

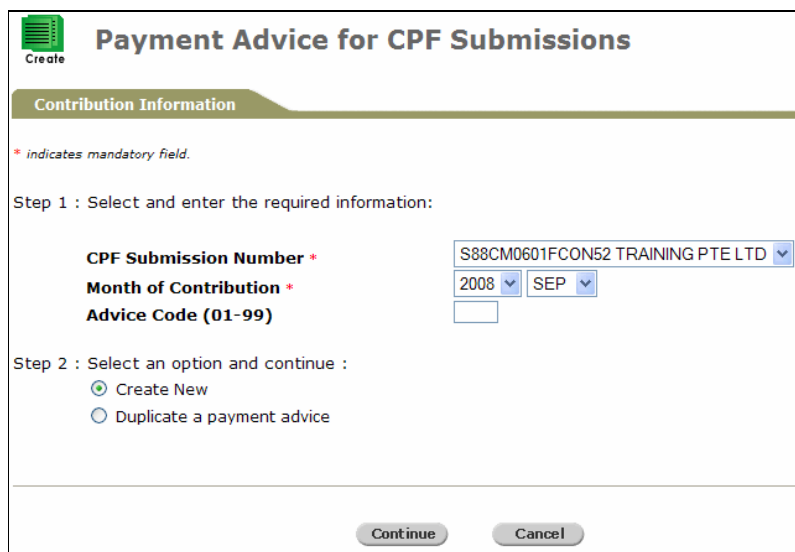
# Create back-dated or short pay payment advice

For Employers without payroll system, you will need to create Employee database before proceed to this step. To create Employee Database, please refer to **Chapter 6 of PDF version of User Guide**.

## Create payment advice

*To create back-dated or short pay payment advice:*

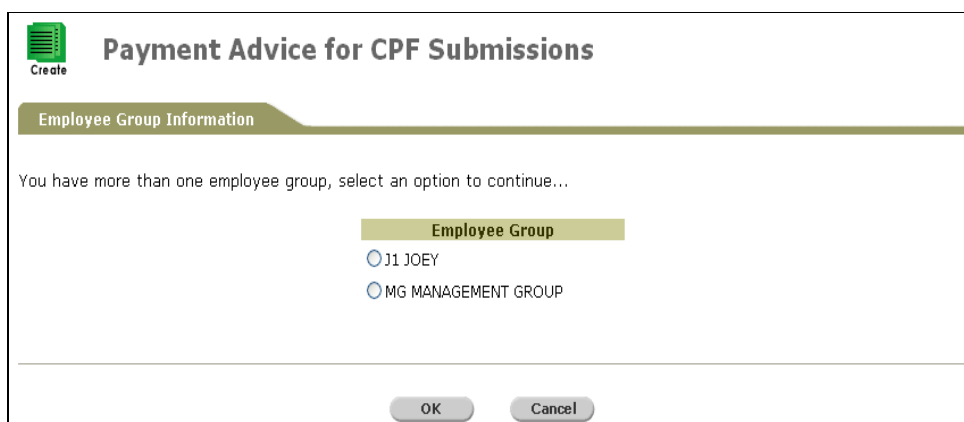
1. Click on **Payment Advice >> Create**. The Contribution Information page is displayed.



The screenshot shows a web form titled "Payment Advice for CPF Submissions" with a "Create" button. The form is divided into a "Contribution Information" section. A note states "\* indicates mandatory field." Below this, "Step 1 : Select and enter the required information:" is followed by three fields: "CPF Submission Number \*" with a dropdown menu showing "S88CM0601FCON52 TRAINING PTE LTD", "Month of Contribution \*" with dropdowns for "2008" and "SEP", and "Advice Code (01-99)" with an empty text box. "Step 2 : Select an option and continue :" is followed by two radio buttons: "Create New" (selected) and "Duplicate a payment advice". At the bottom are "Continue" and "Cancel" buttons.


**Contribution information page**

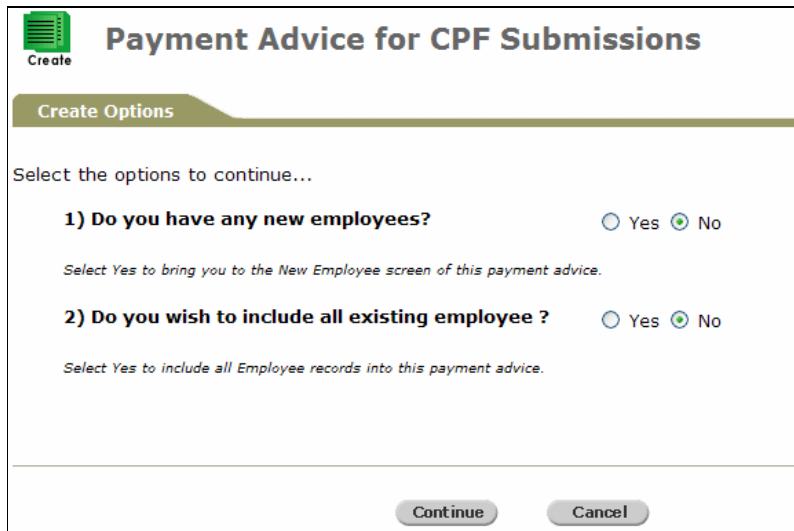
2. Choose the CPF Submission Number and Month of Contribution
3. Select **Create New**, then click the **Continue** button.



The screenshot shows a web form titled "Payment Advice for CPF Submissions" with a "Create" button. The form is divided into an "Employee Group Information" section. The text reads "You have more than one employee group, select an option to continue...". Below this is a section titled "Employee Group" with two radio buttons: "J1 JOEY" and "MG MANAGEMENT GROUP". At the bottom are "OK" and "Cancel" buttons.

**Employee group information page**

4. Select the Employee Group. If the CPF Submission Number selected has more than 1 Employee group, then select the Employee Group accordingly.
5. Click the  button. The Create Options page is displayed.



**Create Options**

Select the options to continue...

**1) Do you have any new employees?**  Yes  No

*Select Yes to bring you to the New Employee screen of this payment advice.*

**2) Do you wish to include all existing employee ?**  Yes  No

*Select Yes to include all Employee records into this payment advice.*

**Create options page**

6. Select No on Question 1 and Question 2.

No on Question 1 and Question 2

**Payment Advice for CPF Submissions**

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**Contribution Information**

**CPF Submission Number** : S88CM0601FCO52 TRAINING PTE LTD

**Month of Contribution** : Sep-2008

**Group** : JOEY

**Advice Code :**

	Amount	Number of Employee(s)
Existing Employee Records	--	0 <input type="button" value="Add/Modify"/>
New Employee Records	--	0 <input type="button" value="Add/Modify"/>
<b>Total Number of Employees</b>	--	0

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**Part I - Summary Information**

	Amount	Number of Employee(s)
<b>CPF Contribution</b> : \$ 0.00		
Interest on Late Payment for CPF Contribution	0.00 <input style="width: 80px;" type="text"/>	
Foreign Worker Levy(FWL)	0.00 <input style="width: 80px;" type="text"/>	
Interest on Late Payment of FWL	0.00 <input style="width: 80px;" type="text"/>	
Skills Development Levy(SDL)	0.00 <input style="width: 80px;" type="text"/>	
Donation to Community Chest	0.00 <input style="width: 80px;" type="text"/>	0 <input style="width: 40px;" type="text"/>
Mosque Building & Mendaki Fund(MBFB)	0.00 <input style="width: 80px;" type="text"/>	0 <input style="width: 40px;" type="text"/>
SINDA Fund	0.00 <input style="width: 80px;" type="text"/>	0 <input style="width: 40px;" type="text"/>
CDAC Fund	0.00 <input style="width: 80px;" type="text"/>	0 <input style="width: 40px;" type="text"/>
Eurasian Community Fund(ECF)	0.00 <input style="width: 80px;" type="text"/>	0 <input style="width: 40px;" type="text"/>
<b>Total Amount Paid</b> : \$ 0.00		<input type="button" value="Refresh"/>

Payment advice for CPF submissions

1. Click the  button for Existing Employee Records to add or modify a existing employee record. The Payment Advice of Existing Employees page is displayed.

**Payment Advice of Existing Employees**

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**Part II - Contribution Details**

**CPF Submission Number** : S88CM0601FCO52 TRAINING PTE LTD

**Month of Contribution** : Sep-2008

**Advice Code :**

Search for a record here.

- Click on Name to update details of the employee record.
- Maximum no. of employee records in this Existing Section is 10,000.
- Select the records to be deleted and click on the Delete button.

	No	CPF Account Number	Name	CPF Contribution	Ordinary Wages	Additional Wages	MBMF	Sinda	CDAC	ECF
<input type="button" value="Delete"/>										

Payment advice of existing employees page

2. Click the  button. The Payment Advice of Existing Employees search page is displayed.

# Payment Advice of Existing Employees

## Search

Search for a record here.

No records found. Enter search text and click on Search button.

CPF Account Number

Search

## Employee Contribution's Detail

Employee Record -- Please verify/amend the following record:

Name of Employee :

CPF Account Number :

Birth Date --

Ordinary Wages

Additional Wages

CPF Contribution

Re-compute

MBMF

SINDA Fund

CDAC Fund

Last Employment Date  -  -  

ECF

### Payment advice of existing employees - search page

- 3. Do a partial search by specifying either the CPF Account Number or Name, then click the **Search** button. The search result is displayed.

### Payment Advice of Existing Employees

Search

**Search for a record here.**

Name

**Please CHOOSE A RECORD from the results :**

EMPLOYEE NAME1 >>> S1234567D

Employee Contribution's Detail

Employee Record -- Please verify/amend the following record:

**Name of Employee :**

**CPF Account Number :**  **Birth Date** --

**Ordinary Wages**  **MBMF**

**Additional Wages**  **SINDA Fund**

**CPF Contribution**  **CDAC Fund**

**Last Employment Date**  -  -   **ECF**

Payment advice of existing employees - search page

4. Select one of the employees and then click  . The details are displayed.

Employee Contribution's Detail

Employee Record -- Please verify/amend the following record:

**Name of Employee :** EMPLOYEE NAME1

**CPF Account Number :** S1234567D **Birth Date** 07-Oct-1977

**Ordinary Wages**  **MBMF**

**Additional Wages**  **SINDA Fund**

**CPF Contribution**  **CDAC Fund**

**Last Employment Date**  -  -   **ECF**

Employee contribution's detail page

5. Edit the necessary fields. For the back-dated or short pay payment advice, Ordinary Wages is optional and key in the back-dated or short pay amount in CPF Contribution.

**Please note the following:**



Click the **Re-compute** button to compute the CPF Contribution.

**Last Employment Date** field is only required if the employee has resigned from the company.

6. Click the **Add New** button to save the information. Repeat above steps to add another new employee. Otherwise, click the **Close** button to return to Payment Advice Existing Employees page with a summary of all the existing employee details that have been added.

Payment Advice of Existing Employees

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Part II - Contribution Details

**CPF Submission Number** : S88CM0601FCO52 TRAINING PTE LTD

**Month of Contribution** : Sep-2008

**Advice Code :**

Search for a record here.

- Click on Name to update details of the employee record.
- Maximum no. of employee records in this New Section is 5,000.
- Select the records to be deleted and click on the Delete button.

Records 1 - 1 of 1

Delete	No	CPF Account Number	Name	CPF Contribution	Ordinary Wages	Additional Wages	MBMF	Sinda	CDAC	ECF
<input type="checkbox"/>	1	S1234567D	Employee Name1	1553	4990.88	0.00	0.00	0.00	2.00	0.00

**Payment advice of new employees page**

7. Click the **Summary** button to view the payment advice summary information.

### Payment Advice for CPF Submissions

**Contribution Information**

CPF Submission Number : S88CM0601FCON52 TRAINING PTE LTD  
 Month of Contribution : Sep-2008 Advice Code :   
 Group : JOEY

	Amount	Number of Employee(s)
Existing Employee Records	--	1 <span style="float: right;"><input type="button" value="Add/Modify"/></span>
New Employee Records	--	0 <span style="float: right;"><input type="button" value="Add/Modify"/></span>
<b>Total Number of Employees</b>	--	1

**Part I - Summary Information**

	Amount	Number of Employee(s)
CPF Contribution	: \$ 1,553.00	
Interest on Late Payment for CPF Contribution	<input style="width: 60px;" type="text" value="0.00"/>	
Foreign Worker Levy(FWL)	<input style="width: 60px;" type="text" value="0.00"/>	
Interest on Late Payment of FWL	<input style="width: 60px;" type="text" value="0.00"/>	
Skills Development Levy(SDL)	<input style="width: 60px;" type="text" value="0.00"/>	
Donation to Community Chest	<input style="width: 60px;" type="text" value="0.00"/>	<input style="width: 40px;" type="text" value="0"/>
Mosque Building & Mendaki Fund(MBFB)	<input style="width: 60px;" type="text" value="0.00"/>	<input style="width: 40px;" type="text" value="0"/>
SINDA Fund	<input style="width: 60px;" type="text" value="0.00"/>	<input style="width: 40px;" type="text" value="0"/>
CDAC Fund	<input style="width: 60px;" type="text" value="2.00"/>	<input style="width: 40px;" type="text" value="1"/>
Eurasian Community Fund(ECF)	<input style="width: 60px;" type="text" value="0.00"/>	<input style="width: 40px;" type="text" value="0"/>
<b>Total Amount Paid</b>	<b>: \$ 1,555.00</b>	<input type="button" value="Refresh"/>

#### Summary information



Under Part 1- Summary Information, the system computes and displays the CPF Contribution total of all the employees plus various levy, donation or fund. The data is editable on these fields, and then click the  button to re-compute the Total Amount Paid to reflect the latest figures.

8. Click the  button to save the record.

The following message will be displayed if you “Do Not Have Submission Rights”.


Click the  button to go back to the Payment Advice of New Employees page. The status of the payment advice will be reflected as ‘Draft’.

### Payment Advice

Payment Advice with Document Reference No : 20081020000001 has been saved.

Payment advice confirmation page

The following message will be displayed if you “Have Submission Rights”.




### Payment Advice

Payment Advice with Document Reference No : 20081020000001 has been saved as draft.

Do you want to submit your Payment Advice to CPF Board now ?

Payment advice confirmation page

9. Click the  button to submit the payment advice to CPF. The CPF Payment Advice Submission Status page is displayed and the status of the payment advice will be reflected as ‘R’eady. Otherwise, click the  button. The status of the payment advice will be reflected as ‘D’raft.



### Payment Advice for CPF Submissions

You have selected the following record(s) to submit.

20081020000001

Click on the submit button below to submit the payment advice to CPF Board. To ensure that your payment advice is sent to CPF Board successfully, we advise you to carry out the following verifications:

- 1.Check to ensure that the status of your Payment Advice is reflected as **Sent** in the Browse/Print page by **11pm** on the day of submission.
- 2.Check to ensure that you have received an ACK(acknowledgement) message from CPF Board with the corresponding CPF Submission Number (CSN) within 2 working days.

Payment advice confirmation page

10. Click the  button to create another payment advice by repeating the above-mentioned steps.