User Guide
EmplX Payroll v3.0.0

Contents

PAYROLL

Setup

One Time Setup / Ad-Hoc Setup

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- *** Schedule**
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  - BIK

Routine Task

CHECKING
Example: Period Maintenance, New Hire, Resigned

- **Manual Input**
- **Process**
  - Report
  - Text File
  - Payslip

Year End

EA

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
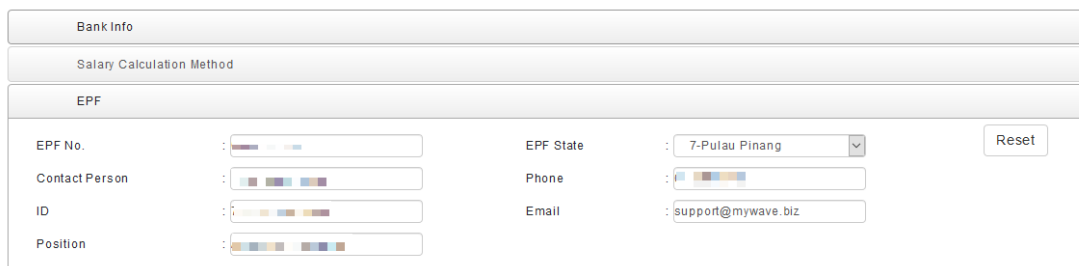
Salary Calculation Method

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.	: ▮▮▮ ▮▮	EPF State	: 7-Pulau Pinang	Reset
Contact Person	: ▮▮ ▮▮▮ ▮▮▮	Phone	: ▮ ▮▮▮▮▮	
ID	: ▮ ▮▮ ▮▮▮	Email	: support@mywave.biz	
Position	: ▮▮ ▮▮▮ ▮▮▮ ▮			

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]

Figure 2-1

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

Figure 2-2

Example:

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

*If <u>DO NOT</u> 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

Figure 2-3

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

Figure 2-4

If cut-off date for employee Allowance is 20th; <u>Previous Month</u>

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]

Figure 2-5

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

* Month: ALL to ALL means Jan to Dec

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]

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]

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 <u>disabled</u> for processing > Save [Figure 2-9 & Figure 2-10]

Figure 2-9

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

Figure 2-11

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**: <u>No</u> 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*

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

   Correct name for the base code and formula
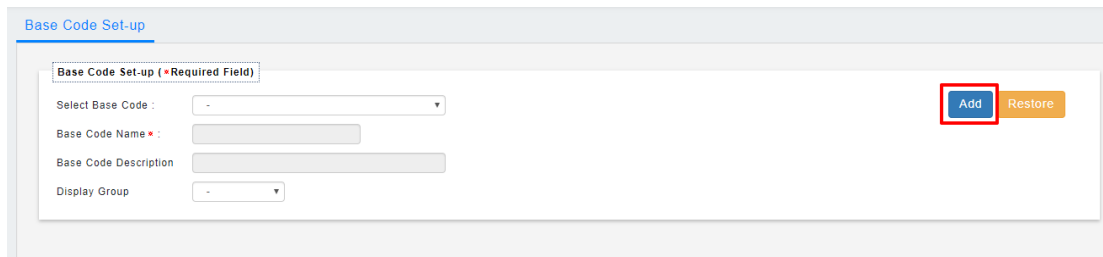
   OT1_5 = *SAL* / 26 / 8 * 1.5 * *UNIT_OT1_5*

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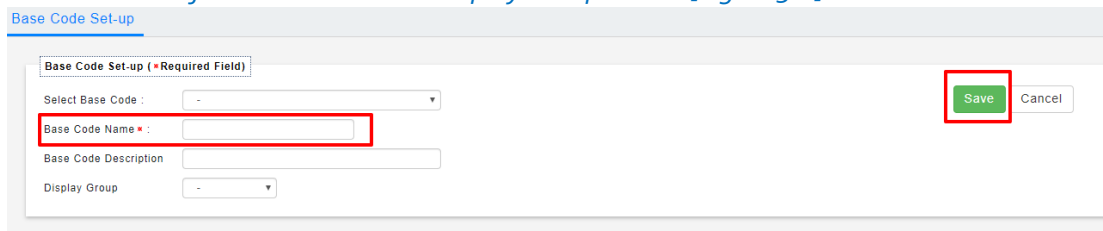
Payroll > Formula > Base Code Setup > New [Figure 3-1]

Figure 3-1

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

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]

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]

Figure 3-4

Figure 3-5

[List Code]

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 :   -   ▼   Save   Cancel

Formula Name * :   OT1_5

Formula Detail * :   [List Code]

Subject to: ☐ BONUS
               ☐ EIS
               ☐ EPF
               ☐ EPF_ADD
               ☐ HRDF
               ☐ OT

Figure 3-7

Allowance   Deduction   Overtime   **Others**

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

Allowance

Salary Deduction

OT

Base Code

Figure 3-8

Figure 3-9

OT Set-up (*Required Field)

Select Formula :   - ▼

Formula Name * :   OT_15

Formula Detail * :   [#SAL]/26/8*1.5*| [List Code]

Subject to:
☐ BONUS
☐ EIS
☐ EPF
☐ EPF_ADD
☐ HRDF
☐ OT

Figure 3-10

Allowance   Deduction   **Overtime**   Others

Name	Description
UNIT_OT1_5	

Allowance

Salary Deduction

OT

Base Code

Figure 3-11

Allowance   Salary Deduction   OT   Salary/Wages   Benefit In Kind

OT Set-up (*Required Field)   Save   Cancel

Select Formula :   - ▼

Formula Name * :   OT1_5

Formula Detail * :   [#SAL]/26/8*1.5*|#UNIT_OT1_5]   [List Code]

Subject to:
☐ BONUS
☑ EIS
☑ EPF
☐ EPF_ADD
☐ HRDF
☐ OT
☐ PBS
☑ Socso
☑ Tax
☐ Tax_add

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)

		Save Cancel
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

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 <u>untick</u> SHOW in the checkbox of "**BIK_CAR**" for month END, "BIK_CAR" will not be displayed in month END processing.
   If user <u>untick</u> INCLUDE in checkbox of "**BIK_CAR**" for month END, "BIK_CAR" will be excluded and not calculated in month END processing.

Sample:

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*

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					
				MID		END		AD-HOC	
				☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
	▼	▼							
1	Allowance	Backpay_Sal		☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
2	Allowance	Dir_Fee		☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
3	Allowance	HP	Handphone	☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
4	Allowance	HRSP	Hardship	☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
5	Allowance	Refund_Deposit		☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
6	Allowance	TRPRT	Transport	☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
7	Allowance	UNIT_CL	Credit Leave	☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
8	Deduction	Arr_Parking		☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
9	Deduction	Arr_PTPTN		☑Include	☐Show	☑Include	☐Show	☑Include	☐Show

Payroll Visibility Control

💾 Save   ✖ Cancel

	Seq	Type	Code	Description	Policy					
					OFFICE WORK					
					MID		END		AD-HOC	
					☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
		▼	▼							
✚	1	Allowance	Backpay_Sal		☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
✚	2	Allowance	Dir_Fee		☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
✚	3	Allowance	HP	Handphone	☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
✚	6	Allowance	TRPRT	Transport	☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
✚	4	Allowance	HRSP	Hardship	☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
✚	5	Allowance	Refund_Deposit		☑Include	☐Show	☑Include	☐Show	☑Include	☐Show
✚	7	Allowance	UNIT_CL	Credit Leave	☑Include	☐Show	☑Include	☐Show	☑Include	☐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
☐	1	001	3K	0	55000	0	0	0	0
☐	2	002	3K	0	20000	0	0	0	0
☐	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.

	2	002	3K	0	20000	0	0	0	0
	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		☑	☑
✛	2	Allowance	Dir_Fee		☑	☑
✛	3	Allowance	HP	Handphone	☑	☑
✛	4	Allowance	TRPRT	Transport	☑	☑
✛	5	Allowance	Refund_Deposit		☑	☑
✛	6	Allowance	HRSP	Hardship	☑	☑
✛	7	Allowance	UNIT_CL	Credit Leave	☑	☑
✛	8	Deduction	Arr_Parking		☑	☑
✛	9	Deduction	Arr_PTPTN		☑	☑
✛	10	Deduction	Arr_Zakat		☑	☑
✛	11	Deduction	CP38	CP38	☑	☑
✛	12	Deduction	Parking		☑	☑

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]

Figure 4-1

	Employee No.	Employee Name	Pay Group
☐	EMP001	ABDUL RAHMAN	Non Executive
☐	EMP002	BEN TAN	Executive
☐	EMP003	CHANDRA GUPAL	Non Executive
☐	EMP004	DENNIS CHAN	Executive
☐	EMP005	EKA SINGH	Executive
☐	EMP006	FATIMAH MUHAMMAD	Non Executive
☐	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]

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]

Figure 4-3

4.2 Detail (Assignment History)
4.2.1   Filters

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

Explanation:

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]

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]

Figure 4-6

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]

Figure 5-1

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]*

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]*
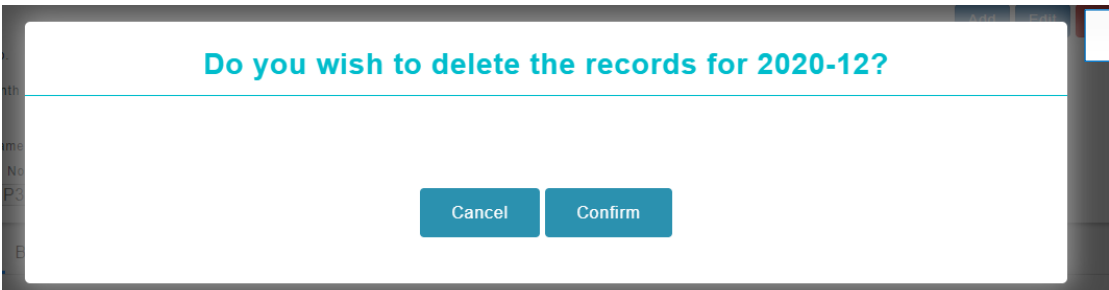
Figure 5-3-1

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   SOCSO 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]

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]

5.3.2 Details (Assignment History)
5.3.2.1 Filters

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

Explanation:

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]

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

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.)

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.`

☑ Employee data ⬍	Employee No ⬍	Employee Name ⬍	Created Date ⬍	Modified Date ⬍	Modified By ⬍
▼					
☐ Remain	EMP001	ABDUL RAHMAN	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A
☐ Remain	EMP002	BEN TAN	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A
☐ Remain	EMP003	CHANDRA GRUPAL	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A
☑ Retrieve latest	EMP004	DENNIS CHAN	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A
☑ Retrieve latest	EMP005	EKA SINGH	01-01-2020 04:00 PM	01-01-2020 04:00 PM	N/A
☑ 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   **1**

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

2 **3**

☐ ⬍	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 ▾   **5**

4

6   **7**
✓ 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]

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.)

Save As Preference

Please click proceed button.

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. ⊕ 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: 2019/12/04 09:47:am   **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	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):

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

After data is modified:

	No	EMPNO	EMPNAME	SAL	CLAIM_AMT
☐	1	EMP001	ABDUL RAHMAN	3100	2400
☐	2	EMP002	BEN TAN	5000	2400
☐	3	EMP003	CHANDRA GUPAL	3500	2400
☐	4	EMP004	DENNIS CHAN	4800	2400
☐	5	EMP005	EKA SINGH	3000	2500
☐	6	EMP006	FATIMAH MUHAMMAD	1500	2500
☐	7	EMP007	GHAFAR AHMAD	1200	2500
☐	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:**

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

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.)

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".

To unlock staging table of the selected department.

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

Fox example, 4 departments are selected to unlock.

Insert password and unlock the department.

(Note)User can set password in control setup.

The department is now enabled.

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.

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).

	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:

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"

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.

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.

No.	Employee Number	Name	Division	Dept Code	Mth/Yr	Basic Wages	Overtime Hour	OT	Allowance	Bonus	Gross Pay	Deduction 2
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	GHAFAR 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 <u>No pay</u> 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"

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.

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".

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.

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	📅	Pending
2	EMP002	BEN TAN	2019-12-01 📅	Pending
3	EMP003	CHANDRA GUPAL	📅	No pay
4	EMP004	DENNIS CHAN	📅	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 becomes 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 "0" to EIS in the "**Assign Allowance and Deduction**".*

Step to use:

1. ***Assign EIS to formula***

   I. *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.*

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:

I. *Payroll Calculation Report*

LJ
Employee Payroll Summary - 2020-01 (End)

Employee Number	Name	Division	Dept Code	Mth/Yr	Basic Wages	Overtime Hour	OT	Allowance	Bonus	Gross Pay	Deduction	Zakat	EPF	SOCSO	EIS	Tax Amount	Sen Adj.	Net Pay	EPF	SOCSO	EIS
													Employee						**Employer**		
jineering																					
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	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

II. *Statutory Report*

[]
Statutory Dept Path - 2020-01 (End)

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

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.*

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

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.

Figure 7-1

Sample Report:

Employee Payroll Summary - 2020-01 (End)

Employee Number	Name	Division	Dept Code	Mth/Yr	Basic Wages	Overtime Hour	OT	Allowance	Bonus	Gross Pay	Deduction	Zakat	Employee EPF	SOCSO	EIS	Tax Amount	Sen Adj.	Net Pay	Employer EPF	SOCSO	EIS
jineering																					
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	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

Employee Number	Name	Division	Dept Code	Mth/Yr	Basic Wages	Overtime Hour	OT	Allowance	Bonus	Gross Pay	Deduction	Zakat	Employee EPF	SOCSO	EIS	Tax Amount	Sen Adj.	Net Pay	Employer EPF	SOCSO	EIS
nan 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]*

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]

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

Pay Period   2020-01 ▼

☐ Mid   ☑ End   ☐ 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).
TOTAL 10 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]

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]

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 Information(*Required)

Select Control Master: [3-Ply Printing Format ▼]   [Add]

*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

Control Information(*Required)

Select Control Master: [3-Ply Printing Format ▼]

*3-Ply Printing Format	Sending Apps	Control Code	Mapping Table	Map Field	Group Position	Action

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]

Figure 7-8

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	○- | ○Allowance | ○Overtime | ◉Deduction |
Claim	AMOUNT	Claim	○- | ◉Allowance | ○Overtime | ○Deduction |
EIS	AMOUNT	EIS	◉- | ○Allowance | ○Overtime | ○Deduction |
EISER	AMOUNT	EIS Employer	◉- | ○Allowance | ○Overtime | ○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]

Figure 7-11

Transaction   :
Add to gross pay   : ☐
Sequence   : [- ▼]

Transaction Table

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

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 shows after GrossPay

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   : Tick √ for amount added to Gross Pay
Sequence   : Not assign (let system arrange randomly)
[Figure 7-12 & Figure 7-13]

Figure 7-12

Figure 7-13

Text File Generator

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]

Figure 8-1
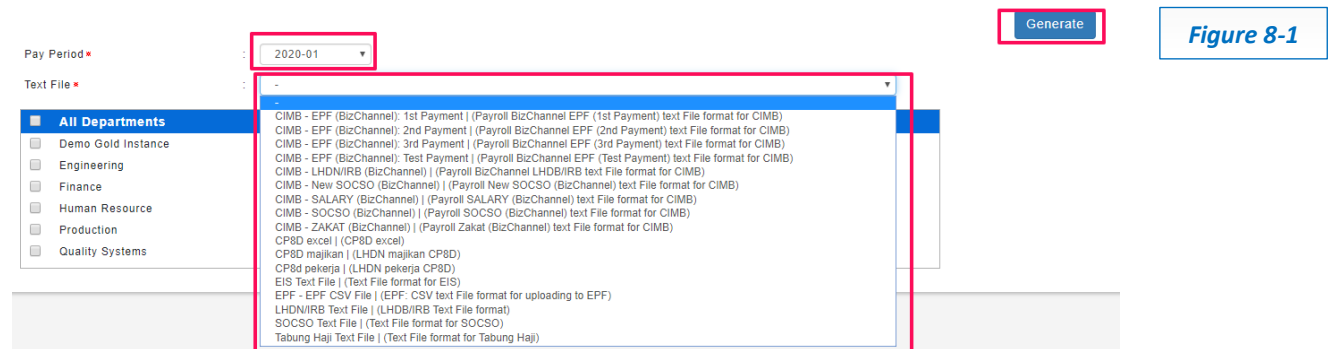
Sample Text File:
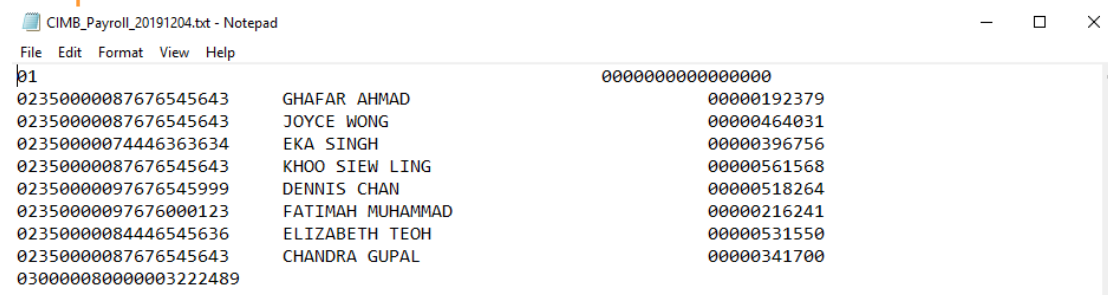
Generated Text file filters out Employee with "Paid" Status.

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)	:	

■ All Departments

☐ Demo Gold Instance
☐ Engineering
☐ Finance
☐ Human Resource
☐ Production
☐ Quality Systems

☑ All Employees

☑ EMP003   CHANDRA GUPAL
☑ EMP004   DENNIS CHAN
☑ EMP005   EKA SINGH
☑ EMP006   FATIMAH MUHAMMAD
☑ EMP007   GHAFAR AHMAD
☑ EMP008   ELIZABETH TEOH

■ Paid employee

☐ EMP001   ABDUL RAHMAN

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 V to Assign > Save [Figure 9-1]

Figure 9-1

Example:

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]

Figure 9-2
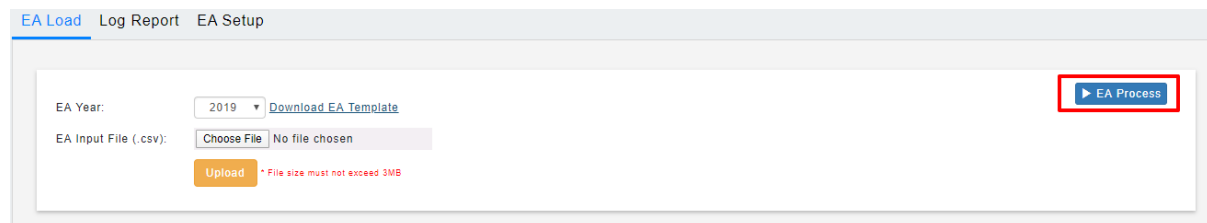
Example:

EA Template

Employee	Employee	No Siri	cs No Majika	No. Rujuk	Cawangar	Jawatan	No KWSP	No PERKE!	Bilangan /	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	GHAFAR 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.

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]

Figure 9-3

Example:

Employee Salary Analysis File

	A	E	F	G	H	I	J	K	L
1	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_Trspt_Allw	Alw: Backpay VB - Backpay_VB	Alw: BONUS - BONUS
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
1	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	3100
3	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aMeal_Allowance - Meal Allowance	500	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	100
6	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aTransport_Allowance - Transport Allowance	500	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	-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	aSOCSO - SOCSO	-17.75	-19.75	-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	-7.9
13	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aEPFER - EPFER	468	518	546	546	546	546
14	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aHRDF - HRDF	36	39.62	42	42	42	42
15	EMP001	ABDUL RAHMAN	NE03	Quality Systems	Demo Gold Instance/Quality Systems	aSOCSOER - SOCSOER	62.15	69.05	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	7.9
17	EMP002	BEN TAN	EX01	Engineering	Demo Gold Instance/Engineering	aREGULAR - Basic	5000	5000	5000	5000	5000	5000
18	EMP002	BEN TAN	EX01	Engineering	Demo Gold Instance/Engineering	aMeal_Allowance - Meal Allowance	500	500	500	500	500	500
19	EMP002	BEN TAN	EX01	Engineering	Demo Gold Instance/Engineering	aPhone_Allowance - Phone Allowance	200	200	200	200	200	200
20	EMP002	BEN TAN	EX01	Engineering	Demo Gold Instance/Engineering	aTransport_Allowance - Transport Allowance	800	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)

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	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	SOCSO - SOCSO	-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	p	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 ❶ : 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

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	**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|p	No KWSP	No PERKE	Bilangan	Gaji Kasar|b001_|1000
	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 SINGI	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	GHAFAR 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]

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]

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]

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]

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]

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]
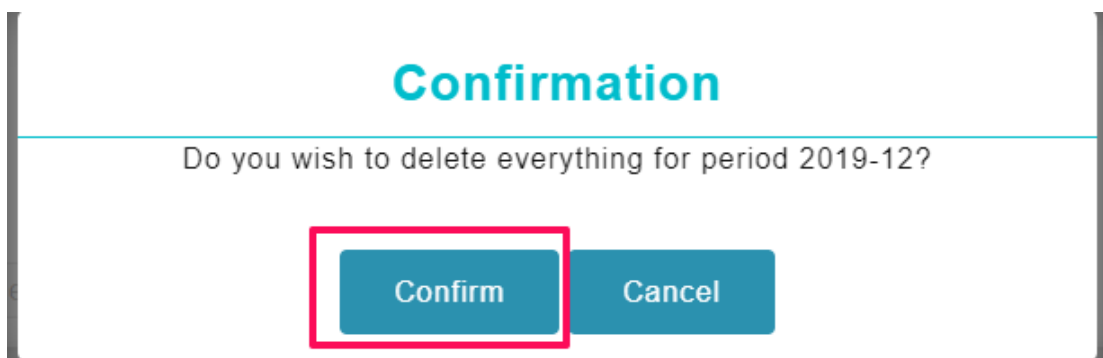

Figure 10-2.1

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]

FAQ

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

   *Firstly, check the <u>status</u> 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 **v** 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
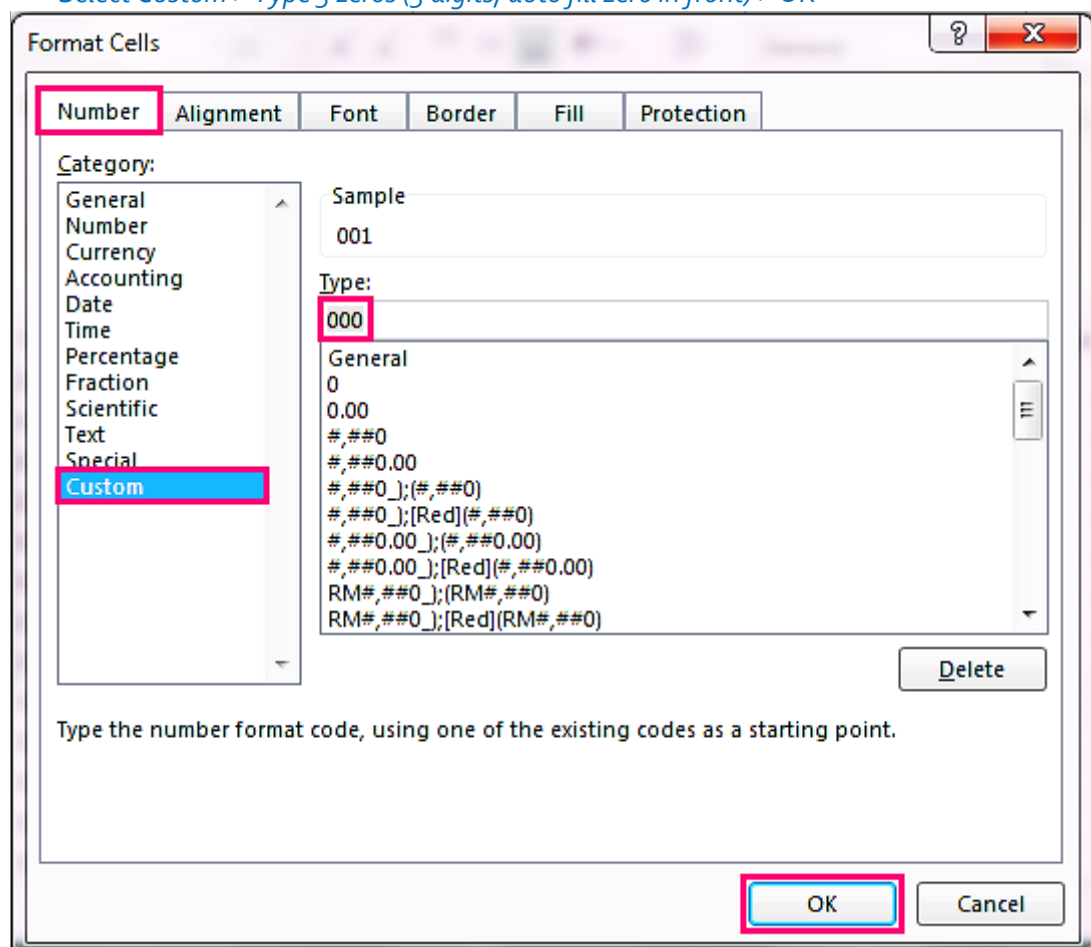
   b. *IC number*
       Ensure the IC number is in a correct format before you save the file. If the IC number shows 9.00801E+11 then have to re-format the cell before saving the file. To do so, Highlight IC number column > right click > choose format cells > Number > Number > Decimal places choose 0 (zero) > OK
       Verify the IC number, make sure are all correct and save.
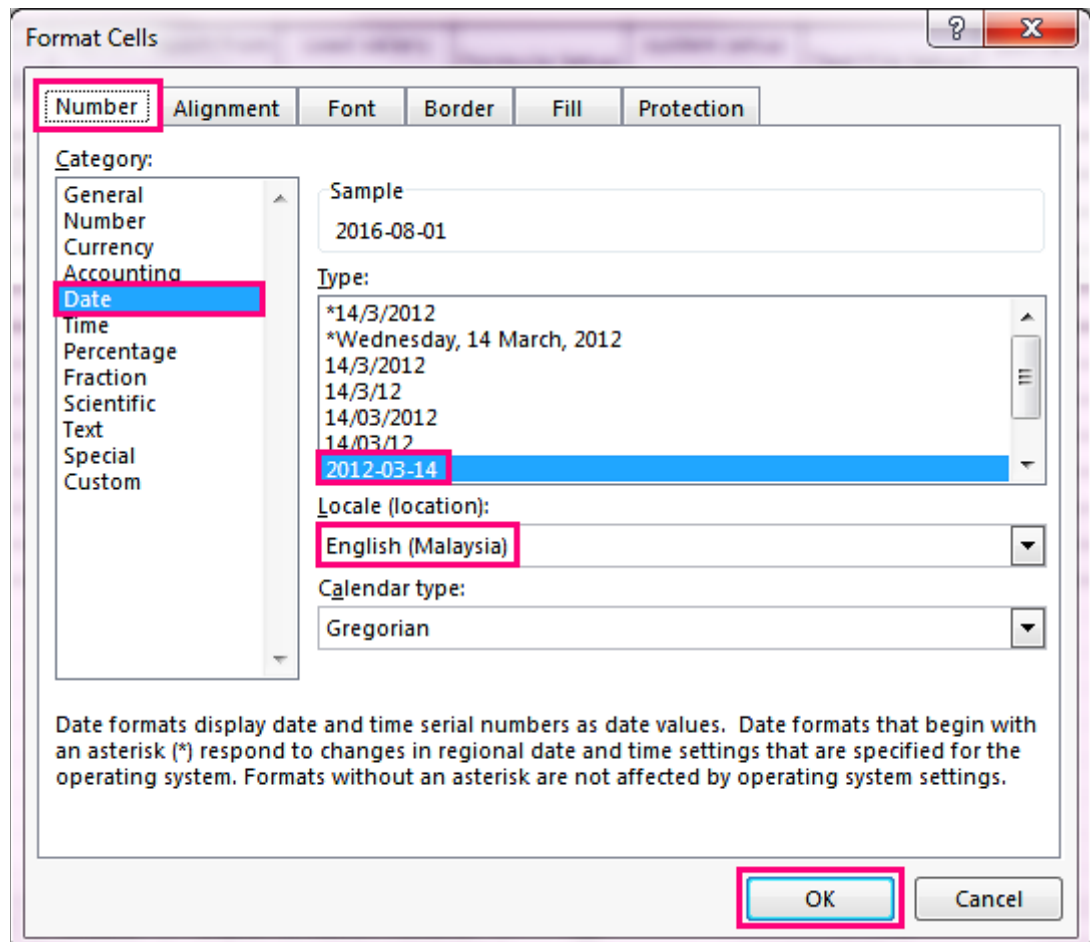   *OR*
       Delete the IC number column.

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

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