

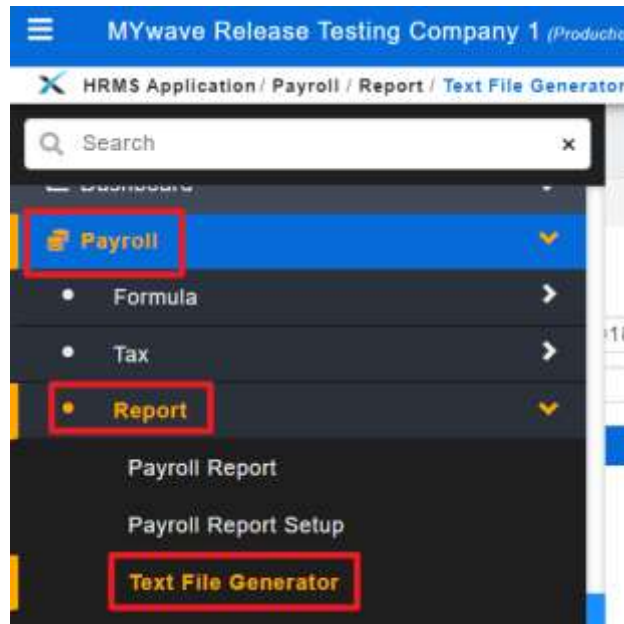
User Guide

How to Generate CP8D Files and Report

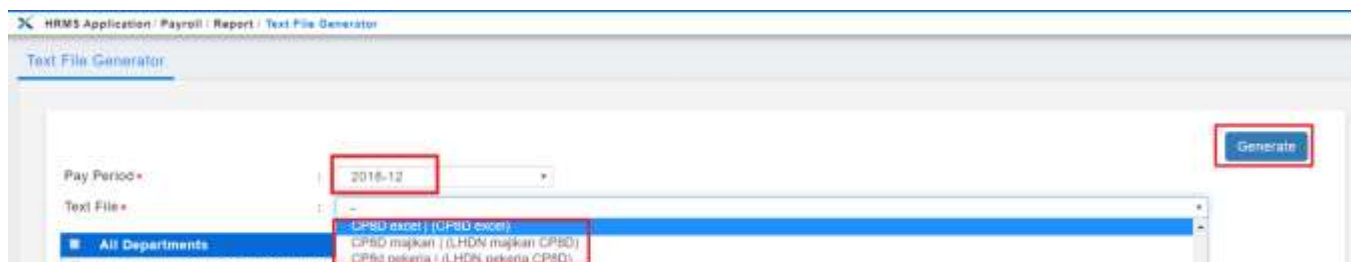


HOW TO GENERATE CP8D IN EXCEL FILE AND TEXT FILE

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

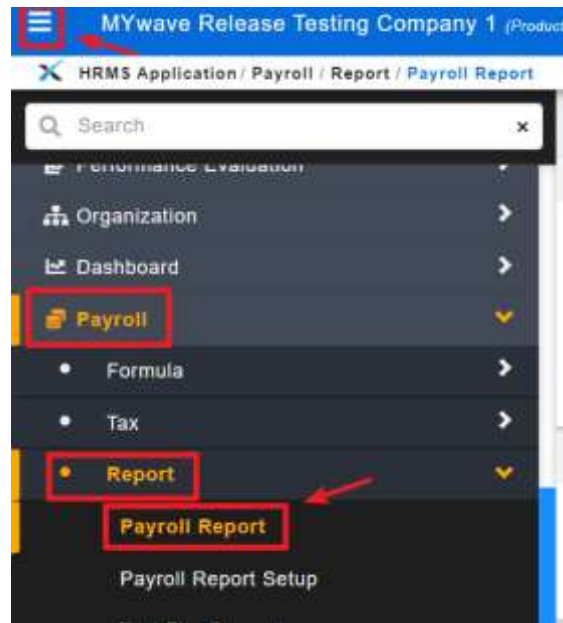


2. Select the Pay Period as of last year [Eg: 2018-12].
3. Select the Excel/Text File for CP8D.
4. Click **Generate**.



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**".

A screenshot of the 'Payroll Report' form, specifically the 'Submission Report' tab. The form has a header 'Payroll Report' and a sub-header 'Submission Report'. Below the header, there are two input fields: 'Pay Period' with a dropdown menu showing '2018-12' (highlighted with a red box) and 'Report Type' with a dropdown menu showing 'Borang CP8D' (highlighted with a red box). A green 'Retrieve' button is located on the right side of the form. Below the form is an 'Information' section.