

User Guide

Pay Slip: Foreign Worker Levy

Admin



CONTENTS

Contents	0
Foreign Worker Levy	1
1.1 FWL Uploading	1
1.1.1 Add New Employee PSU 4.0 Information.....	1
1.1.2 View Employee List Table	1
1.1.3 Edit Employee List Table.....	2
1.1.4 Delete Employee From List.....	3
1.1.5 Delete Current Period.....	3

FOREIGN WORKER LEVY

1.1 FWL Uploading

Admin can insert, edit and delete employee's FWL information on **FWL Uploading** tab under **Pay Slip (Admin)**

1.1.1 Add New Employee PSU 4.0 Information

Admin is required to upload an excel file with the necessary employee information. Follow the steps below to upload employee's FWL information.

1. Click **Download Template** and select a format to download an excel file template with required format

Effective Period * :

Upload File : No file chosen

Maximum file size per attachment is 3MB. Only .xls formats are allowed.

Download Template For

You can download template file in the following formats:



2. Enter employee information in excel file according to format provided in the template
3. Select an **Effective Period** then click **Choose File** and select the desired excel file
4. Click **Upload** to upload employee's FWL information.

Effective Period * :

Upload File : fwl_template.xls

Maximum file size per attachment is 3MB. Only .xls formats are allowed.

1.1.2 View Employee List Table

Once an employee's FWL information has been uploaded, admin can view the employee details on the employee list table as shown below. Click on the **Export** button to download and save a list of employees FWL information into an excel file.

Effective Period * : 2022-06 Export Delete Current Period

Upload File : Choose File No file chosen Upload Download Template

Maximum file size per attachment is 3MB. Only .xls formats are allowed.

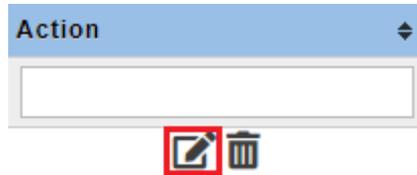
Effective Period	Employee No.	Employee Name	FIN No.	Amount	Upload Date	Action
2022-06				1563	2022-06-07 6:26 PM	
2022-06				3000	2022-06-08 5:11 PM	
2022-06				69	2022-06-07 6:48 PM	

Page 1 of 1

1.1.3 Edit Employee List Table

Admin can edit records in the employee list table. Follow the steps below edit employee information

1. Click on the pencil icon under **Action** column in employee list table



2. System will prompt a dialog box to edit employee's effective start and end date. Click on the desired item to edit

Edit Employee

Employee Name * : ██████████

Effective Start Date * : 2022-06

Amount * : 1563

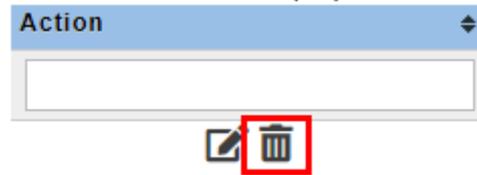
Save
Close

3. Click **Save** button to save changes or **Close** button to undo

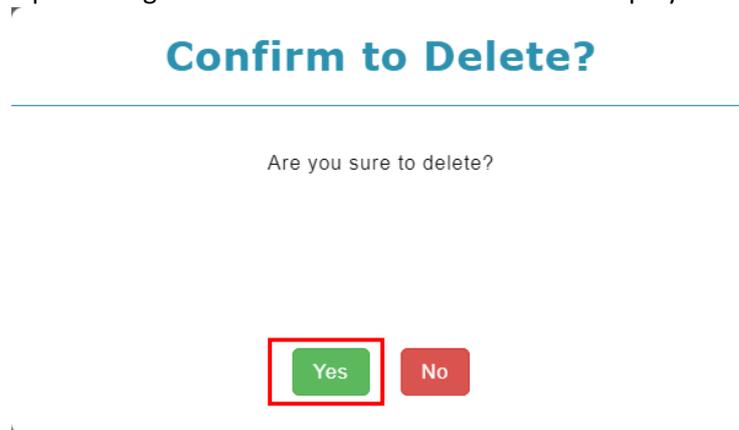
1.1.4 Delete Employee From List

Admin can delete employee records from the employee list table. Follow the steps below delete employee record.

1. Click on the trash icon under **Action** column in employee list table



2. System will prompt a dialog box to confirm deletion of selected employee record



3. Click **Yes** button to delete record or **No** button to cancel delete

1.1.5 Delete Current Period

Admin can mass delete employee FWL records from the employee list table based on selected effective period. Follow the steps below mass delete employee FWL record.

1. Select desired Effective Period
2. Click on **Delete Current Period** button

