

User Guide

Pay Slip PSU 4.0

Admin



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PSU 4.0 PAYSLIP

1.1 Payslip Settings

User can insert, edit and delete employee's PSU 4.0 information on **Payslip Setting** tab under **Pay Slip (Admin)**

1.1.1 Add New Employee PSU 4.0 Information

There are two methods to add new employee PSU 4.0 information. The user can insert employee information directly from the system or they can upload an excel file with necessary employee information. Follow the steps below to insert or upload employee information to the list.

Method 1 (via System):

1. Select pay period and end period

Pay Period * : 

End Period * : 

2. Select employee from the drop down list

Employee :

Submit

3. Click **Submit**

Method 2 (via uploading Excel File) :

1. Select pay and end period

Pay Period * : 

End Period * : 

2. Click **Download Template** to download an excel file template with required format

Download Template For

You can download template file in the following formats:



Close


3. Enter employee information in excel file according to format provided in the template
4. Click **Choose File** and select the desired excel file
5. Click **Upload** to upload employee's PSU 4.0 information


Upload File : No file chosen

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

1.1.2 View Employee List Table

Once an employee's PSU 4.0 information has been added, user can view the employee details on the employee list table as shown below. Click on the **Export** button to download and save a list of employee's PSU information into an excel file.

Pay Period * : 







End Period * : 

Employee :

Upload File :

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

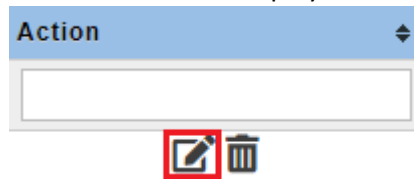
Employee list with Program Subsidi Upah (PSU)

Employee No.	Employee Name	Identity Card No(New)	Hire Date	Effective Period	Effective Period End	Upload Date	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMP001	ABDUL RAHMAN	999999-99-9999	2003-11-14	2021-01	2021-05	2021-08-26 11:46 AM	 
EMP002	BEN TAN	888888-88-8888	1996-06-17	2021-06	2021-08	2021-08-26 12:55 PM	 
EMP009	JOYCE WONG	777777-77-7777	2003-11-14	2021-08	2021-09	2021-08-26 1:36 PM	 

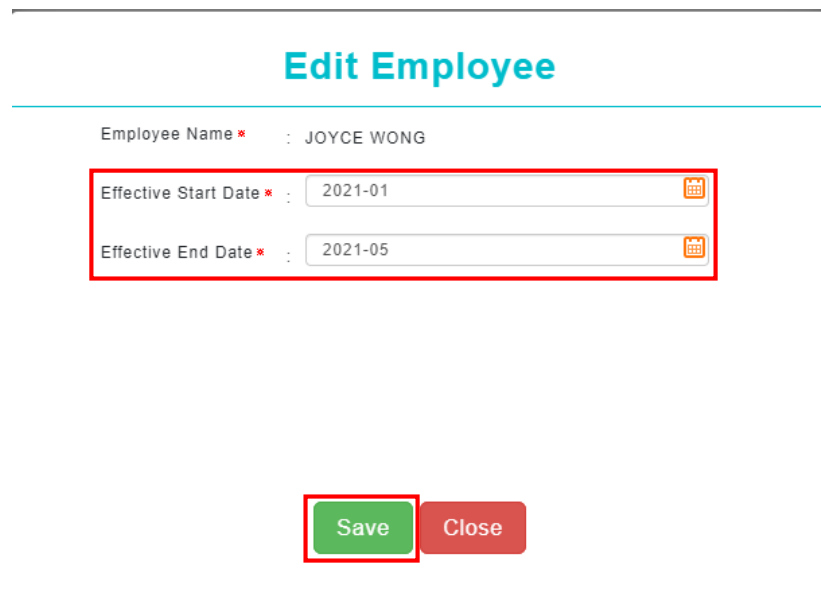
1.1.3 Edit Employee List Table

User can edit records in the employee list table. Follow the steps below edit employee information

1. Click on the pencil icon under **Action** column in employee list table



2. System will prompt a dialog box to edit employee's effective start and end date. Click on the desired item to edit

A screenshot of a dialog box titled 'Edit Employee' in blue text. The dialog box has a white background and a thin blue border. It contains the following fields:

- 'Employee Name *' : JOYCE WONG
- 'Effective Start Date *' : 2021-01 (with a calendar icon)
- 'Effective End Date *' : 2021-05 (with a calendar icon)

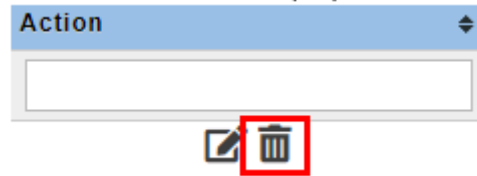
The date fields are highlighted with a red rectangle. At the bottom of the dialog box, there are two buttons: a green 'Save' button and a red 'Close' button. The 'Save' button is highlighted with a red rectangle.

3. Click **Save** button to save changes or **Close** button to undo

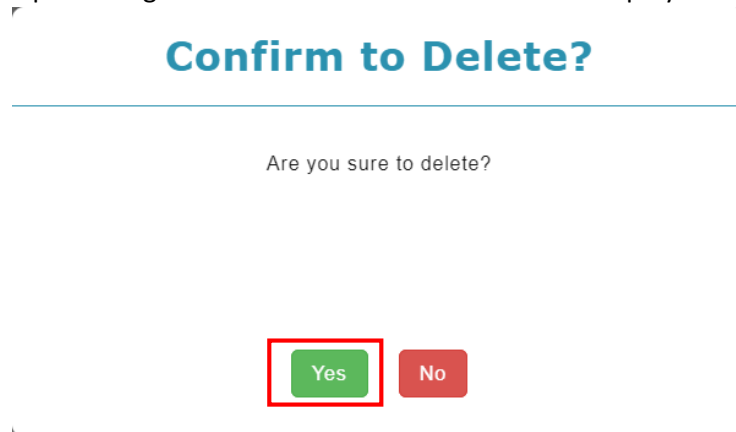
1.1.3 Delete Employee From List

User can delete employee records from the employee list table. Follow the steps below delete employee record

1. Click on the trash icon under **Action** column in employee list table



2. System will prompt a dialog box to confirm deletion of selected employee record



3. Click **Yes** button to delete record or **No** button to undo

PSU 4.0 PAY SLIP

2.1 PSU 4.0 Pay Slip Format

Employees who are granted the PSU 4.0 subsidy will have different payslip format. A wording indicator is displayed under the payslip for employee with PSU 4.0 subsidy as shown in the screenshot below.

COMPANY					
Employee Name			Employee No.		
Basic Rate		1000.00			
INCOME		Hrs/Days	MYR	Deduction	Hrs/Days
			1000.00	EPF	
			1000.00	EIS	
			1000.00	SOCSSO	
			1000.00		
			1000.00		
			1000.00		
Total Income			7000.00	Total Deduction	
				Net Income	
This is a computer-generated form. No signature is required.					
COMPANY 523 (EPF) merupakan penerima bantuan subsidi upah daripada kerajaan melalui Program Subsidi Upah (PSU)					

Figure 2.1