

PAYDAY.[®] HRMS

SBF MID-CAREER PATHWAYS PROGRAMME (MCPP) USER GUIDE

PAYDAY! HRMS EXPENSE MODULE USER GUIDE

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SBF Mid-Career Pathways Programme (MCPP)

Document Versions

Go To Frequently Asked Question (FAQ)

Doc Version	Update Date	Task	Changes Description	Page	Updated By
1.0	28 Apr 2022	New	Released of User Guide	-	Mandy Wong
2.0	24 Oct 2023	Updates	Revised of Programme Name	-	Ann Cheong

SBF Mid-Career Pathways Programme (MCPP)

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SBF Mid-Career Pathways Programme (MCPP)

First Time Login to PayDay! HRMS Expense Module

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

eservices.stoneforestaccounts.com.sg/PRSLogin.asp	9 论 ☆
Welcome to PAYDAY?®	HRMS
CN NEWS: HKSAR - Launched 2022 Employment Support Scheme ("2022 ESS") supporting employers with 3 CON NEWS: HKSAR - Launched 2022 Employment Support Scheme ("2022 ESS") supporting employers with 3 Contract and the second sec	3 months subsidies of wages to their employees READ HERE Company ID Login ID Password Company ID/Login ID/Password? By clicking Login, you agree to our Terms of Use Remember Company ID
Download PayDay! HRMS mobile apps	BOOGLE Play

2) Upon successful login, you will see Payday! HRMS **Dashboard** shows the statement below. This indicates you are on SBF Mid-Career Pathways Programme (MCPP).

Singapore Business Federation	🕂 明 🏶 🧉 🌣 し
HQ ID: SBF	Current User: TEST HIDAYAH Version: 4 Support
Register for Training and Download Latest User Guide dated May	Change Password 2022 Here
Go to Employee Maintenance - Employee Profile to verify your Trainee Details a ** Submit MCPP claims is enable for uploaded trainees with bank details and signed For clarification, please email RSGUP_Claims@sbf.org.t	and Company Bank Details Letter Of Acceptance (LOA) only 5g
For Development Plan submission, pls use this Link	
For 2nd tranche claim submission, pls ensure to update Mid-Career Individuals	attachment status:Link2
WARNING : In the event that the host organisation (HO) or person related to the HO is found to en- such as the provision of inaccurate information or falsification of documents, for the purpose of obt will not hesitate to take the appropriate actions against the host organisation or related person, inc approvals, recovery of grants disbursed, referring to the police and debarment from participation of	gage in any act deemed inappropriate by WSG, aining grant support for the Programme, WSG cluding but not limited, to rescinding the grant f any WSG programmes/schemes in the future.
Good evening, TEST HIDAYAH	

SBF Mid-Career Pathways Programme (MCPP)

3) Click on Verify UEN

Dashboard					
On-Board	On Boarding Verify UEN Input Company Bank Details				
6 00	EXPENSES				
\bigcirc	Apply Expenses View Expenses History				

4) Check on the **company UEN** and **company name**.

Singapore Business Fe	合 曲 🕯	1	谷 ()	
		Current User: TEST HID	AYAH Version :	4 <u>Support</u>
Current Company	Singapore Business Federation - MCPP V			
Please Verify Company UEN in orde	r to update company and bank details			
Verify Pending Company UEN		Update	Cancel	Close
<u>Company</u> <u>UEN No.</u> <u>Company Name</u>			O Ver	ify Pending
20220156R STONE FOREST PTE				0

5) If the company UEN and company name are both correct, please select Verify and click on Update. After Update Success, you may proceed to next step. If the company UEN / company name is incorrect, please email SBF officer at <u>RSGUP Claims@sbf.org.sg</u> to correct it.

Singapo	ore Business	Federation		A	ill i	5	\$	
Update Suc	cess	HQ ID: SBF		Current L	Jser: TEST HIC	AYAH Ve	rsion : 4 <mark>Su</mark>	<u>ipport</u>
Current Com	pany	Singapore Business Federation - MCPP	\sim					
Please Verify	Company UEN in c	order to update company and bank details		\sim				
Verify Pend	ing Company UE	N		(5)	Update	Can	rel C	lose
<u>Company</u> UEN No.	<u>Company Name</u>						O Verify) Pending
20220156R	STONE FOREST P	TE LTD					۲	0

SBF Mid-Career Pathways Programme (MCPP)

6) Back to Dashboard, click on Input Company Details



7) Ensure correct company UEN selected

Singapore Business Federatio	on.	🕂 明 🏶 🧉 🌣 し
	HQ ID: SBF	Current User: TEST HIDAYAH Version : 4 Support
Current UEN STONE FORE Ver 7 EN		
Company Bank Details, Work Week and	Point Of Contact Details	Update Cancel Close
Bank Code	7171	(Branch Code) (Bank Acces)
Bank Account Number	081-82/103868	(Branch Code)-(Bank Accho)
Company name : Work Week Group	Bank Statement.pdf 9	
Please verify the Point of Contact [F	POC] details, otherwise, please reach ou	t to RSGUP_Claims@sbf.org.sg for any updates.
POC (Full Name)	DERICK TAN	
E-mail	derick@stoneforest.com.sg	
Contact No.		

- 8) Fill in the bank details:
 - Bank Code
 - Bank Account Number (Format: Branch Code Bank account Number, for example: 082 – 123456789

NOTE: if you have multiple entities, please select the correct company's UEN from the dropdown list and update the bank details for each company.

- 9) Click on **Choose File** and upload a bank statement with written company name and bank account number. The supported document format are .pdf, .txt, .csv, .xls, .jpeg, .bmp
- 10) Select **Work Week Group** the number of working days per week. This is used for computation of number of working days and proration.

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- 11) Please verify the **POC name, email address** and **contact number**. You may need to approach SBF at <u>RSGUP Claims@sbf.org.sg</u> if you need amendments. SBF officer will then release the access rights for you to update the POC details. *NOTE: The POC should be the main point of contact to receive email notification when the claim is verified / approved / rejected even if the company may have multiple user accounts.*
- 12) Once the bank details was approved by the SBF officer, you shall receive an email notification as shown below. **Any changes of the bank details after the approval** shall contact SBF officer at <u>RSGUP_Claims@sbf.org.sq</u>



13) If the bank details was rejected, you shall receive the email as shown below. **Please login to the portal** and update the bank details again.



Stone Forest SBF Mid-Career Pathways Programme (MCPP)

14) Check the Trainee Details under Employee Maintenance

	14 🕋 🏢 📾 😂 🗘 🔱
HQ ID: SBF	Current User: TEST HIDAYAH Version : 4 Support
MCPP Register for Training and Download Latest User Guide dated May 2022 Here	Change Password
Go to Employee Maintenance - Employee Profile to verify your Trainee Details and Company Bank Details ** Submit MCPP claims is enable for uploaded trainees with bank, details and signed Letter Of Acceptance (LOA) For clarification, please canal RSOUP_Claims(sbitrog.sg	only
For Development Plan submission, pls use this Link	
For 2nd tranche claim submission, pls ensure to update Mid-Career Individuals attachment status:Link2	
WARNING : In the event that the host organisation (HO) or person related to the HO is found to engage in any act deemed has such as the provision of inaccurate information or fails(faction of decuments, for the purpose of obtaining arms support for the will not hestate to take the appropriate actions against the host organisation or related person, including but not limited, the approvals, recovery of carlts discurse, referring to the police and deburnent from participation of any MOS programme/sch	opropriate by WSG, Programme, WSG scinding the grant emes in the future.

15) Go to **Import and Exports** and select **Export Employee.** You may want to select the company if you have multiple entities. Leave blank to select all trainees or choose your trainees by clicking on the magnifying glass.

Employee Data Exp	port	\sim			Download D	Download Excel	Close
Company :	Singapore Business Federation	15)	~			,	
Employee Code:	From		Q	То	Q	(BLANK FC	OR ALL)

16) Press Download Excel to generate the Excel Report.

17) Check the following details*:

- Trainee's Name
- Trainee's NRIC No
- Bank Code (should be company's bank info)
- Bank Account Number (should be company's bank info)
- Other Details

*Creation and amendment of trainee's details can only be done by SBF. Please contact SBF at RSGUP_Claims@sbf.org.sg or +65 6797 0763 if there is any incorrect information for the trainees.

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(A) Claims Application

1) Go to dashboard click the link below

SINGAPORE BUSINESS FEDERATION Methode Data		🕂 調 🏶 🛃 🗘 🔱
	HQ ID: SBF	Current User: TEST HIDAYAH Version : 4 Support
		Change Password
	MCPP Register for Training and Download Latest User Guide dated May 2022 Here	
	Go to Employee Maintenance - Employee Profile to verify your Trainee Details and Company Bank Details ** Submit MCPP claims is enable for uploaded trainees with bank details and signed Letter Of Acceptance (LOA) only For clarification, please email RSGUP_Claims@sbf.org.sg	
	For 2nd tranche claim submission, pls ensure to update Mid-Career Individuals attachment status:Link2	
	WARNING : In the event that the host organisation (HO) or person related to the HO is found to engage in any act deemed inapprop such as the provision of inaccurate information or falsification of documents, for the purpose of obtaining grant support for the Prog will not hesizate to take the appropriate actions against the host organisation or related person, including but not limited, to rescuid approvals, recovery of grants disbursed, referring to the police and debarment from participation of any WSG programmes/schemes	riate by WSG, ramme, WSG ing the grant in the future.

2) System will direct you to the page below. Click on **Development Plan Template** to download.

Workforce Singapore	SINGAPORE BUSINESS FEDERATION Apex Business Chamber
Mid-Career Pathways Programm Form	e Development Plan Submission
Please download this attachment Development Plan Tem parties sign them before uploading it at the end	plate, fill up the relevant fills and ensure that both
WARNING : In the event that the host organisation engage in any act deemed inappropriate by WSG, s falsification of documents, for the purpose of obtai not hesitate to take the appropriate actions agains including but not limited, to rescinding the grant ap to the police and debarment from participation of a	(HO) or person related to the HO is found to uch as the provision of inaccurate information or ning grant support for the Programme, WSG will t the host organisation or related person, oprovals, recovery of grants disbursed, referring ny WSG programmes/schemes in the future.
**Signatures to be signed off using Wet ink or Digi ONLY. Initials are not accepted as signatures. Sign and dated by the respective supervisor and the app these signatures, for the purpose of obtaining gran hesitate to take the appropriate actions against the including but not limited, to rescinding the grant ap to the police and debarment from participation of a	tal signature (e.g. DocuSign/Adobe sign) atures required are to be signed off personally pointed mid-career individual. Any forgery of t support for the Programme, WSG will not host organisation and/or related person(s), pprovals, recovery of grants disbursed, referring ny WSG programmes/schemes in the future.
Company Name (Please enter SAME company name as shown in ACRA re	eport) *
Unique Identity Number	
(Please enter SAME UEN as shown in ACRA report) *	

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3) Fill up the downloaded Development plan with the training details

		Attachment Development Plan/ Performance Review								
-		Month of submission:	Ist and 2nd month of attachment Jard and 4th month of attachment Sth and/or 6th month of attachment (please delete where applicable)	• _						
Instructions I) Please ensure the Development Plan / Performance Review fields are completed and duly signed once every 2 months based on the approved programme duration (note: if the attachment is 5 months long, the host organisation should complete the development plan progress report/performance review at the zond. Ath and 5th month mark of the programme) 2.0 Sift may audit the relevant documents report (regularisation in the to the integration) 2.0 Sift may audit the relevant documents report (1) is not completed. 3.1 Behavement of fund cannot proceed II (1) is not completed. 3.2 Behaviore there integrate										
Attachment Title										
s/N	Technical Skills and Competencies	Outcomes	Training Duration //waeks/Menths/	Trainer (State trainer full name (s), designation and how training is conducted)						
1	EXAMPLE ONLY To learn how to communicate relevant information clearly and effectively in written and oral communication through presentation slides and documentation	Trainee will be able to draft presentation slides and requirement specifications w 3 Land conduct user requirements gathering internally	1 month							

4) Fill up the online form. Ensure both parties (employer and employee) has signed on the development plan. Submit together with the signed Development Plan.

(Please enter SAME company name as shown in ACKA r	
Unique Identity Number	
(Please enter SAME UEN as shown in ACRA report) *	Г
LOO Reference Number *	4
e.g. xxxxxxxxN-SGUP22-WV-01 or xxxxxxxN-SGUP22-WV-0	
Full Name of Individual *	
Individual's NRIC *	
]

5) You will received a **verified email acknowledgment** from SBF. An example shows below:



- 6) **Save this email acknowledgment**. You will need to include it as a supporting document when you submit your claim
- 7) Back to Dashboard, click on **Apply Expenses** to proceed to submit claims.

		合 調 🖗	* < < < < < < < < < < < < < < < < < < <
	HQ ID: SEF Cur	rrent User: TEST HIDAYAH	Version : 4 Support
	MCPP Register for Training and Download Latest User Guide dated May 2022 Here		Change Password
	Go to Employee Maintenance - Employee Profile to verify your Trainee Details and Company Bank Details ** Submit MCPP claims is enable for uploaded trainees with bank details and Signed Letter Of Acceptance (LOA) only For clarification, please email RSOUP_Claims@bsforg.sg		
	For Development Plan submission, pls use this Link		
	For 2nd tranche claim submission, pls ensure to update Mid-Career Individuals attachment status: Link2		
	WARNING: In the event that the host organisation (HO) or person related to the HO is found to engage in any act deemed inapprop such as the provision of inaccurate information or failsflation of documents, for the purpose of obtaining grant support for the Prog will not hesitate to take the appropriate actions against the host organisation or related person, including but not limited, to rescind approvals, recovery of grants disbursed, referring to the police and debarment from participation of any WSG programmes/schemes	vriate by WSG, gramme, WSG ding the grant Lin the future.	
	On Boarding Verify UEN Input Company and Bank Details		
Ċ	EXPENSES Apply Expenses View Expenses History		

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8) Select the Trainee and click Create.

			[Draft][History][Amendment]
		Search		Search
[Previous Employee]			[N	ext Employee]
Expenses Application			(8) Create	e Close
Company	MCPP	Singapore Business Federation - MCPP	\bigcirc	
Employee	R00004	Elise Cheng		
Year	2022 🗸			
Application Type	MAIN V			
<u>Create Date</u> ▼ <u>Remarks</u>			Project Code	Payable Amount
18/05/2022 Claims for Mar	y/2022			0.00

9) Update the claim months under Remarks* and click Save as Draft. You will see the attachment duration of the trainee auto showing. If this is incorrect, please write in to SBF at <u>RSGUP_Claims@sbf.org.sg</u> to amend it.

*If you have multiple months of claim submission, please state in the remarks with the format of **Claims for MMM,MMM,MMM/YYYY**

Expenses Ap	plication		Print Save as Draft g t Delete Close
Company	Singapore Business Federation - MCPP	App Date	18/May/2022 App Type MAIN
Employee	R00004	Project Code	NA V Scheme E65GUP3000
Employee	Elise Cherg	Home Currency	Attachment duration: 1 Jan 2022 to 30 June 2022
Remarks	Claims for May, Jul, Jun/2022		Please click "Update" to save before clicking "Next".
Expenses Ite	ems		
Date Expense	Payable Payable Amt	Expense Item	✓
Total	0.00		TRAINING ALLOWANCE

10) Select the Expense Item.

- **Training Allowance** Training grant. Please <u>create</u> multiple Expense item for different month of the claim submissions.
- WICA Submission of insurance claim

Expenses Ap	pplication	1				Print	Save as Draft	Next	Delete	Close
Company	Singapore	Business Federation - MCPP	\checkmark		App Date	18/May/	2022	Арр Туре	MAIN	
Employee Code	R00004				Project Code	NA V		Scheme	E6SGUP3800	
Employee Name	Elise Che	ng			Home Currency	SGD	Atta	chment duratio	n: 1 Jan 2022 to	30 June 2022
Remarks	Claims for	May/2022					Please clic	k "Update" to :	save before clic	king "Next".
Expenses Ite	ems									
Date Ex	cpense em	Description	Payable Amt	Expense Item	1			· 10		
31/05/22 R	SGUP	May Claim	2,660.00	· · ·					/	
30/06/22 R	SGUP	June Claim	2,660.00			TRAIN	ING ALLOWANCE			
31/07/22R	SGUP	July Claim	2,660.00			WICA				
Total			7,980.00							



11) Select **From Date** and **To Date**, the **Working Days** will be auto computed based on the date range selected.

If you have multiple months of claim submission, please <u>create</u> multiple Expense <i>Items with *maximum 1 month duration for each Expense item*.

					Print	Save as D	raft Next	Delete	Close
	App Date Project Code Home Curren Please	cy click "Updat	28/Apr/2022 NA ✓ SGD e" to save bef	ore clicking	g "Next	App Type Scheme Attachment du	MAIN RSGUF ration: 1 Jan 20	23800 22 to 30 June 2	022
					-		Create	Update	Cancel
Expanse Hom From Date (dd/MMM/yyyy) To Date (dd/MMM/yyyy) Working Days	TBAINING ALLOW 01/Apr/2022 30/Apr/2022		11	Receipt I Base Cur Expense Total Am Monthly	Date rrency Amt t Amount	:	30/Apr/2022 SGD 🗸	3800 3800 3800	
Total Amount (SGD)		3800	-	Payable Amt	t (SGD)				
Payment Currency Job Code Subjob Code Billable		SGD SGD Y Yes Choose File	Pay Exc. Unit Coo Cost Co	Rate le de (File size			(Base->Paym	nent)	
Attach Document Description (Eg. Receipt No, Invoice No, Item Description,		Choose File			up to 5	(סוייו			

12) Attached a zip folder (only .zip format acceptable) which includes the documents below:

• Training Allowance

- i. Payslip
- ii. Proof of payment (etc. Bank Statement)
- iii. Verified Email Acknowledgement (*received after Development Plan Submission*)
- Wica
 - i. Invoice

			Print	Save as D	raft Next	Delete	Close
	App Date	28/Apr/2022		Арр Туре	MAIN		-
	Project Code	NA 🗸		Scheme	RSGUF	23800	
	Home Currency	SGD		Attachment	duration: 1 Jan	2022 to 30 Jun	e 2022
	Please click "Update'	' to save before click	ing "Next	" .			
					Create	Update	Cancel
Expense Item	TRAINING ALLOWANCE	Receip	t Date	3	30/Apr/2022		
From Date	01/Apr/2022	Base (Currency		SGD 🗸		
(dd/MMM/yyyy)		Expen	se Amt	Ļ		3800	
(dd/MMM/vvvv)	30/Apr/2022	Iotal A	Amt L. American	Ļ		3800	
Working Days	21 / 21	Month	iy Amount	L		3000	
Total Amount (SGD)	3800	Payable A	mt (SGD)				
Payment Currency	SGD	Pay Exc. Rate		1 Q ((Base->Paym	ient)	
Job Code	~	Unit Code					
Subjob Code	~	Cost Code					
Billable	Yes						
Attach Document	Choose File No	ile chosen 12 File si	ze up to 3	MB)			
Description							
(Eg. Receipt No,							
Item Description,							

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13) Enter Description (Optional). If the working day is incomplete, please indicate the reason here.

Total Amount (SGD)	3800 Payable Amt (SGD) 2660
Payment Currency	SGD Pay Exc. Rate 1 Q (Base->Payment)
Job Code	✓ Unit Code
Subjob Code	✓ Cost Code
Billable	Ves
Attach Document	Choose File No file chosen (File size up to 3MB)
Description (Eg. Receipt No, Invoice No, Item Description, Dependents' Details, etc)	Claim for April 2022

14) Click Update to save

			Print	Save as D	raft Next	Delete	Close
	App Date	28/Apr/2022		Арр Туре	MAIN		
	Project Code	NA 🗸		Scheme	RSGUPS	3800	
	Home Currency	SGD		Attachment of	duration: 1 Jan 20)22 to 30 June	2022
	Please click "Update	" to save before o	clicking "Next	"	(14)	
				Create	Update	Delete	Cancel
Expense Item	TRAINING ALLOWANCE] R(eceipt Date		30/Ap1/2022		
From Date	01/Apr/2022	B	ase Currency	Ī	SGD 🗸		
(dd/MMM/yyyy)	01/Api/2022	E	xpense Amt			3800	
To Date	30/Apr/2022	Тс	otal Amt	L		3800	
(uu/mmm/yyyy) Working Davo	21/21	М	onthly Amount	L		3800	
An amount of SCD1							
Total Amount (SGD)	3800	Pava	ble Amt (SGD)			2660	
Daymont Currency	SCD	Day Eye Date		0			
Payment Currency	365	Pay EXC. Rate			(Base->Payme	ent)	
Job Code		Unit Code					
Subjob Code	~	Cost Code					
Billable	🗹 Yes						
Attach Document	Choose File No	file chosen (F	ile size up to 3N	ИВ)			
Description (Eg. Receipt No, Invoice No,	Claim for April 2022	2					

15) Check the Payable Amount

Expenses Ap	plication					Print	Save as	16	Next	Delete	Close
Company	Singapore Bu	usiness Federation - MCPP]		App Date	18/May	/2022	\searrow	Арр Туре	MAIN	
Employee Code	R00004				Project Code	NA V		Atta	Scheme	E6SGUP3800	o 30 June 2022
Employee Name	Elise Cheng				Home Currency	SGD					
Remarks	Claims for Ma	y/2022					Plea	se clic	k "Update" to	save before clic	king "Next".
Expenses It	tems	-									
Date I	Expense (tem	Description	Payable Amt								
31/05/22	RSGUP	May Claim	2,660.00	15	F ¹¹¹				•		
30/06/22	RSGUP	June Claim	2,660.00	\sim		TRAI	NING ALLOWA	ANCE			
31/07/221	RSGUP	July Claim	2,660.00			WICA					
Total			7.980.00								

16) Click **Next** if the details are all correct.

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17) Click **Confirm** to submit*

*There are only 2 disbursements for claims hence you need to submit at least 2 months' claim, maximum 3 months, for each claim application

Expense Reir	nbursement	Confirmation			Co	onfirm	17	Cancel	Close
Company	Singapore Bu	siness Federation - MCPP		App		18/May/2022		App Type MAIN	
Employee Cod	e R00005			Pro	ject []	
Employee Nar	ne Elise Cheng			Hor Cur	me rency	SGD]	
Remarks	Claims for Ma	y/2022			,		1		
Expenses Iten	n Summary								
Date	Expense Item	Description	Currency	Expense Amt	Payab	le Amt	Reject Amt	Payable Amt (SGD)	Attachmen
31/05/2022	RSGUP	May Claim	SGD	3,800.00	2,6	60.00	1,140.00	2,660.00	Yes
30/06/2022	RSGUP	June Claim	SGD	3,800.00	2,6	60.00	1,140.00	2,660.00	Yes
31/07/2022	RSGUP	July Claim	SGD	3,800.00	2,6	60.00	1,140.00	2,660.00	Yes
Total Amount								7 090 00	

18) System will prompt Expense Application Success

Expenses Application Success			\frown
Expenses Application Success			(19) Apply Another Close
Application Reference No: Application Status: Pending Approver: Approver Email: Pending Stage:	18	2020110001 PENDING SFA VERIFIER 1 NONE@payrollserve.com.sg VERIFICATION	Ŭ

19) Click on Apply Another to submit another claims

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



SBF Mid-Career Pathways Programme (MCPP)

(B) Claim Amendments

To amend or cancel the claim, you may go to Expense Module > Entries > Amend Expenses

Singapore Business Federation								
Expenses Module								
	Entries							
Entries								
Expenses Application		Apply Expenses Application.						
Expenses Applications by Batch Import		Import Expenses Applications.						
Expenses History		View Expenses History.						
Amend Expenses		Amend Existing Expenses Application.						

I. Pending Claim Amendments

1) For pending claims, you have the option to cancel or delete each claim item individually.

- **Cancel Item** Item Status will be updated to Cancelled
- **Delete Item** Item will be removed from list

						\bigcirc		
Amend Expense	ses Applicatio	n				Canc	el Application	Close
Company	MCPP Singapore Busine	ess Federation - MCPP			Applicatior Date	18/May/2022	Type MAIN	
Employee Code	R00005				Project Code		Status ACTIVE	Ξ
Employee Name	e Elise Cheng				Home Currency	SGD		
Remarks	Claims for May/20	22			Application Ref No	202205000008		
Expenses Iten	ns							
Date	Expense Item	Description	Currency	Expense Amt	Payable Amt	Non-Claimable Amt	Payable Amt (SGD)	Status
31/05/22	RSGUP		SGD	3,800.00	2,660.00	1,140.00	2,660.00	PENDIN
Total Amount							2,660.00	
						\frown		
							ncel Item Del	lete Item
Expense Item	TRAINING AL	LOWANCE	TRAIN	IEE		RSGUP		
Receipt Date	31/05/2022		From	Date (dd/MMM/	уууу)	01/May/2022		
Base Currency	SGD		To Date (dd/MMM/yyyy)			31/May/2022		
Expense Amt		3800	No of Diem			22		
GST / VAT Amt	:	0	Diem	Rate			3800	
Total Amt		3800						
An amount of S	GD1.140.00 is no	n-claimable						

2) To delete the entire application, click **Cancel Application**. Status will update from ACTIVE to CANCELLED.

SBF Mid-Career Pathways Programme (MCPP)

II. Verified Claim Amendments

1) For verified records, please **DO NOT click on Cancel Application.** You may check the claim status at the table located at page bottom.

Amend	Expens	ses Applicatio	n				Can	cel Application	Close
Compar	yr	MCPP Singapore Busine	ess Federation - MCPP			Application Date	18/May/2022	Type MAIN	1
Employe	ee Code	R00005				Project Code		Status ACTI	VE
Employe	ee Name	e Elise Cheng				Home Currency	SGD		
Remark	s	Claims for May/20	22			Application Ref No	202205000008		
Expens	es Iten	ns							
Date		Expense Item	Description	Currency	Expense Amt	Payable Amt	Non-Claimable Amt	Payable An (SGI	nt Status
31/05	/22	RSGUP		SGD	3,800.00	2,660.00	1,140.00	2,660.0	0 PENDIN
Total An	nount							2,660.0	10
							Can not	amend approv	ed record.
							Ca	ancel Item D	elete Item
Work Flor	w Details						<u> </u>		
Seq No	Approve	r -		- (Response	Stage	D: te	Remarks	
1	SGUT VEF	RIFIER 1 (DEMO) (SP	AV001)		VERIFIED	VERIFICATION	15/01/2021 5:24:05 PM		
2	SGUT APP	PROVER (DEMO) (SF PROVER (DEMO) (SF	A001) A001)		PENDING	APPROVAL			

2) When your claim was approved by SBF verifier, you shall receive the email as shown below:

SBF VERIFIER has reviewed your claim submission. Please refer to below for details.
UEN NO: 20220156R
COMPANY NAME: STONE FOREST PTE LTD
APPLICATION REF NO: 202204000056
APPLICATION REMARKS:
Claims for WICA/2022 FOR SGUP
1 verified pending for approval
REMARKS:
FOR SGUP
FOR APPROVED CLAIMS : PAYMENT WILL BE PROCESSED WITHIN TWO (2) WEEKS
PLEASE ENSURE YOU HAVE SUBMITTED THE CORRECT BANK DETAILS TO SBF.
Thank You.
Best Regards
PayDay! HRMS Team - SBF
CREVERITER / remun claims@shf org sg
SDF VERIFIER / 19849_CUIIISESDIDIRES
Holine: 0/9/ 0/05
You may access the system from our website at https://eservices.stoneforestaccounts.com.sg/PRSLogin.ast
This is an automatically generated email. Please do not reply to this message.

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III. Approved Claim Amendments

1) For approved records, please **DO NOT click on Cancel Application.**

Amend Expens	es Application					Ca	ncel Application	Close
Company	MCPP Singapore Busines	s Federation - MCPP			Applicatio Date	00 18/May/2022	Type MAIN	
Employee Code R00005					Project Code		Status ACTIV	/E
					Currency SGD			
Remarks	Claims for Apr/2022				Application Ref No	202204000055		
Expenses Item	IS							
Date	Expense Item	Description	Currency	Expense Amt	Payable Amt	Non-Claimable Amt	Payable Ar it (SGI)	Status
30/04/22	RSGUP		SGD	3,800.00	2,660.00	1,140.00	2,660.00	APPROVED
Total Amount							2,660.(0	

2) You will receive an email notification when the email was final approved.

UEN NO: 20220156R	
APPLICATION REF NO: 202204000056	
APPLICATION REMARKS:	
Claims for WICA/2022 FOR SGUP	
l approved.	
REMARKS: APPROVED	
FOR APPROVED CLAIMS : PAYMENT WILL BE PROCESSED WITHIN TWO (2) WEEKS PLEASE ENSURE YOU HAVE SUBMITTED THE CORRECT BANK DETAILS TO SBF.	
Thank You.	
Best Regards	
PayDay! HRMS Team - SBF	
SBF VERIFIER / rsgup_claims@sbf.org.sg	
Hotline: 6797 0763	
You may access the system from our website at <u>https://eservices.stoneforestaccounts.com.sg/PRSLogir</u> This is an automatically generated email. Please do not reply to this message	1.asp

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IV. Rejected Claim Amendments

 If your claim was rejected by SBF Verifier, you will receive an Email Notification. Please refer to the rejection reason (s) from the remarks of email notification. You may also contact the SBF officer by getting their contact details from the email. Below is the email example:

• Check Email Notification

Hi COY C,							
SBF VERIFIER has reviewed your claim submission. Please refer to below for details.							
UEN NO: COY_C COMPANY NAME: COMPANY C APPLICATION REF NO: 202204000058							
APPLICATION REMARKS: Claims for Apr/2022							
1 unsuccessful. Verifier has query on your claim	ns. Kindly ref	r to reason(s) for resubmission					
	_	Rejection Reason					
REMARKS: Please attach the bank statement		NOTE: This is only a san	nple				
FOR APPROVED CLAIMS : PAYMENT WII PLEASE ENSURE YOU HAVE SUBMITTEE	LL BE PROCE THE CORRI	of email. Please refer to actual email received	o the				
Thank You.	Contact d	etails					
Best Regards	NOTE: Thi	s is only a sample of					
PayDay! HRMS Team - SBF	email. Ple	ase refer to the email					
SBF Officer / rsgup_claims@sbf.org.sg Hotline: 6797 0763	address fr	om the email received.					
You may access the system from our website at This is an automatically geournated email. Pleas	t <u>https://eservice</u> e do not reply	s.stoneforestaccounts.com.sg/PRSLe to this message.	ogin.asp				

- Go to Expense History
- a. Login to the portal and click View Expense History from the Dashboard
- b. Select the Trainee and click on Amendment and select the rejected claim.

					n : 4 Support
				[Draft][History	[Amendment]
Current Compan	y Singapore Business Federation - MCPP V	Search			Search
Employee Status	ACTIVE ONLY V				
Amend Expens	es Application				Close
<u>Emp Code</u> ▲	Emp Name		Draft Count	Status I	ast Application Date

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c. You will see the rejection remarks located at the page bottom. (May refer to FAQ: <u>Common Mistake Lead to Claim Rejection</u>)

				•
Response	Stage	Date	Remarks	
REJECTED	VERIFICATION	22/12/2020 4:16:41 PM	Incomplete - incorrect dates	
PENDING	APPROVAL			

2) Please click on **Re-submit Application. DO NOT delete or cancel any claim item** individually.

Amend Expense	es Application				2	R	e-Submit	Application	Cancel Ap	oplicatio	n C	Close
Company	MCPP Singapore Busir	ness Federation - MCPP			C	Å	pplicatio ate	n 18/May/2022	Ту	pe MAI	N	
Employee Code	R00006					P	roject ode		Sta	atus ACT	TIVE	
Employee Name	nployee Name Elise Cheng						lome	SGD				
Remarks	Claims for May/20	022				R	ef No	20220500000	7			
Expenses Item	S											
Date	Expense Item	Description	Curre	псу	Expense Amt	Pay	able Amt	Non-Claim	iable F Amt	ayable (S	lmt GD) ^{Sta}	tus
31/03/22	RSGUP		SGD		3,800.00	2	,660.00	1,14	10.00	2,660	OO RE.	JECTE
Total Amount										2,66(.00	

3) You will be directed to the Draft mode. Click on the application with **Resubmission** (application ref. no) claim for XXX/2022

Expenses Application			Creat	te Close
Company	MCPP Singapore Business Federation - MCPP			
Employee	R00004 Elise Cheng			
Year	2022 🗸			
Application Type	MAIN V	\sim		
Create Date V			Project Code	Payable Amount
18/05/2022 Resubmission (202205000003)Claims for May/2022 500.00				
18/05/2022 Claims for May/2022 0.				0.00

4) Amend the details and click **update** to save the changes.

		Print	Save as 5 Next Delete Close	
	App Date	28/Apr/2022	App Type MAIN	
	Project Code	NA 🗸	Scheme RSGUP3800	
	Home Currency	SGD	Attachment duration: 1 Jan 2022 to 30 June 2022	
Please click "Update" to save before clicking "Next".				
			Crea 4 Update Cancel	
Expense Item	TRAINING ALLOWANCE] Receipt Date	30/Apr/2022	
From Date (dd/MMM/yyyy)	01/Apr/2022	Base Currency Expense Amt	SGD V 3800	
To Date (dd/MMM/yyyy)	30/Apr/2022	Total Amt Monthly Amount	3800 t 3800	
Working Days	21 / 21	Hondriy Ariodi		

5) Click **Next** if the details are all correct.

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6) Click **Confirm** to submit

- Elen								
Expense Reimb	ursement (Confirmation		(6 Confirm	Back	Cancel	Close
Company	Singapore	Business Federation - MCPP			te 18/May	/2022	App Type MAIN	
Employee Code	R00005			Pr	oject			
Employee Name	Elise Cheng			Ho	sGD SGD			
Remarks	Claims for May	//2022			,			
Expenses Item	Summary							
Date Ex	opense Item	Description	Currency	Expense Amt	Payable Amt	Reject Amt	Payable Amt (SGD)	tachment
31/05/2022 R	SGUP		SGD	3,800.00	2,660.00	1,140.00	2,660.00	Yes
Total Amount							2,660.00	
Expenses Item	Details							
Expense Item	TRAINING AL	LOWANCE	TR	AINEE		RSGUP		
Receipt Date	31/05/2022		Fro	m Date (dd/M	MM/vvvv)	01/May/20	22	
Base Currency	SGD To Date (dd/MMM/yyyy) 31/haw/2022							
Expense Amt	3800 No of Diem 22							
GST / VAT Amt	nt 0 Diem Bate 3800			3800				
Total Amt		3800	1000					
An amount of SG	D1,140.00 is	non-claimable						
Total Amount (SG	D)	3800	Payab	le Amt (SGD)			2660	
Entitlemt Curren	ncy	SGD	Exc. Ra	te	1 (Base->Entitler	nent)	
Payment Curren	cy	SGD	Pay Exe	c. Rate	1 (Base->Paymer	nt)	
Project Code								
Job Code			Unit Co	de				
Subjob Code			Cost Co	ode				
Billable		Yes						
Attached Docum	nent	SBF_MAY CLAIM.zip				- 10		
Description						ר		
(Eg. Receipt No,	· ·							
Invoice No,	etc)							
Item Description	i, ecc)					4		
Work Flow Details								
Seq No Approver	0			Approver Email			Stage	
1 SBF Veri	ifier			rsgup_clair	rsgup_claims@sbf.org.sg VERIFICATION			N
2 SBF App	prover			rsgup_clair	ms@sbf.org.sg		APPROVAL	

7) System will prompt Expense Application Success

Expenses Application Success			
Expenses Application Success		Apply Another	Close
Application Reference No:	202205000009		
Application Status:	PENDING		
Pending Approver:	SBF Approver		
Approver Email:	rsgup_claims@sbf.org.sg		
Pending Stage:	VERIFICATION		

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(C) Frequently Asked Question

Back To User Guide

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 - <u>eaccpay@stoneforestaccounts.com.sg</u> - <u>eservices@stoneforestaccounts.com.sg</u>		
My company does not have IT officer. How can I whitelist the email?	Please add <u>eservices@stoneforestaccounts.com.sg</u> to your email address contacts.		
Login			
How do I appoint an alternate user to manage my company's claims?	Upon completion of training, your registration details (UEN) will be sent to SBF for 2 account creation according to the registered POCs with SBF. If you require additional POC access, please contact SBF at <u>RSGUP_Claims@sbf.org.sg</u>		
I have multiple subsidiaries. Am I able submit all my trainees under 1 login account?	Contact SBF at <u>RSGUP_Claims@sbf.org.sg</u> to request merging multiple entities in one single user account. Please let SBF officer know which entity should be the main entity (HQ).		
Company & POC Details Update			
What should I do if my company uen is incorrect?	Contact SBF at <u>RSGUP_Claims@sbf.org.sg</u> to correct the UEN.		
What if my employee does not fall on the given work week group?	Contact SBF at <u>RSGUP_Claims@sbf.org.sg</u>		
How can I update 2nd POCs details under [Input Company and Bank Details]?	You may only update 1 POC details in the system. The POC information of this section is the person-in- charge who will receive email notification of claim status. This POC can be a third person apart from the 2 POC registered with SBF.		
Can I change POC details after updated?	Yes, please write in to <u>RSGUP_Claims@sbf.org.sg</u> to request the change of details.		
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.		

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I can see my employees' information under Employee Profile, but the employee/bank details are incorrect updated . I can see my employees' information under Employee Profile, but the employees are no longer with the company. Where can I generate a report of my trainees under the SBF schemes?	If the bank has been approved by SBF, contact SBF at RSGUP_Claims@sbf.org.sg to make changes to bank /employee details. Contact SBF at RSGUP_Claims@sbf.org.sg to make changes to your company's information. Please go to Employee Maintenance – Import and Exports – Export Employee Leave blank to select all trainees or choose your trainees by clicking on the magnifying glass.
	Press download excel to generate the Excel Report.
Expenses Application When will I receive my reimbursement?	There will be 2 disbursements, once after the 3rd or 4th month of the attachment duration and once 1 month after completion of the whole attachment. Once the claim has been verified and approved, payment will be processed within 14 days.
When I try to submit the claim, I see the window below pop up. What should I do? Receipt Date must fall within the Join or Contract Start period and Resign or Contract End Period	Please contact SBF at <u>RSGUP_Claims@sbf.org.sg</u> if you have converted your trainee to permanent employee. SBF will update the status and you would be allowed to submit the claims for the rest of the attachment duration.
What are the attachments to be submitted together with the claim application?	 You would need to prepare the documents below and zip the document together and submit along with your claim applications: 1. Individual Payslip 2. Bank Statement (to prove the salary already paid to trainee) 3. Email Acknowledgement (received upon Development Plan Submission)
Can I cancel my claim application if I spot the incorrect information entered for my claim submission?	As long as the claim status is " pending ", you will able cancel the claim application. You may refer to <u>here</u> for the guideline.
Can I submit trainee's claim after first salary payment (still under probation)?	No, you can only see the trainee after the second month of attachment
Are we submitting the claims every 2 months for a 6 months programme period which are 3 times?	Claims are submitted once every 3 months. During the entire traineeship, claims will be reimbursed in 2 tranches. You should submit one claim submission consisting of 3 claim items for EACH month.

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	Example: 1st claim item – April 2022 [1st – 31st April], 2nd claim item– May 2022 [1st – 31st May] 3rd claim item– June 2022 [1st – 30th June] All submit in 1 single application. PLEASE DO NOT compile 3 months of claims into 1 CLAIM ITEM submission
Expanses History	
Will there be notifications when my claims get approved/rejected by SBF?	Yes, you will receive an email notification upon approval/rejection on claims.
Where do I find the status of submission?	Please go to Expenses Module > Entries > Expenses History > Select Employee > Select Claim > View Status
What are the common mistakes which lead to the claim rejection?	 Missing signature in Development Plan Solution: To be dated and signed off by both the supervisor and trainee. The amount reflected on Payslip / Proof of Payment not match with the committed salary. Solution: There should not be any additional monetary benefits extended to trainees with reference to the Letter of Offer [LOO] Part A under Obligations of Company – point 6, footnote 5. Any expenses incurred are to be declared with receipts attached along with claim documents to proof those expenses are on reimbursement basis. If receipts are not provided to support the expenses, company are required to claw back additional expenses from the trainee. Incomplete supporting attachments Solution: Submit all the mandatory documents in one .zip folder Payslip Proof of Payment Email Acknowledgement
Where can I generate a report of all my claims?	Please go to Expenses Module > Reports > Claims Progress Report. Select a range of dates and/or specific employees. Press download to generate a report in Excel format.