

User Guide

Payroll

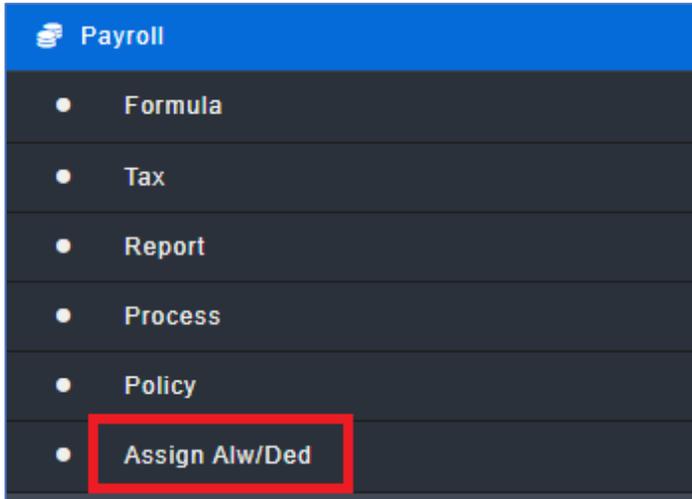
How to Assign EPF rate to 11%



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



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

A screenshot of the EPF assignment form. The form contains several fields and a table. Red boxes and numbers 1 through 6 highlight specific elements:

- 1: Radio button for 'Statutory (employee contribution)'
- 2: Dropdown menu for 'EPF' under 'Statutory (employee contribution)'
- 3: Date selection fields for 'Valid Date' (Year: 2020, Month: 04, Year: 2020, Month: 12)
- 4: Input field for 'Amount or %' containing '11 (%)'
- 5: Checkboxes for selecting employees in the table below.
- 6: 'Assign' button in the top right corner.

Employee No.	Employee Name	Pay Group
<input type="checkbox"/> 0057	JUSTIN REPORT	AzureGroup
<input type="checkbox"/> 007	JAMES BOND	Employees (Group 1b)-Medical
<input type="checkbox"/> 0931	2222	