

Taiwan Payroll System

Doc No.: KS
Create Date: 2018/10/10
Last Modify: 2018/10/10
Project Code: Payroll
Version: 1.0.0.0



Knowledge & Strategy Information Co., Ltd.

10F., No. 51, Dongxing Rd., Xinyi Dist., Taipei 11070, Taiwan

TEL: (886) 2-87683791

FAX: (886) 2-87683101 ~ 2

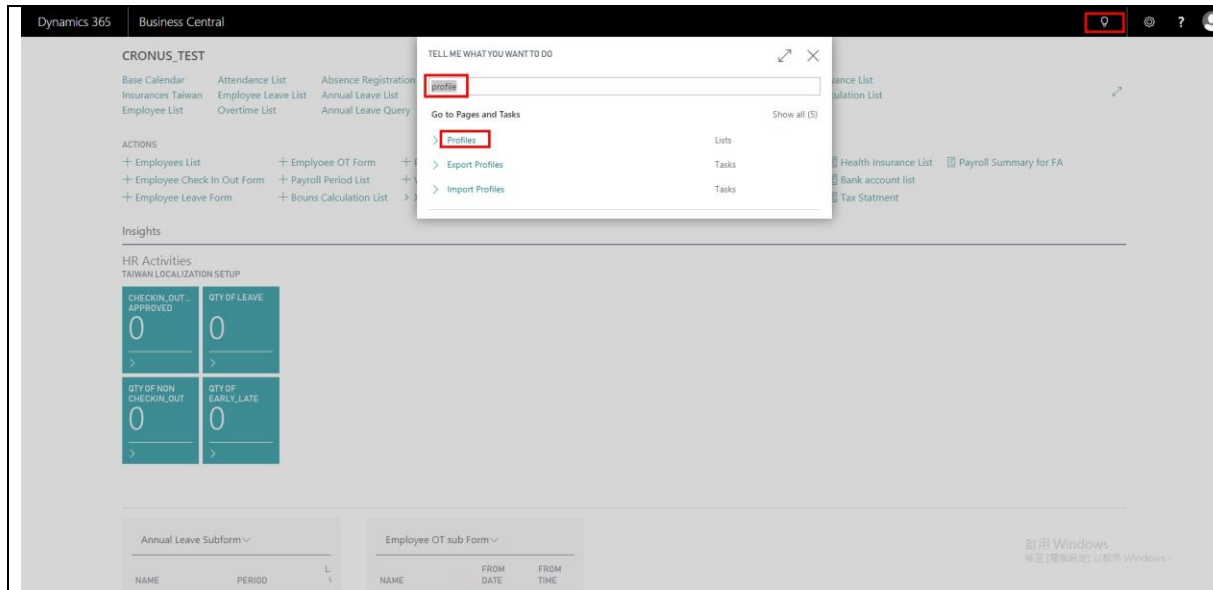
<http://www.ksinform.com/>

Customer Support: http://www.ksinform.com/Customer_support.htm

| Screen Shot | Menu | Description |
|-------------|------|-------------|
|-------------|------|-------------|

Index:

1. Change Role Center
2. Setting parameters:
 - i. Import basic data
 - ii. Create payroll period list
3. Add a new employee
4. Calculate the payroll



Home Page

1. First, you need to change Role Center.
Please follow the steps.

- Search “profile”
- Add new
- Fill the information:
 - Profile ID: PAYROLL
 - Description: TW.KSPAYROLL
 - Role center ID: 52145422
- Click 【My Setting】
- Change role center to TW.KSPAYROLL
- Click 【OK】

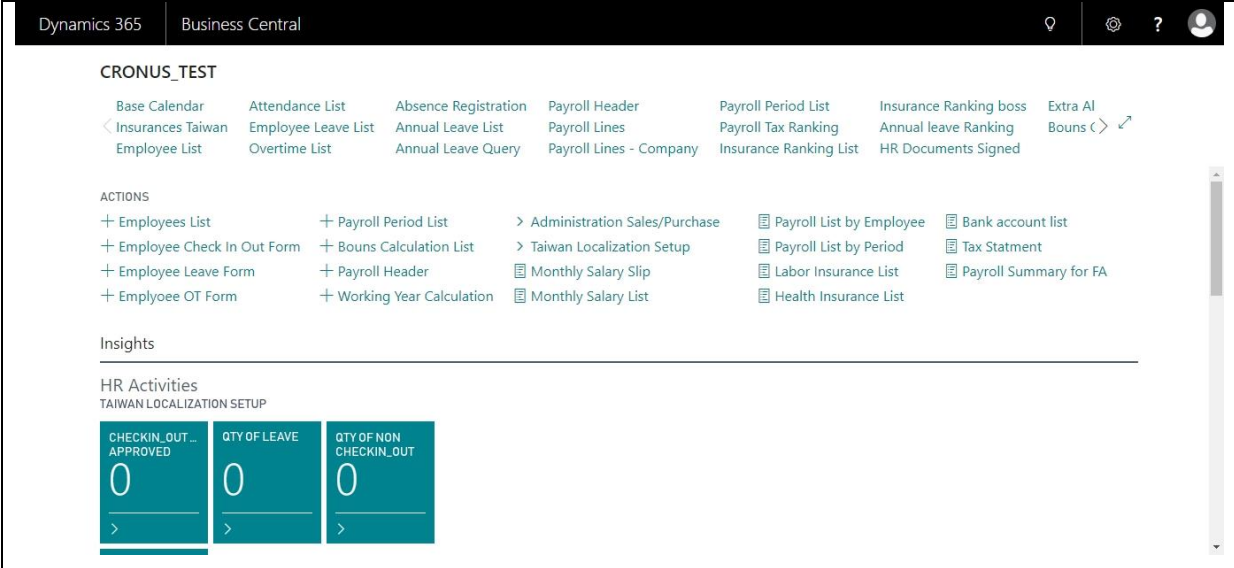
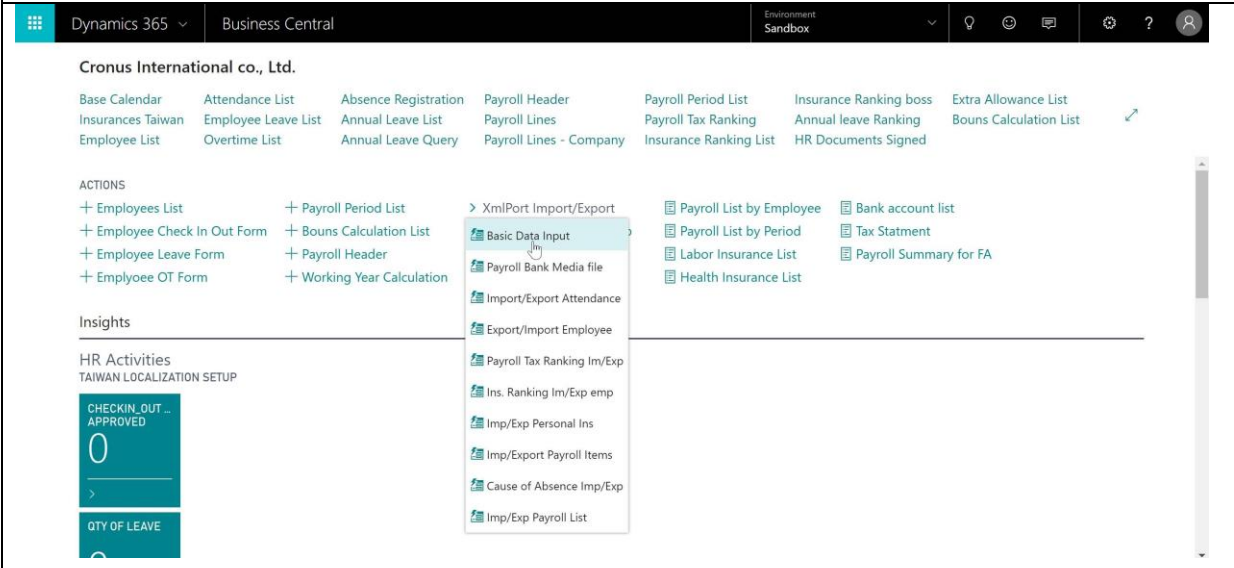
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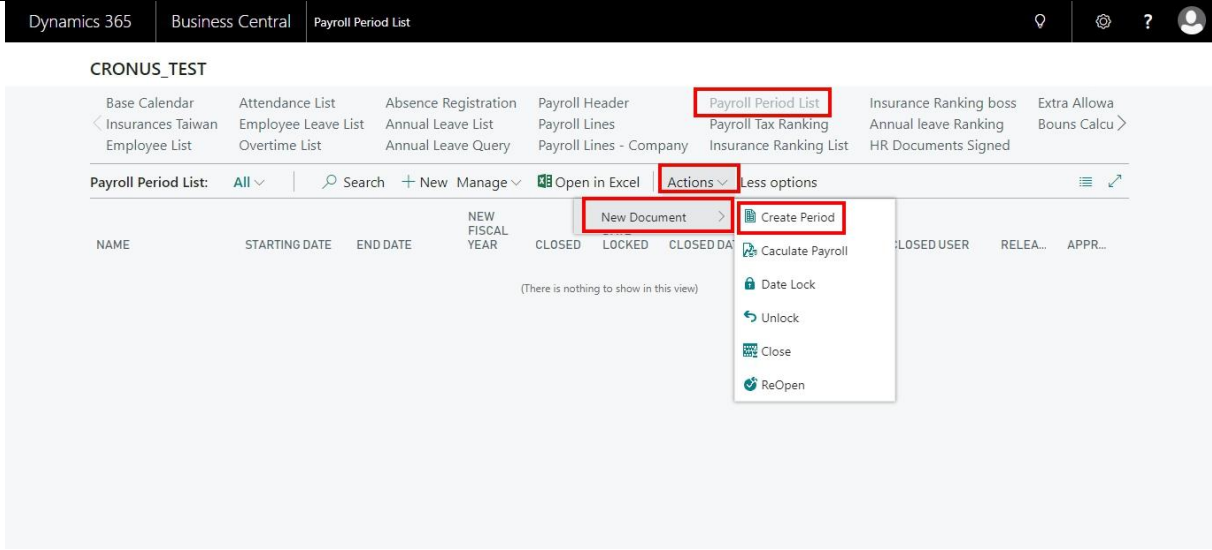
| Screen Shot | Menu | Description |
|-------------|------|-------------|
|-------------|------|-------------|

The top screenshot displays the 'EDIT - MY SETTINGS' dialog box in Dynamics 365 Business Central. The dialog box contains the following fields:

- Role Center: Business Manager
- Company: CRONUS_TEST
- Work Date: 2018/4/9
- Region: Chinese (Traditional, Taiwan)
- Language: English (United States)

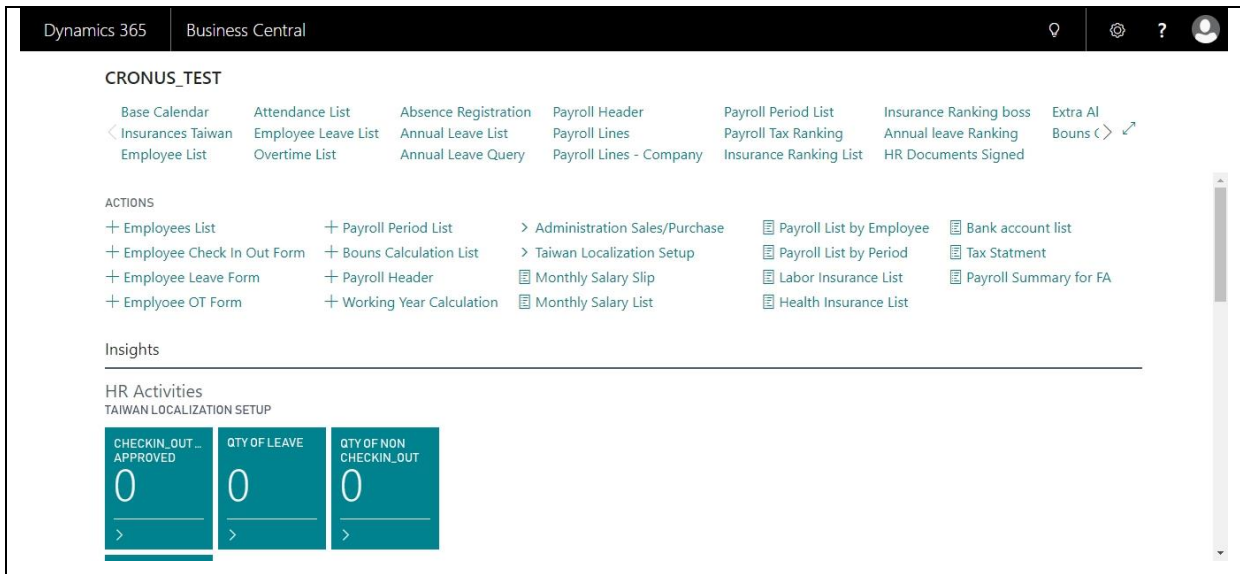
The bottom screenshot displays the 'AVAILABLE ROLE CENTERS' dialog box. It features a search bar and a list of role centers. The role center 'TWKSPAYROLL' is highlighted in the list.

| Screen Shot | Menu | Description |
|--|-----------|---|
|  | Home page | 2. Then you can see the Role Center for Payroll. |
|  | Home page | 3. In 【XmlPort Import/Export】 Click “Basic Data Import” |

| Screen Shot | Menu | Description |
|--|---------------------|---|
|  | Payroll Period List | <p>4. In 【Payroll Period List】 Click “Aciton” > “New Document” > “Create Period”</p> |

| Screen Shot | Menu | Description |
|-------------|------|-------------|
|-------------|------|-------------|

After setup completed, then you can create an employee for payroll calculate.

| | | |
|--|------------------|--|
|  | <p>Home Page</p> | <p>1. In 【Home Page】 , Click employee list add a new employee</p> |
|--|------------------|--|

| Screen Shot | Menu | Description |
|-------------|------|-------------|
|-------------|------|-------------|

Dynamics 365 Business Central Employee List > E0010 · Jacuzzi · Stenly · Czeslaw

EMPLOYEE CARD

E0010 · Jacuzzi · Stenly · Czeslaw

Process | Navigate | Less options

General Show less

No. E0010 Gender Female

First Name Jacuzzi Company Phone No. 0678-1234-5466

Middle Name Stenly Company Email kevin_ho@ksinform.com

Last Name Czeslaw Last Date Modified 10/9/2018

Job Title Designer Privacy Blocked

Initials SCZ Card No. AA1028

Search Name SCZ Chinese Name 詹風邇

KSI Communication

EMPLOYEE CARD

E0010 · Jacuzzi · Stenly · Czeslaw

Process | Navigate | Less options

Search Name SCZ Chinese Name 詹風邇

KSI Communication

DEPT. D24 Working Years 0.00

Department Name AD Dept Work Year Adjustm. 6.00

Title Adjustment Influen...

Manager No. Education

Re-activated date Graduated from

Address & Contact

Employee Picture

Attachments Documents 0

Employee List

2. In 【Employee List】 , add an employee

In General:

- No.: E0010
- First Name: Jacuzzi
- Middle Name: Stenly
- Last Name: Czeslaw
- Job Title: Designer
- Initials: SCZ
- Search Name: SCZ
- Gender: Female
- Company Phone No.: 0678-1234-5466
- Company Email: kevin_ho@ksinform.com
- Card No.: AA1028
- Chinses Name: 詹風邇

In KSI communication:

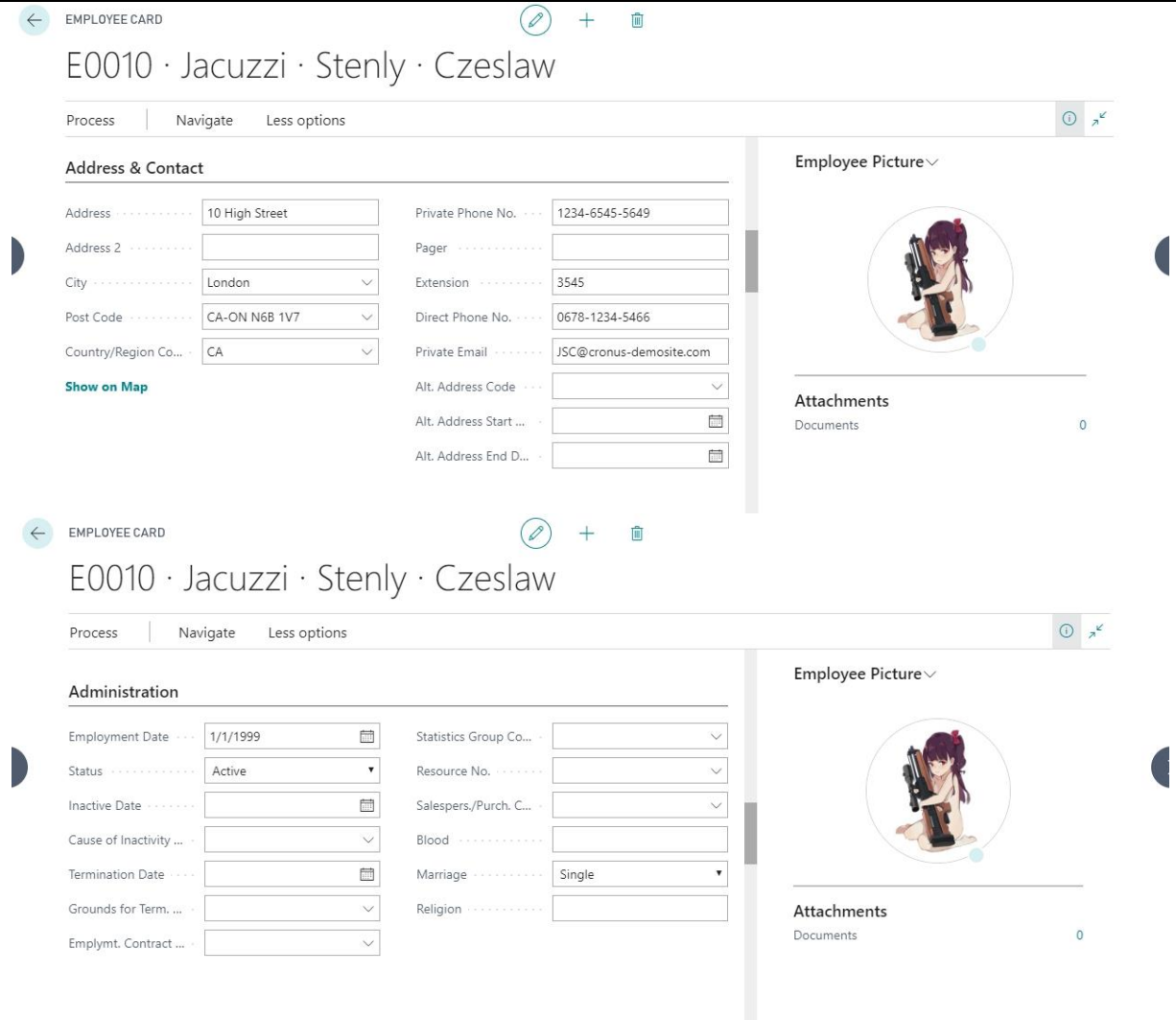
- DEPT.:D24
- Department Name: AD Dept.
- Work Year Adjustment(Month): 6

In Address & Contact:

- Address: 10 High Street
- City: London
- Post Code: CA-ON N6B 1V7
- Country/Region Code: CA
- Private Phone No.: 1234-6545-5649
- Extension: 3545
- Direct Phone No.: 0678-1234-5466
- Private Email: JSC@cronus-demosite.com

In Administration:

- Employment Date: 1999/1/1
- Status: Active
- Marriage: Single
- Payroll Type: Monthly

| Screen Shot | Menu | Description |
|---|------|---|
|  <p>EMPLOYEE CARD</p> <p>E0010 · Jacuzzi · Stenly · Czeslaw</p> <p>Process Navigate Less options</p> <p>Address & Contact</p> <p>Address 10 High Street Private Phone No. 1234-6545-5649</p> <p>Address 2 Pager 3545</p> <p>City London Extension 3545</p> <p>Post Code CA-ON N6B 1V7 Direct Phone No. 0678-1234-5466</p> <p>Country/Region Co... CA Private Email JSC@cronus-demosite.com</p> <p>Show on Map</p> <p>Alt. Address Code ...</p> <p>Alt. Address Start ...</p> <p>Alt. Address End D... ..</p> <p>Employee Picture ✓</p> <p>Attachments</p> <p>Documents 0</p> <p>EMPLOYEE CARD</p> <p>E0010 · Jacuzzi · Stenly · Czeslaw</p> <p>Process Navigate Less options</p> <p>Administration</p> <p>Employment Date ... 1/1/1999 Statistics Group Co... ..</p> <p>Status Active Resource No.</p> <p>Inactive Date Salespers./Purch. C... ..</p> <p>Cause of Inactivity ... Blood Single</p> <p>Termination Date ... Marriage Single</p> <p>Grounds for Term. ... Religion Single</p> <p>Emplmt. Contract ...</p> <p>Employee Picture ✓</p> <p>Attachments</p> <p>Documents 0</p> | | <ul style="list-style-type: none"> Calendar Code: BASE Tax Option: Table Kind of Income Tax: Local <p>In Personal:</p> <ul style="list-style-type: none"> Birth Date: 2000/3/10 <p>In Payment:</p> <ul style="list-style-type: none"> Employee Posting Group: EMPLEXP Application method Manual <p>In Employee Payroll List, add two lines:</p> <ul style="list-style-type: none"> E0010, 詹鳳邇,A1,Payroll,35000, ,yes E0010, 詹鳳邇,W1.Emp Welfare,1000, ,no |

EMPLOYEE CARD

E0010 · Jacuzzi · Stenly · Czeslaw

Process | Navigate | Less options

Absence calculation... Payroll Area 0

Personal

Birth Date3/10/2000Union CodeSocial Security No. Union Membership...

Payments

Employee Posting ... Bank Account No. Application MethodManualIBAN Bank Branch No. SWIFT Code

EMPLOYEE CARD

E0010 · Jacuzzi · Stenly · Czeslaw

Process | Navigate | Less options

Payments

Employee Posting ... EMPLEXP Bank Account No. Application MethodManualIBAN Bank Branch No. SWIFT Code

Employee Payroll List | Manage

| EMPLOYEE NO. | NAME | PAYROLL ITEM CODE | PAYROLL ITEM DESCRIPTION | DESCRIPTION |
|--------------|---------|-------------------|--------------------------|-------------|
| E0010 | Jacuzzi | A1 | Payroll | |
| E0010 | Jacuzzi | W1 | Emp Welfare | |

Employee Picture

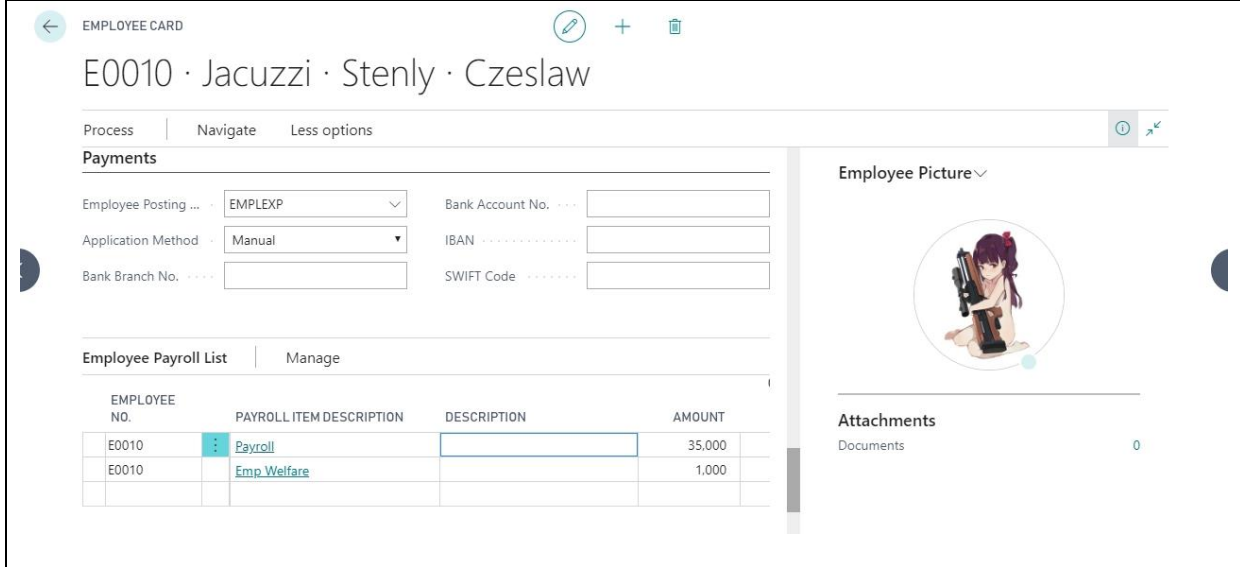
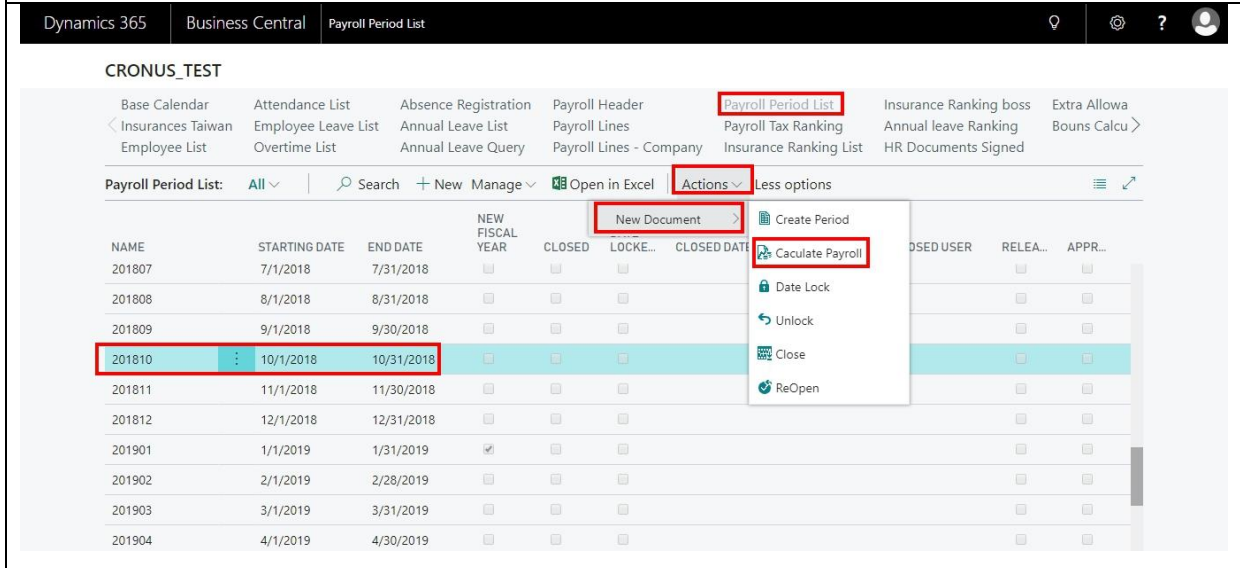
Attachments

Documents0

Employee Picture

Attachments

Documents0

| Screen Shot | Menu | Description |
|--|---------------------|--|
|  | | |
|  | Payroll Calculation | <p>3. In 【Role Center】 , Click "payroll period list" > click on line "201810" > Action > "New Document" > "Calculate Payroll"</p> <p>Then go to "Payroll Header" & "Payroll List" on Role Center, you will see the change.</p> <p>Last, go Role Center, click "Monthly Salary Slip" > Name = 201810 > "Send to" > Excel > open</p> |

| Screen Shot | Menu | Description |
|-------------|------|-------------|
|-------------|------|-------------|

Dynamics 365Business CentralPayroll Period List

CRONUS_TEST

Base CalendarAttendance ListAbsence RegistrationPayroll HeaderPayroll Period ListInsurance Ranking bossExtra Allowance

Insurances TaiwanEmployee Leave ListAnnual Leave ListPayroll LinesPayroll Tax RankingAnnual leave RankingBouns Calcu

Employee ListOvertime ListAnnual Leave QueryPayroll Lines - CompanyInsurance Ranking ListHR Documents Signed

Payroll Period List: AllSearch + New ManageOpen in ExcelActionsLess options

NEW

| NAME | STARTING DATE | END DATE | RELEA... | APPR... |
|--------|---------------|------------|----------|---------|
| 201807 | 7/1/2018 | 7/31/2018 | | |
| 201808 | 8/1/2018 | 8/31/2018 | | |
| 201809 | 9/1/2018 | 9/30/2018 | | |
| 201810 | 10/1/2018 | 10/31/2018 | | |
| 201811 | 11/1/2018 | 11/30/2018 | | |
| 201812 | 12/1/2018 | 12/31/2018 | | |
| 201901 | 1/1/2019 | 1/31/2019 | | |
| 201902 | 2/1/2019 | 2/28/2019 | | |
| 201903 | 3/1/2019 | 3/31/2019 | | |
| 201904 | 4/1/2019 | 4/30/2019 | | |

Payroll are Calculate!

OK

Dynamics 365Business CentralPayroll Header

CRONUS_TEST

Base CalendarAttendance ListAbsence RegistrationPayroll HeaderPayroll Period ListInsurance Ranking bossExtra Allowance

Insurances TaiwanEmployee Leave ListAnnual Leave ListPayroll LinesPayroll Tax RankingAnnual leave RankingBouns Calcu

Employee ListOvertime ListAnnual Leave QueryPayroll Lines - CompanyInsurance Ranking ListHR Documents Signed

Payroll Header: AllSearch + New ManageOpen in Excel

| PERIOD | EMPLOYEE NO. | EMPLOYEE NAME | TAXABLE AMOUNT | SHOULD PAY | NONE TAXABLE AMOUNT | TOTAL SALARY NET | DEDUCTION AMOUNT | BANK ACCOUNT |
|--------|--------------|---------------|----------------|------------|---------------------|------------------|------------------|--------------|
| 201810 | E0010 | 詹美雲 | 35,000 | 35,000 | 1,000 | 36,000 | 0 | |

| Screen Shot | Menu | Description |
|-------------|------|-------------|
|-------------|------|-------------|

Dynamics 365

Business Central

Payroll Lines

CRONUS_TEST

Base Calendar

Attendance List

Absence Registration

Payroll Header

Payroll Period List

Insurance Ranking boss

Extra Allowa

< Insurances Taiwan

Employee Leave List

Annual Leave List

Payroll Lines

Payroll Tax Ranking

Annual leave Ranking

Bouns Calcu >

Employee List

Overtime List

Annual Leave Query

Payroll Lines - Company

Insurance Ranking List

HR Documents Signed

Payroll Lines:

All

Search

+ New

Manage

Open in Excel

| PERIOD | EMPLOYEE NO. | EMPLOYEE NAME | TYPE | CODE | DESCRIPTION | AMOUNT | STD SELFPAY | TA... | OV... | DIRECTIO... |
|--------|--------------|---------------|---------|------|-------------|--------|-------------|-------------------------------------|-------------------------------------|-------------|
| 201810 | E0010 | 詹聖恩 | Payroll | A1 | Payroll | 35,000 | 0.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Pay |
| 201810 | E0010 | 詹聖恩 | Payroll | W1 | Emp Welfare | 1,000 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | Pay |

Dynamics 365

Business Central

CRONUS_TEST

Base Calendar

Attendance List

Absence Registration

Payroll Header

Payroll Period List

Insurance Ranking boss

Extra AI

< Insurances Taiwan

Employee Leave List

Annual Leave List

Payroll Lines

Payroll Tax Ranking

Annual leave Ranking

Bouns < >

Employee List

Overtime List

Annual Leave Query

Payroll Lines - Company

Insurance Ranking List

HR Documents Signed

ACTIONS

+ Employees List

+ Employee Check In Out Form

+ Employee Leave Form

+ Employee OT Form

+ Payroll Period List

+ Bouns Calculation List

+ Payroll Header

+ Working Year Calculation

> XmlPort Import/Export

> Taiwan Localization Setup

Monthly Salary Slip

Monthly Salary List

Payroll List by Employee

Payroll List by Period

Labor Insurance List

Health Insurance List

Bank account list

Tax Statment

Payroll Summary for FA

Insights

HR Activities

TAIWAN LOCALIZATION SETUP

CHECKIN_OUT ... APPROVED

0

>

QTY OF LEAVE

0

>

QTY OF NON CHECKIN_OUT

0

>

| Screen Shot | Menu | Description |
|---|------|-------------|
| <p>The screenshots show the Dynamics 365 Business Central interface. The top screenshot displays the 'EDIT - KSI MONTHLY SALARY SLIP' window. The 'KSI Payroll Period' is set to '201810'. The 'Send to...' button is highlighted. The bottom screenshot shows the same window with a 'Choose file type...' dialog box open, listing options: PDF Document, Microsoft Word Document (selected), Microsoft Excel Document, and Schedule... The 'OK' button is highlighted.</p> | | |

| Screen Shot | Menu | Description |
|-------------|------|-------------|
|-------------|------|-------------|

Dynamics 365
Business Central

CRONUS_TEST

Base Calendar

Insurances Taiwan

Employee List

Attendance List

Employee Leave List

Overtime List

Absence Registration

Annual Leave List

Annual Leave Query

Payroll Header

Payroll Lines

Payroll Lines - Company

Payroll Period List

Payroll Tax Ranking

Insurance Ranking List

Insurance Ranking boss

Annual leave Ranking

HR Documents Signed

Extra AI

Bouns < >

ACTIONS

+ Employees List

+ Employee Check In Out Form

+ Employee Leave Form

+ Employee OT Form

+ Payroll Period List

+ Bouns Calculation List

+ Payroll Header

+ Working Year Calculation

> XmlPort Import/Export

> Taiwan Localization Setup

Monthly Salary Slip

Monthly Salary List

Payroll List by Employee

Payroll List by Period

Labor Insurance List

Health Insurance List

Bank account list

Tax Statment

Payroll Summary for FA

Insights

HR Activities

TAIWAN LOCALIZATION SETUP

CHECKIN_OUT ... APPROVED

QTY OF LEAVE

QTY OF NON CHECKIN_OUT

KSI Monthly Sa....docx

全部顯示

| | | | | |
|---|------------------------|--------------------|--------------|--------------------|
| CRONUS_TEST | Payroll Period: 201810 | Should Pay: 35,000 | Deduction: 0 | Net Amount: 36,000 |
| Pay Area: 0 | Work Hour: 240 | | | |
| Emp No.: E0010 | Holiday OT: 0.0 | | | |
| Name: 詹鳳蓮 | OT Hour: | | | |
| Company attention: Salary do not discus with other Employee. | | | | |
| | | Payroll | 0 | 35,000 |
| | | Emp Welfare | 0 | 1,000 |
| | | | | RCompShare: 0 |
| | | | | PR: 6% |
| | | | | SelfShare: 0 |
| | | | | SPR: 0% |