



CREATE NEW BASE CODE & FORMULA CODE

User Guide



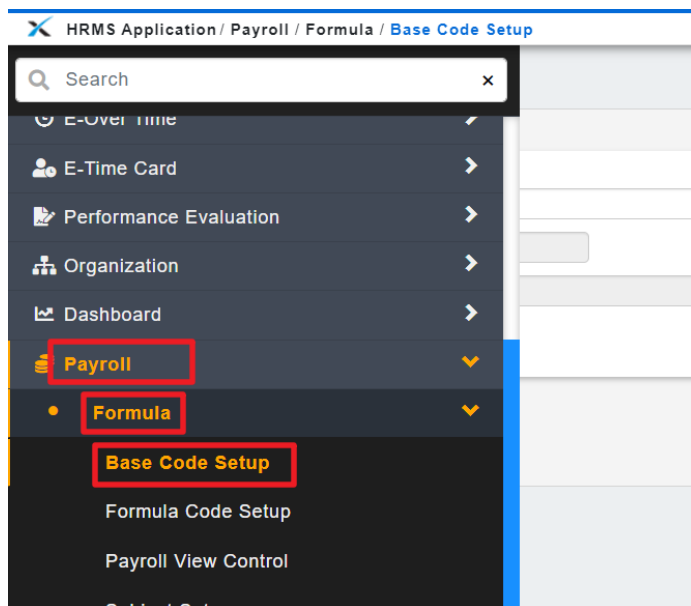
DECEMBER 14, 2019

EMPLX

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HOW TO CREATE BASE CODE

1. Go to Payroll -> Formula -> **Base Code Setup**.



2. Click on (A) "Add".

The screenshot shows the 'Base Code Set-up' form. The form has the following fields: 'Select Base Code' (dropdown), 'Base Code Name' (text input), 'Base Code Description' (text input), and 'Display Group' (dropdown). The 'Add' button is highlighted with a red box and labeled (A). The 'Restore' button is also visible. The breadcrumb trail at the top reads: HRMS Application / Payroll / Formula / Base Code Setup.

3. Click on (A) to fill the base code name.
4. Click on (B) to fill in the base code description.
5. Click on (C) to choose the display group
6. Click on (D) "Save" to save the base code.

The screenshot shows the 'Base Code Set-up' form with the following fields: 'Select Base Code' (dropdown), 'Base Code Name' (text input), 'Base Code Description' (text input), and 'Display Group' (dropdown). The 'Save' button is highlighted with a red box and labeled (D). The 'Cancel' button is also visible. The breadcrumb trail at the top reads: HRMS Application / Payroll / Formula / Base Code Setup.

Example (to create a New “Parking Allowance” code):

Base Code Set-up

Base Code Set-up (*Required Field)

Select Base Code :

-

Base Code Name * :

Parking_allw

Base Code Description

Allowance amount for Parking

Display Group

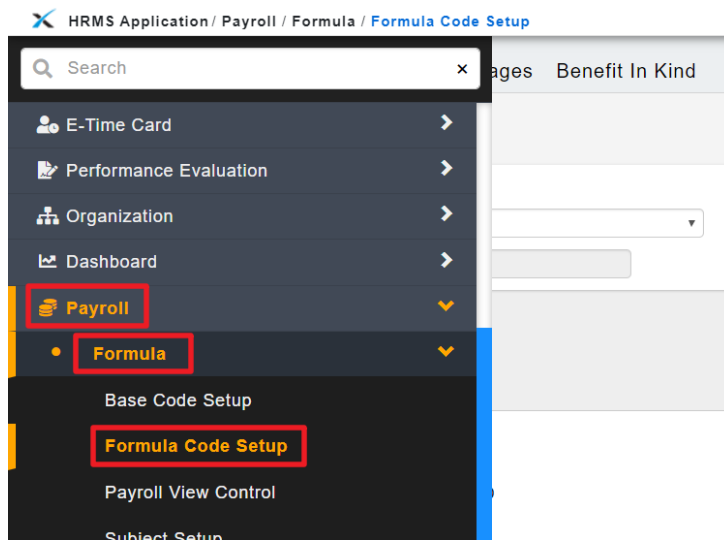
Allowance

Save

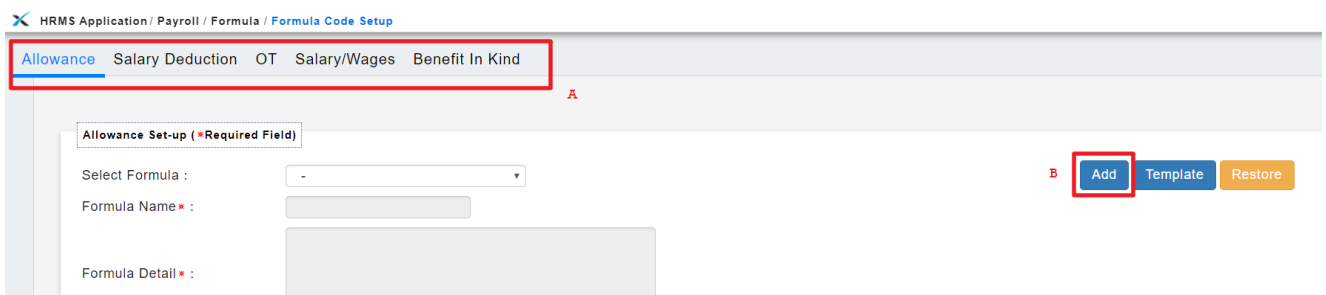
Cancel

HOW TO CREATE FORMULA CODE

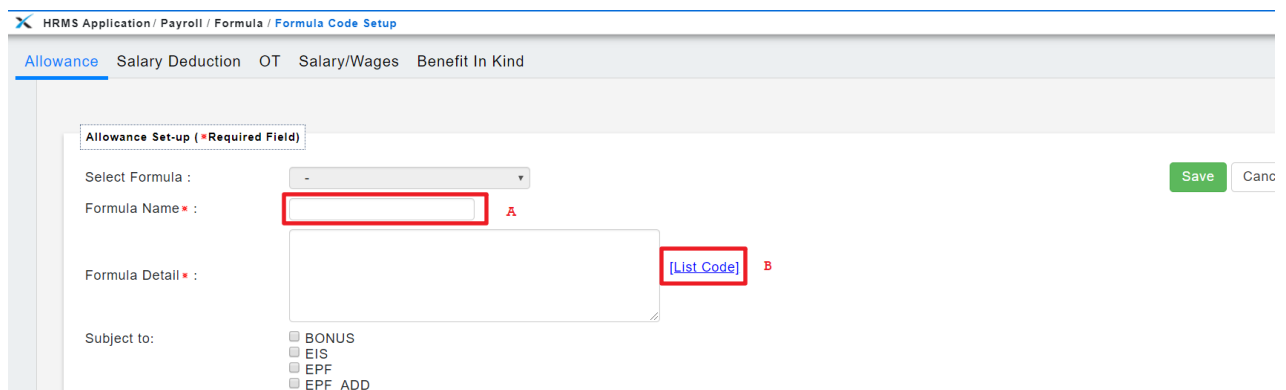
1. Go to Payroll -> Formula -> **Formula Code Setup**.



2. Select (A) on which formula code type that you want to create.
3. Click on (B) to add a new formula code.



4. Click on (A) to fill in the formula name.
5. Click on (B) [\[List Code\]](#) to choose the base code.



6. Click on [\[List Code\]](#) as above screenshot will show a box as screenshot below.
7. Click on the left side to choose (A) base code.
8. Select on (B) display group.
9. Select on (C) to choose the base code.

Name	Description
LOYALTY_INC	LOYALTY INCENTIVE
LSM	Long Service >10 Years
LSV	Long Service
MHA	MH Allowance
MISC	Misc Allowance
MISCX	Misc Allowance
MSA	Multi Skill Allowance
OTM	OT Meal Allowance
Parking_allw	Allowance amount for Parking
PSA	PS Allowance
PTR	Production Trainer Allowance
RDT	RD Testing Allowance
Recruitment_Compensation	

10. [Tick] on (A) to for those statutory that is subjected for the formula.
11. Click on (B) "Save" to save the formula.

Allowance Set-up (*Required Field)

Select Formula : -

Formula Name * :

Formula Detail * : [\[List Code\]](#)

Subject to:

- ☒ BONUS
- ☐ EIS
- ☐ EPF
- ☐ EPF_ADD
- ☐ HRDF
- ☐ OT
- ☐ PRS
- ☐ Socso
- ☐ Tax
- ☐ Tax_add

Save
Cancel

Example (to create a New “Parking Allowance” code):

HRMS Application / Payroll / Formula / **Formula Code Setup**

Allowance Salary Deduction OT Salary/Wages Benefit In Kind

Allowance Set-up (*Required Field)

Select Formula :

Formula Name* :

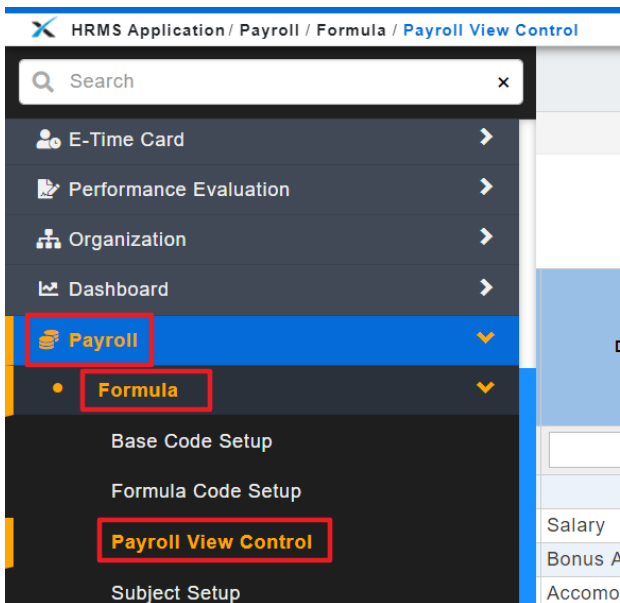
Formula Detail* : [\[List Code\]](#)

Subject to:

- ☐ BONUS
- ☒ EIS
- ☒ EPF
- ☐ EPF_ADD
- ☐ HRDF
- ☐ OT
- ☐ PRS
- ☒ Socso
- ☒ Tax
- ☐ Tax_add

TURN ON THE BASE CODE VIEW IN PAYROLL PROCESSING

1. Once done created formula code, kindly go to Payroll -> Formula -> Payroll View Control.



2. (A) to search for the new base code.
3. (B) to select which Policy and which Period type that you want to include and show.
4. Tick on (C) will include the base code for formula calculation.
5. Tick on (D) will show the base code in the staging table during payroll processing.

Payroll Load

Payroll Visibility Control

Seq	Type	Code	Description	Policy								Intershi
				OFFICE				AD-HOC				
				MID	END	AD-HOC	END	AD-HOC	END	AD-HOC	END	
				Include	Show	Include	Show	Include	Show	Include	Show	
		A		C	D							
1	Others	EMPNAME		<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/>
2	Others	SAL	Salary	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/>
3	Deduction	ABN	Bonus Advance	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/>
4	Deduction	ACM	Accomodation	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/>
5	Allowance	ACR	Car Allowance	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/>
6	Deduction	AD	Adjustment (-)	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/>
7	Allowance	AD_P	Adjustment_P	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/>
8	Deduction	ADV	Advance	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/>
9	Deduction	ALD	Allianz Deduction	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/>
10	Allowance	APA	Auto Packing	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/>
11	Allowance	ASP	Special Allowance	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/>

Example (Include & Show the “Parking_allw” base code only in “End” period):

Payroll Load

Payroll Visibility Control

Record Saved

Change Sequence

Seq	Type	Code	Description	Policy									
				MID		OFFICE		AD-HOC		END		Intership	
				Include	Show	Include	Show	Include	Show	Include	Show	Include	Show
		Parking_allw											
96	Allowance	Parking_allw	Allowance amount for Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>