

# User Guide

E-Pay

Pay slip (Admin)

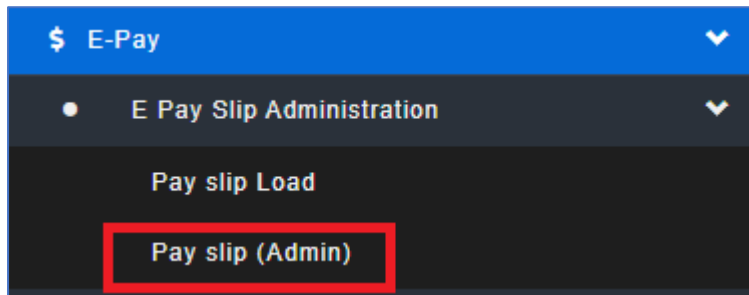


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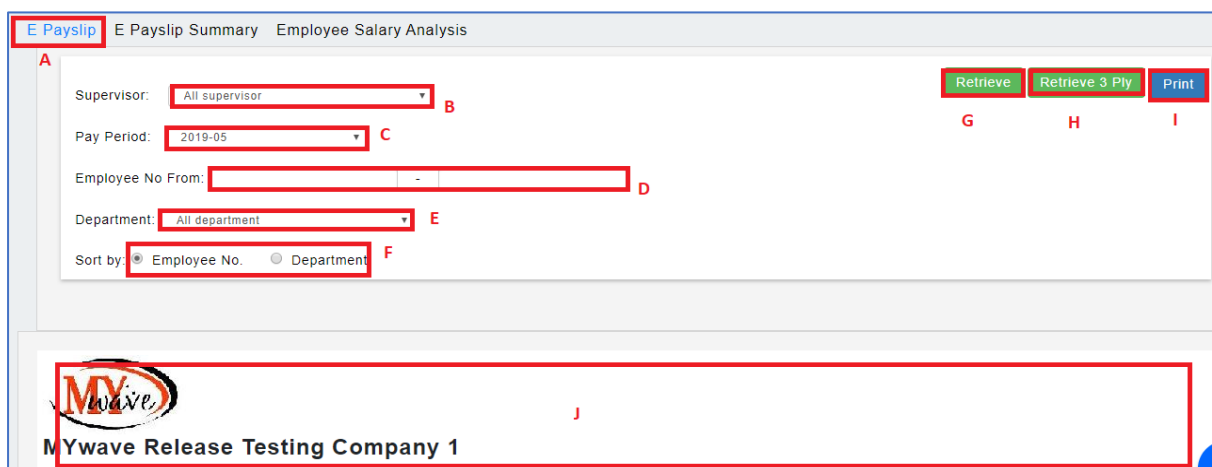
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## HOW TO VIEW AND PRINT EMPLOYEE'S PAYSリップ

1. Go to E-Pay → E Pay Slip Administration → **Pay slip (Admin)**.

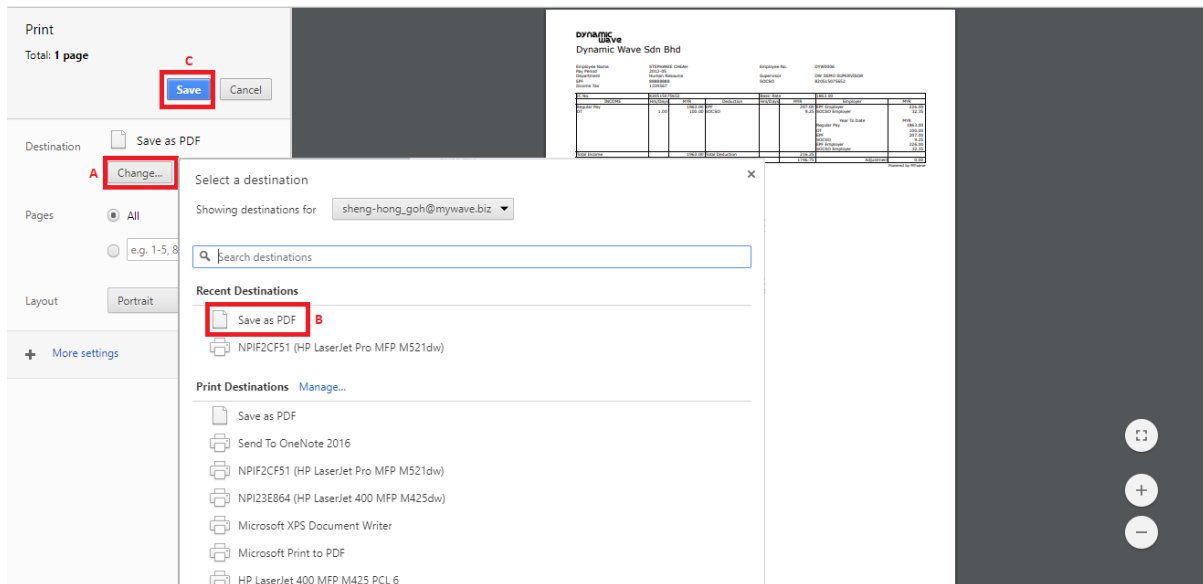


2. Go to the 1<sup>st</sup> tab E Payslip (A).
3. Click on (B) to select the supervisor to view their subordinate payslip.
4. Click on (C) to select on which pay period that you want to view/print.
5. Fill up on (D) to filter the employee no from and to for view limited employee payslip.
6. Click on (E) to select which department that you want to view/print.
7. Click on (F) to sort by employee no/department to view/print.
8. Click on (G) to retrieve the payslip once you have filter.
9. Click on (H) to retrieve 3 ply to fit to print the payslip for the employee.
10. Click on (I) to print the payslip.
11. The payslip (J) will show at below.



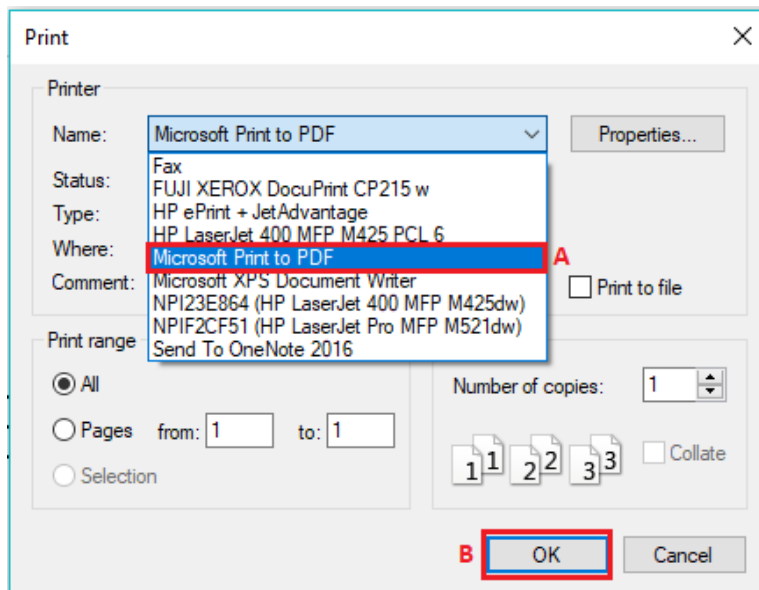
### Save Payslip as PDF in Google Chrome Version.

1. Click on the (A) to change **save as PDF**(B).
2. After change, click (C) to save.



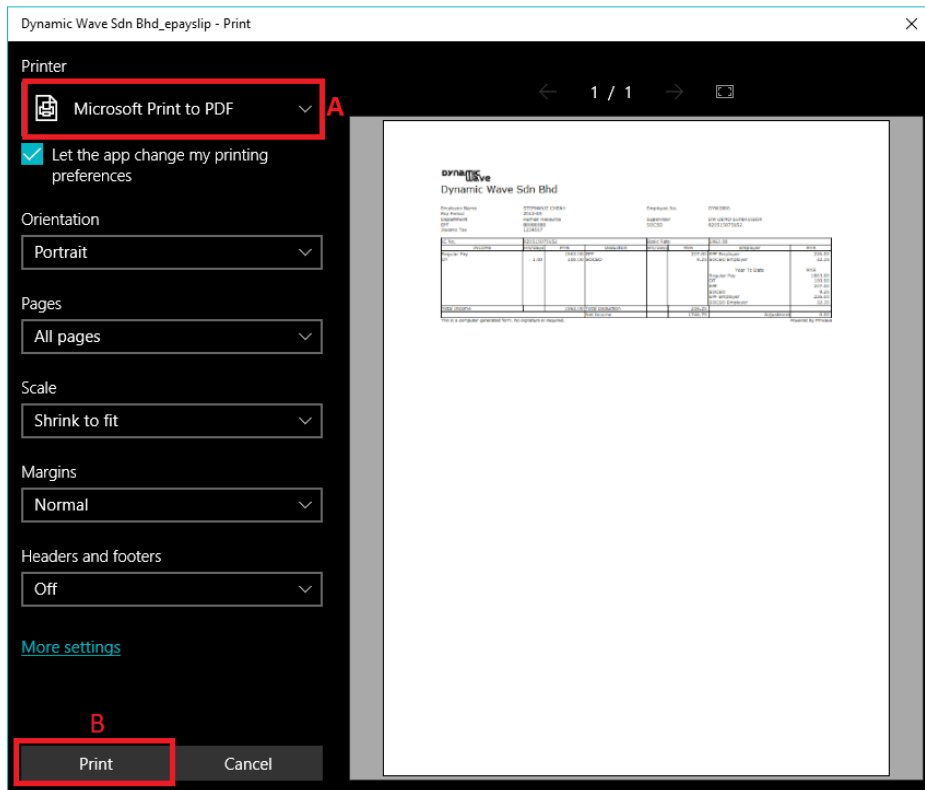
### Save Payslip as PDF in Firefox Version.

1. Click (A) to view convert to PDF file instead of print.
2. Click (B) to confirm print or convert PDF file.



### Save Payslip as PDF in IE Version.

1. Click (A) to select Microsoft Print to PDF.
2. Click (B) to confirm print or convert PDF file.



## HOW TO VIEW PAYSリップ SUMMARY/RELEASE PAYSリップ TO EMPLOYEE(S)

1. Go to the 2<sup>nd</sup> tab E Payslip Summary (A).
2. Click on (B) to select the pay period to view the payslip summary.
3. (C) is showing the message of the payslip is pending approval.
4. Click on (D) to fill in the date when you have approved the payslip.
5. Click on (E) to save the payment date.
6. Click on (F) to add payment date for one or more employee when you pay them is difference date.
7. Click on (G) to approve the payslip.
8. Click on (H) to reject the payslip once the payslip has been approved.
9. Click on (I) to export the table (J) in excel format.
10. The payslip summary (J) will show at below.

E Payslip **E Payslip Summary** Employee Salary Analysis

**A**

**E** **F** **G** **H** **I**

**B** **C** **D**

Pay Period: 2019-05 Pending Approval Payment Date:

**E** **F** **G** **H** **I**

Save Payment Date Add Payment Date for Employee Approve Reject Export

Company Name : MYwave Release Testing Company 1

Pay Period : 2019-05

Currency : MYR

Employee Information											
No.	Employee No.	Employee Name	REGULAR		2121_TGIF_HI_FRIDAY	Aaa	AABBABC	AABBABC1111	AABBABC2	Acting_Assignment_Allowance	AL_Encashmen
1	CT0031	LIM LAY PENG	10022.50		123220.00			123220.00			
2	SOC001	TEST SOCSO 1									
Pay Period Total			10022.50	0.00	123220.00	0.00	0.00	123220.00	0.00	0.00	0.00

## HOW TO VIEW/COMPILE EMPLOYEES' SALARY WITHIN A YEAR OR CERTAIN PERIOD

1. Go to the 3<sup>rd</sup> tab Employee Salary Analysis (A).
2. Click on (B) to select on which type of report that you want to Preview/Export.
3. Click on (C) to select on the column types and once select **Transaction** will prompt out the (D) to choose the type of group by.
4. Click on (E) to select which **subtotal** that you want to view.
5. Click on (F) to select the **Pay Period**.
6. Click on (G) to select the **Transaction**.
7. Click on (H) to select the **Department**.
8. Click on (I) to select the **Job Level**.
9. Click on (J) to select the **Employee**.
10. Click on (K) to preview the employee salary analysis.
11. Click on (L) to export the employee salary analysis to excel format.

12. Screenshot below is showing the employee salary analysis report once you click preview.

E Payslip E Payslip Summary <u>Employee Salary Analysis</u>											
Close Export											
Employee No.	Employee Name	Job Class	Job Level	Dept Name	Dept Path	Transaction	2018-03-Bonus	2018-04	2018-05	2018-12	TOTAL
1311213BK	NGU LIN HUI	IDL	Director	Payroll System	MYwave Sdn. Bhd./Operation/Payroll System	aaaRegular Pay - REGULAR	-	-	-	2500.00	2500.00
1311213BK	NGU LIN HUI	IDL	Director	Payroll System	MYwave Sdn. Bhd./Operation/Payroll System	Gross Pay	-	-	-	2500.00	2500.00
1311213BK TOTAL							-	-	-	2500.00	2500.00
A11001	LEE MING MING	Exemption	Director	Testing Department	MYwave Sdn. Bhd./Business Development/Marketing 0012/Perform. OPE, & Mark/Testing Department	aaaRegular Pay - REGULAR	-	-	-	3500.00	3500.00
A11001	LEE MING MING	Exemption	Director	Testing Department	MYwave Sdn. Bhd./Business Development/Marketing 0012/Perform. OPE, & Mark/Testing Department	Gross Pay	-	-	-	3500.00	3500.00
A11001 TOTAL							-	-	-	3500.00	3500.00
A11002	THOBBANKA ABOLING	Exemption	Executive	Payroll System	MYwave Sdn. Bhd./Operation/Payroll System	aaaRegular	-	-	-	4000.00	4000.00