

User Guide

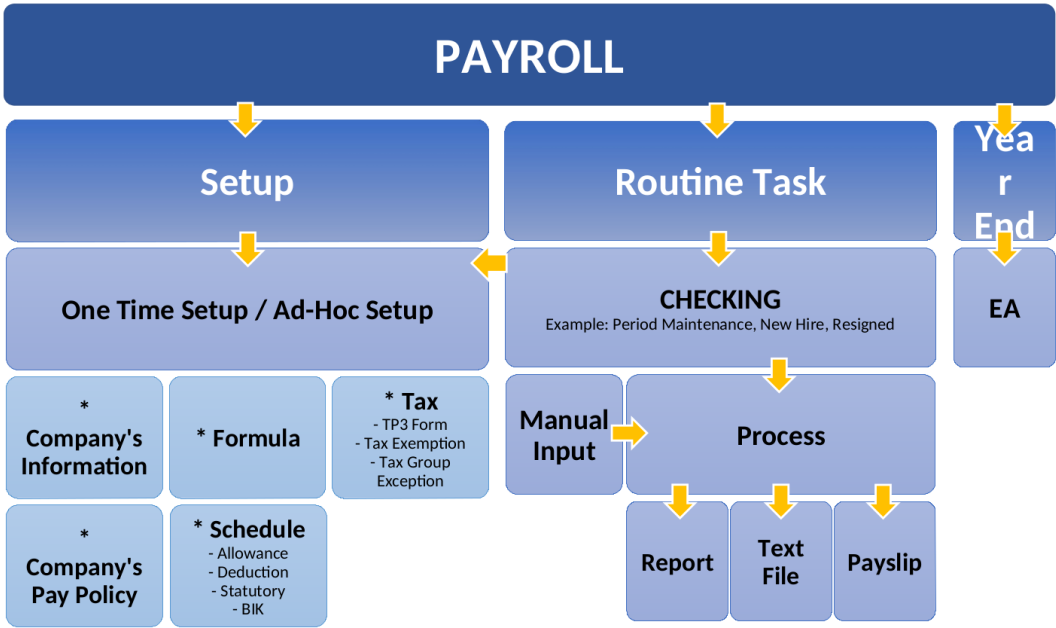
EmplX Payroll v3.0.0



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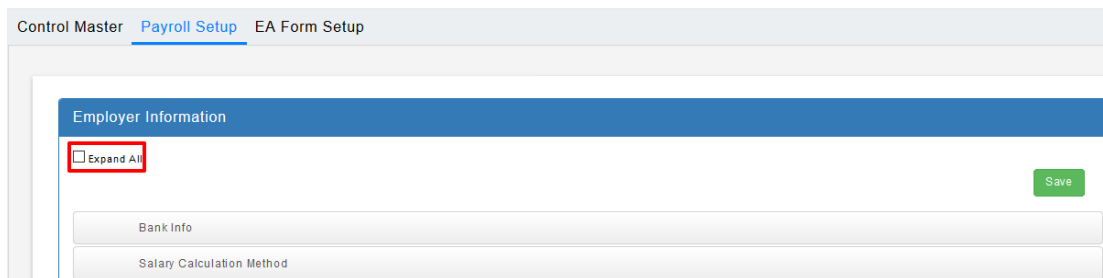


Company's Information

Verify / update company's information such as contact person, contact number, bank information, and company's statutory number and etc.

1.1 View Company's Information

Company Setup > Control Master (Admin) > Payroll Setup > Tick **Expand All** to view all information [Figure 1-1]



Control Master **Payroll Setup** EA Form Setup

Employer Information

☐ Expand All

Save

Bank Info

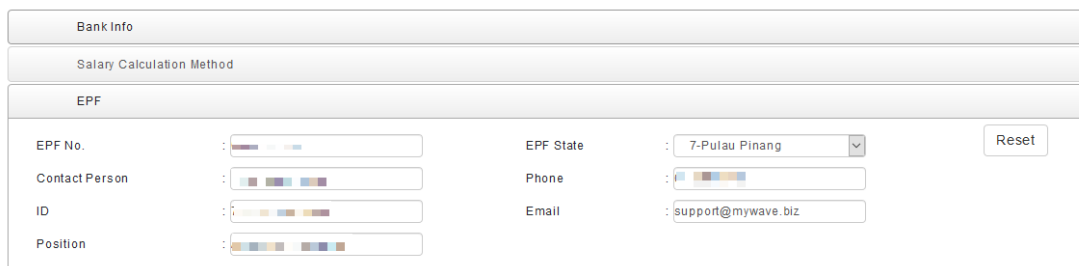
Salary Calculation Method

Figure 1-1

1.2 Amend Company's Information

Insert new information > Save [Figure 1-2]

Reset – clear all existing data



Bank Info

Salary Calculation Method

EPF

EPF No. : [text input]

Contact Person : [text input]

ID : [text input]

Position : [text input]

EPF State : 7-Pulau Pinang [dropdown]

Phone : [text input]

Email : support@mywave.biz [text input]

Reset

Figure 1-2

Policy

Define pay periods for payroll / cut-off date based on company's rules.

2.1.0 Payroll Pay Policy

2.1.1 Create Payroll Policy

Payroll > Policy > Payroll Pay Policy > Add [Figure 2-1]

The screenshot shows the 'Pay Policy' form. The 'Payment Mode' section has a dropdown menu set to 'Bank' and a 'Save' button. Below this, a message states 'Record has been successfully deleted !'. To the right of this message is an 'Add' button, which is highlighted with a red rectangle. Below the message is a table with the following structure:

Pay Policy	Description	Cut-Off Date					Action
		Mid-Month	End-Month	OT	Allowance	Salary Deduction	
No Record Found.							

Figure 2-1

Insert name of Pay Policy > Insert cut-off date & set it as previous month or current month > Save [Figure 2-2]

The screenshot shows the 'Pay Policy' form. The 'Pay Policy' section has a dropdown menu and a 'Save' button. Below this, the 'Description' field is visible. The 'Cut-Off Date' section includes several fields and radio buttons, all of which are highlighted with a red rectangle:

- Mid-Month Cut-Off day *
- End-Month Cut-Off day *
- Allowance Cut-Off day *
- Deduction Cut-Off day *
- Overtime Cut-Off day *

Each field has a corresponding radio button for 'Previous Month' and 'Current Month'. There is also a checkbox for 'No Mid-Month Pay'.

Figure 2-2

Example:

Pay Policy name: *ALL / STAFF / FOREIGN WORKER* [Figure 2-3]

If **DO NOT** practice mid-month payroll > tick **No Mid-Month Pay** (don't have to put any cut-off date)

End month cut off: 31st

Meaning, salary calculation starting from 1st to 31st (final day of the month)

E.g. May 2020 payroll, salary calculate from 1st May 2020 to 31st May 2020

Allowance, Deduction, Overtime: Cut Off: 20th, Current Month

Meaning, Allowance, Deduction and Overtime will be count from 21st of Apr 2020 to 20th May 2020

Pay Policy (Required Field)

Pay Policy : ALL

Description :

Mid-Month Cut-Off day : ☒ No Mid-Month Pay

End-Month Cut-Off day : 31

Allowance Cut-Off day : 20 ☐ Previous Month ☒ Current Month

Deduction Cut-Off day : 20 ☐ Previous Month ☒ Current Month

Overtime Cut-Off day : 20 ☐ Previous Month ☒ Current Month

Save Cancel

Figure 2-3

Once data is Save, screen will be displayed as [Figure 2-4]

Payment Mode

Payment Mode : Bank

Save

Pay Policy

Record has been successfully updated !

Add

Pay Policy	Description	Cut-Off Date				Action	
		Mid-Month	End-Month	OT	Allowance		
ALL		-	31	20 (Current Month)	20 (Current Month)	20 (Current Month)	Edit Delete

Figure 2-4

If cut-off date for employee Allowance is 20th; Previous Month

Meaning, Allowance will be calculated from 21st Mar 2020 to 20th Apr 2020 for May 2020 payroll

2.2 Payroll Period Maintenance

2.2.1 Create Payroll Period

Payroll > Pay Policy > Pay Period Maintenance > Generate [Figure 2-5]

Payroll Year: 2020
 Payroll Month: ALL
 Pay Policy: ALL
 Payroll Type: ☒ MID ☒ END ☒ Ad-Hoc
 Payroll Status: ☐ Closed ☒ Open ☒ Inactive

Buttons: Retrieve, Edit, **Generate**

Year	Month	Type	Pay Policy	Start Date	End Date	Overtime Start Date	Overtime End Date	Allowance Start Date	Allowance End Date	Deduction Start Date	Deduction End Date	Status
No Record Found.												

(Page 1 of 1)

Figure 2-5

Select - Year, Month, Pay Policy and Pay Period Type > Generate [Figure 2-6]

* Month: ALL to ALL means Jan to Dec

Pay Period (*Required Field)

Year: 2020
 Month: ALL - ALL
 Pay Policy: ALL
 Payroll Type: ☒ Mid-month/End-month ☐ Ad-Hoc

Buttons: **Generate**, Cancel

Year	Month	Type	Pay Policy	Start Date	End Date	Overtime Start Date	Overtime End Date	Allowance Start Date	Allowance End Date	Deduction Start Date	Deduction End Date	Status
No Record Found.												

(Page 1 of 1)

Figure 2-6

* Overwrite current pay period means delete the current pay period and regenerate new pay period following the latest pay policy.

Once being generated, screen will display [Figure 2-7]

Payroll Year: 2020
 Payroll Month: ALL
 Pay Policy: ALL
 Payroll Type: ☒ MID ☒ END ☒ Ad-Hoc
 Payroll Status: ☐ Closed ☒ Open ☒ Inactive

Buttons: Retrieve, Edit, Add

Year	Month	Type	Pay Policy	Start Date	End Date	Overtime Start Date	Overtime End Date	Allowance Start Date	Allowance End Date	Deduction Start Date	Deduction End Date	Status
2020	1	END	ALL	2020-01-01	2020-01-31	2019-12-01	2019-12-31	2020-01-01	2020-01-31	2019-12-01	2019-12-31	Inactive
2020	2	END	ALL	2020-02-01	2020-02-29	2020-01-01	2020-01-31	2020-02-01	2020-02-29	2020-01-01	2020-01-31	Inactive
2020	3	END	ALL	2020-03-01	2020-03-31	2020-02-01	2020-02-29	2020-03-01	2020-03-31	2020-02-01	2020-02-29	Inactive
2020	4	END	ALL	2020-04-01	2020-04-30	2020-03-01	2020-03-31	2020-04-01	2020-04-30	2020-03-01	2020-03-31	Inactive
2020	5	END	ALL	2020-05-01	2020-05-31	2020-04-01	2020-04-30	2020-05-01	2020-05-31	2020-04-01	2020-04-30	Inactive
2020	6	END	ALL	2020-06-01	2020-06-30	2020-05-01	2020-05-31	2020-06-01	2020-06-30	2020-05-01	2020-05-31	Inactive

(Page 1 of 2)

Figure 2-7

2.2.2 Create Ad-Hoc Pay Period

Click **Create > Select Year, Month, Pay Policy, Tick ☒ Ad-Hoc** and set the name of pay period without spacing

> **Generate** [Figure 2-8]

Pay Period (*Required Field)

☐ Overwrite current period

Year : 2020

Month : 01 - 01

Pay Policy : ALL

Payroll Type : Mid-month/End-month
Ad-Hoc Bonus

Generate Cancel

Figure 2-8

2.2.3 Open/Close Pay Period

Edit > Select Inactive – OPEN means the pay period is ready to process > **Save** [Figure 2-9 & Figure 2-10] **Edit > click Open – CLOSED** means the pay period is disabled for processing > **Save** [Figure 2-9 & Figure 2-10]

Payroll Year : 2020

Payroll Month : ALL

Pay Policy : ALL

Payroll Type : ☒ MID ☒ END ☒ Ad-Hoc

Payroll Status : ☐ Closed ☒ Open ☒ Inactive

Retrieve Edit Add

Year	Month	Type	Pay Policy	Start Date	End Date	Overtime Start Date	Overtime End Date	Allowance Start Date	Allowance End Date	Deduction Start Date	Deduction End Date	Status
2020	1	END	ALL	2020-01-01	2020-01-31	2019-12-01	2019-12-31	2020-01-01	2020-01-31	2019-12-01	2019-12-31	Inactive
		Bonus	ALL	2020-01-01	2020-01-31	2019-12-01	2019-12-31	2020-01-01	2020-01-31	2019-12-01	2019-12-31	Inactive

Figure 2-9

Payroll Year : 2020

Payroll Month : ALL

Pay Policy : ALL

Payroll Type : ☒ MID ☒ END ☒ Ad-Hoc

Payroll Status : ☐ Closed ☒ Open ☒ Inactive

Save Cancel

Year	Month	Type	Pay Policy	Start Date	End Date	Overtime Start Date	Overtime End Date	Allowance Start Date	Allowance End Date	Deduction Start Date	Deduction End Date	Status
2020	1	END	ALL	2020-01-01	2020-01-31	2019-12-01	2019-12-31	2020-01-01	2020-01-31	2019-12-01	2019-12-31	Open
		Bonus	ALL	2020-01-01	2020-01-31	2019-12-01	2019-12-31	2020-01-01	2020-01-31	2019-12-01	2019-12-31	Inactive

Figure 2-10

2.2.4 Edit Date of Pay Period

Payroll > Pay Policy > Pay Period Maintenance > Edit > Change the Date > Save

* NOTE: Previous month **End Date** and current month **Start Date** must be a continuous date

OR

Current month **End Date** and **next** month **Start Date** must be a continuous date

Example:

Change Overtime cut-off for February 2020

Original cut-off : 2020-02-29 [Figure 2-11]

Early Cut-off : 2020-02-25 [Figure 2-12]

* **NOTE:** Have to change the OT cut-off date for next month as well (must be a continuous date between month) to avoid any OT records being omitted

Payroll Year : 2020
Payroll Month : ALL
Pay Policy : ALL
Payroll Type : ☒ MID ☒ End ☒ Ad-Hoc
Payroll Status : ☐ Closed ☒ Open ☒ Inactive

Save Cancel

Year	Month	Type	Pay Policy	Start Date	End Date	Overtime Start Date	Overtime End Date	Allowance Start Date	Allowance End Date	Deduction Start Date	Deduction End Date	Status
2020	1	END	ALL	2020-01-01	2020-01-31	2019-12-01	2019-12-31	2020-01-01	2020-01-31	2019-12-01	2019-12-31	Open
		Bonus	ALL	2020-01-01	2020-01-31	2019-12-01	2019-12-31	2020-01-01	2020-01-31	2019-12-01	2019-12-31	Inactive
2020	2	END	ALL	2020-02-01	2020-02-29	2020-01-01	2020-01-31	2020-02-01	2020-02-29	2020-01-01	2020-01-31	Inactive
2020	3	END	ALL	2020-03-01	2020-03-31	2020-02-01	2020-02-29	2020-03-01	2020-03-31	2020-02-01	2020-02-29	Inactive
2020	4	END	ALL	2020-04-01	2020-04-30	2020-03-01	2020-03-31	2020-04-01	2020-04-30	2020-03-01	2020-03-31	Inactive

Figure 2-11

Payroll Year : 2020
Payroll Month : ALL
Pay Policy : ALL
Payroll Type : ☒ MID ☒ End ☒ Ad-Hoc
Payroll Status : ☐ Closed ☒ Open ☒ Inactive

Save Cancel

Year	Month	Type	Pay Policy	Start Date	End Date	Overtime Start Date	Overtime End Date	Allowance Start Date	Allowance End Date	Deduction Start Date	Deduction End Date	Status
2020	1	END	ALL	2020-01-01	2020-01-31	2019-12-01	2019-12-31	2020-01-01	2020-01-31	2019-12-01	2019-12-31	Open
		Bonus	ALL	2020-01-01	2020-01-31	2019-12-01	2019-12-31	2020-01-01	2020-01-31	2019-12-01	2019-12-31	Inactive
2020	2	END	ALL	2020-02-01	2020-02-29	2020-01-01	2020-01-31	2020-02-01	2020-02-29	2020-01-01	2020-01-31	Inactive
2020	3	END	ALL	2020-03-01	2020-03-31	2020-02-01	2020-02-25	2020-03-01	2020-03-31	2020-02-01	2020-02-29	Inactive
2020	4	END	ALL	2020-04-01	2020-04-30	2020-03-26	2020-03-31	2020-04-01	2020-04-30	2020-03-01	2020-03-31	Inactive

Figure 2-12

Formula

Define the calculation formula and subject to statutory based on company's policy.

Steps to create a Formula:

- 1) Define formula group (Allowance/Deduction/Overtime/BIK)
- 2) Define calculation formula
- 3) Identify Variables (or named as Base Code) that need to be created.
- 4) Decide the name of Base Code and Name of the Formula.
 - **Note:** **No** spacing for naming. **No** mathematics symbol (+ - * /).
 - Replace spacing or mathematics symbol with underscore [_]
- 5) Create in system

Example:

- 1) Define formula group (Allowance/Deduction/Overtime/BIK)

Overtime

- 2) Define formula calculation

OT 1.5 = SAL / 26 / 8 * 1.5 * hours

- 3) Identify Variable(Base Code) that need to be created

OT 1.5 = SAL / 26 / 8 * 1.5 * hours

- 4) Decide the Base Code name and Formula name

- Please take note: **No** spacing & **No** mathematics symbol (+ - * /) in naming.
- Replace spacing or mathematics symbol with underscore [_]

OT 1.5 = SAL / 26 / 8 * 1.5 * hours

OT1.5 = SAL / 26 / 8 * 1.5 * hours

Correct name for the base code and formula

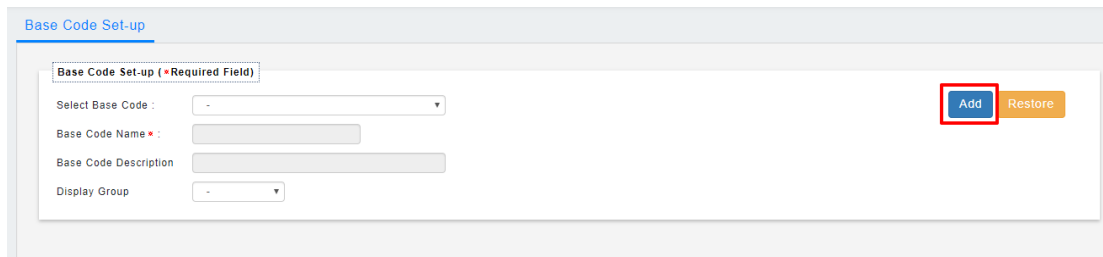
OT1_5 = SAL / 26 / 8 * 1.5 * UNIT_OT1_5

- 5) Create in system
 - a. Base Code Setup
 - b. Formula Code Setup
 - c. Payroll View Control
-

3.1 Base Code Setup

3.1.1 Create Base Code [Variable]

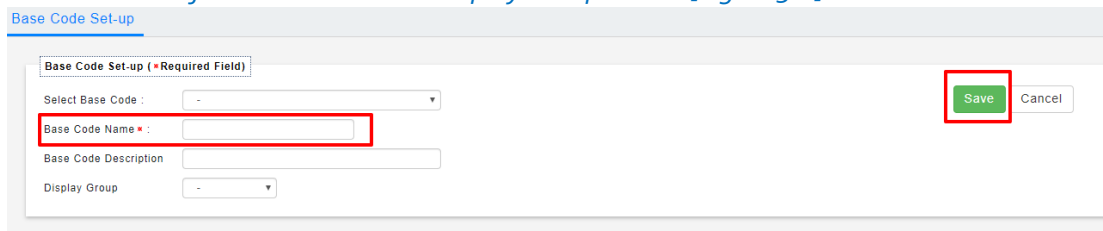
Payroll > Formula > Base Code Setup > New [Figure 3-1]



The screenshot shows the 'Base Code Set-up' form. It has a title bar 'Base Code Set-up' and a sub-header 'Base Code Set-up (*Required Field)'. The form contains four fields: 'Select Base Code' (a dropdown menu), 'Base Code Name' (a text input field), 'Base Code Description' (a text input field), and 'Display Group' (a dropdown menu). In the top right corner, there are two buttons: 'Add' (highlighted with a red box) and 'Restore'.

Figure 3-1

> Insert Name of Base Code > Select Display Group > Save [Figure 3-2]



The screenshot shows the 'Base Code Set-up' form. It has a title bar 'Base Code Set-up' and a sub-header 'Base Code Set-up (*Required Field)'. The form contains four fields: 'Select Base Code' (a dropdown menu), 'Base Code Name' (a text input field, highlighted with a red box), 'Base Code Description' (a text input field), and 'Display Group' (a dropdown menu). In the top right corner, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

Figure 3-2

NOTE: Check the availability of the base code before creating a new base code to avoid duplicates.

Available Base Code

Base Code Name	Description
CP38	CP38
SAL	Salary
UNIT	Total Working Day
UNIT_DOM	Day of Month (Current Month)
UNIT_UPL	Unpaid Leave (Days)
ZAKAT	Zakat

Available Formula

Formula Name	Formula Calculation
CP38	CP38
UNIT_Unpaid_leave	UNIT_UPL
Unpaid_leave	$SAL/26 * UNIT_Unpaid_leave$
ZAKAT	ZAKAT

Example:

Name of Base Code : UNIT_OT1_5

Display Group : Overtime

[Figure 3-3]

Base Code Set-up

Base Code Set-up (*Required Field)

Select Base Code :
Base Code Name * :
Base Code Description
Display Group

-
UNIT_OT1_5

Overtime

Save

Cancel

Figure 3-3

3.2 Formula Code Setup

3.2.1 Create Formula

Payroll Module > Formula > Formula Code Setup > choose Type > New [Figure 3-4] > Insert Name of Formula > Insert Calculation Formula (choose Base Code from the List of Code [Figure 3-6]) > tick Subject to which statutory > Save [Figure 3-5]

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 :

Add Template Restore

Figure 3-4

Allowance Set-up (*Required Field)

Select Formula : -

Formula Name :

Formula Detail :

Save Cancel

Figure 3-5

[List Code]

Allowance Deduction Overtime Others

Name Description

UNIT_OT1_5

Base Code

Close

Figure 3-6

Example:

Types of Transaction : Overtime [Figure 3-7]
Name of Formula : OT1_5 [Figure 3-7]
Calculation Formula : $SAL / 26 / 8 * 1.5 * UNIT_OT1_5$ [Figure 3-7, Figure 3-8, Figure 3-9, Figure 3-10]
Subject to : SOCSO, TAX [Figure 3-11]

Allowance Salary Deduction **OT** Salary/Wages Benefit In Kind

OT Set-up (*Required Field)

Select Formula :

Formula Name * :

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

Subject to:

- ☐ BONUS
- ☐ EIS
- ☐ EPF
- ☐ EPF_ADD
- ☐ HRDF
- ☐ OT

Save Cancel

Figure 3-7

Allowance Deduction Overtime **Others**

Name	Description
Bonus	
SAL	Salary
TABUNG_HAJI	
UNIT	Total Working Day
UNIT_DOM	Day of month

Base Code

Save Cancel

Figure 3-8

OT Set-up (*Required Field)

Select Formula : - ▾

Formula Name * :

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

Subject to:

- ☐ BONUS
- ☐ EIS
- ☐ EPF
- ☐ EPF_ADD
- ☐ HRDF
- ☐ OT

Figure 3-9

Allowance Deduction **Overtime** Others

Name	Description
UNIT_OT1_5	

Allowance

Salary Deduction

OT

Base Code

Figure 3-10

Allowance Salary Deduction **OT** Salary/Wages Benefit In Kind

OT 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

Figure 3-11

3.2.2 Delete Formula

1. From the list of formula, select the formula you wish to remove from the list, then select delete.
2. While deleting a formula, system will show a confirmation message. Once click "confirm", user will not be able to view the removed formula anymore.

Do you wish to delete Overtime1_0?

Cancel

Confirm

3. If there is a scenario where relative formula might be calling the main formula that you wish to be removed. For instance, users are required to delete the relative formula first. The following message below will appear if user is deleting the main formula.

List of Affected Formula

Deleting the following formula will cause abnormality to these following formula
Please make amendment towards the following formulas first

No.	Formula Name	Formula Details	Formula Mid Month
1	Claim	[#CLAIM_AMT]*[OT1_5]	

3.2.3 Restore Formula

1. To restore the deleted formula, user need to select "Restore" and a list of deleted formula will be displayed.
2. Select the formula that you wish to restore and select "Restore Records" to proceed.

Restore Formula

Restore Record(s) Back

Formula Name	Formula Detail
Overtime1_0	[#SAL]/26/8*[UNIT_Overtime1_0]

3. A confirmation message will be displayed for further clarification. Select "Ok" to proceed.

Are you sure you want to restore record(s)?

OK Cancel

4. Once completed, user would be able to make amendments on the restored formula. Once finished, click "Save" to compare the restore process.

OT Set-up (*Required Field)

Select Formula :

Formula Name * : Overtime1_0

Formula Detail * : [#SAL]/26/8*[UNIT_Overtime1_0] [\[List Code\]](#)

Subject to:

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

*Optional to re-subject for this formula

Save Cancel

3.3 Payroll View Control

3.3.1 Payroll View Code / Show Code at Processing Screen

Payroll > Formula > Payroll View Control > Tick Hide / Show / Exclude > Save [Figure 3-12]

1. User can go to payroll view control and set 3 types of pay period (Mid, End, Ad-hoc). User can choose to show or include the base code in payroll staging.
2. For example, if user untick SHOW in the checkbox of "BIK_CAR" for month END, "BIK_CAR" will not be displayed in month END processing.
If user untick INCLUDE in checkbox of "BIK_CAR" for month END, "BIK_CAR" will be excluded and not calculated in month END processing.

Sample:

Payroll Load

Payroll Visibility Control

Change Sequence

Seq	Type	Code	Description	Policy					
				MID		END		AD-HOC	
				Include	Show	Include	Show	Include	Show
1	Others	EMPNAME		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Others	SAL	Salary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Others	ADDITIONAL_EPF		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Others	ADDITIONAL_PCB		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Others	BIK_CAR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Allowance	CLAIM_AMT		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Others	CP38	CP38	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Untick "Show" in the row of "Month End" under column End,
Result showed: Info of Month END in the row of "BIK_CAR" will Not Showed

Company : _____

Payroll Date [Name] : 2019-12 [End]

Department : _____

Policy Date : 2019-12-01 - 2019-12-31

Payroll Input File : No file uploaded.

CSV Update : [Choose File](#) No file chosen
Acceptable file format: .csv

☐ Process employee(s) listed in excel file. ☒ Upload CSV file

Staging table is now locked from other admin to edit. Please save and release it before leave the page. [Save & Release](#)

☐ Active Employee ☐ Resigned Employee Last modified: 2019/12/02 06:48:pm [Retrieve latest](#)

☐ Show selected employee(s). [Add Resign Employee](#)

No	EMPNO	TAX_CODE	Backpay_Sal	Dir_Fee	HP	HRSP	TRPRT	UNIT
1	001	3K	0		0	0	0	0
2	002	3K	0		0	0	0	0
3	004	3KA2	0	0	100	150	100	0

The month end of Refund_Deposit under End will not show

3. Drag & drop the sequence of the base code by clicking 'Change Sequence'.
4. Sequence of columns on the staging table will be updated based on the sequence applied in payroll view control.

[Payroll Load](#)

Payroll Visibility Control

[+ Change Sequence](#)

Seq	Type	Code	Description	Policy					
				OFFICE WORK			AD-HOC		
				MID	END				
				<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
1	Allowance	Backpay_Sal		<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
2	Allowance	Dir_Fee		<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
3	Allowance	HP	Handphone	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
4	Allowance	HRSP	Hardship	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
5	Allowance	Refund_Deposit		<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
6	Allowance	TRPRT	Transport	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
7	Allowance	UNIT_CL	Credit Leave	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
8	Deduction	Arr_Parking		<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
9	Deduction	Arr_PTPTN		<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show

Payroll Visibility Control

[Save](#) [Cancel](#)

	Seq	Type	Code	Description	Policy					
					OFFICE WORK			AD-HOC		
					MID	END				
					<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
+	1	Allowance	Backpay_Sal		<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
+	2	Allowance	Dir_Fee		<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
+	3	Allowance	HP	Handphone	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
+	6	Allowance	TRPRT	Transport	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
+	4	Allowance	HRSP	Hardship	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
+	5	Allowance	Refund_Deposit		<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show
+	7	Allowance	UNIT_CL	Credit Leave	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Show

Drag & drop to change the sequence then click save.

☐ Active Employee
 ☐ Resigned Employee
 Last modified: 2019/12/06 02:00:pm
 [Retrieve latest](#)

☐ Show selected employee(s). [Add Resign Employee](#)

	No	EMPNO	TAX_CODE	Backpay_Sal	Dir_Fee	HP	TRPRT	Refund_Deposit	HRSP
<input type="checkbox"/>	1	001	3K	0	55000	0	0	0	0
<input type="checkbox"/>	2	002	3K	0	20000	0	0	0	0
<input type="checkbox"/>	3	004	3KA2	0	0	100	100	0	150

Sequence of the staging table will be following the payroll view control.

5. Besides, user also can view base code that is already set to be **Show** and **Include** in the payroll loading screen, click the view control located at right bottom of payroll loading screen.

<input type="checkbox"/>	2	002	3K	0	20000	0	0	0	0
<input type="checkbox"/>	3	004	3KA2	0	0	100	100	0	150

Page: 1 / 1

Show 20 employees

Confirm

Export to Excel

View Control

6. A pop-up screen will display the base code that already set to be **included** & set to **show**. Drag and drop to change the sequence of the base code.

Payroll View Control

26/28 base code are include		21/28 base code are show(s)				
	Seq	Type	Base Code	Desc	Include	Show
+	1	Allowance	Backpay_Sal		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	2	Allowance	Dir_Fee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	3	Allowance	HP	Handphone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	4	Allowance	TRPRT	Transport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	5	Allowance	Refund_Deposit		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	6	Allowance	HRSP	Hardship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	7	Allowance	UNIT_CL	Credit Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	8	Deduction	Arr_Parking		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	9	Deduction	Arr_PTPTN		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	10	Deduction	Arr_Zakat		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	11	Deduction	CP38	CP38	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+	12	Deduction	Parking		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This will apply to all END period

Save

Close

Allowance and Deduction Scheduling

Scheduling of fix / ad-hoc allowance / deduction / statutory contribution / BIK for employee.

4.1 Assign Allowance / Deduction / Statutory Contribution / BIK

Payroll Module > Assign Allw / Ded > choose Type / Valid Date / Amount / Apply to Employee (tick the employee to assign) > Assign [Figure 4-1]

Type *

Allowance -

Salary Deduction -

Expenses -

Statutory (employer contribution) -

Statutory (employee contribution) -

Employer Contribution -

Benefit in Kind -

Valid Date

Year * 2020 Month * 01 Year - Month -

Amount or % *

Assign

Cancel

Figure 4-1

Apply to Employee *

-- Filter Pay Group --

From Employee No

Select

(Total no of employees 0)

<input type="checkbox"/>	Employee No.	Employee Name	Pay Group
<input type="checkbox"/>	EMP001	ABDUL RAHMAN	Non Executive
<input type="checkbox"/>	EMP002	BEN TAN	Executive
<input type="checkbox"/>	EMP003	CHANDRA GUPAL	Non Executive
<input type="checkbox"/>	EMP004	DENNIS CHAN	Executive
<input type="checkbox"/>	EMP005	EKA SINGH	Executive
<input type="checkbox"/>	EMP006	FATIMAH MUHAMMAD	Non Executive
<input type="checkbox"/>	EMP007	GHAFAR AHMAD	Non Executive

Available Assignments:

- ✓ Allowance
- ✓ Deduction
- ✓ Statutory Employer
 - EPF
 - Can choose to fill in % OR select Group from the list
 - * NOTE: Refer EPF table
 - SOCSO
 - Can choose to fill in the Amount OR select Category from the list
 - * NOTE: Refer SOCSO table
 - PRS
 - Can choose to fill in % OR select Remain amount of EPF employer
 - Explanation:**
Remain amount of EPF employer – PRSER will calculate based on the EPFER, ensure that you have set % of EPFER and the % must be higher than the statutory law.
 - Example:**
EPFER = set 15%
PRSER = new EPFER (15%) – original EPFER (13%)
PRSER = 2%
- ✓ Statutory Employee
 - EPF
 - Can choose to fill in % OR select Group from the list
 - * NOTE: Refer EPF table
 - SOCSO
 - Can choose to fill in the Amount OR select Category from the list
 - * NOTE: Refer SOCSO table
 - PCB
 - Fill in the Amount
 - * NOTE: System will take the higher amount between the PCB calculator and scheduled amount
 - Example:**
PCB = set 1000
If PCB calculator get the tax amount with RM1500, then system will take RM1500 as PCB deduction.
PCB scheduled amount only works effectively when the amount is higher than the calculator.
 - PCB to Zakat
 - Fill in %
 - Explanation:**
System will calculate amount Zakat based on the % from the PCB amount, then PCB deduction will be remitted to Zakat.
 - Example:**
PCB to Zakat = fill in 30%
If PCB = RM600
ZAKAT = 30% of PCB
= RM180

New PCB = RM420

- ✓ Employer Contribution (100% of Employee's Statutory Paid by Employer)
 - PCB
 - SOCSO
- ✓ Benefit In Kind

*** NOTE: All statutory contribution is based on law, if decides to contribute higher amount, user have to do scheduling setting.**

Example 1:

Allowance : MEAL_ALLW
Valid Date : Effective Start Date 2020-01
Amount : 100
Apply to Employee : Select from the table of employee list > Tick
Total Employee : total selected employee
[Figure 4-2]

Type : ☒ Allowance MEAL_ALLW

☐ Salary Deduction -

☐ Expenses -

☐ Statutory (employer contribution) -

☐ Statutory (employee contribution) -

☐ Employer Contribution -

☐ Benefit in Kind -

Valid Date : Year 2020 Month 01 Year - Month -

Amount or % : 100

Apply to Employee : -- Filter Pay Group -- From Employee No. - Select (Total no of employees 2)

	Employee No.	Employee Name	Pay Group
<input type="checkbox"/>	EMP001	ABDUL RAHMAN	Non Executive
<input type="checkbox"/>	EMP002	BEN TAN	Executive
<input checked="" type="checkbox"/>	EMP003	CHANDRA GUPAL	Non Executive
<input checked="" type="checkbox"/>	EMP004	DENNIS CHAN	Executive

Assign Ca

Figure 4-2

Example 2:

Allowance : Employee EPF
Valid Date : Effective from 2020-01
Amount : 11 %
Apply to Employee : Insert Employee No. From_ To_ (Starting and Ending of employee no.) >
Select (Apply filter on the employee no. from start to end)
* Only apply to continuous employee no.
Total Employee : Total employee selected

[Figure 4-3]

AssignCancel

Type *

Allowance -

Salary Deduction -

Expenses -

Statutory (employer contribution) -

Statutory (employee contribution) EPF

Employer Contribution -

Benefit in Kind -

Valid Date

Year * 2020

Month * 01

Year -

Month -

Amount or % *

11

(%)

Or -

Apply to Employee *

-- Filter Pay Group --

From Employee No

-

Select

(Total no of employees 2)

	Employee No.	Employee Name	Pay Group
<input type="checkbox"/>	EMP001	ABDUL RAHMAN	Non Executive
<input type="checkbox"/>	EMP002	BEN TAN	Executive
<input checked="" type="checkbox"/>	EMP003	CHANDRA GUPAL	Non Executive
<input checked="" type="checkbox"/>	EMP004	DENNIS CHAN	Executive

Figure 4-3

4.2 Detail (Assignment History)

4.2.1 Filters

Payroll Module > Assign Allw / Ded > Detail (2nd Tab) [Figure 4-4]

Explanation:

Record

Type 1 : -

Transaction 2 : -

Effective Date 3 : - -

Pay Group 4 : -

From Employee No 5 : -

6 Retrieve

Figure 4-4

1. Select a type from drop-down to apply filter
2. Choose transaction from drop-down to apply filter
3. Select the effective date
4. Choose the pay group to apply filter
5. Insert the starting employee no. and ending employee no.
6. Retrieve the details based on the input and selections.

Example:

Type : select Type, "Statutory (Employee)"

Transaction : select Transaction from the drop-down list – EPF

Then click "Retrieve"

Employee List table will be updated as per the selected Type and Transaction

[Figure 4-5]

Assignment Record

Record

Type : Statutory (employee contribution)

Transaction : EPF

Effective Date : - -

Pay Group : -

From Employee No : -

Retrieve

Employee No.	Employee Name	Pay Group	Base Code Name	Entitlement	From Date	To Date	Amount or %	Year Paid Out	Action
EMP001	ABDUL RAHMAN	Non Executive	EPF	Statutory (Employee)	2020-12	-	11		Edit Delete
EMP002	BEN TAN	Executive	EPF	Statutory (Employee)	2020-12	-	11		Edit Delete
EMP003	CHANDRA GUPAL	Non Executive	EPF	Statutory (Employee)	2020-12	-	11		Edit Delete
EMP004	DENNIS CHAN	Executive	EPF	Statutory (Employee)	2020-12	-	11		Edit Delete

Figure 4-5

4.2.2 Edit Assign Allowance/Deduction

Edit [Figure 4-6] > change Amount/Valid Pay Period (From-To) > Save [Figure 4-7]

Record

Type : Statutory (employee contribution) Pay Group : - Retrieve

Transaction : EPF From Employee No : - -

Effective Date : - -

Employee No. ^	Employee Name ^	Pay Group ^	Base Code Name ^	Entitlement ^	From Date ^	To Date ^	Amount or % ^	Year Paid Out ^	Action
EMP001	ABDUL RAHMAN	Non Executive	EPF	Statutory (Employee)	2020-12	-	11		Edit Delete
EMP002	BEN TAN	Executive	EPF	Statutory (Employee)	2020-12	-	11		Edit Delete
EMP003	CHANDRA GUPAL	Non Executive	EPF	Statutory (Employee)	2020-12	-	11		Edit Delete
EMP004	DENNIS CHAN	Executive	EPF	Statutory (Employee)	2020-12	-	11		Edit Delete

Figure 4-6

Assignment **Record**

Record

From Employee No : EMP001 Amount or % : 11 (%) Or - Save Cancel

Effective Date : 2020 12 To : - -

Employee No. ^	Employee Name ^	Pay Group ^	Base Code Name ^	Entitlement ^	From Date ^	To Date ^	Amount or % ^	Year Paid Out ^	Action
EMP001	ABDUL RAHMAN	Non Executive	EPF	Statutory (Employee)	2020-12	-	11		Edit Delete

Figure 4-7

Tax

Accumulated income, schedule tax for employee and statutory table.

5.1 TP3 Form

5.1.1 Insert TP3 Data

Payroll > Tax > PCB/TP3 Form > Select Employee No > New [Figure 5-1] > Insert data > Save [Figure 5-2]

MAKLUMAT INDIVIDUAL

Employee No. : EMP001 - ABDUL RAHMAN

Tax Year-Month : -

Employee Name : ABDUL RAHMAN

Identity Card No. : 770105-07-9999

Income Tax File No. : SG4363363634

Passport No. :

Add

Figure 5-1

Bahagian A/C Bahagian D

Bahagian A: MAKLUMAT MAJIKAN

A1 Nama Majikan Terdahulu 1:

A2 No. Majikan:

A3 Nama Majikan Terdahulu 2:

A4 No. Majikan:

Bahagian C: MAKLUMAT SARAAN, KWSP, ZAKAT DAN PCB

silalah nyatakan jumlah keseluruhan daripada majikan-majikan terdahulu

	AMAUN TERKUMPUL (RM)
C1 Jumlah saraan kasar bulanan dan saraan tambahan termasuk elaun/perkuisit/ pemberian/ manfaat yang dikenakan cukai	
C2 Jumlah elaun/ perkuisit/ pemberian/manfaat yang dikecualikan cukai	
i Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi	
ii Elaun penjagaan anak	
iii Produk yang dikeluarkan oleh perniagaan majikan yang diberi secara percuma atau diberi pada harga diskaun	
iv Perkuisit dalam bentuk tunai/ barangan berkaitan dengan pencapaian perkhidmatan lalu, anugerah khidmat cemerlang, anugerah inovasi atau anugerah produktiviti atau perkhidmatan lama dengan syarat pekerja tersebut telah berkhidmat lebih daripada 10 tahun, perkhidmatan lama dengan syarat pekerja tersebut telah berkhidmat lebih daripada 10 tahun	

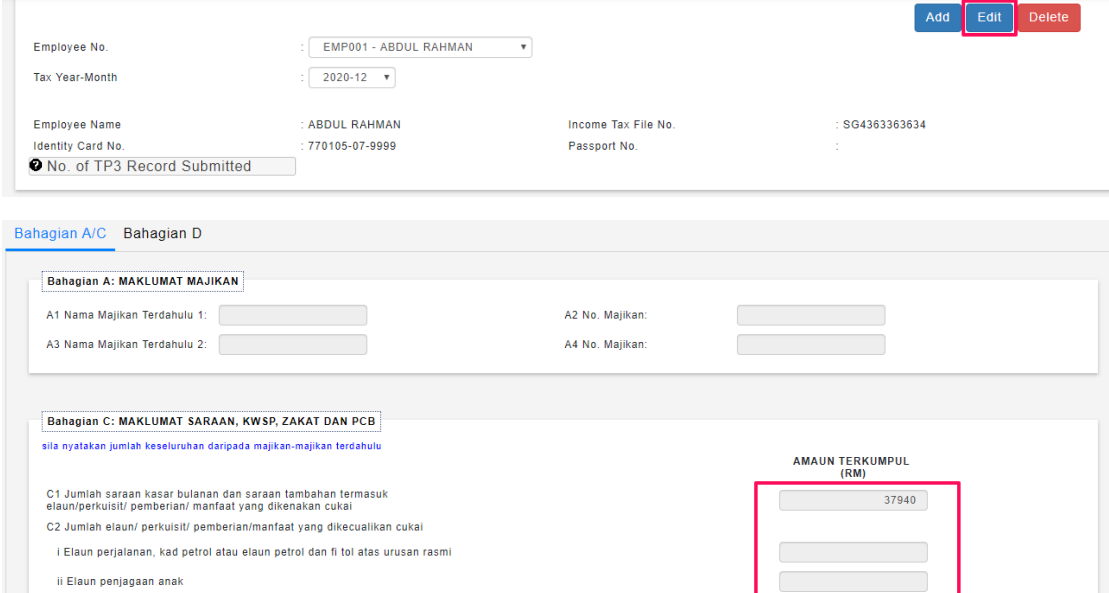
Figure 5-2

*** NOTE: Employee must set with pay info (Employee Profile – Payment Info)**

5.1.2 View / Edit Data

View Payroll > Tax > PCB/TP₃ Form > select Employee No – view [Figure 5-3]

Edit Payroll > Tax > PCB/TP₃ Form > select Employee No > Edit > change the data > Save [Figure 5-3]



Employee No. : EMP001 - ABDUL RAHMAN

Tax Year-Month : 2020-12

Employee Name : ABDUL RAHMAN

Income Tax File No. : SG4363363634

Identity Card No. : 770105-07-9999

Passport No. :

No. of TP3 Record Submitted

Bahagian A/C Bahagian D

Bahagian A: MAKLUMAT MAJIKAN

A1 Nama Majikan Terdahulu 1:

A2 No. Majikan:

A3 Nama Majikan Terdahulu 2:

A4 No. Majikan:

Bahagian C: MAKLUMAT SARAAN, KWSP, ZAKAT DAN PCB

silalah nyatakan jumlah keseluruhan daripada majikan-majikan terdahulu

C1 Jumlah saraan kasar bulanan dan saraan tambahan termasuk elaun/perkuisit/ pemberian/ manfaat yang dikenakan cukai

C2 Jumlah elaun/ perkuisit/ pemberian/manfaat yang dikecualikan cukai

i Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi

ii Elaun penjagaan anak

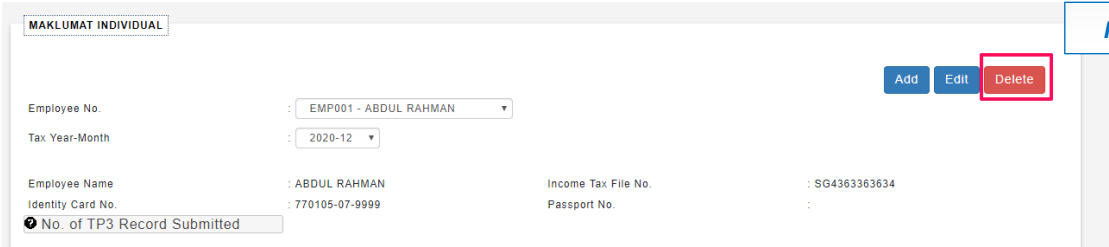
AMAUN TERKUMPUL (RM)

Figure 5-3

5.1.3 Delete Salary Data

View Payroll > Tax > PCB/TP₃ Form > select Employee No – view [Figure 5-3]

Delete Payroll > Tax > PCB/TP₃ Form > select Employee No > Delete [Figure 5-3-1] > Confirm too Delete > Confirmation [Figure 5-3-2]



MAKLUMAT INDIVIDUAL

Employee No. : EMP001 - ABDUL RAHMAN

Tax Year-Month : 2020-12

Employee Name : ABDUL RAHMAN

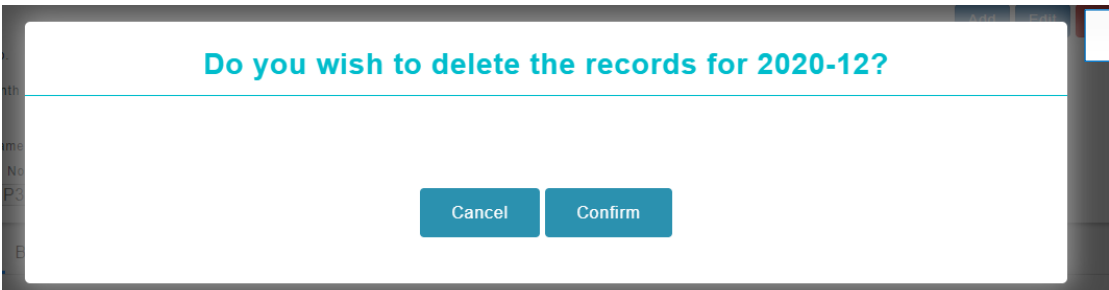
Income Tax File No. : SG4363363634

Identity Card No. : 770105-07-9999

Passport No. :

No. of TP3 Record Submitted

Figure 5-3-1



Do you wish to delete the records for 2020-12?

Figure 5-3-2

5.2 Statutory Setup

5.2.1 View Table for Statutory

Payroll > Tax > Statutory Setup > EPF Table / Socso Setup / Tax Deduction > choose Year – screen will display table as [Figure 5-4]

EPF Table

EIS Table

SOCSSO Table

Income Tax Set-up

Tax Relief Set-up

EPF Table

Year:

2019-01

From Salary	To Salary	Employee EPF Contribution	Employer EPF Contribution	Total EPF Contribution	Employee EPF Contribution %	Employer EPF Contribution %	Group Name	Year
10.01	20	3	3	6	11	13	A	2019-01
20.01	40	5	6	11	11	13	A	2019-01
40.01	60	7	8	15	11	13	A	2019-01
60.01	80	9	11	20	11	13	A	2019-01
80.01	100	11	13	24	11	13	A	2019-01
100.01	120	14	16	30	11	13	A	2019-01

Figure 5-4

*** NOTE:** Contribution rates of all statutory for both employee and employer will set to compatible to law system by default.

5.2.2 Tax Relief Setup

Payroll > Tax > Statutory Setup > Tax Relief Setup > Edit > choose Formula Code > Save [Figure 5-5]

Effective On Year : 2019-01-01 Save Cancel

Tax Name : C2i

Formula Code : -

Display Text : i Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi

Limit Amount : 6000 ☐ Is Grouping Limit

Position : 30

Parent : -

Start date : 2000-01-01

End Date :

Tax Relief Table

Tax Name	Formula Code	Display Text	Limit Amount	Position	Parent	Effective Date	End Effective Date	Action
Jumlah saraan kasar	SUM_Y	C1 Jumlah saraan kasar bulanan dan saraan tambahan termasuk elaun/perkuisit/ pemberian/ manfaat yang dikenakan cukai		10		2000-01-01		Edit Delete
C2		C2 Jumlah elaun/ perkuisit/ pemberian/manfaat yang dikecualikan cukai	-1	20		2000-01-01		Edit Delete
C2i		i Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi	6000	30		2000-01-01		Edit Delete

Figure 5-5

5.3 Tax Group Exception

5.3.1 Assign Tax Group

Payroll > Tax > Tax Group Exception > choose Tax Group / Apply to Employee (tick ✓ employee to assign) > Assign [Figure 5-6]

Assign Tax Group Assign Reset

Tax Group : -

Valid Date : Year : 2020 Month : 01 Year : - Month : -

Apply To Employee : -- Filter Pay Group -- From employee no : - Select (Total no of employees 0)

	Employee No.	Employee Name	Pay Group
<input checked="" type="checkbox"/>	EMP001	ABDUL RAHMAN	Non Executive
<input type="checkbox"/>	EMP002	BEN TAN	Executive
<input type="checkbox"/>	EMP003	CHANDRA GUPAL	Non Executive
<input type="checkbox"/>	EMP004	DENNIS CHAN	Executive
<input type="checkbox"/>	EMP005	EKA SINGH	Executive
<input type="checkbox"/>	EMP006	FATIMAH MUHAMMAD	Non Executive
<input type="checkbox"/>	EMP007	GHAFAR AHMAD	Non Executive

Figure 5-6

5.3.2 Details (Assignment History)

5.3.2.1 Filters

Payroll > Tax > Tax Group Exception > Detail (2nd Tab) [Figure 5-7]

Explanation:

The screenshot shows the 'Assign Tax Group' interface with the 'Detail' tab selected. It includes input fields for 'Tax Group' (labeled 1), 'Pay Group' (labeled 3), and 'From employee no' (labeled 2). A 'Retrieve' button (labeled 4) is present. Below the filters is a table with columns: Employee No., Employee Name, Pay Group, Tax Method, From Date, To Date, and Action. The table currently displays 'No Record Found.' and pagination information '(Page 1 / 1)'.

Figure 5-7

1. Select the Tax Group to apply filter
2. Insert the "from" and "to" of employee ID.
3. Choose pay group to apply filter
4. Retrieve the details based on the input and selections

Example:

Tax Group : Local

Select "Retrieve"

Employee List table will be updated as per the selected Tax Group

[Figure 5-8]

This screenshot shows the same interface as Figure 5-7, but with the 'Tax Group' dropdown set to 'local'. The 'Retrieve' button is highlighted with a red box. The table below still shows 'No Record Found.' and the pagination is '(Page 1 / 1)'.

Figure 5-8

Process

Before user proceed with payroll processing, user will have to conduct some checking on employee data or updates on the relevant data such as new hire or resign date, increment, fix schedule, date of pay period and etc.

6.1 Payroll Processing

Payroll > Process > Payroll Processing > select Pay Period > Choose employee to display in staging > retrieve the latest one if any data is created in staging > Proceed [Figure 6-1]

Step to use:

1. Select pay period.
2. Click "proceed"

*** NOTE: Only pay period with OPEN status will be shown**

Payroll Load Log Report

Payroll Load

Company: Demo Gold Instance (for testing)

Period: -

Please select process period.

Figure 6-1

3. A pop-up screen will be shown.
4. User can select certain employees to show in staging. (Employees are **All Selected** by default setting.)

Choose employee to show in staging table

No.	Employee No	Employee Name	Choose employee
1	EMP001	ABDUL RAHMAN	<input checked="" type="checkbox"/>
2	EMP002	BEN TAN	<input checked="" type="checkbox"/>
3	EMP003	CHANDRA GUPAL	<input checked="" type="checkbox"/>
4	EMP004	DENNIS CHAN	<input checked="" type="checkbox"/>
5	EMP005	EKA SINGH	<input checked="" type="checkbox"/>
6	EMP006	FATIMAH MUHAMMAD	<input checked="" type="checkbox"/>
7	EMP007	GHAFAR AHMAD	<input checked="" type="checkbox"/>

Proceed

5. After employees is being selected, click proceed. User will see "Retrieve latest" in the table. User can now decide to remain or retrieve the latest data of employee.
6. Click proceed to Payroll Staging table.

Choose employee to retrieve latest data



Staging table was created by . (2020/01/01 02:00 pm)

134/137 selected to retrieve latest data.

3/137 selected to remain data in staging table.

<input checked="" type="checkbox"/>	Employee data	Employee No	Employee Name	Created Date	Modified Date	Modified By
<input type="checkbox"/>	Remain	EMP001	ABDUL RAHMAN	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A
<input type="checkbox"/>	Remain	EMP002	BEN TAN	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A
<input type="checkbox"/>	Remain	EMP003	CHANDRA GRUPAL	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A
<input checked="" type="checkbox"/>	Retrieve latest	EMP004	DENNIS CHAN	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A
<input checked="" type="checkbox"/>	Retrieve latest	EMP005	EKA SINGH	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A
<input checked="" type="checkbox"/>	Retrieve latest	EMP006	FATIMAH MUHAMMAD	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A

Proceed

1. If user choose to remain data, data will not be changed or replaced with amendments made.

2. If user choose to retrieve latest, history data will be replaced with **new data** will be retrieve reflect in staging table.

Payroll Load Log Report

Payroll Load

Company: Demo Gold Instance (for testing)
 Payroll Date [Name]: 2020-01 [End]
 Department: Engineering, Human Resource, Production, Quality Systems
 Policy Date: 2020-01-01 - 2020-01-31
 Payroll Input File: No file uploaded.
 CSV Update: Choose File No file chosen
 Acceptable file format: .csv
☐ Process employee(s) listed in excel file. Upload CSV file

Staging table is now locked from other admin to edit. Please save and release it before leave the page. Save & Release

☐ Active Employee ☐ Resigned Employee Last modified: 2019/12/03 06:30 pm Retrieve latest

☐ Show selected employee(s). Add Resign Employee

No	EMPNO	EMPNAME	SAL	CLAIM_AMT	MEAL_ALLW	PHONE_ALLW	TRANSPORT_ALLW	UNIT_ABS
1	EMP001	ABDUL RAHMAN	3100	-	500	100	500	2
2	EMP002	BEN TAN	5000	-	500	200	800	2
3	EMP003	CHANDRA GUPAL	3500	-	0	100	500	1
4	EMP004	DENNIS CHAN	4800	-	500	200	800	2
5	EMP005	EKA SINGH	3000	-	500	200	800	2

Page: 1 / 1 Show 20 employees

Confirm Export to Excel View Control

1. Browse CSV input file from computer and Upload the input file to the payroll system.

2. Apply filter on the employee no. (start and end of the employee no.)* Only apply to employee no in the certain page
3. The processing table list.
4. Page No. on the staging table.
5. User can choose to show number of employees to be displayed in 1 page.
6. Click confirm to process
7. Export to excel file (.csv) for data updates and then upload back to system.

**** NOTE: Only selected employee displayed on screen will be processed.***

6.1.1 Export to Excel file and Upload into System

Payroll > Process > Payroll Processing > Select Pay Period > Proceed > Export to Excel file > Do data updates in excel and save > Choose File > Upload > Data checking on table > Click Confirm to process on selected employees [Figure 6-2]

Payroll Load

Company: Demo Gold Instance (for testing)

Payroll Date [Name]: 2020-01 [End]

Department: Engineering,Human Resource,Production,Quality Systems

Policy Date: 2020-01-01 - 2020-01-31

Payroll Input File: No file uploaded

CSV Update: Choose File No file chosen
Acceptable file format: .csv
☐ Process employee(s) listed in excel file.

Staging table is now locked from other admin to edit. Please save and release it before leave the page.

☐ Active Employee ☐ Resigned Employee

Last modified: 2019/12/03 06:30:pm

☐ Show selected employee(s).

No	EMPNO	EMPNAME	SAL	CLAIM_AMT	MEAL_ALLW	PHONE_ALLW	TRANSPORT_ALLW	UNIT_ABS
1	EMP001	ABDUL RAHMAN	3100	-	500	100	500	2
2	EMP002	BEN TAN	5000	-	500	200	800	2
3	EMP003	CHANDRA GUPAL	3500	-	0	100	500	1
4	EMP004	DENNIS CHAN	4800	-	500	200	800	2
5	EMP005	EKA SINGH	3000	-	500	200	800	2

Show 20 employees

Figure 6-2

*** NOTE: Excel file must save as *CSV* format**

6.1.2 Steps to use payroll staging table.

1. After choosing pay period, user can also select job class or department for processing.

Company: Demo Gold Instance (for testing)

Period: 2020-01-01 to 2020-01-31

Job Class: 1 of 10 selected

Department: 47 of 47 selected

Filter: Enter keyword

✓ Check all ✗ Uncheck all

✓ INFORMATION TECHNOLOGY(TECH. & ASSOC. PROF.)

✓ INTENSIVE CARE UNIT(TECH. & ASSOC. PROF.)

✓ LABORATORY(TECH. & ASSOC. PROF.)

✓ MARKETING(TECH. & ASSOC. PROF.)

✓ MATERNITY WARD(TECH. & ASSOC. PROF.)

✓ MEDICAL WARD 4(TECH. & ASSOC. PROF.)

Please click proceed button.

Save As Preference

2. Staging table will display employees based on the chosen department.

Company: Demo Gold Instance (for testing)

Payroll Date (Name): 2020-01 [End]

Department: Engineering, Human Resource, Production, Quality Systems

Policy Date: 2020-01-01 - 2020-01-31

Payroll Input File: No file uploaded.

CSV Update: Choose File No file chosen

Acceptable file format: .csv

☐ Process employee(s) listed in excel file.

Staging table is now locked from other admin to edit. Please save and release it before leave the page.

☐ Active Employee ☐ Resigned Employee

Last modified: 2019/12/04 09:47:am

☐ Show selected employee(s).

No	EMPNO	EMPNAME	SAL	CLAIM_AMT	MEAL_ALLW	PHONE_ALLW	TRANSPORT_ALLW	UNIT_ABS
1	EMP001	ABDUL RAHMAN	3100	-	500	100	500	3
2	EMP002	BEN TAN	5000	-	500	200	800	2
3	EMP003	CHANDRA GUPAL	3500	-	0	100	500	2
4	EMP004	DENNIS CHAN	4800	-	500	200	800	3
5	EMP005	EKA SINGH	3000	-	500	200	800	3

3. Modified data will be saved in staging table. Screenshot below shows the original value will still be kept in system after modification and logged off.

Before modifying the data (the original data):

<input type="checkbox"/>	No	EMPNO	EMPNAME	SAL	CLAIM_AMT
<input type="checkbox"/>					
<input type="checkbox"/>	1	EMP001	ABDUL RAHMAN	3100	-
<input type="checkbox"/>	2	EMP002	BEN TAN	5000	-
<input type="checkbox"/>	3	EMP003	CHANDRA GUPAL	3500	-
<input type="checkbox"/>	4	EMP004	DENNIS CHAN	4800	-
<input type="checkbox"/>	5	EMP005	EKA SINGH	3000	-
<input type="checkbox"/>	6	EMP006	FATIMAH MUHAMMAD	1500	-
<input type="checkbox"/>	7	EMP007	GHAFAR AHMAD	1200	-
<input type="checkbox"/>	8	EMP008	ELIZABETH TEOH	5000	-

After data is modified:

<input type="checkbox"/>	No	EMPNO	EMPNAME	SAL	CLAIM_AMT
<input type="checkbox"/>					
<input type="checkbox"/>	1	EMP001	ABDUL RAHMAN	3100	2400
<input type="checkbox"/>	2	EMP002	BEN TAN	5000	2400
<input type="checkbox"/>	3	EMP003	CHANDRA GUPAL	3500	2400
<input type="checkbox"/>	4	EMP004	DENNIS CHAN	4800	2400
<input type="checkbox"/>	5	EMP005	EKA SINGH	3000	2500
<input type="checkbox"/>	6	EMP006	FATIMAH MUHAMMAD	1500	2500
<input type="checkbox"/>	7	EMP007	GHAFAR AHMAD	1200	2500
<input type="checkbox"/>	8	EMP008	ELIZABETH TEOH	5000	2500

4. Even after data is being modified, user can reset the data back to the original value, by selecting which employee to reset. (Note: all employee in staging table will be reset if no employee is selected). **Sample as below:**

☐ Active Employee ☐ Resigned Employee Last modified: MYwave Support 2019/12/04 01:53:am [Retrieve latest](#)

☐ Show selected employee(s). [Add/Resign Employee](#)

<input type="checkbox"/>	No	EMPNO	EMPNAME	SAL	CLAIM_AMT	MEAL_ALLW	PHONE_ALLW	TRANSPORT_ALLW	UNIT_ABS
<input type="checkbox"/>									
<input checked="" type="checkbox"/>	1	EMP001	ABDUL RAHMAN	3100	2400	500	100	500	3
<input checked="" type="checkbox"/>	2	EMP002	BEN TAN	5000	2400	500	200	800	2
<input checked="" type="checkbox"/>	3	EMP003	CHANDRA GUPAL	3500	2400	0	100	500	2
<input type="checkbox"/>	4	EMP004	DENNIS CHAN	4800	2400	500	200	800	3

3 employees are checked and click reset; the amount will be reset to the original one (refer to screenshot above).

	No	EMPNO	EMPNAME	SAL	CLAIM_AMT	MEAL_ALLW	PHONE_ALLW	TRANSPORT_ALLW	UNIT_ABS
<input type="checkbox"/>									
<input type="checkbox"/>	1	EMP001	ABDUL RAHMAN	3100	-	500	100	500	3
<input type="checkbox"/>	2	EMP002	BEN TAN	5000	-	500	200	800	2
<input type="checkbox"/>	3	EMP003	CHANDRA GUPAL	3500	-	0	100	500	2
<input type="checkbox"/>	4	EMP004	DENNIS CHAN	4800	2400	500	200	800	3

The data of checked employee will be reset.

5. When user open the staging table, user can lock the staging table to prevent other users from amending the data on the staging table. (Note: If 2 users conducting data edit on staging table **at the same time**, it might cause data loss due to error.)

Company: Demo Gold Instance (for testing)

Period: 2020-01-01 to 2020-01-31

Job Class: 1 of 10 selected

Department: **Select options** Save As Preference

Filter

☒ Check all ☒ Uncheck all

☐ Engineering

If user happen to select the same department while another user is editing the data, system will automatically disable the checkbox on that department.

6. However, user can choose to take over the access control by clicking "Unlock".

Company: Demo Gold Instance (for testing)

Period: 2020-01-01 to 2020-01-31

Job Class: 1 of 10 selected Save As Preference

Department: **2 of 4 selected** Unlock

4 department(s) have been access by other admin(s).

To unlock staging table of the selected department.

7. A table will be displayed, user can select any department to unlock.

Unlock Table

	Department	Locked By	Locked Date
<input type="checkbox"/>	Quality Systems	Ong Kah Seng	04-12-2019 02:02 AM
<input type="checkbox"/>	Engineering	Ong Kah Seng	04-12-2019 02:02 AM
<input checked="" type="checkbox"/>	Production	Ong Kah Seng	04-12-2019 02:02 AM
<input type="checkbox"/>	Human Resource	Ong Kah Seng	04-12-2019 02:02 AM

Unlock

Close

For example, 4 departments are selected to unlock.

Confirmation

This file has been modify by others.
Are you sure you want to unlock it?

Password:

Confirm
Close

Insert password and unlock the department.

Control Master Setup Types of Control Setup Payroll Setup EA Form Setup

Control Information(*Required)

Select Control Master: Staging Password Add

Staging Password	Sending Apps	Control Code	Mapping Table	Map Field	Group Position	Action
Staging password	PAYROLL	staging_password		123	0	Save Cancel

(Note)User can set password in control setup.

Department: 2 of 4 selected Save As Preference

Filter

✓ Check all ✗ Uncheck all

- ☒ Engineering
- ☒ Human Resource
- ☐ Production
- ☐ Quality Systems

Please click proceed button.

The department is now enabled.

Department: 4 of 4 selected Save As Preference

Filter

✓ Check all ✗ Uncheck all

- ☒ Engineering
- ☒ Human Resource
- ☒ Production
- ☒ Quality Systems

Please click proceed button.

Choose department to proceed.

(Note: only selected department and job class will be displayed in staging table)

8. After the user has took over the control access of that departments, the original user will no longer be able to edit the data.

Payroll Input File: No file uploaded.
 CSV Update: No file chosen
☐ Process employee(s) listed in excel file

This employee is currently accessed by Mywave Support
☐ Prevent this page from creating additional dialogs.

Staging table is now locked from other admin to edit. Please save and release it before leave the page.

☐ Active Employee ☐ Resigned Employee Last modified: Mywave Support 2017/03/02 05:08 pm

☐ Show selected employee(s). 0 selected Employee No. from:

No	EMPNO	TAX CODE	SAL	NAME	non test	Acting Admin	Adv	Advance	Adv
1	EMP001	TM	3100	ABDUL RAHMAN	0	0	0	0	0
2	EMP002	TM	5000	BEN TAN	0	0	0	0	0
3	EMP003	TM	3500	CHANDRA GUPAL	0	0	0	0	0
4	EMP004	TM	4800	DENNIS CHAN	0	0	0	0	0
5	EMP005	TM	3000	EKA SINGH	0	0	0	0	0

A warning message will be showing that another user has took over the control access right to edit the data.

9. Before user leaving the staging table, user will have to click **Save & Release** to release the staging table to other admins to edit the table. If the user does not release the staging table, other user will have to unlock the department in order to amend the data by taking over the access control (shown as above).

Staging table is now locked from other admin to edit. Please save and release it before leave the page.

☐ Active Employee ☐ Resigned Employee Last modified: Ong Kah Seng 2019/12/04 02:58 am

☐ Show selected employee(s).

No	EMPNO	EMPNAME	SAL	CLAIM_AMT	MEAL_ALLW	PHONE_ALLW	TRANSPORT_ALLW	UNIT_ABS
1	EMP001	ABDUL RAHMAN	3100	-	800	100	500	3
2	EMP002	BEN TAN	5000	-	500	200	800	2
3	EMP003	CHANDRA GUPAL	3500	-	0	100	500	2
4	EMP004	DENNIS CHAN	4800	-	500	200	800	3
5	EMP005	EKA SINGH	3000	-	500	200	800	3

10. A table will pop-up if system detects that the selected employees have missing of information like **Date of Birth (D.O.B)** in their employee profile as **D.O.B** has become a mandatory field to ensure statutory calculation accuracy.

Would you like to proceed?

List of employees with missing information: Date of Birth.
Proceeding would result in abnormalities in the statutory calculations.

No.	Employee No	Display Name
1	EMP001	ABDUL RAHMAN

Proceed

Cancel

6.2 Payroll Log

Payroll > Process > Payroll Processing > Log Report (2nd Tab) > Select Load Date > Select Log ID > Select Employee > Select Process (Formula/PCB) > Retrieve [Figure 6-7]

Explanation:

Payroll Load [Log Report](#)

Load Date * : 2019-12-04 1

Log Id * : 1(2020-01) 2

Employee : - 3

Process : Process PCB 4

Retrieve Print

PROCESS EMP005 - EKA SINGH		
PROCESS PCB		
PCB(A)/PCB Bersih	$(((P-M)R + B - (Z + X)) / n + 1) - \text{Zakat Bulan Semasa}$	=
P	Jumlah pendapatan bercukai untuk setahun tidak termasuk saraan tambahan semasa	=
P	$[?(Y-K) + (Y1-K1) + [(Y2-K2)n] + (Yt-Kt)] - (D+S+Du+Su+QC+?LP+LP1)$ iaitu $(Yt - Kt)$	= 0
?(Y-K)	Jumlah saraan bersih terkumpul termasuk saraan tambahan yang telah dibayar kepada pekerja sehingga sebelum bulan semasa termasuk saraan bersih yang dibayar oleh majikan lama (sekiranya ada);	= 0
Y	Jumlah saraan kasar bulanan dan saraan tambahan yang telah dibayar termasuk saraan kasar bulanan yang telah dibayar oleh majikan lama (sekiranya ada);	= 0
K	Jumlah caruman KWSP atau Kumpulan Wang Lain Yang Diluluskan yang telah dibuat ke atas semua saraan (saraan bulanan, saraan tambahan dan saraan daripada majikan terdahulu dalam tahun semasa) yang telah dibayar (termasuk premium yang dituntut di bawah penggalan terdahulu dalam tahun semasa, jika ada) tidak melebihi RM4,000.00 setahun;	= 0
Y1	Saraan biasa bulan semasa;	= 4525.48
K1	Caruman KWSP atau Kumpulan Wang Lain Yang Diluluskan yang telah dibayar tertakluk kepada jumlah yang layak bagi saraan bulan semasa tidak melebihi RM4,000.00 setahun;	= 500

Figure 6-7

1. Load Date – date of payroll processing
2. Lod ID – number for iterative process
3. Employee – employee ID and name
4. Process – *optional*

[Process Formula] means to show computation of salary portion only

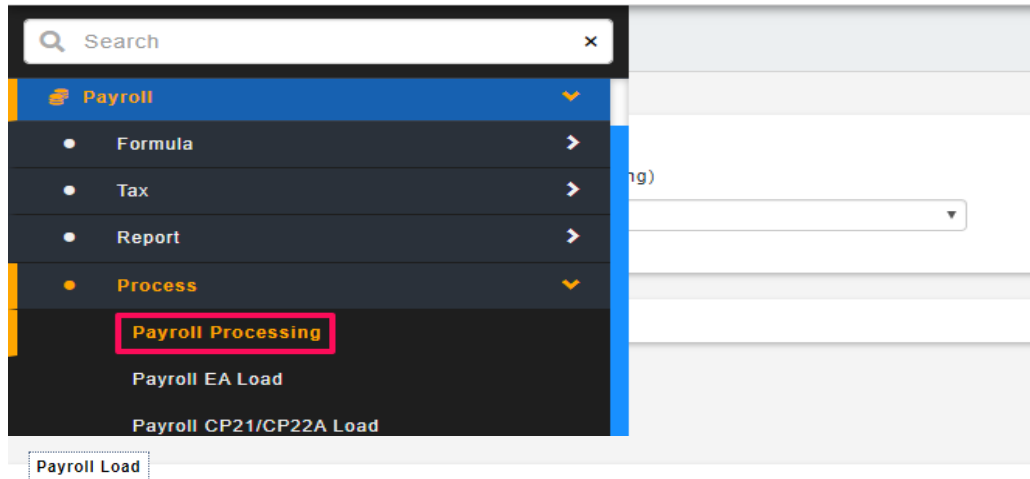
[Process PCB] means to show the computation of PCB only

[-] means show all, include Formula and PCB

6.3 Employee Payment Status

Step to use:

1. Payroll Module > Process > Payroll Processing
2. Select Pay Period
3. Click "Update employee payment status"



Company: Demo Gold Instance (for testing)

Period: 2020-01-01 to 2020-01-31

Department: Select options

☒ Update Employee Payment Status ☒ Update On-Hold Salary

[Save As Preference](#)

4. A table showing employee payment status will be displayed.
5. A toggle button allows user to update status of payment.
6. If status shows "paid", the employee will be excluded from staging table.
7. If status shows "pending", the employee will still be included on the staging table.

Employee Payment Status

Click on toggle button to update employee(s) payment status. Employee(s) with Paid status will not be show in period 2020-01 for processing.

No.	Employee No	Employee Name	Process date	Payment status
1	EMP001	ABDUL RAHMAN	04-12-2019 03:14 AM	<input checked="" type="checkbox"/> Paid
2	EMP002	BEN TAN	04-12-2019 03:14 AM	<input checked="" type="checkbox"/> Paid
3	EMP003	CHANDRA GUPAL	04-12-2019 03:14 AM	<input type="checkbox"/> Pending
4	EMP004	DENNIS CHAN	04-12-2019 03:14 AM	<input type="checkbox"/> Pending
5	EMP005	EKA SINGH	04-12-2019 03:14 AM	<input type="checkbox"/> Pending
6	EMP006	FATIMAH MUHAMMAD	04-12-2019 03:14 AM	<input type="checkbox"/> Pending
7	EMP007	CHAFAR AHMAD	04-12-2019 03:14 AM	<input type="checkbox"/> Pending

[Close](#) [Save](#)

Payroll report has a separate section to show the total amount of "paid" employees. User able to check the amount paid out referring to the payroll report.

Step to use:

1. [Payroll > Report > Payroll Report](#)
2. Select pay period.
3. Click "Preview"
4. A separated section showing employees with "Paid" status will be displayed.

Production												
1	EMP006	FATIMAH MUHAMMAD	Production	Production	2020-01	1,500.00	0.00	10.82	1,110.82	0.00	2,621.64	173.08
2	EMP007	GHAFAH AHMAD	Production	Production	2020-01	1,200.00	0.00	8.65	1,108.65	0.00	2,317.30	138.46
2					Production	2,700.00	0.00	19.47	2,219.47	0.00	4,938.94	311.54

No.	Employee Number	Name	Division	Dept Code	Mth/Yr	Basic Wages	Overtime Hour	OT	Allowance	Bonus	Gross Pay	Deduction 2
Quality Systems												
1	EMP003	CHANDRA GUPAL	Quality Systems	Quality Systems	2020-01	3,500.00	0.00	25.24	625.24	0.00	4,150.48	269.23
1					Quality Systems	3,500.00	0.00	25.24	625.24	0.00	4,150.48	269.23
9					TOTAL	34,000.00	0.00	245.20	13,645.20	0.00	47,890.40	3,596.16

PAID

10	EMP001	ABDUL RAHMAN	Quality Systems	Quality Systems	2020-01	3,100.00	0.00	22.36	1,122.36	0.00	4,244.72	357.69	
						Quality Systems	3,100.00	0.00	22.36	1,122.36	0.00	4,244.72	357.69
1					PAID TOTAL	3,100.00	0.00	22.36	1,122.36	0.00	4,244.72	357.69	

6.4 On-hold Salary & flagged as No pay feature

On-hold salary

The latest feature allows user to be able to flag employee salary's status to **on-hold** via payroll load while conducting payroll processing.

(The previous feature will need user to do updates in Employee Profile Module)

Steps to use:

1. Select Pay Period
2. Click "Update On-Hold Salary"

Payroll Load

Company: Demo Gold Instance (for testing)

Period: 2020-01-01 to 2020-01-31

Department: Select options

Save As Preference

Update Employee Payment Status

Update On-Hold Salary

3. A table will be displayed as below.
4. User can set specific date to on hold the salary of individual employee. The selected date will be reflected automatically in Employee Profile module.

Employee On-hold salary status

No.	Employee No	Employee Name	On Hold Salary	No pay
1	EMP001	ABDUL RAHMAN		Pending
2	EMP002	BEN TAN	2019-12-01	Pending
3	EMP003	CHANDRA GUPAL		Pending

Flagged as No Pay

No Pay Flag via Payroll load. Employee being **flagged as No Pay** will be permanently excluded from payroll staging table.

Step to use:

1. Select pay period.
2. Click "Update On-Hold Salary".

Payroll Load

Company: Demo Gold Instance (for testing)

Period: 2020-01-01 to 2020-01-31

Department: [Select options](#)

[Save As Preference](#)

[Update Employee Payment Status](#)

[Update On-Hold Salary](#)

3. A table will be displayed as below.
4. In the table, user can flag status to **No Pay** to exclude employee from payroll processing.

Employee On-hold salary status

No. ⇅	Employee No ⇅	Employee Name ⇅	On Hold Salary ⇅	No pay ⇅
1	EMP001	ABDUL RAHMAN		<input type="radio"/> Pending
2	EMP002	BEN TAN	2019-12-01	<input type="radio"/> Pending
3	EMP003	CHANDRA GUPAL		<input checked="" type="radio"/> No pay
4	EMP004	DENNIS CHAN		<input type="radio"/> Pending

6.5 Based on Actual Wages to calculate EPF Contribution

Instead of following the EPF Reference Table, system is configurable to calculate amount of EPF Contribution for both employee and employer by using **total actual wages**.

(Note: User can enable this feature via Control Master (Admin).

Step to use:

1. Browse Control Master (Admin). Search and select "EPF Actual Wages Calculation" from the dropdown.

Employee On-hold salary status

No.	Employee No.	Employee Name	On Hold Salary	No pay
1	EMP001	ABDUL RAHMAN		<input type="radio"/> Pending
2	EMP002	BEN TAN	2019-12-01	<input type="radio"/> Pending
3	EMP003	CHANDRA GUPAL		<input checked="" type="radio"/> No pay
4	EMP004	DENNIS CHAN		<input type="radio"/> Pending

2. A table will be displayed as shown below. By default setting, system will turn **OFF** the feature in the column of Map Field. To activate this feature, user will have to change the figure in the map field from "0" to "1".

"0" means to disable the feature.

Control Master

Payroll Setup

EA Form Setup

Control Information (Required)

Select Control Master: EPF Actual Wages Calculation

Add

EPF Actual Wages Calculation	Control Code	Map Field	Group Position	Action
EPF_wages	Original_wages_EPF	1	-1	Edit Delete

Result:

1. The following screenshot shows differences of the EPF amount (Employer & Employee) when "EPF Actual Wages Calculation" is **activated** and **deactivated**.

EPF Actual Wages Calculation: Activated, set as "1"

EPF			
Employee	Employer	Gratuity	Total Contribution
206.00	257.00	0.00	
122.00	198.00	0.00	
115.00	136.00	0.00	
130.00	0.00	0.00	
133.00	0.00	0.00	
108.00	128.00	0.00	
352.00	370.00	0.00	
133.00	145.00	0.00	

EPF Actual Wages Calculation: Disabled, set as "0"

EPF			
Employee	Employer	Gratuity	Total Contribution
206.00	257.00	0.00	463.00
122.00	198.00	0.00	320.00
115.00	136.00	0.00	251.00
130.00	0.00	0.00	130.00
133.00	0.00	0.00	133.00
108.00	128.00	0.00	236.00
352.00	370.00	0.00	722.00
135.00	147.00	0.00	282.00

6.6 Employment Insurance Scheme (EIS)

Effective from year 2018, Employment Insurance Scheme (EIS) has become one of the mandatory contributions for both employee and employer at the rate of 0.2% of total wages.

If employee choose to be excluded from contribution, user may set "o" to EIS in the **"Assign Allowance and Deduction"**.

Step to use:

1. Assign EIS to formula

1. Identify which formula code subjected to EIS. To assign to formula, select the formula in the dropdown of **"Select Formula"**, click "Edit" to make changes. Tick "EIS" in "Subject to" then save the changes made.

The screenshot shows the 'Allowance Set-up' form with a red box highlighting the 'Select Formula' dropdown menu. Below it, the 'Formula Name' and 'Formula Detail' fields are visible. The 'Subject to' section has a red box highlighting the 'EIS' checkbox, which is currently unchecked. Other checkboxes include BONUS, EPF, EPF_ADD, HRDF, OT, PRS, Socso, Tax, and Tax_add.

2. Repeat the same process in the Payroll Processing (you may refer to section 6.1).
3. Once payroll is processed, EIS contribution will reflected in payroll report.
4. User can check the EIS calculation in the report of "Payroll Calculation" or "Statutory".

Sample of report as below:

The screenshot shows the 'Payroll Report' menu on the left, with 'Payroll Report' highlighted. The main area displays the 'Payroll Calculation' report for the period 2020-01-01 to 2020-01-31. The report title is 'Payroll Calculation - Monthly payroll calculation'. There are buttons for 'End', 'Pending Confirmation', and 'Confirm processing'. Below the report title, there are three 'Select options' dropdown menus.

I. Payroll Calculation Report

U Employee Payroll Summary - 2020-01 (End)																					
Employee Name Number	Division	Dept Code	Mth/Yr	Basic Wages	Overtime Hour	OT	Allowance	Bonus	Gross Pay	Deduction	Zakat	Employee			Tax Amount	Sen Adj.	Net Pay	Employer			
												EPF	SOCSSO	EIS				EPF	SOCSSO	EIS	
Engineering																					
EMP004	DENNIS CHAN	Engineering	Engineering	2020-01	4,800.00	0.00	34.62	1,884.62	0.00	6,719.24	553.85	0.00	682.00	19.75	7.90	273.10	0.00	5,182.64	744.00	69.05	7.90
EMP005	EKA SINGH	Engineering	Engineering	2020-01	3,000.00	0.00	21.63	1,871.63	0.00	4,893.26	346.15	0.00	500.00	19.75	7.90	51.90	0.00	3,967.56	591.00	69.05	7.90
EMP008	ELIZABETH TEOH	Engineering	Engineering	2020-01	5,000.00	0.00	36.06	1,886.06	0.00	6,922.12	576.92	0.00	704.00	19.75	7.90	298.05	0.00	5,315.50	768.00	69.05	7.90
EMP009	JOYCE WONG	Engineering	Engineering	2020-01	4,000.00	0.00	28.85	1,878.85	0.00	5,907.70	481.54	0.00	605.00	19.75	7.90	173.20	0.00	4,640.31	660.00	69.05	7.90
				Engineering	16,800.00	0.00	121.16	7,521.16	0.00	24,442.32	1,938.46	0.00	2,491.00	79.00	31.60	796.25	0.00	19,106.01	2,763.00	276.20	31.60

II. Statutory Report

Statutory Dept Path - 2020-01 (End)												
Division	Dept Code	Mth/Yr	EPF				SOCSSO			EIS		
			Employee	Employer	Gratuity	Additional EPF	Employee	Employer	Total Contribution	Employee	Employer	Total Contribution
Engineering	Engineering	2020-01	726.00	792.00	0.00	0.00	0.00	19.75	69.05	0.00	7.90	7.90
Engineering	Engineering	2020-01	682.00	744.00	0.00	0.00	0.00	19.75	69.05	0.00	7.90	7.90
H	Engineering	Engineering	2020-01	500.00	591.00	0.00	0.00	0.00	19.75	69.05	0.00	7.90
H	Engineering	Engineering	2020-01	704.00	768.00	0.00	0.00	0.00	19.75	69.05	0.00	7.90
Engineering	Engineering	2020-01	605.00	660.00	0.00	0.00	0.00	19.75	69.05	0.00	7.90	7.90
Engineering			3,217.00	3,555.00	0.00	0.00	0.00	98.75	345.25	0.00	39.50	39.50

5. **EIS Contribution Exemption (for non-mandatory group (aged below 18 and above 60))**

- I. To be exempted/excluded from EIS contribution, user need to make the settings via "Assign Alw/Ded" page. All employees aged below 18 or above 60 will be exempted by default. However, if employees from this age range would like to contribute EIS, user may assign help the individual employee to contribute EIS. To do this,

Select **EIS** under "Statutory (Employee Contributions)" dropdown.

Assign employee to "Follow EIS Contribution Table" in the feature of "Assign Allw/Ded".

Example

1. Select **EIS** from the "Statutory (Employee contribution)". Set amount to "0" and insert the **valid date**. This action will exclude employees from EIS Contributions based on the configured pay period.

HRMS Application / Payroll / Assign Alw/Ded

Type * : ☐ Allowance - ☐ Salary Deduction - ☐ Expenses - ☐ Statutory (employer contribution) - ☒ Statutory (employee contribution) EIS ☐ Employer Contribution - ☐ Benefit in Kind -

Valid Date : Year * 2019 Month * 12 - Year - Month -

Amount or % * : 0 Or -

Assign Cancel

2. Lastly, select which **employee** to be excluded/ exempted from the table and then "Save".

Type * : ☐ Allowance - ☐ Salary Deduction - ☐ Expenses - ☐ Statutory (employer contribution) - ☒ Statutory (employee contribution) EIS ☐ Employer Contribution - ☐ Benefit in Kind -

Valid Date : Year * 2019 Month * 12 - Year - Month -

Amount or % * : 0 Or Follow EIS Contribution Table

Report

Retrieve > Verify report and view > Approve report and payslip.

7.1 Payroll Report

7.1.1 View Payroll Report

Payroll Module > Report > Payroll Report > Select Pay Period > Tick Types of Pay Period > Preview (refer to screen) / Export (export to Excel format) [Figure 7-1]

* Tick all the boxes in types of Pay Period to combine all details one report.

Payroll Report

Pay Period

2020-01

☒ End
 ☐ Pending Confirmation

☒ Bonus
 ☐ No Payslip

Date As At

2020-01-31

Report Type

Payroll Calculation - Monthly payroll calculation

Preview

Export

Delete Payslip Screen

Confirm processing

Figure 7-1

Sample Report:

Employee Payroll Summary - 2020-01 (End)																					
Employee Name Number	Division	Dept Code	Mth/Yr	Basic Wages	Overtime Hour	OT	Allowance	Bonus	Gross Pay	Deduction	Zakat	Employee			Tax Amount	Sen Adj.	Net Pay	Employer			
												EPF	SOCSSO	EIS				EPF	SOCSSO	EIS	
Engineering																					
EMP004	DENNIS CHAN	Engineering	Engineering	2020-01	4,800.00	0.00	34.62	1,884.62	0.00	6,719.24	553.85	0.00	682.00	19.75	7.90	273.10	0.00	5,182.64	744.00	69.05	7.90
EMP005	EKA SINGH	Engineering	Engineering	2020-01	3,000.00	0.00	21.63	1,871.63	0.00	4,893.26	346.15	0.00	500.00	19.75	7.90	511.90	0.00	3,967.56	591.00	69.05	7.90
EMP008	ELIZABETH TEOH	Engineering	Engineering	2020-01	5,000.00	0.00	36.06	1,886.06	0.00	6,922.12	576.92	0.00	704.00	19.75	7.90	298.05	0.00	5,315.50	768.00	69.05	7.90
EMP009	JOYCE WONG	Engineering	Engineering	2020-01	4,000.00	0.00	28.85	1,878.85	0.00	5,907.70	461.54	0.00	605.00	19.75	7.90	173.20	0.00	4,640.31	660.00	69.05	7.90
Engineering					16,800.00	0.00	121.16	7,521.16	0.00	24,442.32	1,938.46	0.00	2,491.00	79.00	31.60	796.25	0.00	19,106.01	2,763.00	276.20	31.60
Human Resource																					
EMP010	KHOO SIEW LING	Human Resource	Human Resource	2020-01	6,000.00	0.00	43.27	1,393.27	0.00	7,436.54	692.31	0.00	748.00	19.75	7.90	352.90	0.00	5,615.68	816.00	69.05	7.90
Human Resource					6,000.00	0.00	43.27	1,393.27	0.00	7,436.54	692.31	0.00	748.00	19.75	7.90	352.90	0.00	5,615.68	816.00	69.05	7.90

7.1.2 Confirm Processing or Re-Open for Processing

*Payroll Module > Report > Payroll Report > Select the Pay Period > Check status of report > Select **Confirm Processing / Re-open for Processing** > Click OK for confirmation [Figure 7-2]*

HRMS Application / Payroll / Report / Payroll Report

Pay Period: 2020-01

Buttons: Preview, Export, Delete Payslip Screen

<input checked="" type="checkbox"/> Mid	Confirmed	<input checked="" type="checkbox"/> Re-open for processing
<input checked="" type="checkbox"/> End	Pending Confirmation	<input checked="" type="checkbox"/> Confirm processing
<input checked="" type="checkbox"/> Bonus	No Payslip	

Date As At: 2020-01-31

Report Type: Payroll Calculation - Monthly payroll calculation

Figure 7-2

Confirm Processing: Pay Period will be closed and not be able to process.

Re-Open for Processing – Pay Period will be **re-open** and ready to reprocess.

7.1.3 Delete Payslip

Payroll Module > Report > Payroll Report > Delete Payslip Screen [Figure 7-3] > choose Pay Period and Period Type > choose Delete Mode > Proceed [Figure 7-4]

HRMS Application / Payroll / Report / Payroll Report

Pay Period: 2020-01

Buttons: Preview, Export, Delete Payslip Screen

<input checked="" type="checkbox"/> Mid	Confirmed	<input checked="" type="checkbox"/> Re-open for processing
<input checked="" type="checkbox"/> End	Pending Confirmation	<input checked="" type="checkbox"/> Confirm processing
<input checked="" type="checkbox"/> Bonus	No Payslip	

Date As At: 2020-01-31

Report Type: Payroll Calculation - Monthly payroll calculation

Figure 7-3

By Pay Period – Delete all payslip based on pay period

By Department – Delete payslip based on selected department

By Employee – Delete payslip based on selected employee

Delete Payslip

Figure 7-4

Pay Period: 2020-01

<input type="checkbox"/> Mid	<input checked="" type="checkbox"/> End	<input type="checkbox"/> Bonus
------------------------------	---	--------------------------------

Delete Mode : ☒ By Period ☐ By Department ☐ By Employee

Please select the Types of Pay Period correctly before proceed.

The selected pay period is 2020-01 (END).

TOTAL10 of employee selected.

Proceed	Reset	Close
----------------	--------------	--------------

7.1.3.1 View Payslip Status

E-Pay Module > E Pay Slip Administration > Pay Slip (Admin) > choose Pay Period > Retrieve [Figure 7-5]

E Payslip | E Payslip Summary | Employee Salary Analysis

Supervisor: All supervisor | Pay Period: 2020-01 | Retrieve | Retrieve 3 Ply | Generate Checklist | Print

Employee No From: | - |

Department: All department

Sort by: ☒ Employee No. ☐ Department

Demo Gold Instance (for testing)

Employee Name: ABDUL RAHMAN | Employee No.: EMP001
 Pay Period: 2020-01-Mid | Department: Quality Systems

IC No.	INCOME	Hrs/Days	MYR	Deduction	Hrs/Days	MYR	Employer	MYR
smid_REGULAR			0.00				Year To Date	MYR
							Basic	3100.00
							Claim	22.36
							Meal Allowance	500.00
							OT1.5	22.36
							Phone Allowance	100.00
							Transport Allowance	500.00
							EPF	427.00
							Absent	357.69
							EIS	7.70
							PCB	351.00
							SOCSSO	19.25
							EPFR	505.00
							EIS Employer	7.70
							SOCSSOER	67.35
Total Income			0.00	Total Deduction		0.00		
Bank A/c: 36677440377 (CIMB)				Net Income		0.00	Adjustment	0.00

This is a computer generated form. No signature is required. Powered by MYwave

Figure 7-5

7.1.3.2 Approve Payslip

E-Pay Module > E Pay Slip Administration > Pay Slip (Admin) > E Payslip Summary > choose Pay Period and check the status > Approve [Figure 7-6]

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

Save Payment Date | Add Payment Date for Employee | Approve | Reject | Export

Pay Period: 2020-01 | Payment Approved | Pending Payslip Approval | Payment Date:

Company Name : Demo Gold Instance (for testing)

Pay Period : 2020-01

Currency : MYR

Employee Information		Basic	Claim	Meal Allowance	OT 1.5	OT1_5	OT 2.0	OT2_0	OT 3.0	OT3_0	OT Fixed 12.5	Overtime1_0	Phone Allowance	Transport Allowance	Ve Allc
1	EMP001 ABDUL RAHMAN	3100.00	22.36	500.00		22.36							100.00	500.00	
2	EMP002 BEN TAN	5000.00	36.06	500.00		36.06							200.00	800.00	
3	EMP003 CHANDRA GUPAL	3500.00	25.24			25.24							100.00	500.00	
4	EMP004 DENNIS CHAN	4800.00	34.62	500.00		34.62							200.00	800.00	
5	EMP005 EKA SINGH	3000.00	21.63	500.00		21.63							200.00	800.00	

Figure 7-6

7.1.3.3 3-Ply Printing Format

For companies using 3-Ply payslip, system administrator is able to make adjustment on the layout format of the 3-ply payslip for printing purposes. Go to **Control Profile (Admin)** and select "3-Ply Printing Format" from the drop-down in **Type of Control Setup**.

Control Master SetupTypes of Control SetupPayroll SetupEA Form Setup

Control Information *Required

Select Control Master3-Ply Printing FormatAdd

3-Ply Printing Format	Sending Apps	Control Code	Mapping Table	Map Field	Group Position	Action
Max payslip line per payslip	HRMS	max_pslip_line_count_3ply	For 3 ply printing	Group position[Any desired number].Default [65]	65	Edit Delete
Max payslip per page	HRMS	max_pslip_count_3ply	For 3 ply printing	Group position[Any desired number].Default [1]	1	Edit Delete
Number of line to insert between payslip	HRMS	between_pslip_line_count_3ply	For 3 ply printing	Group position[Any desired number].Default [54]	54	Edit Delete
Number of line to move to hidden area per payslip	HRMS	hide_pslip_line_count_3ply	For 3 ply printing	Group position[Any desired number].Default [3]	3	Edit Delete
Number of line to skip at the top of the payslip	HRMS	top_pslip_line_count_3ply	For 3 ply printing	Group position[Any desired number].Default [0]	0	Edit Delete

No.	3-Ply Print Format	Explanation
1	Printing of company name	To display company name in 3-Ply pay slip Group position: 0 – Disable, 1 - Enable (Default: 0)
2	Max pay slip per page	To display multiple pay slips in one page Group position: Any desired number (Default: 1)
3	Number of lines to move to the hidden area per pay slip	To Insert lines between body and header of payslip Group position: Any desired number (Default: 3)
4	Number of lines to insert between pay slip	To insert lines between pay slip Group position: Any desired number (Default: 54)
5	Max line per pay slip	To set the maximum line for each pay slip. Group position: Any desired number (Default: 65)
6	The height of each pay slip in pixel	To edit the height for each pay slip in pixel. 1 cm = 37.79 px. Group position : Any desired number (Default: 665)
7	Number of lines to skip to the top of the pay slip	To set number of lines difference in between the very top of the pay slip and the header. Group position : Any desired number (Default : 0)

7.2 Payroll Submission Report (Manual Form)

Payroll > Report > Payroll Report > Submission Report > Select Pay Period > Select Report Type > Retrieve

[Figure 7-8]

The screenshot shows the 'Submission Report' form. The 'Pay Period' is set to '2020-01'. The 'Report Type' dropdown menu is open, showing a list of options: ASB, BORANG BAYARAN SKIM BERKAT, Borang BBCD, Borang CP21, Borang CP22A, Borang CP22, Borang CP8D, and Borang E. A red box highlights the dropdown menu. A green 'Retrieve' button is visible in the top right corner. Below the form, there is an 'Information' section with a red message: 'Please select Report Type.'

Figure 7-8

The screenshot shows the 'Submission Report' form with the 'Report Type' set to 'EPF Borang A'. The 'Information' section is expanded, showing a list of fields: Payment Mode, Contribution month, Print Date, Signature Date, Contact Name, IC No., Position, Phone No., and E-mail Address. A red box highlights the 'Payment Mode' dropdown menu, which is set to 'Wang Tunai'. A red box also highlights the 'Cheque number' field, which is empty. The 'Retrieve' button is visible in the top right corner.

Figure 7-9

[Figure 7-9]

1. Information to be printed in the form
2. Cheque number

Available Report Type

Report Module	Report Type	Description
EPF	EPF Borang A	Monthly Contribution
	Borang BBCD	Monthly Contribution (CD/Diskette)
SOCSO	Perkeso Borang 8A	Monthly Contribution
	Perkeso Lampiran A	Monthly Contribution (CD/Diskette)
	Borang Pendaftaran Pekerja	Registration for additional employee
	Borang Pemberhentian Pekerjaan	Employment Termination Form
Income Tax	CP39	Monthly tax deduction from salary
	CP39-A	Tax deduction from arrears for Last Year salary/allowance
	Borang CP21	Notification by employer on employee's departure from Malaysia
	Borang CP22A	Notification of Cessation of An Employment (Private)
	Borang E	Employer's/Company's particular
	CP8D	Summary report/details for workers earning
Tabung Haji	Tabung Haji	Monthly contribution
	Tabung Haji (Excel)	Monthly contribution (Excel Format)
ASB	ASB	Monthly contribution (CD/Diskette)
Zakat	ZAKAT	Monthly contribution
	Borang Bayaran Skim Berkat	Monthly contribution
PTPTN	PTPTN	Monthly payment

7.3 Payroll Report Setup

7.3.1 Transaction Type Setup

Set types of transaction (to display the types of formula/transaction on the balance sheet of report)

Payroll > Report > Payroll Report Setup > Assign Transaction Type (Allowance/Deduction/Overtime) > Save [Figure 7-10]

Formula Code	Value	Description	Transaction
Absent	AMOUNT	Absent	<input checked="" type="radio"/> Allowance <input type="radio"/> Overtime <input type="radio"/> Deduction
Claim	AMOUNT	Claim	<input type="radio"/> Allowance <input type="radio"/> Overtime <input type="radio"/> Deduction
EIS	AMOUNT	EIS	<input type="radio"/> Allowance <input type="radio"/> Overtime <input type="radio"/> Deduction
EISER	AMOUNT	EIS Employer	<input type="radio"/> Allowance <input type="radio"/> Overtime <input type="radio"/> Deduction

Figure 7-10

7.3.2 New Type of Report Setup

Add a new sheet in report

Payroll > Report > Payroll Report Setup > Type Setup > Insert Transaction Type > (if necessary) Mark ✓ to Sum up to Gross Pay > Add > Return to 1st tab of the Transaction Type Setup > Assign the Transaction to the New Transaction Type [Figure 7-11]

Transaction	Add to gross pay	Sequence	Action
Allowance	-	-	DEFAULT
Overtime	-	-	DEFAULT
Deduction	-	-	DEFAULT

Figure 7-11

Explanation:

Transaction Type Name : Naming of the New Sheet in the Report

Sum to Gross Pay : Once Mark ✓, the amount will be added to Gross Pay, transaction will be shown before Gross Pay

No ✓ – amount is not added to Gross Pay, transaction will be shown after Gross Pay

Sequence : Sequence of transactions in Payroll Report (Payroll Calculation sheet)

Not select any sequence – system will arrange randomly

If Select sequence – system will follow the sequence set to display additional transactions in Payroll Calculation sheet.

Example:

Transaction Type (Naming of Balance Sheet) : Claims Reimbursement

Sum to Gross Pay

Sequence

[Figure 7-12 & Figure 7-13]

: Tick ✓ for amount added to Gross Pay

: Not assign (let system arrange randomly)

Assign Transaction Transaction Set-up

Transaction:

Add to gross pay: ☒

Sequence:

Figure 7-12

No.	Employee Name Number	Mth/Yr	Basic Wages	Overtime Hour	Overtime Allowance	Bonus	Claim	Gross Pay	Deduction	Zakat	Employee		Tax Amount	Sen Adj.	Net Pay	Employer		
											EPF	SOC SO				EPF	SOC SO	
ACCOUNTS - ACCOUNTS																		
AC - Admin - AC - Admin																		
1	A122	2016-03	3,033.00	23.25	682.88	461.00	0.00	0.00	4,176.88	0.00	0.00	271.00	14.75	57.10	0.00	3,834.03	507.00	51.65
2	A211J	2016-03	4,039.00	30.00	487.50	529.50	0.00	0.00	5,056.00	0.00	0.00	356.00	14.75	136.75	0.00	4,548.50	666.00	51.65
3	A221J	2016-03	1,643.42	20.00	459.08	295.69	0.00	0.00	2,398.19	0.00	0.00	149.00	11.75	0.00	0.00	2,237.44	279.00	41.15
4	A224J	2016-03	2,472.00	1.25	29.13	321.00	0.00	0.00	2,822.13	0.00	0.00	200.00	12.75	0.00	0.00	2,609.38	375.00	44.65
5	A236J	2016-03	1,100.00	12.00	130.02	252.00	0.00	0.00	1,482.02	0.00	0.00	100.00	6.75	0.00	0.00	1,375.27	162.00	23.65
6	A237J	2016-03	10,000.00	40.00	650.00	1,027.50	0.00	0.00	11,677.50	0.00	0.00	816.00	14.75	1,303.40	0.00	9,543.35	1,224.00	51.65
7	A238J	2016-03	2,258.06	12.00	150.00	741.30	0.00	0.00	3,149.36	0.00	0.00	207.00	13.75	0.00	0.00	2,928.61	336.00	48.15
8	C007	2016-03	4,698.00	40.00	650.00	1,028.50	0.00	0.00	6,376.50	0.00	0.00	432.00	14.75	199.25	0.00	5,730.50	810.00	51.65
8	AC - Admin		29,243.48	178.50	3,238.61	4,656.49	0.00	0.00	37,138.58	0.00	0.00	2,531.00	104.00	1,696.50	0.00	32,807.08	4,359.00	364.20

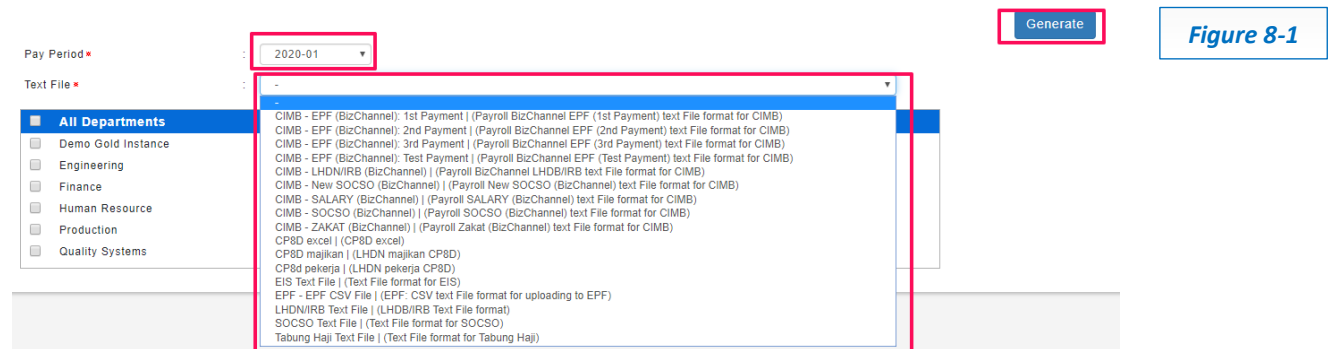
Bank List	Payroll Calculation	Allowance	Deduction	Overtime	Claim	Reconcile Wages Summary	Statutory	HRDF	
-----------	---------------------	-----------	-----------	----------	-------	-------------------------	-----------	------	--

Figure 7-13

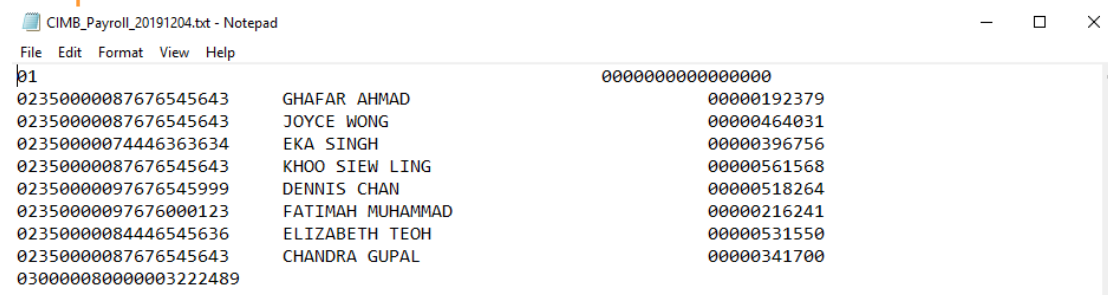
Banking payment file (apply to payroll report that already been confirmed / approved, able to generate text file for payment purposes).

8.1 Generate Text File for Payroll and Statutory Payment

Payroll > Report > Text File Generator > Choose Pay Period > Choose types of Text File > Generate
[Figure 8-1]



Sample Text File:



Generated Text file filters out Employee with "Paid" Status.

Step to use:

1. Payroll Module > Report > Text File Generator
2. Select Pay Period.
3. Select one type of Text File.
4. Employee with "Paid" status will be listed in a separated column, will not shown in the generated text file.
5. Click '**Generate**' button
6. If you wish to retrieve list of employees at "Paid" status in the text file, [tick ☒] the employee in the "Paid employee" column and click "Generate".

Pay Period *	:	2020-01 ▼
Text File *	:	CIMB - SALARY (BizChannel) (Payroll SALARY (BizChannel) text File format for CIMB) ▼
Payment Date (DDMMYYYY)	:	

<input checked="" type="checkbox"/> All Departments	
<input type="checkbox"/>	Demo Gold Instance
<input type="checkbox"/>	Engineering
<input type="checkbox"/>	Finance
<input type="checkbox"/>	Human Resource
<input type="checkbox"/>	Production
<input type="checkbox"/>	Quality Systems

<input checked="" type="checkbox"/> All Employees	<input type="checkbox"/> Paid employee
<input checked="" type="checkbox"/> EMP003 CHANDRA GUPAL	<input type="checkbox"/> EMP001 ABDUL RAHMAN
<input checked="" type="checkbox"/> EMP004 DENNIS CHAN	
<input checked="" type="checkbox"/> EMP005 EKA SINGH	
<input checked="" type="checkbox"/> EMP006 FATIMAH MUHAMMAD	
<input checked="" type="checkbox"/> EMP007 GHAFAR AHMAD	
<input checked="" type="checkbox"/> EMP008 ELIZABETH TEOH	

Payroll EA Load

Preparation of Year-end EA for submission purpose.

9.1 EA Setup

Payroll Module > Process > Payroll EA Load > EA Setup > Edit > Tick ✓ to Assign > Save [Figure 9-1]

EA Load Log Report **EA Setup**

Record(s)

EA Year 2016

** Any negative value in Section B will change to 0.

EA Code	EA Description	Formula Code	Action
B			
b001	Gaji Kasar	<div><div>[DEL] Absent</div><div>[DEL] Overtime1_5</div><div>[DEL] Overtime2_0</div><div>[DEL] REGULAR</div><div>[DEL] Unpaid_leave</div></div>	<div><div><input checked="" type="checkbox"/> 1010--Absent</div><div><input checked="" type="checkbox"/> 1007--REGULAR</div><div><input type="checkbox"/> 1006--Meal_Allowance</div><div><input checked="" type="checkbox"/> 1015--Overtime1_5</div><div><input type="checkbox"/> 1022--OT1_5</div><div><input checked="" type="checkbox"/> 1011--Overtime2_0</div></div> <div>Save Cancel</div>

Figure 9-1

Example:

EA Year 2016

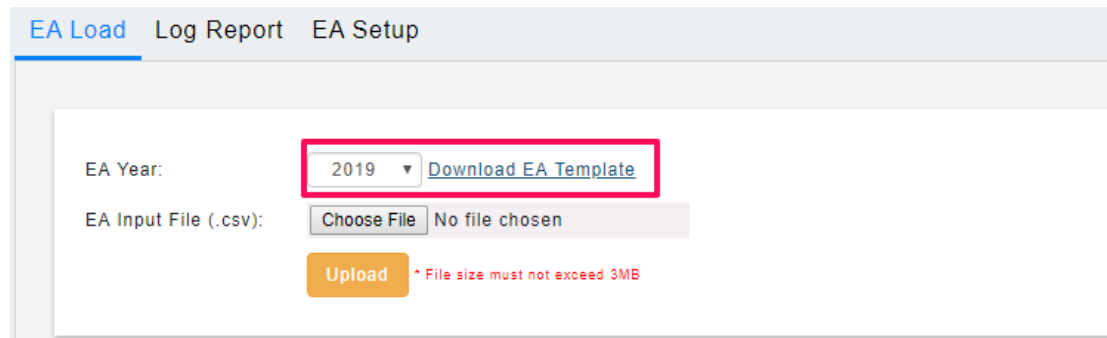
** Any negative value in Section B will change to 0.

EA Code	EA Description	Formula Code	Action
B			
b001	Gaji Kasar	Absent Overtime1_5 Overtime2_0 REGULAR Unpaid_leave	Edit
b101	Bonus		Edit
b101_yr1	Ganjaran Tempoh Mula		Edit
b101_yr2	Ganjaran Tempoh Tamat		Edit
b102i	Elaun	Meal_Allowance Phone_Allowance Transport_Allowance Vehicle_Allowance	Edit
b102_desc	Elaun Penyata		Edit
b102ii	Cukai Pendapatan		Edit
b103i	ESOS		Edit
b103	Ganjaran		Edit
C			
b103ii_desc	Manfaat berupa barangan Penyata		Edit
b003	Nilai Tempat Kediaman		Edit
b003_desc	Nilai Tempat Kediaman Penyata		Edit
b107_4	Bayaran Balik KWSP		Edit
b107_5	Pampasan Kehilangan Kerja		Edit
D			
c007_1	Pencen		Edit
c007_2	Anuiti		Edit
totgaji	Jumlah Gaji		Edit
E			
d_amt	Potongan PCB	PCB	Edit
d_cp38	Potongan CP38		Edit
d_zakat	Potongan Zakat		Edit
d_tp1_pelepasan	TP1 pelepasan		Edit
d_tp1_zakat	TP1 zakat selain yang dibayar melalui potongan gaji bulanan		Edit
d_children_tax_relief	Jumlah pelepasan bagi anak yang layak		Edit
F			
e_desc1	Nama kumpulan wang 1		Edit
e_amt1	Nilai Caruman 1	EPF	Edit

9.1.1 EA Load

9.1.2 Export EA Data to Excel format (for verification purposes)

Payroll > Process > EA Load > Select Year of EA > Download EA Template [Figure 9-2]



EA Load Log Report EA Setup

EA Year: 2019 Download EA Template

EA Input File (.csv): Choose File No file chosen

Upload * File size must not exceed 3MB

Figure 9-2

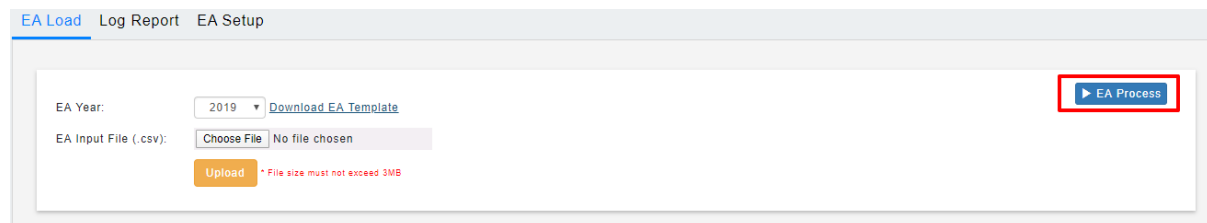
Example:

EA Template

Employee	Employee No	Siri	cs	No	Majika No.	Rujuk	Cawangan	Jawatan	g	No KWSP	No PERKE	Bilangan	A	Gaji Kasar	Bonus	b1	Ganjaran	Ganjaran	Elaun	b1c	Elaun Pen
EMP001	ABDUL RA	A0001		654321	SG4363363634					321564	770105-07-9999			26763.47					9900		
EMP002	BEN TAN	A0002		654321	SG34264634636					46363463	830303-07		1	44261.78					16650		
EMP003	CHANDRA	A0003		654321	SG5474675474(0)					4363634	700918-59-7777			31387.1					9900		
EMP004	DENNIS CI	A0004		654321	SG4363363634					90985293	840521-02-6666			40303.94					16650		
EMP005	EKA SINGI	A0005		654321	SG4363363634					6.44E+08	721101-02		3	27000					16650		
EMP008	ELIZABETH	A0006		654321	SG4363363634					453218	740420-02-2222			46298.08					16650		
EMP006	FATIMAH	A0007		654321	SG4363363634					53252352	830221-08-4444			13500					9900		
EMP007	GHAFAH A	A0008		654321	SG4363363634					76554434	740905-02		2	10915.38					9900		
EMP009	JOYCE WC	A0009		654321	SG352525233-03(0)					32552352	741102-07-1111			36653.84					16650		
EMP010	KHOO SIE	A0010		654321	SG4363363634					2235235	750429-07-5037			53538.46					12150		

9.1.3 Payroll EA Process

EA Process allow user to process employee EA Form without download and upload the excel file.



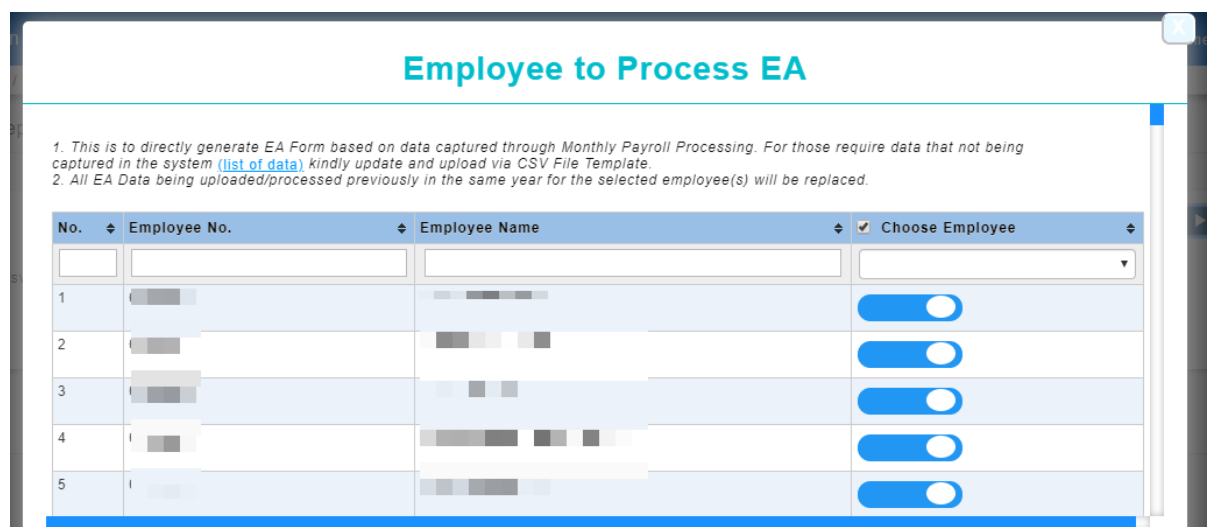
EA Load Log Report EA Setup

EA Year: 2019 Download EA Template

EA Input File (.csv): Choose File No file chosen

Upload * File size must not exceed 3MB

EA Process



Employee to Process EA

1. This is to directly generate EA Form based on data captured through Monthly Payroll Processing. For those require data that not being captured in the system (list of data) kindly update and upload via CSV File Template.
2. All EA Data being uploaded/processed previously in the same year for the selected employee(s) will be replaced.

No.	Employee No.	Employee Name	Choose Employee
1			<input checked="" type="checkbox"/>
2			<input checked="" type="checkbox"/>
3			<input checked="" type="checkbox"/>
4			<input checked="" type="checkbox"/>
5			<input checked="" type="checkbox"/>

Employee Salary Analysis (A File generated by user for checking & verification purposes)

E-Pay > E- Pay Slip Administration > Pay Slip (Admin) > Employee Salary Analysis > Choose Column By - Transaction / Sort By - Employee / Sub Total - Employee / Filter (by Pay Period – choose only year 2019, Transaction - All, Employee - All) > Preview / Export [Figure 9-3]

Report Type : ☒ Detail by Employee ☐ Summary

Column By : ☒ Pay Period ☐ Transaction

Sort by : ☒ Employee ☐ Department ☐ Job Level

Sub Total : ☐ Employee ☐ Department ☐ Job Level ☐ Gross Pay ☐ Nett Pay

Include Cost Center / Cost Center Allocation : ☐ Shows

Include Unit of Measure : ☐ Shows

Filter :

☒ All Pay Periods

- ☒ 2019-03
- ☒ 2019-02
- ☒ 2019-01
- ☐ 2018-12
- ☐ 2018-11
- ☐ 2018-10
- ☐ 2018-09

☒ All Transactions

- ☒ aREGULAR - Basic
- ☒ Claim - Claim
- ☒ aMeal_Allowance - Meal Allowance
- ☒ aOvertime1_5 - OT 1.5
- ☒ OT1_5 - OT1_5
- ☒ aOvertime2_0 - OT 2.0

☒ All department

- ☒ [No Department]
- ☒ Engineering
- ☒ Finance
- ☒ Human Resource
- ☒ Production
- ☒ Quality Systems

Preview

Export

Figure 9-3

Example:

Employee Salary Analysis File

	A	E	F	G	H	I	J	K	L
	Employee No	Pay Period	Alw1: REGULAR - REGULAR	Alw: ANLP - ANLP	Alw: Back Pay - Back_Pay	Alw: Backpay Parking - Backpay_Parking	Alw: Backpay Trspt Allw - Backpay_Trspst_Allw	Alw: Backpay VB - Backpay_VB	Alw: BONUS - BONUS
1									
2	26000014	2015-01	11576						
3	26000014	2015-02	11576						
4	26000014	2015-03	12271		1390				
5	26000014	2015-04	12271						
6	26000014	2015-05	12271						
7	26000014	2015-06	12271						
8	26000014	2015-07	12271						
9	26000014	2015-08	12271						
10	26000014	2015-09	12271						
11	26000014	2015-10	12271						
12	26000014	2015-11	12271						
13	26000014	2015-12	12271						
14	26000014	TOTAL	145862	0	1390	0	0	0	0
15	26000022	2015-01	6816						
16	26000022	2015-02	6816						
17	26000022	2015-03	7020		408				7854.76
18	26000022	2015-04	7020						
19	26000022	2015-05	7020						
20	26000022	2015-06	7020						
21	26000022	2015-07	7020						
22	26000022	2015-08	7020						
23	26000022	2015-09	7020	2700					
24	26000022	TOTAL	62772	2700	408	0	0	0	7854.76

Steps to conduct checking (user may refer below example as reference):

- 1) User can conduct checking in **EA Setup** with transactions in groups/categories (Refer to 9.1 EA Setup)
- 2) Add all the amount of transaction under the same group/category (Refer to 9.1 EA Setup) in **Employee Salary Analysis File**
- 3) Compare the total accumulated amount with the **EA Template**

Example 1:

Employee No 2000014 (by Individual)

- 1) Conduct checking in **EA Setup**, which displays transactions in groups (Refer to 9.1 EA Setup)

A	B	C	D	E	F	G	H	I	J	K	L
Employee No.	Employee Name	Job Level	Dept Name	Dept Path	Transaction	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
2	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aREGULAR - Basic	2500	3100	3100	3100	3100
3	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aMeal_Allowance - Meal Allowance	500	500	500	500	500
4	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aOvertime1_5 - OT 1.5	-	-	-	-	-
5	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aPhone_Allowance - Phone Allowance	100	100	100	100	100
6	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aTransport_Allowance - Transport Allowance	500	500	500	500	500
7	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	Claim - Claim	946	-	-	-	-
8	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	OT Fixed 12.5	-	-	-	-	-
9	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aEPF - EPF	-396	-438	-462	-462	-462
10	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aAbsent - Absent	-	-238.46	-	-	-
11	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aSOCO - SOCSCO	-17.75	-19.75	-19.75	-19.75	-19.75
12	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	EIS - EIS	-7.1	-7.9	-7.9	-7.9	-7.9
13	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aEPFER - EPFER	468	518	546	546	546
14	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aHRDF - HRDF	36	39.62	42	42	42
15	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aSOCOER - SOCSCOER	62.15	69.05	69.05	69.05	69.05
16	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	EIS Employer - EIS Employer	7.1	7.9	7.9	7.9	7.9
17	EMP002	BEN TAN	EX01	Engineering	Demo Gold Instance/Engineering	aREGULAR - Basic	5000	5000	5000	5000	5000
18	EMP002	BEN TAN	EX01	Engineering	Demo Gold Instance/Engineering	aMeal_Allowance - Meal Allowance	500	500	500	500	500
19	EMP002	BEN TAN	EX01	Engineering	Demo Gold Instance/Engineering	aPhone_Allowance - Phone Allowance	200	200	200	200	200
20	EMP002	BEN TAN	EX01	Engineering	Demo Gold Instance/Engineering	aTransport_Allowance - Transport Allowance	800	800	800	800	800

- 2) Add amount of all transactions in the same group (Refer to 9.1 EA Setup) at **Employee Salary Analysis File**

Employee Salary Analysis File (Part 1)

C	D	E	F	G	H	I	J	K	L	M	N	O	P
Job Lev	Dept Name	Dept Path	Transaction	Jan-1	Feb-1	Mar-1	Apr-1	May-1	Jun-1	Jul-1	Aug-1	Sep-1	TOTAL
NE03	Quality Systems	Demo Gold Instance/Quality Systems	REGULAR - Basic	2500	3100	3100	3100	3100	3100	3100	3100	3100	27300
NE03	Quality Systems	Demo Gold Instance/Quality Systems	Meal_Allowance - Meal Allowance	500	500	500	500	500	500	500	500	500	4500
NE03	Quality Systems	Demo Gold Instance/Quality Systems	Overtime1_5 - OT 1.5	-	-	-	-	-	-	-	59.62	-	59.62
NE03	Quality Systems	Demo Gold Instance/Quality Systems	Phone_Allowance - Phone Allowance	100	100	100	100	100	100	100	100	100	900
NE03	Quality Systems	Demo Gold Instance/Quality Systems	Transport_Allowance - Transport Allowance	500	500	500	500	500	500	500	500	500	4500
NE03	Quality Systems	Demo Gold Instance/Quality Systems	Claim - Claim	946	-	-	-	-	-	-	-	217.8	1163.8
NE03	Quality Systems	Demo Gold Instance/Quality Systems	OT Fixed 12.5	-	-	-	-	-	-	-	-	-	450
NE03	Quality Systems	Demo Gold Instance/Quality Systems	EPF - EPF	-396	-438	-462	-462	-462	-462	-462	-438	-451	-4033
NE03	Quality Systems	Demo Gold Instance/Quality Systems	Absent - Absent	-	-238.46	-	-	-	-	-	-238.46	-119.23	-596.15
NE03	Quality Systems	Demo Gold Instance/Quality Systems	SOCSCO - SOCSCO	-17.75	-19.75	-19.75	-19.75	-19.75	-19.75	-19.75	-19.75	-19.75	-175.75
NE03	Quality Systems	Demo Gold Instance/Quality Systems	EIS - EIS	-7.1	-7.9	-7.9	-7.9	-7.9	-7.9	-7.9	-7.9	-7.9	-70.3
NE03	Quality Systems	Demo Gold Instance/Quality Systems	EPFER - EPFER	468	518	546	546	546	546	546	518	533	4767

REGULAR = 27300 Overtime1_5 = 59.62 Absent = -596.15
TOTAL = 26763.47

- 3) **Compare** all amount added with the **EA Template**

EA Template

Employee	Employee No	Siri	cs	No Majika	No. Rujuk	Cawangan	Jawatan	g	No KWSP	No PERKE	Bilangan A	Gaji Kasar	Bonus	b1	Ganjaran	Ganjaran	Elaun	b1
EMP001	ABDUL RA	A0001		654321	SG4363363634				321564	770105-07-9999		26763.47						9900
EMP002	BEN TAN	A0002		654321	SG34264634636				46363463	830303-07	1	44261.78						16650
EMP003	CHANDRA	A0003		654321	SG5474675474(0)				4363634	700918-59-7777		31387.1						9900
EMP004	DENNIS CI	A0004		654321	SG4363363634				90985293	840521-02-6666		40303.94						16650

Example 2:

All Employees

- 1) Conduct checking in **EA Setup** which transaction displayed in groups (Refer to 9.1 EA Setup)

EA Year: 2016

** Any negative value in Section B will change to 0.

EA Code	EA Description	Formula Code	Action
B			
b001	Gaji Kasar	Absent Overtime1_5 Overtime2_0 REGULAR Unpaid_leave	Edit
b101	Bonus		Edit
b101_yr1	Ganjaran Tempoh Mula		Edit
b101_yr2	Ganjaran Tempoh Tamat		Edit
b102l	Elau	Meal_Allowance Phone_Allowance Transport_Allowance Vehicle_Allowance	Edit

- 2) Add amount of all transactions on the same group (Refer to 9.1 EA Setup) at **Employee Salary Analysis File**

Employee Salary Analysis File (Part 2)

REGULAR - Basic	36200	36800	36800	36800	36800	36800	36800	36800	36800	36800	330600
Overtime1_5 - OT 1.5	-	-	-	-	-	-	-	59.62	-	-	59.62
Overtime2_0 - OT 2.0	-	-	346.15	-	-	-	-	-	2110.57	-	2456.72
absent - Absent	-192.31	-469.23	-	-	-	-	-	-469.23	-503.85	-	-1634.62
Unpaid_leave - Unpaid Leave	-	-	-	-	-	-	-435.48	-274.19	-150	-	-859.67
	36007.69	36330.77	37146.15	36800	36800	36800	36364.52	36116.2	38256.72		330622.05

REGULAR = 330600.00
 Overtime1_5 = 59.62
 Overtime2_0 = 2456.72
 absent = -1634.62
 Unpaid_leave = -859.67
TOTAL = 330622.05

- 3) Compare the amount added with the **EA Template** (as below)

EA Template

A	B	C	D	E	F	G	H	I	J	K	
Employee	Employee No	Siri	cs	No Majika	No. Rujuk	Cawangan	Jawatan	No KWSP	No PERKE	Bilangan	Gaji Kasar
EMP001	ABDUL RA	A0001		654321	SG4363363634			321564	770105-07-9999		26763.47
EMP002	BEN TAN	A0002		654321	SG34264634636			46363463	830303-07	1	44261.78
EMP003	CHANDRA	A0003		654321	SG5474675474(0)			4363634	700918-59-7777		31387.1
EMP004	DENNIS CI	A0004		654321	SG4363363634			90985293	840521-02-6666		40303.94
EMP005	EKA SING	A0005		654321	SG4363363634			6.44E+08	721101-02	3	27000
EMP008	ELIZABETH	A0006		654321	SG4363363634			453218	740420-02-2222		46298.08
EMP006	FATIMAH	A0007		654321	SG4363363634			53252352	830221-08-4444		13500
EMP007	GHAFAH A	A0008		654321	SG4363363634			76554434	740905-02	2	10915.38
EMP009	JOYCE WC	A0009		654321	SG352525233-03(0)			32552352	741102-07-1111		36653.84
EMP010	KHOO SIE	A0010		654321	SG4363363634			2235235	750429-07-5037		53538.46
TOTAL											330622.05

*** NOTE: REPEAT THE SAME STEPS FOR ALL TRANSACTIONS FOR ALL EMPLOYEE**

9.2.2 Upload EA Data

Payroll Module > Process > EA Load > Choose EA Year > Choose File > Upload > Check the form in EA Form (Admin) [Figure 9-4]

The screenshot shows the 'EA Load' tab selected in a navigation bar. Below the tab, there are three main input areas, each highlighted with a red box:

- EA Year:** A dropdown menu showing '2019' and a link 'Download EA Template'.
- EA Input File (.csv):** A 'Choose File' button followed by the filename 'ea_input_201..._testing.csv'.
- Upload:** An orange 'Upload' button with a red asterisk and text '* File size must not exceed 3MB'.

Figure 9-4

9.2.2.1 View EA Form

E-Pay > EA Form Administration > EA Form (Admin) > Choose Employee No > Choose Tax Year > Retrieve [Figure 9-5]

The screenshot displays the 'CUKAI PENDAPATAN' (Income Tax) form for an employee. The form is titled 'BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN'.

Employee Information:

- Name: ABDUL RAHMAN
- Job Title: TECHNICIAN
- No. K.P. Baru: 770105-07-9999
- No. KWSP: 321554
- Employer: BAHU TAHUN BERAKHIR 31 DESEMBER 2018

Tax Information:

- No. Kaitangan/No. Gaji: EMP001
- No. Pasport: 770105-07-9999
- No. PERKESO: 770105-07-9999

Income Tax Details:

PENDAPATAN PENGGAJIAN MANFAAT DAN TEMPAT KEDIAMAN	
(Tidak Termasuk Elaun/Perkulsiti/Pemberian/Manfaat Yang Dikecualikan Cukai)	
1. (a) Gaji kasar, upah atau gaji outi (termasuk gaji lebih masa)	30,354.57
(b) Fi (termasuk fi pengarah), komisen atau bonus	0.00
(c) Tip kasar, perkulsiti, penerimaan sugu hati atau elaun-elaun lain (Perihal pembayaran ..)	13,200.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)	0.00
(f) Ganjaran bagi tempoh dari .. hingga	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis pendapatan	(a)
	(b)
3. Manfaat berupa barangan (Nyatakan: ..)	0.00
4. Nilai tempat kediaman (Alamat: ..)	0.00
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00

Figure 9-5

9.2.2.2 Approve EA Form

E-Pay > EA Form Administration > EA Form (Admin) > EA Summary > Choose Tax Year and check the status > Approve [Figure 9-6]

Employee [EA Form Summary](#) [EA Form Setup](#)

Tax Year: 2019 EA Form Status: Approved Release Individual EA Revert Status Export

Employee Information				Pendapatan Penggajian, Manfaat Dan Tempat Kediaman														
No Employee No	Employee Name	Gaji	Fee	Tip	Cukai Pendapatan	Kereta	Elektrik, Separuh Lengkap						air Lengkap					
		RM	Dari	Hingga	RM	Perihal Pembayaran	RM	RM	Tarikh	Jenis	Tahun	Model	Nilai kereta	Nilai Pemandu	RM	RM	RM	Perabot P
1	A001 ABDUL RAHMAN	78031.00	01-Jan-19	31-Dec-19	18828.00		3800.04	0.00					0.00	0.00	0.00	0.00	0.00	0.00
2	MY0071 LI NAR	17402.90	01-Jan-19	31-Dec-19	1572.00		3110.00	0.00					0.00	0.00	0.00	0.00	0.00	0.00
3	z9000 TEST MD	78031.00	01-Jan-19	31-Dec-19	18828.00		3800.04	0.00					0.00	0.00	0.00	0.00	0.00	0.00
Total:		173464.90			39228.00		10710.08	0.00					0.00	0.00	0.00	0.00	0.00	0.00

Figure 9-6

9.3 EA Form Setup – Insert EA's Officer Information

Company Benefit Setup > Control Master (Admin) > EA Form Setup > Insert officer's details > Save > Once saved, details of officer will be displayed as below [Figure 9-7]

Officer Info.
(Required)

Save Reset

Officer Name * :

Officer Designation * :

IC/Passport Number * :

Year * :

Officer Name	Officer Designation	IC/Passport Number	Year	Action
DEMO HR	HR MANAGER		2014	Edit Delete

Figure 9-7

TP1 Form (Admin)

Rebates and reliefs such as technology purchases, medical expenses, insurance and book purchases to adjust MTD amount.

10.1 Create New TP1 Form

TP1 Form (Admin) > Select Employee and Tax Year > New > Fill Amount > Save [Figure 10-1]

MAKLUMAT INDIVIDUAL

Employee No : EMP001 - ABDUL RAHMAN

Tax Year : -

Employee Name : ABDUL RAHMAN

IC No. : 770105-07-9999

Income Tax No. : SG4363363634

No. Passport :

Bahagian C & D

Bahagian C: MAKLUMAT POTONGAN

C1 Perbelanjaan rawatan perubatan, keperluan khas dan penjaga untuk ibu bapa (keadaan kesihatan disahkan oleh pengamal perubatan), atau

HAD TAHUNAN (RM)	POTONGAN BULAN SEMASA (RM)	POTONGAN	
		TERKUMPUL (RM)	BULAN SEMASA (RM)
5000			

Figure 10-1

10.2 Edit TP1 Form

TP1 Form (Admin) > Select Employee and Tax Year > Edit [Figure 10-2.1] > Replace Amount needed > Save [Figure 10-2.2]

MAKLUMAT INDIVIDUAL

New

Edit

Delete

Employee No

:

EMP001 - ABDUL RAHMAN

Tax Year

:

2019-12

Employee Name

:

ABDUL RAHMAN

Income Tax No.

:

SG4363363634

IC No.

:

770105-07-9999

No. Passport

:

No. of TP1 Record Submitted

Bahagian C & D

Bahagian C: MAKLUMAT POTONGAN

	HAD TAHUNAN (RM)	POTONGAN BULAN SEMASA (RM)	POTONGAN	
			TERKUMPUL (RM)	BULAN SEMASA (RM)
C1 Perbelanjaan rawatan perubatan, keperluan khas dan penjaga untuk ibu bapa (keadaan kesihatan disahkan oleh pengamal perubatan), atau	5000			4000
C1a Pelepasan bapa	1500			
C1b Pelepasan ibu	1500			
C2 Peralatan sokongan asas untuk kegunaan sendiri, suami/isteri, anak atau ibu bapa yang kurang upaya	6000			2000
C3 Yuran pendidikan (sendiri): (i) nerinokat selain Sarjana dan Doktor Falsafah -				

Figure 10-2.1

MAKLUMAT INDIVIDUAL

Save

Cancel

Employee No

:

EMP001 - ABDUL RAHMAN

Tax Year

:

2019-12

Employee Name

:

ABDUL RAHMAN

Income Tax No.

:

SG4363363634

IC No.

:

770105-07-9999

No. Passport

:

No. of TP1 Record Submitted

Bahagian C & D

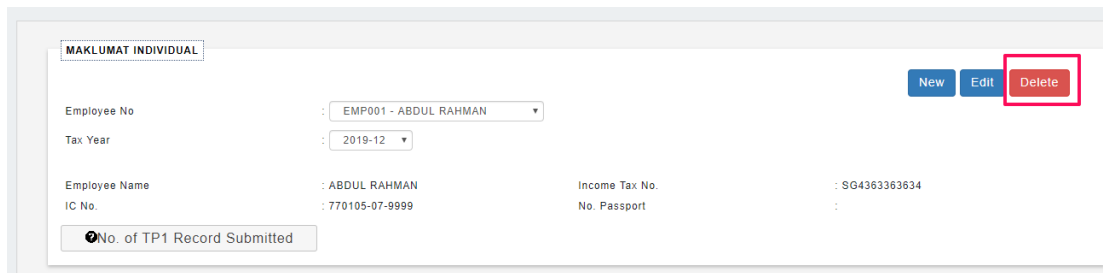
Bahagian C: MAKLUMAT POTONGAN

	HAD TAHUNAN (RM)	POTONGAN BULAN SEMASA (RM)	POTONGAN	
			TERKUMPUL (RM)	BULAN SEMASA (RM)
C1 Perbelanjaan rawatan perubatan, keperluan khas dan penjaga untuk ibu bapa (keadaan kesihatan disahkan oleh pengamal perubatan), atau	5000			700
C1a Pelepasan bapa	1500			
C1b Pelepasan ibu	1500			
C2 Peralatan sokongan asas untuk kegunaan sendiri, suami/isteri, anak atau ibu bapa yang kurang upaya	6000			2000
C3 Yuran pendidikan (sendiri): (i) nerinokat selain Sarjana dan Doktor Falsafah -				

Figure 10-2.2

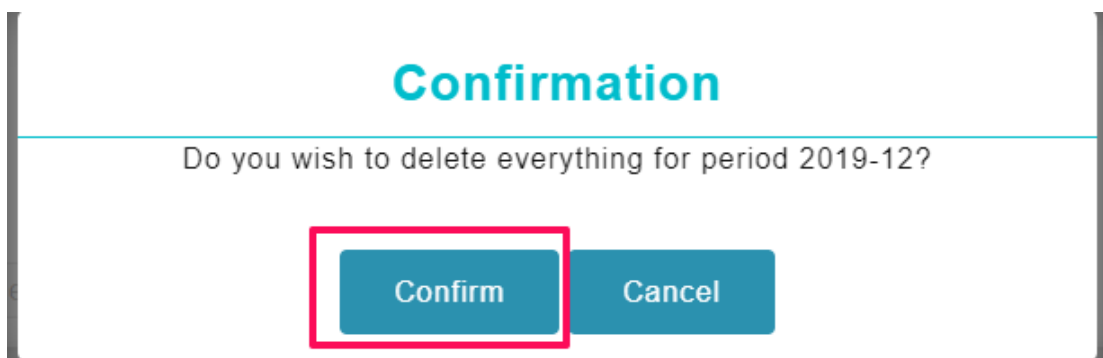
10.3 Delete TP1 Form

TP1 Form (Admin) > Select Employee and Tax Year > Delete [Figure 10-3.1] > Confirm Deletion [Figure 10-3.2]



The screenshot shows a web form titled "MAKLUMAT INDIVIDUAL". It contains several fields for employee information: "Employee No" (EMP001 - ABDUL RAHMAN), "Tax Year" (2019-12), "Employee Name" (ABDUL RAHMAN), "IC No." (770105-07-9999), "Income Tax No." (SG4363363634), and "No. Passport". There are three buttons at the top right: "New", "Edit", and "Delete". The "Delete" button is highlighted with a red rectangular box. Below the fields, there is a section labeled "No. of TP1 Record Submitted".

Figure 10-3.1



The screenshot shows a confirmation dialog box with the title "Confirmation" in large blue text. Below the title, it asks "Do you wish to delete everything for period 2019-12?". At the bottom of the dialog, there are two buttons: "Confirm" and "Cancel". The "Confirm" button is highlighted with a red rectangular box.

Figure 10-3.2

FAQ

1. How to search the pay period to do payroll processing?

*Firstly, check the status of the pay period in the **Pay Period Maintenance***

*Payroll > Policy > Payroll Period Maintenance > Edit > Click on **Inactive** – If the message shows **OPEN** means the Pay Period is ready to do payroll processing > Save*

Page 8 for status of pay period (Open for processing)

2. What should I do if I mistakenly processed payroll on current month for an employee who had already resigned last month? As there will be no pay-out for this month.

Firstly, delete salary data of the resigned staff

Payroll > Report > Payroll Report > Delete Payslip on Screen > Choose Pay Period and Pay Period Type > Select Delete Mode by individual Employee > tick ☒ the employee > Proceed

Page 30 to delete salary data

3. How to search for transaction code in the processing page that I have created?

Firstly, check whether the base code is created and shown in system.

Payroll > Formula > Payroll View Control > tick ☒ to Show > Save

Page 12 for Base Code Setup.

4. What should I do if found missing of Allowance Transaction after payroll is processed?

Firstly, set transaction type (to display the details in the balance sheet of the report)

Payroll > Report > Payroll Report Setup > Assign Transaction Type – Allowance/Deduction/Overtime

Page 62 – Transaction Type Setup

5. How to process Ad-Hoc Bonus which separated from monthly payroll?

Firstly, user has to create ad-hoc pay period for Bonus pay-out

*Payroll > Policy > Pay Period Maintenance > Create > choose Year of Bonus, Month of Bonus, Pay Policy, tick Ad-Hoc and set the name pay period “Bonus” **without spacing** > Generate*

Page 5 to create ad-hoc pay period.

6. How to amend payroll cut-off date for selected month only?

Payroll > Policy > Pay Period Maintenance > Edit > Change the Date > Save

Page 6 on defining cut-off date

7. How can I change information in the text file, for example information of contact person?

Company Benefit Setup > Control Master (Admin) > Payroll Setup > Insert new information > Save

Page 5 to verify/update info such as contact person, contact number, bank information, and company's statutory number and etc.

8. What should I do if I cannot generate text file for salary or statutory?

Firstly, user has to check the status of payroll report to see if it's confirmed.

*Payroll Module > Report > Payroll Report > select the Pay Period > check status of report > Click **Confirm** Processing > click OK for confirmation*

*Payroll Report needs to show **Confirmed** status before generating text file.*

Page 56 Payroll Report Verification

9. What should I do if the total amount of bank listing on the payroll report different from the amount reflected on text file?

First, user must check all the status of all types of transactions, if found one of the transaction types is missing, user have to set transaction type (to reflect on the balance sheet of payroll report).

Payroll > Report > Payroll Report Setup > assign Transaction Type (Allowance/Deduction/Overtime)

Page 62 for Setting up transaction type.

10. What should I do if found some mistakes on staff's income tax (higher than estimated)?

Clarify whether employee is Malaysian?

Yes. Refer to (A)

No. Refer to (B)

(A) Please check column of IC No. reflected on payroll input file.

If IC number inserted in system is incorrect, amend and reprocess.

*If input file does not display column of IC number, please check data in **Employee Profile** Module (IC number and Nationality), amend the data and reprocess the payroll.*

(B) Expatriate has already staying in Malaysia for at least 182 days.

If yes, user has to determine if the tax rate following local rate? If yes, user have to set the tax rate in system for the employee

*Payroll > Tax > Tax Group Exception > Select Tax Group / Apply to Employee (tick **✓** to assign to employee) > Assign (Refer Page 32 to assign Tax Group)*

*If the stay is less than 182 days, the tax rate will be **28%**.*

11. What should I do if employees unable to view their pay slips?

Check status of pay slip & approve the pay slip

E-Pay Module > E Pay Slip Administration > Pay Slip (Admin) > E Payslip Summary > Select Pay Period and Check the status > Approve

Page 58 to view status and approve pay slip.

12. What should I do if my employees wish to retain EPF contribution at 11%?

Firstly, to set EPF's contribution percentage (%)

*Payroll Module > Assign Allw / Ded > Select EPF in **Statutory Employee** / Valid Date-Effective date / Amount-11% / Apply to Employee (tick ✓ to assign) > Assign*

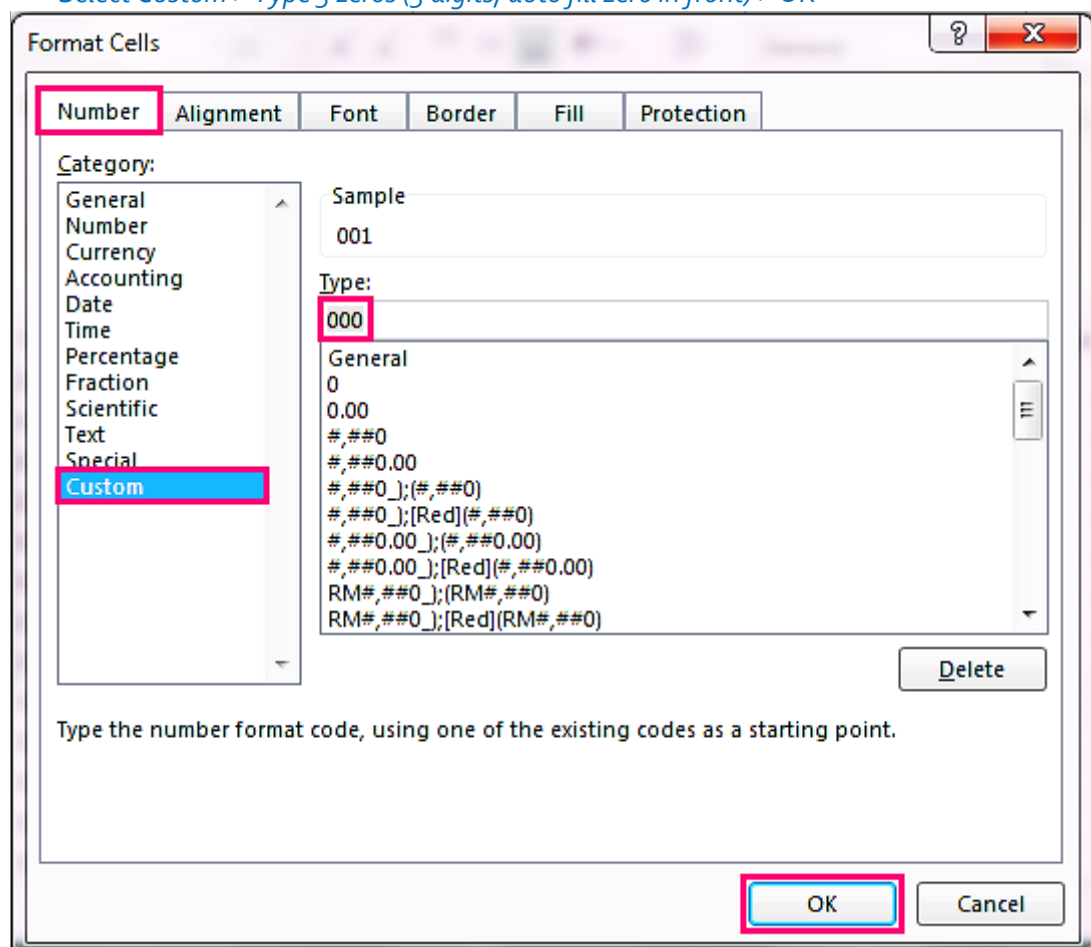
Page 23-24 to assign Deduction

13. Why Employee ID turns into become 1 digit after being exported to excel file? It should be 3 digit, for example, from 005 becomes 5.

It might cause by the format of Microsoft Excel. The potential issues that might occur when using excel format:

- a. Employee number

Highlight Column of Employee ID > Right click > Select Format Cells > Select Number > Select Custom > Type 3 zeros (3 digits, auto fill zero in front) > OK



- b. IC number

Ensure the IC number is in a correct format before you save the file. If the IC number shows 9.00801E+11 then have to re-format the cell before saving the file. To do so, Highlight IC number column > right click > choose format cells > Number > Number > Decimal places choose 0 (zero) > OK

Verify the IC number, make sure are all correct and save.

OR

Delete the IC number column.

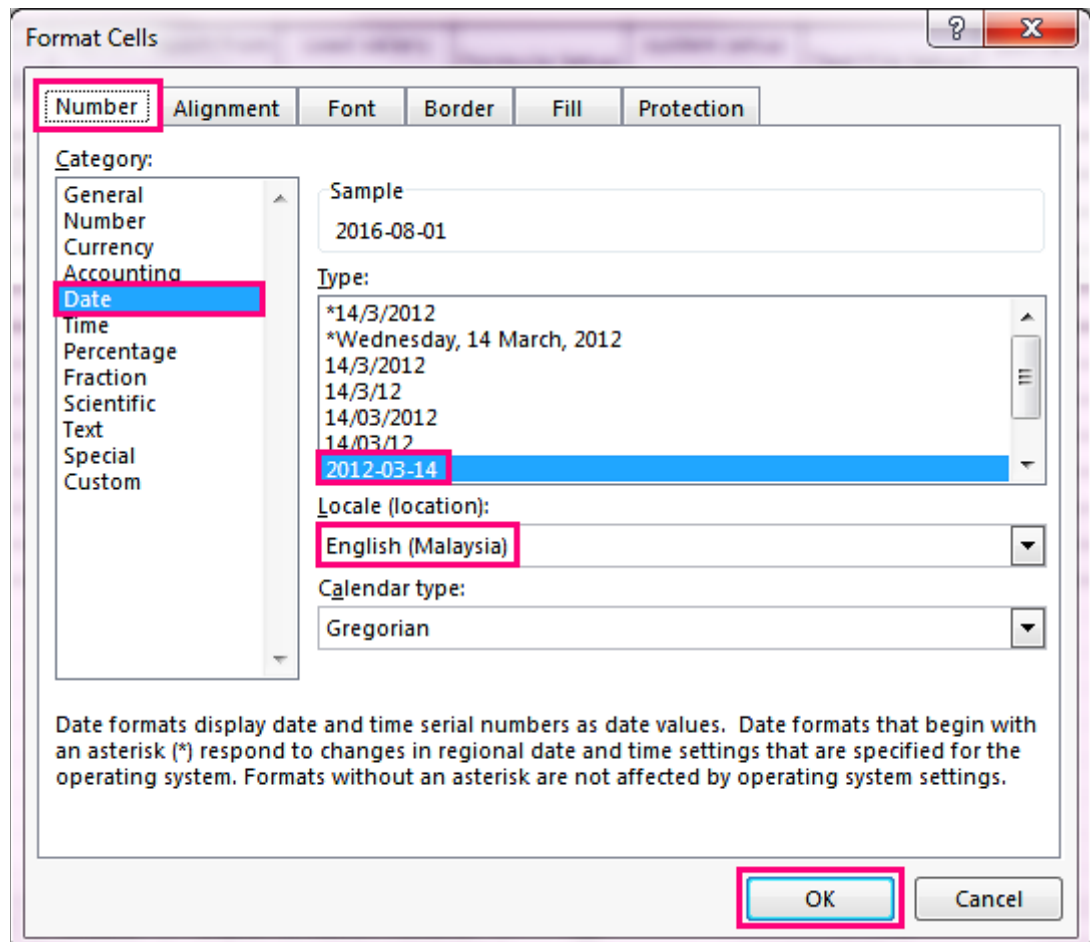
c. Hire / resign date

Ensure that the format for date in the column is correct before save. The format must be YYYY-MM-DD (Y-Year, M-Month, D-Day).

Highlight date column > right click > Select format cells > Select Number > Select Date > Select location – English (Malaysia) > choose YYYY-MM-DD > OK

OR

Delete the date column.



14. How to print the payroll report?

Export report to excel format > File > Print > Change the setting to Landscape Orientation, A4 size, Narrow Margin, and Fit All Column on One Page > Print

The screenshot shows the Microsoft Excel Print dialog box. On the left is a green sidebar with a back arrow icon at the top and the following menu items: Info, New, Open, Save, Save As, **Print** (highlighted), Share, Export, Close, Account, and Options. The main area is titled "Print" and contains the following sections:

- Printer:** Shows a printer icon, the text "Print", and a "Copies: 1" dropdown.
- Printer:** Shows "HP LaserJet 400 MFP M425 P..." and "Ready". A link for "Printer Properties" is below.
- Settings:** A list of settings, with the last four highlighted by a red box:
 - Print Active Sheets (Only print the active sheets)
 - Pages: (dropdown) to (dropdown)
 - Print One Sided (Only print on one side of th...)
 - Collated (1,2,3 1,2,3 1,2,3)
 - Landscape Orientation**
 - A4** (21 cm x 29.7 cm)
 - Narrow Margins** (Left: 0.64 cm Right: 0.64 cm)
 - Fit All Columns on One Page** (Shrink the printout so that it...)

A link for "Page Setup" is located at the bottom right of the Settings section.

15. How to print the Payroll Report with title can be reflected on each page?

Export report to excel format > Page Layout > Print Titles > Sheet > Select Rows to report at top > Ok > File > Print > change the setting to Landscape Orientation, A4 size, Narrow Margin, and Fit All Column on One Page > Print

The screenshot shows the Microsoft Excel interface with the 'PAGE LAYOUT' tab selected. The 'Print Titles' group in the ribbon is highlighted. The 'Page Setup' dialog box is open, with the 'Sheet' tab selected. The 'Print area' is empty. The 'Print titles' section shows 'Rows to repeat at top' set to '\$1:\$6'. The 'Print' section has 'Gridlines' checked. The 'Page order' section has 'Down, then over' selected. The background shows a payroll report table with columns: No., Employee Number, Name, Mth/Yr, Basic Wages, Overtime Hour, and Overtime Pay. The table contains 9 rows of employee data for May 2016.

No.	Employee Number	Name	Mth/Yr	Basic Wages	Overtime Hour	Overtime Pay
1	MY0001	Employee 1	2016-05	3,200.00	0.00	0.00
2	MY0002	Employee 2	2016-05	2,000.00	0.00	0.00
3	MY0003	Employee 3	2016-05	3,200.00	0.00	0.00
4	MY0004	Employee 4	2016-05	2,200.00	0.00	0.00
5	MY0005	Employee 5	2016-05	2,200.00	0.00	0.00
6	MY0006	Employee 6	2016-05	1,700.00	0.00	0.00
7	MY0007	Employee 7	2016-05	3,200.00	0.00	0.00
8	MY0008	Employee 8	2016-05	2,200.00	0.00	0.00
9	MY0009	Employee 9	2016-05	1,438.46	0.00	0.00