

MANUAL PENGGUNA *(USER MANUAL)*



JABATAN BENDAHARI

PENGURUSAN BAYARAN CUTI BELAJAR *(STUDY LEAVE PAYMENT MANAGEMENT)*

UPSI (ISO)/BEN/P06/MP06

PINDAAN: 00

TARIKH: 8 JANUARI 2016



 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اينوريسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :1/21
	UPSI(ISO)/BEN/P06/MP06	Tarikh : 8 JANUARI 2016
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Study Leave Module

Study Leave module allow users to obtain study leave payment information and updates staff's allowances from time to time. The system also simplifies the study leave payment process for the staff by handling all processes and calculations that will result in the total allowance which is eligible for the staff.

There are five (5) steps involved in order to process Study Leave Payment Management as listed below:

1. Setting up study leave payment setups
2. Study leave payment processing
3. Study leave payment approval
4. Study leave payment paid
5. Study leave payment report

	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :4/21
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To access **Study Leave Payment** sub-menu, select **Account Payable** menu as displayed in Figure 1-1.

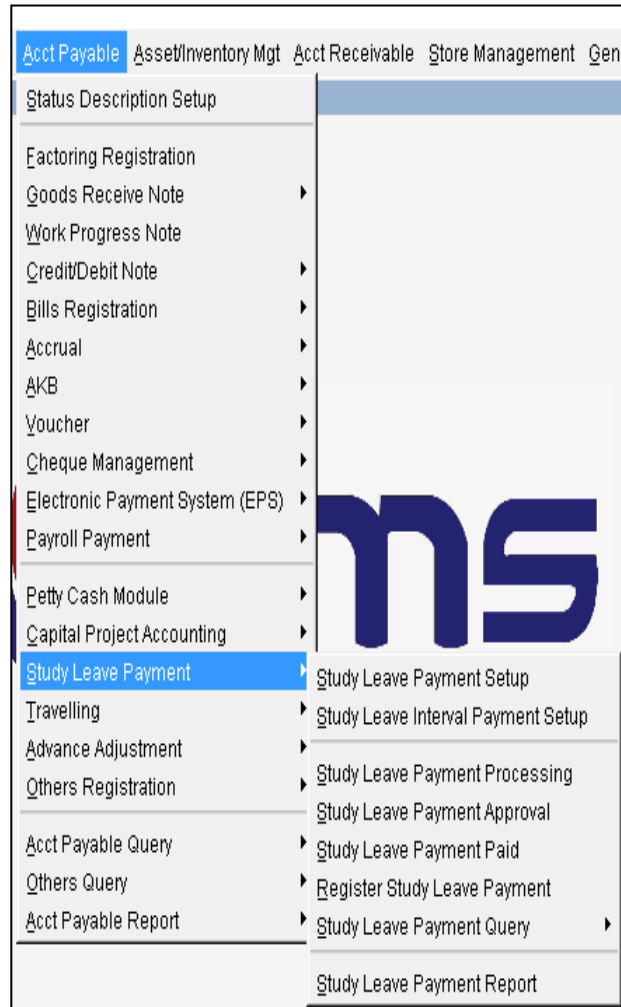



Figure1-1: Study Leave Payment Module Sub-Menu

	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :5/21
		Tarikh : 8 JANUARI 2016
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PART 1: SETTING UP STUDY LEAVE PAYMENT SETUPS

There are three (3) setups screen available for Study Leave Payment Module as listed below:

- a) Study Leave Payment Setup
- b) Study Leave Interval Payment Setup
- c) Currency setup

1.1 Setting Up Study Leave Payment

Acct Payable >> Study Leave Payment >> Study Leave Payment Setup

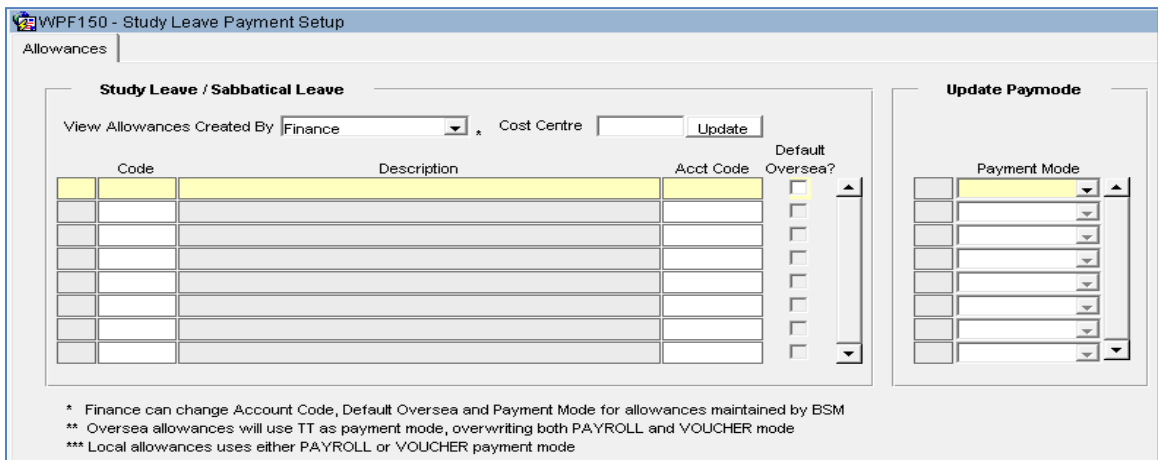




Figure 1-WPF150-1: Study Leave Payment Setup

1.1.1 To create new or update current allowance,

1. Click .
2. Insert all required information as follows:

COLUMN	DESCRIPTION	EXAMPLE
Code	Create new allowance code	136
Description	Insert allowance description	Bank Charges
Acct Code	Choose relevant account code	542201

3. Click .

 UNIVERSITI PENDIDIKAN SULTAN IDRIS ائزئسئسئ قئءءءقئن سلطئن اءرئس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :6/21
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	UPSI(ISO)/BEN/P06/MP06	Pindaan : 00

1.2 Study Leave Interval Payment Setup

Acct Payable >> Study Leave Payment >> Study Leave Interval Payment Setup

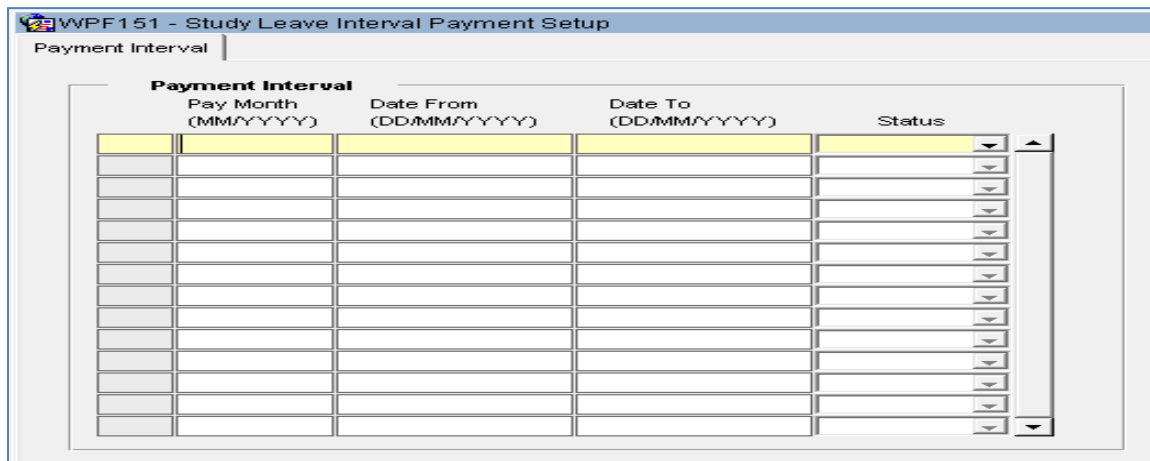




Figure 1-WPF151-1:Study Leave Interval Payment Setup

1.2.1 Steps to create new interval are as follows:

1. Click 
2. Insert all required information as follows:

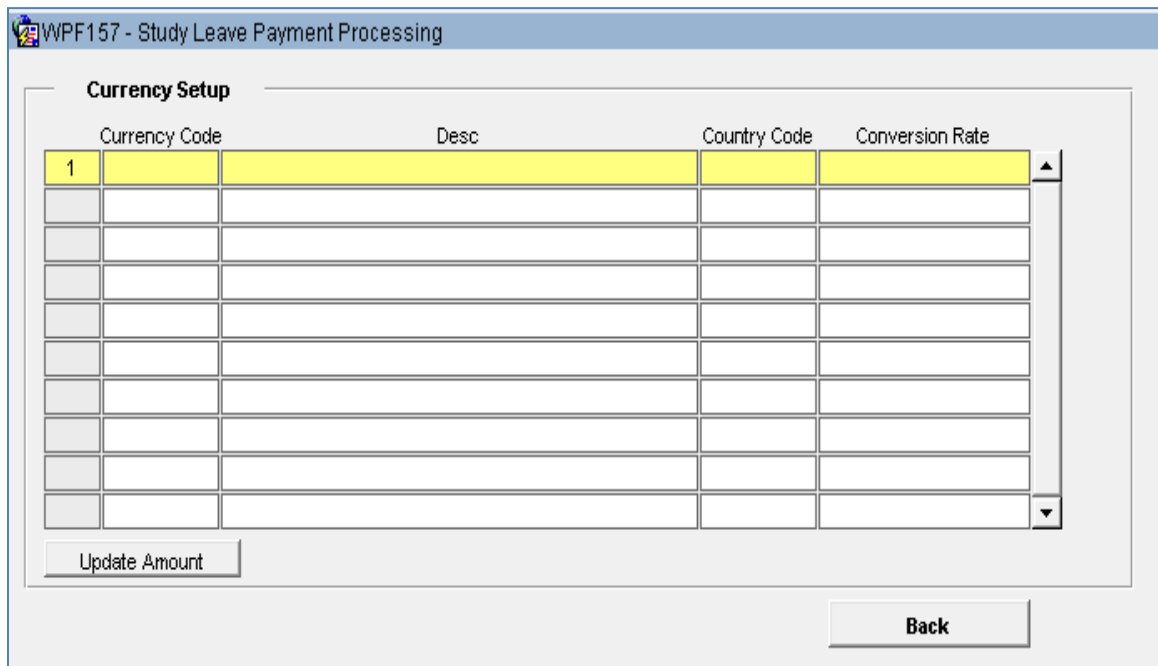
COLUMN	DESCRIPTION	EXAMPLE
Pay Month	Insert pay month information	12/2015
Date From	Insert the date base on the interval	01/01/2016
Date To	Insert the date base on the interval	31/03/2016
Status	Choose ACTIVE. Make sure only one interval (month which is user want to pay) is active.	ACTIVE

3. Click 

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1.3 Currency setup

Acct Payable >> Study Leave Payment >> Study Leave Payment Processing >> Currency Setup



Currency Code	Desc	Country Code	Conversion Rate
1			

Update Amount

Back

Figure 1-WPF157-1:Study Leave Payment Processing – Currency Setup


Steps to create new currency setup are as follows:

1. Click 

2. Insert all required information as follows:

COLUMN	DESCRIPTION	EXAMPLE
Currency Code	Create currency code	NZD
Desc	Insert currency description	New Zealand Dollar
Country Code	Create country code	NZ
Coverision Rate	Insert conversion rate	2.337

3. Click 

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PART II: STUDY LEAVE PAYMENT PROCESSING

As all setups have been updated, user can now start process study leave allowance.

1. Go to Study Leave Payment Processing Screen

Acct Payable >> Study Leave Payment >> Study Leave Payment Processing

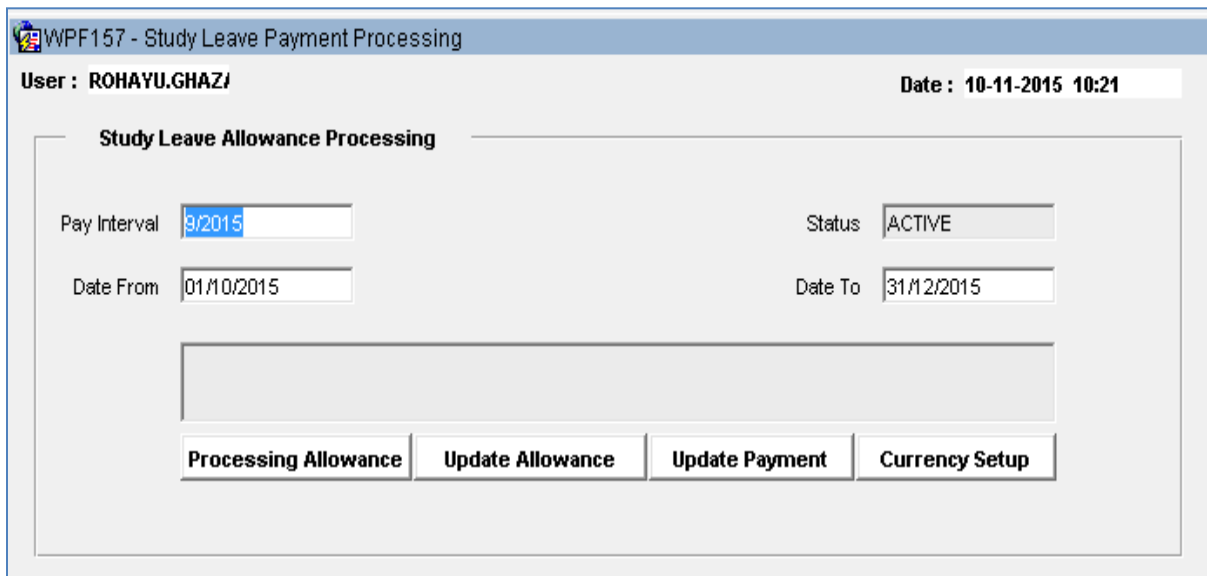



Figure 1-WPF157-2:Study Leave Payment Processing – Processing Allowance

2. Pay Interval which is active will appear automatically. To process the allowances click **Processing Allowance** button. The process will be completed after a few second.
3. Then click **Update Payment** button. The following screen will be displayed.

	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :10/21
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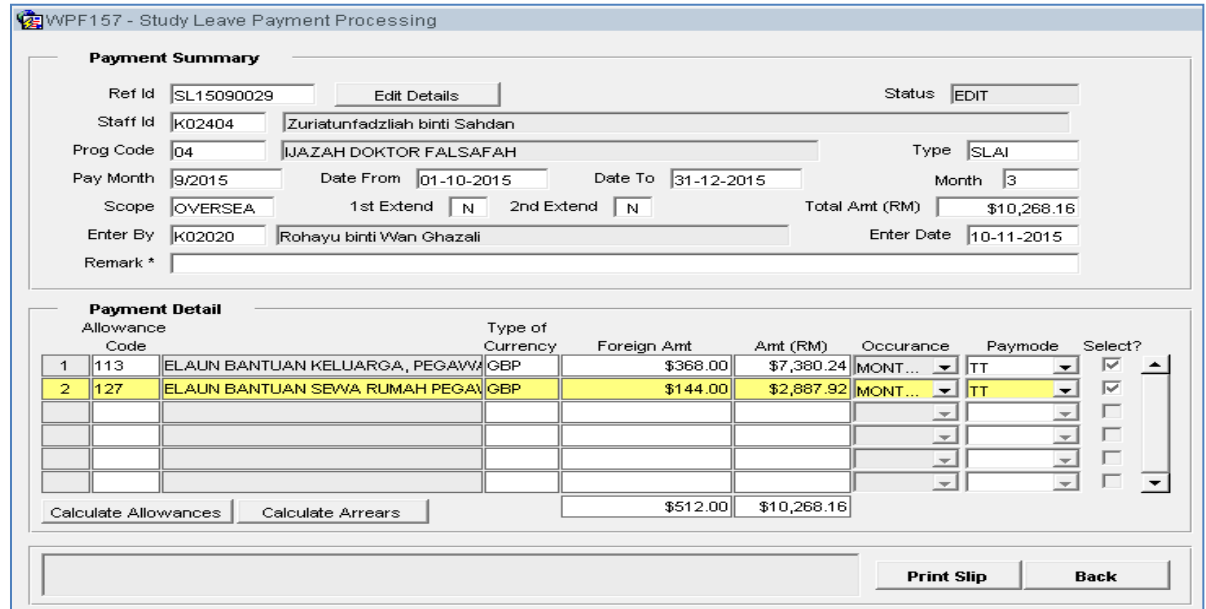




Figure 1-WPF151-4:Study Leave Payment Processing – Edit Payment

- c. Allowances which are entitled for the staff will be listed automatically. For each allowance, fill in all required information as follows:

COLUMN	DESCRIPTION	EXAMPLE
Type of Currency	Select currency	GDP
Occurrence	Select payment occurrence	Monthly
Pay Mode	Select pay mode	Telegraphic Transfer (TT)

- d. Select allowance
- e. Click **Calculate Allowance** button.
- f. Click  button.
- g. To view staff detail, click **Edit Details** button. There are 4 screens that can be viewed through that button as follows:-
- i. Study Leave Info

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	UPSI(ISO)/BEN/P06/MP06	Pindaan : 00

WPF156 - Staff Study Leave Maintenance Detail

Study Leave Info | Study Leave Extension | Allowances | Payment Info

Study Leave Information

Refid: 2014-000929 Staff ID: K02404 Zuriatunfadzliah binti Sahdan

Status: APPROVE

Appl Date: Program: 04 IJAZAH DOKTOR FALSAFAH

Type: SLAI Skim Latihan Akademik IPTA

Course Name: GEOGRAFI SOSIAL

Course Address: DURHAM UNIVERSITY

Course Country: GBR United Kingdom

Date From: 06/01/2014 Date To: 05/01/2017

Scope: OVERSEA Type (Oversea): B


Reason:

Remark:

Bring Spouse? Bring Children? Children Brought Along: 2

Figure 1-WPF156-1:Staff Study Leave Maintenance Detail – Study Leave Info

ii. Study Leave Extension

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اينورسيتي قنديدين سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :12/21
	UPSI(ISO)/BEN/P06/MP06	Tarikh : 8 JANUARI 2016
		Pindaan : 00

WPF156 - Staff Study Leave Maintenance Detail

Study Leave Info | **Study Leave Extension** | Allowances | Payment Info

Extension 1 Info

Date : From To

Extension 2 Info

Date : From To


Extension 3 Info

Date : From To

Max Date

Figure 1-WPF156-2:Staff Study Leave Maintenance Detail – Study Leave Extension

iii. Allowances

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :13/21
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WPF156 - Staff Study Leave Maintenance Detail

Study Leave Info | Study Leave Extension | **Allowances** | Payment Info

Allowances (Through Voucher or TT)

Allowance	Rate	Occurance
113 ELAUN BANTUAN KELUARGA, PEGAWAI, ISTERI/SUAMI DAN 2 ANAK ATAU LEBIH	\$368.00	MONTHLY
127 ELAUN BANTUAN SEWA RUMAH PEGAWAI, PASANGAN DAN 1-2 ANAK	\$144.00	MONTHLY


Allowances (Through Kew8)

Allowance Code	Date From	Date To	Amount (RM) Kew8? *

* whether the record has been written into Kew8 or not

Figure 1-WPF156-3:Staff Study Leave Maintenance Detail – Allowances

iv. Payment Info

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اينوريسيتي قنديدين سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :14/21
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WPF156 - Staff Study Leave Maintenance Detail

Study Leave Info | Study Leave Extension | Allowances | **Payment Info**

Bank Setup - Local Payment

Account Number

Bank Name

Bank Address

Bank Setup - Oversea Payment

Account Number

Bank Name

Bank Address

TT Bank Choice

Sort Code


Course Fee Payment

Paytoid

Payroll Rate

Figure 1-WPF156-4:Staff Study Leave Maintenance Detail – Payment Info

h. Click **Print Slip**

	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :15/21
		Tarikh : 8 JANUARI 2016
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PENYATA PEMBAYARAN ELAUN SLAB / SPU / SLAI / LUAR NEGARA
UNIVERSITI PENDIDIKAN SULTAN IDRIS

NAMA : K02404 - Zurlatunfadzilah binti Sahdan
 NO K/P : 830710015702
 KATEGORI : PA SANGAN - Y + ANAK - Y (2)
 KADAR : KADAR B
 UNIVERSITI : DURHAM UNIVERSITY
 JURUSAN : IJAZAH DOKTOR FALSAFAH - GEOGRAFI SOSIAL
 PENGAJIAN : 06/01/2014 - 05/01/2017
 LANJUT 1 : -
 LANJUT 2 : -
 TEMPOH : OCT2015 - DEC2015


BIL	JUMLAH ELAUN	KADAR/BULAN	JUMLAH KADAR	JUMLAH KOE (RM)	KOD AKAUN
1	ELAUN BANTUAN KELUARGA, PEGAWAI, ISTERI/BUAMI DAN 2 ANAK ATAU LEBIH	GBP 368.00	1,104.00	7,380.24	541204
2	ELAUN BANTUAN SEWA RUMAH PEGAWAI, PASANGAN DAN 1-2 ANAK	GBP 144.00	432.00	2,887.92	541203
	JUMLAH		1,536.00	10,268.16	
JUMLAH BESAR (RM)				10,268.16	

MAKLUMAT KEWANGAN

TARIKH : 10/11/2015
 KADAR : GBP 6.6850000
 NAMA BANK : Barclays Bank
 ALAMAT BANK : 1, Churchill Place, London, E14 5HP, United Kingdom
 NO AKAUN : 20274163367193
 LAIN-LAIN : Bank Sortcode : 20-27-41

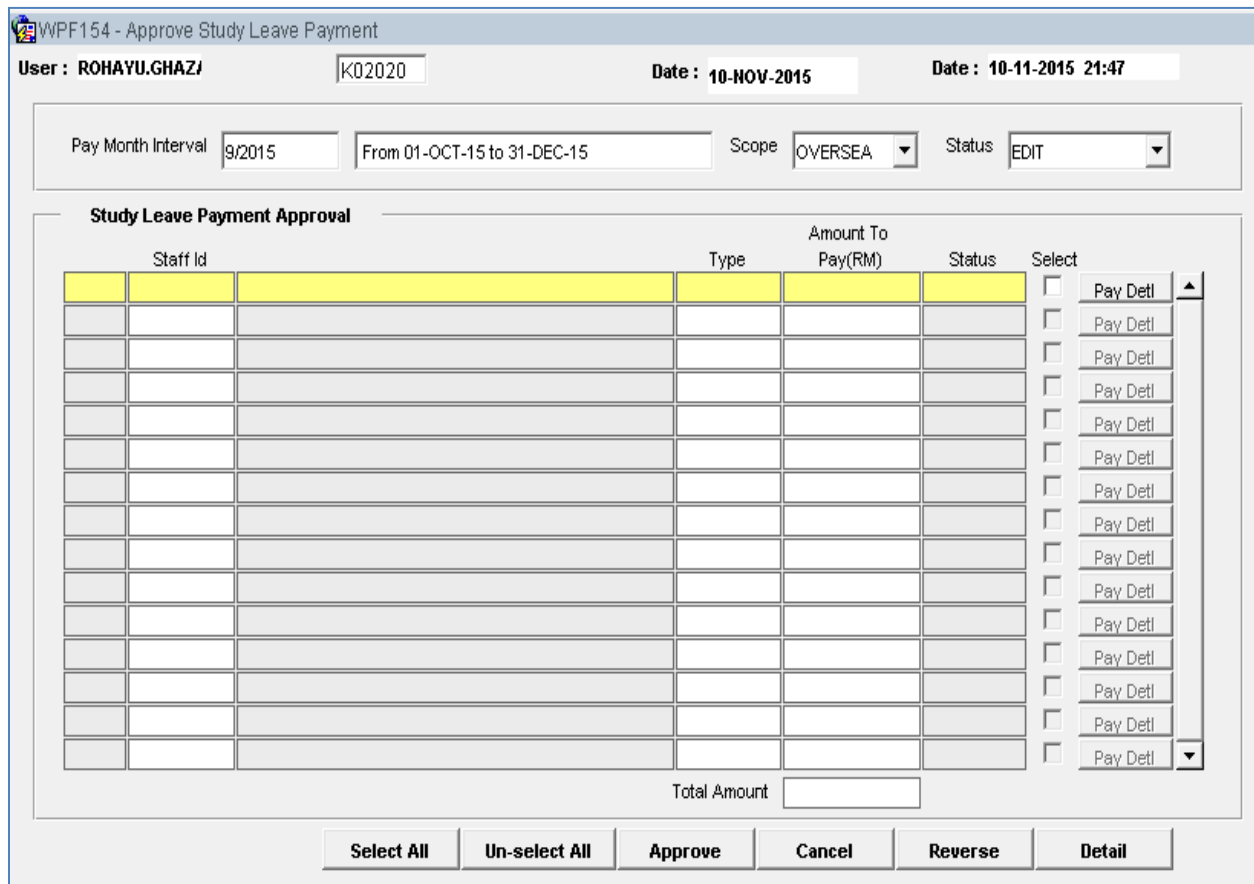
Figure 1-1: Penyata Pembayaran Elaun – Individual Payment Slip

- i. Payment slip should be given to Bursar's Assistant together with supporting document for checking purposes. If all information in the payment slip is correct, Accountant Assistant will issue a letter requesting the bank to make Telegraphic Transfer (TT).
- j. After TT has been done, the bank will send TT information to Bursar's Department. Assistant Accountant should update the currency rate being used during TT date into **Currency Setup** screen.
- k. After that, the next process is same as mention above (2.3 until 3.10)

	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :16/21
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		Pindaan : 00

PART III: STUDY LEAVE PAYMENT APPROVAL

- Go to Study Leave Payment Approval screen
Acct Payable >> Study Leave Payment >> Study Leave Payment Approval
- Select staff and click Approve button.



WPF154 - Approve Study Leave Payment

User : ROHAYU.GHAZI K02020 Date : 10-NOV-2015 Date : 10-11-2015 21:47


Pay Month Interval: 9/2015 From: 01-OCT-15 to 31-DEC-15 Scope: OVERSEA Status: EDIT

Staff Id	Type	Amount To Pay(RM)	Status	Select
				<input type="checkbox"/> Pay Detl ▲
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl ▼

Total Amount:

Select All Un-select All Approve Cancel Reverse Detail

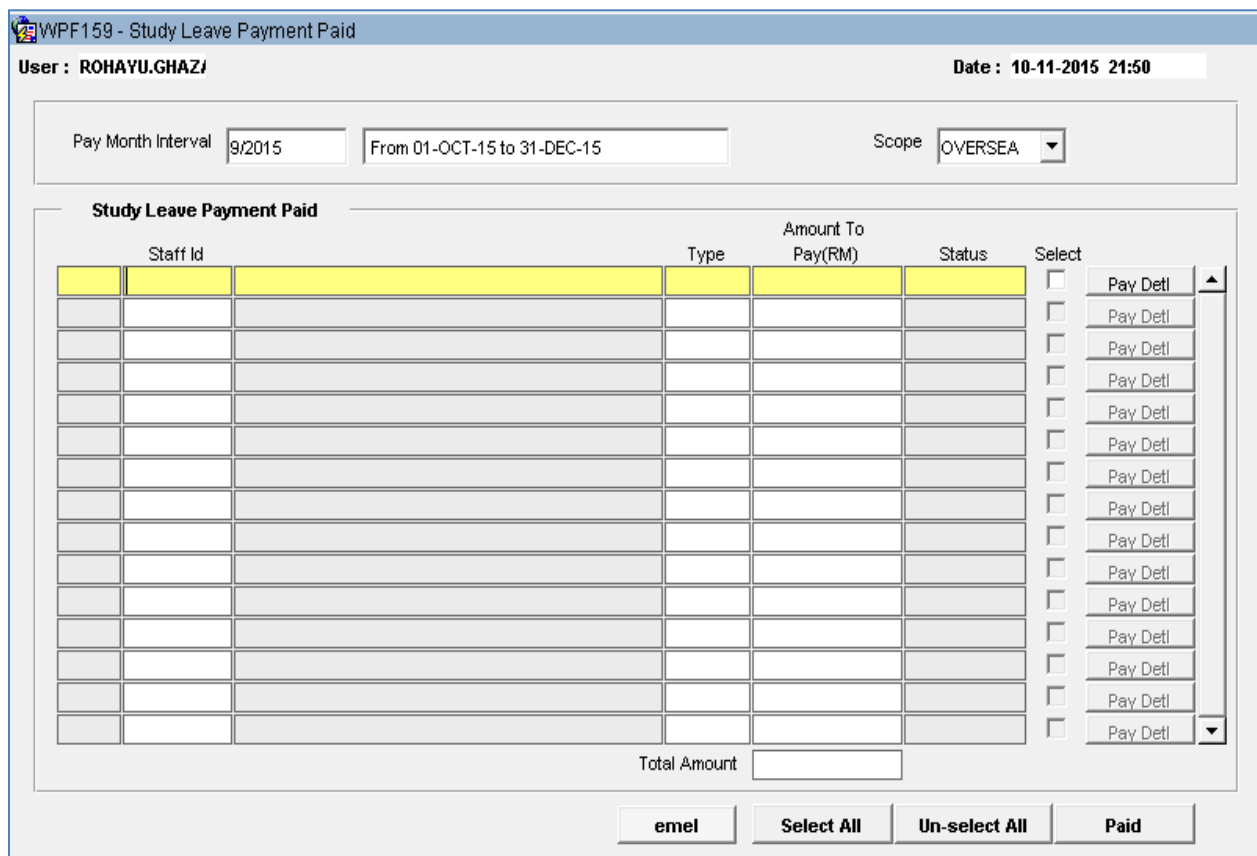
Figure 1-WPF154-1:Approve Study Leave Payment

	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :17/21
	UPSI(ISO)/BEN/P06/MP06	Tarikh : 8 JANUARI 2016
		Pindaan : 00

PART IV: STUDY LEAVE PAYMENT PAID

1. The payment that have been approved will appear on **Study Leave Payment Paid** screen

Acct Payable >> Study Leave Payment >> Study Leave Payment Paid



WPF159 - Study Leave Payment Paid
 User : ROHAYU.GHAZI Date : 10-11-2015 21:50

Pay Month Interval: 9/2015 From 01-OCT-15 to 31-DEC-15 Scope: OVERSEA


Study Leave Payment Paid

Staff Id	Type	Amount To Pay(RM)	Status	Select
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
				<input type="checkbox"/> Pay Detl
Total Amount				

emel Select All Un-select All Paid

Figure 1-WPF159-1:Study Leave Payment Paid

2. Select staff and click **Paid** button.

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PART V: STUDY LEAVE PAYMENT REPORT

Study Leave Payment sub module also allow user to run study leave report.

Acct Payable >> Study Leave Payment >> Study Leave Payment Report

Two(2) study leave payment reports available are :-

1. Payment Listing
2. Individual Payment Slip

1. Payment Listing

Acct Payable >> Study Leave Payment >> Study Leave Payment Report >> Payment Listing

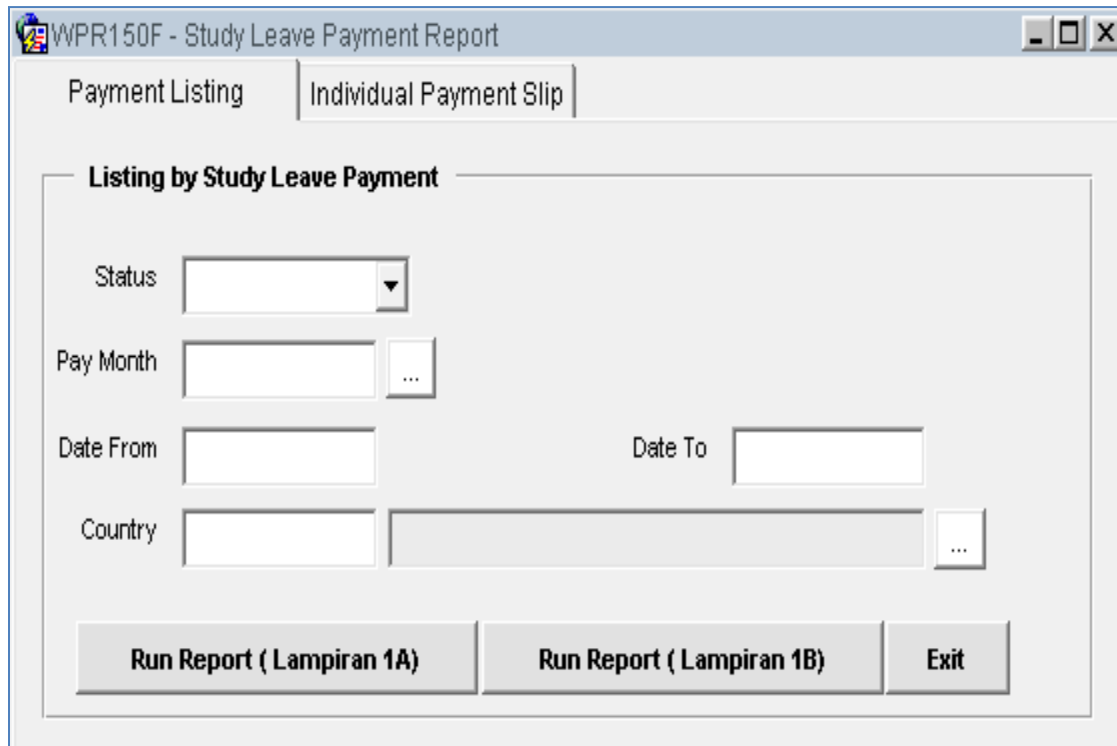



Figure 1-WPR150F-1:Study Leave Payment Report

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP06	Pindaan : 00

1.1 Fill in all required informations as follows:


COLUMN	DESCRIPTION	EXAMPLE
Status	Select payment status	PAID
Pay Month	Select Pay Month	09/2015
Date From	Date from will appear automatically	01-10-2015
Date To	Date to will appear automatically	31-12-2015
Country	Select country	United State

1.2 Click Run Report (Lampiran 1A)

United States			
BIL	NAMA PENERIMA	AMAUN (USD)	NO AKAUN & NAMA BANK
1	Ahmad Jazimin bin Jusoh	1,812.00	No A/K : 8980 6671 0177 Sortcode : - -S -IF W BANK OF AMERICA BANK OF AMERICA, BANKING CENTER MANAGER 1116 W, UNIVERSITY AVE GAINESVILLE, FL 32601
2	Ibrahim bin Hashim	2,013.00	No A/K : 31496094 Sortcode : S -IF -T W 1ST SOURCE BANK P.O. BOX 1602 SOUTH BEND, INDIANA 46634 USA
3	Mohd Azlan bin Muhammad Hussain	864.00	No A/K : Sortcode : - -
4	Pau Kee	1,812.00	No A/K : 438027171053 Sortcode : AB -A -: BANK OF AMERICA 3717 HAMPTON BLVD, NORFOLK, VA 23508, US
5	Zahidah binti Ab Latif	1,008.00	No A/K : 234862 Sortcode : AB -A -Ro FIRST NATIONAL BANK 2406, Grand Avenue, Ames, IOWA 50010
Jumlah (United States)		7,509.00	

Figure 1-2: Penyata Pembayaran Elaun - Lampiran 1A

1.3 Click Run Report (Lampiran 1B)

 UNIVERSITI PENDIDIKAN SULTAN IDRIS ائزوسئتي قئدئدقئ سئلظئ ائزبس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :20/21
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	UPSI(ISO)/BEN/P06/MP06	Pindaan : 00

10-NOV-15 10:18 PM
Report ID : WPR152
Page : 1 of 1

RINGKASAN SEBENAR PEMBAYARAN ELAUN CUTI BELAJAR : OCT - DEC-2015

BIL	NAMA PENERIMA	KADAR (10-11-2015)	*JUMLAH RM
USA (United States)		AMAUN(USD)	
1	Ahmad Jazlim bin Jusoh	1,812.00	7,737.24
2	Ibrahim bin Hashim	2,013.00	8,595.51
3	Mohd Azlan bin Muhammad Hussain	864.00	3,689.28
4	Pau Kee	1,812.00	7,737.24
5	Zahidah binti Ab Latif	1,008.00	4,304.16
JUMLAH (United States) :		7,509.00	32,063.43
JUMLAH (OCT - DEC-2015) :		7,509.00	32,063.43
JUMLAH KESELURUHAN :		7,509.00	32,063.43

Figure 1-3: Ringkasan Sebenar Pembayaran Elaun Cuti Belajar - Lampiran 1B

2. Individual Payment Slip

Acct Payable >> Study Leave Payment >> Study Leave Payment Report >> Individual Payment Slip

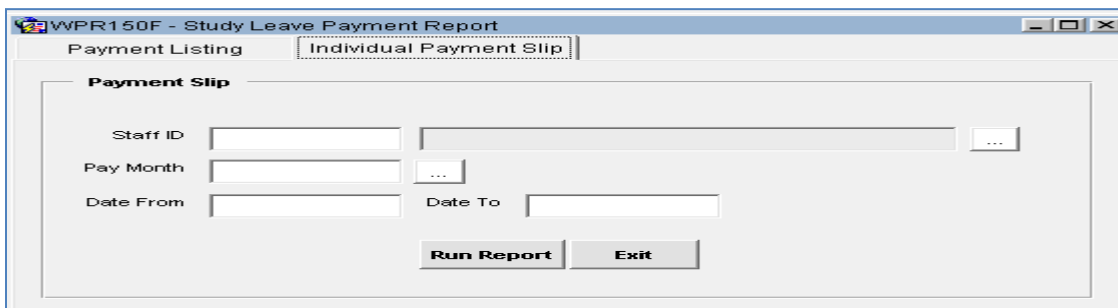



Figure 1-WPR150F-2: Study Leave Payment Report – Individual Payment Slip

	MANUAL PENGGUNA PENGURUSAN BAYARAN CUTI BELAJAR (STUDY LEAVE PAYMENT MANAGEMENT)	Muka surat :21/21
	UPSI(ISO)/BEN/P06/MP06	Tarikh : 8 JANUARI 2016
		Pindaan : 00

2.1 Fill in all required information as follows:

COLUMN	DESCRIPTION	EXAMPLE
Staff ID	Select staf	K00755
Pay Month	Select Pay Month	09/2015
Date From	Date from will appear automatically	01-10-2015
Date To	Date to will appear automatically	31-12-2015

2.2 Click **Run Report** button.

PENYATA PEMBAYARAN ELAUN SLAB / SPU / SLAI / LUAR NEGARA UNIVERSITI PENDIDIKAN SULTAN IDRIS						
NAMA : K00577 - Ahmad Jazlimin bin Jusoh NO KIP : 750202115205 KATEGORI : PASANGAN - Y → ANAK - Y (2) KADAR : KADAR C UNIVERSITI : UNIVERSITY OF FLORIDA, GAINESVILLE JURUSAN : SUB KEPAKARAN - COUNSELING AND COUNSELOR EDUCATION PENGAJIAN : 01/02/2015 - 31/01/2016 LANJUT 1 : - LANJUT 2 : - TEMPOH : OCT2015 - DEC2015						
BIL	JUMLAH ELAUN	KADAR/BULAN	JUMLAH KADAR	JUMLAH KO\$ (RM)	KOD AKAUN	
1	113 ELAUN BANTUAN KELUARGA, PEGAWAI, ISTERI/SUAMI DAN 2 ANAK ATAU LEBIH	USD 324.00	1,152.00	4,919.04	541204	
2	127 ELAUN BANTUAN SEWA RUMAH PEGAWAI, PASANGAN DAN 1-2 ANAK	USD 220.00	660.00	2,818.20	541203	
JUMLAH			804.00	1,812.00		
JUMLAH BESAR (RM)				7,737.24		
MAKLUMAT KEWANGAN						
TARIKH : 10/11/2015 KADAR : USD 4,2700000 NAMA BANK : BANK OF AMERICA ALAMAT BANK : BANK OF AMERICA, BANKING CENTER MANAGER 1116 W, UNIVERSITY AVE GAINESVILLE, FL 32601 NO AKAUN : 8950 6671 0177 LAIN-LAIN : Bank Sortcode : - SWIFT CODE: B0FAU85N ROUTING NO: 063100277						

Figure 1-4: Penyata Pembayaran Elaun – Individual Payment Slip