

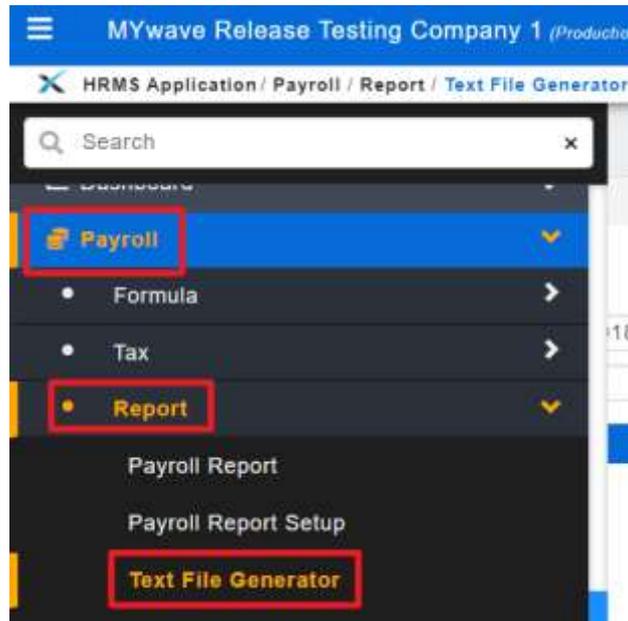
User Guide

How to Generate CP8D Files and Report



HOW TO GENERATE CP8D IN EXCEL FILE AND TEXT FILE

1. Go to Payroll Report -> Report -> **Text File Generator**.

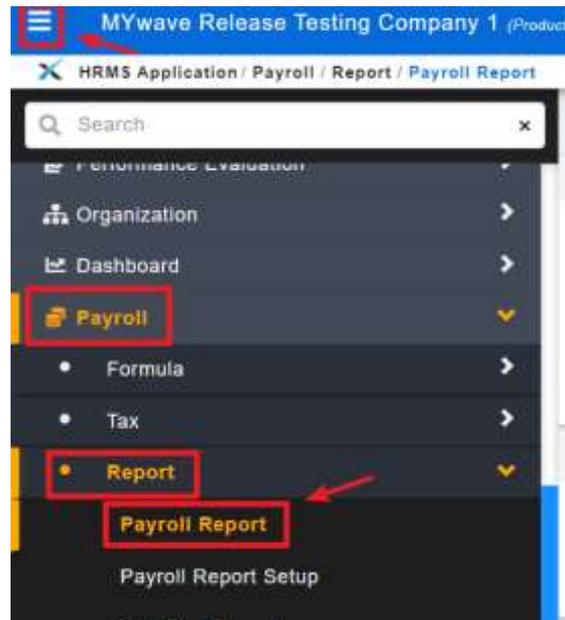


2. Select the Pay Period as of last year [Eg: 2018-12].
3. Select the Excel/Text File for CP8D.
4. Click **Generate**.



HOW TO GENERATE CP8D IN PDF REPORT

1. Go to Payroll Report -> Report -> **Payroll Report**.



2. **Submission Report** [2nd tab]
3. Select Pay Period as of last year [Eg: **2018-12**].
4. Select Report Type: [**Borang CP8D**].
5. Click "**Retrieve**".

