

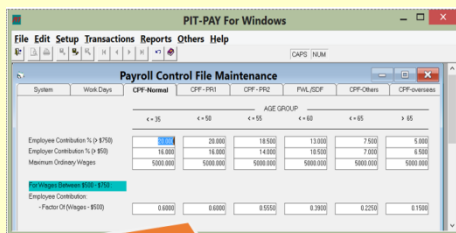


## PIT SOFTWARE PTE LTD

(65) 62537409

### System Features

- Unlimited User IDs
- Unlimited number of employees for full version
- Provide files for CPF and IRAS E-submission.
- **User may revise/edit CPF/FWL/SDL & donation rates.**
- Data can be accessed by any software that support ODBC (Example: EXCEL 2007, SQL query, Crystal Report)
- Designed with powerful Microsoft's Visual Basic
- Simultaneous updating in multi-user mode.
- On-line help menus, context sensitive help and assist operator in data entry and processing
- Friendly search windows to assist operator in data entry
- Multi-level passwords per user ID can be defined to prevent unauthorized access.
- Data is strictly validated before updating.



**USER MAY REVISE EXISTING CPF RATES  
WITH NEW RATES**

### Introduction

#### Field-proven

PIT-PAY is one of the most comprehensive and flexible packages you can find today.

It is the culminated result of more than 25 years of development work done for similar installations for our clients. This has helped us to refine this system to its current sophisticated level.

#### Cost Effective

**One time software license**, no monthly or annual service fee per employee. Optional software annual support fee. Keep your payroll data in the company and confidential. **No need to connect to internet for processing your employees' wages.**

With PIT-PAY, you reduce errors and time consuming paper work; sort and organize payroll data into meaningful reports for the management; and no longer have to put up with delays in recording, filing and searching for information.

#### User Definable Parameters

Up to 99 types of working days and hours in a pay period can be defined

- Overtime, CPF, MBMF, CDAC, SINDA, ECF, SDL, FWL and Rates maintained/ revised by user.
- Voluntarily CPF & CPF for o/seas staff with multiple submission nos.
- 80 Earning and Deduction items
- For each earning or deduction item, the user can define:
  - whether CPF is on OW or AW
  - year-to-date accumulation
  - pay units (hour, day or month)
  - amount, standard rate (per hour, per day, lump sum or %)
  - Expense claims
- Mode of payment-Cash, Bank, Cheque.
- Recurring allowances/deductions.
- Hourly, daily, weekly or monthly-rated employee
- Monthly or bi-monthly salary.

### User Friendly and Menu-driven

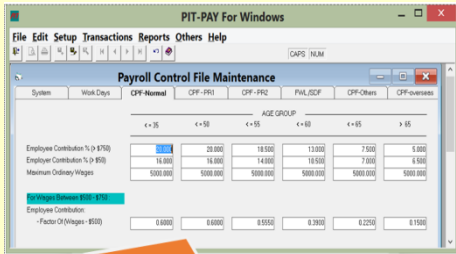
Besides conforming to the local regulations and pay practices, the package is designed with the user in mind so that any operator can run the system without referring to the manual.

It's easy-to-follow menus, navigational facility, logically sequenced and functionally oriented screens and powerful search features allows PIT-PAY users to operate the way they want to operate.

Informs user of employee's net pay, CPF, SDL, FWL and donations for each pay period. Highlight messages for negative pay or negative CPF when entering/viewing pay data.

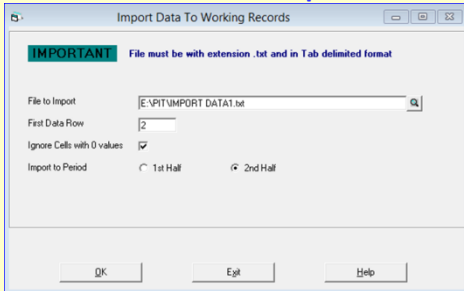
### Processing Features

- **On-line calculation** of overtime, CPF, MBMF, CDAC, SINDA, ECF, SDL, FWL, Voluntarily CPF and CPF for overseas employee **on wages and age groups.**
- Exception run for **resignation**, termination and negative pay
- **Separate or combine bonus** calculation in one or more pay periods (**1st, 2nd and Extra period**)
- **Prior year** pay adjustment or bonus run
- New pay adjustment for change of basic pay rate during the month.
- **Automatic capping of CPF** for additional wages **based on Forecast Year OW or Last Year OW.**
- Negative pay can be carried forward for next month deduction
- **Automatic fixed/recurring** allowances/deductions calculation
- **On-line view** of computation of OT/pay/allowances/deductions or net/gross pay immediately after each change
- Exception run for new employee who join during the month
- **Automatic PR status upgrade** at anniversary for CPF contribution
- Overtime Formulae
- Adjustment or capping to AW's CPF-specifically provided to cater for IR8S.



USER MAY REVISE EXISTING CPF RATES WITH NEW RATES

### Add on module to import data



Import data for days or hours from digital time recording devices

Page 2 of 3



RUNS ON WINDOWS 2003 OR WINDOWS 7 OR 8

It is the culminated result of more than 28 years of development work done for similar installations for our clients.

## Other Features

- IR8A E-Submission data file
- IR8A/IR8S/A8 forms on plain paper
- Appendix 8A data file submission
- Prepare CPF data file for upload via Internet for Normal CPF, voluntary CPF or others.
- Prepare multiple bank GIRO data files for POSB, DBS, HSBC, UOB, OCBC, CITIBANK, Bank of Tokyo, Sumitomo Mitsui, Citibank, CIMB, BNP, Standard Chartered and other major banks with **Swift Code** data.
- Pay-slip (on docket or plain paper)
- Coinage Analysis
- Bank order list - GIRO details
- Maintain annual and medical leaves
- Maintain employee's salary records for January to December.

## Reports

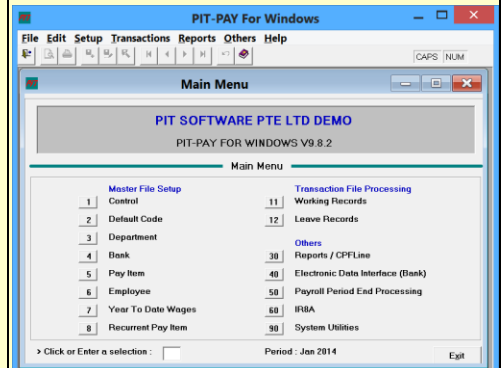
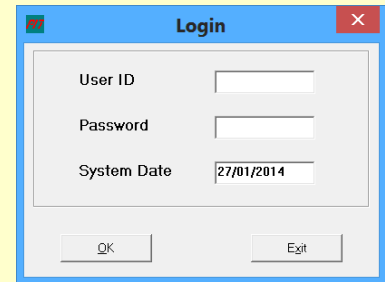
A wide range of reports complements PIT-PAY. These reports may be selectively **printed on hardcopy or view on screen** for a particular, a range of or all selected records. **All reports can be saved to pdf, Excel or Words format.** Reports can be printed for specific pay period or monthly totals. Reports may be printed on laser or desk jet printer.

- Master File Listing
- Department
  - Bank
  - Pay item
  - Employee detailed information
  - Employee code and name only

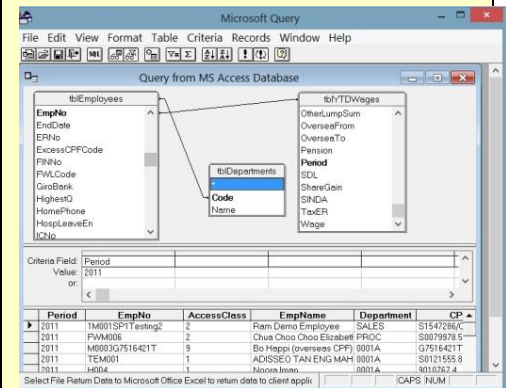
## End Period Reports

These reports may be printed for each pay period or for the month:

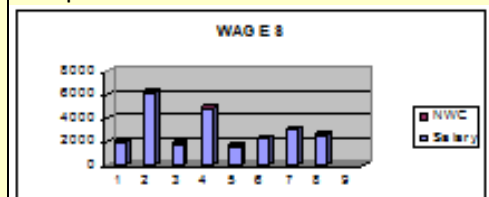
- MBMF/CDAC/SINDA/ECF Listing
- CPF/FWL/SDF Listing
- Payroll summary by employee and department, mode of payment, the company
- Leave records detail or summary
- Overtime analysis
- Payroll Audit and Negative Pay reports.
- 12 Periods salary records
- Working records (detail earnings and deductions)
- Earning/deduction report for each pay item
- IR8A, IR8s and Appendix 8A print on plain paper



## AD HOC DATA QUERY/EXPORT - EXCEL 2007



## Graph done in EXCEL 2007



**Sample Pay slip** - only specific items applicable are shown for each employee. Choice of A4 or envelope formats.

EMPLOYEE	NG AH HUAT		PAY ADVICE			
COMPANY	ZE00231 PIT SOFTWARE PTE LTD DEMO		ROCN No. 201119468N			
DEPARTMENT	INDIRECT-WAREHOUSE LOCATION A					
PAY PERIOD	01/01/2014-31/01/2014					
PAY SLIP S/NO.	1	***** EARNING S \$ *****	***** DEDUCTIONS S			
Daily Wage Rate (\$)	80.00	Total Regular Pay Amount	1600.00	Incomp Deduction	1200.00	
Hourly OT Rate (\$)	10.00	Total Overtime Pay1.0 Amt	120.00	Rental co-sharing amount	250.00	
Regular Day/Hour	20.00	Total Overtime Pay1.5 Amt	210.00	CDAC	1.00	
OT Hour 1.0	12.00	Total Overtime Pay2.0 Amt	320.00	Employee CPF	200.00	
OT Hour 1.5	14.00	No Pay Leave-days	-80.00			
OT Hour 2.0	16.00	Transport Allow-days	260.00			
No Pay Leave-days	-1.00	Meal allowances	65.00			
Transport Allow-days	13.00	AW'S/Bonus	1000.00			
Meal allowances	13.00	Season parking-not taxable	65.00			
Employee's CPF	1220.00	GROSS PAY	3645.00	NET PAY	1994.00	
Employer's CPF	976.00					
Your pay will be credit on 25 Jan 2014					UOB Bank	
Happy New Year to you and your family					0012255448	
		Last Yr B/F	This Yr	Total	Taken	Balance
Annual Leave		12.00	0.00	12.00	0.00	12.00



**Documentation**

A comprehensive on-line user manual is provided with each package. Sample CPF computations are also provided. Full text search and index are included.

**Sample IR8A** - printed on plain paper

**2014 FORM IR8E**  
Return of Employee's Remuneration for the year ended 31st December 2013

This Form will take about 10 minutes to complete. Please get ready the employee's personal particulars and details of his/her employment income. Kindly read the explanatory notes when completing this Form.

Employee's Tax Ref. No. (KCB No. / Others) 201119468N \* Employee's Tax Ref. No. NRIC / #BN (Foreign Identification no.) S1547286 C

Full Name of Employee: Kam Demo 48 yrs Date of Birth: 01/01/1965 Sex: F Marital Status: Single  
Residential Address: B/L 2, #12-022, The Bayshore Singapore 450007 Designation: Sales Assistant

If employment terminated/ceased during the year, state (this paragraph is for the Employer's Use): Date of Commencement: Date of Cessation:

**INCOME**

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay: 19500.00  
 b) Bonus (non-contractual bonus declared on 31/12/2013 and/or contractual bonus for services rendered in 2013): 2000.00  
 c) Director's fees approved at the company's AGM/EGM on: 0.00  
 d) OTHERS:  
 1. Gross Commission for the period 01/01/2013 to 31/12/2013 monthly/other than monthly payment: 6500.00  
 2. Pension: 0.00  
 3. Allowances / Transport \$ 1752.18 Entertainment \$ 0.00 Others \$ 0.00: 1752.18  
 4. Lump sum payment (see paragraph 12.4 of the Explanatory Notes): 0.00

Reason for payment: Basis of levying at the payment: Length of service:  
 Gratuity \$ 0.00 Compensation for loss of office \$ 0.00  
 Notice Pay \$ 0.00 Ex-gratia payment \$ 0.00  
 Others (please state nature) \$ 0.00

5. Retirement benefits including gratuity/pension/commutation of pension/lump sum payments, etc from Pension Provident Fund: Name of Fund: (Amount accrued up to 31 Dec 1992) 0.00 Amount accrued from 1993: 0.00  
 6. Contributions made by employer to any Pension Provident Fund constituted outside Singapore (see paragraph 12.4.1 of the Explanatory Notes. Give details especially if tax concession is applicable): 0.00  
 7. Excess Voluntary contribution to CPF by employer (less amount refunded to be refunded): 200.00  
 8. Gain or profit from Employee Share Option (ESO) other than Employee Share Ownership (ESO) Plans (Please complete Appendix 8B - see paragraph 12.4 V of the Explanatory Notes): 0.00  
 9. Value of Dividends in kind (Please complete Appendix 8A): 601.65

e) Employee's Income Tax borne by employer: NO (Indicate YES or NO) TOTAL (Items 61 to 69): 9033.31  
 IF YES and partial state items for which tax is borne

**DEDUCTIONS**

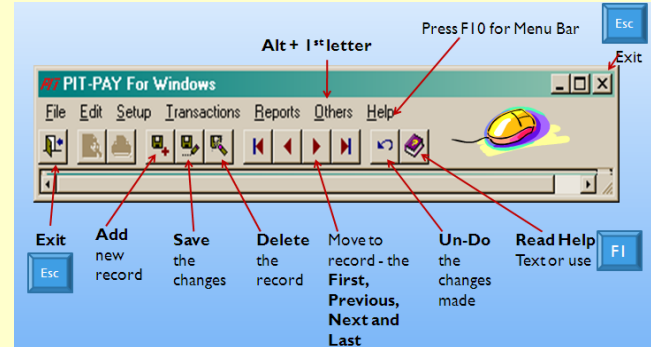
EMPLOYEE'S COMPULSORY contribution to \* CPF Designated Pension or Provident Fund (less amount refunded to be refunded)  
 Name of Fund: Central Provident Fund: 3320.00  
 (Please adjust the appropriate CPF rates published by CPF Board on its website <http://www.cpf.gov.sg> and do not include excess/voluntary contribution in this item)

Donations deducted through salaries for:  
 \* Yayasan Mendaki Fund @Community Chest of Singapore: 177.75  
 @NADA @DAG @GCF @Other tax-exempt donations: 34.32  
 Contributions deducted through salaries for Mosque Building Fund: 34.32

**DECLARATION**

Name of Employer: PIT SOFTWARE PTE LTD DEMO  
 Address of Employer: BRADDELL TECH BLD UNIT 04-01/01, TOA PAYOH LOR 8 S118262  
 A.H.O. MANAGER 62537409 15/01/2014  
 Name of authorised person making the declaration: Designation: Tel No: Signature/Date

The income and deductions printed on this statement are NOT REQUIRED to be reported in your tax form. It will automatically included in your Income Tax Notice of Assessment. This statement is for your retention. This is a computer generated form. No signature is required.



**System Requirements**

PIT-PAY can run on a single-user or multi-user configuration under Windows. PIT-PAY software is licensed per company, multiple licenses may be acquired at a bundle price.

**SINGLE-USER**

For a single-user, the following minimum hardware configuration is recommended:

- Personal computer with a Dual cores or higher processor
- Microsoft Windows operating system
- Minimum 2 GB RAM for Windows 7/Windows 8; more memory may be required to run additional applications simultaneously
- one DVD and one hard disk drives (100MB available space)
- VGA display or higher resolution

**MULTI-USERS**

For multi-users, PIT-PAY runs on local area network supported by Microsoft Windows 2003 and above.

**Support**

PIT Software Pte Ltd is fully committed to the continuing support that comes with our software. Our support includes hot lines, software enhancements and on-going services.

**Office address:-**  
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 #04-01/02 Braddell Tech, Singapore 319262  
 Tel: 6253 7409 Fax: 6252 3044  
 Email: [pitenquiry@pit.com.sg](mailto:pitenquiry@pit.com.sg)  
 Business Hours: Monday to Friday (9am to 5pm)  
 Excludes public holidays.