

User Guide

Payroll

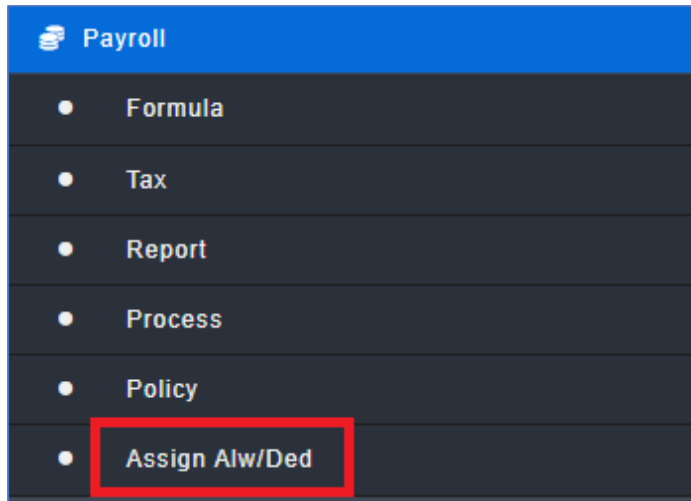
How to Assign EPF rate to 11%



HOW TO ASSIGN THE EPF RATE TO 11%

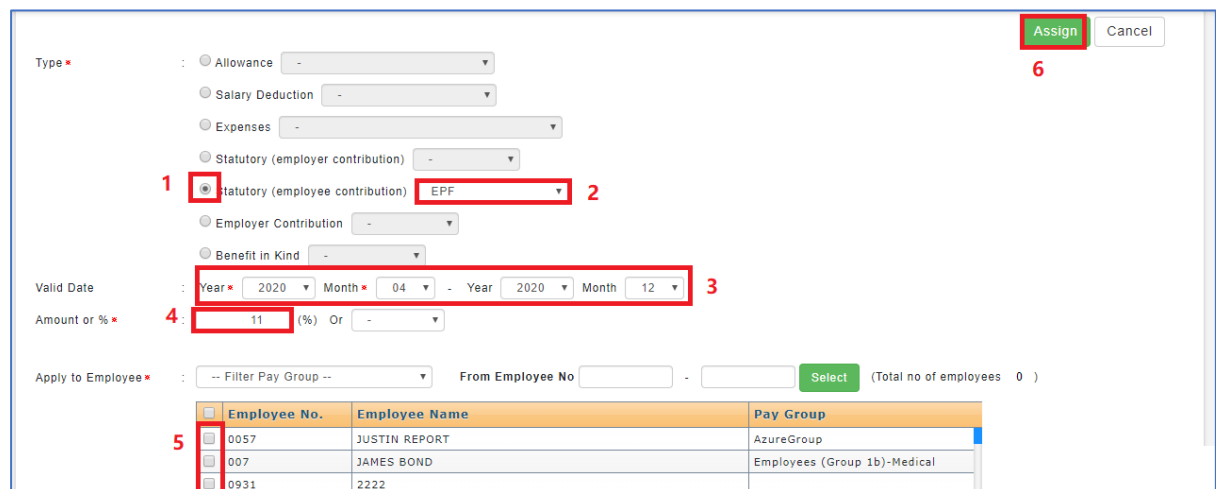
Note: MYwave will auto turn the employee EPF rate to 7% effective April 2020.

1. Payroll – Assign Alw/ Ded



The screenshot shows a blue header bar with a stack of coins icon and the word "Payroll". Below it is a dark grey sidebar menu with several options, each preceded by a small circle icon. The options are: Formula, Tax, Report, Process, Policy, and Assign Alw/Ded. The "Assign Alw/Ded" option is highlighted with a red rectangular box.

2. Tick statutory (employee contribution) – select the EPF- select the valid date – fill in the 11 % – tick the employee – click Assign



The screenshot shows a form for assigning EPF contributions. It includes several sections with numbered annotations:

- 1**: Points to the "Statutory (employee contribution)" radio button.
- 2**: Points to the "EPF" dropdown menu.
- 3**: Points to the "Valid Date" section, which includes "Year" (2020) and "Month" (04) dropdowns.
- 4**: Points to the "Amount or %" field, which is set to "11 (%)".
- 5**: Points to the "Apply to Employee" section, which includes a table of employees.
- 6**: Points to the "Assign" button in the top right corner.

The "Apply to Employee" section includes a table with the following data:

Employee No.	Employee Name	Pay Group
0057	JUSTIN REPORT	AzureGroup
007	JAMES BOND	Employees (Group 1b)-Medical
0931	2222	