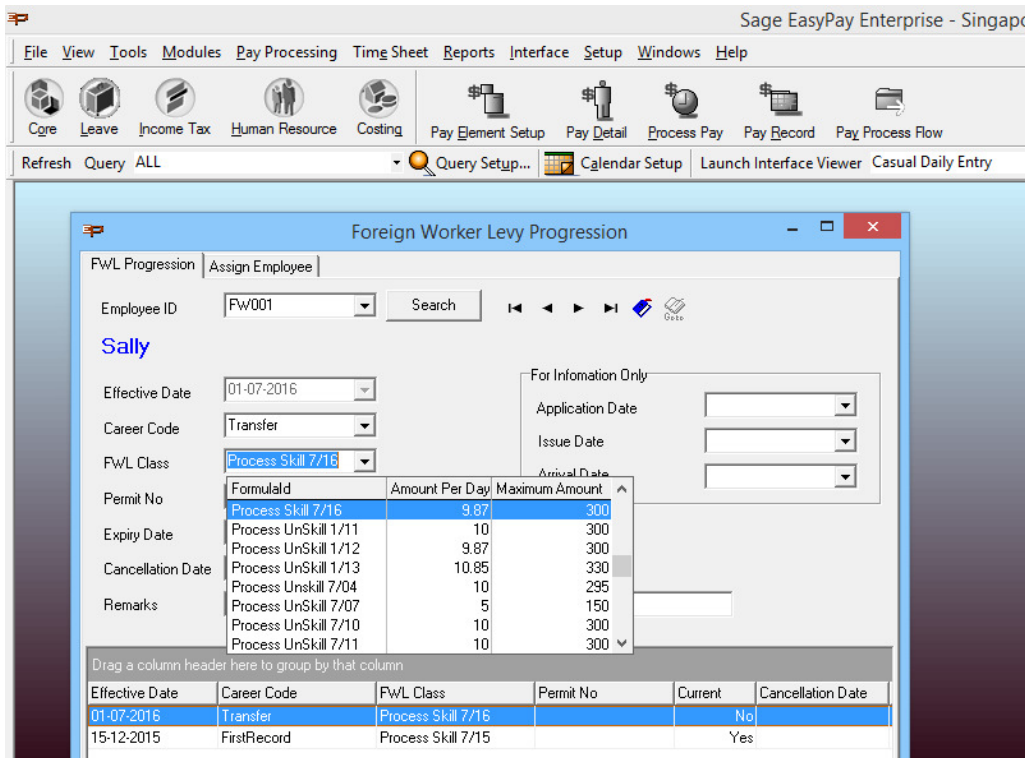
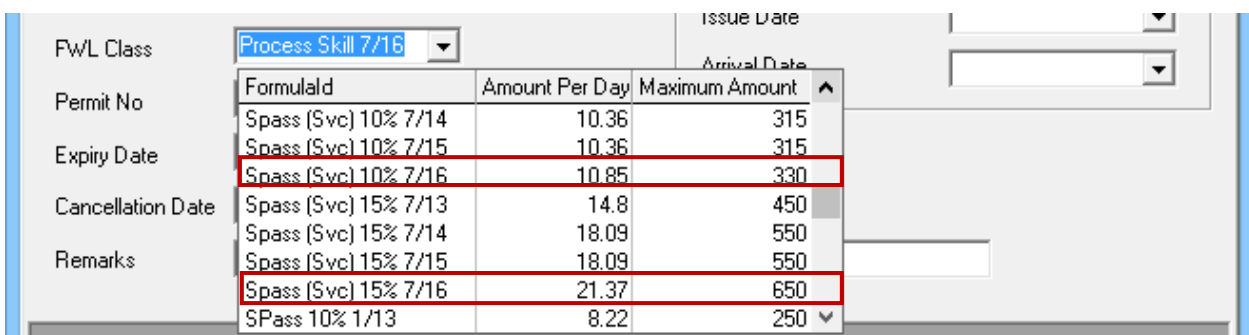


HOW TO ASSIGN FWL AMOUNT TO SPECIFIC STAFF

1. Go to Payroll > Modules> FWL progression
2. Search the employee
3. Click New, if this FWL amount has new effective date to take effect. Or else update directly if you are updating an incorrect record / amount



4. Select the FWL Class with the correct amount> Save (Make sure to select the FWL Class which ends with 7/16 for July 2016 new rates)



5. Go to Pay Record> Reprocess that specific record to reflect the correct amount if you have already initialized the payroll

How to update FWL amount to past payroll records to tally with my accounts records?

1. Go to Process Pay> Select the past period> enter
2. Update directly in the FWL field maroon color font> save

Modify Pay Period

Employee ID: Search ◀ ▶ ⏪ ⏩ 📄 📄

Sally
 Year: **2016** Period: **6** PayGroup: **1 Payment Group**
This record is the same for all Sub Periods in that Period.

Period Summary | Leave Information

Pay Period Summary		Contribution/Tax	
Local Currency:		Local Currency:	
<input type="checkbox"/> Total Wage		<input type="checkbox"/> SDF	
Basic Rate	3,257.00	SDF Wage	4,257.00
MVC	0.00	SDF Contribution	10.64
NWC	0.00	FWL	0.00
<input type="checkbox"/> Others		<input type="checkbox"/> Fund	
OT Amount	0.00	CDAC	1.50
OT Back Pay	0.00	SINDA	0.00
Shift Amount	0.00	EUCF	0.00
Leave Deduction Amount	0.00	Community Chest	0.00
Back Pay	0.00	MNSD	0.00

Balance		Employee Information			
Local Currency:		Department	None	Salary Grade	
Total Gross Wage	4,255.50	Section	None	Classification	Contract Staff
Gross Wage	4,257.00	Branch	None	Leave Group	
Net Wage	4,043.50	Category	None	Key Cost Centre	
		Position	Clerk	Key Shift Team	

Pay Information	
Pay Group	1 Payment Group
Working Calendar	5Days Week Cal

3. Reprocess and recalculate are not required for this step. System will auto captured the figure that amended in the reports.