

EMPLOYER'S
TOOLKIT

6 Simple Steps to Comply with Employment Laws

帮助您遵守雇佣法令的6个简单步骤



 **Workright**

Supported by



TAFEP
Tripartite Alliance for
Fair & Progressive Employment Practices

This toolkit helps employers comply with the Employment Act and CPF Act in 6 simple steps.

本手册有助雇主以6个简单步骤遵守雇佣法令及公积金法令。



1

Give written Key Employment Terms (KETs) to your employees

以书面形式为员工提供主要雇佣条件(KETs)



2

Monitor and keep a record of your employees' attendance and working hours

监管及记录员工的出勤和工作时数



3

Pay your employees on time and correctly

准时支付员工正确的工资及超时工资



4

Give itemised pay slips to your employees

为员工提供详细薪水单



5

Contribute the correct amount to your employees' CPF accounts and do so on time

准时为员工缴交正确数额的公积金



6

Give your employees their paid public holidays and leave entitlements

确保员工享有有薪公共假期及休假权利

1

Give written Key Employment Terms (KETs) to your employees



What are Key Employment Terms (KETs)?

Key Employment Terms, or KETs, set out the employment terms for your employees, and should include the items listed in the table on the next page. You can state the KETs in their employment contracts.

Must I give a copy of KETs to all my employees?

It is mandatory to give KETs to your employees covered under the Employment Act who are hired on/after 1 April 2016 and if you are hiring them for a continuous period of 14 days or more.

When must I give the KETs to my employees?

The KETs must be given to your employees within 14 days after the first day of employment.

Must I provide a hard copy of the KETs to my employees?

You can give the KETs to them in hard or soft copy. Refer to Annex A for the KETs template.

Key Employment Terms (KETs)

Category	Item details
Details of employment	<ol style="list-style-type: none"> 1. Full name of employer 2. Full name of employee (as specified on the identity card, work pass or passport) 3. Job title, main duties and responsibilities 4. Start date of employment 5. Duration of employment (if employees are on a fixed-term contract)
Working hours and rest day	<ol style="list-style-type: none"> 6. Working arrangements: <ul style="list-style-type: none"> • Daily working hours (e.g. 9.00am to 6.00pm, including 1 hour lunch break) • Number of working days per week (e.g. 5) • Rest day (e.g. Sunday)
Salary	<ol style="list-style-type: none"> 7. Salary period (e.g. 1 Jan 2019 to 31 Jan 2019) 8. Basic salary For hourly, daily or piece-rated workers, you should also indicate the basic rate of pay (e.g. \$X per hour, day or piece) 9. Fixed allowances 10. Fixed deductions 11. Overtime payment period (if different from salary period) 12. Overtime rate of pay 13. Other salary-related components, such as <ul style="list-style-type: none"> • Bonuses • Incentives
Leave and medical benefits	<ol style="list-style-type: none"> 14. Types of leave, such as: <ul style="list-style-type: none"> • Annual leave • Outpatient sick leave • Hospitalisation leave • Maternity leave • Paternity leave • Childcare leave 15. Other medical benefits, such as: <ul style="list-style-type: none"> • Insurance • Medical/Dental benefits
Others	<ol style="list-style-type: none"> 16. Probation period 17. Notice period 18. (Optional) Place of work <ul style="list-style-type: none"> • Indicate if the work location is different from the employer's address. Although this is optional, you are strongly encouraged to include this

2

Monitor and keep a record of your employees' attendance and working hours



Why do I have to maintain such records?

Having a proper record will allow you to correctly work out your employees' salaries, including overtime. This will help prevent misunderstandings and minimise disputes at the workplace.

How should I keep track of their working hours?

You could use a timesheet like the sample provided in Annex B.

What is the maximum overtime hours for each of my employees?

Including overtime, an employee should not work more than 12 hours a day (excluding break times). In a month, his total overtime must not exceed 72 hours.

Did You Know?

Regulations on working hours and overtime payment under the Employment Act are only applicable to workmen whose basic monthly salaries do not exceed \$4,500 and non-workmen whose basic monthly salaries do not exceed \$2,600. They are not applicable to managers and executives.

If you have workers who are on shift work arrangements, please refer to the MOM website: www.mom.gov.sg > **Employment practices > Hours of work, overtime and rest day**

3

Pay your employees on time and correctly



When must I pay my employees their monthly salaries?

You must pay them within 7 calendar days after the end of the salary period.

When must I pay their overtime pay?

You must pay them within 14 calendar days after the end of the salary period.

How do I calculate my employees' salaries and overtime payment?

Overtime pay is calculated at 1.5 times the hourly basic rate of pay. Please refer to the example below for the calculation of overtime work.

For an employee who is monthly-rated, his hourly basic rate of pay can be calculated as such:

$$\frac{\text{Total basic pay in a year}}{\text{Total number of working hours in a year}} = \frac{12 \text{ months in a year} \times \text{monthly basic rate of pay}}{52 \text{ weeks in a year} \times 44 \text{ hours in a week}}$$

For example, the hourly basic rate of pay for an employee who earns \$1,200 basic salary per month is:

$$\frac{12 \times \$1,200}{52 \times 44} = \$6.30 \text{ (to the nearest cent)}$$

For each hour of overtime that the employee works, the overtime pay is calculated as:

$$\$6.30 \times 1.5 \text{ (overtime rate)} = \$9.50 \text{ (to the nearest cent)}$$

To calculate overtime pay with our online calculator, please refer to the MOM website: www.mom.gov.sg > Employment practices > Salary > Calculate overtime pay

4

Give itemised pay slips to your employees



What is an itemised pay slip?

An itemised pay slip gives a breakdown of the various components that make up an employee's salary. Please refer to the items that you should include in an itemised pay slip listed in the table on the next page. You may refer to Annex C for a pay slip template.

Must I give a copy of the itemised pay slips to all my employees?

You must give itemised pay slips to your employees who are covered under the Employment Act.

When must I give pay slips to my employees?

You must give them the pay slips together with their salary or within 3 working days after salary is paid. If payments are made more than once a month, employers can consolidate pay slips. In the case of termination or dismissal, pay slips must be given together with outstanding salary.

In what form can itemised pay slips take?

Similar to KETs, pay slips can be given in hard or soft copy.

Must I keep a record of all pay slips given to employees?

For current employees, you must keep a record of their latest 2 years' pay slips. For ex-employees, you must keep their latest 2 years' pay slips for a period of 1 year after they leave employment.

Category	Item details
Salary details	<ol style="list-style-type: none"> 1. Full name of employer 2. Full name of employee (as specified on the identity card, work pass or passport) 3. Date of payment (or dates, if the pay slips consolidate multiple payments) <ul style="list-style-type: none"> • Salary • Overtime 4. Basic salary For hourly, daily or piece-rated workers, indicate all of the following: <ul style="list-style-type: none"> • Basic rate of pay (e.g. \$X per hour, day or piece) • Total number of hours or days worked or pieces produced 5. Start and end dates of salary period (e.g. 1 Jan 2019 to 31 Jan 2019)
Allowances, deductions and others	<ol style="list-style-type: none"> 6. Allowances paid in each salary period, such as: <ul style="list-style-type: none"> • Fixed allowances (e.g. transport) • All ad-hoc allowances (e.g. one-off uniform allowance) 7. Any other additional payment in each salary period, such as: <ul style="list-style-type: none"> • Bonuses • Rest day pay • Public holiday pay 8. Deductions made in each salary period, such as: <ul style="list-style-type: none"> • All fixed deductions (e.g. employee's CPF contribution) • All ad-hoc deductions (e.g. deductions for no-pay leave, absence from work)
Overtime details	<ol style="list-style-type: none"> 9. Overtime hours worked 10. Overtime pay 11. Start and end dates of overtime payment period (if different from salary period)
Net salary	<ol style="list-style-type: none"> 12. Net salary paid in total

5

Contribute the correct amount to your employees' CPF accounts and do so on time



Which employees do I need to pay CPF for?

All employees who earn more than \$50 a month and are Singapore Citizens or Permanent Residents employed in Singapore, whether they are working full-time, part-time, adhoc, on contract, or on probation.

Are CPF contributions from me required only for my employees' basic salary?

No. You must make CPF contributions for their basic salary, allowance, and overtime pay, among other kinds of payments.

For more details, please refer to cpf.gov.sg/employers

6

Give your employees their paid public holidays and leave entitlements

Are my employees also entitled to all public holidays?

Yes. Your employees are entitled to 11 paid public holidays every year. Please refer to www.mom.gov.sg for the list of gazetted public holidays.



What are my employees' leave entitlements?

Your employees' leave entitlements include annual leave, sick leave, and hospitalisation leave. Please refer to the box below for details and Annex D for template of the leave record form.



Your employees' leave entitlements include paid annual leave, paid sick leave and paid hospitalisation leave.

- **Paid annual leave:** 7 days in your employees' first year of service and 1 more day per year for each additional year worked. Employees will have 14 days of annual leave from their 8th year of service.
- **Paid outpatient sick leave:** 14 days for your employees who have worked at least 6 months.
- **Paid hospitalisation leave:** Up to 60 days for your employees who have worked at least 6 months (inclusive of 14 days of paid outpatient sick leave).

Did you know?

If your employees have worked at least 3 months but less than 1 year, the number of days they are entitled to will be pro-rated based on the number of full months they have worked. This is also applicable to employees who are on probation. For more details on leave entitlements, please refer to the MOM website: www.mom.gov.sg > Employment Practices > Leave

1

以书面形式为员工 提供主要雇佣条件 (KETs)



主要雇佣条件(KETs)包括哪些主要项目？

主要雇佣条件 (KETs) 须列明一系列员工的雇佣条款, 包括在下一页所列下的项目。您也可在员工的合约中列明主要雇佣条件。

我是否要给所有员工一份主要雇佣条件？

您必须为所有在雇佣法令下受保护, 并于2016年4月1日或之后, 有连续受聘至少14天或以上的员工, 提供一份主要雇佣条件。

我应该在什么时候把主要雇佣条件交给员工？

您必须在员工开始工作后的14天内把主要雇佣条件交给员工。

我需要为员工提供一份纸质版本的雇佣条件吗？

纸质或电子版都可以。请参阅附录A的主要雇佣条件样本。

主要雇佣条件(KETs)

种类	项目详情
雇佣细节	<ol style="list-style-type: none">1. 雇主名称2. 员工姓名 (同身份证, 工作准证或护照上所注明的)3. 职位、主要职务与责任4. 正式受雇日期5. 受雇时期 (仅限固定期限合约的员工)
工作时间及休息日	<ol style="list-style-type: none">6. 工作安排<ul style="list-style-type: none">· 每日工作时间 (例如上午9时至傍晚6时, 包括1小时的午休时间)· 每周工作天数 (例如5天)· 休息日 (例如星期日)
工资	<ol style="list-style-type: none">7. 工资周期 (例如2019年1月1日至1月31日)8. 基本工资 对于以时薪、日薪或按工作件数计薪的员工, 雇主须列明基本工资率 (例如每小时、每天或每件工作为X元)9. 固定补贴10. 固定扣款11. 超时工资支付周期 (若与工资周期不同)12. 超时工资率13. 其他与工资相关的项目, 如:<ul style="list-style-type: none">· 花红· 奖励金
休假及医疗福利	<ol style="list-style-type: none">14. 各项假期, 如:<ul style="list-style-type: none">· 年假· 门诊病假· 住院病假· 产假· 育儿假· 陪产假15. 其他医疗福利, 如:<ul style="list-style-type: none">· 保险· 医疗 / 牙科福利
其他	<ol style="list-style-type: none">16. 试用期17. 离职通知期18. (可选项目) 工作地点<ul style="list-style-type: none">· 如果工作地点与雇主地址不同, 我们鼓励雇主包括这个项目

2

监管及记录 员工的出勤 和工作时数



为什么要保存这些记录？

保存一份详细的记录可以正确的计算员工的工资和超时工资等。这有助于避免在工作场所发生误会及减少纠纷。

我应该如何记录员工的工作时间？

可使用工作时间表做记录。请参考附录B的样本。

每位员工的最长超时工作时间是多少？

每位员工每天的总工作时数不能超过12小时。这包括超时工作但不包括正式休息时间。此外，每位员工每月的超时工作时数也不能超过72小时。

您知道吗？

在雇佣法令下有关工作时数和超时工资的条款只适用于每月基本工资不超过4500元的劳力员工，以及每月基本工资不超过2600元的其他员工（非劳力员工）。不适用于经理及行政主管。

如果您员工的工作是轮班制，请浏览人力部 (MOM) 网站：

www.mom.gov.sg > **Employment practices** > **Hours of work, overtime and rest day**

3

准时支付员工正确的工资及超时工资



我必须在什么时候发工资给员工？

你必须在工资周期后的7天内发工资给员工。

我必须在什么时候发超时工资？

你必须在工资周期后的14天内发超时工资给员工。

我应该如何计算员工的工资及超时工资？

超时工资是员工每小时基本工资的1.5倍。
请参考下列超时工资的计算法及支付说明。

如果员工的工资是按月计算, 他的时薪计算法如下:

$$\frac{\text{一年的基本工资总额}}{\text{一年的总工作时数}} = \frac{\text{一年12个月} \times \text{每月基本工资}}{\text{一年52周} \times \text{一周44小时}}$$

例如:

如果员工每月赚1200元, 他的每小时基本工资为:

$$\frac{12 \times 1200 \text{ 元}}{52 \times 44} = 6.30 \text{ 元 (以最接近的分单位计算)}$$

员工每小时的超时工资为:

$$6.30 \text{ 元} \times 1.5 \text{ (超时工资率)} = 9.50 \text{ 元 (以最接近的分单位计算)}$$

欲知有关超时工资的计算, 您可以浏览人力部 (MOM) 网站:

www.mom.gov.sg > Employment practices > Salary > Calculate overtime pay

4

为员工提供详细 薪水单



什么是详细薪水单？

详细薪水单须详尽并逐项列出员工工资的组成部分。请参考下一页详细薪水单列表所需包括的项目。您也可以参考附录C的详细薪水单样本。

所有员工都须获得详细薪水单吗？

您必须给每一位在雇佣法令下受保护的员工一份详细薪水单。

我应该在什么时候发详细薪水单给员工？

您必须连同工资一起把薪水单发给员工，或在发工资后的3天内发给他们。
如果每月发工资次数超过一次，您可以把薪水单结合起来一起发给员工。
至于雇佣合约终止或离职的员工，薪水单必须连同未付的工资一起发给员工。

我能以什么形式提供详细薪水单给员工？

同主要雇佣条件一样，可使用纸质或电子版本。

我是否必须保存一份员工的薪水单？

所有雇主都应该保存员工的薪水单。雇主须为在职员工保存最近2年的薪水单。
若员工离职，则须保存他们最后2年的薪水单长达1年。

种类	项目详情
工资细节	<ol style="list-style-type: none"> 1. 雇主名称 2. 员工姓名 (同身份证, 工作准证或护照上所注明的) 3. 支付日期 (如果是合并的薪单, 就须列明个别款项的支付日期) <ul style="list-style-type: none"> · 工资 · 超时工资 4. 基本工资 <ul style="list-style-type: none"> · 对以时薪制、日薪制或计件制赚取工资的员工, 应包括下述内容: <ul style="list-style-type: none"> · 基本工资率 (例如每小时、每天或每件工作为X元) · 总工作时数、天数或件数 5. 工资周期的开始和结束日期 (例如2019年1月1日至2019年1月31日)
补贴、扣款及其他	<ol style="list-style-type: none"> 6. 工资周期内的补贴, 如: <ul style="list-style-type: none"> · 所有固定补贴 (例如交通费) · 所有非固定补贴 (例如一次性的制服补贴) 7. 工资周期内的任何额外支付款项, 如: <ul style="list-style-type: none"> · 花红 · 休息日工资 · 公共假期工资 8. 工资周期内的扣款, 如: <ul style="list-style-type: none"> · 所有固定扣款 (例如员工公积金缴交额) · 所有非固定扣款 (例如扣除无薪假期、缺勤)
超时工资详情	<ol style="list-style-type: none"> 9. 超时工作时数 10. 超时工资 11. 超时工资支付周期的开始和结束日期 (若与工资周期不同)
净工资	<ol style="list-style-type: none"> 12. 该月份所支付的净工资总额

5

准时为员工 缴交正确的 公积金数额



我必须为哪些员工缴交公积金？

如果您的员工是新加坡公民及永久居民，并在服务契约下受聘而每月工资超过50元，您就必须为他们缴交公积金。这包括散工性质的员工和试用期员工。

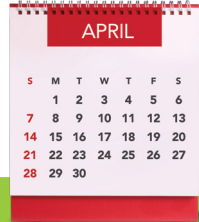
我是否只须为员工的基本工资缴交公积金？

不是。您必须为员工缴交公积金的工资项目包括基本工资、补贴及超时工资等。

详情请浏览 cpf.gov.sg/employers。

6

确保员工享有有薪公共假期及休假权利



员工是否应享有所有公共假期？

是的。所有员工每年都应享有11天的有薪公共假期。
详情请浏览www.mom.gov.sg的公共假期表。

员工应获得哪些休假？

员工应享有的休假包括有薪年假、病假以及住院病假。
详情请参阅以下列表，并参考附录D的样本。



您的员工应获得的休假权利包括有薪年假、有薪病假及有薪住院病假。

- 有薪年假：服务满1年的员工可享有7天有薪年假。每服务多一年，年假也须多加1天。服务满8年的员工可获得14天的年假。
- 有薪门诊病假：服务满6个月的员工可享有14天门诊病假。
- 有薪住院病假：工作满6个月的员工可享有60天住院病假（包括14天门诊病假在内）。

您知道吗？

对于工作至少3个月但未满1年的员工，他们所应获得的休假天数将按已做满的月数比例计算。这也适用于试用期员工。
请浏览人力部 (MOM) 网站：

www.mom.gov.sg > Employment Practices > Leave

Annexes

附录

Annex A / 附录 A

Key Employment Terms Template
Samples of Key Employment Terms
主要雇佣条件样本

Annex B / 附录 B

Timesheet Template
Sample of Timesheet
工作时间表样本

Annex C / 附录 C

Itemised Pay Slip Template
Sample of Itemised Pay Slip
详细薪水单样本

Annex D / 附录 D

Leave Record Form Template
Sample of Leave Record
休假记录表样本

Annex A / 附录 A

**Key Employment Terms
Template & Sample**

主要雇佣条件样本

Annex A – Key Employment Terms Template

Key Employment Terms

All fields are mandatory, unless they are not applicable

Section A | Details of Employment

Company Name	Job Title, Main Duties and Responsibilities
Employee Name	<input type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment
Employee NRIC/FIN	Duration of Employment <i>(only for employees on fixed term contract)</i>
Employment Start Date	Place of Work

Section B | Working Hours and Rest Day

Details of Working Hours <i>e.g.:</i> - Start & End Time (Weekday & Weekend) - Break Hours - Total Working Hours (excluding break hours)	Number of Working Days Per Week
	Rest Day <i>(specify day)</i>

Section C | Salary

Salary Period: _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Salary Payment										
Overtime Payment Period: _____ <i>(only if different from salary period)</i> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Overtime Payment										
Fixed Allowances Per Salary Period	Basic Salary <i>(Per Period)</i> <i>(specify hourly rate if on part-time employment)</i>										
<table><thead><tr><th>Item</th><th>Allowance (\$)</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td>Total Fixed Allowances</td><td> </td></tr></tbody></table>	Item	Allowance (\$)							Total Fixed Allowances		Overtime Rate of Pay <i>(only if working hours more than 8 hours a day or 44 hours a week)</i>
Item	Allowance (\$)										
Total Fixed Allowances											
<table><thead><tr><th>Item</th><th>Deduction (\$)</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td>Total Fixed Deductions</td><td> </td></tr></tbody></table>	Item	Deduction (\$)							Total Fixed Deductions		Fixed Deductions Per Salary Period
Item	Deduction (\$)										
Total Fixed Deductions											
Other Salary-Related Components	<input type="checkbox"/> CPF Contributions Payable <i>(subject to prevailing CPF contribution rates)</i>										

Issued on: _____ DD / MM / YYYY

All information accurate as of issuance date

Section D | Leave and Medical Benefits

Types of Leave <i>(applicable if service is at least 3 months)</i> <input type="checkbox"/> Paid Annual Leave Per Year: _____ (days/hrs) <i>(for 1st year of service)</i> <input type="checkbox"/> Paid Outpatient Sick Leave Per Year: _____ (days/hrs) <input type="checkbox"/> Paid Hospitalisation Leave Per Year: _____ (days/hrs) <i>(Note that paid hospitalisation per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</i>	Other Types of Leave <i>(e.g. Paid Maternity Leave)</i> <input type="checkbox"/> Paid Medical Examination Fee Other Medical Benefits <i>(optional, to specify)</i>
--	--

Section E | Others

Length of Probation: _____ Probation Start Date: _____ Probation End Date: _____	Notice Period for Termination of Employment <i>(initiated by either party whereby the length shall be the same)</i>
--	--

Please refer to www.mom.gov.sg for more details on employment laws, leave benefits and soft copy of the KETs template.

主要雇佣条件

除非不适用，否则所有项目都必须填写

A 部分 雇佣细节																	
公司名称	职位、主要职务与责任																
员工姓名	<input type="checkbox"/> 全职 <input type="checkbox"/> 兼职																
员工身份证/外国身份证号码 (NRIC/FIN)	受雇时期 (仅限于固定期限合约员工)																
受雇开始日期	工作地点																
B 部分 工作时间和休息日																	
工作时间细节 例如: - 上班及下班时间 (周日和周末) - 办公休息时间 - 总工作时间 (不包括办公休息时间)	每周工作天数 休息日 (注明星期几)																
C 部分 工资																	
工资周期: _____ <input type="checkbox"/> 每小时 <input type="checkbox"/> 每日 <input type="checkbox"/> 每周 <input type="checkbox"/> 每两周 <input type="checkbox"/> 每月	工资支付日期 (列出所有适用日期) 超时工资支付日期 (列出所有适用日期)																
超时工资支付周期: _____ (若与工资周期不同) <input type="checkbox"/> 每小时 <input type="checkbox"/> 每日 <input type="checkbox"/> 每周 <input type="checkbox"/> 每两周 <input type="checkbox"/> 每月	基本工资 (每周期) (若是兼职员工, 填写每小时工资) 超时工资 (仅限于每天工作时间超过8小时或每周超过44小时)																
每工资周期的固定补贴 <table border="1"> <thead> <tr> <th>项目</th> <th>补贴(\$)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>总固定补贴</td> <td> </td> </tr> </tbody> </table>	项目	补贴(\$)					总固定补贴		每工资周期的固定扣款 <table border="1"> <thead> <tr> <th>项目</th> <th>扣款(\$)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>总固定扣款</td> <td> </td> </tr> </tbody> </table>	项目	扣款(\$)					总固定扣款	
项目	补贴(\$)																
总固定补贴																	
项目	扣款(\$)																
总固定扣款																	
其他与工资相关的项目	<input type="checkbox"/> 公积金缴交额 (以当前公积金缴交率为准)																

发放日: _____ 年 月 日

所有信息于发放日准确无误

D 部分 休假和医疗福利	
休假种类 (至少工作满3个月, 休假福利方可生效) <input type="checkbox"/> 每年有薪年假: _____ (天/小时) (工作第一年) <input type="checkbox"/> 每年有薪门诊病假: _____ (天/小时) <input type="checkbox"/> 每年有薪住院病假: _____ (天/小时)	其他休假种类 (例如, 有薪产假) <input type="checkbox"/> 所承担的医疗检查及看诊费 其他医疗福利 (可选项目, 请注明)
(请注意, 有薪住院病假包括有薪门诊病假。兼职员工的休假权利可以按比例以每小时计算。)	
E 部分 其他	
试用期限: _____ 试用期开始日期: _____ 试用期结束日期: _____	终止雇佣合约的预先通知期 (双方给予对方的通知期需一样长)

请浏览 www.mom.gov.sg 以查询更多有关雇佣法律及休假福利的详情, 以及下载主要雇佣条件的样本。

Key Employment Terms

All fields are mandatory, unless they are not applicable

Section A Details of Employment	
Company Name XYZ Confectionary Pte Ltd	Job Title, Main Duties and Responsibilities Sales Representative, promoting sales and creating sales orders
Employee Name Roland Ng	<input type="checkbox"/> Full-Time Employment <input checked="" type="checkbox"/> Part-Time Employment
Employee NRIC/FIN S1122345K	Duration of Employment 15/08/2019 - 14/08/2020
Employment Start Date 15/08/2019	Place of Work Beotok Mall, #02-34m, Singapore 456789
Section B Working Hours and Rest Day	
Details of Working Hours <ul style="list-style-type: none"> • Mon - Sat : 10am - 4pm or 4pm - 10pm • 1hr break • Total working hours : 5 hours per work day 	
Number of Working Days Per Week 4 days per week as per roster	
Rest Day (specify day) Sunday	
Section C Salary	
Salary Period: First to last day of the month	Date(s) of Salary Payment 3rd of every calendar month
<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly	Date(s) of Overtime Payment 3rd of every calendar month
<input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly	Basic Salary (Per Period) \$6/hr
Overtime Payment Period: _____ <small>(only if different from salary period)</small>	Over time Rate of Pay 1.5x hourly basic rate (\$9.00)
<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly	Fixed Deductions Per Salary Period
<input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Item Allowance (\$) Deduction (\$)
Fixed Allowances Per Salary Period	N.A.
Item N.A.	Total Fixed Deductions
Other Salary-Related Components Sales Commission	<input checked="" type="checkbox"/> CPF Contributions Payable <small>(subject to prevailing CPF contribution rates)</small>

Key Employment Terms

All fields are mandatory, unless they are not applicable

Section A Details of Employment	
Company Name Fourteen Concepts Pte Ltd	Job Title, Main Duties and Responsibilities Administrative Assistant - Filing, Customer service, basic administrative duties.
Employee Name Desiree Loh	<input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment
Employee NRIC/FIN S9576543F	Duration of Employment 01/08/2019 - 31/07/2020 (1-year contract)
Employment Start Date 01/08/2019	Place of Work
Section B Working Hours and Rest Day	
Details of Working Hours <ul style="list-style-type: none"> • Mon - Fri : 9am - 6pm, Sat : 9am - 1pm • Lunch break 1 hr for Mon - Fri only. • Total working hours : 8 hrs (Mon - Fri), 4 hrs (Sat) 	
Number of Working Days Per Week 5.5 days per week	
Rest Day (specify day) 1 day per week (Sunday)	
Section C Salary	
Salary Period: First to last day of the month	Date(s) of Salary Payment 2nd of every calendar month
<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly	Date(s) of Overtime Payment 2nd of every calendar month
<input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly	Basic Salary (Per Period) \$2,000.00
Overtime Payment Period: _____ <small>(only if different from salary period)</small>	Over time Rate of Pay 1.5x hourly basic rate (\$15.80)
<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly	Fixed Deductions Per Salary Period
<input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Item Allowance (\$) Deduction (\$)
Fixed Allowances Per Salary Period	Uniform Transport \$50.00
Item Uniform Transport	Total Fixed Deductions \$100.00
Other Salary-Related Components Productivity Incentive	<input checked="" type="checkbox"/> CPF Contributions Payable <small>(subject to prevailing CPF contribution rates)</small>

Issued on: 15/08/2019

All information accurate as of issuance date

Section D Leave and Medical Benefits	
Types of Leave (applicable if service is at least 3 months)	Other Types of Leave (e.g. Paid Maternity Leave)
<input checked="" type="checkbox"/> Paid Annual Leave 25.5 (days/hrs) Per Year: (for 1st year of service)	<input type="checkbox"/> Refer to employee handbook
<input checked="" type="checkbox"/> Paid Outpatient Sick Leave Per Year: 50.9 (days/hrs)	<input checked="" type="checkbox"/> Paid Medical Examination Fee
<input checked="" type="checkbox"/> Paid Hospitalisation Leave Per Year: 218.2 (days/hrs)	Other Medical Benefits (optional, to specify)
<small>(Note that paid hospitalisation per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</small>	

Section E | Others

Length of Probation: N.A.	Notice Period for Termination of Employment (initiated by either party whereby the length shall be the same)
Probation Start Date: N.A.	1 week notice or 1 week salary in lieu of notice
Probation End Date: N.A.	

Please refer to www.mom.gov.sg for more details on employment laws, leave benefits and soft copy of the KETs template.

Issued on: 01/08/2019

All information accurate as of issuance date

Section D Leave and Medical Benefits	
Types of Leave (applicable if service is at least 3 months)	Other Types of Leave (e.g. Paid Maternity Leave)
<input checked="" type="checkbox"/> Paid Annual Leave 14 (days/hrs) Per Year: (for 1st year of service)	<input type="checkbox"/> 6 weeks Maternity Leave, Paid 16 weeks Maternity Leave if child is Singapore Citizen and employee is lawfully married to the child's father. The employee must have worked at least 90 days before child's birth.
<input checked="" type="checkbox"/> Paid Outpatient Sick Leave Per Year: 14 (days/hrs)	<input checked="" type="checkbox"/> Paid Medical Examination Fee
<input checked="" type="checkbox"/> Paid Hospitalisation Leave Per Year: 60 (days/hrs)	Other Medical Benefits (optional, to specify)
<small>(Note that paid hospitalisation per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</small>	

Section E | Others

Length of Probation: 1 month	Notice Period for Termination of Employment (initiated by either party whereby the length shall be the same)
Probation Start Date: 01/08/2019	1 month notice or 1 month salary in lieu of notice
Probation End Date: 31/08/2019	

Please refer to www.mom.gov.sg for more details on employment laws, leave benefits and soft copy of the KETs template.

主要雇佣条件

除非不适用，否则所有项目都必须填写

A部分 雇佣细节	
公司名称 XYZ Confectionery Pte Ltd	职位、主要职务与责任 销售代表、促进销售量、提高销售订单
员工姓名 Roland Ng	<input type="checkbox"/> 全职 <input checked="" type="checkbox"/> 兼职
员工身份证/外国身份证号码 (NRIC/FIN) S122345K	受雇时期 15/08/2019 - 14/08/2020
受雇开始日期 15/08/2019	工作地点 Beotek Mall, #02-344m, Singapore 456789
B部分 工作时间和休息日	
工作时间细节 · 周一至周五: 上午10点至下午4点; 或下午4点至晚上10点 · 1个小时办公休息时间 · 总工作时间: 每工作日5个小时	每周工作天数 根据值班表, 每周4天 休息日 (注明星期几) 周日
C部分 工资	
工资周期: 每个月的最后一天至最后一天 每小時 <input type="checkbox"/> 每日 <input type="checkbox"/> 每周 <input type="checkbox"/> 每兩周 <input checked="" type="checkbox"/> 每月 <input type="checkbox"/>	工资支付日期 (列出所有适用日期) 每个月的第3天 超时工资支付日期 (列出所有适用日期) 每个月的第3天
超时工资支付周期: (若与工资周期不同) 每小時 <input type="checkbox"/> 每日 <input type="checkbox"/> 每周 <input type="checkbox"/> 每兩周 <input type="checkbox"/> 每月 <input type="checkbox"/>	基本工资 (每周期) 每小時 \$6
每工资周期的固定补贴	超时工资 1.5 x 每小时基本工资 (\$9)
项目 补贴(\$)	每工资周期的固定扣款
MA	项目 扣款(\$)
总固定补贴	NA
其他与工资相关的项目 生产力奖励金	总固定扣款
<input checked="" type="checkbox"/> 公积金缴交额 (以当前公积金缴交率为准)	

主要雇佣条件

除非不适用，否则所有项目都必须填写

A部分 雇佣细节	
公司名称 Fourteen Concepts Pte Ltd	职位、主要职务与责任 行政助理—文件处理、客户服务、基本行政职务
员工姓名 Desiree Loh	<input checked="" type="checkbox"/> 全职 <input type="checkbox"/> 兼职
员工身份证/外国身份证号码 (NRIC/FIN) S9576543Z	受雇时期 01/08/2019 - 31/07/2020 (1年合约)
受雇开始日期 01/08/2019	工作地点
B部分 工作时间和休息日	
工作时间细节 · 周一至周五: 上午9点至下午6点; 周六: 上午9点至下午1点 · 1个小时办公休息时间 (周一至周五) · 总工作时间: 8个小时 (星期一至星期五); 4个小时 (星期六)	每周工作天数 每周 5.5天 休息日 (注明星期几) 每周 天 (周日)
C部分 工资	
工资周期: 每个月的最后一天至最后一天 每小時 <input type="checkbox"/> 每日 <input type="checkbox"/> 每周 <input type="checkbox"/> 每兩周 <input type="checkbox"/> 每月 <input checked="" type="checkbox"/>	工资支付日期 (列出所有适用日期) 每个月的第2天 超时工资支付日期 (列出所有适用日期) 每个月的第2天
超时工资支付周期: (若与工资周期不同) 每小時 <input type="checkbox"/> 每日 <input type="checkbox"/> 每周 <input type="checkbox"/> 每兩周 <input type="checkbox"/> 每月 <input type="checkbox"/>	基本工资 (每周期) \$2,000.00
每工资周期的固定补贴	超时工资 1.5 x 每小时基本工资 (\$15.80)
项目 补贴(\$)	每工资周期的固定扣款
制服 \$50.00 交通费 \$50.00	项目 扣款(\$)
总固定补贴 \$100.00	ODAC \$1.00
其他与工资相关的项目 生产力奖励金	总固定扣款 \$1.00
<input checked="" type="checkbox"/> 公积金缴交额 (以当前公积金缴交率为准)	

发放日: 15/08/2019

所有信息于发放日准确无误

D部分 | 休假和医疗福利

假期种类 (至少工作满3个月, 休假福利方可生效) <input checked="" type="checkbox"/> 每年有新年假: 25.5 (天/小时) (工作第一年)	其他假期种类 (例如, 有薪产假) 参阅员工手册
<input checked="" type="checkbox"/> 每年有薪门诊病假: 50.9 (天/小时)	<input checked="" type="checkbox"/> 所承担的医疗检查及看诊费
<input checked="" type="checkbox"/> 每年有薪住院病假: 218.2 (天/小时)	其他医疗福利 (可选项目, 请注明)

(请注意, 有新住院病假包括有新门诊病假。兼职员工的病假权利可以按比例以每小时计算。)

E部分 | 其他

试用期期限: 不适用	终止雇佣合约的预先通知期 (双方给予对方的通知期需一样长)
试用期开始日期: 不适用	1周离职通知或支付1周工资的代通知金
试用期结束日期: 不适用	

请浏览 www.mom.gov.sg 以查询更多有关雇佣法律及休假福利的详情, 以及下载主要雇佣条件的样本。

发放日: 01/08/2019

所有信息于发放日准确无误

D部分 | 休假和医疗福利

假期种类 (至少工作满3个月, 休假福利方可生效) <input checked="" type="checkbox"/> 每年有新年假: 14 (天/小时) (工作第一年)	其他假期种类 (例如, 有薪产假) 16个星期产假。如果孩子是新加坡公民, 而员工与孩子父亲为合法夫妻, 便可享有16个星期的有薪产假。 该员工必须在孩子出生前工作至少90日。
<input checked="" type="checkbox"/> 每年有薪门诊病假: 14 (天/小时)	<input checked="" type="checkbox"/> 所承担的医疗检查及看诊费
<input checked="" type="checkbox"/> 每年有薪住院病假: 60 (天/小时)	其他医疗福利 (可选项目, 请注明)

(请注意, 有新住院病假包括有新门诊病假。兼职员工的病假权利可以按比例以每小时计算。)

E部分 | 其他

试用期期限: 1个月	终止雇佣合约的预先通知期 (双方给予对方的通知期需一样长)
试用期开始日期: 01/08/2019	1个月离职通知或支付
试用期结束日期: 31/08/2019	1个月工资的代通知金

请浏览 www.mom.gov.sg 以查询更多有关雇佣法律及休假福利的详情, 以及下载主要雇佣条件的样本。

Annex B / 附录 B

**Timesheet
Template & Sample
工作时间表样本**

Timesheet

_____ — _____
DDMMYY DDMMYY

Name of Company :

Name of Supervisor :

Name of Employee :

Rest Day:

Date	Start Time	End Time	Break Hours	Working Hours	Overtime Hours <small>(Not exceeding 72hrs a month)</small>	Remarks
Total						

Signature of employee / Date

Signature of supervisor / Date

Annex C / 附录 C

**Itemised Pay Slip
Template & Sample**

详细薪水单样本

Itemised Pay Slip

Name of Employer

Date of Payment

DDMMYY

DDMMYY

Name of Employee

Mode of Payment

Cash / Cheque / Bank Deposit

Item	Amount
Basic Pay	(A)
Total Allowances <i>(Breakdown shown below)</i>	(B)
Total Deductions <i>(Breakdown shown below)</i>	(C)
Employee's CPF Deduction	

Overtime Details	
Overtime Payment Period(s)	
Overtime Hours Worked	
Total Overtime Pay	(D)
Item	Amount
Other Additional Payments <i>(Breakdown shown below)</i>	(E)
Net Pay (A + B – C + D + E)	
Employer's CPF Contribution	

Itemised Pay Slip

01/09/2019
DDMMYY

30/09/2019
DDMMYY

Name of Employer

ABC Pte Ltd

Date of Payment

04/10/2019

Name of Employee

Tan Ah Kow

Mode of Payment

Cash / Cheque / Bank Deposit

Item	Amount	
Basic Pay	\$2,000	(A)
Total Allowances <i>(Breakdown shown below)</i>	\$500	(B)
Transport	\$300	
Uniform	\$200	
Total Deductions <i>(Breakdown shown below)</i>	\$1,315	(C)
Employee's CPF Deduction	\$1,115	
Advanced Loan	\$200	

Overtime Details		
Overtime Payment Period(s)	01/09/2019 to 30/09/2019	
Overtime Hours Worked	5	
Total Overtime Pay	\$78.70	(D)
Item	Amount	
Other Additional Payments <i>(Breakdown shown below)</i>	\$3,000	(E)
Annual Bonus	\$3,000	
Net Pay (A + B - C + D + E)	\$4,263.70	
Employer's CPF Contribution	\$949	

详细薪水单

雇主名称

ABC Pte Ltd

员工姓名

Tan Ah Kow

01/09/2019

年月日

30/09/2019

年月日

支付日期

04/10/2019

支付方式

现金 / 支票 / 银行转账

项目	款额
基本工资	\$2,000 (A)
总补贴 (细节如下)	\$500 (B)
交通	\$300
制服	\$200
总扣款 (细节如下)	\$1,315 (C)
员工公积金缴交额	\$1,115
预支贷款	\$200

超时工作细节	
超时工资支付周期	01/09/2019 to 30/09/2019
超时工作时数	5
总超时工资	\$78.70 (D)
项目	款额
其他款项 (细节如下)	\$3,000 (E)
年度花红	\$3,000
净工资 (A + B - C + D + E)	\$4,263.70
雇主公积金缴交额	\$949

Annex D / 附录 D

Leave Record Form Template & Sample

休假记录表样本

Leave Record

Name of Employee : Alvin Tan
 NRIC No. : S1234567A
 Contact No. : _____
 Job Title : Sales Representative
 Date Joined : 01/09/2019

Type of Leave	No. of Days Carried Forward From Previous Year(s)	No. of Entitled Days This Year
Annual Leave	4	10
Sick Leave		14

Date From	Date To	Whole Day / Half Day	No. of Days	Type of Leave / Reason	Approved By (Name, Signature, Date)
02/12/2019	02/12/2019	Whole Day	1	Annual Leave	Charles Lim 06/12/2019

Type of Leave	Total Days Taken This Year	No. of Days to be Carried Forward to Next Year
Annual Leave		
Sick Leave		

附录 D - 休假记录表样本

休假记录表

员工姓名: Alvin Tan
 身份证号码: S1234567A
 联络号码: _____
 职位: 销售代表
 入职日期: 01/09/2019

休假种类	从上一结转的有薪年假天数	今年的休假天数
年假	4	10
病假		14

休假开始日期	休假结束日期	全天/半天	天数	休假种类/原因	批准人 (姓名、签名、日期)
02/12/2019	02/12/2019	全天	1	年假	Charles Lim 06/12/2019

休假种类	今年总休假天数	从今年结转至明年的有薪年假天数
年假		
病假		

Need help? Call:

如需协助, 请拨:

1800-221-9922

Email / 电邮:

workright@mom.gov.sg



✓workright

Supported by

