

User Guide

EA Form (Admin)


How to Retrieve/Delete/Release/Setup EA Form as an Admin

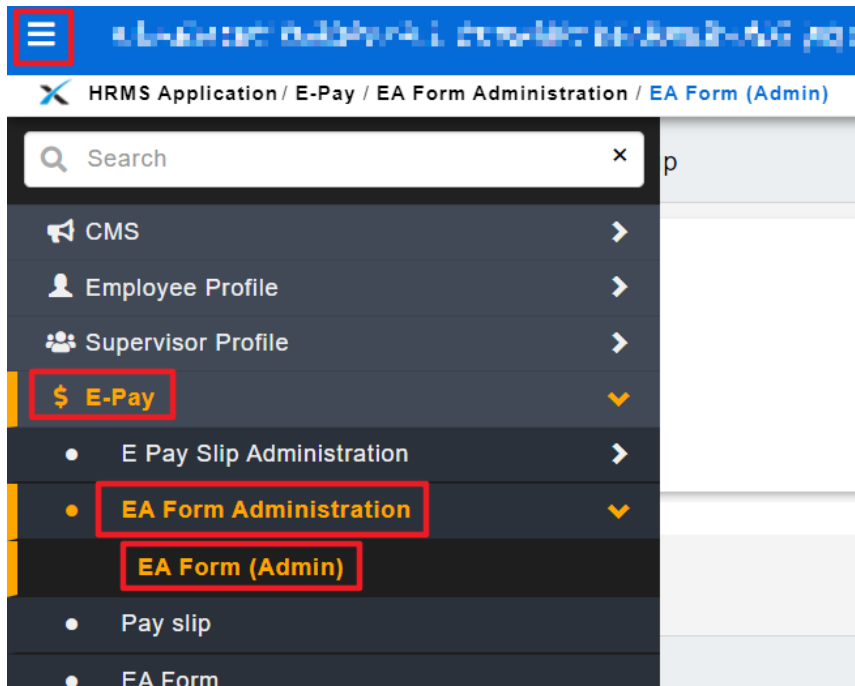


Table of Contents

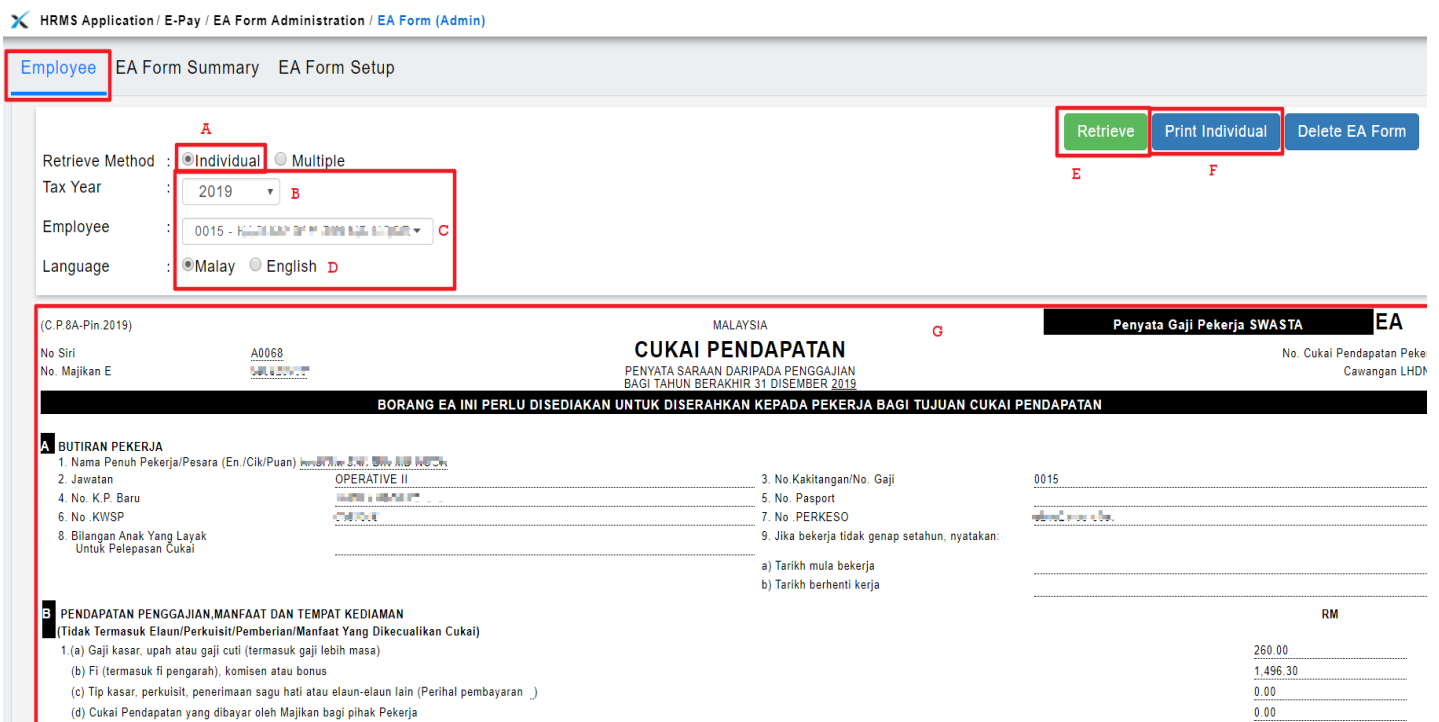
To Retrieve Employees' EA Form	2
To Delete Employees' EA Form.....	4
To View EA Form Summary and Release to employee(s)	6
To Setup officer information	7

TO RETRIEVE EMPLOYEES' EA FORM

1. Click on  at the top left side -> E-Pay -> EA Form Administration -> **EA Form (Admin)**.



2. Click on "Employee" tab.
 - i. By Individual:



HRMS Application / E-Pay / EA Form Administration / EA Form (Admin)

Employee EA Form Summary EA Form Setup

Retrieve Method : ☒ Individual ☐ Multiple

Tax Year : 2019

Employee : 0015 - [Name]

Language : ☒ Malay ☐ English

Retrieve **Print Individual** **Delete EA Form**

(C.P.8A-Pin 2019) MALAYSIA **Penyata Gaji Pekerja SWASTA** **EA**

No. Siri: A0068
No. Majikan E: [Name]

CUKAI PENDAPATAN
PENYATA SARAN DARI PADA PENGGAJIAN
BAGI TAHUN BERAKHIR 31 DISEMBER 2019

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (En./Cik/Puan) [Name]
2. Jawatan: OPERATIVE II
3. No. Kakitangan/No. Gaji: 0015
4. No. K.P. Baru: [Name]
5. No. Pasport: [Name]
6. No. KWSP: [Name]
7. No. PERKESO: [Name]
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai: [Name]
9. Jika bekerja tidak genap setahun, nyatakan:
a) Tarikh mula bekerja: [Name]
b) Tarikh berhenti kerja: [Name]

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN
(Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)

1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) 260.00
(b) Fi (termasuk fi pengarah), komisen atau bonus 1,496.30
(c) Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihal pembayaran) 0.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja 0.00

RM

- a) Select (A) to retrieve the EA Form by Individual.
- b) Select (B) to choose which Tax Year.
- c) Select (C) to choose the employee.
- d) Select (D) to choose on the EA Form Language.
- e) Click on (E) to retrieve the Individual EA Form under (G).
- f) Click on (F) to Print out the employee's EA Form.

ii. By Multiple:

HRMS Application / E-Pay / EA Form Administration / EA Form (Admin)

Employee EA Form Summary EA Form Setup

Retrieve Method : ☐ Individual ☒ Multiple (A)

Tax Year : 2019 (B)

Department : Select options (C)

Sort By : ☒ Serial No ☒ Department ☐ Employee Name ☐ Employee No (D)

Language : ☒ Malay ☐ English (E)

Print All (F) Export All To PDF (K) Delete EA Form

Print (J) Close

(C.P.8A-Pin.2019) MALAYSIA
 No Siri A0001
 No. Majikan E

CUKAI PENDAPATAN
 PENYATA SARAAN DARIPADA PENGGAJIAN
 BAGI TAHUN BERAKHIR 31 DISEMBER 2019

Penyata Gaji Pekerja SWASTA EA
 No. Cukai Pendapatan Pekerja
 Cawangan LHDNM

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (En./Cik/Puan)	[REDACTED]	
2. Jawatan	GENERAL WORKER	
4. No. K.P. Baru	[REDACTED]	
6. No. KWSP	[REDACTED]	
8. Bilangan Anak Yang Layak	[REDACTED]	
3. No. Kakitangan/No. Gaji	1119	
5. No. Pasport	[REDACTED]	
7. No. PERKESO	[REDACTED]	
9. Jika bekerja tidak genap setahun, nyatakan:		

Untuk Pelepasan Cukai

- a) Select (A) to retrieve the EA Form by Multiple.
- b) Select (B) to choose which Tax Year.
- c) Select (C) to filter by Department.
- d) Select (D) to perform EA Form Sorting.
- e) Select (E) to choose on the EA Form Language.
- f) Click on (F) to Print Preview All Employees' EA Form as in (G).
- g) Adjust the scroll bar (H) to go through the employees' EA Form.
- h) Click on (J) to Print out all the EA Form or to Close the window.
- i) Click on (K) to Export All EA Form into PDF format.

TO DELETE EMPLOYEES' EA FORM

1. Click on (A) to delete any employees' EA Form.

HRMS Application / E-Pay / EA Form Administration / EA Form (Admin)

Employee EA Form Summary EA Form Setup

Retrieve Method : ☒ Individual ☐ Multiple

Tax Year :

Employee :

Language : ☒ Malay ☐ English

A

Please select Tax Year and Employee to retrieve EA form

2. Select (A) for the Tax Year.
3. Select (B) for the Delete Mode/Method.
 - a. By Period: The EA Form for the entire Tax Year selected will be deleted
 - b. By Department: Only the EA Form for selected Department(s) will be deleted
 - c. By Employee: Only the EA Form for selected Employee(s) will be deleted
4. Select (C) for the Department/Employee's EA Form to be deleted.
5. Click on (D) to Delete the EA Form for the selected Method.

Delete EA Form

Tax Year A

Delete Mode : ☐ By Period ☒ By Department ☐ By Employee **B**

Please select below departments. Select the department correctly before proceed.

☒ All Department

- ☐ GLAZING (2705)
- ☐ MAINTENANCE (2504)
- ☐ QUALITY ASSURANCE (2709)
- ☐ office-MAINTENANCE (2504)
- ☐ GREEN TREATMENT (2704)
- ☐ office-ACCOUNTS (2092)
- ☐ ACCOUNTS (2092)
- ☐ CASTING (2703)
- ☐ MATR (2704)

C

D

6. Click on (A) to **confirm** on the Delete action.
7. Click on (B) to **back** to the selection page.

Are you sure you want to delete this? You cannot undo this action.

Tax Year
Delete Mode :

Please select below departments. Select the department correctly before proceed.

- ☐ All Department
- ☐ GLAZING (2705)
- ☒ MAINTENANCE (2504)
- ☒ QUALITY ASSURANCE (2709)
- ☐ office-MAINTENANCE (2504)
- ☐ GREEN TREATMENT (2704)
- ☐ office-ACCOUNTS (2092)
- ☐ ACCOUNTS (2092)
- ☐ CASTING (2703)
- ☐ MATE (2704)

Proceed Reset Close

TO VIEW EA FORM SUMMARY AND RELEASE TO EMPLOYEE(S)

1. Click on "EA Form Summary" tab

HRMS Application / E-Pay / EA Form Administration / EA Form (Admin)

Employee **EA Form Summary** EA Form Setup

Tax Year: 2019 EA Form Status: Pending Approval

Release Individual EA Release All Export

Employee Information			Pendapatan Penggajian, Manfaat Dan Tempat Kediaman										Pencen Dan Lain-lain					
No	Employee No	Employee Name	Gaji	Fi	Tip	Cukai Pendapatan	ESOS	Ganjaran	Jenis pendapatan	Manfaat berupa barangan	Nilai Kediaman	Bayaran Balik KWSP	Pampasan	Pencen Anuiti	JUMLAH	Potongan Cukai	Poto CP	
			RM	RM	Perihal pembayaran	RM	RM	RM	dari hingga RM a) b)	RM	Nyatakan RM	Alamat RM	RM	RM	RM	RM	RM	
1	0009		2506.40	3345.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	0015		260.00	1496.30		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3	0034		3072.06	1432.50		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4	0074		257.79	2821.30		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5	0083		2506.05	1372.50		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6	0099		918.57	2740.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7	0100		11269.51	1376.30		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

- a) Select (A) to choose the Tax Year.
- b) Overall EA Form Release Status will show in (B).
- c) Click on (C) to release all the EA Form to the employees after review.
- d) Click on (E) to Export the Summary Data into Excel.
- e) Click on (D) to Release the EA Form only to certain employee(s).

Eg: -

Release Individual EA

No.	Employee No.	Employee Name	EA Status
1	0009		<input checked="" type="checkbox"/> Release
2	0015		<input type="checkbox"/>
3	0034		<input checked="" type="checkbox"/> Release
4	0074		<input type="checkbox"/>
5	0083		<input checked="" type="checkbox"/> Release
6	0099		<input type="checkbox"/>

Save

TO SETUP OFFICER INFORMATION

1. Click on "EA Form Setup" tab

HRMS Application / E-Pay / EA Form Administration / EA Form (Admin)

Employee EA Form Summary **EA Form Setup**

Officer Info.
(Required)

Officer Name *

Officer Designation *

IC/Passport Number *

Year *

: Name

: Job Title



: I/C

: 2000

B

Save

Reset

Officer Name	Officer Designation	IC/Passport Number	Year	Action
	HUMAN RESOURCE EXECUTIVE		2000	<div><div>C</div><div>Edit</div><div>Delete</div><div>D</div><div>E</div></div>

Page 1 of 1

- a) Fill in the Officer details under (A).
- b) Click on (B) to Save the details.
- c) The saved Officer details will display under (C).
- d) Click on (D) to Edit the details from section (A).
- e) Click on (E) to Delete the details.