group 1 | Group 1 | Group 1 | Group 1 | Group 1 | Group 1 | Group 1 | Group 1 | Group 1 | Group 1 |
| | | Attendance | | | | Late | Early | No In | | No Out | | | Abs |
| | | Punch Rec. | 08:55 13:05 | | | 09:15 13:05 13:55 18:45 | 08:55 13:05 13:55 15:45 | | | 08:55 | | | |
| A0002 | Lee Yee Man | Duty Rule | Sat | OFF | TP(B) | B | TP(B) | B | B | SL(Sat) | OFF | B | B |
| | | Duty Group | Group 2 | Group 2 | Group 2 | Group 2 | Group 2 | Group 2 | Group 2 | Group 2 | Group 2 | Group 2 | Group 2 |
| | | Attendance | | | | Late | | | | | Holiday Du | | |
| | | Punch Rec. | 08:55 13:05 | | | 08:55 13:05 14:07 18:45 | 08:55 13:05 13:55 18:45 | 08:55 13:05 13:55 18:45 | 08:55 | | 08:55 18:45 | 08:55 13:05 13:55 18:45 | 08:55 13:05 13:55 18:45 |
| A0003 | Staff 3 | Duty Rule | OFF | OFF | A | AL(A) | AL(A) | A | A | OFF | OFF | A | A |
| | | Duty Group | Group 3 | Group 3 | Group 3 | Group 3 | Group 3 | Group 3 | Group 3 | Group 3 | Group 3 | Group 3 | Group 3 |
| | | Attendance | | | | | | | | | | | |
| | | Punch Rec. | | | 08:47 18:30 | | | 08:44 18:53 | 08:55 18:05 | | | 08:56 18:54 | 08:49 18:49 |
| A0004 | Staff 4 | Duty Rule | OFF | OFF | 8 hrs | 8 hrs | 8 hrs | SL(8 hrs) | 8 hrs | OFF | OFF | 8 hrs | 8 hrs |
| | | Duty Group | Group 4 | Group 4 | Group 4 | Group 4 | Group 4 | Group 4 | Group 4 | Group 4 | Group 4 | Group 4 | Group 4 |
| | | Attendance | | | Abs | Abs | Abs | | Abs | | | Abs | Abs |
| | | Punch Rec. | | | | | | | | | | | |

Legend
+ = More records

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Payroll Maintenance

Salary Record | Salary Profile

| ID | Status | Description | Process MPF | Last Update | Last Updated by | Last Updated |
|----|--------|------------------|-------------|---------------------|-----------------|--------------|
| | | Salary Profile 1 | * | 2007/06/08 11:45:30 | forward | |
| | | Salary Profile 2 | | | | |
| | | Salary Profile 3 | | | | |
| | | Salary Profile 4 | | | | |

Records : 4

Salary Profile : (5) Salary Profile 1

Profile ID 5 Description Salary Profile 1 Last Update 2007/06/08

Payroll Items MPF

| Item | Name | Formula | Value | Calculation period | MPF Income | Taxable Item |
|------|------------------|--|-------|--------------------|------------|--------------|
| 1 | Basic Salary | Basic Salary | 0.00 | | Yes | Yes () |
| 2 | Meal Allowance | # of actual working day x 30 | 0.00 | | Yes | Yes () |
| 3 | Normal OT | # of O.T. Point x 40 | 0.00 | | Yes | Yes () |
| 4 | Overnight OT | # of O.T. Point x 60 | 0.00 | | Yes | Yes () |
| 5 | Early Leave | -(Basic Salary / 30 x 8 x 60 x Total early leave (m... | 0.00 | | Yes | Yes () |
| 6 | Late Deduction | -(Basic Salary / 30 x 8 x 60 x Total late (minute)) | 0.00 | | Yes | Yes () |
| 7 | Sick Leave | -(Basic Salary / # of days within period x # of Le... | 0.00 | | Yes | Yes () |
| 8 | MPF Contribution | -(MPF Contribution) | 0.00 | | | |
| 9 | * Grand Total | Basic Salary + Normal OT + Overnight OT + Mea... | 0.00 | | | |

Last Update : 2007/6/8 上午 11:45:30

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