

User Guide

How to Setup and Generate Borang
CP22

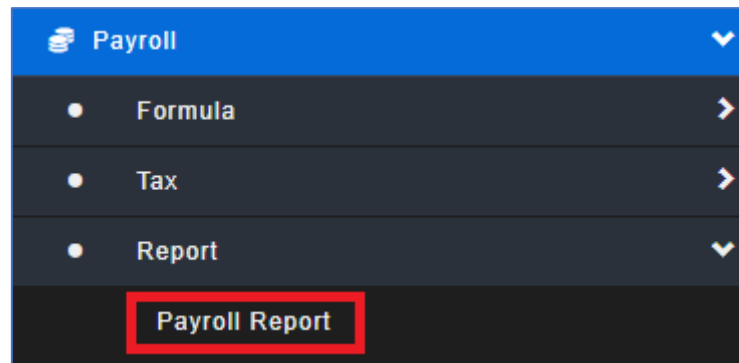


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HOW TO SETUP BORANG CP22

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



2. Go to the 2nd tab (A) [Submission Report].
3. Select the report type (B) 'Borang CP22'.

The screenshot shows a web interface with three tabs: 'Payroll Report', 'Submission Report' (highlighted with a red box and labeled 'A'), and 'CP 22 Form Setup'. Below the tabs is a form titled 'Submission Report'. It contains a 'Pay Period' dropdown set to '2019-10' and a 'Report Type' dropdown set to 'Borang CP22' (highlighted with a red box and labeled 'B'). There is a green 'Retrieve' button on the right. An 'End' checkbox is also visible.

4. After selected the Borang CP22, there is a tab [CP 22 Form Setup] appear beside the Submission Report.
5. Click on the tab [CP 22 Form Setup].

This screenshot is identical to the previous one, but the 'CP 22 Form Setup' tab is now selected and highlighted with a red box. The 'Submission Report' form is still visible in the background.

6. Click [Edit](#) button.

The screenshot shows the 'CP 22 Form Setup' tab selected. It displays a table with the following data:

Form Code	Form Description	Formula Code	Action
A			
TERMS_OF_EMPLOYMENT_A	Monthly Rate of Fixed Remuneration	AABBABC AABBABC2	Edit (highlighted with a red box and labeled 'A')
C			
TERMS_OF_EMPLOYMENT_C	Fluctuating emoluments to which he may be entitled	AABBABC AABBABC2	Edit

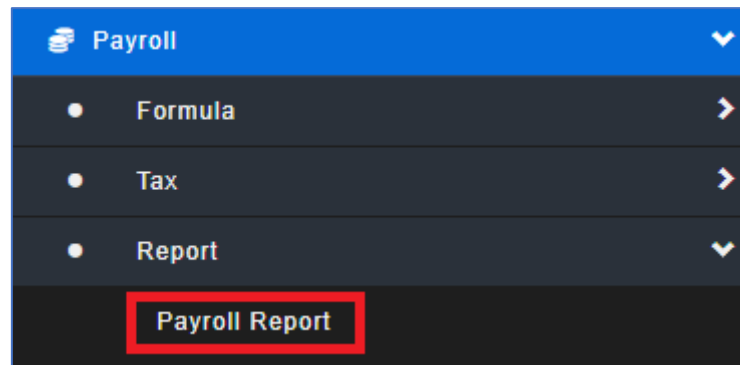
7. [Tick] for the formula code that you want to assign in the form code.
8. Click [Save](#) button.


Record

Form Code	Form Description	Formula Code	Action
A			
TERMS_OF_EMPLOYMENT_A	Monthly Rate of Fixed Remuneration	[DEL] ABBABC [DEL] ABBABC2	<div> <div>1</div> <div> <input type="checkbox"/> 1548--2121_TGIF_HI_FRIDAY <input checked="" type="checkbox"/> 1567--ABBABC <input type="checkbox"/> 1668--ABBABC1111 <input checked="" type="checkbox"/> 1568--ABBABC2 <input type="checkbox"/> 366--Acting Assignment Allowance <input type="checkbox"/> 38--Adjustment with EPF <input type="checkbox"/> 535--AI_Encashment </div> <div>2</div> </div> <div> Save Cancel </div>
C			
TERMS_OF_EMPLOYMENT_C	Fluctuating emoluments to which he may be entitled	ABBABC ABBABC2	Edit

HOW TO GENERATE BORANG CP22

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



2. Go to the 2nd tab [Submission Report].
3. Select Pay Period.
4. Select the report type: 'Borang CP22'.
5. Click  button.

A screenshot of a web application interface for generating a payroll report. The breadcrumb trail at the top reads 'HRMS Application / Payroll / Report / Payroll Report'. The main header shows 'Payroll Report' and 'CP 22 Form Setup'. Below this is a tabbed interface with 'Submission Report' selected and highlighted with a red box and a red number '2'. The 'Submission Report' section contains two dropdown menus: 'Pay Period' set to '2019-10' (highlighted with a red box and red number '3') and 'Report Type' set to 'Borang CP22' (highlighted with a red box and red number '4'). There is a small 'End' button between the dropdowns. To the right of these fields is a green 'Retrieve' button highlighted with a red box and red number '5'. Below the 'Submission Report' section is an 'Information' section with a 'Form date' field set to '28/10/2019'.