

Ministry of Manpower

Deduction from Employee's Salary

Online Help

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1. Accessing Deduction from Employee’s Salary

Steps:

1. Access from MOM eService website.

<http://www.mom.gov.sg/eservices>

And search for “Apply for salary deduction”.

Apply for salary deduction

● Service is online

Employment practices

For companies to apply for approval to deduct an employee's salary. You need to be a registered user with SingPass to use this service.

<http://www.mom.gov.sg/eservices/services/apply-for-salary-deduction>

File a claim against your employer

● Service is online

Claims and complaints

For employees to file employment-related claims such as non-payment of salary, salary in lieu of notice, overtime pay or non-provision of annual leave and sick leave.

<http://www.mom.gov.sg/eservices/services/file-claim-against-employer>

Notify for tripartite mediation

● Service is online

Trade unions

Submit a notification for tripartite mediation for a union member who is an executive in a non-unionised company. For claims related to salary, retrenchment benefits or breach of employment contract by employer.

<http://www.mom.gov.sg/eservices/services/tripartite-mediation-online>

Showing 1 to 3 of 3 entries



1

Figure 1

Tip: For quick access, user may want to bookmark the following URL.

<http://www.mom.gov.sg/eservices/services/apply-for-salary-deduction>

2. Click on 'Apply for Salary Deduction '. The following information page will be displayed.



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MENU > eServices > Search

Apply for employee's salary deduction

Allows employers to apply for allowable salary deductions from an employee's salary.

→ Apply with CorpPass

→ Apply with SingPass

● Service is online

Availability
08:00AM to 11:59PM
(Monday to Friday)
08:00AM to 11:59PM
(Saturday, Sunday and
Public Holidays)
Including Public Holidays

At a glance

Who can apply	Employers or company representatives Note: A CorpPass account is required to transact with MOM. Apply for a CorpPass account if you don't have one.
How long to complete form	20 to 30 minutes
When to apply	At least 2 months before starting deduction
How long it takes	At least 2 to 3 months May take longer if information provided is incomplete or incorrect.

What are the criteria for allowable salary deduction?

Your employees must be [covered under the Employment Act](#).

What do I need before I apply?

You need:

- A CorpPass account is required to transact with MOM. [Apply for a CorpPass account](#) if you don't have one.
- Proposal or elaboration of the salary deduction scheme to be implemented, e.g. stock prospectus plan, medical co-payment plan.
- A copy of enrolment and withdrawal form (if applicable).

What are the allowable salary deductions?

Get help

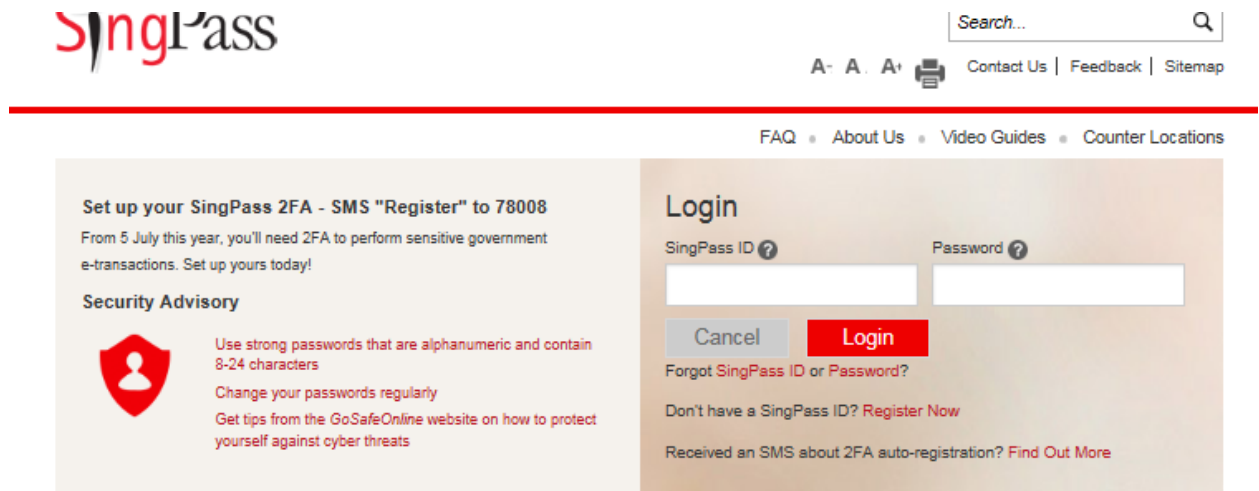
For instructions, refer to the [user guide](#).

Figure 2

3. Access via SingPass


3.1 Click on 'Apply for Overtime Exemption with SingPass' will redirect to Sing pass login page

Prerequisite: Please ensure that you have a valid SingPass ID and authorized access to the system. Should you encounter any problem logging into OTE, please contact LRD to assist you.



SingPass

Search...


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[FAQ](#) • [About Us](#) • [Video Guides](#) • [Counter Locations](#)



Set up your SingPass 2FA - SMS "Register" to 78008

From 5 July this year, you'll need 2FA to perform sensitive government e-transactions. Set up yours today!

Security Advisory

 Use strong passwords that are alphanumeric and contain 8-24 characters
Change your passwords regularly
Get tips from the GoSafeOnline website on how to protect yourself against cyber threats

Login

SingPass ID  Password 

[Forgot SingPass ID or Password?](#)

Don't have a SingPass ID? [Register Now](#)

Received an SMS about 2FA auto-registration? [Find Out More](#)

Figure 2 -Singpass


3.2 Enter both your SingPass ID and SingPass and click the button 'Login'.


4. Access via CorpPass


4.1 Click on 'Apply for Overtime Exemption with CorpPass' will redirect to CorpPass login page.


Prerequisite: Please ensure that you have a valid UEN/Entity ID, CorpPass ID, Password and authorized access to the system. Should you encounter any problem logging into OTE, please contact LRD to assist you.

Log in with CorpPass







☐ Remember Entity ID 

Forgot [Entity / CorpPass ID](#) or [Password](#)


Cancel


Login ▶

Figure 3 -Corppass

4.2 Enter your UEN/Entity ID, CorpPassID and password and click the button 'Login'.


The 'Company Details' tab will be displayed. Refer to [Section 2](#).





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Welcome TEST USER!

Home » Services & Forms » Labour Relations » Employment Standards - Ministry of Manpower » Deduction from Employee's Salary

[Services](#) | [View Transaction History](#) | [Logout](#)

A A A

Deduction from Employee's Salary

Company Details

Application Details

Affected Employees

Supporting Documents

Review & Submit

Acknowledgement

* Indicates a Required Field

Company Details

Company Name **MANAGEMENT CORPORATION STRATA TITLE NO.958**

Principle Activity *

Nature of Business * Select one

Name of Union(if any) Select one

Date of Employment Commence * DD/MM/YYYY

Authorised Capital * S\$

Paid-Up Capital * S\$

Capital Participation *

No.	Country	Share	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Market ☐ Local ☐ Foreign

Workforce * ☐ Male ☐ Female

Total: 0

Company's Contact Person Details

Name * TEST USER

Designation *

Postal Code * 469272

Street Name * Bedok South Road

Building Name Singapore Computer Building

Block/House # NA

Floor/Unit # -

Contact * 61111111

91111111

Email Address * chen_yu@test.com

[Back](#)

[Cancel](#) | [Reset](#)

Figure 4

5 Salary Deduction Application

The 'Company Details' tab is displayed after successful authentication via SingPass. Refer to [Section 1](#).

Deduction from Employee's Salary

Company Details

Application Details

Affected Employees

Supporting Documents

Review & Submit

Acknowledgement

* Indicates a Required Field

Company Details

Company Name

MANAGEMENT CORPORATION STRATA TITLE NO.958

Principle Activity

*

Nature of Business

*

Select one

Name of Union(if any)

Select one

Date of Employment Commence

*

DD/MM/YYYY

Authorised Capital

* S\$

Paid-Up Capital

* S\$

Capital Participation

*

No.	Country	Share	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Market

☐ Local ☐ Foreign

Workforce

*

Male

Female

Total: 0

Company's Contact Person Details

Name

*

Designation

*

Postal Code

*

Get address

Street Name

*

Building Name

Block/House #

Floor/Unit #

-

Contact

*

Email Address

*

Back

Continue

Save As Draft

Cancel | Reset

Figure 5

Tip:

Click on the 'Cancel' link to cancel the transaction and return to the previous page.

Click on the 'Reset' link to clear the entered details on the current form.

Click on the 'Save As Draft' to save the form details before submission.

Steps:

1. Enter all mandatory fields.
2. Depending on the Nature of Business, the content of Company Details will vary.

The screenshot shows the 'Company Details' section of a form. It includes the following fields:

- Company Name:** MANAGEMENT CORPORATION STRATA TITLE NO.958
- Principle Activity:** * Provide management consultanc
- Nature of Business:** * OTHERS (dropdown menu). If others, please state: Consultancy

Figure 6- Select 'OTHERS' for Nature of Business

3. Enter the Capital Participation, and click on 'Add' link to add the information. User can edit or remove the information by clicking 'Edit' or 'Remove' link.

The screenshot shows the 'Company Details' section of a form, including the following fields and table:

- Company Name:** MANAGEMENT CORPORATION STRATA TITLE NO.958
- Principle Activity:** * Provide management consultanc
- Nature of Business:** * OTHERS (dropdown menu). If others, please state: Consultancy
- Name of Union(if any):** UNION OF ITE TRAINING STAFF
- Date of Employment Commence:** * 01/02/2010 (calendar icon). DD/MM/YYYY
- Authorised Capital:** * S\$ 150000
- Paid-Up Capital:** * S\$ 100000
- Capital Participation:** *

No.	Country	Share	
			Add
1	Singapore	100000	Edit Remove
2	Malaysia	50000	Edit Remove
- Market:** ☒ Local ☐ Foreign
- Workforce:** * Male: 12 Female: 5
- Total:** 17

Figure 7

- Click on 'Get address' button after entering the Postal Code (Refer to [Figure 5](#)), if there is an address found for this Postal Code, the company address will be loaded into Text Box. If no address found for this Postal Code, there is a pop up window as below.

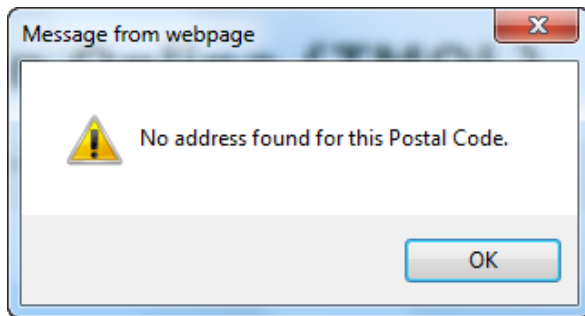


Figure 8

- If you click on 'Save As Draft' button, a pop up window will be displayed. Click on the 'OK' to save the form details before submission. You will see the message showing the draft record saved successfully.

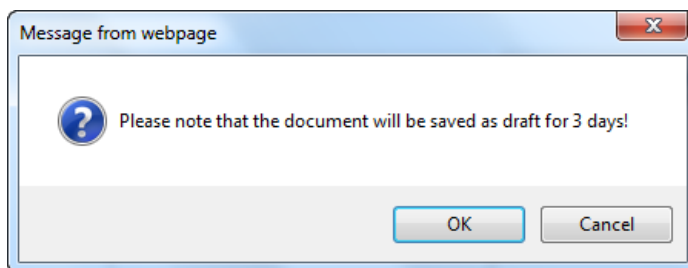


Figure 9

Deduction from Employee's Salary

Company Details

Application Details

Affected Employees

Supporting Documents

Review & Submit

Acknowledgement

Draft record saved successfully

* Indicates a Required Field

Company Details

Company Name

MANAGEMENT CORPORATION STRATA TITLE NO.958

Principle Activity

* Provide management consultanc

Nature of Business

* OTHERS

If others, please state: Consultancy

Name of Union(if any)

UNION OF ITE TRAINING STAFF

Date of Employment Commence

* 01/02/2010

DD/MM/YYYY

Figure 10

6. Click on the 'Continue' button (Refer to [Figure 5](#)), the 'Application Details' tab will be displayed.

Deduction from Employee's Salary

Company Details

Application Details

Affected Employees

Supporting Documents

Review & Submit

Acknowledgement

* Indicates a Required Field

Scheme Details

Type of Salary Deduction

*

Select one

Duration of Scheme

*

☐ Open-Ended ☐ Fixed Period

Monthly Salary Deducted

*

Minimum (%)

Maximum (%)

Any limits placed on participations?

*

☐ Yes ☐ No

Additional Costs Involved

*

S\$

Benefits for Employee

*

1000 Characters Left

Voluntary Participation

*

☐ Yes ☐ No

When will the deductions be utilized

*

Select one

When will refund be made to employees who withdraw from scheme?

*

Select one

Will the deductions be returned to employees who left employment?

*

☐ Yes ☐ No

Back

Continue

Save As Draft

Cancel | Reset

Figure 11

7. The page content of Scheme Details will vary as below.

Deduction from Employee's Salary

Company Details
Application Details
Affected Employees
Supporting Documents
Review & Submit
Acknowledgement

* Indicates a Required Field

Scheme Details

Type of Salary Deduction * OTHERS

Please specify,

Figure 12-Select 'OTHERS' for Type of Salary Deduction

Duration of Scheme * ☐ Open-Ended ☒ Fixed Period

From

DD/MM/YYYY

To

DD/MM/YYYY

Figure 13-Select 'Fixed Period' for Duration of Scheme

Any limits placed on participations? * ☒ Yes ☐ No

Please provide participation details.

Figure 14-Select 'Yes' for 'Any limits placed on participations?'

Will the deductions be returned to employees who left employment? * ☒ Yes ☐ No

When will the refund be made? ☐ Immediate ☐ Others

Figure 15-Select 'Yes' for 'Will the deductions be returned to employees who left employment?'

Will the deductions be returned to employees who left employment? * ☒ Yes ☐ No

When will the refund be made? ☐ Immediate ☒ Others
Please specify,

Figure 16-Select 'others' for 'When will the refund be made?'

- Enter all mandatory fields. And click on 'Continue' button (Refer to [Figure 11](#)), the 'Affected Employees' tab will be displayed.

Deduction from Employee's Salary

Company Details Application Details **Affected Employees** Supporting Documents Review & Submit Acknowledgement

* Indicates a Required Field

Classification of Employees Involved in the Scheme

Occupation	Employee Type	Work Activities	No. of Employees	
<input type="text"/>	Select one ▼	<input type="text"/>	<input type="text"/>	Add

Back Continue Save As Draft Cancel | Reset

Figure 17

- Enter the information of Affected Employees, click on 'Add' link to add the information. User can edit or remove the information by clicking 'Edit' or 'Remove' link.

Deduction from Employee's Salary

Company Details Application Details **Affected Employees** Supporting Documents Review & Submit Acknowledgement

* Indicates a Required Field

Classification of Employees Involved in the Scheme

Occupation	Employee Type	Work Activities	No. of Employees	
<input type="text"/>	Select one ▼	<input type="text"/>	<input type="text"/>	Add
Officer	PERMANENT	do the admin work	3	Edit Remove

Back Continue Save As Draft Cancel | Reset

Figure 18

- Click on 'Continue' button (Refer to [Figure 18](#)), the 'Supporting Documents' tab will be displayed.

Deduction from Employee's Salary

Company Details

Application Details

Affected Employees

Supporting Documents

Review & Submit

Acknowledgement


* Indicates a Required Field

Supporting Documents

Please prepare the soft copies of your documents. 1

Each file size must be less than 10 MB and the maximum size for all files is 25 MB.

Please upload the files one by one

Acknowledgement form signed by affected employees [Download](#) 

*

Browse..

Upload

Latest copy of employment contract/letter of appointment signed by employee

*

Browse..

Upload

A copy of enrolment and withdrawal form

*

Browse..

Upload

Back

Continue

Save As Draft

Cancel | Reset

Figure 19

- Click on "Download" link to download a copy of corresponding document.
- Click on 'Browse' button to browse the file you want to upload. And click on 'Upload' button to upload the file.
- After file uploaded successfully, it will show the uploaded file description and name. If you want to delete the uploaded file, you can click the 'Delete' link.

* Indicates a Required Field

Supporting Documents

Please prepare the soft copies of your documents.

Each file size must be less than 10 MB and the maximum size for all files is 25 MB.

Please upload the files one by one

Acknowledgement form signed by affected employees [Download](#)

*

No File Selected

Browse..

Upload

Latest copy of employment contract/letter of appointment signed by employee

*

No File Selected

Browse..

Upload

A copy of enrolment and withdrawal form

*

Browse..

Upload

Supporting Documents

Acknowledgement form signed by affected employees	test.txt	Delete
Latest copy of employment contract/letter of appointment signed by employee	test.txt	Delete

Back

Continue

Save As Draft

Cancel | Reset

Figure 20

14. Click on the ‘Continue’ button. The ‘Review & Submit’ tab will be displayed.

Page 14 of 30

Deduction from Employee's Salary

Company Details
Application Details
Affected Employees
Supporting Documents
Review & Submit
Acknowledgement

Company Details
Make Changes

Company Name	MANAGEMENT CORPORATION STRATA TITLE NO.958								
Principle Activity	MANAGEMENT								
Nature of Business	EMPLOYMENT & RECRUITMENT								
Name of Union	EXXONMOBIL SINGAPORE EMPLOYEES UNION								
Date of Employment Commence	01/02/2012								
Authorised Capital	150000								
Paid-Up Capital	120000								
Capital Participation	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">No.</th> <th style="width: 40%;">Country</th> <th style="width: 50%;">Share</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SINGAPORE</td> <td>150000</td> </tr> </tbody> </table>			No.	Country	Share	1	SINGAPORE	150000
No.	Country	Share							
1	SINGAPORE	150000							
Market	LOCAL								
Workforce	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Male</th> <th style="width: 33%;">Female</th> <th style="width: 33%;">Total</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>6</td> <td>9</td> </tr> </tbody> </table>			Male	Female	Total	3	6	9
Male	Female	Total							
3	6	9							

Company's Contact Person Details
Make Changes

Name	ADA		
Designation	OFFICER		
Address	NA BEDOK SOUTH ROAD SINGAPORE COMPUTER BUILDING 469272		
Contact	61111111 91111111		
Email Address	CHEN_YU@TEST.COM		

Scheme Details
Make Changes

Type of Salary Deduction	COMPANY'S CLUB MEMBERSHIP SUBSCRIPTIONS		
Duration of Scheme	OPEN-ENDED From 01/02/2014		
Monthly Salary Deducted	Minimum (%)	Maximum (%)	
	5	10	
Any limits placed on participations?	NO		
Additional Costs Involved	5		
Benefits for Employee	FOR TEAM BUILDING		
Voluntary Participation	YES		
When will the deductions be utilized	ANNUALLY		
When will refund be made to employees who withdraw from scheme?	1 MONTH		
Will the deductions be returned to employees who left employment?	YES		
When will the refund be made?	IMMEDIATE		

Classification of Employees Involved in the Scheme
Make Changes

Occupation	Employee Type	Work Activities	No. of Employees
OFFICER	PERMANENT	DO THE ADMIN WORK	5

Supporting Documents
Make Changes

Form	Form_1.txt
------	------------

Back
Submit
Save As Draft
Print Draft
Cancel | Reset

Figure 21

15. Clicking on the 'Make Changes' button will redirect the user to the respective tab, for the necessary amendment.
16. Click on 'Print Draft' button to print the draft out.
17. Click on the 'Submit' button, the following acknowledgement page will be displayed.

Deduction from Employee's Salary

Company Details Application Details Affected Employees Supporting Documents Review & Submit **Acknowledgement**

Acknowledgement

Your Application has been submitted.

Reference Number: **SPS/SD/027/14**

Application: **Salary Deduction**

Date & time of Application: **24 February 2014 1421 hrs**

Name of officer-in-charge:

We will process the application and contact you for more details if necessary.

You may log in to ESOL using your SingPass to enquire the status of your application.

An acknowledgement email has been sent to chen_yu@test.com

[Print Acknowledgement](#) [Print Application Form](#) [View Transaction History](#)

Figure 22

18. Click on the 'Print Acknowledgement' button to print the acknowledgement form.
Note: User must remember to print the acknowledgement.
19. Click on the 'View Transaction History' button to return to the Deduct from Employee's Salary Dashboard (Refer to [Section 3](#)).
20. Click on the 'Print Notification Form' button, the Notification Form will be displayed on a new window (Refer to [Figure 23](#)).

APPLICATION -REGISTRATION

PART 1 - COMPANY DETAILS

ACRA NO.	: L000000124W	NAME	: MANAGEMENT CORPORATI ON STRATA TITLE NO.958					
REGISTERED ADDRESS	: 149 FU LU SHOW COMPLEX ROCHOR RD 188425	CORRESPONDANCE ADDRESS	: NA Singapore Computer Buil ding Bedok South Road 4692 72					
SSIC	: 15319 - Manufacture of grain mill products nec (eg pop cor n, pulse preparation, rolled oats)	NATURE OF BUSINESS	: EMPLOYMENT & RECRUITM ENT					
DATE OF EMPLOYMENT COMMENCE	: 01/02/2012	AUTHORISED CAPITAL	: 150000					
UNION NAME	: EXXONMOBIL SINGAPORE E MPLOYEES UNION	PAID-UP CAPITAL	: 120000					
TOTAL WORKFORCE	: 9							
CAPITAL PARTICIPATION	<table border="1"> <thead> <tr> <th>No.</th> <th>COUNTRY</th> <th>SHARE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Singapore</td> <td>150000</td> </tr> </tbody> </table>	No.	COUNTRY	SHARE	1	Singapore	150000	
No.	COUNTRY	SHARE						
1	Singapore	150000						
NAME OF CONTACT PERSON	: Ada	DESIGNATION OF REPRESENTATIVE	: officer					
CONTACT	: 61111111	EMAIL	: chen_yu@test.com					
FAX	:	CONTACT	: 91111111					

PART 2 - APPLICATION DETAILS

TYPE OF SALARY DEDUCTION	: COMPANY'S CLUB MEMBER SHIP SUBSCRIPTIONS	DURATION OF SCHEME	: Open-Ended						
DURATION FROM	: 01/02/2014	DURATION TO	:						
DETAILS OF AFFECTED EMPLOYEES	<table border="1"> <thead> <tr> <th>Total No.</th> <th>Occupation</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>officer</td> <td>PERMANENT</td> </tr> </tbody> </table>	Total No.	Occupation	Type	5	officer	PERMANENT		
Total No.	Occupation	Type							
5	officer	PERMANENT							
MINIMUM OF MONTHLY SALARY DEDUCTION	: 5.00	MAXIMUM OF MONTHLY SALARY DEDUCTION	: 10.00						
LIMITS PLACED ON PARTICIPATIONS	: No	VOLUNTARY PARTICIPATION	: Yes						
TYPES OF ADDITIONAL COSTS INVOLVED	: 5	BENEFITS OF EMPLOYEE	: For team building						
WHEN WILL THE DEDUCTIONS BE UTILIZED	: 4	PURPOSE	:						
WHEN WILL REFUND BE MADE TO EMPLOYEES WHO WITHDRAW FROM SCHEME	: 1 MONTH								
WILL THE DEDUCTIONS BE RETURNED TO EMPLOYEES WHO LEFT EMPLOYMENT	: Yes	WHEN WILL REFUND BE MADE	: Immediate						

Figure 23

6 Deduction from Employee's Salary Dashboard

MINISTRY OF MANPOWER Singapore Government Integrity • Service • Excellence

Search: Within MOM Website

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Employment Practices Skills, Training & Development Foreign Manpower Workplace Safety & Health Statistics & Publications Services & Forms Newsroom Legislation

Welcome TEST USER!

Services | View Transaction History | Logout

Home » Services & Forms » Labour Relations » Employment Standards - Ministry of Manpower » Deduction from Employee's Salary

Deduction from Employee's Salary

New Case

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View All Transactions History

Application	Case Type	Submission Date	Status	Created / Submitted By	Supporting Documents
SPS/SD/043/13	DWS	30-Dec-2013	Submitted	TEST USER	ViewUploadFiles
Case Officer:					
SPS/SD/042/13	DWS	30-Dec-2013	Submitted	TEST USER	ViewUploadFiles
Case Officer:					
<input type="checkbox"/> DRAFT	DWS	30-Dec-2013	Draft	TEST USER	

Delete

Update User Profile

Message List

S/No.	Message	Case Officer	Date	Time
1	RTYHUJK	HENG LI CHOO	16/12/2013	10:35
2	TESTING MESSAGE TO HENG LI CHOO	HENG LI CHOO	05/12/2013	18:45

Figure 25

3.1 Message List

With reference to Item 1 in [Figure 25](#), the message list page will

- Display a list of all messages send to the case officers to date.
- List messages sorted in ascending order of send date by default.

3.2 Application List

- Display a list of all applications submitted by user to date.
- List only drafts created after the implementation of Deduction from Employee's Salary.
- List applications sorted in ascending order of submission date by default.

- Upon clicking on the header, sort the list by the values (either ascending or descending order) under the column, followed by submission date.
- Upon clicking on a draft link, redirect the user to the registration page which is pre-populated with previously saved entries.
- Upon clicking on a submitted application reference number link, it will display the application form in a separate new window. Refer to [Figure 23](#).
- Upon clicking on a case officer name link, it will display the Send Message to Case Officer page as below.

Deduction from Employee's Salary

* Indicates a Required Field

Send Message to Case Officer

Case Ref No	SPS/SD/013/14
Status	Processing
Case Officer	HENG LI CHOO
Contact	66924894
Send Message to Case Officer	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">*</div> <div style="border: 1px solid #ccc; flex-grow: 1; min-height: 60px;"></div> </div> <div style="text-align: right; font-size: small; margin-top: 5px;">500 Characters Left</div>

Send

Figure 26

- Enter the Message and click on the 'Send' button, a pop up window will be displayed as below. The message will be displayed in the Message List. (Refer to [Figure 25](#), Item 1).

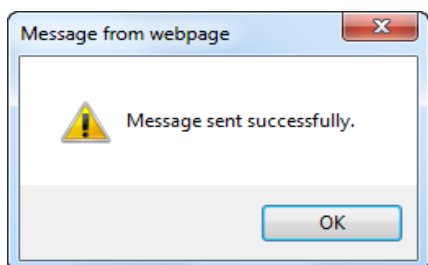


Figure 27

- Upon clicking on View Upload Files link, it will display the summary of document uploaded.

Deduction from Employee's Salary

Supporting Documents

20131230	test.txt
----------	----------

Cancel

Figure 28

- Clicking on Cancel link, it will redirect to Deduction from Employee’s Salary Dashboard page (Refer to [Figure 25](#)).

3.3 Delete

With reference to Item 3 in [Figure 25](#), the ‘Delete’ button allows a user to delete drafts saved in the system.

Deduction from Employee's Salary

New Case

<<

<

Page 1 of 22

>

>>

Application	Case Type	Submission Date	Status	Created / Submitted By	Supporting Documents
SPS/SD/043/13	DWS	30-Dec-2013	Submitted	TEST USER	ViewUploadFiles
Case Officer:					
SPS/SD/042/13	DWS	30-Dec-2013	Submitted	TEST USER	ViewUploadFiles
Case Officer:					
<input checked="" type="checkbox"/> DRAFT	DWS	30-Dec-2013	Draft	TEST USER	

Delete

Figure 29

Note: This feature is not applicable for applications which have been submitted to MOM.

Steps:

- Select previously saved drafts from the list.
Tip: Allows multiple selections.
- Click on the Delete Button.
- A pop up window as below will display, click on ‘OK’ to delete the selected item(s). Click on ‘Cancel’ to cancel the deletion.

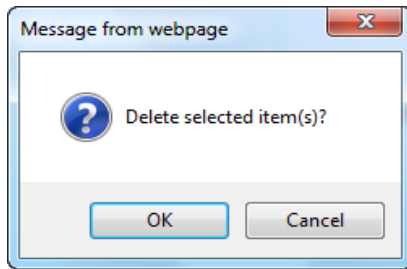


Figure 30

3.4 New Case

With reference to Item 4 in [Figure 25](#), the 'New Case' feature allows user to create a new case application. Refer to [Section 2](#).

3.5 Pagination Controls

With reference to Item 5 in [Figure 25](#), the pagination controls allow user to traverse through the pages in the application list.

Deduction from Employee's Salary

New Case

<< < Page 1 of 22 > >>

Application	Case Type	Submission Date	Status	Created / Submitted By	Supporting Documents
SPS/SD/043/13	DWS	30-Dec-2013	Submitted	TEST USER	ViewUploadFiles
Case Officer:					
SPS/SD/042/13	DWS	30-Dec-2013	Submitted	TEST USER	ViewUploadFiles
Case Officer:					

Figure 31

Tip: The list can only accommodate up to 4 records per page. It will be easier to search by sorting the list first, before traversing through the pages.

3.6 Breadcrumb

With reference to Item 6 in [Figure 25](#), the breadcrumb is a navigation trail of previously accessed MOM websites to reach Deduction from Employee's Salary.

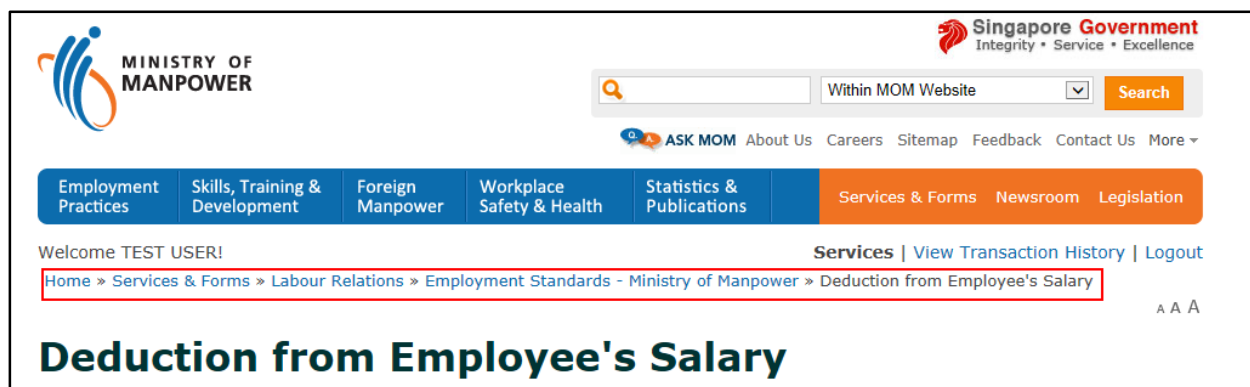


Figure 32

3.7 Quick Link

With reference to Item 7 in [Figure 25](#), the quick links will be available throughout Deduction from Employee's Salary (on any transaction).

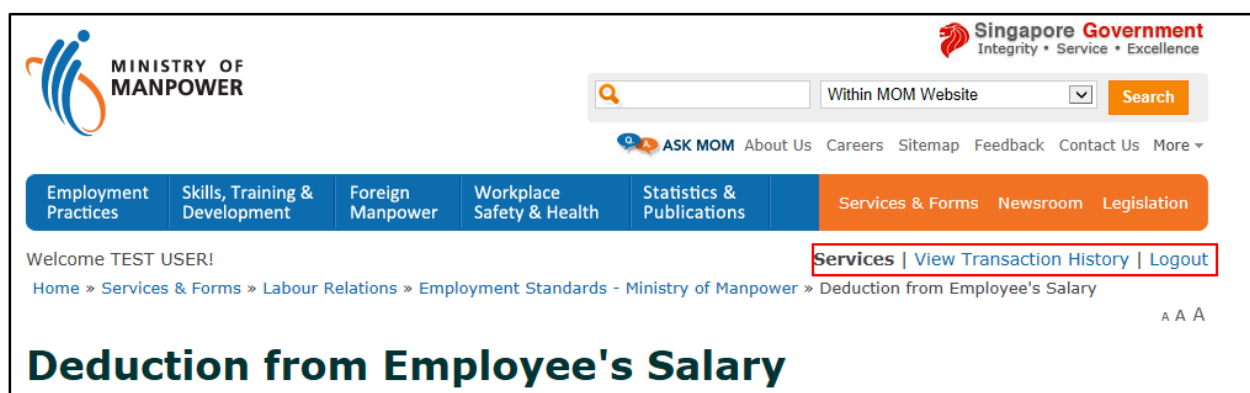


Figure 33

View Transaction History: Allows user to quickly return to Deduction from Employee's Salary Dashboard (main page) at any point of transaction.

Logout: Allows user to end the session securely and return back to MOM website.

3.8 Font Resizer

With reference to Item 8 in [Figure 25](#), the font resizer allows user to resize the page contents to their preferred font size.

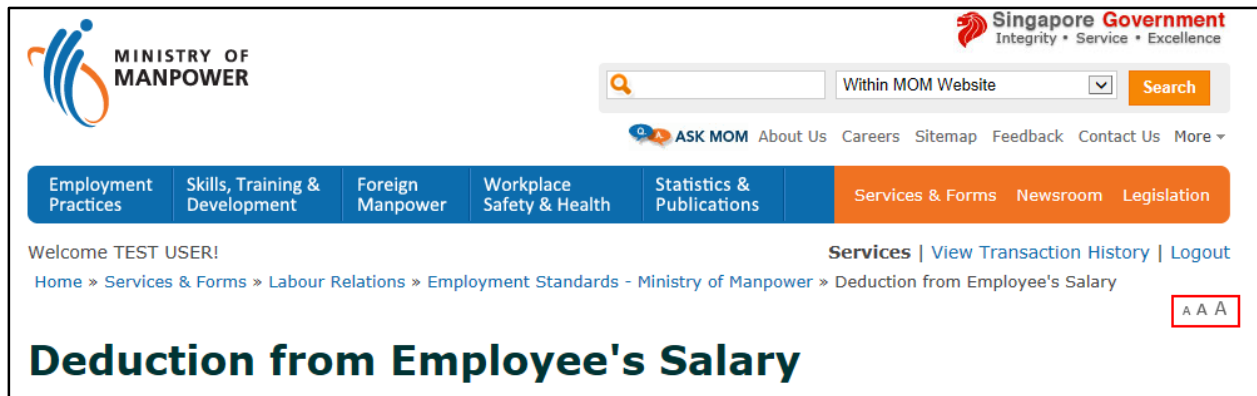


Figure 34

Tip: Similar to Quick Links, they will be available throughout Deduction from Employee's Salary at any point of transaction.

3.9 View All Transaction History

With reference to Item 9 in [Figure 25](#), the 'View All Transaction History' feature allows user to view transaction history. Refer to [Section 5](#).

3.10 Update User Profile

With reference to Item 10 in [Figure 25](#), the 'Update User Profile' feature allows user to update user profile. Refer to [Section 4](#).

7 User Profile

Follow the steps below to update user profile.

Prerequisite: User must logon to Deduction from Employee's Salary.

Refer to Item 10 in [Figure 25](#).

The screenshot shows the 'Deduction from Employee's Salary' page. At the top, there is a 'New Case' button and navigation controls including '<<', '<', 'Page 1 of 22', '>', '>>', and a link to 'View All Transactions History'. Below this is a table with columns: Application, Case Type, Submission Date, Status, Created / Submitted By, and Supporting Documents. The table contains two rows of data. To the right of the table is a red-bordered button labeled 'Update User Profile'.

Application	Case Type	Submission Date	Status	Created / Submitted By	Supporting Documents
SPS/SD/043/13	DWS	30-Dec-2013	Submitted	TEST USER	ViewUploadFiles
Case Officer:					
SPS/SD/042/13	DWS	30-Dec-2013	Submitted	TEST USER	ViewUploadFiles

Figure 35

Steps:

1. Click on the link 'Update User Profile'.
2. The following page will be displayed.

Note: Page content displayed is dependent on the access rights granted to the user.

The screenshot shows the 'Deduction from Employee's Salary' page with the 'List of Representatives' section. It includes a header 'List of Representatives' and a form for 'Company Name' with the value 'ADIDAS SPORTS PTE LTD'. Below this is an 'Add New User' button and radio buttons for 'Active' (selected), 'Inactive', and 'Both'. A table follows with columns: S/No, User ID, Name, User Type, Email Address, and Status. The table contains three rows of data.

S/No	User ID	Name	User Type	Email Address	Status
1	S1542220C	ESOL SIT ADMIN	ADMINISTRATOR	esol_sit_admin@test.com	Active
2	S9465898E	ESOL SIT REP	REPRESENTATIVE	esol_sit_rep@test.com	Active
3	S5282614D	WENDY	REPRESENTATIVE	WENDY333@GMAIL.COM	Active

Figure 36 (Administrator View)

As an Administrator, the user will be able to

1. View other profiles (i.e. other administrators and representatives) in the union.
2. Toggle the list between Active, Inactive or Both
3. Add New User (only representative)
4. Add New User (only representative)

Deduction from Employee's Salary				
List of Representatives				
Company Name		ADIDAS SPORTS PTE LTD		
User ID	Name	User Type	Email Address	Status
S9465898E	ESOL SIT REP	REPRESENTATIVE	esol_sit_rep@test.com	Active

Figure 37 (Representative View)

As a representative, the user will be able to

1. View only his/her own profile
2. Edit his/her own profile details

4.1 Add new user

Note:

1. Only administrator can create and/or add new user representative accounts. Request for new administrator account has to be raised with LRD.
2. Accounts can only be created under the same union which the administrator is representing.
3. Representative must have at least one active statutory appointment registered with the Registry of Trade Unions (RTU). For more details, please contact LRD.

Steps: (As Referred from [Figure 36](#))

1. Click on the 'Add New User' button. The following page will be displayed.

Deduction from Employee's Salary

Add New Representative

ID	*	<input type="text" value="S6561629G"/>	
Name	*	<input type="text" value="Vikey"/>	
Contact	*	<input type="text" value="66432555"/>	<button style="background-color: #90caf9; border: 1px solid #000; padding: 2px 5px;">Add another</button>
Email	*	<input type="text" value="Vikey@hotmail.com"/>	
Postal Code	*	<input type="text" value="730895"/>	<button style="background-color: #90caf9; border: 1px solid #000; padding: 2px 5px;">Get address</button>
Street Name	*	<input type="text" value="Woodlands Drive 50"/>	
Building Name		<input type="text"/>	
Block/House #	*	<input style="background-color: #fff9c4;" type="text" value="23"/>	
Floor/Unit #		<input type="text"/> - <input type="text"/>	
Status	*	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	

Figure 38

2. Enter the representative details.
3. Click Save and the following acknowledgement message will be displayed.

Deduction from Employee's Salary

Representative details has been saved successfully

List of Representatives

Company Name	ADIDAS SPORTS PTE LTD				
--------------	-----------------------	--	--	--	--

☒ Active
 ☐ Inactive
 ☐ Both

S/No	User ID	Name	User Type	Email Address	Status
1	S1542220C	ESOL SIT ADMIN	ADMINISTRATOR	esol_sit_admin@test.com	Active
2	S9465898E	ESOL SIT REP	REPRESENTATIVE	esol_sit_rep@test.com	Active
3	S6561629G	VIKEY	REPRESENTATIVE	VIKEY@HOTMAIL.COM	Active
4	S5282614D	WENDY	REPRESENTATIVE	WENDY333@GMAIL.COM	Active

Figure 39

4.2 Update user

Note:

1. Only Administrator can activate/deactivate representative accounts.
2. Administrator can update details of representatives of the same union.
3. Representative can only update his/her own user profile details.

Steps: (As Referred from [Figure 36](#))

1. Click on the 'User ID' link.

Deduction from Employee's Salary

List of Representatives

Company NameADIDAS SPORTS PTE LTD

Add New User

☒ Active ☐ Inactive ☐ Both

S/No	User ID	Name	User Type	Email Address	Status
1	S1542220C	ESOL SIT ADMIN	ADMINISTRATOR	esol_sit_admin@test.com	Active
2	S9465898E	ESOL SIT REP	REPRESENTATIVE	esol_sit_rep@test.com	Active
3	S6561629G	VIKEY	REPRESENTATIVE	VIKEY@HOTMAIL.COM	Active
4	S5282614D	WENDY	REPRESENTATIVE	WENDY333@GMAIL.COM	Active

Figure 40

2. The following page is displayed. Current details of the account are shown.

Deduction from Employee's Salary

View Representative Details

ID

S6561629G

Name

VIKEY

Contact

66432555

Email

VIKEY@HOTMAIL.COM

Address

23 WOODLANDS DRIVE 50 730895

Status

Active

Edit

Back

Figure 41

- Click on the 'Edit' button. The following page is displayed.

Deduction from Employee's Salary

Edit Representative Details

ID

*

S6561629G

Name

*

VIKEY

Contact

*

66432555

Add another

Email

*

VIKEY@HOTMAIL.COM

Postal Code

*

730895

Get address

Street Name

*

WOODLANDS DRIVE 50

Building Name

Block/House #

*

23

Floor/Unit #

Status

*

☒ Active ☐ Inactive

Update

Cancel

Figure 42

- Update the representative details.

Note: If the user is an Administrator, the field 'Status' will be displayed so as to allow the activation or deactivation of account.

- Click Update and the following message will be displayed.

Deduction from Employee's Salary

Representative details has been saved successfully

List of Representatives

Company NameADIDAS SPORTS PTE LTD

Add New User

☒ Active ☐ Inactive ☐ Both

S/No	User ID	Name	User Type	Email Address	Status
1	S1542220C	ESOL SIT ADMIN	ADMINISTRATOR	esol_sit_admin@test.com	Active
2	S9465898E	ESOL SIT REP	REPRESENTATIVE	esol_sit_rep@test.com	Active
3	S6561629G	VIKEY	REPRESENTATIVE	VIKEY@HOTMAIL.COM	Active
4	S5282614D	WENDY	REPRESENTATIVE	WENDY333@GMAIL.COM	Active

Figure 43

8 View All Transactions History

Follow the steps below to view all transaction history.

Prerequisite: User must logon to Deduction from Employee's Salary.

Refer to Item 9 in [Figure 25](#).

Deduction from Employee's Salary

[New Case](#) << < Page 1 of 22 > >> [View All Transactions History](#)

Application	Case Type	Submission Date	Status	Created / Submitted By	Supporting Documents	Update User Profile
SPS/SD/043/13	DWS	30-Dec-2013	Submitted	TEST USER	ViewUploadFiles	
Case Officer:						
SPS/SD/042/13	DWS	30-Dec-2013	Submitted	TEST USER	ViewUploadFiles	

Figure 44

Steps:

1. Click on the link 'View All Transaction History' link.
2. The following page will be displayed.

Home » Services & Forms » Labour Relations » Employment Standards - Ministry of Manpower » Deduction from Employee's Salary A A A

Enquire Status of All Transactions

<< < Page 1 of 112 > >>

Application	Case Type	Submission Date	Status	Created / Submitted By	Supporting Documents
DRAFT E	Notice Pay	31-Dec-2013	Draft	TEST USER	
DRAFT	Notice Pay	30-Dec-2013	Draft	TEST USER	
DRAFT	Notice Pay	30-Dec-2013	Draft	TEST USER	

Message List

<< < Page 1 of 8 > >>

S/No.	Message	Case Officer	Date	Time
1	REVIEW THE CASE BY 28 FEB 2014	HENG LI CHOO	24/02/2014	14:52
2	TEST	HENG LI CHOO	22/01/2014	17:07
3	20131230H	HENG LI CHOO	30/12/2013	18:10
4	20131230G	HENG LI CHOO	30/12/2013	17:41

Figure 45

- Click on the draft link, it will redirect to a specific page by case type.

Recover notice pay from ex-employee

Company Details Employee Details Claim Details Supporting Documents Review & Submit Acknowledgement

* Indicates a Required Field

Company Details

Company Name	MANAGEMENT CORPORATION STRATA TITLE NO.958		
Contact Name	*	<input type="text" value="TEST USER"/>	
Designation	*	<input type="text" value="1"/>	
Postal Code	*	<input type="text" value="469272"/>	<input type="button" value="Get address"/>
Street Name	*	<input type="text" value="Bedok South Road"/>	
Building Name		<input type="text" value="Singapore Computer Building"/>	
Block/House #		<input type="text" value="NA"/>	
Floor/Unit #		<input type="text" value="2"/>	<input type="text" value="33"/>
Contact		<input type="text" value="61111111"/>	
		<input type="text" value="91111111"/>	
Email Address		<input type="text" value="chen_yu@test.com"/>	

[Back](#) [Cancel](#) | [Reset](#)

Figure 46