

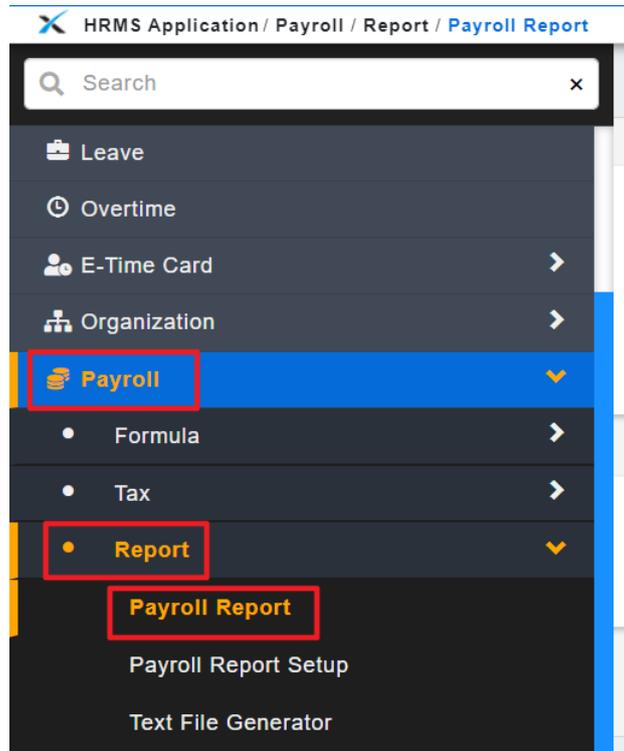
# User Guide

## How to Generate Borang E



## HOW TO GENERATE BORANG E

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



2. Go to 2<sup>nd</sup> 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 Submission Report' form. The breadcrumb path is 'HRMS Application / Payroll / Report / Payroll Report'. The 'Submission Report' tab is selected and has a red box around it. The form contains the following fields:

- Pay Period:** A dropdown menu with '2018-11' selected, highlighted with a red box.
- Report Type:** A dropdown menu with 'Borang E' selected, highlighted with a red box.
- Retrieve:** A green button highlighted with a red box.
- Information:** A section with a red box around it containing the following fields:
  - 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

**Note:** Some of the default Employer information are referred to "Company Setup -> Control Master (Admin) -> Payroll Setup [2<sup>nd</sup> 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"/>	<input type="button" value="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"/>				