

User Guide

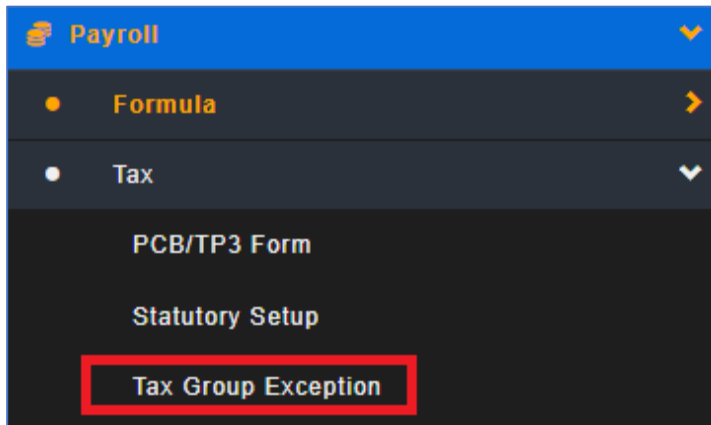
Payroll

How to change the foreign worker's tax



HOW TO CHANGE THE FOREIGN WORKER TO LOCAL TAX

1. Go to Payroll -> Tax -> **Tax Group Exception**.



2. Go to 1st tab (A) [Assign Tax Group].
3. Select the (B) 'Local'.
4. Select the (C) valid date for the local tax.
5. Tick the (D) employee on below employee list.
6. Click (E) Assign.

Assign Tax Group Detail

A Assign Tax Group

Tax Group * **B** local

Valid Date * **C** Year * 2020 Month * - - Year - - Month - -

Apply To Employee * : -- Filter Pay Group -- From employee no [] - [] **Select** (Total no of employees 0)

D

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	
<input type="checkbox"/> 1000273997	PRAMANIL MD AMDADUL HAQUE	
<input type="checkbox"/> 1119	CHIN AI KUAN	
<input type="checkbox"/> 111999	7865432435678	Contract Staff
<input type="checkbox"/> 1136	SAIFUL AZMAN BIN SAIFUL RIDZWAN	

E **Assign** Reset