

User Guide

How to assign EPF Contribution Rates

v3.0.0



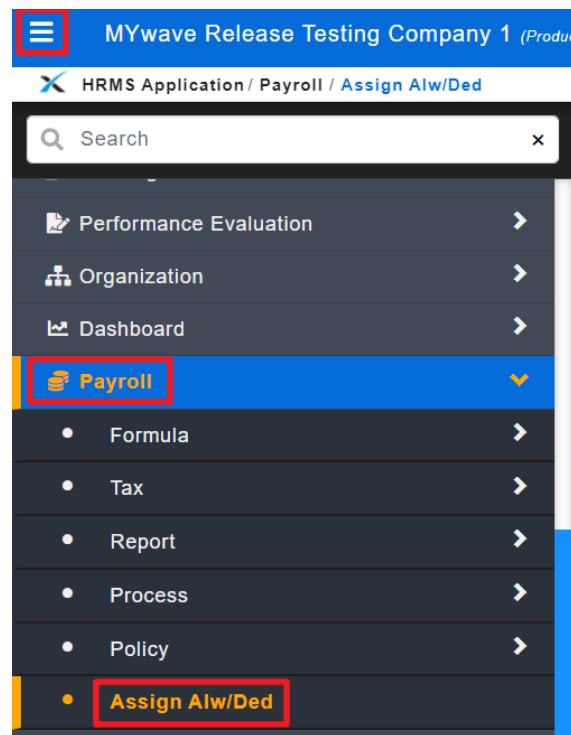
Contents

How to assign EPF Contribution Rates	2
Method 1: Assign rates through Payroll module	2
Method 2: Assign Contribution Rates through API/Excel File	3
Table 1: A list of successful, potential alerts / error (data record is skipped) & proposed solutions given.	7
To Verify the Assigned data Record(s)	8
To Edit the Assigned Record(s)	9
Delete the Assigned Record(s)	10
To Check EPF Amount under EPF Table	11

HOW TO ASSIGN EPF CONTRIBUTION RATES

Method 1: Assign rates through Payroll module

1. Access to Payroll -> **Assign Alw/Ded** through Payroll module.



2. Access to "Assignment" [1st tab]
3. Select "EPF"
4. Select date range
5. Insert EPF rates in percentage % (e.g.: 11%)
6. Filter out employee(s) (if any)
7. Select employee(s) which applicable to the contribution rate.
8. Click "Assign"

HRMS Application / Payroll /

Assignment Record

Assignment

Type •

☐ Allowance
☐ Salary Deduction
☐ Expenses
☐ Statutory (employer contribution)
☒ Statutory (employee contribution) EPF
☐ Employer Contribution
☐ Benefit in Kind

Valid Date : Year • 2021 Month • 01 Year - Month -

Amount or % • 11 (%) Or -

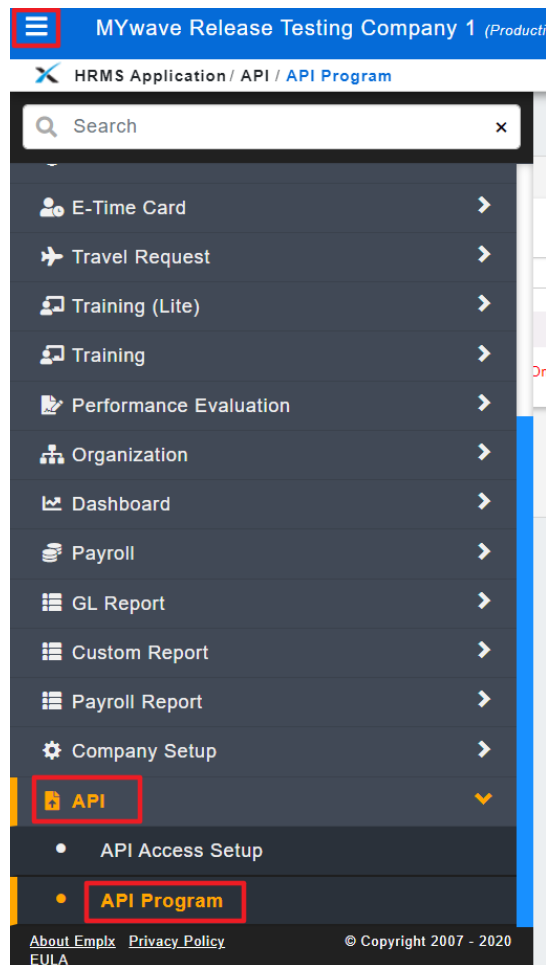
Apply to Employee • -- Filter Pay Group -- From Employee No. Select (Total no of employees 8)

Employee No.	Employee Name	Pay Group
<input checked="" type="checkbox"/> 007	JAMES BOND	Employees (Group 1b)-Medical
<input type="checkbox"/> 10002731233	FARIZA BT ISMAIL	
<input checked="" type="checkbox"/> 10002731234	TAN HAN POI	
<input type="checkbox"/> 1000273345	PRAMANIL MD AMDADUL HAQUE	
<input type="checkbox"/> 1000273906	FARIZA BT ISMAIL	
<input checked="" type="checkbox"/> 1000273997	PRAMANIL MD AMDADUL HAQUE	
<input checked="" type="checkbox"/> 1001	Ahmad bin Abu	CEO

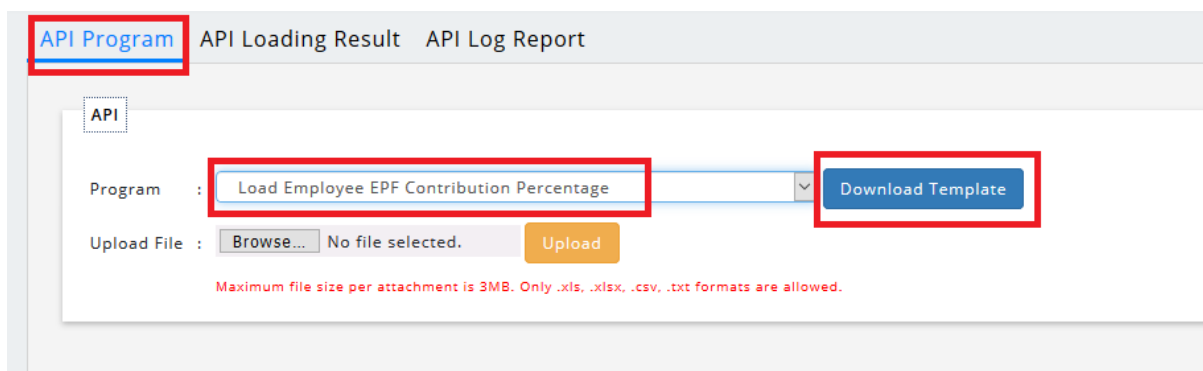
Assign Cancel

Method 2: Assign Contribution Rates through API/Excel File

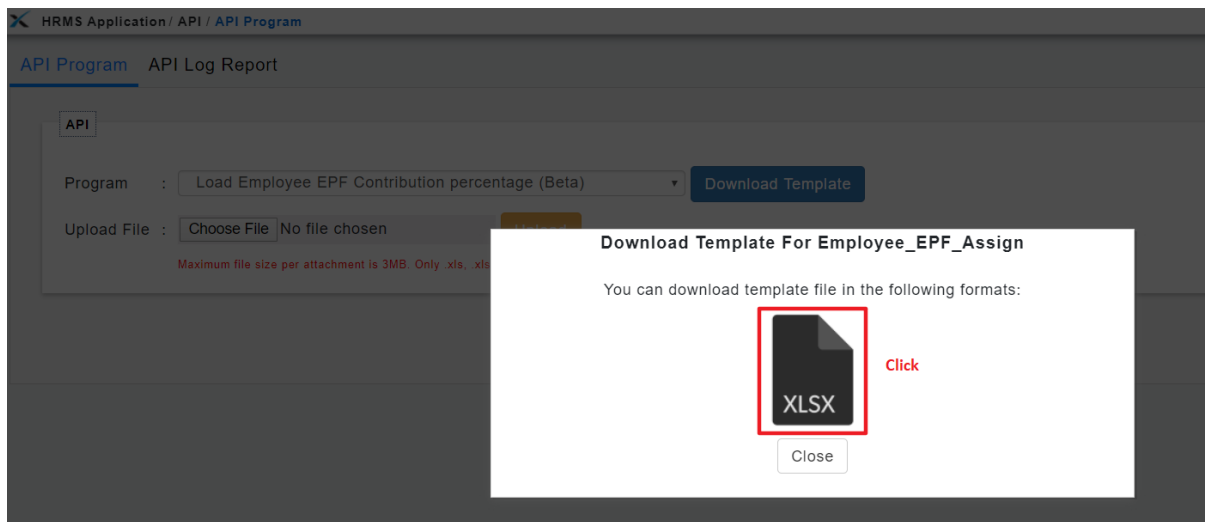
1. Access to API -> **API Program** module.



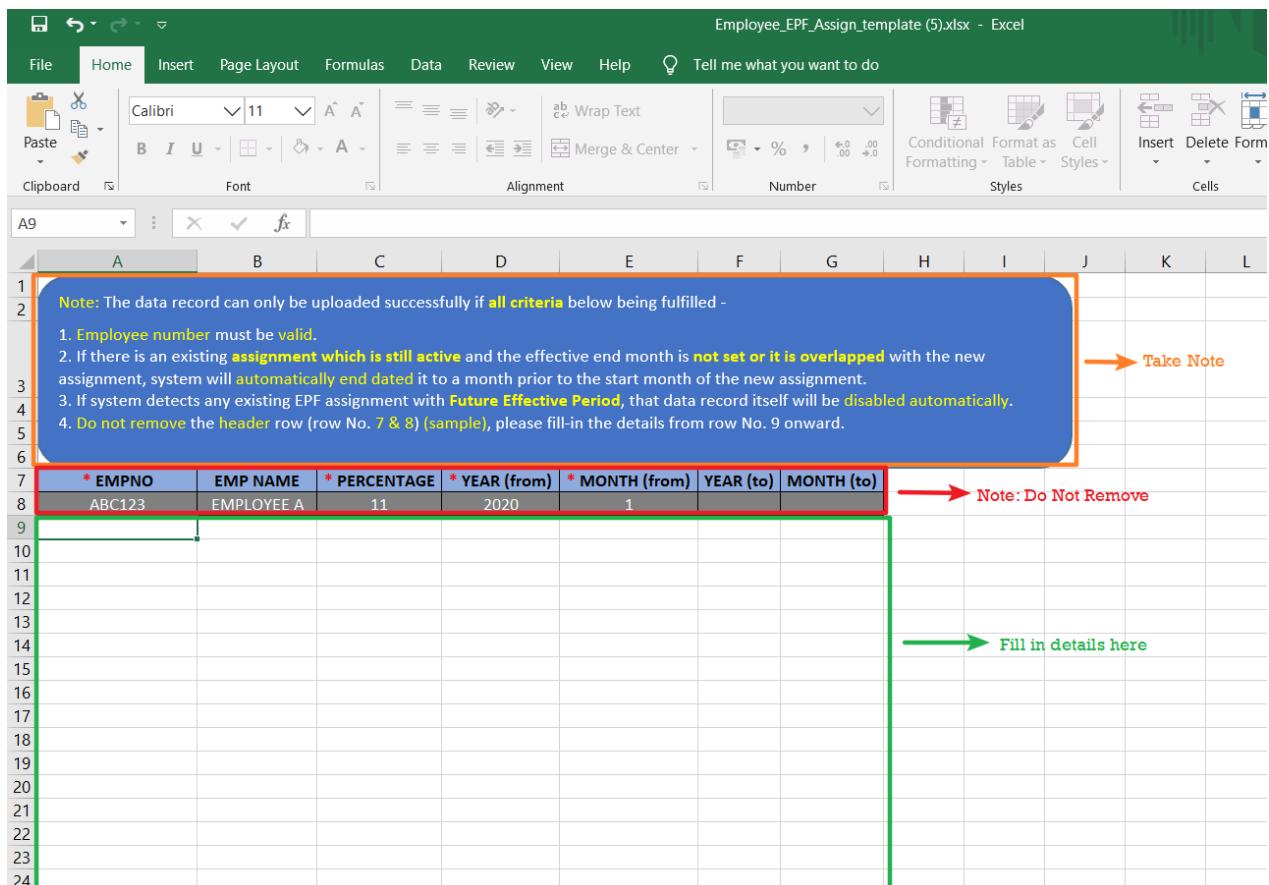
2. Access to "API Program" [1st tab]
3. Select Program: [Load Employee EPF Contribution Percentage]
4. Click "Download Template".



- Click on "XLSX" to download the ".xlsx" format in excel file.



6. **Open** the Excel file and **fill in** the details.



Important Notes: The data record can only be uploaded successfully if **all criteria below** being fulfilled -

- i. **Employee number** must be **valid**.
- ii. If there is an existing **assignment which is still active** and the effective end month is **not set or it is overlapped** with the new assignment, system will **automatically end dated it to a month prior to the start month** of the new assignment.

E.g: **Existing assignment** - Start Month: 2020-01, End Month: **'blank'** OR Start Month: 2020-01, End Month: **'2021-09'** and **new assignment** Start Month: **2021-01**, then the **End Month** for those **existing assignment** will be set to **2020-12**.

- iii. If system detects any existing EPF assignment with **Future Effective Period**, that data record itself will be **disabled automatically**.
- iv. **Do not remove** the **header** row (row No. 7 & 8) (sample), please fill-in the details from row No. 9 onward.
7. **"Save"** the file after all information are filled up correctly.
8. **"Browse"** and select the "Updated excel file" -> click **"Upload"**.

HRMS Application / API / API Program

API Program API Loading Result API Log Report

API

Program : Load Employee EPF Contribution Percentage Download Template

Upload File : **Browse...** employee_EPF_Assign_template.xlsx **Upload**

Maximum file size per attachment is 3MB. Only .xls, Employee_EPF_Assign_template.xlsx

9. **Verify** if the information which requires for uploading is displayed accurately.
10. Click **"Confirm"** to proceed with the file upload.

HRMS Application / API / API Program

API Program API Loading Result API Log Report

API

Program : Load Employee EPF Contribution Percentage Download Template Cancel

Upload File : Choose File | No file chosen Upload

Maximum file size per attachment is 3MB. Only .xls, .xlsx, .csv, .txt formats are allowed.

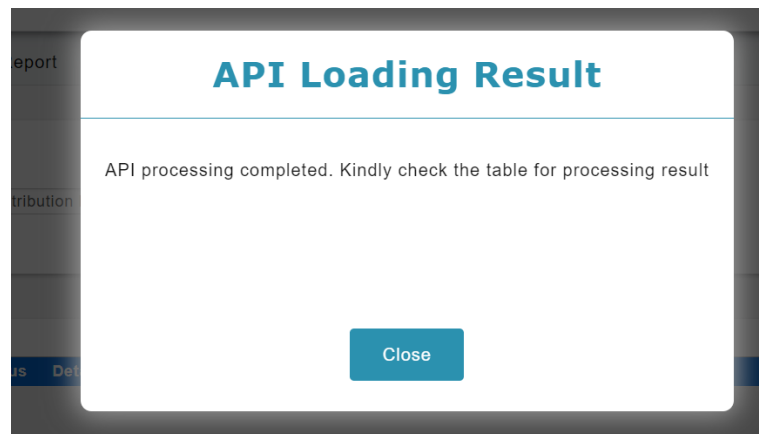
Data

File was successfully uploaded

* EMPNO	EMP NAME	* PERCENTAGE	* YEAR (from)	* MONTH (from)	YEAR (to)	MONTH (to)
ABC123	EMPLOYEE A	11	2020	1		
10001	Tan Aik Cheng	11	2021	1	2021	12
10002	Mohd Ali	11	2021	1		

Confirm

11. Processing completed message will pop-up -> click "Close" to view the Loading Result.



12. If any **Warning/Error** detected, kindly refer to the error message stated and do **update to the correct/valid data** in the Loading File as suggested in the Warning Message, re-upload again for those affected employee(s).

HRMS Application / API / API Program

API Program **API Loading Result** API Log Report

Date : 2020-04-01
 Program : Load Employee EPF Contribution Percentage
 Sequence : 7

Message	Status	Detail
Total row process : 3		
Success : 1		
Warning : 2		
Error : 0		
Input row: 9, data: A11003, DENISE TANG FONG TENG, 30, 2020, 10, 2020, 12	Success	Data record has successfully been uploaded.
Input row: 10, data: A11005, Pang Jian Jie, 15, 20201, 12, ,	Warning	!! WARNING !! Newly assigned EPF contribution and action to update the Effective END Date in the assigned EPF contribution with an active status has FAILED missing or invalid YEAR (from): "20201" for the Employee No. "A11005". Data record skipped. Please check and make sure valid effective YEAR (from) is submitted (1900 - 9999 only).
Input row: 11, data: 4003AAA, , 7, 2020, 5, 2020, 12	Warning	!! WARNING !! Newly assigned EPF contribution and action to update the Effective END Date in the assigned EPF contribution with an active status has FAILED missing or unable to locate Employee No. "4003AAA". Data record skipped. Please make sure Employee No. "4003AAA" is valid Employee No. in system or create a profile for this employee.

Table 1: A list of successful, potential alerts / error (data record is skipped) & proposed solutions given.

No.	Status	Potential Error	Solution Proposal
1	Success	Data record has successfully been uploaded	-
2	Warning	Missing or unable to locate particular employee	Please check if submitted Employee ID is a valid ID that exists in system or create a profile for this employee.
3	Warning	Employee has resigned	Please make sure submitted Employee ID is an active employee in system.
4	Warning	Missing or invalid YEAR (from) value	Please check if the inserted effective YEAR (from) is valid (1900 - 9999 only) .
5	Warning	Missing or invalid MONTH (from) value	Please check if the inserted effective MONTH (from) is valid (1 to 12 only) .
6	Warning	Missing or invalid Percentage	Please check if the inserted percentage/rate is valid (0 to 30 only) .
7	Warning	Invalid YEAR (to)	Please check if the inserted effective YEAR (to) is valid (1900 - 9999 only) .
8	Warning	Invalid MONTH (to)	Please check if the inserted effective MONTH (to) is valid (1 to 12 only) .
9	Warning	Inserted date range is earlier than the effective starting year and month	Please check if the inserted end date is valid
10	Error	Program error	Please contact MYwave technical support team for further assistance

Table 1

TO VERIFY THE ASSIGNED DATA RECORD(S)

1. Access to **Payroll Module -> Assign Alw/Ded**
2. Access to "Record" [2nd tab]
3. Select Type: **[Statutory (employee contribution)]**, Transaction: **[EPF]**
4. Select the employee(s) *(if necessary)*
5. Click **"Retrieve"**
6. Verify the data record(s)

HRMS Application / Payroll / **Assign Alw/Ded** ¹

Assignment **Record** ²

Record

Type : Statutory (employee contribution) ³ Pay Group : - ⁵

Transaction : EPF From Employee No : A11003 - A11005 ⁴

Effective Date : - -

Retrieve ⁵

Employee No. ^	Employee Name ^	Pay Group ^	Base Code Name ^	Entitlement ^	From Date ^	To Date ^	Amount or % ^	Year Paid Out ^	Action
A11003	DENISE TANG FONG TENG	MYWAVE	EPF	Statutory (Employee)	2020-01	2020-12	11		Edit Delete
A11005	Pang Jian Jie	Sales-Executive	EPF	Statutory (Employee)	2020-01	-	11		Edit Delete

(Page 1 of 1)

TO EDIT THE ASSIGNED RECORD(S)

1. From *Assign Alw/Ded* -> *Record* [2nd tab] -> click "Edit"

HRMS Application / Payroll / **Assign Alw/Ded**

Assignment **Record**

Record

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

Transaction : EPF From Employee No : A11003 - A11005

Effective Date : - -

Employee No. ~	Employee Name ~	Pay Group ~	Base Code Name ~	Entitlement ~	From Date ~	To Date ~	Amount or % ~	Year Paid Out ~	Action
A11003	DENISE TANG FONG TENG	MYWAVE	EPF	Statutory (Employee)	2020-01	2020-12	11		Edit Delete
A11005	Pang Jian Jie	Sales-Executive	EPF	Statutory (Employee)	2020-01	-	11		Edit Delete

(Page 1 of 1)

2. **Update** the information
3. Then click "Save"

HRMS Application / Payroll / **Assign Alw/Ded**

Assignment **Record**

Record

From Employee No : A11005 Amount or % : 11 (%) Or - 2

Effective Date : 2020 01 2 To : 2020 12 3

Save Cancel

Employee No. ~	Employee Name ~	Pay Group ~	Base Code Name ~	Entitlement ~	From Date ~	To Date ~	Amount or % ~	Year Paid Out ~	Action
A11003	DENISE TANG FONG TENG	MYWAVE	EPF	Statutory (Employee)	2020-01	2020-12	11		Edit Delete
A11005	Pang Jian Jie	Sales-Executive	EPF	Statutory (Employee)	2020-01	-	11		Edit Delete

(Page 1 of 1)

DELETE THE ASSIGNED RECORD(S)

1. From *Assign Alw/Ded* -> *Record* [2nd tab] -> click "Delete"

HRMS Application / Payroll / **Assign Alw/Ded**

Assignment **Record**

Record

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

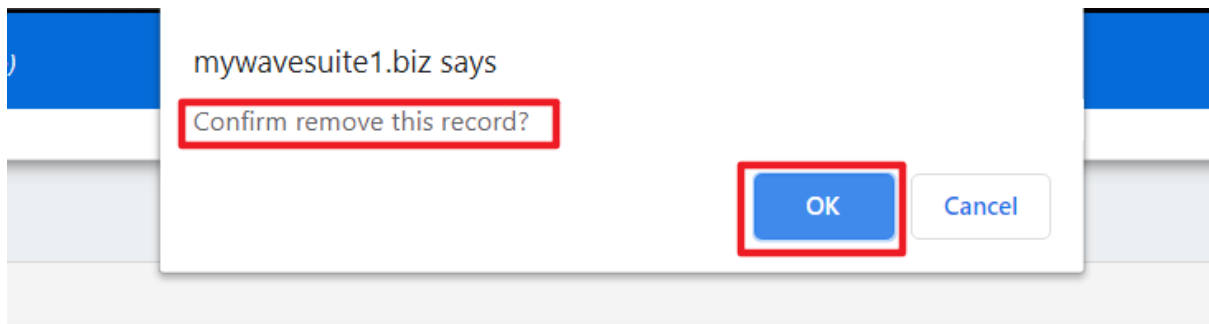
Transaction : EPF From Employee No : A11003 - A11005

Effective Date : - -

Employee No. ~	Employee Name ~	Pay Group ~	Base Code Name ~	Entitlement ~	From Date ~	To Date ~	Amount or % ~	Year Paid Out ~	Action
A11003	DENISE TANG FONG TENG	MYWAVE	EPF	Statutory (Employee)	2020-01	2020-12	11		Edit Delete
A11005	Pang Jian Jie	Sales-Executive	EPF	Statutory (Employee)	2020-01	2020-12	11		Edit Delete

(Page 1 of 1)

2. Select "OK" to confirm in removing the data record.



3. Verify if the record is being deleted/removed.

HRMS Application / Payroll / **Assign Alw/Ded**

Assignment **Record**

Record

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

Transaction : EPF From Employee No : A11003 - A11005

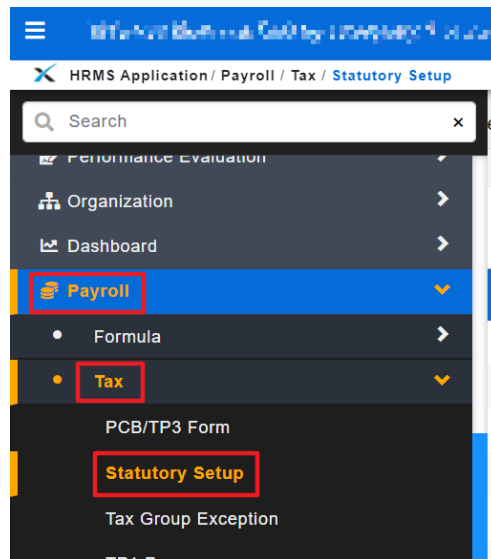
Effective Date : - -

Employee No. ~	Employee Name ~	Pay Group ~	Base Code Name ~	Entitlement ~	From Date ~	To Date ~	Amount or % ~	Year Paid Out ~	Action
A11005	Pang Jian Jie	Sales-Executive	EPF	Statutory (Employee)	2020-01	2020-12	11		Edit Delete

(Page 1 of 1)

TO CHECK EPF AMOUNT UNDER EPF TABLE

1. Access to Payroll -> Tax -> **Statutory Setup** module.



2. Click on 1st tab [EPF Table].
3. Select Year: [Eg: 2021-01].
4. Identify which **salary/wages range**.
5. This is the **employee EPF contribution amount** following the respective salary/wages range and percentage (%) during the payroll processing.

HRMS Application / Payroll / Tax / Statutory Setup

EPF Table EIS Table SOCSO Table Income Tax Set-up Tax Relief Set-up

EPF Table

Year: 2021-01

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	2	3	5	9	13	A	2021-01
20.01	40	4	6	10	9	13	A	2021-01
40.01	60	6	8	14	9	13	A	2021-01
60.01	80	8	11	19	9	13	A	2021-01
80.01	100	9	13	22	9	13	A	2021-01
100.01	120	11	16	27	9	13	A	2021-01
120.01	140	13	19	32	9	13	A	2021-01
140.01	160	15	21	36	9	13	A	2021-01
160.01	180	17	24	41	9	13	A	2021-01
180.01	200	18	26	44	9	13	A	2021-01
200.01	220	20	29	49	9	13	A	2021-01
220.01	240	22	32	54	9	13	A	2021-01
240.01	260	24	34	58	9	13	A	2021-01
260.01	280	26	37	63	9	13	A	2021-01
280.01	300	27	39	66	9	13	A	2021-01
300.01	320	28	40	68	9	13	A	2021-01