

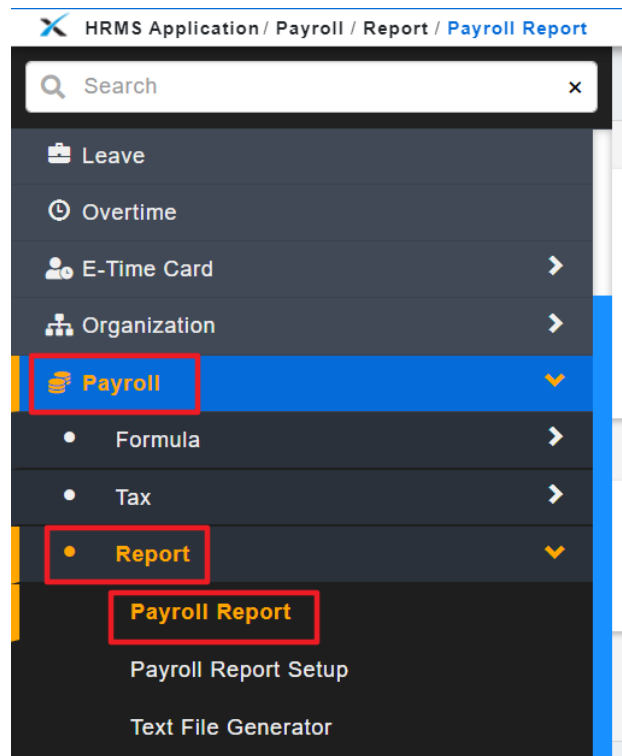
User Guide

How to Generate Borang E



HOW TO GENERATE BORANG E

1. Go to Payroll → Report → **Payroll Report**.



2. Go to 2nd tab [Submission Report].
3. Select the Pay Period: [Eg: 2018].
4. Select the Report Type: [Borang E].
5. Fill in the information in (A) *if any changes* else just leave it blank.
6. Click **Retrieve**.

The screenshot shows the 'Payroll Report' form with the 'Submission Report' tab selected. The form contains the following fields:

- Pay Period: 2018-11
- Report Type: Borang E
- Information section with a table of input fields:

Information	
Status Majikan	
Status Perniagaan	
Cara Pengemukakan CP8D	
Bilangan Pekerja	
Bilangan Pekerja PCB	
Bilangan Pekerja Baru	
Bilangan Pekerja Berhenti	
Bilangan Pekerja Berhenti dan Meninggalkan Malaysia	
Telah melaporkan kepada LHDNM	

The 'Retrieve' button is located at the top right of the form. The 'Information' section is labeled (A) in the original image.

Note: Some of the default Employer information are referred to "Company Setup -> Control Master (Admin) -> Payroll Setup [2nd tab] -> LHDN".

HRMS Application **Company Setup / Control Master (Admin)**

Control Master **Payroll Setup** EA Form Setup

Employer Information

☐ Expand All

Save

Bank Info

Salary Calculation Method

EPF

LHDN

Employer No.	:	<input type="text"/>	Cell Phone	:	<input type="text"/>	Reset
Employer Income Tax No.	:	<input type="text"/>	Cell Phone	:	<input type="text"/>	
Contact Person	:	<input type="text"/>	ID	:	<input type="text"/>	
Position	:	<input type="text"/>	(Backpay)Phone	:	<input type="text"/>	
(Backpay)Contact Person	:	<input type="text"/>	(Backpay)Position	:	<input type="text"/>	
(Backpay)ID	:	<input type="text"/>				