

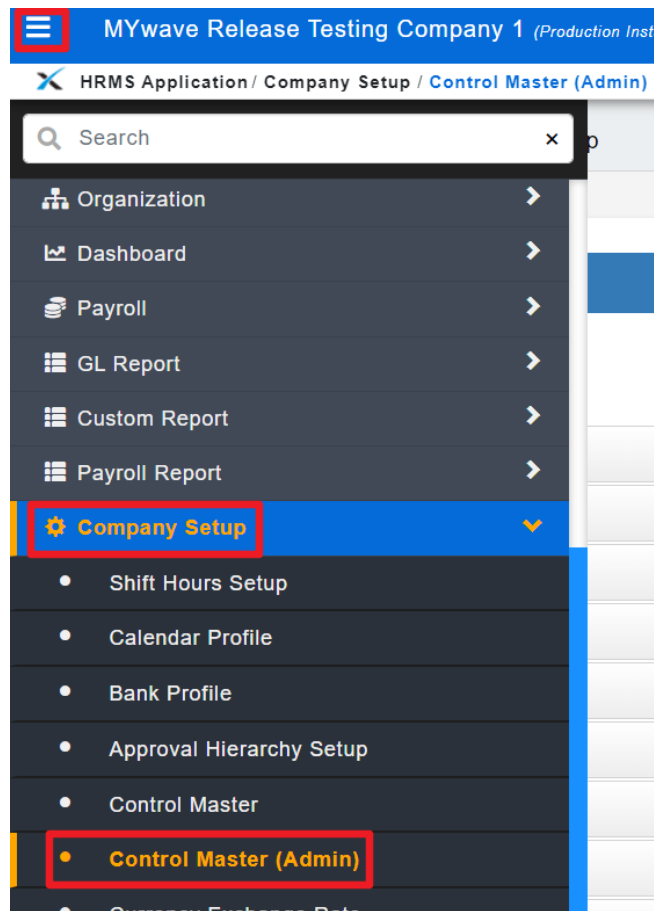
User Guide

How to setup for HRDF exemption



HOW TO SETUP FOR HRDF EXEMPTION

1. Go to Company Setup -> **Control Master (Admin)** module.



2. Under **Payroll Setup** [2nd tab], look for **HRDF Setting**.
3. Update the *HRDF Percentage* to "Not Registered / Exempted" -> click **Save**.

The screenshot shows the 'Payroll Setup' tab in the 'Control Master (Admin)' module. The breadcrumb trail is 'HRMS Application / Company Setup / Control Master (Admin)'. The 'Payroll Setup' tab is highlighted with a red box. The 'Employer Information' section is visible, with a list of items: 'Bank Info', 'Salary Calculation Method', 'EPF', 'LHDN', 'SOCSO/EIS', 'PTPTN', 'Tabung Haji', 'Zakat', 'Amanah Saham', and 'HRDF Setting'. The 'HRDF Setting' item is highlighted with a red box. Below it, the 'HRDF Percentage' dropdown menu is open, showing options '0.5', 'Not Registered / Exempted', '0.5', and '1.0'. The 'Not Registered / Exempted' option is selected and highlighted with a red box. A 'Save' button is located in the top right corner of the form, also highlighted with a red box.

****Note:** Customer MUST remember to change it back to "0.5" or "1.0" **before** the Payroll Processing for **Sept 2020**. MYwave will not hold any responsible to change back the setting on Sept 2020.