**INTEGRATING PAT WITH PAYROLL SOFTWARE**

**FAQs**

**General:**

1. **What is Payroll software integration with PAT system about?**

   Companies will be able to submit CPF monthly contributions directly to PAT system via payroll software, without the need to access two different platforms (IRAS and CPF).

2. **What are the benefits of integrating PAT with payroll software?**

   - Convenient and hassle-free submission of CPF statements via the payroll system
   - Less time and effort to complete submissions to CPF
   - One-time investment that will benefit your company and your subsidiaries if you are sharing the same payroll system
   - Easy to use technical implementation guide
   - Reliable technical support

3. **Will we be able to submit both CPF Payment Advice(s) and IRAS submissions once PAT is integrated with my payroll software?**

   You will be able to submit CPF Payment Advice(s) once the integration is completed. CrimsonLogic will make the IRAS submission available at a later date.

4. **Will PAT system send the CPF Payment Advice directly to CPF board upon successful file validation?**

   Two modes of submission will be available once you upload the CPF Payment Advice(s) via your payroll system for submission to CPF. You can either submit directly to CPF or choose to save it as draft. If you choose to submit directly to CPF via your payroll system, the file will be validated before it sent off to CPF Board. If there are errors, an e-mail notification will be sent to the user. User will then have to log in to PAT to rectify the errors based on the error listing report.

5. **Can PAT integrate with web based payroll software?**

   PAT can be integrated with web-based payroll software or as standalone application.

6. **My client has "n" number of subsidiaries. What if only a selection of the subsidiaries wants to submit to PAT via the payroll system?**

   PAT access is managed based on account ID. If the selection of subsidiaries are registered under different individual accounts, the users will have the choice to decide which of these accounts they would like to be given access to submit to PAT via the payroll system.

   However, if the selection of subsidiaries are registered under a single account ID, they will not be able to customize the setting for each individual subsidiaries.

7. **My client's organization is split into "Corporate" and "Non-Corporate" levels. Will CrimsonLogic or the payroll vendor be required to do any set up for this?**

   Employee segmentation at company level can be administered through PAT using the employee group feature. Essentially, specific users of PAT can be given access rights to submit Payment Advice for a group of selected employees assigned to a particular group ID.

   The group ID is an administrative process for the company to preserve confidentiality of salary data. CrimsonLogic and CPF will only recognize submission by way of CSN with an accompanying batch submission reference No. attached.

**Technical – Requirements:**

8. **Is there a need for the payroll software to generate the CPF Payment Advice in any specific file naming convention?**

    Yes. They are required to follow these specifications as shown here. We will guide you further on this matter.

    CPF-<user ID>-<Group ID>-<CSN>-<YYYYMM>-<Submit?>-PTR1

    Examples which can be found in both Txt format or Zip Format
    *   CPF-aef1001-G1-T07CM1732GPTE01-201211-Y-PTR1.txt
    *   CPF-aef1001-G1-T07CM1732GPTE01-201211-Y-PTR1.zip

9. **What is the scope-of-work involved in this integration?**
    Please refer to appendix A.

10. **Will the payroll software vendor be given technical guidance on the technology and software to leverage on to access PAT via CL's sFTP server?**

    Payroll vendors will have to identify the appropriate technology and software to implement based on their system set up.

11. **Why is there a need for the payroll software to call PAT web service?**

    This is to ensure that the right information like Group ID, CSN and CPF submission No. is retrieved for validation prior to submission.

12. **What is the purpose of retrieving the CPF group ID?**

    It is a CPF requirement to have the group ID listing when submitting Payment Advice. Besides that, this retrieval also provides more functionality and flexibility for the payroll system to utilize.

    Example:
    1) To control access right of individual group ID assigned to individual user/administrator.

**Technical – Transmission and sFTP server**

### 13. What is the mode of CPF submission after the integration of the payroll software with PAT?

CPF submission files will be transferred from the payroll system to PAT system via sFTP protocol.

### 14. How does PAT system and the payroll software authenticate via sFTP protocol?

It will be authenticated by pairing SSH-2 RSA 1024 bits public and private keys.

### 15. How does the sFTP account work for each payroll vendor's (CPF Payment Advice) file uploading?

A unique sFTP account and public key will be created and disseminated to each payroll vendor, to ensure secure transmission.

### 16. My clients are hosting my payroll software in their own data centers [on premise]. Where will the sFTP server be deployed in this case?

Your customers can choose to communicate directly to CrimsonLogic's server with their own sFTP folder provided by CrimsonLogic.

However, the recommended deployment setup will be for the payroll vendor to host the sFTP server, and for the onpremise payroll software servers to connect to the sFTP server for connection to CrimsonLogic.

### 17. Can CrimsonLogic host the sFTP server on behalf of the payroll vendors?

Yes, we are able to host the sFTP server on behalf of the user/payroll vendor. It will incur additional effort which will attract a separate cost on top of the one-time development.

### 18. What are the pickup timings from the sFTP account?

Uploaded CPF files will be picked up from the sFTP server every half hourly starting from 0020hrs.

**Appendix A**

| S/N | CrimsonLogic's Scope of Work |
|---|---|
| 1 | Development of new Web services and cron job for CPF sFTP file processing |
| 2 | Private and Public key generation and installation in Trial / Prod |
| 3 | Testing of new program and new cron job in Trial / Prod |
| 4 | sFTP connection testing with vendor in Trial / Prod |
| 5 | sFTP connection, Web Service & UAT testing with vendor for Trial / Prod |
| 6 | Documentation (Technical Specifications preparations, FAQ) |
| 7 | To configure necessary security registry |
| 8 | Authentication and integration testing |
| 9 | Share new key pair to payroll vendor and UAT Testing with payroll vendor |
|  | **Efforts for each payroll vendor interfacing via this new interface (applies for both Trial and Production Setup)** |
| 10 | Custom setup and folders creation for new payroll vendor |
| 11 | Custom sFTP account set up in Production |
| 12 | Custom Generation and Share the private security key to payroll vendor to connect to Production sFTP |
| 13 | Custom Configuration of sFTP account |
| 14 | Custom setup and folders creation for the migration |
| 15 | Checking sFTP connection, Web Service and UAT testing with payroll vendor |