

SGUnited Traineeship Programme Grant User Guide

Document Version

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Doc Version	Update Date	Task	Changes Description	Page	By
1.0	12 Dec 2020	New	Released of User Guide	-	Ong Ling Hui
1.1	25 Jan 2021	Update	Mid-Career Programme is claimable through this System	4	Ong Ling Hui
1.2	6 Feb 2021	Update	View your submission status in Expense History	5, 7	Ong Ling Hui
1.3	3 Mar 2021	Update	Update RECEIPT DATE as the payroll period end date.	3	Ong Ling Hui
1.3	3 Mar 2021	Update	Refine claim creation workflow on "Save Draft"	3	Ong Ling Hui
1.4	15 Mar 2021	Update	Added Frequently Asked Questions (FAQ)	9	Michelle Teh
1.5	7 April 2021	Update	Cannot HIDE columns when during batch import	6	Ong Ling Hui
1.6	30 Jul 2021	Updated	Updated FAQ	9, 10	Ong Ling Hui

(A) Claims Application via **PayDay! HRMS** Expense Module

- 1) Click on URL <https://eservices.stoneforestaccounts.com.sg/PRLogin.asp> to proceed to login by entering **Company ID**, **Login ID** and **Password**.

← → ↻ eservices.stoneforestaccounts.com.sg/PRLogin.asp ☆ 👤 ⋮

Welcome to **PAYDAY!** HRMS

(f.k.a eACCPAY)
5 Mar 2021 11:24:57

SG NEWS: **Change of CPF Direct Debit Deduction Date**
SG NEWS: **National Business Survey 2020/2021**

Protect Your Business from Cyber Attacks

- Train Employees on Cyber Security
- Use Strong Password
- Perform Regular Data Backups
- Update Operating System Regularly
- Use Endpoint Security Software
- Conduct Security Assessment

Company ID

Login ID 1

Password

Login

[Forgot Company ID/Login ID/Password?](#)
By clicking Login, you agree to our [Terms of Use](#)

Remember Company ID

Download PayDay! HRMS mobile apps

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- 2) Upon succession, you will be brought to Payday! HRMS Dashboard.

Singapore Business Federation

HQ ID: SGUNITED

Go to Employee Maintenance - Employee Profile to verify your Company Bank Details
** Submit SGUT/SGUP claims & view bank details only available for uploaded trainees
** Receipt Date = Payroll Period End Date
[Click here to download Progress and Claims templates](#)

- 3) Click on **Apply Expenses** to proceed to submit claims.

SINGAPORE BUSINESS FEDERATION

HQ ID: SGUNITED

Current User: SFA USER 1 Version: 2.3.27 Support

SG NEWS: **Tax Alert - Fortitude Budget 2021 Extension and extension of FWL waiver and rebate**

Good evening, SFA USER 1
Your last login was on Sunday, 19 July 2020 at 7:15:23 PM.

Dashboard

EXPENSES 3

[Apply Expenses](#)
[View Expenses History](#)

[Change Particulars](#) | [Change Password](#)

4) Select the Trainee and click **Create**.

SINGAPORE BUSINESS FEDERATION
HQ ID: SGUNITED
Current User: SFA USER 1 Version: 2.3.27 Support

[Draft][History][Amendment] Search [Next Employee]

[Previous Employee]

Expenses Application

Company: T02SS0073H Singapore Business Federation

Employee: JUN001 KOH WOON

Year: [v]

Application Type: TRAINEE

Create Date: [v] Remarks: No Record Project Code: Payable Amount:

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5) Select **Expenses Item**, update **Remarks** and **Save as Draft**.

Print Save as Draft Next Delete Close

Company: Singapore Business Federation App Date: 19/Jul/2020 App Type: MAIN

Employee Code: JUN001 Project Code: NA Home Currency: SGD

Employee Name: KOH WOON

Remarks: Claims for Jun/2020 Please click "Update" to save before clicking "Next".

Expenses Items

Date	Expense Item	Description	Payable Amt
	SG United Trainee Grants		0.00
Total			0.00

6) Select Trainee Grant with Default as **Trainee Programme Grant**.

For submission of insurance claim, please select **WICA**.

7) Enter the **Receipt Date** = Payroll period end date

8) Enter **Expense Amt** = Payroll Amount (Net to Trainee)

9) Attached zip file containing i) Payroll Slip and ii) Progress and iii) Claims templates

Print Save as Draft Next Delete Close

Company: Singapore Business Federation App Date: 19/Jul/2020 App Type: MAIN

Employee Code: JUN001 Project Code: NA Home Currency: SGD

Employee Name: KOH WOON

Remarks: Claims for Jun/2020 Please click "Update" to save before clicking "Next".

Expenses Items

Date	Expense Item	Description	Payable Amt
	SG United Trainee Grant		0.00
Total			0.00

Expense Item: SG United Trainee Grant Trainee Grant: TRAINEE PROGRAMME GRANT

Receipt Date: [7] Base Currency: SGD Expense Amt: [8] Total Amt: 0

Total Amount (SGD): Payable Amt (SGD):

Payment Currency: SGD Pay Exc. Rate: 1 (Base->Payment)

Job Code: [v] Unit Code: [v]

Subjob Code: [v] Cost Code: [v]

Billable: [x] Yes

Attach Document: [9] (File size up to 2MB)

Description: [v]

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Note: Step6 - Mid Career Programme is claimable through this system, select default "Trainee Programme Grant" will do.

10) Enter **Description**.

Expense Item: SG United Trainee Grant Trainee Grant: TRAINEE|TRAINEE PROGRAMME GRANT

Receipt Date: 30/Jun/2020

Base Currency: SGD

Expense Amt: 1800

Total Amt: 1800

Total Amount (SGD): 1800 Payable Amt (SGD):

Payment Currency: SGD Pay Exc. Rate: 1 (Base->Payment)

Job Code: Unit Code:

Subjob Code: Cost Code:

Billable: Yes

Attach Document: C:\Users\Winatoh\Pictures\Saved Pictures\san Browse... (File size up to 2MB)

Description (Eg. Receipt No, Invoice No, Item Description, etc): **10** Claim for Jun payroll

Expense Item: SG United Trainee Grant Trainee Grant: TRAINEE|TRAINEE PROGRAMME GRANT

Receipt Date: 30/Jun/2020

Base Currency: SGD

Expense Amt: 1800

Total Amt: 1800

Total Amount (SGD): 1800 Payable Amt (SGD):

Payment Currency: SGD Pay Exc. Rate: 1 (Base->Payment)

Job Code: Unit Code:

Subjob Code: Cost Code:

Billable: Yes

Attach Document: C:\Users\Winatoh\Pictures\Saved Pictures\san Browse... (File size up to 2MB)

Description (Eg. Receipt No, Invoice No, Item Description, etc): Claim for Jun payroll

11) Click **Update** to save

SINGAPORE BUSINESS FEDERATION

HQ ID: SGUNITED User: SFA USER 1 Version: 2.3.27 Support

Expenses Application Print Save as Draft **13** Next Delete Close

Company: Singapore Business Federation App Date: 19/Jul/2020 App Type: MAIN

Employee Code: JUN001 Project Code: NA

Employee Name: KOH WOON Home Currency: SGD

Remarks: Claims for Jun/2020 **Please click "Update" to save before clicking "Next".**

Date	Expense Item	Description	Payable Amt
30/06/20	SG_GRANTS	Payslip for Jun 2020	1,440.00
Total			1,440.00

Expense Item: SG United Trainee Grant Trainee Grant: TRAINEE|TRAINEE PROGRAMME GRANT

Receipt Date: 30/Jun/2020

Base Currency: SGD

Expense Amt: 1800

Total Amt: 1800

An amount of SGD360.00 is rejected

Total Amount (SGD): 1800 Payable Amt (SGD): 1440

Payment Currency: SGD Pay Exc. Rate: 1 (Base->Payment)

Job Code: Unit Code:

Subjob Code: Cost Code:

Billable: Yes

Attached Document: sample1.png Remove File

12) Check the **Payable Amount**

13) Click **Next** to confirm claims

14) Click **Confirm** to submit

Expenses Application Confirmation

Company: Singapore Business Federation
 Employee Code: LUN001
 Employee Name: KOH WOON
 Remarks: Claims for Jun/2020

Application Date: 19/06/2020
 Project Code: [Blank]
 Home Currency: SGD

Expenses Item Summary

Date	Expense Item	Description	Currency	Expense Amt	Payable Amt	Reject Amt	Payable Amt (SGD)	Attachment
30/06/2020	SG_GRANTS	Payslip for Jun 2020	SGD	1,800.00	1,440.00	360.00	1,440.00	Yes
Total Amount							1,440.00	

Expenses Item Details

Expense Item: SG United Trainee Grants
 Receipt Date: 30/06/2020
 Base Currency: SGD
 Expense Amt: 1800
 GST / VAT Amt: 0
 Total Amt: 1800
 An amount of SGD360.00 is rejected

Work Flow Details

Seq No	Approvers	Approval Email	Stage
1	SFA VERIFIER 1 (SFAV001) SFA VERIFIER 2 (SFAV002)	vinatoh@payrollserve.com.sg vinatoh@payrollserve.com.sg	VERIFICATION
2	SBF APPROVER 1 (SBFA001) SBF APPROVER 2 (SBFA002)	vinatoh@payrollserve.com.sg vinatoh@payrollserve.com.sg	APPROVAL

15) System will prompt Expense Application Success and an email will be send verifier.

Expenses Application Success

Application Reference No: 2020070009
 Application Status: PENDING
 Pending Approver: SFA VERIFIER 1
 Approver Email: vinatoh@payrollserve.com.sg
 Pending Stage: VERIFICATION

Sun 19/07/2020 07:32 PM
 PayDay! HRMS <eservices@stoneforestaccounts.com.sg>
 Expenses Application for Verification

To: Vina Toh
 Cc:

Hi SFA VERIFIER 1,
 KOH WOON has sent an expenses application awaiting for your verification.
 APPLICATION REF NO: 2020070009
 APPLICATION REMARKS:
 Claims for Jun/2020

You may access our online services provided from our website at [eACCPAY](#).
 This is a system generated notification.
 -- END OF MESSAGE --

16) Click on **Apply Another** to submit another claims

Note: Monitor the approval status through Expenses History. Select your trainee. Click into individual submission record. System has a "Status" field at the end of the table.

(B) Claims Import by Batch Application via PayDay!HRMS Expense Module

In order to use this option, user needs to prepare 1) the import file and 2) individual trainee's documents zip file into ONE big zip file for upload.

- 1) For the import template, only certain columns are required. **Only 100 lines (including the header) allowed per file.** Please refer to sample (table 1.1) and explanation below to prepare your import file.

	A	B	C	D	E	F	G	H	I	K	Z	AA	AB	AC
	EMP_ID	APP_TYPE	PROJECT_CODE	REMARKS	SERIAL_NO	EXP_CODE	RECEIPT_DATE	BASE_CURRENCY	AMT	EXPENSES_CATEGORY_HEADER1	DESCRIPTION / LINE_Remarks	HAS_ATTACH_MENT	ATTACHMENT_FILENAME	
1					1	SG_GRANTS	31/Aug/2020	SGD	2500	TRAINEE	Payroll for Aug 2020	YES	TanAug.zip	
2	COYC_001	MAIN	NA	Claims for Trainee Tan	2	SG_GRANTS	30/Sep/2020	SGD	2500	TRAINEE	Payroll for Sep 2020	YES	TanSep.zip	
3					1	SG_GRANTS	31/Aug/2020	SGD	2500	TRAINEE	Payroll for Aug 2020	YES	WongAugWICA.zip	
4	COYC_002	MAIN	NA	Claims for Trainee Wong	2	SG_GRANTS	31/Aug/2020	SGD	107	WICA	WICA	NO		
5	COYC_002	MAIN	NA	Claims for Trainee Wong										
6														

Table 1.1

Col A – **EMP_ID**. Employee ID not Employee Code. You can retrieve this information from Employee Maintenance - Employee Profile.

Col B – **APP_TYPE**. Application Type to Default to **MAIN** (please do not leave blank or input any other value)

Col C – **PROJECT_CODE**. Default to **NA** (please do not leave blank or input any other value)

Col D – **REMARKS**. This refer to the Claims for XXX

Col E – **SERIAL NO**. This refers to the running number of transaction count PER Application PER Trainee. So if you have 3 months' of payroll to claim, then there will be 3 lines, one for each month. If you have WICA to claim, then WICA is a separate line.

Col F – **EXP_CODE**. Default to **SG_GRANTS** (please do not leave blank or input any other value)

Col G – **RECEIPT_DATE**. This refers to the payroll period end date.

Col H – **BASE_CURRENCY**. Default to **SGD** (please do not leave blank or input any other value)

Col I – **EXPENSES_AMT**. This refers to the gross allowance paid to the trainee.

Col K – **CATEGORY_HEADER1**. To indicate **TRAINEE** for training allowance or **WICA** for insurance. (please do not leave blank or input any other value)

Col Z – **DESCRIPTION/LINE_Remarks**. To indicate if this is payroll or WICA for which month or what have been uploaded)

Col AA – **HAS ATTACHMENT**. Important to indicate YES for TRAINEE allowance and to indicate filename attached in Col AB.

Col AB – **ATTACHMENT_FILENAME**. This is the individual zip file for each trainee (eg TraineeA_Aug.zip)

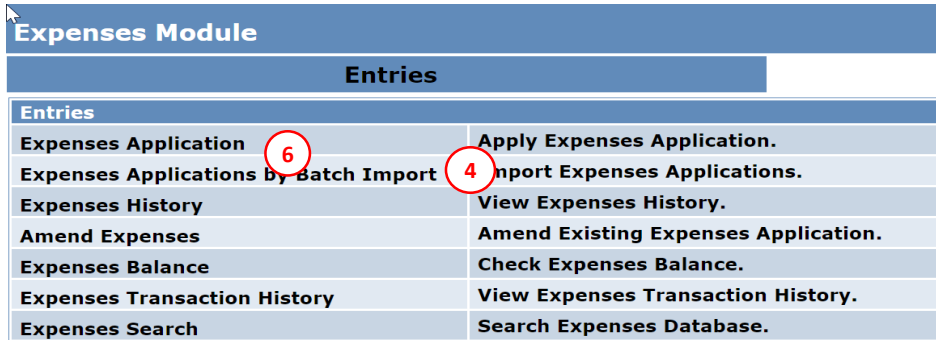
- 2) **One Zip FILE** containing all the individual trainee's zipped documents. Payroll slip, progress report, etc required under this programme to be zipped into 1 file. (eg TraineeA_Aug.zip; TraineeB_Aug.zip)
Then Zip all zip.files into ONE file. (eg. AUGSubmit.zip – contain TraineeA_Aug.zip and TraineeB_Aug.zip)

**** Application without or with incomplete supporting attachments will be rejected.**

3) Ready to Import batch, Click on **EXPENSE Module**



4) Click **Expenses Applications by Batch Import**



5) Import Data

This is where you can download the template and to import data and zip file.

i) Have Attachments to Import? Select YES

ii) Import Applications in Draft Mode?

- **If you want to review the import data before submission, you may select YES.** You will need to go the **Draft mode** to check **ALL** submissions **individually**.
- **If you do not want to review the import data before submission, you may select NO.** System will automatically submission the application for verification.

iii) Applications File: choose the import file

iv) Attachments File: choose the ONE Zip file containing the individual zip files.

es

Expenses Application Import Close Download Template

Company : Demo Singapore Business Federations

Have Attachments to Import? YES

Import Applications in Draft Mode? NO

Applications File : Browse...

Attachments File (ZIP) : Browse... Max. ZIP file Size is 10 MB

Import Data

IMPORTANT NOTE:
Import file should contain maximum 100 rows excluding Header.
Attachments ZIP file should not contain any folders.
This import function allows to create new expenses applications only and cannot update any existing applications.

Note: if file contains error, the entire batch will be rejected. Review the error log to rectify the error and re-import again.

6) After importing, if you have indicated to import in Draft Mode as YES, click [**CLOSE**], then click on **Expenses Application** to review and submit your application individually.

Note: Monitor the approval status through Expenses History. Select your trainee. Click into individual submission record. System has a "Status" field at the end of the table.

Frequently Asked Question

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Whitelisting	
My IT is requesting for the list of sites to whitelist for PayrollServe/ StoneForest.	Please whitelist the following: - 203.117.94.5 - 203.117.94.8 - 203.117.94.3 - eaccpay@stoneforestaccounts.com.sg - eservices@stoneforestaccounts.com.sg
My company does not have IT officer. How can I whitelist the email?	Please add eservices@stoneforestaccounts.com.sg to your email address contacts.
Login	
How do I appoint an alternate user to manage my company's claims?	Contact SBF at sgutclaim@sbf.org.sg to change or nominate another user for login.
I have multiple subsidiaries. Am I able submit all my trainees under 1 login account?	Contact SBF at sgutclaim@sbf.org.sg to request submission of all entities under 1 login ID. In your email, indicate the authorized company representative, their email and the entity name, you wish to have as the main login account.
Employee Maintenance	
I cannot click on Create to set up my employee's profile.	Creation and amendment of trainees can only be done by SBF. You may receive approval of trainee from SBF, however access of the trainee on the system will still depend on when the trainee has been uploaded.
I cannot see my employees' information under Employee Profile.	Creation and amendment of trainees can only be done by SBF. You may receive approval of trainee from SBF, however access of the trainee on the system will still depend on when the trainee has been uploaded.
I can see my employees' information under Employee Profile, but cannot see employee/bank details.	For Bank Details submission, please go to: https://forms.zohopublic.com/SBF/form/SGUPBankDetails/formperma/i6m6Qd6puSWHJ7i-vFwpxqB1JgM9Dd1QceAXT6tjOY
I can see my employees' information under Employee Profile, but the employee/bank details are incorrect .	For Bank Details submission, please go to: https://forms.zohopublic.com/SBF/form/SGUPBankDetails/formperma/i6m6Qd6puSWHJ7i-vFwpxqB1JgM9Dd1QceAXT6tjOY
I can see my employees' information under Employee Profile, but the employees are no longer with the company.	Contact SBF at sgutclaim@sbf.org.sg to make changes to your company's information.

<p>Where can I generate a report of my trainees under the SGUNITED schemes?</p>	<p>Please go to Employee Maintenance – Import and Exports – Export Employee</p> <p>Leave blank to select all trainees or choose your trainees by clicking on the magnifying glass.</p> <p>Press download data to generate the report in .TXT format.</p>
<p>Expenses Application</p>	
<p>Do I have to submit by 15th or 28th every month? Will there be penalties for late submission?</p>	<p>Based on our understanding with SBF, the 15th is the submission deadline for your company’s respective claims to be processed. For example, if your company submits after the 15th of the month, it will be batched together in the next processing deadline.</p> <p>There are no penalties for late submission. You may still submit the current month’s claim in the following month if you have missed the submission deadline for this month.</p>
<p>I can see a few of my trainees but not all of them. Can I submit my claims for those that are available online first, or do I have to wait for all trainees to make available online?</p>	<p>Yes, you may submit for those available. For those not available, please wait until SBF has unloaded them onto the system.</p>
<p>Can I submit claims for multiple months/employees in one application?</p>	<p>Yes, you may only in Batch Import. Please zip each trainee’s file separately respective of the month, and then zip all the separate zip files together into a consolidated zip file.</p> <p>For example, <u>ConsolidatedTrainees.zip</u> Trainee1_Jan.zip consisting of Payslip, Training Allowance Disbursement Form and Annex C-Development Plan Trainee2_Jan.zip consisting of Payslip, Training Allowance Disbursement Form and Annex C-Development Plan Trainee2_Feb.zip consisting of Payslip, Training Allowance Disbursement Form and Annex C-Development Plan</p> <p>(Unsupported zip programmes: 7zip / .rar)</p>
<p>Expenses History</p>	
<p>Will there be notifications when my claims get approved/rejected by SBF?</p>	<p>Yes, you will receive an email notification upon approval/rejection on claims.</p>
<p>Where do I find the status of submission?</p>	<p>Please go to Expenses Module > Entries > Expenses History > Select Employee > Select Claim > View Status</p>

<p>Where can I generate a report of all my claims?</p>	<p>Please go to Expenses Module > Reports > Claims Progress Report.</p> <p>Leave fields blank for all claims or select a range of dates and/or specific employees.</p> <p>Press download to generate a report in Excel format.</p>
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