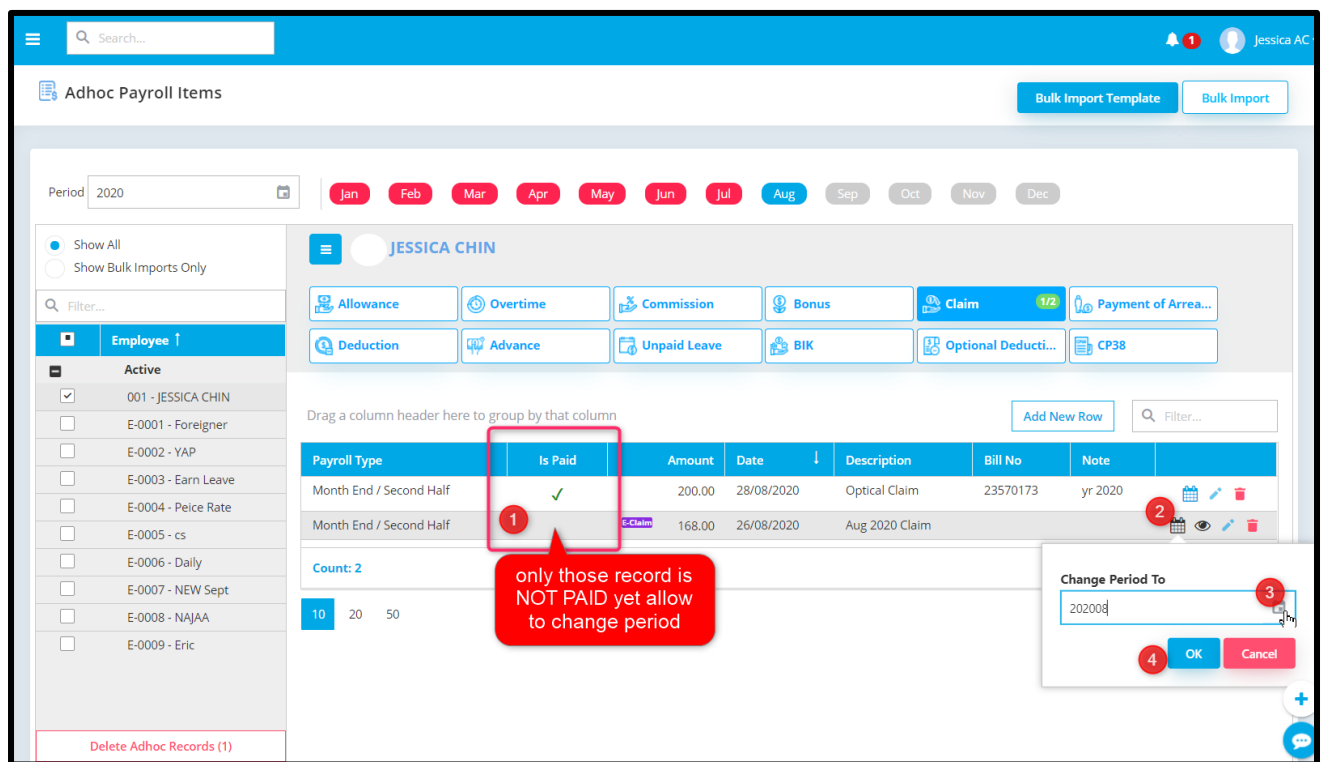


**New Features**

1. Edit period in adhoc

User can move previous month un-paid adhoc payroll items easily to another period without redo the whole thing. For example, user able to move all those submitted claims that had not been paid but had ran the payroll process to the following next month.



- ① find the record that had not been paid for example the claim. And change the period to the new period/month instead of asking user to rekey the whole record
- ② click on the icon
- ③ select the new period
- ④ click OK button

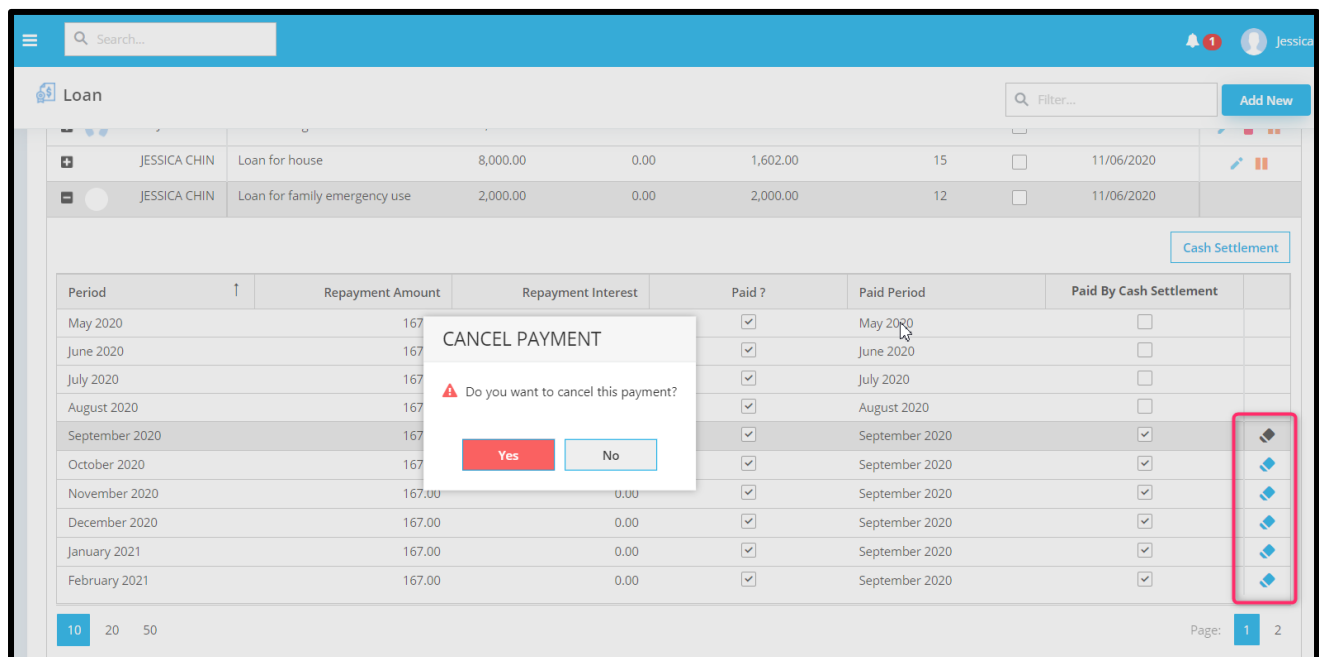
## Enhancements

### 1. Alliance Bank's Payment Advice Indicator

Enhanced on electronic bank payment for Alliance Bank. With the registered email address, Alliance bank will send an email with subject to the employee once the salary is credited.

### 2. Cancellation of cash settlement for Loan

Now system allowed user to cancel the payment for cash settlement in case there is any mistake done and want to undo.



### 3. New datasource in Payslip and Payroll Management Report

Added new data source for Project, Join Date, Job Title in Payslip and Payroll Management Reports.

### 4. New user interface for Leave Entry and Leave Credit

New design screen for leave entry and leave credit.

Kindly go to Human Resource > Leave Management > Leave Entry / Leave Credit.

Leave Entry

Filter... Add New

Reason	Total Days	Leave Type	Alternative Leave Type	Selected Employees	Entry Type	Last Modified	
test UPL Aug	-1d 0h	UL - Unpaid Leave	UL - Unpaid Leave	E-0002-YAP	Deduct		
test	-2d 0h	MC - Medical Leave	MC - Medical Leave	001-JESSICA CHIN	Deduct		
test	-1d 0h	AL - Annual Leave	UL - Unpaid Leave	E-0002-YAP	Deduct		
MC	-4d 0h	MC - Medical Leave	MC - Medical Leave	E-0004-Peice Rate	Deduct		
HL	-19d 0h	HL - Hospitalization Leave	HL - Hospitalization Leave	E-0004-Peice Rate	Deduct		
Company CNY LEAVE	-3d 0h	AL - Annual Leave	UL - Unpaid Leave	001-JESSICA CHIN E-0001-Foreigner E-0002-YAP	Deduct		
UPL	-1d 0h	UL - Unpaid Leave	UL - Unpaid Leave	001-JESSICA CHIN	Deduct		

Count: 7

10 20 50 Page: 1

- ① Create "New" Leave Entry, either is Leave Deduct or Append.
- ② Edit the Leave Entry
- ③ Delete the Leave Entry
- ④ send announcement to the related employee

CloudPayroll

ABA 123 Sdn Bhd

Deduct leave from employees

1. Reason and Leave Type  
Type the reason and select leave type for this deduction

1 Reason for this deduction \*

2 Leave Type \*

3 Alternative Leave Type ?

2. Select Date(s)  
Specify leave date(s) for this deduction

4 Select full day(s), you wish to deduct

5 Select Hourly day, you wish to deduct

3. Employees  
Add Employees for this appendment

6 Select Employee(s)

7 Save

to see the leave balance of the employees

- ① Key in the reason for this Leave Deduct
- ② Choose the Leave Type to Deduct
- ③ Choose the Alternative Leave Type to deduct in case the Leave Type selected in no. 2 is not available.
- ④ Choose the days to deduct

- ⑤ Deduct Hourly Leave for the employee
- ⑥ Select the employee
- ⑦ Save the Leave Deduct

- ① Key in the reason for this Leave Append
- ② Choose the Leave Type to Credit
- ③ Key in the number of Days / Hours to Credit
- ④ Select the employee
- ⑤ Save the Leave Append

Reason	Days	Leave Type	Expiry Date	Selected Employees	Created On	Last Modified
ot	1d 0h	AL - Annual Leave	30/09/2020	001 - JESSICA CHIN	18/09/2020	
test 22/5	2d 0h	AL - Annual Leave	22/05/2020	001 - JESSICA CHIN	14/05/2020	

Count: 2

Page: 1

- ① Create "New" Leave Credit
- ② Edit the Leave Credit
- ③ Delete the Leave Credit

④ send announcement to the related employee

The screenshot shows the 'Credit to employees' leave entitlement form in the CloudPayroll system. The form is divided into four main sections, each with a numbered step indicator:

- 1. Reason and Leave Type:** Includes a text field for 'Reason' (step 1) and a dropdown menu for 'Leave Type' (step 2).
- 2. Expiry Date:** Includes a date picker field for 'Expiry Date' (step 3), currently showing 21/09/2020.
- 3. Credited Days:** Includes two input fields for 'Days' (step 4) and 'Hours', both currently set to 0.
- 4. Employees:** Includes a button labeled 'Select Employee(s)' (step 5).

A 'Save' button (step 6) is located at the bottom right of the form. The left sidebar shows the navigation menu with 'Leave Credit' selected under the 'Leave Management' section.

① Key in the reason for this Leave Credit

② Choose the Leave Type to Credit

③ Key in the Expiry Date for this Leave Credit

④ Key in the number of Days / Hours to Credit

⑤ Select the employee

⑥ Save the Leave Credit

## **Bugs Fixed**

1. Fixed OCBC bank electronic bank payment file.
2. Fixed claim file issue in e-Claim.
3. Fixed loan detail sorting issue.
4. Fixed employee group' edit in selected box.
5. Fixed leave request and leave approval history export to excel data correction.

*Prepared by Jessica*

*Last Modified 22<sup>nd</sup> September 2020*