

SQL PAYROLL ADVANCE USER GUIDE

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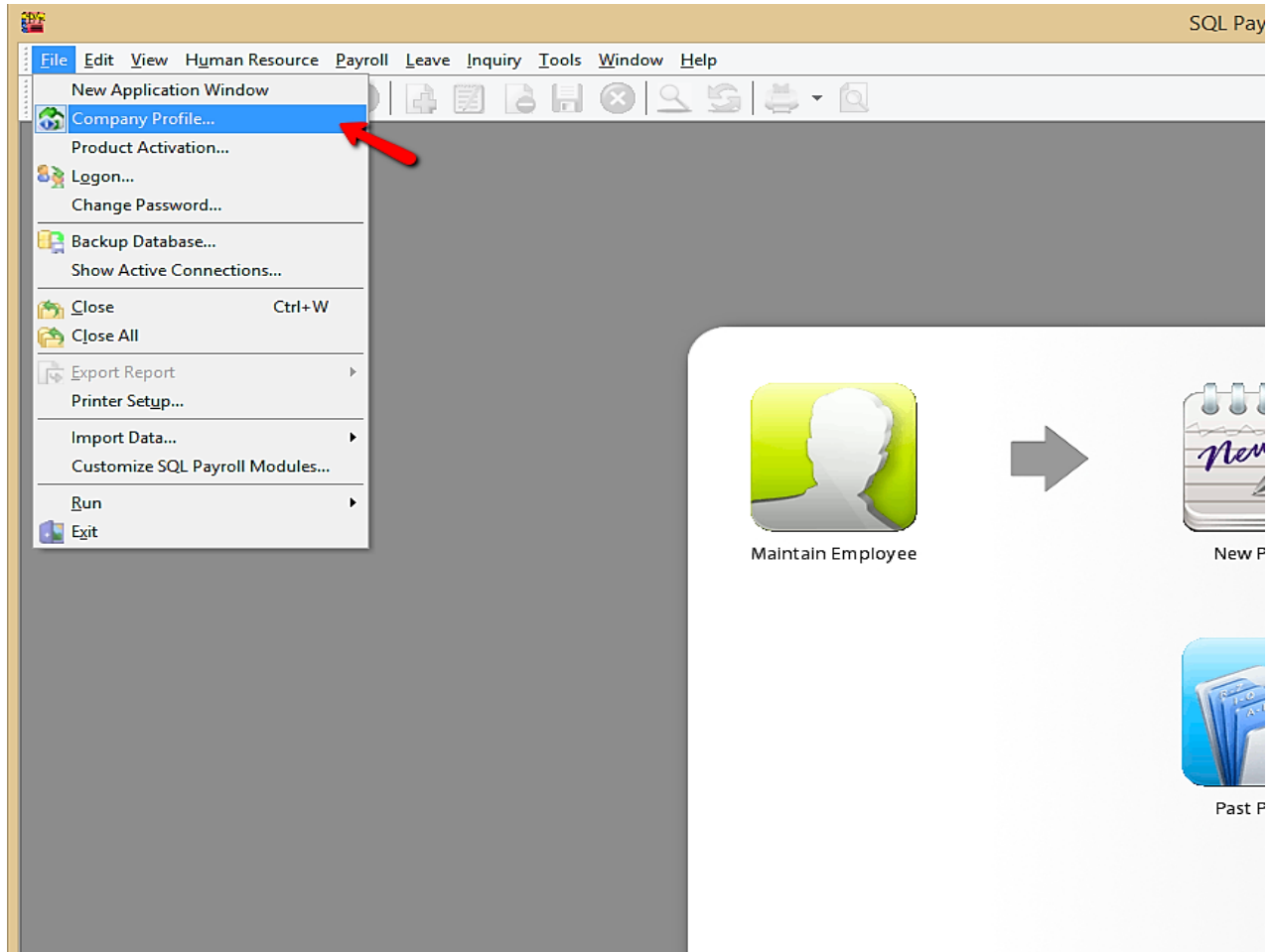
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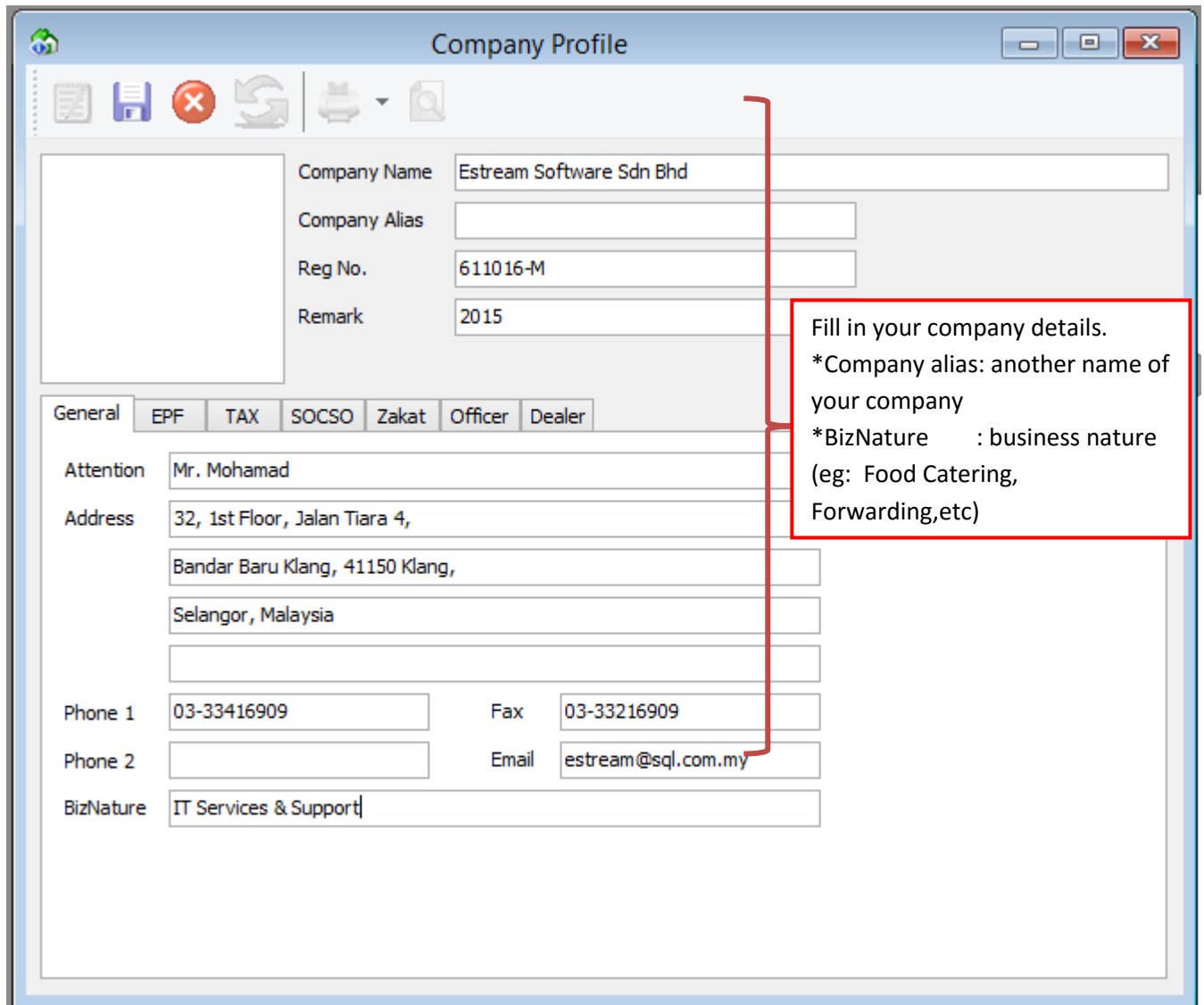
How to Setup Company Profile :

Maintain Payroll Company Profile

Step 1 : Look for File then Company Profile



Step 2 : Click-in the " General " Info to update your general company profile info.



Company Profile

Company Name: Estream Software Sdn Bhd

Company Alias:

Reg No.: 611016-M

Remark: 2015

General | EPF | TAX | SOCSO | Zakat | Officer | Dealer

Attention: Mr. Mohamad

Address: 32, 1st Floor, Jalan Tiara 4,
Bandar Baru Klang, 41150 Klang,
Selangor, Malaysia

Phone 1: 03-33416909 Fax: 03-33216909

Phone 2: Email: estream@sql.com.my


BizNature: IT Services & Support

Fill in your company details.
*Company alias: another name of your company
*BizNature : business nature (eg: Food Catering, Forwarding,etc)

Step 3 : Click on the EPF Tab to update the info of Employer EPF.

This is the result if you have key-in the info and will display at report :

1-1



KUMPULAN WANG SIMPANAN PEKERJA
PERATURAN-PERATURAN DAN KAEDAH-KAEDAH KWSP 1991 KAEDAH 11(1)

KWSP 6

Borang A

Mukasurat: 1/1

Cop Ejen Kutipan


| No Rujukan Majikan | Bulan Caruman | Amaun Caruman (RM) | No Rujukan Borang A |
|--------------------|---------------|--------------------|---------------------|
| 1234 | 07/2015 | 3 6 0 0 00 | 12341507 |

Jumlah caruman di atas hendaklah dibayar kepada KWSP/Ejen Kutipan KWSP sebelum/pada 15hb setiap bulan

☐ Wang Tunai
 ☒ Cek/Kiriman Wang/Wang Pos /Draft Bank*No /EFT /TT.

Nama Majikan : Estream Software Sdn Bhd
 Alamat : 32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang, Selangor, Malaysia


Tarikh DiCetak : 01/06/2015
 Bil Pekerja : 1



00000123415790180993 0101

303

| B I L | No. AHLI | N K | NOKAD PENGENALAN | NAMA PEKERJA / AHLI (Seperti yang terdapat di dalam Kad Pengenalan) | UPAH (RM) | CARUMAN (RM) | | | | | | | | | | | | | |
|---|-------------|--------|---------------------|--|--------------|---------------|---|---|---|---|--|---------------|--|--|--|---|---|---|---|
| | | | | | | MAJIKAN (SEN) | | | | | | PEKERJA (SEN) | | | | | | | |
| Jumlah yang dibawa dari mukasurat terdahulu(jika ada) | | | | | | | | | | | | | | | | | | | |
| 1 | | | 881212014321 | LEE CHONG WAI | 15,000.00 | | 1 | 9 | 5 | 0 | | | | | | 1 | 6 | 5 | 0 |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |



000001234157 901809VOX

EPF Employer No

Submission Date

EPF Code


Step 4 : Click on the TAX tab to insert all the employer tax info.

This is the result if you have key-in the info and will display at report :

Tax Employer No. E

Borang ini boleh difotokopi

KETUA PENGARAH HASIL DALAM NEGERI
LEMBAGA HASIL DALAM NEGERI
 Cawangan Pungutan Kuala Lumpur
 Kaunter Bayaran Dan Tingkat 1, Blok 8A
 Kompleks Bangunan Kerajaan, Jalan Duta
 50600 KUALA LUMPUR



CUKAI PENDAPATAN MALAYSIA
 PENYATA POTONGAN CUKAI OLEH MAJIKAN
 [SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967
 KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]

POTONGAN BAGI BULAN 0 6 **TAHUN** 2015

CP39 Pin. 2012

UNTUK KEGUNAAN PEJABAT

No. Kelompok

No. Resit

| BUTIR-BUTIR MAJIKAN | | BUTIR-BUTIR PEMBAYARAN | | PEGAWAI YANG MENYEDIAKAN BORANG | |
|------------------------------------|---|---|--------------------------|---------------------------------|----------------------------|
| No. Majikan E | <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="7"/> <input type="text" value="8"/> <input type="text" value="9"/> <input type="text" value="0"/> | Jumlah Potongan | PCB RM 66.50 | CP 38 RM - | Tandatangan _____ |
| No. Pendaftaran Perniagaan | <input type="text" value="611016-M"/> | Bilangan Pekerja | 1 | 0 | Nama Penuh _____ |
| Nama Syarikat/ Perniagaan | Estream Software Sdn Bhd | Butir-butir / Cek / Bank / Derat / Kiriman Wang / Wang Pos | Amaun RM 66.50 | | No. Pengenal: _____ |
| Alamat Syarikat/ Perniagaan | 32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang, Selangor, Malaysia | Nombor | | | Jawatan _____ |
| | | Cawangan | | | No. Telefon _____ |
| | | Tarikh | 25/07/2015 | | |

A BORANG CP 39

- Borang ini mesti diisi dengan lengkap and betul.
- Majikan digalakkan menghantar maklumat potongan melalui e-PCB/e-Data PCB/disket/cakera padat/pemacu flash mengikut format yang ditentukan oleh LHDN bagi menggantikan Borang CP39.
- No. Rujukan Cukai Pendapatan:
 - Isikan nombor cukai pendapatan dalam ruangan yang telah disediakan.
Contoh: SG 2506203-00(0) boleh diisi sebagai SG 02506203000
 - Bagi pekerja yang layak dikenakan PCB tetapi tiada nombor cukai pendapatan, pendaftaran boleh dibuat melalui:
 - majikan atau pekerja boleh mendaftar secara atas talian melalui e-Daftar di www.hasil.gov.my, atau
 - Borang CP22 atau borang in lieu of CP39 dikemukakan ke cawangan LHDNM yang berdekatan.
- Nama pekerja
Isikan nama penuh pekerja seperti di kad pengenalan/pasport. (Jangan senaraikan pekerja yang

B PEMBAYARAN

- Bayaran dan Borang CP39 yang telah lengkap diisi mestilah sampai ke Cawangan Pungutan LHDN selewat-lewatnya pada hari kesepuluh bulan berikutnya.
Contoh: PCB/CP38 bagi bulan April 2012, tarikh akhirnya ialah 10 Mei 2012.
- Sediakan borang CP39 beserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasaskan untuk bulan atau tahun berlainan.
- Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.
- Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catatkan no majikan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.
- Bayaran untuk Cukai Syarikat, Skim Ansuran (CP 500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.
- Untuk bayaran bagi Negeri Sabah sila alamatkan ke: 7. Untuk bayaran bagi Negeri Sarawak sila alamatkan ke Cawangan Pungutan Kota Kinabalu Cawangan Pungutan Kuching

Step 5 : Click on the SOCSO tab to insert all the employer socso info.

Company Profile

Company Name: Estream Software Sdn Bhd

Company Alias:

Reg No.: 611016-M

Remark: 2015

General EPF TAX **SOCSCO** Zakat Officer Dealer

SOCSCO Branch: Selangor SOCSCO Office

SOCSCO Employer No. (New): 123444556677

SOCSCO Employer No.:

SOCSCO Address: Wisma PERKESO,
Lot 141, Seksyen 6, Jalan Selangor,
46990 Petaling Jaya,
Selangor Darul Ehsan.

SOCSCO Phone: 037949888

SOCSCO Fax: 0379567492

Name of SOCSCO office. For reference purpose

Key in SOCSCO Employer No. **IMPORTANT**. Will be captured in SOCSCO 8A.

Details of SOCSCO office. For reference purpose

This is the result if you have key-in the info and will display at report :

BORANG
8A



PERKESO

PERTUBUHAN KESELAMATAN SOSIAL JADUAL CARUMAN BULANAN

UNTUK CARUMAN BULAN 07 2015

Jumlah caruman untuk bulan di atas hendaklah dibayar
tidak lewat daripada 31/08/2015



Nama dan
Alamat
Majikan



Estream Software Sdn Bhd
32, 1st Floor, Jalan Tiara 4,
Bandar Baru Klang, 41150 Klang,
Selangor, Malaysia

SOCSCO Employer No.

No. Kod
Majikan

1 2 3 4 4 4 5 5 6 6 7 7

CATATAN

- (1) NO. PENDAFTARAN KESELAMATAN SOSIAL ADALAH NOMBOR KAD PENGENALAN PENDAFTARAN NEGARA. Tandakan X di ruangan (2) jika pekerja telah berhenti kerja dan masukkan tarikh berhenti kerja di ruangan (3). Isikan tarikh mula kerja untuk pekerja yang tidak tersenarai sahaja di ruangan (3). Pendaftaran pekerja sedemikian hendaklah juga dibuat dalam borang 2.
(4) Jika tiada caruman sebab cuti tanpa gaji masukkan angka 00.00 di ruangan (6).
(5) Jika ada butir-butir yang didapati tidak betul, jangan buat pindaan di borang ini sila benitahu PERKESO secara bertulis.
(6) Sila pastikan tulisan/angka/cap tidak menyentuh mana-mana garisan/kotak/barcode yang disediakan.
(7) Format untuk tdk. mula/tkh. berhenti kerja adalah hhbbtttt contoh 01072000.

| NO. KAD PENGENALAN PENDAFTARAN NEGARA Lihat Catatan (1) | (2) | TKH. MULA/TKH. BERHENTI KERJA hhbbtttt (3) | KEGUNAAN PERKESO (4) | NAMA PEKERJA (MENGIKUT KAD PENGENALAN) (5) | CARUMAN (6) | | | |
|---|-----|--|----------------------------|---|-------------|---|-----|-----|
| | | | | | RM | | SEN | |
| 881212014321 | | | | LEE CHONG WAI | 6 | 6 | - | 4 0 |
| 920831105000 | | | | NICOLE | 6 | 6 | - | 4 0 |

Step 6 : Click on the Zakat tab to insert all the employer zakat info.

The screenshot shows a software window titled "Company Profile". It has a menu bar with icons for file operations and a toolbar with icons for undo, redo, and search. The main area contains a form with the following fields:

- Company Name: Estream Software Sdn Bhd
- Company Alias: (empty)
- Reg No.: 611016-M
- Remark: 2015

Below these fields is a tabbed interface with the following tabs: General, EPF, TAX, SOCSO, Zakat, Officer, and Dealer. The "Zakat" tab is selected and highlighted with a red box. Below the tabs, the "Zakat Employer Code" field is visible, containing the value "AA12354". A red arrow points from a red box containing the text "Fill up if you are eligible to it." to the "Zakat Employer Code" field.

Step 7 : Click on the Officer tab to insert all the employer info.

The screenshot shows a software window titled "Company Profile". It has a menu bar with icons for file operations and a toolbar with icons for printing and searching. The main area is divided into two sections. The top section contains fields for "Company Name" (Estream Software Sdn Bhd), "Company Alias", "Reg No." (611016-M), and "Remark" (2015). Below this is a tabbed interface with tabs for "General", "EPF", "TAX", "SOC SO", "Zakat", "Officer", and "Dealer". The "Officer" tab is selected and highlighted with a red box. This tab contains a form with the following fields: "Officer Name" (Tan Ah Huat), "Officer IC" (701017108713), "Officer Job Title" (Human Resources Manager), "Officer Phone" (016-6478321), and "Officer Email" (HR@estream.com.my). A red bracket groups these fields, and a red box contains the text: "Fill up the detail of the person who handles your company's payroll. ** Will appear in EA form."

| Field | Value |
|---------------|--------------------------|
| Company Name | Estream Software Sdn Bhd |
| Company Alias | |
| Reg No. | 611016-M |
| Remark | 2015 |

| Tab | Field | Value |
|---------|-------------------|-------------------------|
| Officer | Officer Name | Tan Ah Huat |
| | Officer IC | 701017108713 |
| | Officer Job Title | Human Resources Manager |
| | Officer Phone | 016-6478321 |
| | Officer Email | HR@estream.com.my |

Fill up the detail of the person who handles your company's payroll.
** Will appear in EA form.

No. Siri

CUKAI PENDAPATAN

No. Cukai Pendapatan Pekerja

No. Majikan E 1234567890

PENYATA SARANAN DARIPADA PENGGAJIAN
BAGI TAHUN BERAKHIR 31 DISEMBER 2015

Cawangan LHDNM

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA
BAGI TUJUAN CUKAI PENDAPATANNYA

A BUTIRAN PEKERJA

1. Nama penuh Pekerja/Pesara (En/Cik/Puan) WONG CHUN HAN

2. Jawatan

3. No. Kakitangan/ No. Gaji 004

4. No. K.P. Baru 820621083003

5. No. Pasport

6. No. K.W.S.P

7. Jika bekerja tidak genap setahun, nyatakan:

(a). Tarikh mula bekerja 01/02/2010

(b). Tarikh berhenti kerja

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN Tidak Termasuk Elaun/Perkualiti/ Pemberian/Manfaat Yang Dikecualikan Cukai

RM

1. Gaji Kasar, upah atau gaji outi (termasuk gaji lebih masa) 3,200.00

Fi (termasuk fi pengarah), komisen atau bonus

Tip kasar, perkualiti penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran) 730.00

Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja

2. Nilai Manfaat atau kemudahan berupa barangan:

(a) Kereta (Tarikh sebenar diperuntukan) (i) Nilai Kereta dan petrol

(Jenis Tahun Model) (ii) Nilai Pemandu

(b) Elektrik, air, telefon dan kemudahan lain

(c) Nilai manfaat rumahtangga: (*Potong yang tidak berkenaan)

(i) Separuh lengkap dengan perabot/penyaman udara/“langsir”/permaidani, atau

(ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau

(iii) Butiran berasingan: Perabot dan kelengkapan

Perkakas Dapur

Hiburan dan Rekreasi

(d) Pembantu rumah dan tukang kebun

(e) Manfaat Tambang Peroutian

(f) Lain-lain (misalnya makanan dan pakaian)

3. Nilai tempat kediaman (Alamat)

4. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan

5. Pampasan kerana kehilangan pekerjaan

C PENCEN DAN LAIN-LAIN

1. Pencen

2. Anuiti atau Bayaran berkala yang lain

JUMLAH 3,930.00

D JUMLAH POTONGAN

1. Potongan Cukai Berjadual (PCB) Tahun Semasa yang dibayar kepada LHDNM

2. Arah Potongan CP 38

3. Potongan Zakat yang dibayar kepada pihak berkuasa pemungut zakat

E CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPANAN YANG DILULUSKAN

Nama Kumpulan Wang KWSP

Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 434.00

F BUTIRAN PEMBAYARAN TUNGGAKAN DAN LAIN-LAIN BAGI TAHUN-TAHUN TERDAHULU (SEBELUM TAHUN SEMASA)

Bayaran Bagi Tahun Jenis Pendapatan Jumlah bayaran (RM) Caruman KWSP (RM) Potongan Cukai Berjadual (PCB) (RM)

G JUMLAH ELAUN / PERKUALITI / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI

RM 0.00

Nama Pegawai Tan Ah Hui

Jawatan Human Resources Manager

Nama dan Alamat Majikan Estream Software Sdn Bhd

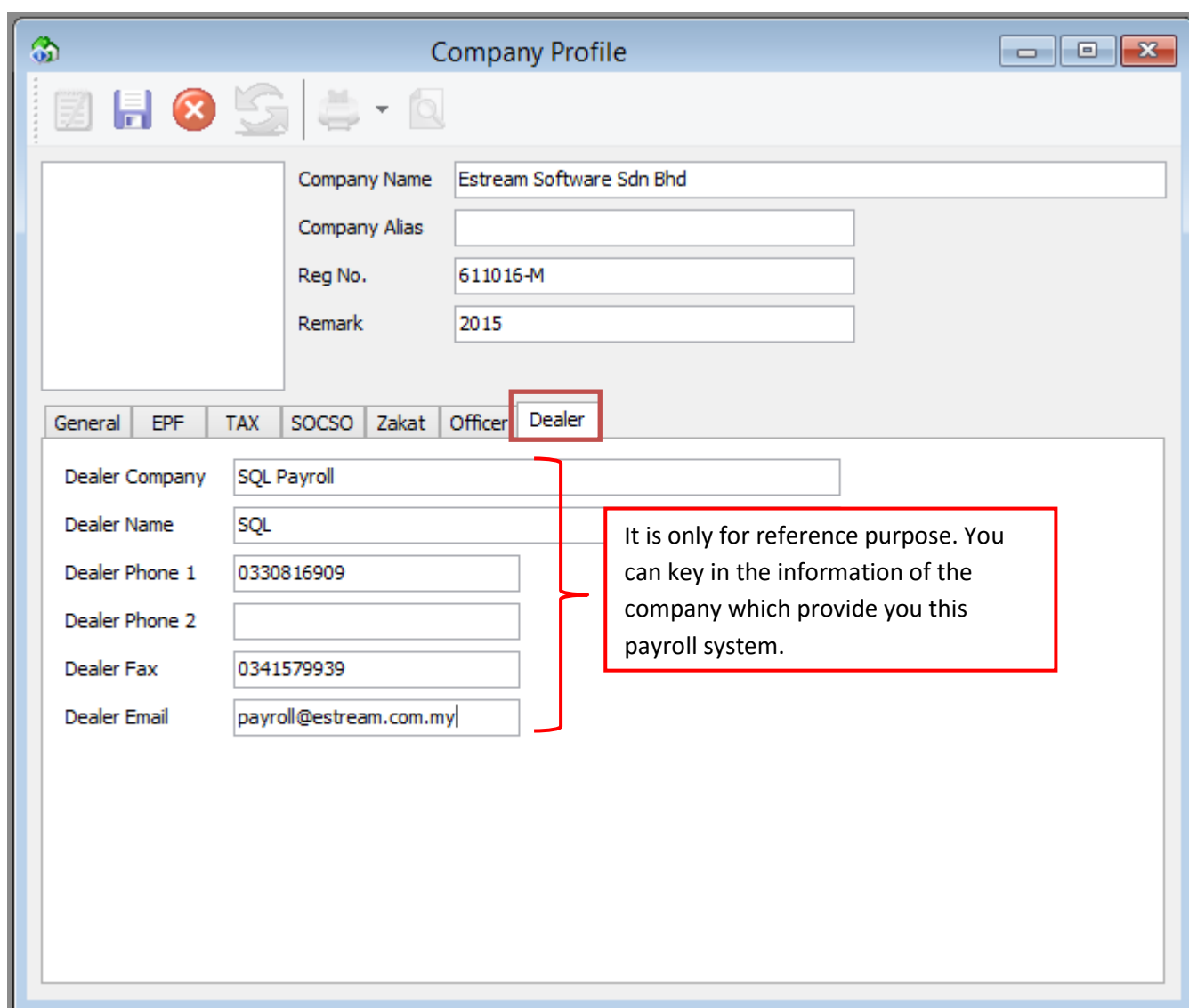
32, 1st Floor, Jalan Tiram 4, Bandar Baru Klang, 41150 Klang,

Selangor, Malaysia

Tarikh 25/07/2015

| G JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI | | RM | 0.00 |
|--|---|----|------|
| Nama Pegawai | Tan Ah Huat | | |
| Jawatan | Human Resources Manager | | |
| Nama dan Alamat Majikan | Estream Software Sdn Bhd | | |
| | 32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang, | | |
| | Selangor, Malaysia | | |
| Tarikh | 25/07/2015 | | |

Step 8 : Click on the DEALER tab to insert all additional info like company dealer, just a remark purpose.



Company Profile

Company Name: Estream Software Sdn Bhd

Company Alias:

Reg No.: 611016-M

Remark: 2015

General | EPF | TAX | SOCSO | Zakat | Officer | **Dealer**

Dealer Company: SQL Payroll

Dealer Name: SQL

Dealer Phone 1: 0330816909

Dealer Phone 2:

Dealer Fax: 0341579939

Dealer Email: payroll@estream.com.my

It is only for reference purpose. You can key in the information of the company which provide you this payroll system.

SQL Payroll consists of the following
Modules :

1) Human Resource

2) Payroll

3) Leave

1) Maintain Employee

- Help to maintain employees biodata.

2) Maintain Branch

- Define the branch name, eg. HQ, branch A, B, C, etc.

3) Maintain Department

- Define the department, eg. Accounts, Sales, Production, etc.

4) Maintain Group

- Define the group level, eg. Director, Manager, Executive, Clerk, etc.

5) Maintain Category

- Define the category. May be like local, expatriate (外籍人士), etc.

6) Maintain Project

- Define the project.

7) Maintain Job

- Define the job; he/she will be handled, eg. Accounts Receivable.

8) Maintain Task

- Define the task; he/she will be covered, eg. collection & billing.

9) Maintain Race

- Define the races, eg. Malay, Chinese, Indian, etc.

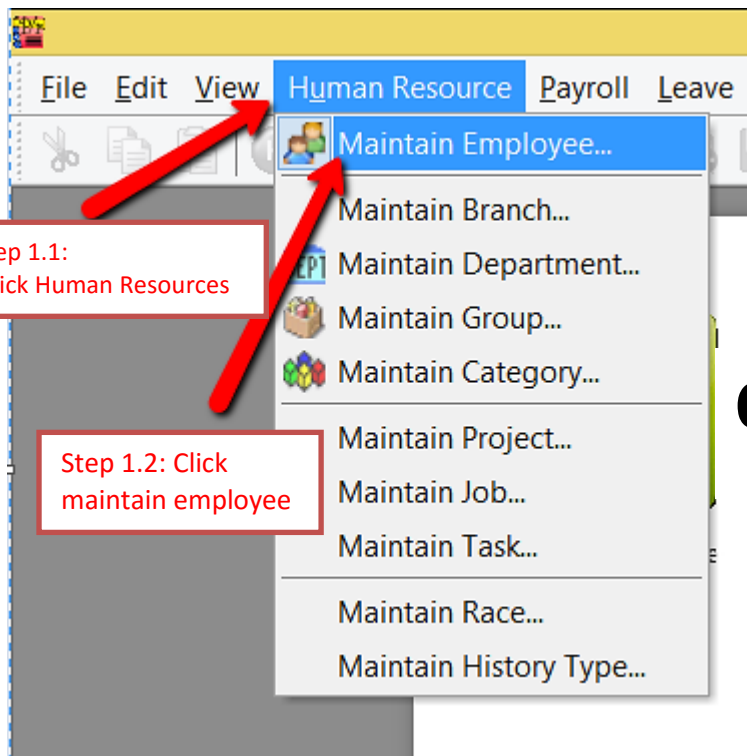
10) Maintain Country

- Define the countries code, eg. MY – Malaysia, SG – Singapore, etc.

Maintain Employee :

Whenever a new staff/worker/person/crew enter the company, Maintain Employee is the place where user needs to key in the details

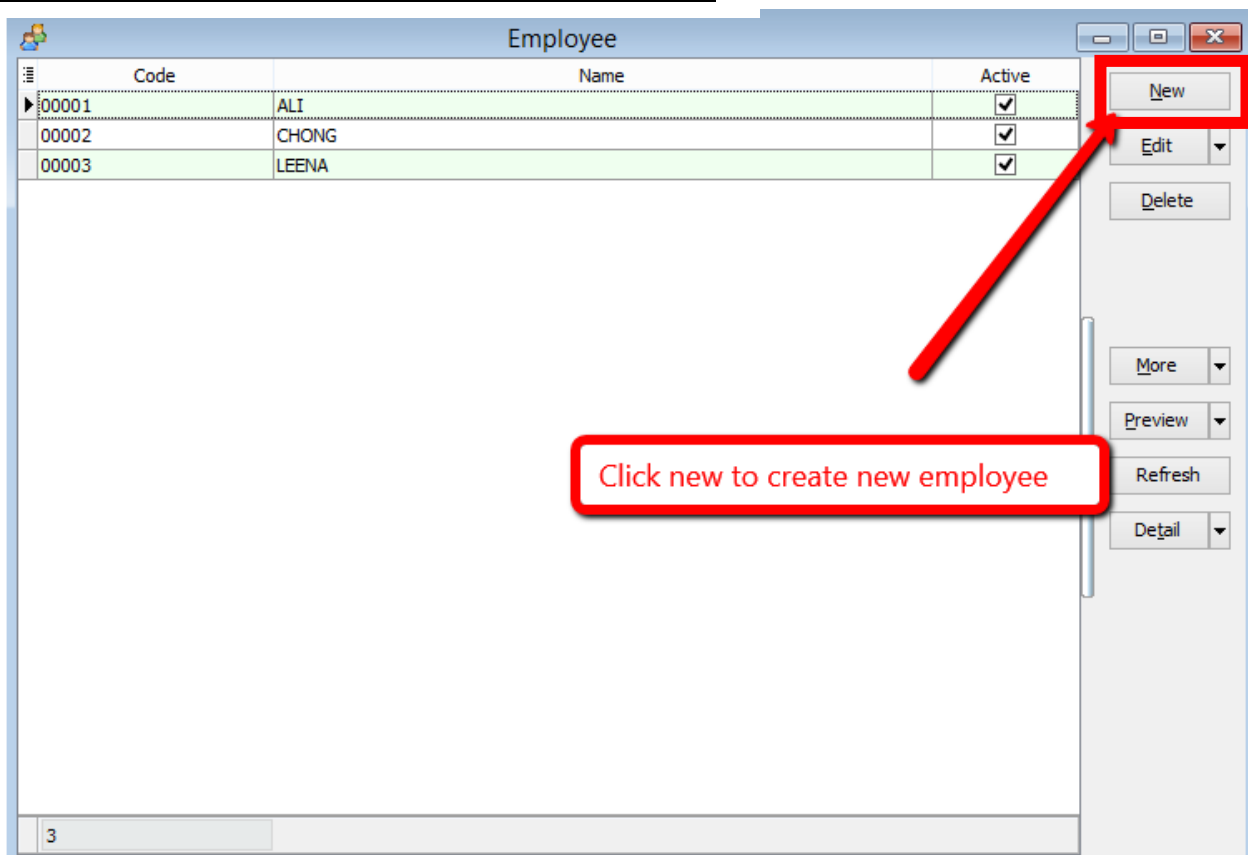
Step 1: Navigate yourself to the Maintain Employee panel



OR



Step 2: Click new to create new employee



Step 3: Key in the employee's personal details

Employee

3.(a) Code: 00001 3.(b) Job Title: DIRECTOR 3.(c) ☒ Active

3.(d) Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments

3.(e) Gender: Male

3.(f) D.O.B: 25/03/1987

3.(g) Address: 5, JALAN BESI 123/79D
KELANTAN
11600 JELUTONG
PULAU PINANG

3.(h) Phone: 03-1234 1234 3.(i) Mobile: 0123456789

3.(j) Email: ali@gmail.com

3.(k) New IC: 870325-07-1111 3.(l) Old IC: Change Password

3.(m) Passport:

3.(o) Immigration No:

New Edit Delete Save Cancel More Preview Refresh Browse

| Symbol | Description |
|--------|---|
| 3.(a) | A unique code for the employee, it also act as a username for the employee to login. |
| 3.(b) | The name of the position the employee will hold. (eg: chairman, secretary, auditor) |
| 3.(c) | To be untick when an employee resigns. (if resign date is not set in payroll info.) |
| 3.(d) | The name of the employee. |
| 3.(e) | The gender/sex of the employee. |
| 3.(f) | The date of birth of the employee (recommended to set so that can capture the age) |
| 3.(g) | The housing address of the employee. |
| 3.(h) | The house number of the employee. |
| 3.(i) | The handphone number of the employee. |
| 3.(j) | The email of the employee. |
| 3.(k) | The Identification Card number of the employee. |
| 3.(l) | The OLD Identification Card number of the employee. (only some very senior people will have) |
| 3.(m) | The password for the employee to login his account. (need to set/change once in order to work) |
| 3.(n) | The passport number of the employee (usually only recorded for foreign worker) |
| 3.(o) | The immigration number of the employee |

Step 4: Key in the employee's grouping details

Employee

Code: 00001 Job Title: DIRECTOR ☒ Active

Name: ALI

Personal **Grouping** Family Payroll Info. Allowance Deduction Note History Child Attachments

4.(a) Branch: KL Project: ---
 HR Group: --- Job: ENGINEER
 Department: IT Task: ---
 Category: SENIOR
 Country: MY
 Race: MALAY

4.(b) Calendar: ---

4.(c) Leave Group: SPECIAL

| Symbol | Description |
|--------|---|
| 4.(a) | Key in the branch/department/category of the employee in the company. (if the company doesn't have so much grouping, just remain everything as default "----") |
| 4.(b) | Select the type of calendar for the employee. |
| 4.(c) | Select the leave group for the employee. (please visit Maintain Leave guide for more info) |

Step 4.1: Create new Branch/HR Group/Department/Category/Country/Race

Branch: KL Project: ---

HR Group: ---

Department: JB

Category: KL

Country: SEL

Race:

Step 4.1.1: Click the drop down arrow

Step 4.1.2: Click the new button

| Code | Description |
|------|----------------|
| --- | Default Branch |
| JB | Johor Bahru |
| KL | Kuala Lumpur |
| PP | Pulau Pinang |
| SEL | Selangor |

5

Fetch All A-- A=a New

New Branch

Step 4.1.3:

Code Key in code...

Description Key in description...

☒ Active

Set as Default

Save

Close

Step 4.1.4: Click save

Step 5: Key in the employee's family details

The screenshot shows a web application window titled "Employee". At the top, there are fields for "Code:" (00001), "Job Title:" (DIRECTOR), and a checked "Active" checkbox. Below these is a "Name:" field containing "ALI". A red arrow points to the "Family" tab in the navigation bar, which is highlighted with a red box. The "Family" tab is active, showing fields for "Spouse Name:" (SITI), "Spouse Address:" (three empty lines), "Spouse Phone:" (03-1111 1111), "Spouse Mobile:" (0129876543), "Tax Branch:" (empty), "Tax No:" (123123123), and "Spouse IC No:" (880325-10-9998). On the right side of the window, there are buttons for "New", "Edit", "Delete", "Save", "Cancel", "More", "Preview", "Refresh", and "Browse".

| Code: | Job Title: | Active |
|-------|------------|-------------------------------------|
| 00001 | DIRECTOR | <input checked="" type="checkbox"/> |

Name: ALI

Personal | Grouping | **Family** | Payroll Info. | Allowance | Deduction | Note | History | Child | Attachments

Spouse Name: SITI

Spouse Address:

Spouse Phone: 03-1111 1111 Spouse Mobile: 0129876543

Tax Branch:

Tax No: 123123123

Spouse IC No: 880325-10-9998

Step 6: Key in the employee's payroll information

The screenshot shows the 'Employee' form with the 'Payroll Info.' tab selected. The form is divided into several sections: Personal, Grouping, Family, Payroll Info., Allowance, Deduction, Note, History, Child, and Attachments. The 'Payroll Info.' section contains the following fields:

- 6.(a) Wages Type: SENIOR
- 6.(b) Wages: 5,000.00
- 6.(c) Contribution: ---
- 6.(d) Frequency: HALF
- 6.(e) Payment Method: CHEQUE
- 6.(f) Bank: CIMB Bank Berhad
- 6.(g) Bank Account No: 0123456789
- 6.(h) Self Disabled: ☐ Resident: ☐
- 6.(i) EPF No: 12345678
- 6.(j) NK: 5
- 6.(k) Initial:
- 6.(i) SOCSO No: 870325-07-1111
- 6.(ii) SOCSO Type: First Category
- 6.(iii) Tax Branch:
- 6.(iv) Tax No: 99999999
- 6.(v) Marital Status: Married
- 6.(vi) Spouse Working: ☒ Spouse Disabled: ☐
- 6.(vii) Tax Category: C3.KA1
- 6.(viii) Override Tax Category: ☐
- 6.(ix) EA Serial No: 0123456789
- 6.(x) Join Date: 13/06/2015
- 6.(xi) Confirm Date: 01/07/2015
- 6.(xii) Resign Date:

| Symbol | Description |
|--------|---|
| 6.(a) | Type of income/wages. (Please visit Maintain Wages guide for more details) |
| 6.(b) | Monthly basic income/wages amount. |
| 6.(c) | Type of contribution. (Please view Maintain Contribution guide for more details) |
| 6.(d) | Frequency of salary issuance. (Please view Payroll Frequency Setting guide for more details) |
| 6.(e) | Type of payment method. (eg: cash, cheque, bank transfer) |
| 6.(f) | Employee's Bank |
| 6.(g) | Employee's Bank Account number |
| 6.(h) | Employee detail (these 2 will affect the taxable amount, tax relief, tax rebate sort of stuff) |
| 6.(i) | Employees Provident Fund (EPF) number |
| 6.(j) | A number that will appear in KWSP borang A form (usually old members only have) |
| 6.(k) | Just something for a remark purpose |

| Symbol | Description |
|----------|--|
| 6.(i) | Employee's SOCSO number. |
| 6.(ii) | Employee's SOCSO Type (most people is First Category) -Second Category is usually for above 55 years old employee. However, if employee D.O.B is set, user do not need to manually change this, system will auto capture) |
| 6.(iii) | Employee's Tax Branch. |
| 6.(iv) | Employee's Tax Number. |
| 6.(v) | Employee's relationship status. (will affect tax category) |
| 6.(vi) | Employee's wife detail. (these 2 will affect the taxable amount, tax relief, tax rebate sort of stuff) |
| 6.(vii) | Employee's Tax Category. (system will auto generate according to the details keyed in) |
| 6.(viii) | When tick, can manually change tax category. (not recommended) (yellow means is user manually set) |
| 6.(ix) | Employee's EA number |
| 6.(x) | The date when the employee join the company. (usually key this if there is a probation/training period before one join the company) |
| 6.(xi) | The date when the employee officially join the company. |
| 6.(xii) | The date when the employee resigns/leaves officially. |

Step 7: Key in the employee's monthly fix allowances/deductions

Employee

Code: 00001 Job Title: DIRECTOR ☒ Active

Name: ALI

Personal Grouping Family Payroll Info **Allowance** Deduction Note History Child Attachments

+ **-**

| Allowance | DESCRIPTION | RATE | EPF | SOCSCO | PCB | PA | OT | EA | HRDF | Tax Code |
|-----------|-------------|----------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-----------------|
| HOUSE | HOUSE | 1,000.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| PETROL | PETROL | 200.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Petrol (Duties) |
| PHONE | PHONE | 100.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Phone |

Click here to add

New Edit Delete Save Cancel More Preview Refresh Browse

Employee

Code: 00001 Job Title: DIRECTOR ☒ Active

Name: ALI

Personal Grouping Family Payroll Info Allowance **Deduction** Note History Child Attachments

+ **-**

| Deduction | DESCRIPTION | RATE | EPF | SOCSCO | PCB | PA | OT | EA | HRDF | Zakat |
|-----------|--------------------------------|-------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|
| PARKING | MONTHLY PARKING FEE | 50.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| NEWSPAPER | MONTHLY NEWSPAPER SUBSCRIPTION | 30.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Click here to add

New Edit Delete Save Cancel More Preview Refresh Browse

Step 7.1: How to create a new allowance/deduction

+ **-**

Step 7.1.1: Click the drop down arrow

| Allowance | DESCRIPTION | RATE | EPF | SOC... | PCB |
|-----------|-------------|----------|-------------------------------------|-------------------------------------|-------------------------------------|
| HOUSE | HOUSE | 1,000.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Code Description

Default Allowance

HOUSE HOUSE

PETROL PETROL

PHONE PHONE

Step 7.1.2: Click the new button

4

Fetch All A-- A=a New

Step 7.1.3: Key in the information below and save.

New Allowance

Code: ☒ Active

Description:

Rate: Amount -

Tax Exempted Code:

Set as Default

Save

Close

Contribution

☒ EPF ☐ OT Over Time

☒ SOCSCO ☒ EA When ticked, will appear in EA form

☒ PCB ☒ HRDF Human Resources Development Fund

☐ PCB (A) PCB (additional) - tick this instead for ad-hoc income

Step 8: Add notes/remark and photo for the employee

Employee

Code: 00001 Job Title: DIRECTOR ☒ Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction **Note** History Child Attachments

Note: Just a place to write additional information/remarks

Photo: To add photo, right click here and click Load...

Photo: Context menu options: Cut, Copy, Paste, Delete, Load..., Assign From Camera..., Save As...

Step 9: History report of the employee

Employee

Code: 00001 Job Title: DIRECTOR ☒ Active

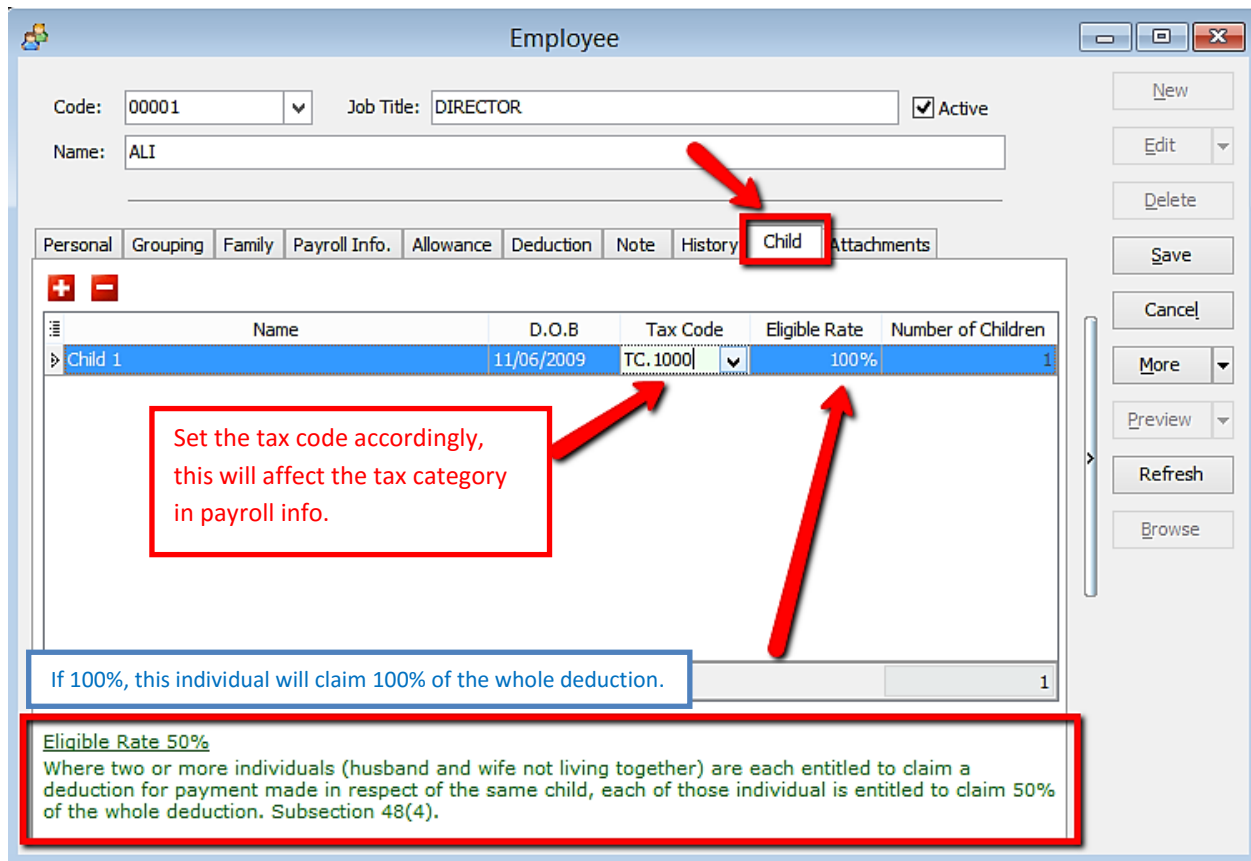
Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note **History** Child Attachments

| Post Date | Type | Description |
|------------|------|---------------------------------------|
| 13/06/2015 | ---- | Entitled to PARKING with rate 50.00 |
| 13/06/2015 | ---- | Entitled to NEWSPAPER with rate 30.00 |
| 13/06/2015 | ---- | Entitled to HOUSE with rate 1,000.00 |
| 13/06/2015 | ---- | Entitled to PETROL with rate 200.00 |
| 13/06/2015 | ---- | Entitled to PHONE with rate 100.00 |
| 13/06/2015 | ---- | Revise Wages from - to 5,000.00 |
| 13/06/2015 | ---- | Revise WagesType from ---- to SENIOR |
| 13/06/2015 | ---- | Revise MaritalStatus from S to M |

System will automatically record all changes in there.

Step 10: Add the employee's children information (will affect tax category)



Employee

Code: 00001 Job Title: DIRECTOR ☒ Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note History **Child** Attachments

| Name | D.O.B | Tax Code | Eligible Rate | Number of Children |
|---------|------------|----------|---------------|--------------------|
| Child 1 | 11/06/2009 | TC.1000 | 100% | 1 |

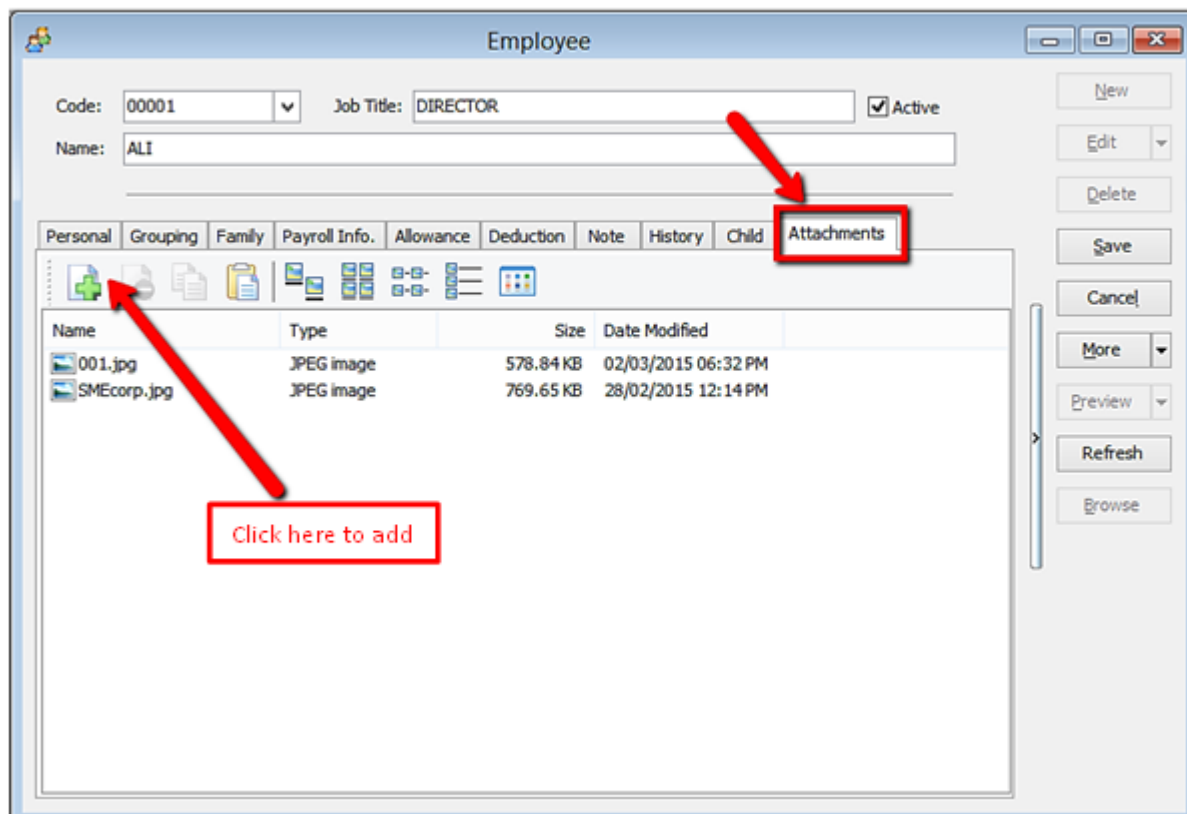
Set the tax code accordingly, this will affect the tax category in payroll info.

If 100%, this individual will claim 100% of the whole deduction.

Eligible Rate 50%
Where two or more individuals (husband and wife not living together) are each entitled to claim a deduction for payment made in respect of the same child, each of those individual is entitled to claim 50% of the whole deduction. Subsection 48(4).

Step 11: Add any attachment related to the employee

(eg: resume, curriculum vitae, contract agreement, receipt claims etc)



Employee

Code: 00001 Job Title: DIRECTOR ☒ Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child **Attachments**

| Name | Type | Size | Date Modified |
|-------------|------------|-----------|---------------------|
| 001.jpg | JPEG image | 578.84 KB | 02/03/2015 06:32 PM |
| SMEcorp.jpg | JPEG image | 769.65 KB | 28/02/2015 12:14 PM |

Click here to add

Payroll

Payroll this module use to process the payroll and printing the necessary reports.

It consists of 3 sections :

a) Maintenance

b) Process Salary

c) Reports.

A) Payroll Maintenance :

1) Maintain Wages

- Enable to set different contribution on Wages, such EPF, SOCSO, PCB, OT, EA and HRDF.

2) Maintain Frequency

- Enable to set different frequency, eg. weekly, half month.

3) Maintain Contribution

- Enable to set different other contribution for Bonus, Director Fee, Pay Leave and Unpaid Leave.

- Maintain the Employee & Employer EPF Rate.

- Maintain the working hour and day per month.

- Enable the Overtime Calculation base on Maintain Employee Setting. It will calculate the OT based on Wages amount in Maintain Employee.

4) Maintain Allowance

- Define the allowance type, rate and contribution.

5) Maintain Deduction

- Define the deduction type, rate and contribution.

6) Maintain Overtime

- Define the overtime type, rate , unit type, and contribution.

7) Maintain Claims

- Define the claims type and amount.

8) Maintain Commission

- Define the commission type, rate and contribution.

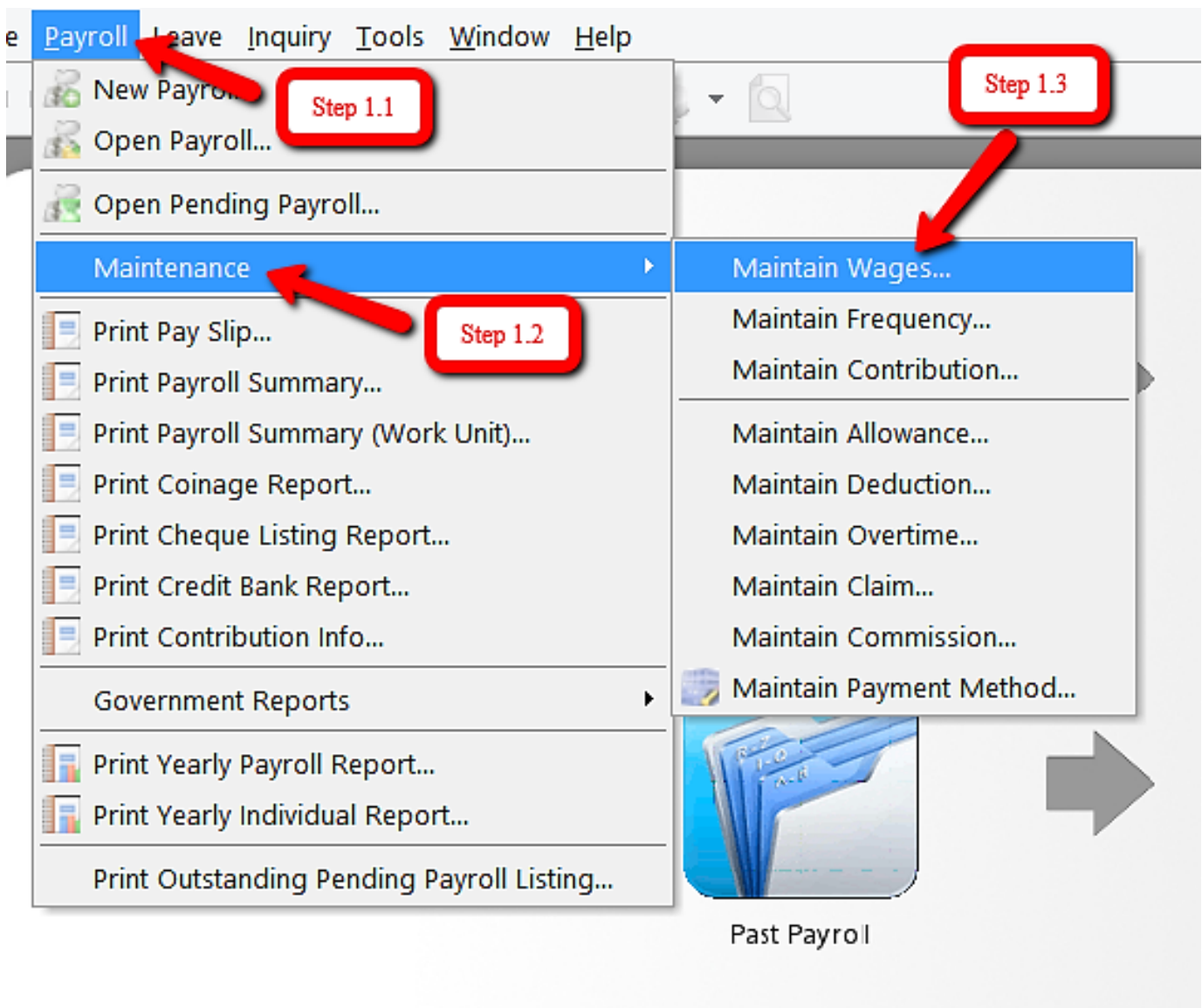
9) Maintain Payment Method

- Define the bank information.

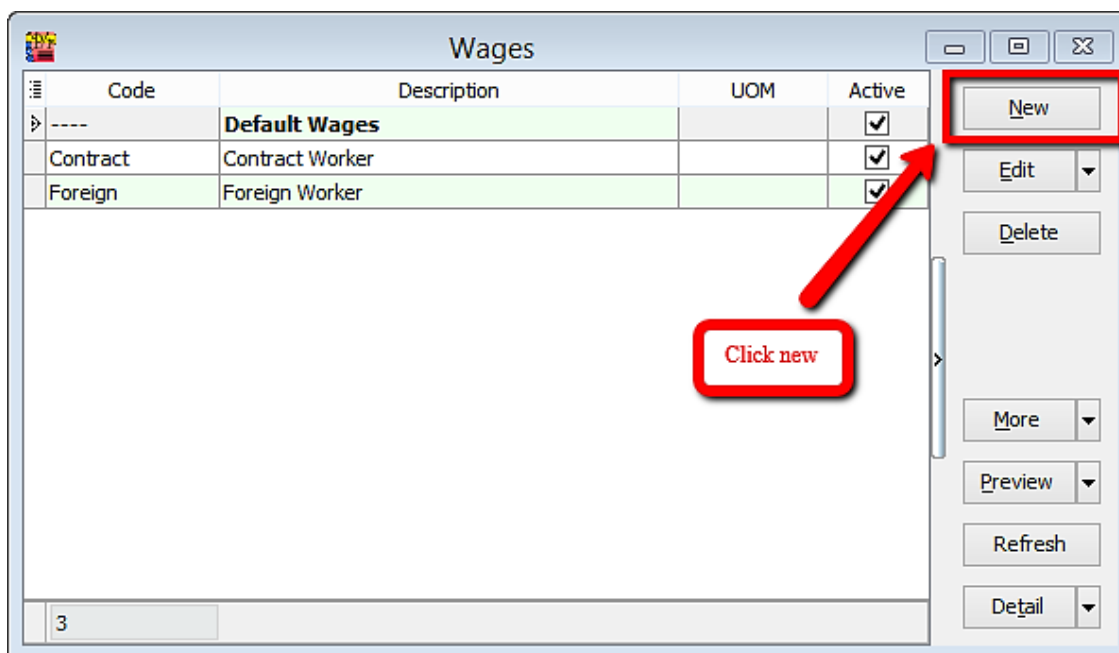
Maintain Wages :

- Setting up maintain wages helps you to categorize the type of wages an employee received.
- This would affect the types of contribution that they need to provide (EPF/SOCSSO/PCB & etc)
- This is especially useful if you have different types of worker such as permanent worker, contract worker, foreign worker & etc

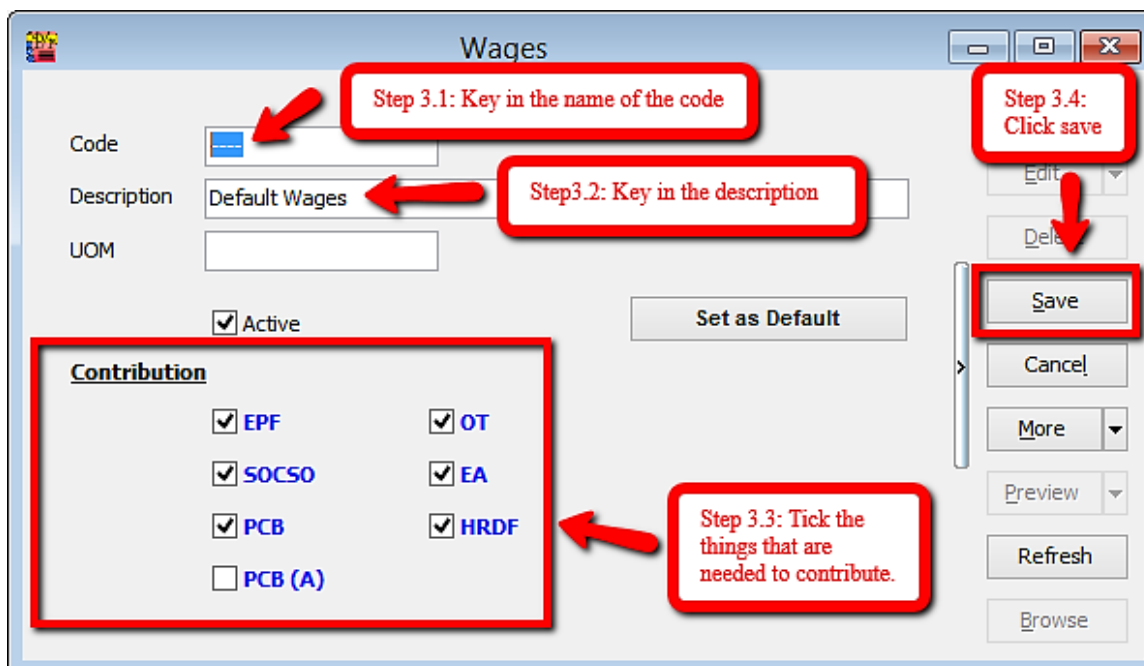
Step 1: Navigate yourself to the maintain wages panel



Step 2: Click new to create new wages type



Step 3: Key in the info and tick the contribution needed



| Terms | Explanation |
|-----------------------|---|
| Code | A unique name for the system to recognise the type of wages |
| Description | The details of the wages type |
| UOM | Serve no purpose, usually for remark only |
| Active | Allow this wages type to be selected in: Maintain employee > Payroll Info. |
| Set as Default | Auto-select this wages type every time in: Maintain employee > Payroll Info. |
| EPF | Monthly wages will contribute to the Employees Provident Fund (EPF) |
| SOCSSO | Contribution to Social Security Organization (SOCSSO) |
| PCB | Contribution to Potongan Cukai Berjadual (PCB), aka Monthly Tax Deduction (MTD) *Used for regular monthly pay out (eg: wages, allowance, overtime, paid leave) |
| PCB(A) | Same as PCB but used for ad-hoc pay out (eg: bonus, director fees, commission) |
| OT | Allow other than wages amount to contribute to Over Time (OT) eg: Wage RM1000, Allowance RM500 Without tick, OT will based on Wage RM1000 only to calculate the amount With tick, OT will based on Wage RM1000 + Allowance RM500 and calculate the amount |
| EA | Tick this means that employee that is selected with this wages type will have his/her payroll info to appear in the EA form. |
| HRDF | Human Resources Development Fund (HRDF), (eg: company trip, team building, special events) *will appear in contribution report |

Usual wages that are used by our users

Local Permanent workers

Wages

Code: ----

Description: Default Wages

UOM:

☒ Active

This is default record

Contribution

☒ EPF ☒ OT

☒ SOCSSO ☒ EA

☒ PCB ☒ HRDF

☐ PCB (A)

Local permanent worker will usually tick like this

Foreign workers

Wages

Code: Foreign

Description: Foreign Worker

UOM:

☒ Active

Set as Default

Contribution

☐ EPF ☒ OT

☐ SOCSSO ☐ EA

☐ PCB ☐ HRDF

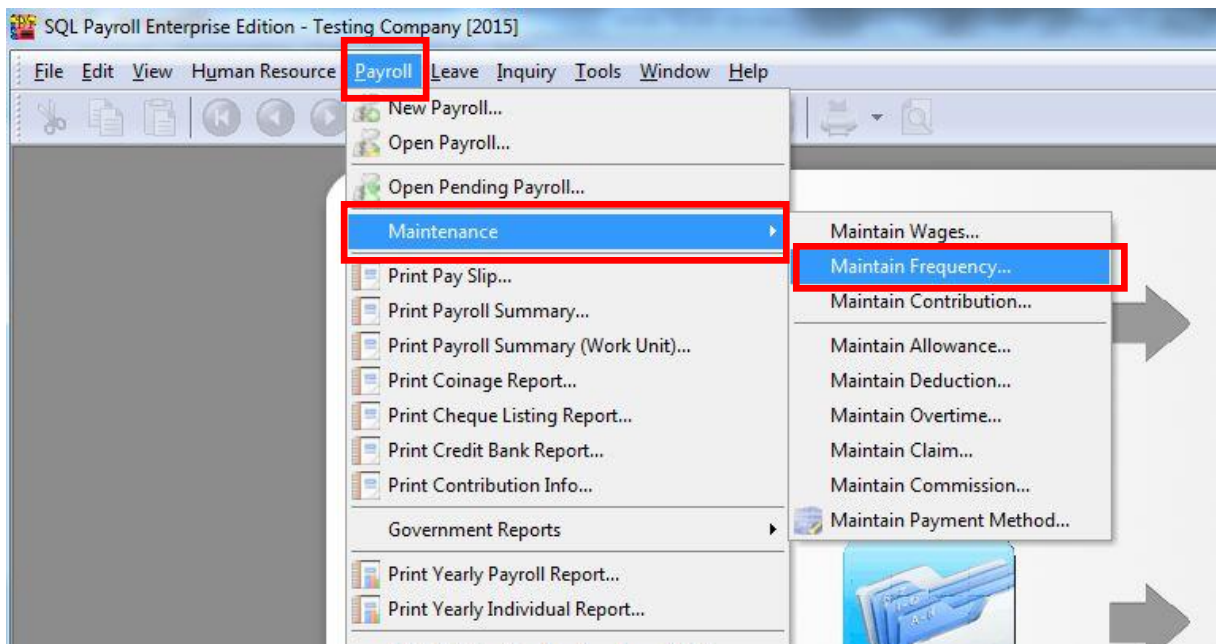
☐ PCB (A)

Foreign worker will usually tick like this as they do not need to contribute

Maintain Frequency :

- Where one company will pay salary **twice or more times** in a **Month** (partial salary that paid in the same month)

Step 1 : Click on Payroll and click in to Maintenance then look for Maintain Frequency.



Step 2 : Click on New to preset your contribution, if your contribution is base on half month payroll then you may refer to below :

The screenshot shows the 'Frequency' window. The 'Code' is set to 'HALF' and 'Active' is checked. The 'Description' is 'HALF MONTH PAYROLL'. The 'Day From' is 1, 'Day To' is 15, and 'Contrib %' is 50. The 'EPF', 'SOCSO', and 'PCB' checkboxes are checked. The 'Allowance' and 'Deduction' checkboxes are unchecked.

| SEQ | Day From | Day To | Contrib % | EPF | SOC SO | PCB | Allowance | Deduction |
|-----|----------|--------|-----------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 1 | 1 | 15 | 50 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Day From and Day To is to set the period. For example you want a first half payroll, you set 1st to 15th. **Then for Contrib %, means how much contribution of payroll info will be calculate for this period.** Eg, the above image states 50%, thus it will calculate the contribution of payroll info at 50%.

If the **first half month payroll** to calculate the EPF, SOCSO, PCB then you have to **tick** the option but if you want the **calculation all combine into month end** then you have to **un-tick**. **Allowance & Deduction is for fixed allowance and deduction, you have been pre-set at maintain employee.**

Step 3 : After set for the maintain frequency setting, have to assign which employee is under this frequency setting. Click on maintain employee then look the for employee that you want to edit, then click on Payroll Info and look for Frequency assign accordingly.

SQL Payroll Enterprise Edition - Testing Company [2015]

File Edit View Human Resource Payroll Leave Inqu

Code: 003 Name: NICOLE

Personal Grouping

Wages Type: --- Wages: 3 Contribution: ---

Frequency: --- (circled in red)

Payment Method: --- Bank: --- Bank Account No: ---

Self Disabled ☐ Resident ☒ EPF No: ---

Marital Status: Single Spouse Working ☐ Spouse Disabled ☐ Tax Category: C1

Override Tax Category ☐ EA Serial No: ---

Default Frequency

| Code | Description |
|------------|--------------------|
| --- | Default Frequency |
| HALF | HALF MONTH PAYROLL |
| HALF MONTH | HALF MONTH PAY |

New Edit Delete Save Cancel More Preview Refresh Browse

EPF

SOCSCO

Employee

Code: 003 Job Title: Active

Name: NICOLE

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments

Wages Type: --- Wages: 2,800.00 Contribution: ---

Frequency: HALF (circled in red)

Payment Method: --- Bank: --- Bank Account No: ---

Self Disabled ☐ Resident ☒ EPF No: ---

NK: --- Initial: ---

SOCSCO No: --- SOCSCO Type: First Category Tax Branch: --- Tax No: ---

Marital Status: Single Spouse Working ☐ Spouse Disabled ☐ Tax Category: C1

Override Tax Category ☐ EA Serial No: ---

Join Date: 02/01/2010 Confirm Date: 01/04/2010 Resign Date: ---

New Edit Delete Save Cancel More Preview Refresh Browse

Employee

Code: 003 Job Title: ☒ Active

Name: NICOLE

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments

| Allowance | DESCRIPTION | RATE | E... | SO | PCB | PA | OT | EA | H... | Tax Code |
|-----------|-------------|--------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|----------|
| H01 | Handphone | 150.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| M01 | Meal | 80.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

New Edit Delete Save Cancel! More Preview Refresh Browse

-Check out this employee have the fixed allowance.

^ The above Employee (Nicole) has an Fixed Allowance of **RM230**.

Step 4 : After Assign then when process Payroll, you have to do click on Payroll, then look for new payroll and click on frequency.

Next, Go to Payroll → New payroll → Frequency

Frequency Payroll Process

- To process the MID month payroll -

Transaction Posting

Year: 2015 Month: 6

Employee: 2

| Code | Name |
|------|--------|
| 003 | NICOLE |

Process Frequency

Frequency: HALF 1

Sequence: 3

| Seq | Day From | Day To | Contrib (%) |
|-----|----------|--------|-------------|
| 1 | 1 | 15 | 50 |

Payroll Transaction

UTD Contrib % 50 Process Date: 15/06/2015

Process From: 01/06/2015 To 15/06/2015

Description

Description 1: HALF MONTH PAYROLL (06.20:

Description 2:

Ref 1:

Ref 2:

1

☐ Include Default Wages/Allowance/Deduction in addition to Pending Transactions 4

Process

1.1 ~ Select the Frequency as you Set in Maintenance Frequency (EG: Half).

1.2 ~ The Employee/s that u have set as the Frequency type in Maintain Employee will show in this column

1.3 ~ Tick the Sequence that u wan to process.

1.4 ~ Click PROCESS.

The following result below will show in the **HALF MONTH FREQUENCY PAYROLL**.

HALF MONTH PAYROLL (06.2015) [Period: 06 / 2015]

Code: 003 Name: NICOLE

Wages: 1,400.00 Allowance: 115.00

Overtime: Commission: Claims: Paid Leave: Director Fees: Bonus: Advance Paid:

Loan: Deduction: EPF: 168.00 SOCSO: 7.75

Employer EPF: 198.00 Employer SOCSO: 27.15

Gross Pay: 1,511.00 Gross Deduct: 175.75 Gross Net Pay: 1,339.25 (Adjustme)

Net Pay: 1,339.25

** Contribution 50% - [Basic Wages (2800) x 0.5 = 1400]
[Allowance (230) x 0.5 = 115] with EPF & SOCSO

Process Missing Employee

Step 5 : When there is the time for month end, click on Payroll then look for New Payroll and click on Final Month End then process.

Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction

Process Date: 30/06/2015

Process From: 01/06/2015 To: 30/06/2015 ...

Description

Description 1: Month End (06.2015)

Description 2:

Ref 1:

Ref 2:

☐ Include Default Wages/Allowance/Deduction in addition to Pending Transactions

Process

The following result below will show in the **MONTH END**.

Month End (06.2015) [Period: 06 / 2015]

| Code | Name |
|------|---------------|
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Welcome 003

Wages: 1,400.00 **Allowance:** 115.00

NICOLE
Month End (06.2015)

Overtime: - EPF: 167.00 Employer EPF: 198.00
 Commission: - SOCSCO: 7.00 Employer SOCSCO: 24.50
 Claims: -
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB - C1
 Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 1,515.00 Gross Deduct: 174.00 Gross Net Pay: 1,341.00 (Adjustme)
Net Pay: 1,341.00

5

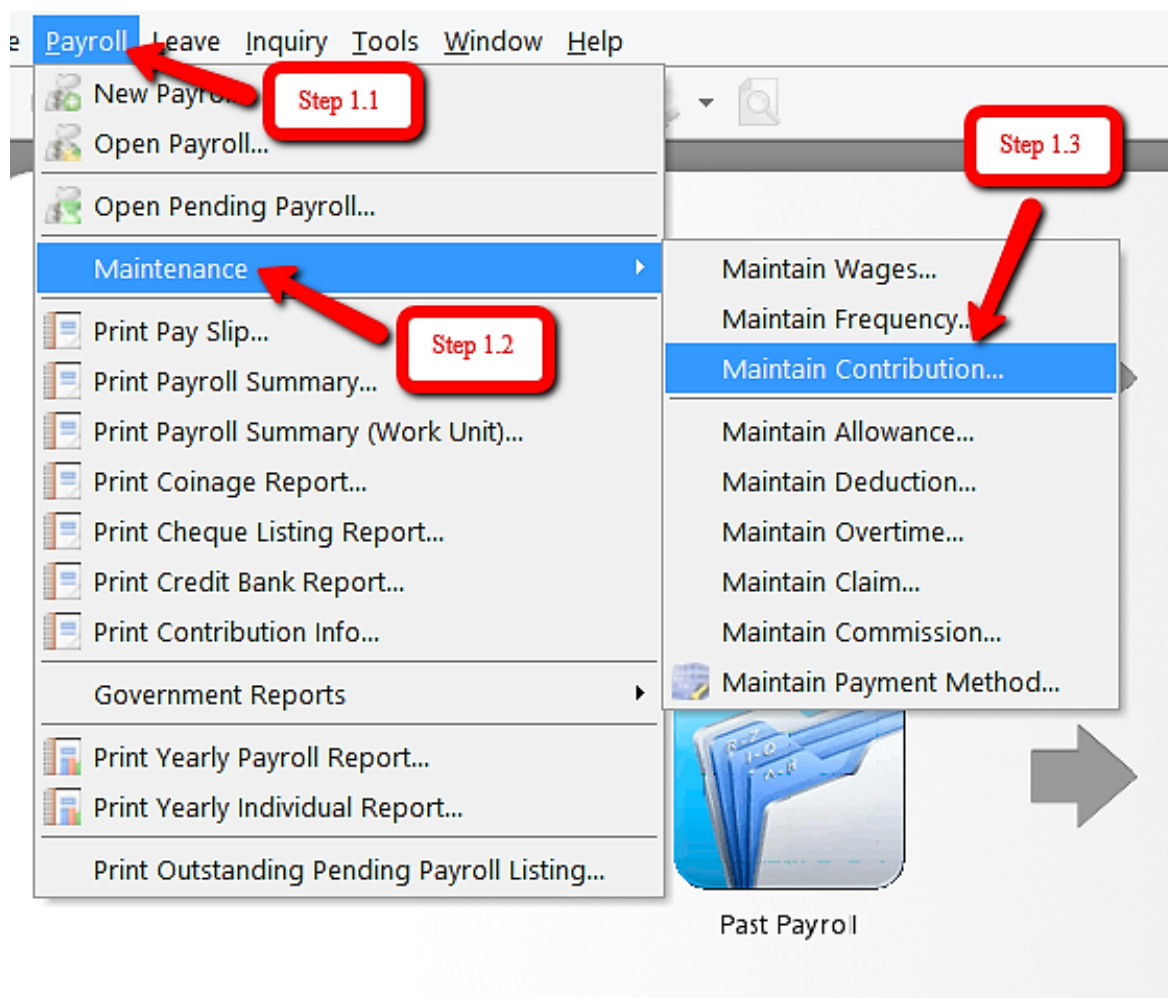
Process Missing Employee

Wages - [2800 (Basic) – 1400 (Frequency)] = 1400
 Allowance - [230 (Fixed) – 115 (Frequency)] = 115

Maintain Contribution :

- Setting up maintain contribution helps you to categorize the type of contribution an employee received.
- This would affect the types of contribution that they need to provide (EPF/SOCSSO/PCB & etc)
- This is especially useful if you have different types of worker such as permanent worker, contract worker, foreign worker & etc
- **At here you can set the Employee/Employer EPF rate, OT calculation and Tax calculation**

Step 1: Click on Payroll then look for the maintenance and click on Maintain Contribution.



Step 2: Click new to create new contribution

The screenshot shows the 'Contribution' window with a table of existing contributions. The 'New' button is highlighted with a red box, and a red arrow points to it from a callout box that says 'Click new to create'.

| Code | Description | Active |
|---------|-----------------------------|-------------------------------------|
| ---- | Default Contribution | <input checked="" type="checkbox"/> |
| Foreign | Foreign Worker | <input checked="" type="checkbox"/> |
| Daily | Daily Worker | <input checked="" type="checkbox"/> |

Buttons on the right: New, Edit, Delete, More, Preview, Refresh, Detail.

Step 3: Key in the info and tick the contribution needed

The screenshot shows the 'Contribution' window with various fields and checkboxes. Red callout boxes provide instructions for each step:

- Step 3.1: Key the code** (points to the Code field)
- Step 3.2: Key the description** (points to the Description field)
- Step 3.3: Tick the things that are needed to contribute** (points to the checkboxes for EPF, SOCSO, PCB, PCB (A), EA, HRDF, and OT)
- Step 3.4: Fill in the info here** (points to the Employee EPF Rate, Employer EPF Rate, SOCSO Table, Working Day Per Month, Working Hour Per Day, STD Calculator, and Overtime Calculation base on Maintain Employee Setting)
- Step 3.5: Click Save** (points to the Save button)

Buttons on the right: Save, Cancel, More, Preview, Refresh, Browse.

Usual contribution that are used by our users

Local Permanent workers

Contribution

Code: ☒ Active

Description: Default Contribution

| | EPF | SOCSCO | PCB | PCB (A) | EA | HRDF | OT |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Bonus | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Director | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pay Leave | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Unpaid Leave | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Employee EPF Rate: 11% Working Day Per Month: 26

Employer EPF Rate: 12% Working Hour Per Day: 8

SOCSCO Table: STD Calculator: Computerized Calculation

☒ Overtime Calculation base on Maintain Employee Setting ☐ Pensionable Public Sector Employees

Employer EPF Rate will increase to 13% for those earning not exceed 5000 per month with effect from year 2012 payroll

Local permanent worker usually tick like this

Foreign workers

Contribution

Code: Foreign ☒ Active

Description: Foreign Worker

| | EPF | SOCSCO | PCB | PCB (A) | EA | HRDF | OT |
|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| Bonus | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Director | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pay Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unpaid Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Employee EPF Rate: 11% Working Day Per Month: 26

Employer EPF Rate: 12% Working Hour Per Day: 8

SOCSCO Table: STD Calculator: Computerized Calculation

☒ Overtime Calculation base on Maintain Employee Setting ☐ Pensionable Public Sector Employees

Employer EPF Rate will increase to 13% for those earning not exceed 5000 per month with effect from year 2012 payroll

Foreign worker usually tick like this

Explanation of terms in Maintain Contribution panel

Contribution

1) Code: 3) ☒ Active 4)

2) Description: Default Contribution Set as Default

| | a) EPF | b) SOCSCO | c) PCB | d) PCB (A) | e) EA | f) HRDF | g) OT |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Bonus | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Director | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pay Leave | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Unpaid Leave | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

5) Employee EPF Rate: 11% 9) Working Day Per Month: 26

6) Employer EPF Rate: 12% 10) Working Hour Per Day: 8

7) SOCSCO Table: 11) STD Calculator: Computerized Calculation

8) ☒ Overtime Calculation base on Maintain Employee Setting 12) ☐ Pensionable Public Sector Employees

Employer EPF Rate will increase to 13% for those earning not exceed 5000 per month with effect from year 2012 payroll

This is automatically done by system.

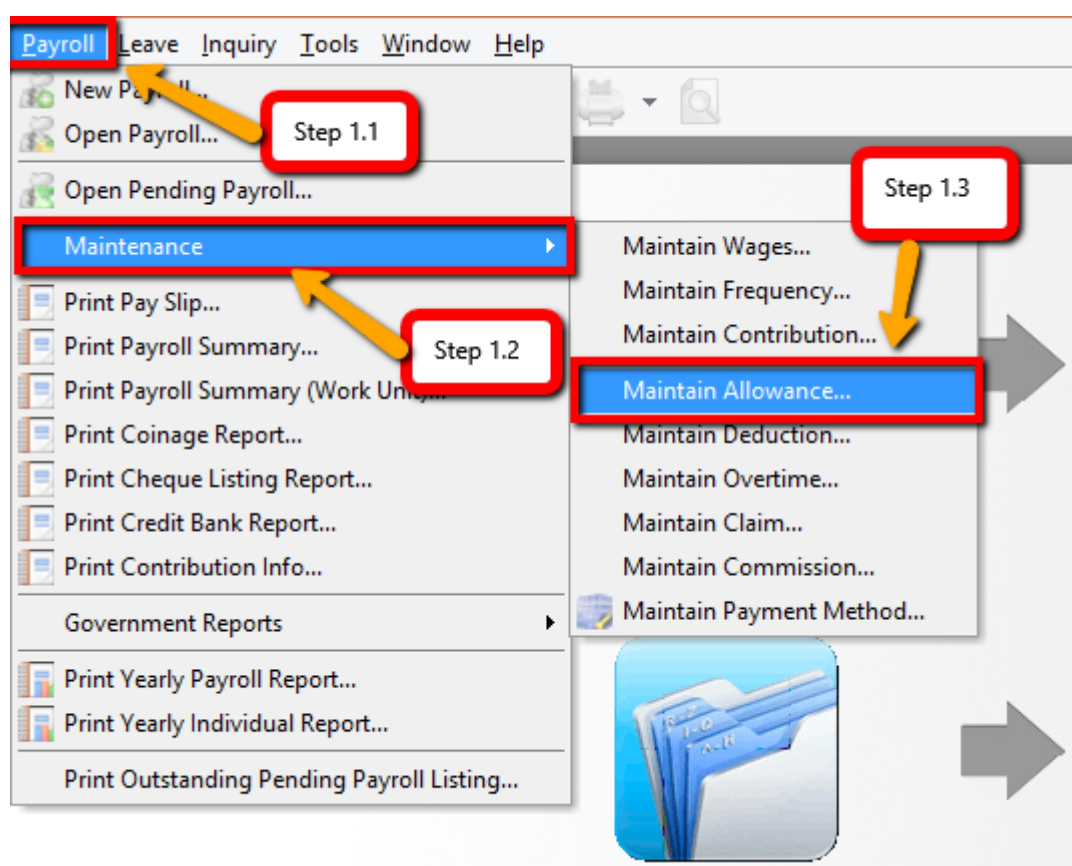
| Symbol | Explanation |
|--------|--|
| 1) | A unique name for the system to recognise the type of contribution |
| 2) | The details of the contribution |
| 3) | Allow this contribution to be selected in: Maintain employee > Payroll Info. |
| 4) | Auto-select this contribution every time in: Maintain employee > Payroll Info. |
| 5) | The amount of EPF needed to be pay by the Employee |
| 6) | The amount of EPF needed to be pay by the Employer |
| 7) | Which SOCSO table to follow (for default table, leave it empty) Recommended to leave blank |
| 8) | Tick this will auto calculate the OT amount by: Hourly Rate = Wage ÷ Working Day ÷ Working Hour If untick, OT rate is needed to manually input after process month end |
| 9) | The amount of days the employee work in a month (exclude Sunday) |
| 10) | The amount of hours the employee work in a day (Please visit Daily Wage guide for more details) |
| 11) | Which Scheduled Tax Deduction (STD) calculator to follow. Recommended to follow computerized calculation |
| 12) | When tick, employee do not need to pay EPF but employer have to pay 17.5% This is for public sector employee who is already in pension but still choose to remain in work |

| Symbol | Explanation |
|--------|---|
| a) | Contribute to the Employees Provident Fund (EPF) |
| b) | Contribution to Social Security Organization (SOCSO) |
| c) | Contribution to Potongan Cukai Berjadual (PCB), aka Monthly Tax Deduction (MTD) *Used for regular monthly pay out (eg: wages, allowance, overtime, paid leave) |
| d) | Same as PCB but used for ad-hoc pay out (eg: bonus, director fees, commission) |
| e) | Tick this means that employee that is selected with this wages type will have his/her payroll info to appear in the EA form. |
| f) | Human Resources Development Fund (HRDF), (eg: company trip, special events & etc) *will appear in contribution report |
| g) | Allow other than wages amount to contribute to Over Time (OT) eg: Wage RM1000, Bonus RM500 Without tick, OT will based on Wage RM1000 only to calculate the amount With tick, OT will based on Wage RM1000 + Bonus RM500 and calculate the amount |
| | |
| | |
| | |

Maintain Allowance :

- Setting up maintain allowance helps you to categorize the type of allowance that employee entitle.
- This would affect the types of contribution that they need to provide (EPF/SOCSSO/PCB & etc)
- This is especially useful if you have different types of allowance like Petrol, Handphone, Meal Allowance base on different company different entitlement.

Step 1: Click on Payroll then look for the maintenance and click on Maintain Allowance.



Step 2: Click New to generate a New Allowance.

Allowance

| Code | Description | Rate | Active | Tax Code |
|------|--------------------------|------|-------------------------------------|----------|
| ---- | Default Allowance | - | <input checked="" type="checkbox"/> | |
| H01 | Handphone | - | <input checked="" type="checkbox"/> | |
| P01 | Petrol | - | <input checked="" type="checkbox"/> | |
| M01 | Meal | - | <input checked="" type="checkbox"/> | |

Step 2.1

New Edit Delete More Preview Refresh Detail

4

Step 3 : Insert the info that you want to set in maintain allowance.

Allowance

Code: (Step 3.1)

Description: (Step 3.2)

Rate: (Step 3.3)

Tax Exempted Code: (Step 3.4)

☒ Active

Set as Default

Contribution

| | |
|---|--|
| <input checked="" type="checkbox"/> EPF | <input type="checkbox"/> OT |
| <input checked="" type="checkbox"/> SOCSO | <input checked="" type="checkbox"/> EA |
| <input checked="" type="checkbox"/> PCB | <input checked="" type="checkbox"/> HRDF |
| <input type="checkbox"/> PCB (A) | |

Step 3.5

New Edit Delete Save Cancel More Preview Refresh Browse

Step 3.1 – Insert the Code of the Allowance that you want to generate.

Step 3.2 – Insert the Description of the allowance.

Step 3.3 – Insert the fixed amount for the allowance, eg: Handphone allowance is fixed RM 300 for every employee then you can insert the rate of RM 300 but if there is not then you can left it blank.

Step 3.4 – If the allowance is tax exempted then you may insert the tax exempted code.

Step 3.5 – Tick or un-tick the contribution of the allowance.

Step 4 : After create the master file of Allowance, then you can add the fixed allowance for certain employee which have the allowance monthly.

Employee

Code: 003 Job Title: ☒ Active

Name: NICOLE

Personal Grouping Family Payroll Info. **Allowance** Deduction Note History Child Attachments

| Allowance | DESCRIPTION | RATE | E... | SO... | PCB | PA | OT | EA | H... | Tax Code |
|-----------|-------------|--------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|----------|
| H01 | Handphone | 150.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| M01 | Meal | 80.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

New Edit Delete Save Cancel More Preview Refresh Browse

OR else you can insert the allowance after process month end as below :

Month End (01.2015) [Period: 01 / 2015]

| Code | Name |
|------|---------------|
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Wages: 3,000.00 Loan: - LEE CHONG WAI

Allowance: 530.00 Deduction: - Month End (01.2015)

Overtime: - EPF: 390.00 Employer EPF: 461.00

Commission: - SOCSO: 14.75 Employer SOCSO: 51.65

Claims: -

Paid Leave: -

Director Fees: - CP38: - Computerized Calculation

Bonus: - Unpaid Leave: - PCB: Print PCB 15.35 C1

Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 420.10 Gross Net Pay: 3,109.90 (Adjustme

Net Pay: 3,109.90

Step 1 : Click on the wording of the " Allowance ".

Step 2 : Click on the " + " to add on the allowance detail as per below.

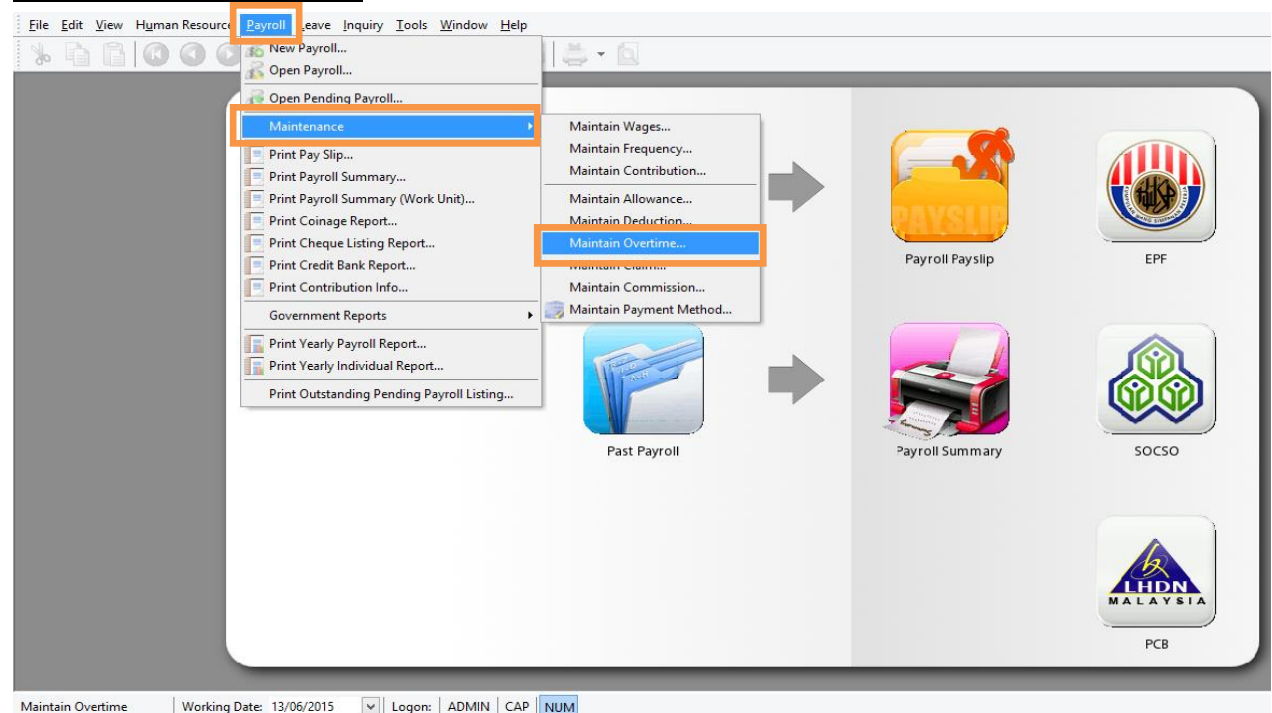
| Trans Date | Post Date | Employee | Code | Description | Work Unit | Rate |
|------------|------------|----------|------|-------------|-----------|------|
| 31/01/2015 | 31/01/2015 | 001 | H01 | Handphone | 1.00 | 150 |
| 31/01/2015 | 31/01/2015 | 001 | M01 | Meal | 1.00 | 80 |
| 31/01/2015 | 31/01/2015 | 001 | P01 | Petrol | 1.00 | 300 |

Allowance feature is same with deduction feature, all the allowance is not compulsory just depend on company policy.

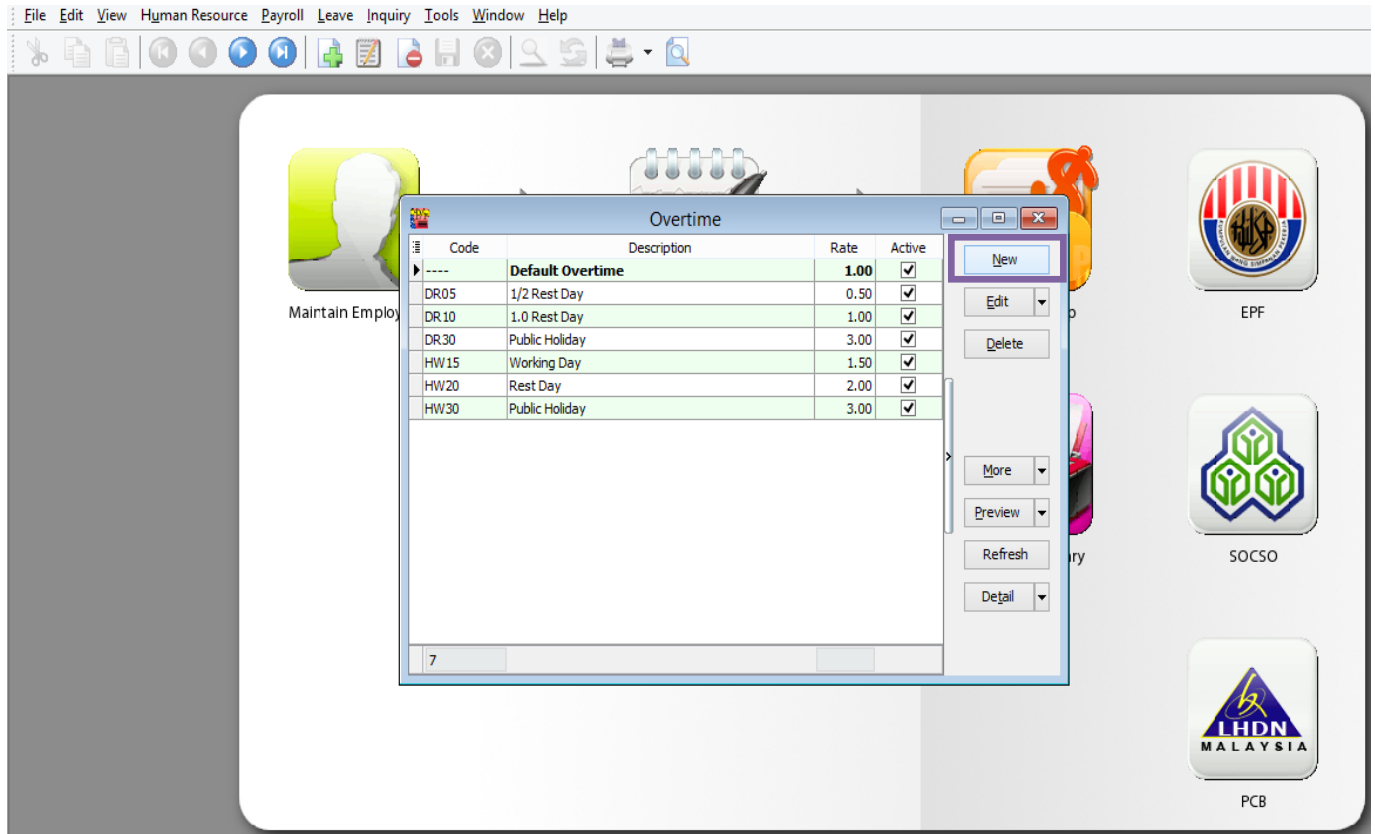
Maintain Overtime :

- Setting up maintain overtime helps you to categorize the type of overtime that company have.
- This would affect the types of contribution that they need to provide (EPF/SOCSCO/PCB & etc)
- This setting will bring impact of the calculation of overtime.

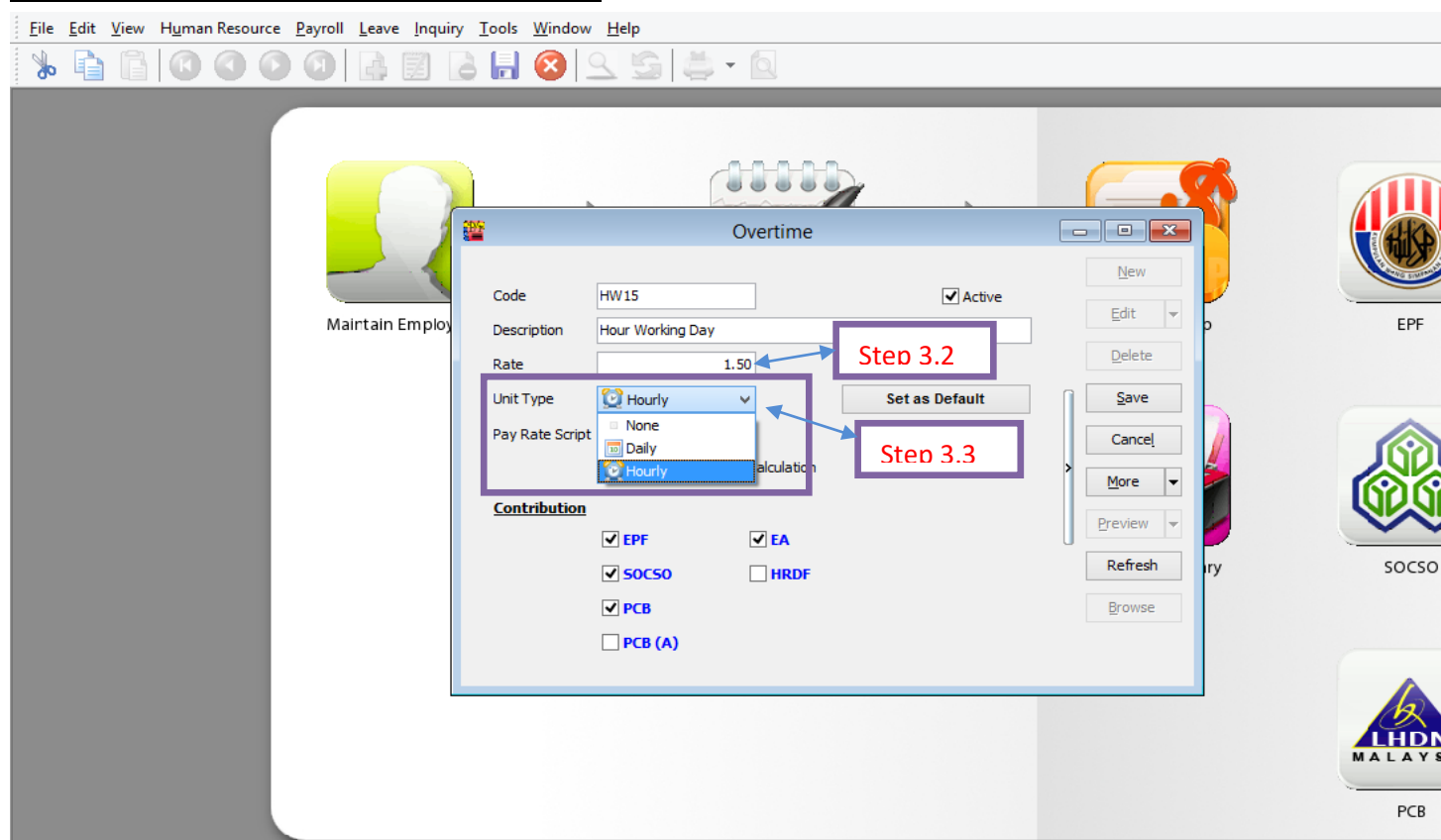
Step 1 : Click on Payroll then look for maintenance then click on Maintain Overtime.



Step 2 : By default we have been build in certain overtime according to the default but you can click on New to generate your own company overtime.



Step 3 : Key-in Overtime as below



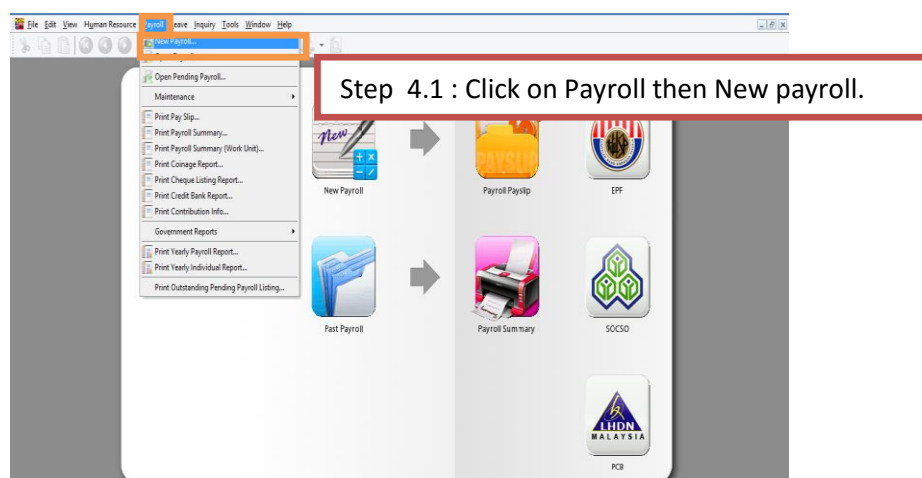
Step 3.1 – Insert the Code and Description of the overtime that you want to generate.

Step 3.2 – Insert the rate of the overtime, eg : the overtime rate is 1.5 as per overtime amount or double, triple of the overtime amount.

Step 3.3 – Unit Type is to set the overtime calculation by hourly or by daily.

Step 3.4 - Set the contribution of overtime with EPF,SOCSSO,PCB etc.

Step 4 : Process the overtime with Month End first :



File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Final

Frequency

Ad Hoc

- To process the month FINAL payroll -

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction

Process Date: 30/06/2015

Process From: 01/06/2015 To 30/06/2015 ...

Description

Description 1: Month End (06.2015)

Description 2:

Ref 1:

Ref 2:

☐ Include Default Wages/Allowance/Deduction in addition to Pending Transaction

Process

Step 4.2 : Click on Process.

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code Name

| | |
|-----|---------------|
| 001 | LEE CHONG WAI |
| 002 | KOO KIM KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

5

Process Missing Employee

Welcome

Month End (06.2015) - Jun 2015

Print Pay Slip

Print EPF Borang A

Print Payroll Summary

Print SOCSO Borang 8A

Print Payment Summary

Print Income Tax CP39

Step 4.3 : Click on the employee .

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Welcome 001

| Code | Name |
|------|---------------|
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Step 4.4 : Click on the wording of overtime

Wages: 3,000.00 Loan: - LEE CHONG WAI
 Allowance: 530.00 Deduction: - Month End (06.2015)
 Overtime: - EPF: 390.00 Employer EPF: 461.00
 Commission: - SOCSO: 14.75 Employer SOCSO: 51.65
 Claims: -
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB - C1
 Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 404.75 Gross Net Pay: 3,125.25 (Adjustment)
 Net Pay: 3,125.25

5

Process Missing Employee

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Welcome 001

| Code | Name |
|------|---------------|
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Wages: 3,000.00 Loan: - LEE CHONG WAI
 Allowance: 530.00 Deduction: - Month End (06.2015)
 Overtime: - EPF: 390.00 Employer EPF: 461.00
 Commission: - SOCSO: 14.75 Employer SOCSO: 51.65
 Claims: -
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB - C1
 Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 404.75 Gross Net Pay: 3,125.25 (Adjustment)
 Net Pay: 3,125.25

Overtime

Press on the "+" button to add the info that you want.

| Trans Date | Post ... | Employee | Code | Description | Work Unit | Rate | Pay Rate | Amount |
|------------|------------|----------|------|------------------|-----------|------|----------|--------|
| 13/06/2015 | 30/06/2015 | 001 | ---- | Default Overtime | - | 1.00 | 115.38 | - |

Count = 1

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code Name

| | |
|-----|---------------|
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Welcome 001

Wages: 3,000.00 Loan: LEE CHONG WAI

Allowance: 530.00 Deduction: Month End (06.2015)

Overtime: EPF: 394.00

Commission: SOCSO: 14.75

Claims: -

Paid Leave: -

Director Fees: CP38: -

Bonus: Unpaid Leave: -

Advance Paid: Advance Deduct: -

Gross Pay: 3,530.00 Gross Deduct: -

Overtime

| Code | Description |
|------|------------------|
| DR05 | Default Overtime |
| DR10 | 1/2 Rest Day |
| DR30 | 1.0 Rest Day |
| HW15 | Public Holiday |
| HW20 | Working Day |
| HW30 | Rest Day |
| HW30 | Public Holiday |

Step 4.6 : Click on the arrow down of the Code to choose which overtime that you want.

7

Fetch All A-- A=a New

| Trans Date | Post ... | Employee | Code | Description | Work Unit | Rate | Pay Rate | Amount |
|------------|------------|----------|------|-------------|-----------|------|----------|--------|
| 13/06/2015 | 30/06/2015 | 001 | HW15 | Working Day | - | 1.50 | 14.42 | - |

Count = 1

Key in the work unit as overtime hour, for example that day Lee Chong Wai overtime for 2 hours, just key in numbering as 2 will do

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code Name

| | |
|-----|---------------|
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Welcome 001

Wages: 3,000.00 Loan: LEE CHONG WAI

Allowance: 530.00 Deduction: Month End (06.2015)

Overtime: 43.27 EPF: 394.00 Employer EPF: 466.00

Commission: SOCSO: 14.75 Employer SOCSO: 51.65

Claims: -

Paid Leave: -

Director Fees: CP38: - Computerized Calculation

Bonus: Unpaid Leave: - PCB: Print PCB - C1

Advance Paid: Advance Deduct: - Gross Zakat: -

Gross Pay: 3,573.27 Gross Deduct: 408.75 Gross Net Pay: 3,164.52 (Adjustment) -

Net Pay: 3,164.52

Overtime

| Trans Date | Post ... | Employee | Code | Description | Work Unit | Rate | Pay Rate | Amount |
|------------|------------|----------|------|-------------|-----------|------|----------|--------|
| 13/06/2015 | 30/06/2015 | 001 | HW15 | Working Day | 2.00 | 1.50 | 14.42 | 43.27 |

Count = 1

Or, you also can click on the button beside Trans Date, and tick the column name Work Unit As Time

The screenshot shows the 'Human Resource' module with the 'Payroll' tab selected. The 'Trans Date' column is highlighted, and the 'Work Unit As Time' checkbox is checked. A red arrow points to the 'Trans Date' column header.

| Trans Date | Post Date | Employee | Code | Description | Work Unit As Time | Work Unit | Rate | Pay Rate | Amount |
|------------|------------|----------|------|------------------|-------------------|-----------|------|----------|--------|
| 15/06/2015 | 30/06/2015 | 001 | ---- | Default Overtime | 02:00 | 2.00 | 1.00 | 115.38 | 230.77 |

After call out the column of Work Unit As Time, you may key in the overtime minutes also, eg: 2 hours and 15 mins as below :

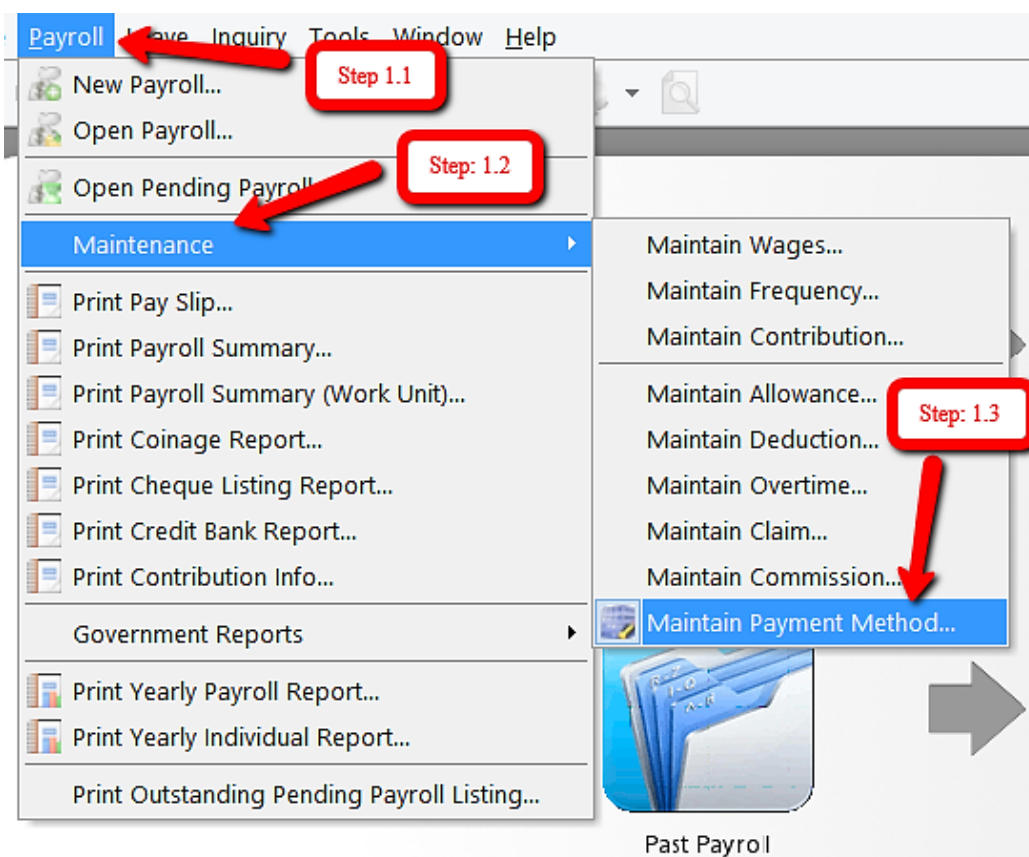
The screenshot shows the 'Human Resource' module with the 'Payroll' tab selected. The 'Work Unit As Time' field is highlighted with a red box, and the value '02:15' is entered. The 'Trans Date' column is also highlighted.

| Trans Date | Post Date | Employee | Code | Description | Work Unit As Time | Work Unit | Rate | Pay Rate | Amount |
|------------|------------|----------|------|------------------|-------------------|-----------|------|----------|--------|
| 15/06/2015 | 30/06/2015 | 001 | ---- | Default Overtime | 02:15 | 2.25 | 1.00 | 115.38 | 259.62 |

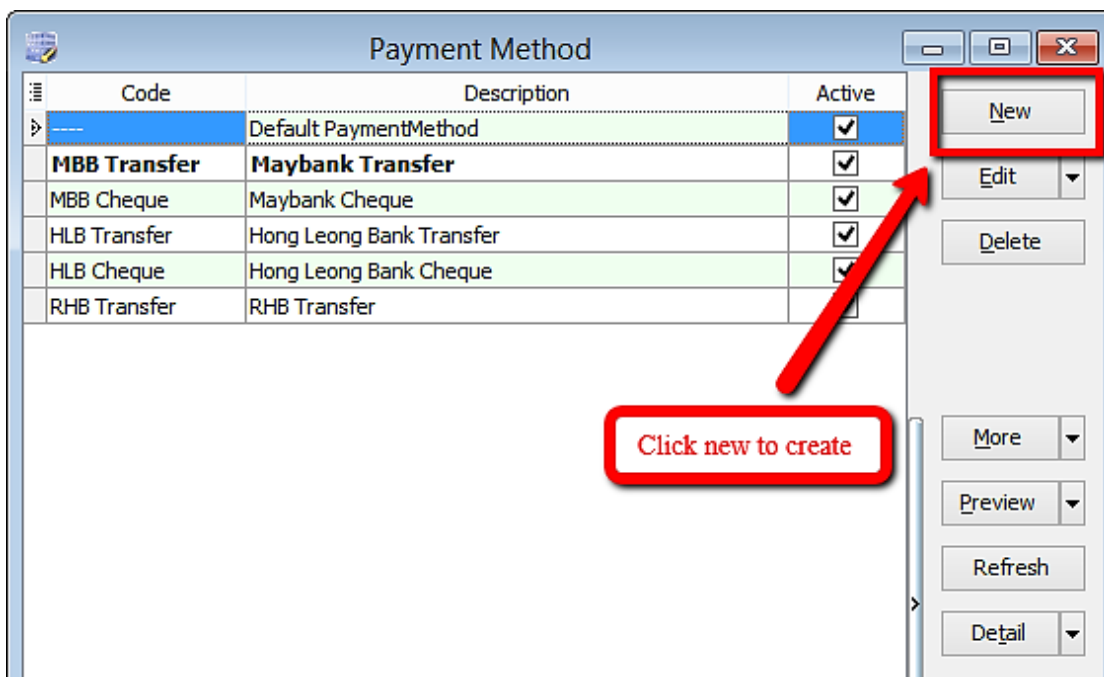
Maintain Payment Method :

- Maintain Payment Method helps you to categorise how you want to pay your employee
- This is useful when you have different type of banks (MBB, HLB & etc) and method of paying (Cash, Cheque, Transfer)
- At here, we can also set the **auto rounding** so that all payout is round to the nearest 5 cent
eg: Employee total pay = RM1234.56
After auto rounding, it will become RM1234.55

Step 1: Navigate yourself to the maintain payment method panel



Step 2: Click new to create new payment method



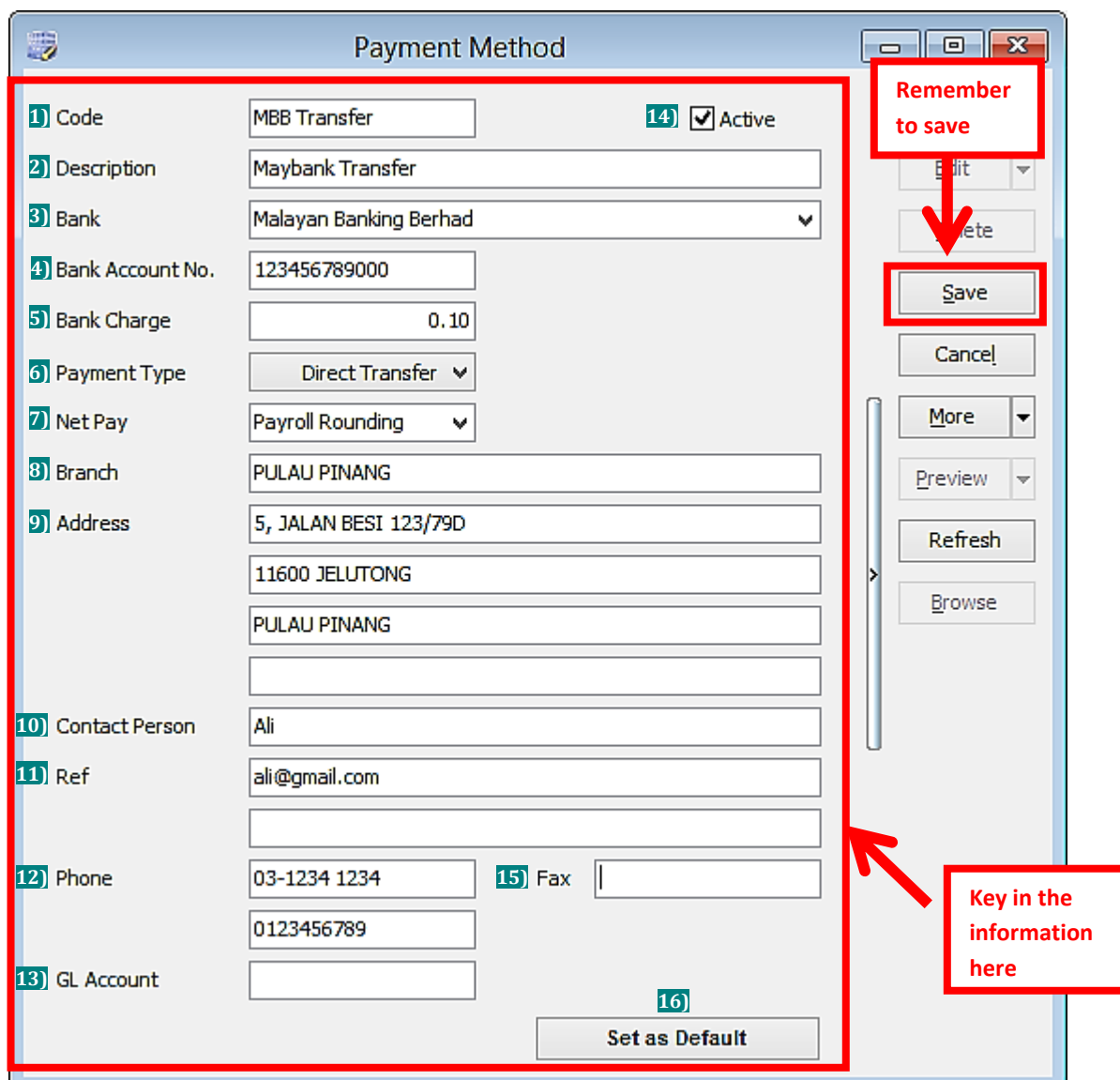
The screenshot shows a window titled "Payment Method" containing a table with columns "Code", "Description", and "Active". The table lists several payment methods, including "Default PaymentMethod", "MBB Transfer", "MBB Cheque", "HLB Transfer", "HLB Cheque", and "RHB Transfer". To the right of the table is a vertical toolbar with buttons: "New", "Edit", "Delete", "More", "Preview", "Refresh", and "Detail". The "New" button is highlighted with a red box. A red arrow points from a text box "Click new to create" to the "New" button.

| Code | Description | Active |
|--------------|--------------------------|-------------------------------------|
| ---- | Default PaymentMethod | <input checked="" type="checkbox"/> |
| MBB Transfer | Maybank Transfer | <input checked="" type="checkbox"/> |
| MBB Cheque | Maybank Cheque | <input checked="" type="checkbox"/> |
| HLB Transfer | Hong Leong Bank Transfer | <input checked="" type="checkbox"/> |
| HLB Cheque | Hong Leong Bank Cheque | <input checked="" type="checkbox"/> |
| RHB Transfer | RHB Transfer | <input type="checkbox"/> |

Buttons: New, Edit, Delete, More, Preview, Refresh, Detail

Click new to create

Step 3: Key in the information needed



The screenshot shows a "Payment Method" form with various input fields. Fields are numbered 1 through 16. Field 14 is the "Active" checkbox, which is checked. The "Save" button is highlighted with a red box. A red arrow points from a text box "Remember to save" to the "Save" button. Another red arrow points from a text box "Key in the information here" to the form fields.

Fields:

- 1) Code: MBB Transfer
- 2) Description: Maybank Transfer
- 3) Bank: Malayan Banking Berhad
- 4) Bank Account No.: 123456789000
- 5) Bank Charge: 0.10
- 6) Payment Type: Direct Transfer
- 7) Net Pay: Payroll Rounding
- 8) Branch: PULAU PINANG
- 9) Address: 5, JALAN BESI 123/79D, 11600 JELUTONG, PULAU PINANG
- 10) Contact Person: Ali
- 11) Ref: ali@gmail.com
- 12) Phone: 03-1234 1234, 0123456789
- 13) GL Account:
- 14) ☒ Active
- 15) Fax:
- 16) Set as Default

Buttons: Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse

Remember to save

Key in the information here

| Symbol | Explanation |
|--------|---|
| 1) | A unique name for the system to recognise the type of payment method |
| 2) | The details of the payment method |
| 3) | The type of bank |
| 4) | The employer own bank account number |
| 5) | The bank charges whenever a transaction is made by this payment method |
| 6) | The ways of making the payment (cash, cheque, transfer) |
| 7) | Allow 5cents rounding of net pay when 'Payroll rounding' is selected (Please look at the below page for further explanation) |
| 8) | The branch of the bank that is going to issue to pay out |
| 9) | The address of the bank |

| Symbol | Explanation |
|--------|---|
| 10) | The person that the employer liaise with the bank |
| 11) | Any additional remarks |
| 12) | The phone number of the bank |
| 13) | The account number/name whereby it is going to record the payment (reference purpose) |
| 14) | Allow this payment method to be selected in: Maintain employee > Payroll Info. |
| 15) | The fax number of the bank |
| 16) | Auto-select this payment method every time in: Maintain employee > Payroll Info. |
| | |
| | |

Explanation of auto rounding

A) Without auto rounding

Payment Type: Direct Transfer ▼

Net Pay: ▼

Branch: PULAU PINANG

When Net Pay is blank

After month end will show no adjustment.

However, adjustment can be manually change by clicking the up/down arrow beside it

Month End (07.2015) [Period: 07 / 2015]

| Code | Name |
|------|---------------|
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Wages: 1395.31 Loan: - LEE CHONG WAI
 Allowance: - Deduction: - Month End (07.2015)
 Overtime: - EPF: 154.00 Employer EPF: 182.00
 Commission: - SOCSO: 6.75 Employer SOCSO: 23.65
 Claims: -
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB - C1
 Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 1,395.31 Gross Deduct: 160.75 Gross Net Pay: 1,234.56 (Adjustment) -
 Net Pay: 1,234.56

Process Missing Employee

No adjustment is made here

Gross net pay and net pay is still the same

B) With auto rounding

Payment Type: Direct Transfer

Net Pay: Payroll Rounding

Branch: PULAU PINANG

When 'Payroll Rounding' is selected in Net Pay

Employee

Code: 001 Job Title: Active

Name: LEE CHONG WAI

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments

Wages Type: Wages: 1395.31 Contribution: Frequency: Payment Method: MBB Transfer Bank: Bank Account No: Self Disabled Resident EPF No: NK: Initial:

SOCSCO No: SOCSCO Type: First Category Tax Branch: Tax No: Marital Status: Single Spouse Working Spouse Disabled Tax Category: C1 Override Tax Category: Serial No: Join Date Confirm Resign

Correct payment method selected in Maintain Employee > Payroll Info.

After month end, it will auto adjust

LEE CHONG WAI
Month End (08.2015)

Employer EPF: 182.00
Employer SOCSO: 23.65

Computerized Calculation
PCB: Print PCB - C1
Gross Zakat: -

Gross Net Pay: 1,234.56 (Adjustment) -0.01
Net Pay: 1,234.55

Adjustment is made automatically

Net pay has reduced to nearest 5 cents

B) Process Salary :

You can choose the different options as below:

1) New Payroll

- You able to process payroll either Final, Frequency or Ad Hoc basis.

2) Open Payroll

- You can re-open payroll processed to check or edit.

3) Open Pending Payroll

- This pending payroll allowed to input the pending amount before final payroll process.

- You may input the following type of pending amount:

- a) Wages
- b) Allowance
- c) Paid leave
- d) Overtime
- e) Claims
- f) Director Fees
- g) Commission
- h) Bonus
- i) Loan
- j) Deduction
- k) Unpaid leave
- l) Advance
- m) CP38

Month End Payroll :

Step 1: Click into payroll then look for new payroll.

- To process the month FINAL payroll -

Transaction Posting

Year: 2015 Month: 3

Payroll Transaction

Process Date: 31/03/2015

Process From: 01/03/2015 To 31/03/2015 ...

Cut-Off Day: 31

Description

Description 1: Month End (03.2015)

Description 2:

Ref 1:

Ref 2:

☐ Include Default Wages/Allowance/Deduction in addition to Pending Transactions

Process

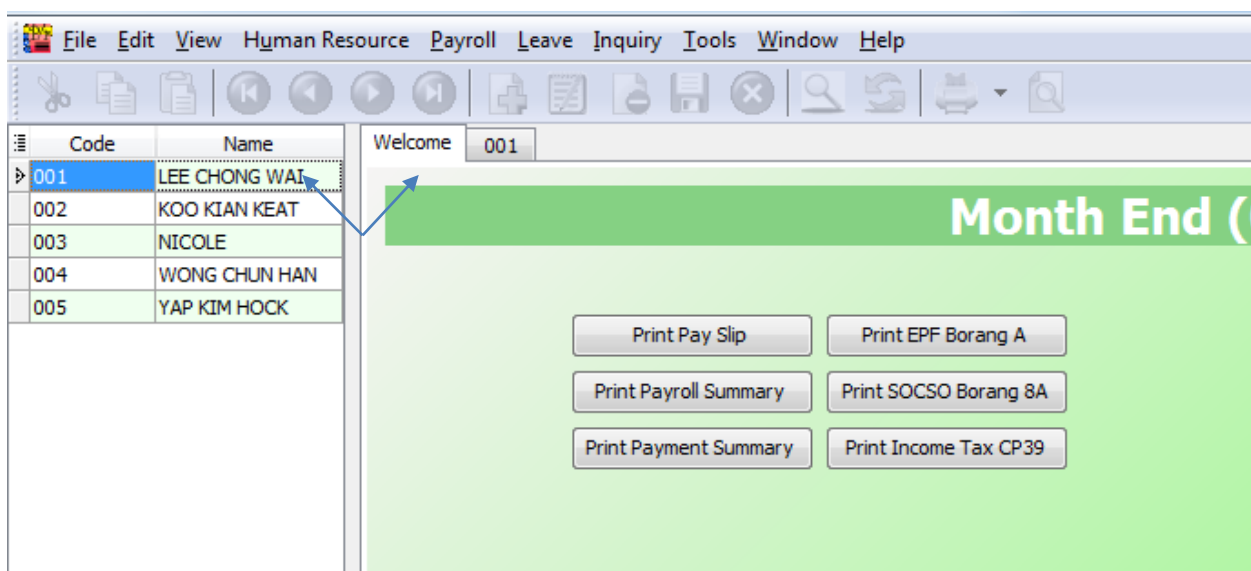
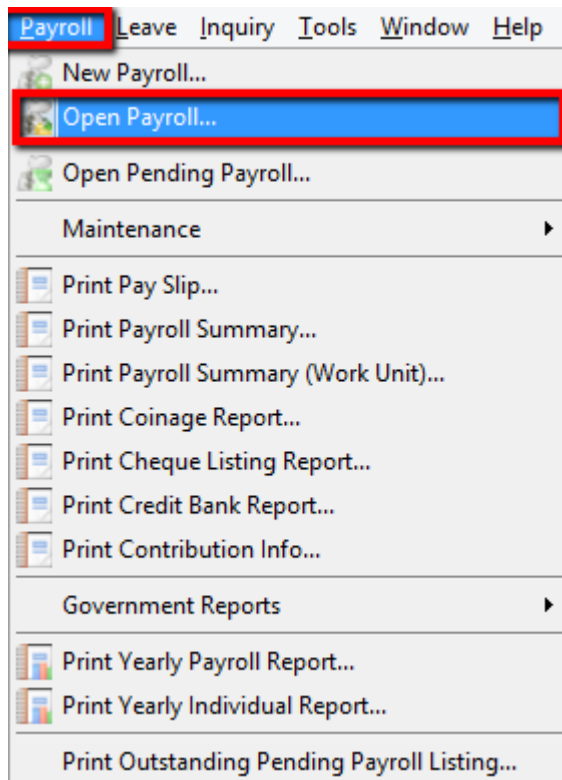
Step 1.1 – Certain company their payroll cut off date will not in the month end , some of the company will according to the 26th of the month, so you can preset your own company payroll cut off date through the “...” button.

Step 1.2 – Click on the “ Process ” option.

Open Payroll :

- Once you have proceed the payroll and you wish to view whatever you have did, then you can make some amendment.

Step 1: Click into payroll then look for Open Payroll.



You can double click your employee name to check on its individual's amount

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code Name

| | |
|-----|---------------|
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Welcome 001

Wages: 3,000.00 Allowance: 530.00 Loan: - Deduction: - LEE CHONG WAI Month End (01.2015)

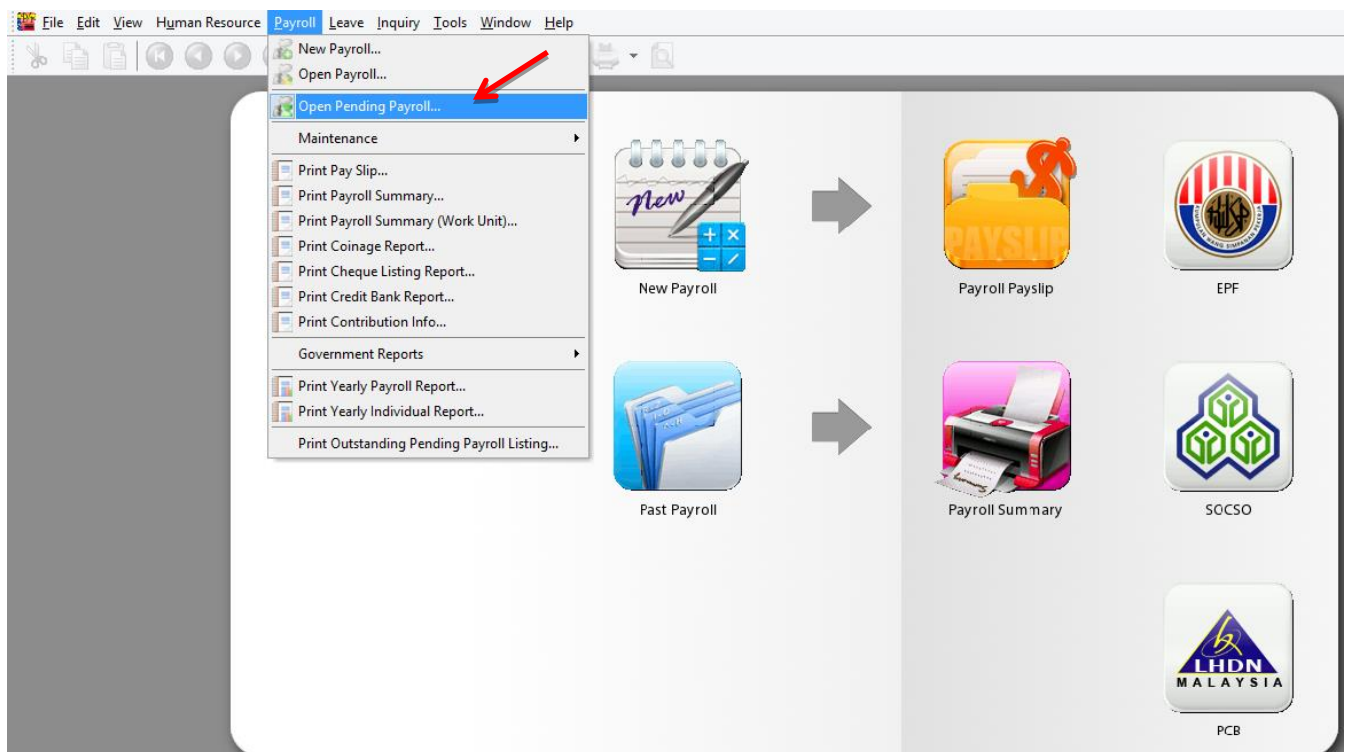
Overtime: - EPF: 390.00 Employer EPF: 461.00
Commission: - SOCISO: 14.75 Employer SOCISO: 51.65
Claims: -
Paid Leave: -
Director Fees: - CP38: - Computerized Calculation
Bonus: - Unpaid Leave: - PCB: Print PCB 15.35 C1
Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 420.10 Gross Net Pay: 3,109.90 (Adjustment) -
Net Pay: 3,109.90

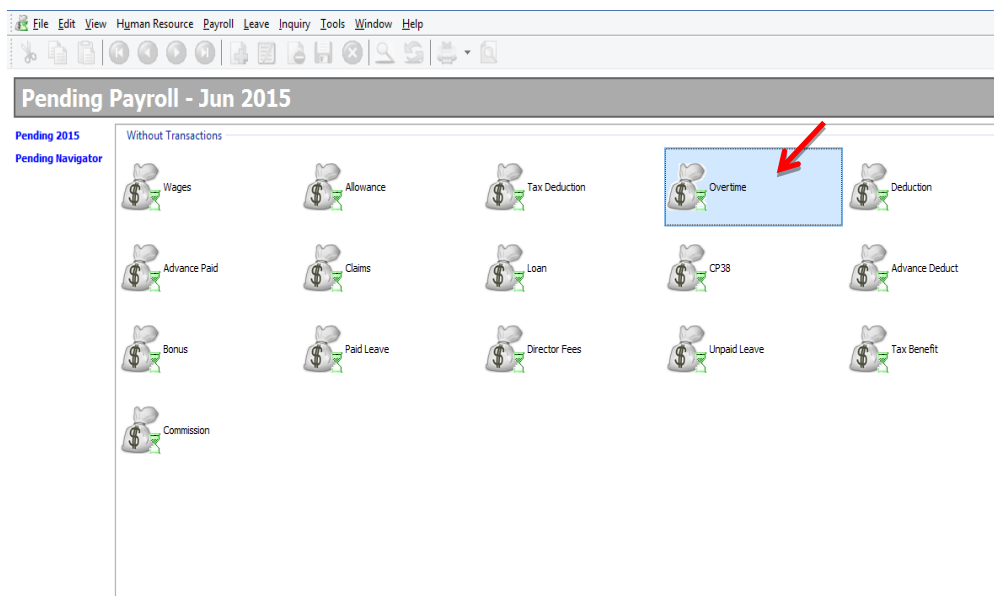
Open Pending Payroll :

- Before you process the month end, you can use open pending payroll to key-in all others add hoc info like extra allowance, overtime, claim etc.

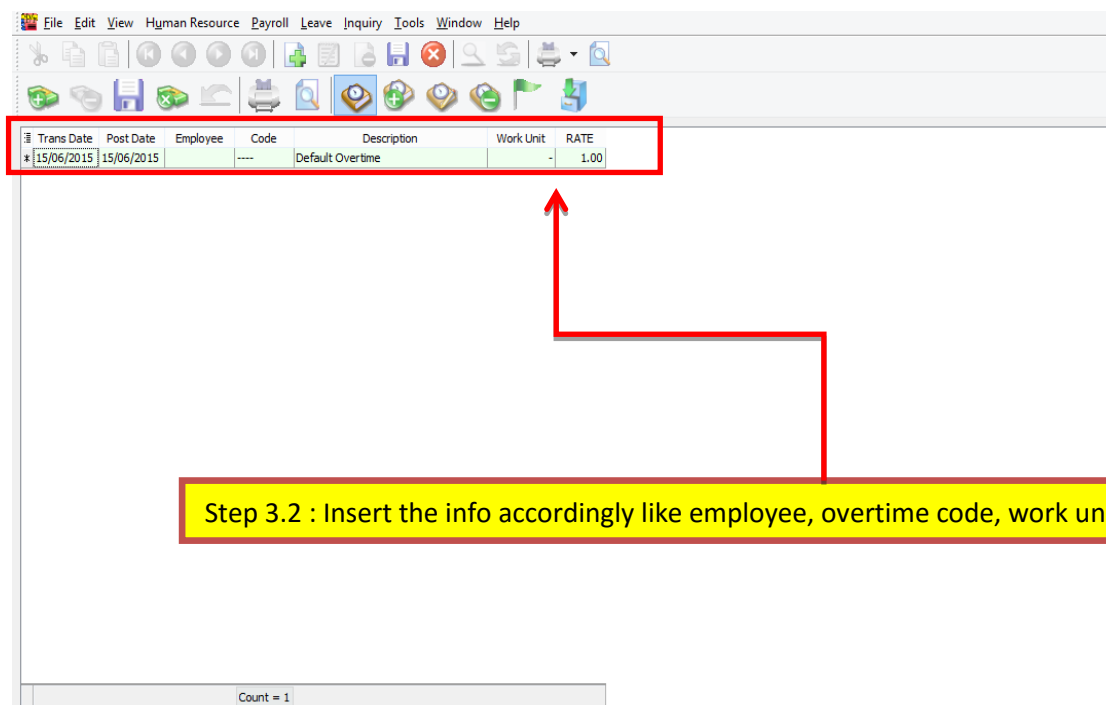
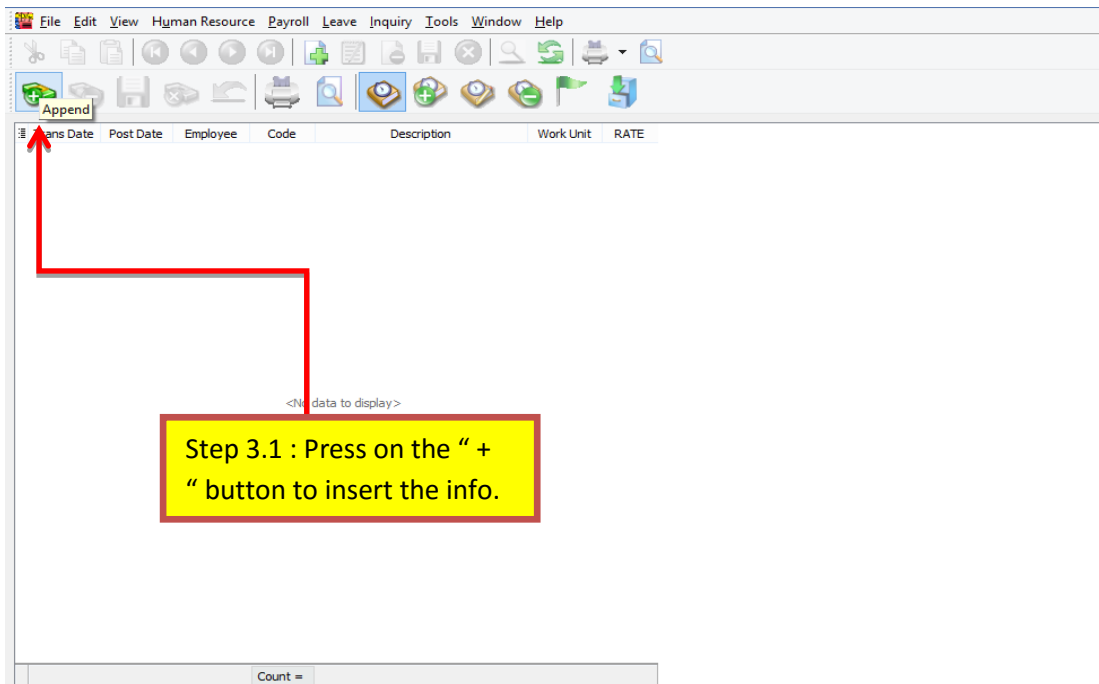
Step 1: Click into payroll then look for Open Pending Payroll.



Step 2: Double Click on the info that you want to input, eg: Overtime.



Step 3: Insert the info accordingly :



File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Save

| Trans Date | Post Date | Employee | Code | Description | Work Unit As Time | Work Unit | RATE |
|------------|------------|----------|------|-------------|-------------------|-----------|------|
| 15/06/2015 | 15/06/2015 | 001 | HW:5 | Working Day | 02:30 | 2.50 | 1.50 |
| 15/06/2015 | 15/06/2015 | 002 | HW:5 | Working Day | 03:00 | 3.00 | 1.50 |
| 15/06/2015 | 15/06/2015 | 003 | HW:5 | Working Day | 01:45 | 1.75 | 1.50 |
| 15/06/2015 | 15/06/2015 | 004 | HW:5 | Working Day | 02:00 | 2.00 | 1.50 |
| 15/06/2015 | 15/06/2015 | 005 | HW:5 | Working Day | 01:30 | 1.50 | 1.50 |

Count = 5 10:45

Step 3.4 : Once update accordingly then save.

Step 4: Once update you may process the month end and see the result.

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Welcome 001 002

LEE CHONG WAI
Month End (06.2015)

Wages: 3,000.00 Loan: -
Allowance: 530.00 Deduction: -
Overtime: 54.09 EPF: 396.00 Employer EPF: 468.00
Commission: - SOCISO: 14.75 Employer SOCISO: 51.65
Claims: -
Paid Leave: -
Director Fees: - CP38: - Computerized Calculation
Bonus: - Unpaid Leave: - PCB: Print PCB - C1
Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,584.09 Gross Deduct: 410.75 Gross Net Pay: 3,173.34 (Adjustment) -
Net Pay: 3,173.34

Overtime

| Trans Date | Post Date | Employee | Code | Description | Work Unit As Time | Work Unit | Rate | Pay Rate | Amount |
|------------|------------|----------|------|-------------|-------------------|-----------|------|----------|--------|
| 15/06/2015 | 15/06/2015 | 001 | HW15 | Working Day | 02:30 | 2.50 | 1.50 | 14.42 | 54.09 |

C) Payroll Report :

You able to generate the below reports :

1) Print Pay Slip

- Enable to generate the pay slip for the employees selected.

2) Print Payroll Summary

- Help you to analyse the payroll for a month like wages, claims, unpaid leave, allowance, etc.

3) Print Coinage Report

- Help you to count the number of money papers/coins required for the pay amount.

4) Print Cheque Listing Report

- Help you to generate the individual pay amount for banker.

5) Print Credit Bank Report

- Help you to generate the individual pay amount via Direct Transfer service.

6) Government Reports

- You able to generate the government reports, such as EPF Borang A, Income Tax EA, Sosco Borang 8A, etc.

7) Print Yearly Payroll Report

- Generate 12 months payroll for individual employees.

8) Print Yearly Individual Report

- You able to choose the employee to view the detail 12 months payroll.

SQL Payroll Leave :

Leave this module use to monitor the employee leaves, company calendar and printing the attendance reports.

It consists of 3 sections:

- a) Maintenance**
- b) Leave Entitlement Processor**
- c) Leave Application**
- d) Reports.**

D) Maintenance Leave

1) Maintain Calendar

- Allow to set company calendar for a year, such set the company rest day, public holiday, etc.

2) Maintain Leave Type

- Enable to define the leave type, like annual leave, medical leave, maternity, unpaid leave, etc.
- You also can define the leave type setting whether
 - a) Is Entitle
 - b) Is Unpaid
 - c) B.Forward

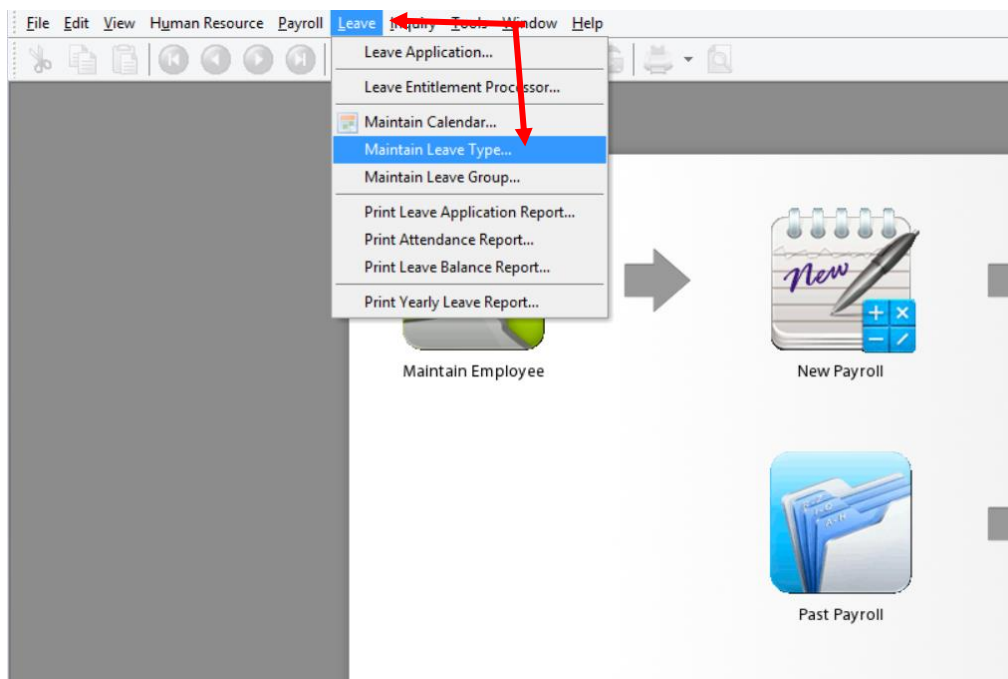
3) Maintain Leave Group

- Allow to customise your leave policies for different level of people in company.
- You can customise the scripts (under Tools → Maintain Script...) and set in the leave group.

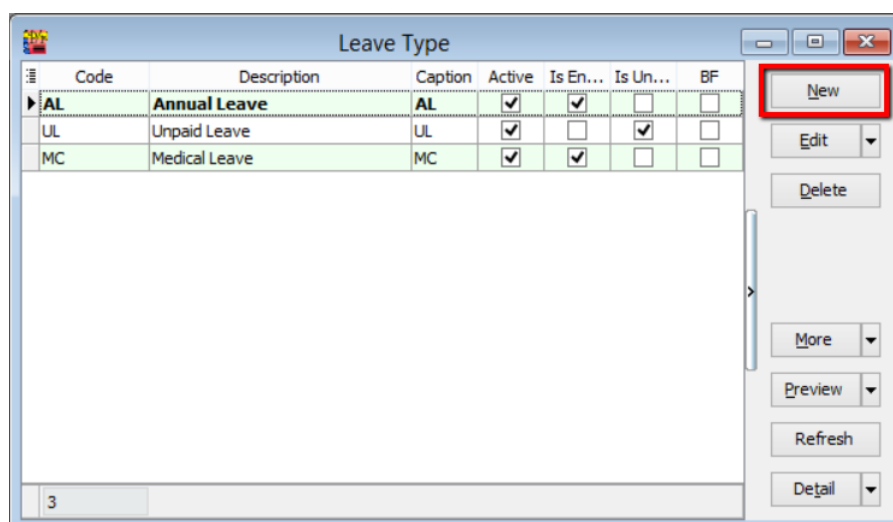
Maintain Leave Type :

- Before assigning leave group to your employee, you need to make sure that you have leave type and leave group maintained beforehand. “**Leave Type**” simply means the nature of the leave, while “**Leave Group**” is the grouping method of employee according to their leave entitlement.

Step 1 : Point to “Leave” tab and select “Maintain Leave Type”



Step 2 : Click on “New” button on the upper right corner to create new leave type



Step 3 : Insert the info such as code, description, caption, Is Entitle or not then SAVE.

The 'Leave Type' form contains the following fields and controls:

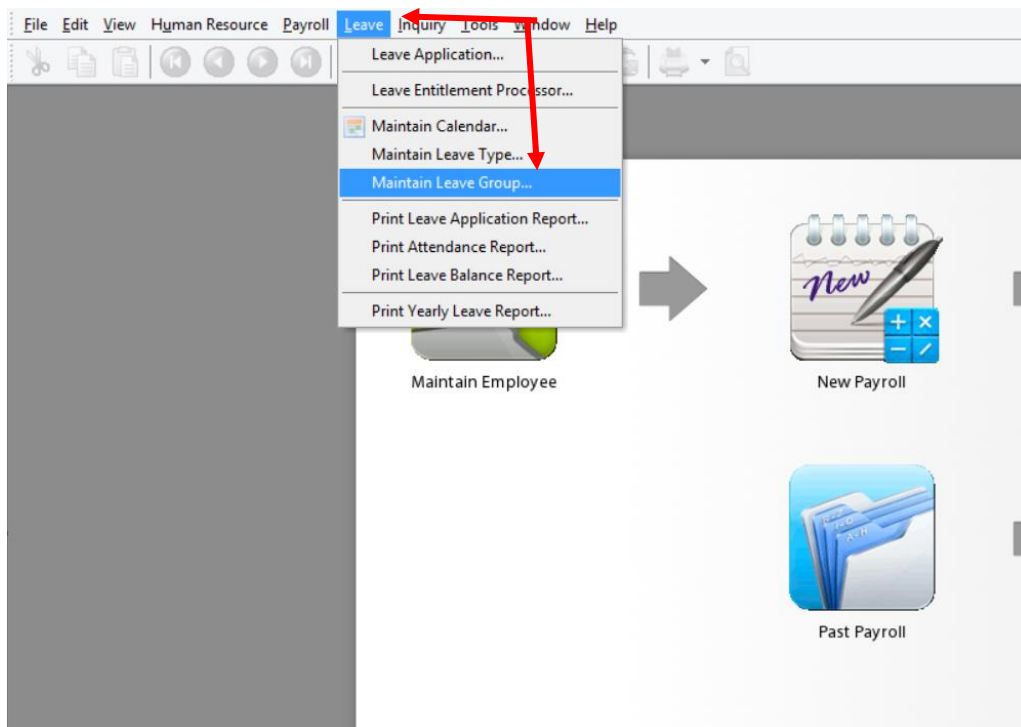
- Code:
- Description:
- Caption:
- ☒ Is Entitled ☐ Is Unpaid ☒ B.Forward
- Style:
- ☒ Active
- Set as Default button
- Buttons on the right: New, Edit, Delete, **Save** (highlighted), Cancel, More, Preview, Refresh, Browse.

| Code | Description | Caption | Active | Is En... | Is Un... | BF |
|------|-----------------|---------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| AL | Annual Leave | AL | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| UL | Unpaid Leave | UL | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MC | Medical Leave | MC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MaL | Maternity Leave | MaL | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

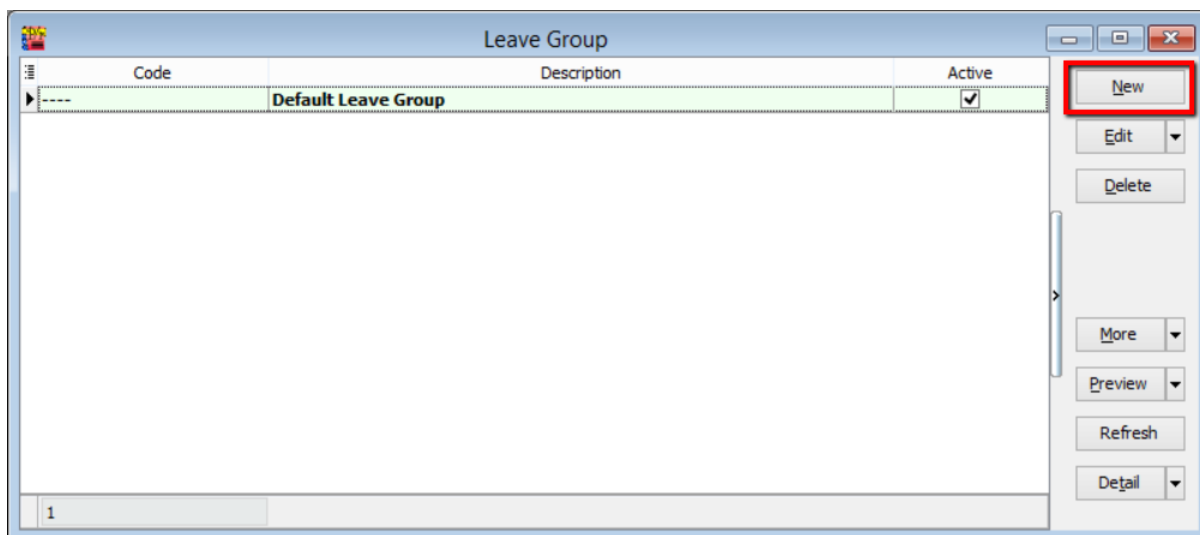
4

Maintain Leave Group :

Step 1: Firstly, point to “Leave” tab and select “Maintain Leave Group”



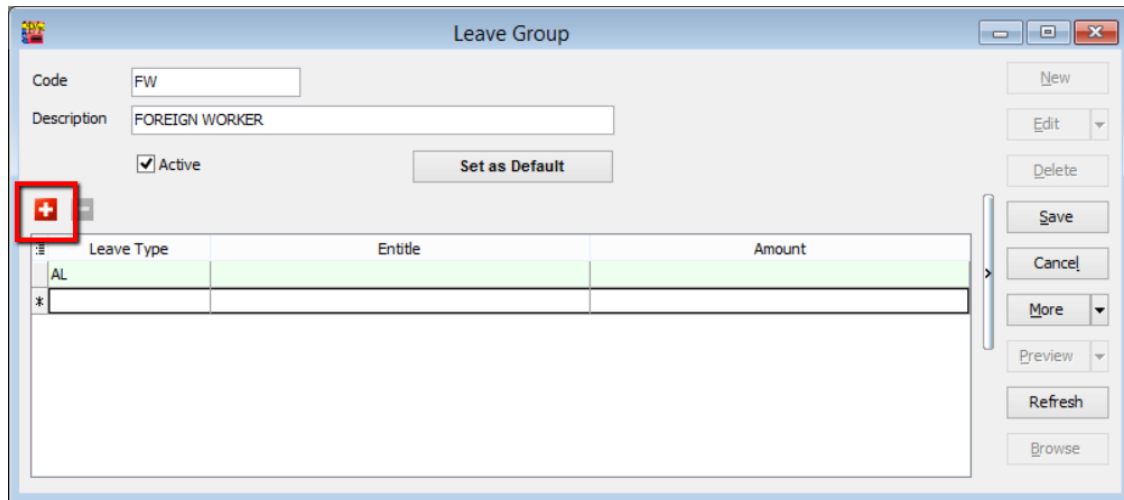
Step 2: Click on “New” button on the upper right corner to create new leave group.



Step 3: Assign code for your new leave group.

eg: FW for “Foreign Worker”;

Click on the “+” button to select the entitled leave type for this particular leave group.

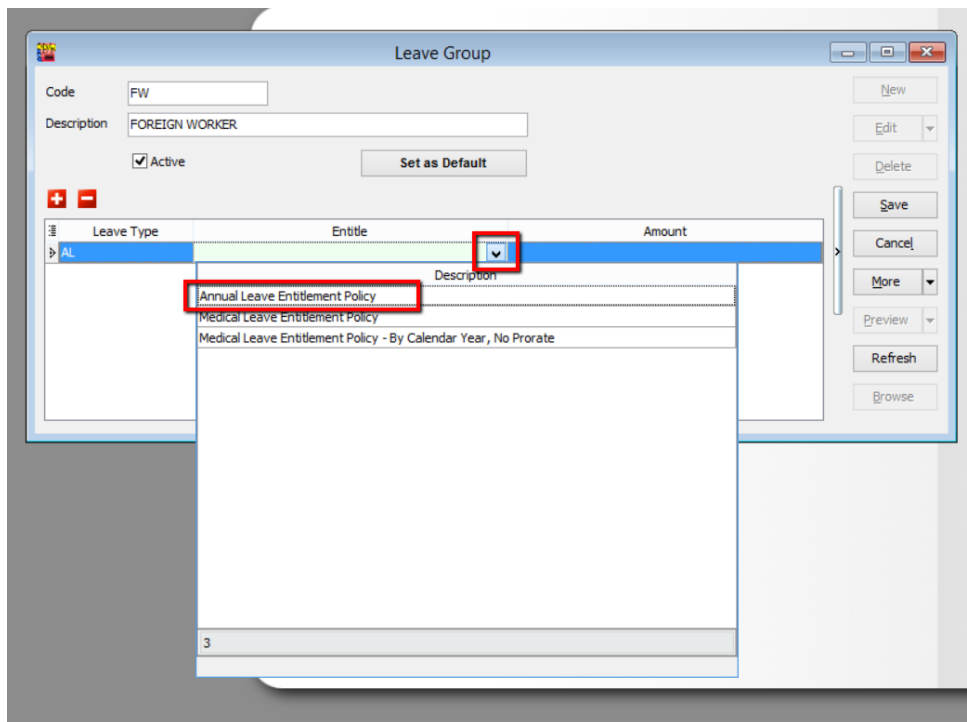


Step 4: Taking “Annual Leave (AL)” as an example.

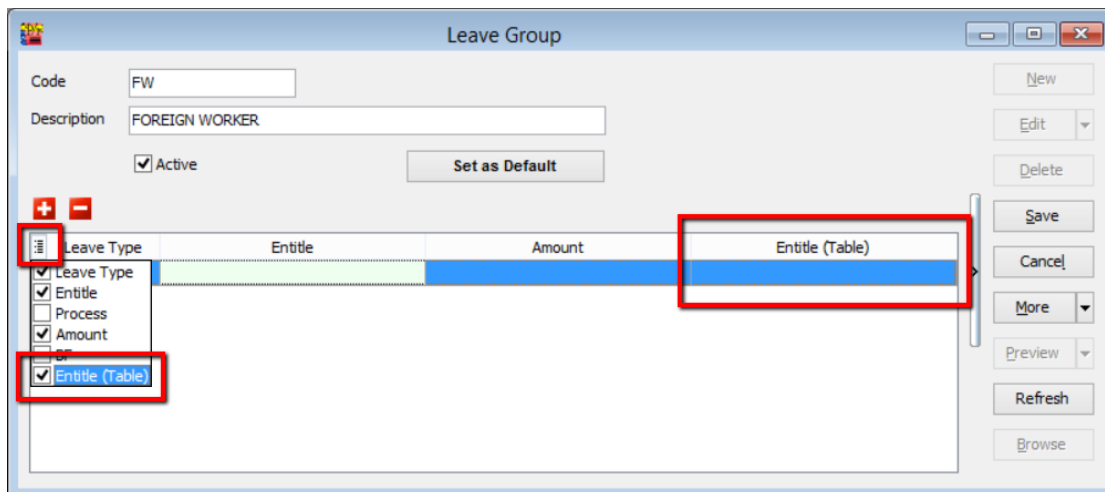
By default, the calculation for “Annual Leave” is as such:

| Year of Service (Years) | Day of Leave Entitled (Days) |
|-------------------------|------------------------------|
| 1 to 2 | 8 |
| 3 to 4 | 12 |
| >4 | 16 |

If your company’s annual leave policy follows this default setting, you can point to the “**Entitle**” tab and select “**Annual Leave Entitlement Policy**”. With that, the calculation will follow the default setting.



Step 5 : If your company does not follow the default annual leave setting, you can always customise your own calculation by calling out the “Entitle (Table)” column.



Point to “...” button under “**Entitle (Table)**” tab.

Click on the “+” button to call out the row bar for you to key in the “**Year From**”, “**Year To**” and “**Days**”.

1) For example, your company complies to the calculation as below.

| Year of Service (Years) | Day of Leave Entitled (Days) |
|-------------------------|------------------------------|
| 1 to 2 | 8 |
| 3 to 5 | 12 |
| >5 | 18 |

Thus, you need to key in the table as such:

| Year From | Year To | Days |
|-----------|---------|------|
| 1 | 2 | 8 |
| 3 | 5 | 12 |
| 5 | 99 | 18 |

Leave Entitlement Policy

| Year From | Year To | Days |
|-----------|---------|------|
| 1 | 2 | 8 |
| 3 | 5 | 12 |
| 5 | 99 | 18 |

3

OK Cancel

Click **“OK”** then you will come to this. The new calculation will be clearly stated out in the **“Entitle (Table)”** column. Then, click **“Save”**

Leave Group

Code: FW

Description: FOREIGN WORKER

☒ Active

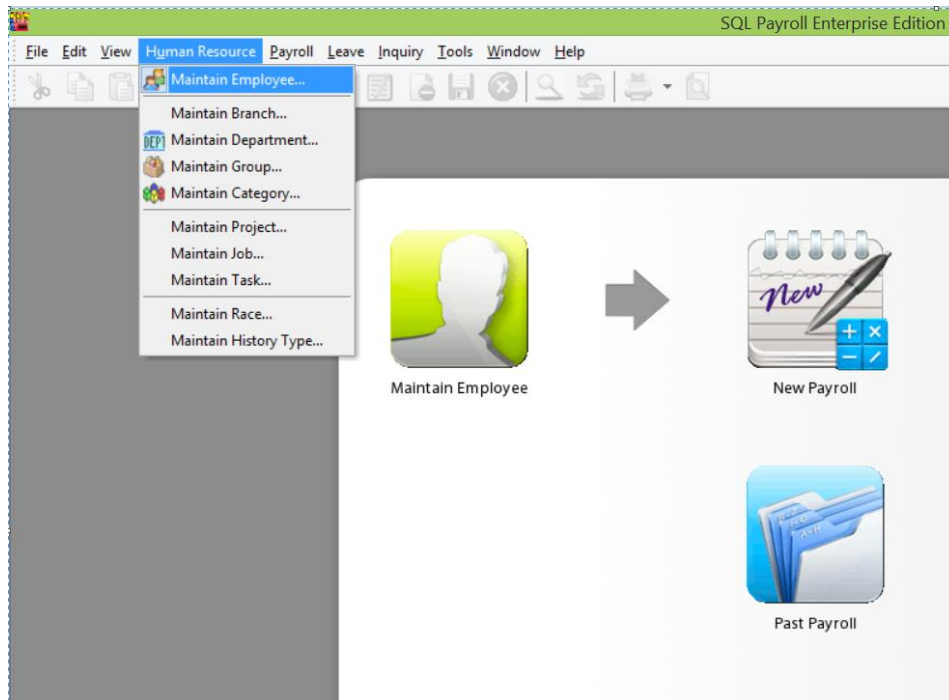
Set as Default

| Leave Type | Entitle | Amount | Entitle (Table) |
|------------|---------|--------|--|
| AL | | | {\"EntitlePolicy\":[{\"YearFrom\":1,\"Yea... |

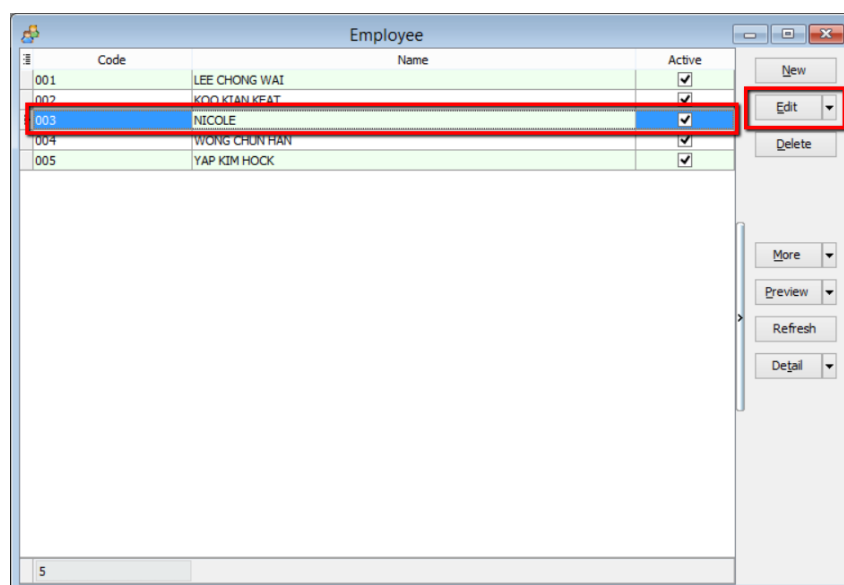
New Edit Delete Save Cancel More Preview Refresh Browse

a) Employee Leave Group Assignment

- 1) Firstly, point to “**Human Resource**” tab and select “**Maintain employee**”



- 2) Select relevant employee. eg: Nicole. Click “Edit”



- 3) Click on “**Grouping**” tab, and you will see “**Leave Group**” at the last panel.

Employee

Code: 003 Job Title: ☒ Active

Name: NICOLE

Person Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments

Branch: Project:

HR Group: Job:

Department: Task:

Category: Calendar:

Country: MY Race:

Leave Group:

New Edit Delete Save Cancel More Preview Refresh Browse

- 4) Assign relevant leave group.
eg: Foreign Worker (FW)
Then, Click “**Save**”

Leave Group: FW

| Code | Description |
|------|---------------------|
| ---- | Default Leave Group |
| FW | FOREIGN WORKER |

2

Fetch All A-- A=a New

Employee

Code: 003 Job Title: ☒ Active

Name: NICOLE

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments

Branch: ---- Project: ----

HR Group: ---- Job: ----

Department: ---- Task: ----

Category: ---- Calendar: ----

Country: MY

Race: ---- Leave Group: FW

New

Edit

Delete

Save

Cancel

More

Preview

Refresh

Browse

Leave Application:

Recording the leave apply by each employee. You can input any type of leaves you defined in Maintain Leave Type.

You can set the calendar set into individual employee in Maintain Employee. It will loaded the employee leave application.

It able to monitor the leave apply based on the up-to-date number of leaves entitlement.

For example,

Annual Leave Entitlement = 12 days

Average Annual Leave Entitlement = 1 day per month

Annual Leave applied for a month;

January = 0 day

February = 1 day

March = 0 day

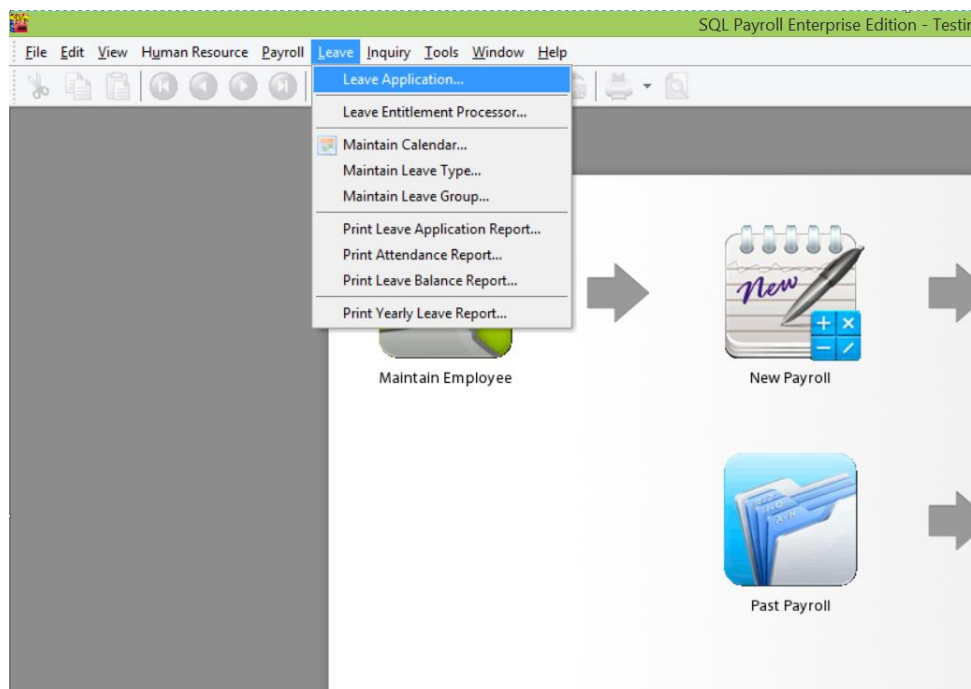
From the above scenario, total annual leaves entitled up to month of April are 4 days (including month of April).

It means number of annual leaves remaining are $(4 - 1) = 3$ days.

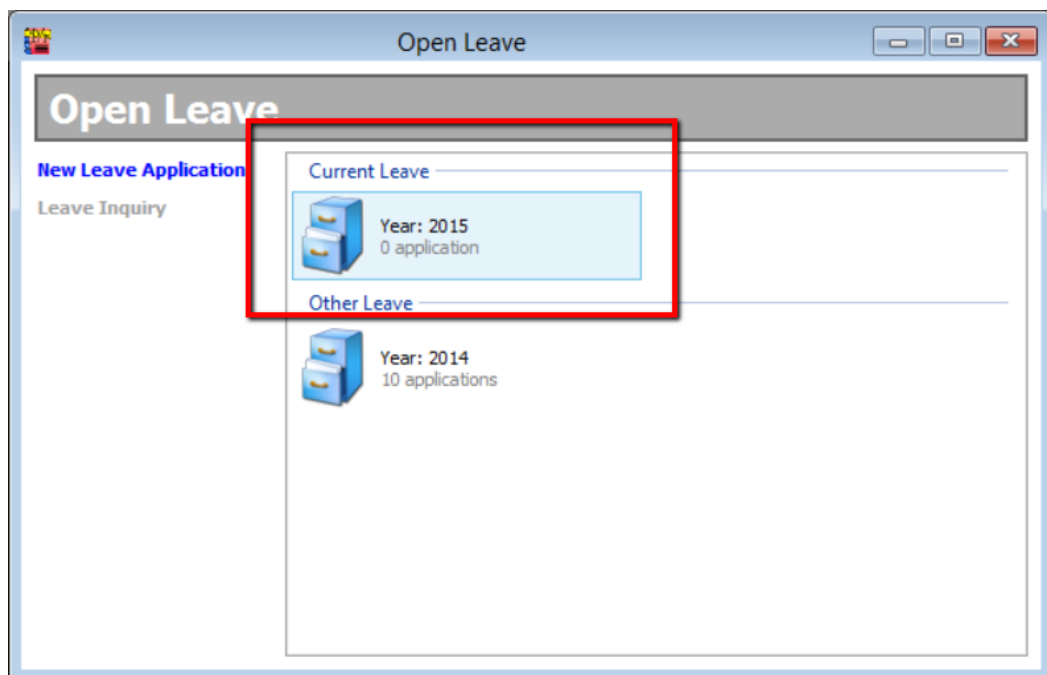
If the employee apply 4 days leave in month of April, the system will prompt the below warning. "You've taken 5.0 days of Annual Leave, but Annual Leave limit for April is 4.0 days."

So, you can choose to Allow, Not Allow or Unpaid Leave.

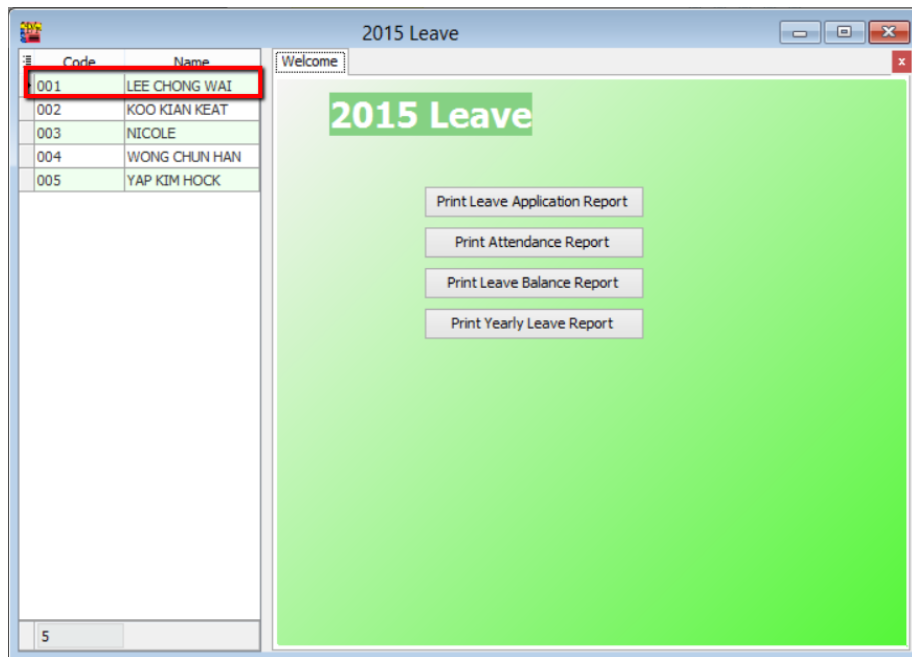
1) First, point to “**Leave**” and click on “**Leave Application**”



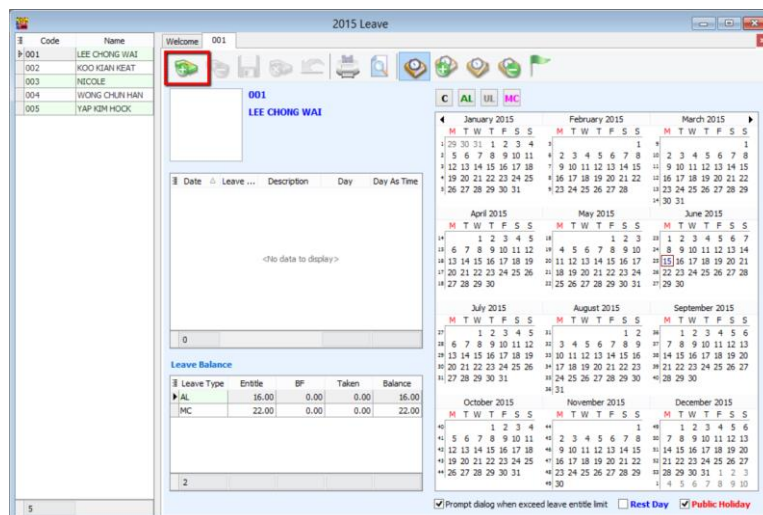
2) Select the year. eg: Year 2015



3) Point to the name of employee and click into it. eg: Lee Chong Wai



4) Click on the “+” button. A row will appear in the display box where you can select the date, type of leave and number of day as how your employee applied. Click “Save” once the application is done.

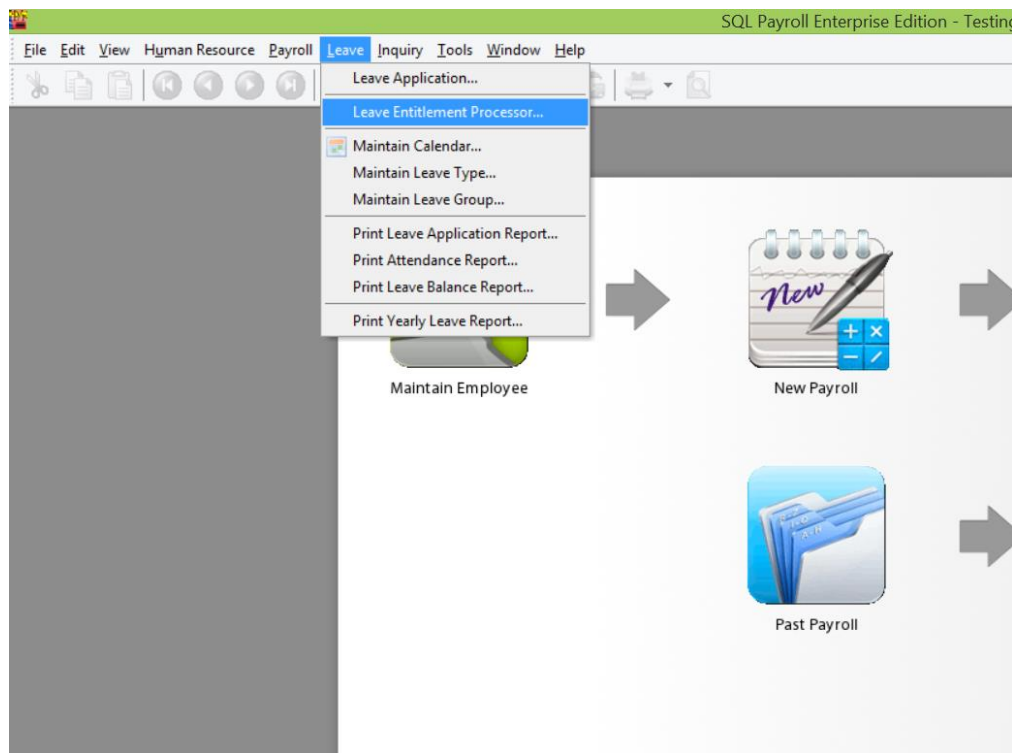


5) If your employee applies for half day leave or leave calculated in hours, call out “Day As Time” column. 1 working day has 8 working hours.

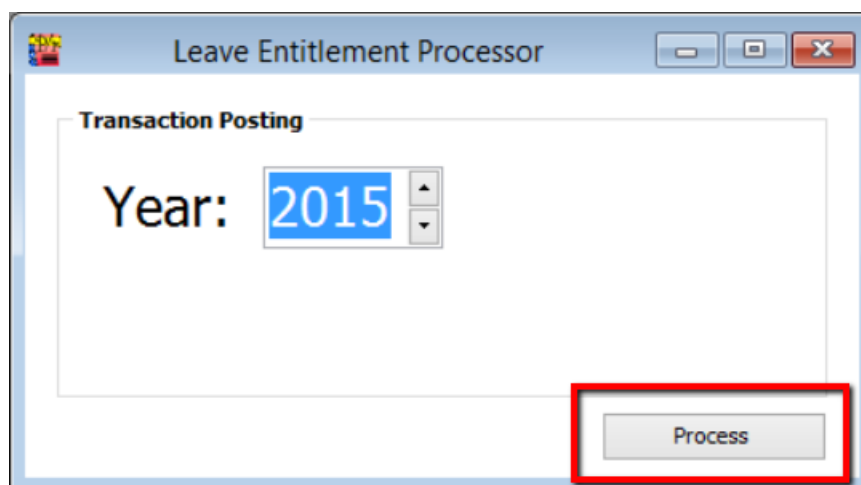
6) Select the duration of the leave. eg: 3 hours. Then system will automatically calculate the number of day as 0.38 day.

Leave Entitlement Processor

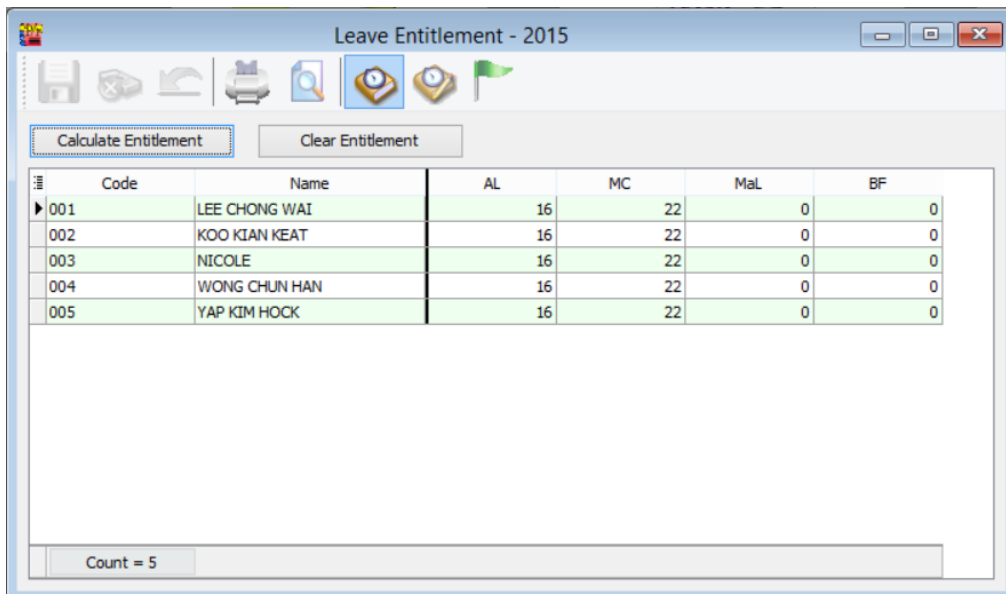
- It allows to process the annual leave entitlement for each employees based on the leave group.
- 1) Leave entitlement process can be done once a year. First, point to “Leave” and click on “Leave Entitlement Processor”.



- 2) Select the Transaction Posting Year. eg: 2015. And click “Process”



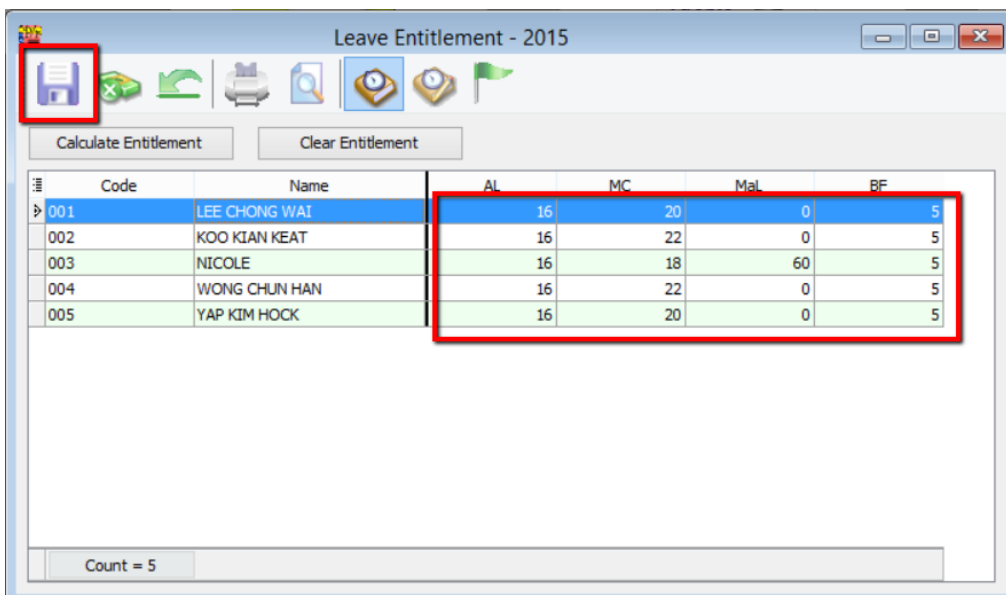
- 3) You will see a table clearly stating the number of leave each and every employee entitled in the year 2015.



| Code | Name | AL | MC | MaL | BF |
|------|---------------|----|----|-----|----|
| 001 | LEE CHONG WAI | 16 | 22 | 0 | 0 |
| 002 | KOO KIAN KEAT | 16 | 22 | 0 | 0 |
| 003 | NICOLE | 16 | 22 | 0 | 0 |
| 004 | WONG CHUN HAN | 16 | 22 | 0 | 0 |
| 005 | YAP KIM HOCK | 16 | 22 | 0 | 0 |

Count = 5

- 4) System allows you to edit the number of day. Click “**Save**” when the setting is done.



| Code | Name | AL | MC | MaL | BF |
|------|---------------|----|----|-----|----|
| 001 | LEE CHONG WAI | 16 | 20 | 0 | 5 |
| 002 | KOO KIAN KEAT | 16 | 22 | 0 | 5 |
| 003 | NICOLE | 16 | 18 | 60 | 5 |
| 004 | WONG CHUN HAN | 16 | 22 | 0 | 5 |
| 005 | YAP KIM HOCK | 16 | 20 | 0 | 5 |

Count = 5

Leave Report :

1) Print Leave Application Report

- Enable to generate detail leaves taken by each employees for a year.

2) Print Attendance Report

- Enable to generate the attendance performance in %.

3) Print Leave Balance Report

- Analyse the number of days taken for annual leaves, medical leaves,etc.

4) Print Yearly Leave Report

- Generate 12 months total leaves taken for a leave type like annual leave, unpaid leave, medical leave, etc.

E) Setting :

1. How to Perform Leave Brought Forward?

- How to set company annual leave brought forward to next year.

2. Where to key-in PCB Receipt ?

- Once submit PCB, where to key-in the PCB receipt info in the system?

3. How to key-in opening balance for employee?

- Some of the employee might be join from middle of the year, so to calculate the correct PCB info, need to key-in the opening balance for employee.

4. Where to print out Increment Letter?

- SQL have built-in the increment letter, you can print out directly for employee.

5. How to import from Excel?

- If you have a lot of employee and you don't want to key-in one by one, you can choose import from Excel as long as follow our template.

6. SQL View.

- If you have different user to login at the same time and you wish to block certain user to view different department employee's info, then you can block from view.

7. How to give Bonus in SQL Payroll?

- Different company might have different way to given out the Bonus of employee, like some of the company will given out bonus middle of the month then only process salary, some of the company might combine the bonus then process together with month end.

8. How to setup daily Pay Method for employee?

- Different company might have different way to given out the Bonus of employee, like some of the company will given out bonus middle of the month then only process salary, some of the company might combine the bonus then process together with month end.

9. How to customize EA form?

- Some of the info might not appear in EA form like car info so you can customize the EA form to insert the information.

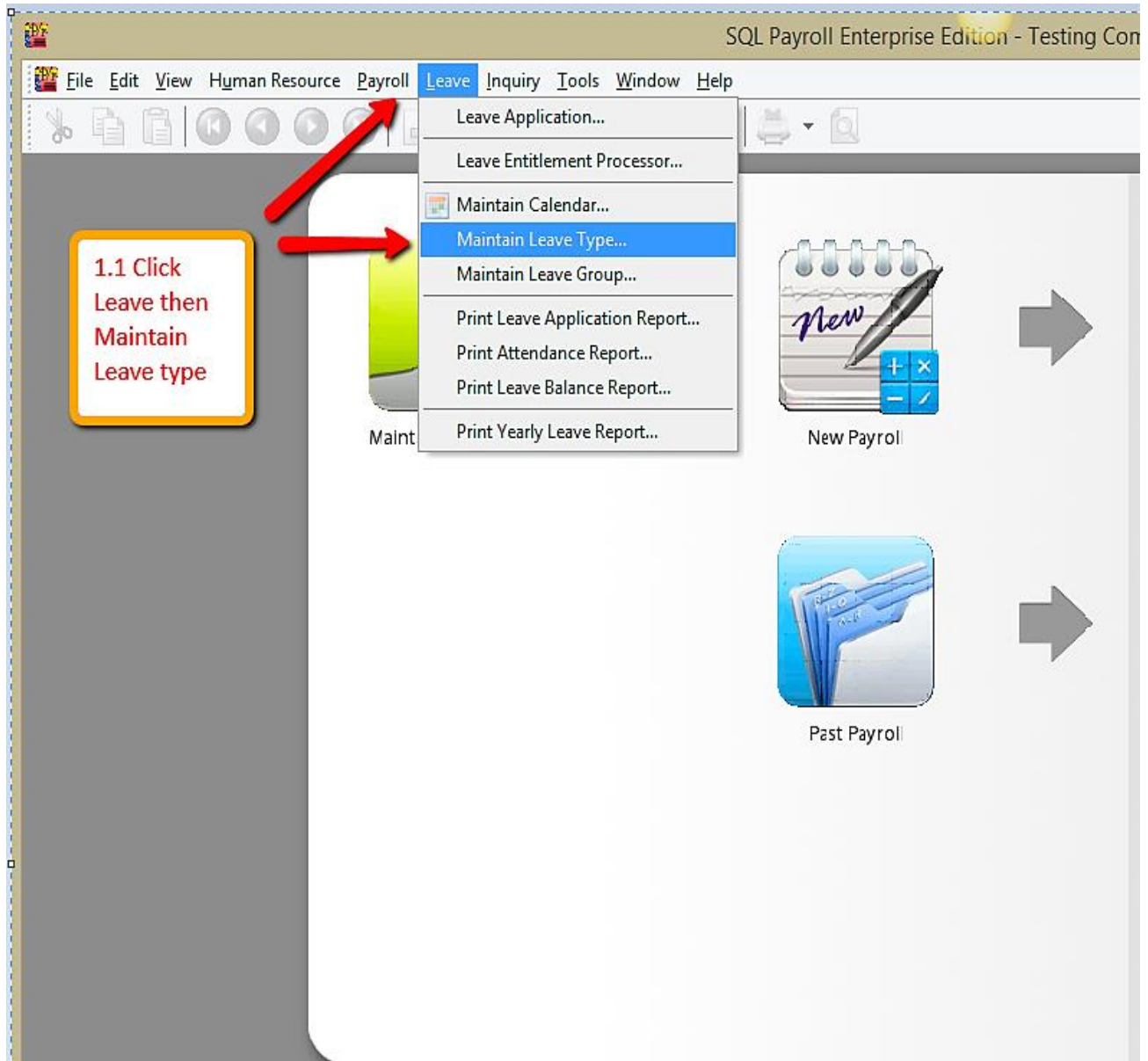
10. Where to key-in tax benefit info?

- Some of the employee you might need to update the tax benefit info to display at EA form.

Leave Brought Forward

HOW TO PERFORM LEAVE BROUGHT FORWARD

1) Make sure in Leave Type brought forward (BF) is ticked.



Leave Type

Code: AL

Description: Annual Leave

Caption: AL

☒ Is Entitled ☐ Is Unpaid ☒ B.Forward

Style:

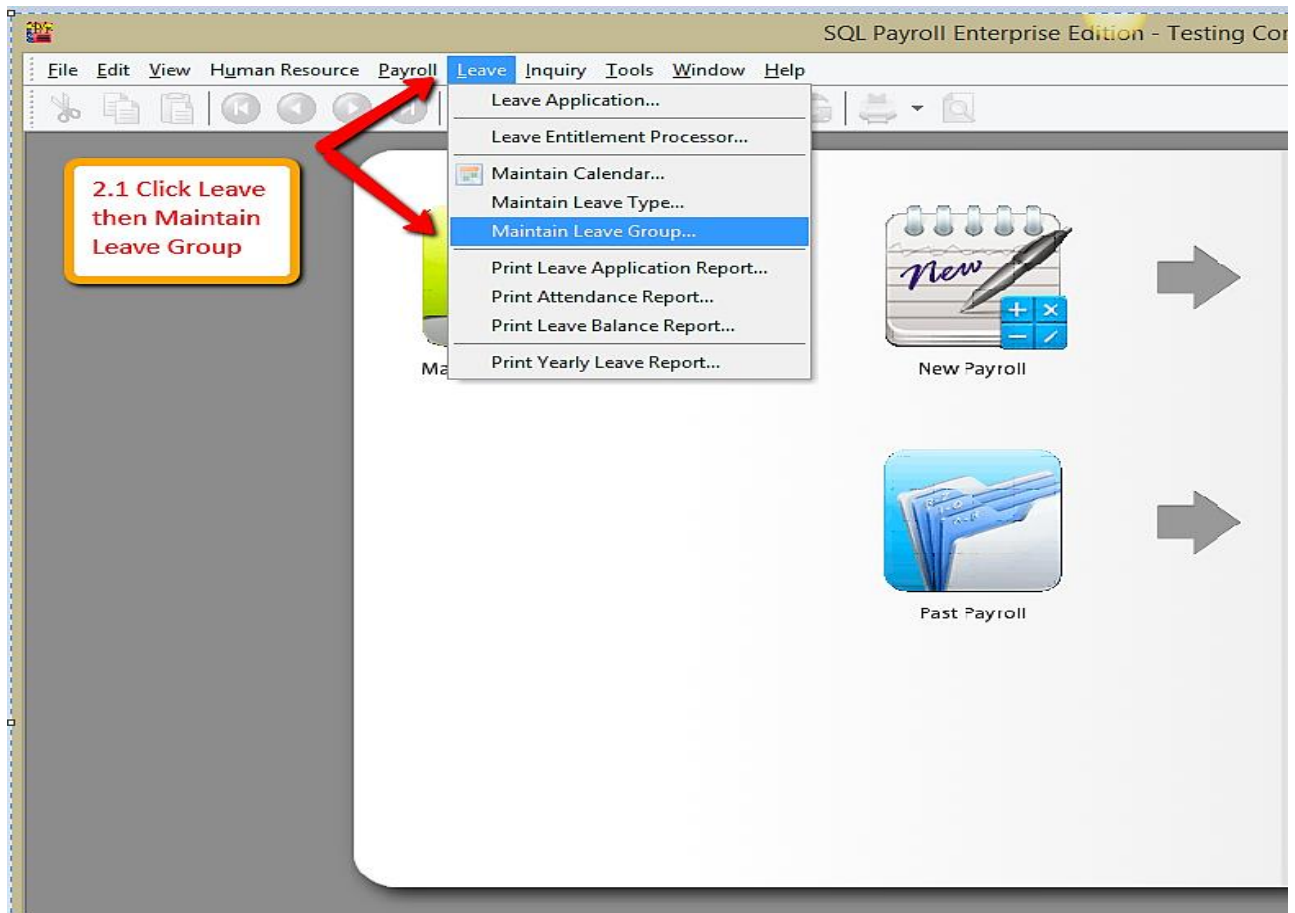
☒ Active

This is default record

1.2 Click Edit and tick B.Forward

New Edit Delete Save Cancel More Preview Refresh Browse

2) Make sure there is calculation for amount of leave brought forward (BF).



Leave Group

Code:

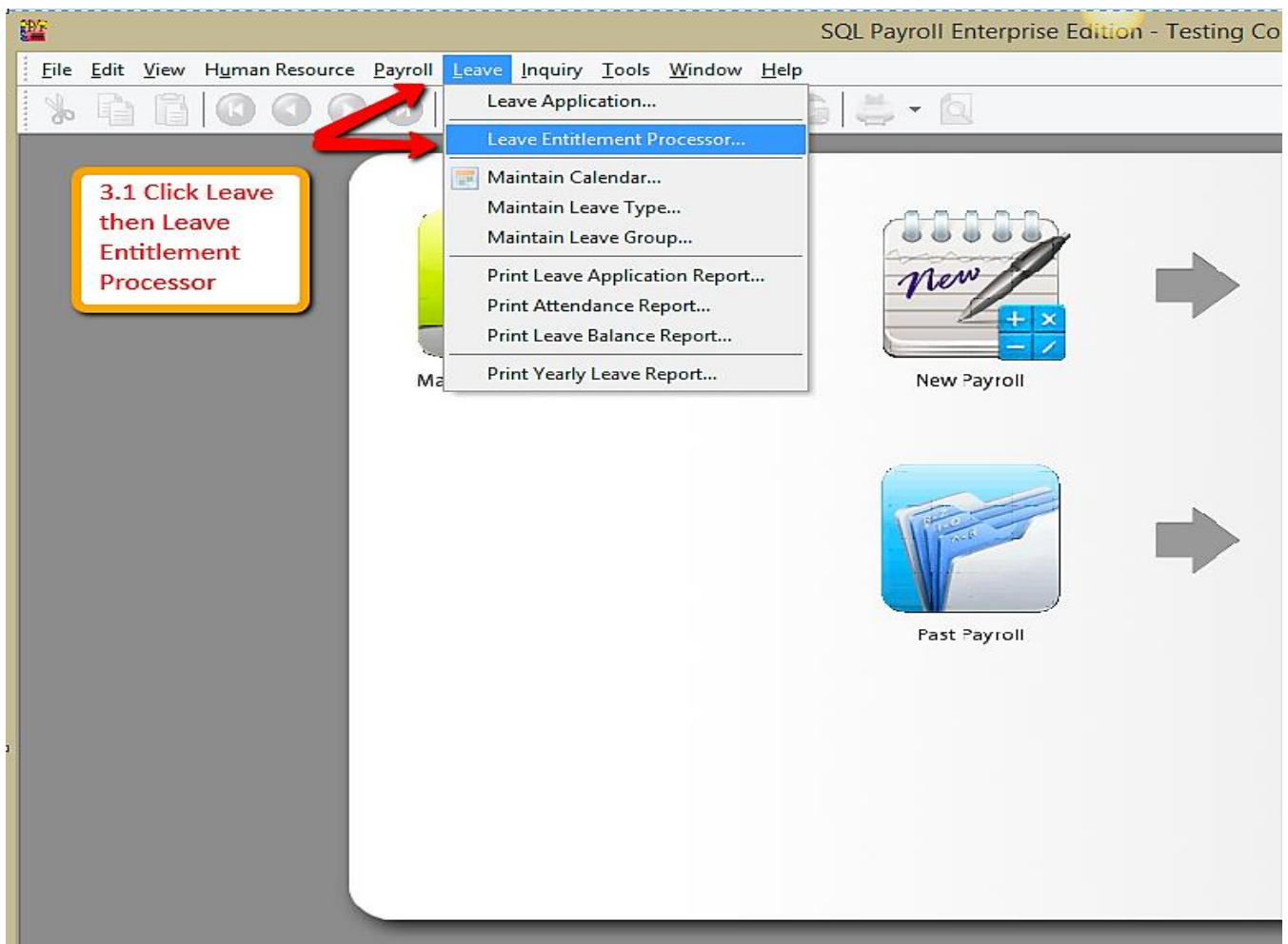
Description:

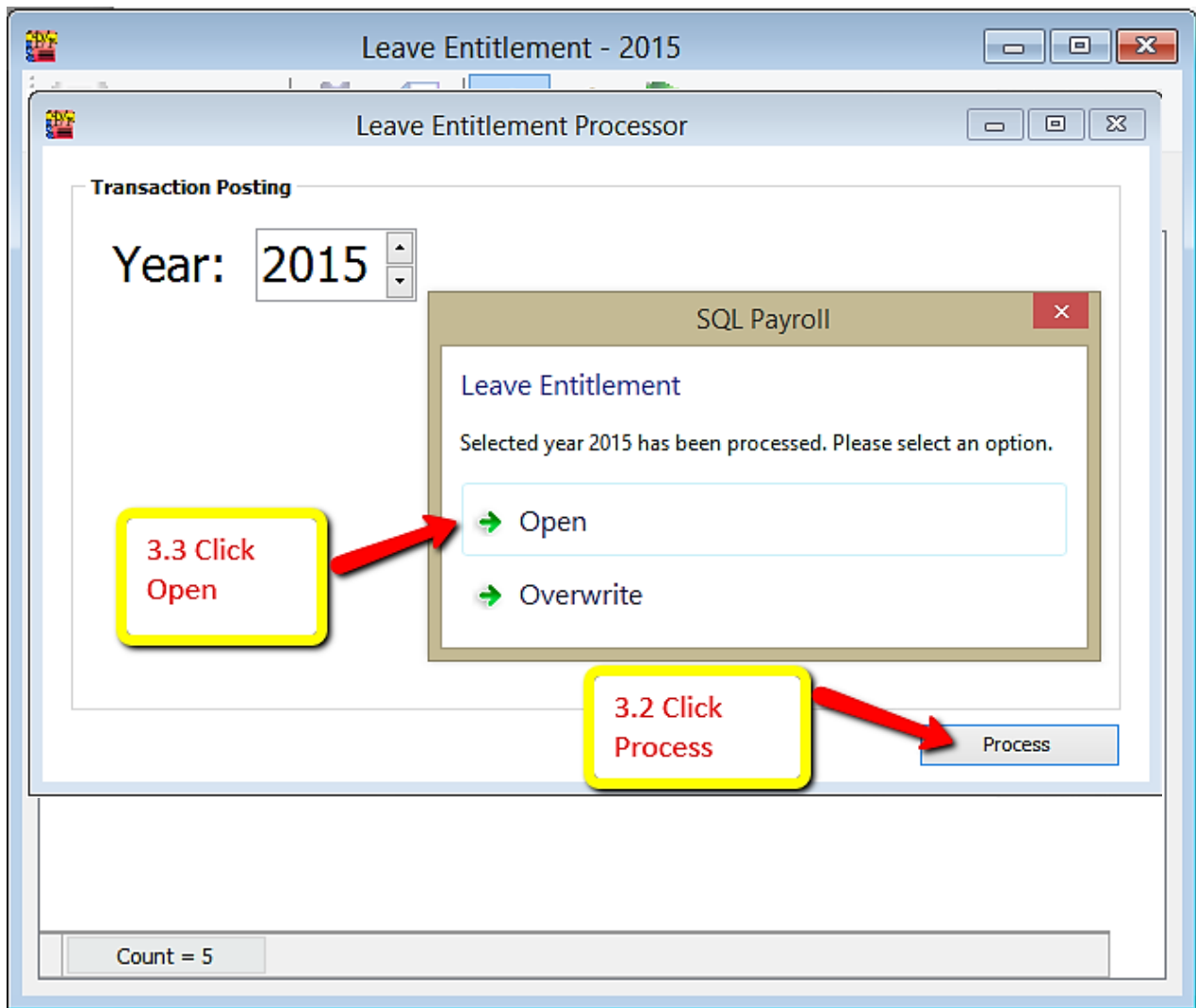
☒ Active This is default record

| Leave Type | Entitle | Amount | BF |
|------------|----------------------------------|------------------------|--------------------|
| AL | Annual Leave Entitlement Policy | Leave Calculate Amount | Leave Calculate BF |
| MC | Medical Leave Entitlement Policy | | |
| UL | | Leave Calculate Amount | |

2.2 Press Edit then put BF calculation in BF column

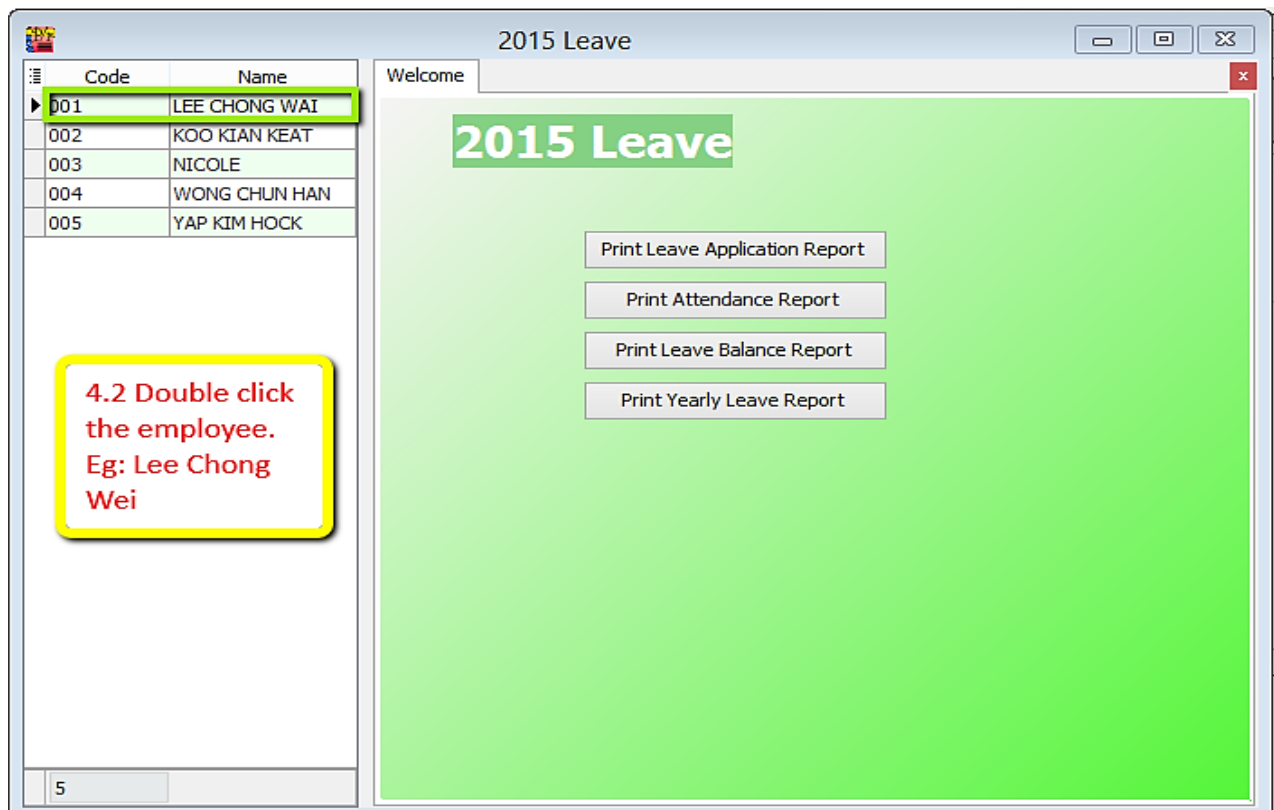
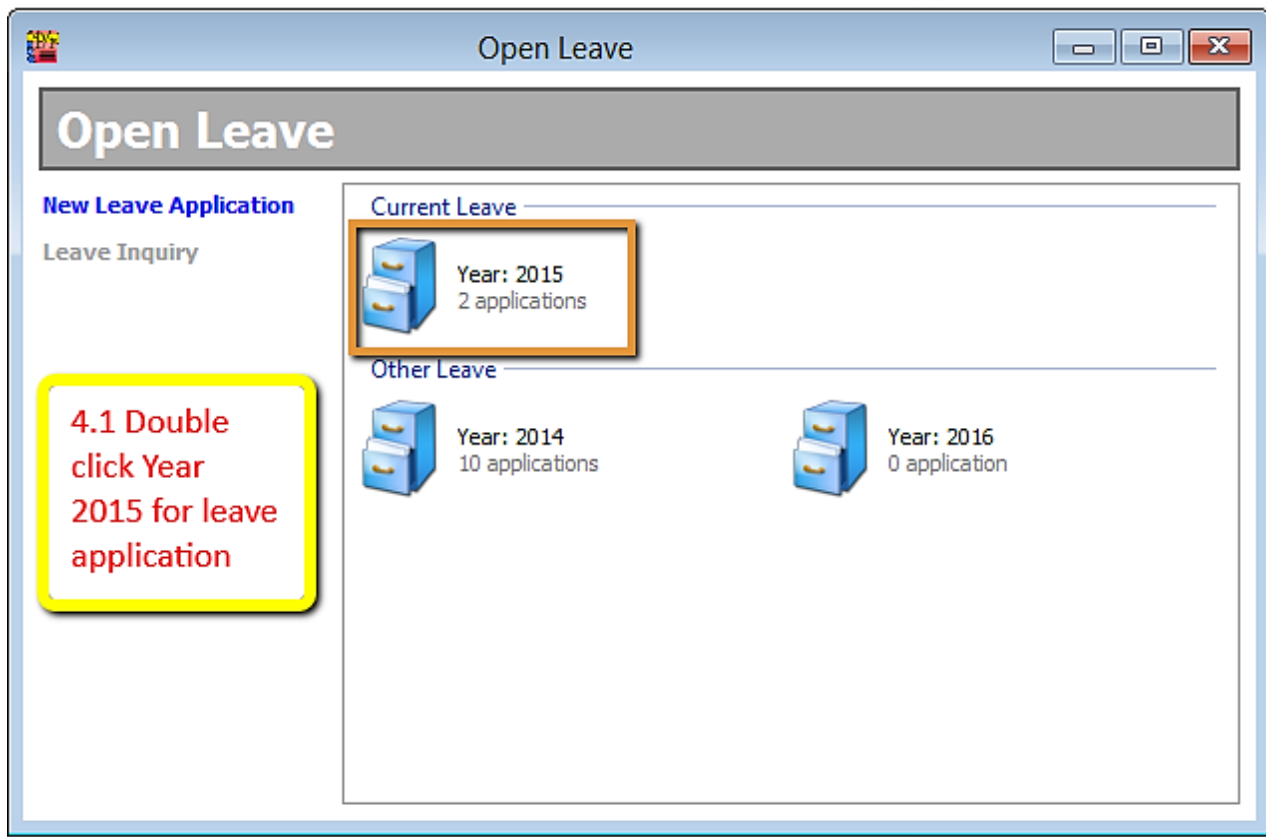
3) Key in leave entitlement (may refer leave setting guide)






4) Apply leave for employees.(may refer leave setting for more details.)









-Leave/Leave Application/Double click Current Leave




2015 Leave

| Code | Name |
|------|---------------|
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Welcome
001

001

LEE CHONG WAI

| Date | Leave Type | Description | Day |
|------------|------------|--------------|------|
| 10/06/2015 | AL | Annual Leave | 1.00 |
| 17/07/2015 | AL | Annual Leave | 1.00 |

2
2.00

Leave Balance

| Leave Type | Entitle | BF | Taken | Balance |
|------------|---------|------|-------|---------|
| AL | 16.00 | 0.00 | 2.00 | 14.00 |
| MC | 22.00 | 0.00 | 0.00 | 22.00 |

4.3 Click '+' button to add leave and fill in the leave type

5) Preview Leave Balance Report

-Leave/Print Leave Balance Report

Year: 2015

Leave Type: ☐ ...

Branch: ☐ ...

Department: ☐ ...

Group: ☐ ...

Employee: ☒ 001 ...

Project: ☐ ...

Job: ☐ ...

Task: ☐ ...

Sort By :
Employee
Employee Name
Branch
Department
HRGroup
Project
Job
Task

5.1 Choose the employee and apply

Apply

Leave Balance Report

Leave Balance 2015

Preview

| Employee Info | | Annual Leave | | | | Medical Leave | | | | |
|---------------|-------------------------------------|--------------|--------|-------|---------|---------------|--------|-------|---------|---------|
| Name | ISA... | Entitle | BFDays | Taken | Balance | Entitle | BFDays | Taken | Balance | Entitle |
| LEE C... | <input checked="" type="checkbox"/> | 16.00 | 0.00 | 2.00 | 14.00 | 22.00 | 0.00 | 0.00 | 22.00 | 0.0 |
| Count = | | 16.00 | 0.00 | 2.00 | 14.00 | 22.00 | 0.00 | 0.00 | 22.00 | 0.0 |

The leave balance is 14 days.

6) Open Leave Entitlement for 2016(Repeat step 2)

Leave Entitlement - 2016

Calculate Entitlement Clear Entitlement

| Code | Name | AL | BF | MC |
|------|---------------|----|----|----|
| 001 | LEE CHONG WAI | 16 | 14 | 22 |
| 002 | KOO KIAN KEAT | 16 | 16 | 22 |
| 003 | NICOLE | 16 | 16 | 22 |
| 004 | WONG CHUN HAN | 16 | 16 | 22 |
| 005 | YAP KIM HOCK | 16 | 16 | 22 |

In 2016, BF leave of Lee Chong Wei is 14 days.

Count = 5

Where to key-in PCB Receipt ?

Entering PCB & CP38 Receipt Number & Date

For an example with this Month (June) with **PCB amount** of **RM1444.90**.

Process : Month End (06.2015)
Employee : All
Department : All
Branch : All
Group : All
Project : All
Job : All
Task : All
Pay Type : All
GroupBy : Employee

26/06/2015 09:37:58
ADMIN

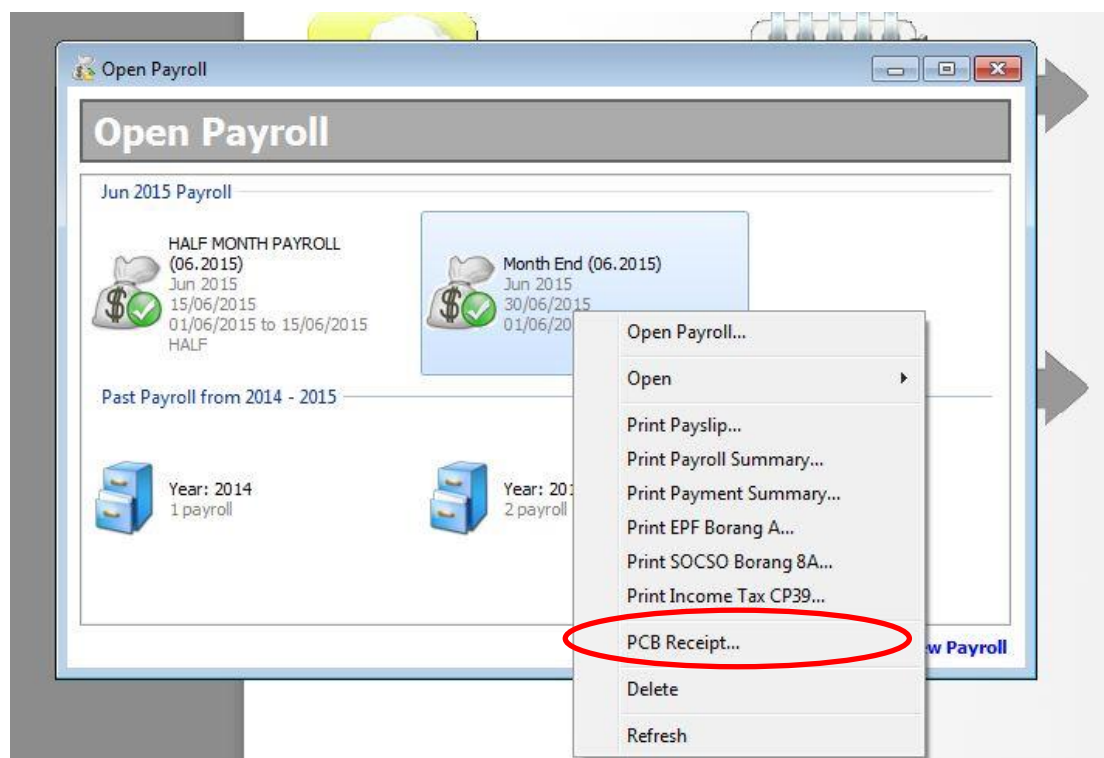
Payroll Summary

Testing Company ()

Page 1 of 1

| Employee Name | Default Wages | Meal | Handphone | Petrol | Gross Pay | EPF | SOCSSO | PCB Normal | PCB Additional | Gross Deduct |
|---------------|---------------|--------|-----------|----------|-----------|-----------|--------|------------|----------------|--------------|
| LEE CHONG WAI | 12,000.00 | 80.00 | 150.00 | 300.00 | 12,530.00 | -1,386.00 | -14.75 | -881.30 | | -2,282.05 |
| KOO KIAN KEAT | 9,000.00 | 120.00 | | | 9,120.00 | -1,012.00 | -14.75 | -326.30 | | -1,353.05 |
| NICOLE | 8,000.00 | 80.00 | 150.00 | | 8,230.00 | -913.00 | -14.75 | -237.30 | | -1,165.05 |
| WONG CHUN HAN | 5,000.00 | 80.00 | 150.00 | 500.00 | 5,730.00 | -638.00 | -14.75 | | | -652.75 |
| YAP KIM HOCK | 5,000.00 | 150.00 | 300.00 | 300.00 | 5,750.00 | -638.00 | -14.75 | | | -652.75 |
| Grand Total | 39,000.00 | 510.00 | 750.00 | 1,100.00 | 41,360.00 | -4,587.00 | -73.75 | -1,444.90 | - | -6,105.65 |

Right click on the **particular Month End process** and click **PCB Receipt...**



The Following screen will be seen,

| Month | PCB | | | CP38 | | |
|------------|--------------|-------------|----------|--------------|-------------|--------|
| | Receipt Date | Receipt No. | Amount | Receipt Date | Receipt No. | Amount |
| January | | | | | | |
| February | | | | | | |
| March | | | | | | |
| April | | | | | | |
| May | | | | | | |
| June | 30/06/2015 | 123123123 | | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| Count = 12 | | | 1,257.50 | | | |

1 ~ Enter the Receipt Date.

2 ~ Enter the Receipt No.

3 ~ Press calculate amount to show the total amount of PCB u paid that month.

| Month | PCB | | | CP38 | | |
|-----------|--------------|-------------|----------|--------------|-------------|--------|
| | Receipt Date | Receipt No. | Amount | Receipt Date | Receipt No. | Amount |
| January | | | | | | |
| February | | | | | | |
| March | | | | | | |
| April | | | | | | |
| May | | | | | | |
| June | 30/06/2015 | 123123123 | 1,444.90 | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |

The **TOTAL** PCB Normal amount of the employees which is **RM 1444.90**.

Next, go to **Payroll → Government Reports → Print Income Tax PCB 2(II)...**

Tax PCB 2(II)

Year: 2015

Branch: Project:

Department: Job:

Group: Task:

Employee: Printing Date: 30/06/2015

Apply

Tax PCB 2(II) Tax PCB 2(II)

2015

Preview

| | Jan | | Feb | | Mar | | Apr | | May | | Jun | | Jul | |
|---------------|-----|------|-----|------|-----|------|-----|------|-----|------|----------|------|-----|------|
| NAME | PCB | CP38 | PCB | CP38 | PCB | CP38 | PCB | CP38 | PCB | CP38 | PCB | CP38 | PCB | CP38 |
| LEE CHONG WAI | - | - | - | - | - | - | - | - | - | - | 881.30 | - | - | - |
| KOO KIAN KEAT | - | - | - | - | - | - | - | - | - | - | 326.30 | - | - | - |
| NICOLE | - | - | - | - | - | - | - | - | - | - | 237.30 | - | - | - |
| WONG CHUN HAN | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| YAP KIM HOCK | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - | - | 1,444.90 | - | - | - |

Preview the employees Tax PCB 2(II) . The following result will show in the report.

Tuan,
Potongan Cukai Yang Dibuat Dalam Tahun 2015
Nama Pekerja LEE CHONG WAI
No. Kad Pengenalan 881212014321
No. Fail Cukai Pendapatan
No. Pekerja 001
No. Rujukan Fail Majikan (E)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

| Bulan | Amaun (RM) | | No. Resit/ No. Slip Bank/No. Transaksi | | Tarikh Resit/Tarikh Transaksi | |
|-----------|------------|-------|--|-------|-------------------------------|-------|
| | PCB | CP 38 | PCB | CP 38 | PCB | CP 38 |
| Januari | 0.00 | 0.00 | | | | |
| Februari | 0.00 | 0.00 | | | | |
| Mac | 0.00 | 0.00 | | | | |
| April | 0.00 | 0.00 | | | | |
| Mei | 0.00 | 0.00 | | | | |
| Jun | 881.30 | 0.00 | 123123123 | | 30/06/2015 | |
| Julai | 0.00 | 0.00 | | | | |
| Ogos | 0.00 | 0.00 | | | | |
| September | 0.00 | 0.00 | | | | |
| Oktober | 0.00 | 0.00 | | | | |
| November | 0.00 | 0.00 | | | | |
| Disember | 0.00 | 0.00 | | | | |
| Jumlah | 881.30 | 0.00 | | | | |

Tuan,
Potongan Cukai Yang Dibuat Dalam Tahun 2015
Nama Pekerja KOO KIAN KEAT
No. Kad Pengenalan 900101101001
No. Fail Cukai Pendapatan
No. Pekerja 002
No. Rujukan Fail Majikan (E)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

| Bulan | Amaun (RM) | | No. Resit/ No. Slip Bank/No. Transaksi | | Tarikh Resit/Tarikh Transaksi | |
|-----------|------------|-------|--|-------|-------------------------------|-------|
| | PCB | CP 38 | PCB | CP 38 | PCB | CP 38 |
| Januari | 0.00 | 0.00 | | | | |
| Februari | 0.00 | 0.00 | | | | |
| Mac | 0.00 | 0.00 | | | | |
| April | 0.00 | 0.00 | | | | |
| Mei | 0.00 | 0.00 | | | | |
| Jun | 326.30 | 0.00 | 123123123 | | 30/06/2015 | |
| Julai | 0.00 | 0.00 | | | | |
| Ogos | 0.00 | 0.00 | | | | |
| September | 0.00 | 0.00 | | | | |
| Oktober | 0.00 | 0.00 | | | | |
| November | 0.00 | 0.00 | | | | |
| Disember | 0.00 | 0.00 | | | | |
| Jumlah | 326.30 | 0.00 | | | | |

Tuan,
Potongan Cukai Yang Dibuat Dalam Tahun 2015
Nama Pekerja NICOLE
No. Kad Pengenalan 920831105000
No. Fail Cukai Pendapatan
No. Pekerja 003
No. Rujukan Fail Majikan (E)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

| Bulan | Amaun (RM) | | No. Resit/ No. Slip Bank/No. Transaksi | | Tarikh Resit/Tarikh Transaksi | |
|-----------|------------|-------|--|-------|-------------------------------|-------|
| | PCB | CP 38 | PCB | CP 38 | PCB | CP 38 |
| Januari | 0.00 | 0.00 | | | | |
| Februari | 0.00 | 0.00 | | | | |
| Mac | 0.00 | 0.00 | | | | |
| April | 0.00 | 0.00 | | | | |
| Mei | 0.00 | 0.00 | | | | |
| Jun | 237.30 | 0.00 | 123123123 | | 30/06/2015 | |
| Julai | 0.00 | 0.00 | | | | |
| Ogos | 0.00 | 0.00 | | | | |
| September | 0.00 | 0.00 | | | | |
| Oktober | 0.00 | 0.00 | | | | |
| November | 0.00 | 0.00 | | | | |
| Disember | 0.00 | 0.00 | | | | |
| Jumlah | 237.30 | 0.00 | | | | |

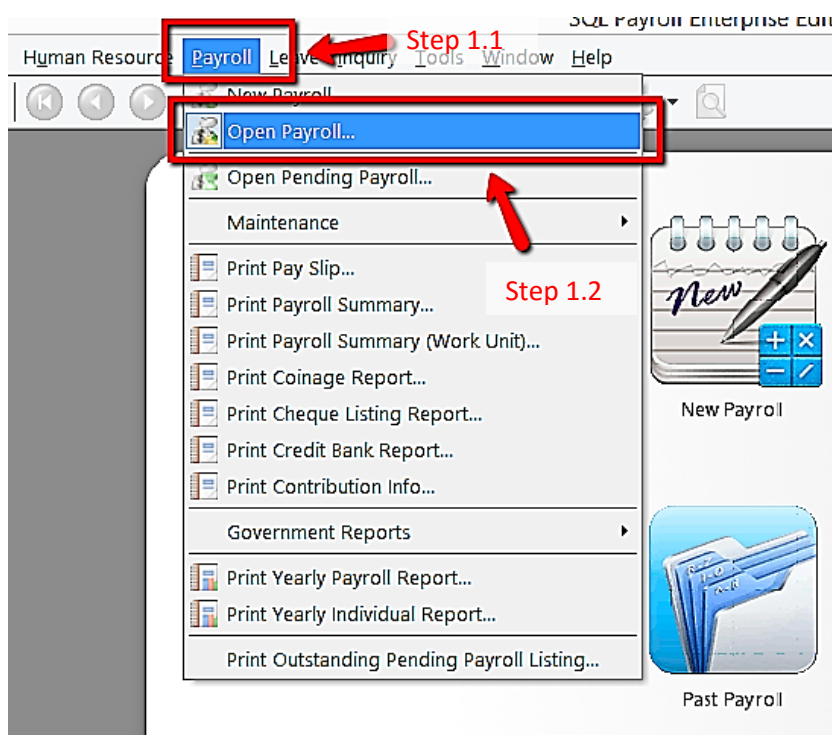
Opening Balance for Employee:

Maintain employee's opening balance is done when the respective employee enter the company in a month **later than January**.

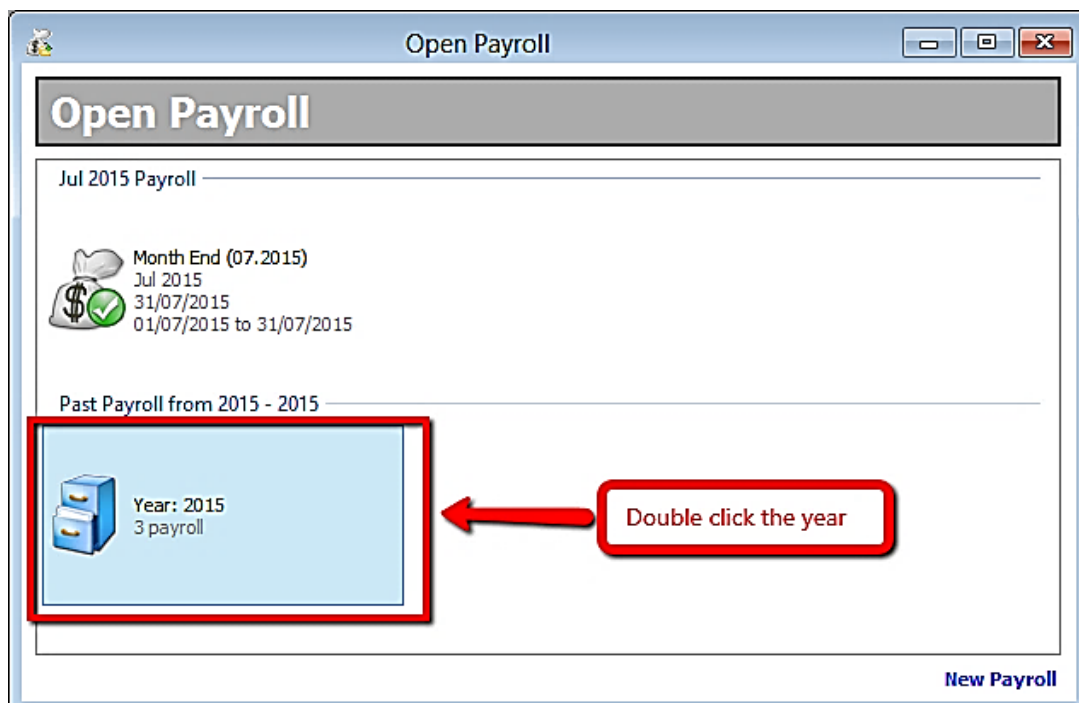
The previous PCB amount is **needed to key in** so that the system can correctly calculate the PCB amount that's needed to pay every month.

CN translation: 1月后进公司的员工都要打 'opening', 这样系统才能真确地算出员工的 PCB

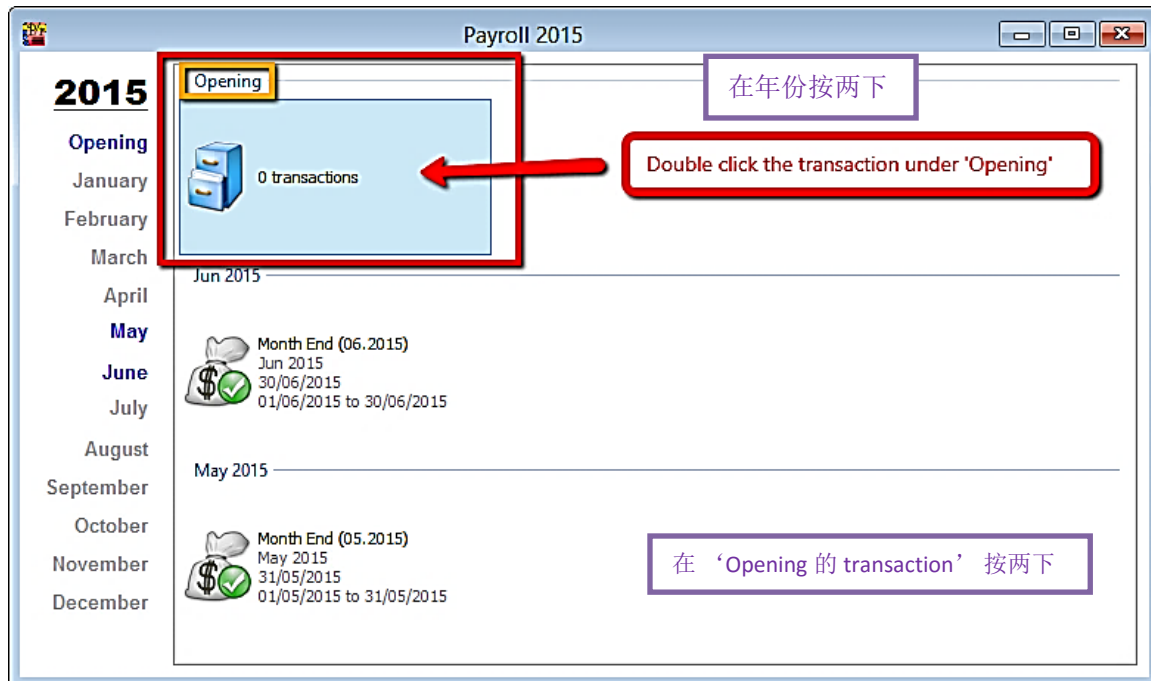
Step 1: Navigate yourself to the open payroll



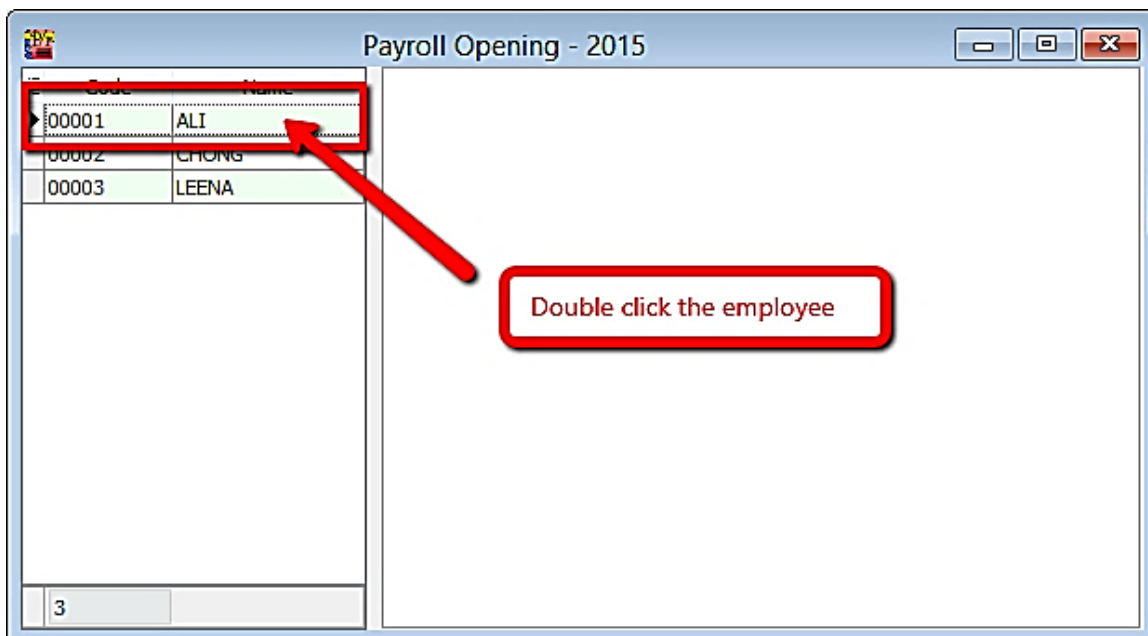
Step 2: Double click the year in open payroll



Step 3: Double click the transaction under 'Opening'



Step 4: Select the employee by double clicking on its name



Step 5: Key in all the employee's opening balance information

00001

Remember to save after key in

打了之后，记得保存

| GENERAL | YTD AMOUNT |
|-------------------------|----------------------|
| Normal Remuneration | <input type="text"/> |
| Normal EPF | <input type="text"/> |
| Additional Remuneration | <input type="text"/> |
| Additional EPF | <input type="text"/> |
| Zakat | <input type="text"/> |
| Normal PCB | <input type="text"/> |
| Additional PCB | <input type="text"/> |

Can enter the amount according to EA form.

这里的资料可以根据 EA form 来输入

| TAX EXEMPTED ALLOWANCE | |
|------------------------|----------------------|
| Petrol (Duties) | <input type="text"/> |
| Parking | <input type="text"/> |
| Meal | <input type="text"/> |
| Child Care | <input type="text"/> |
| Phone | <input type="text"/> |
| Phone Bills | <input type="text"/> |
| Award | <input type="text"/> |
| Loan Interest | <input type="text"/> |

Employee themselves need to know if they have any of these in their previous employment

员工本身需要知道是否在之前的工作曾经输入过这些资料

| TAX RELIEF ITEMS | |
|---|----------------------|
| Parent Medical | <input type="text"/> |
| Basic Support Equipment | <input type="text"/> |
| Education Fee | <input type="text"/> |
| Medical Expense For Difficult To Cure Disease (Self/Husband/Wife/Child) | <input type="text"/> |
| Full Medical Examination (Self/Husband/Wife/Child) | <input type="text"/> |
| Book Purchase | <input type="text"/> |
| Purchase Of Personal Computer For Individuals | <input type="text"/> |
| Net Fund In National Higher Education Fund Corporation | <input type="text"/> |
| Sports Equipment | <input type="text"/> |
| Wife Alimony | <input type="text"/> |
| Life Insurance | <input type="text"/> |
| Annuity | <input type="text"/> |
| Education & Medical Insurance | <input type="text"/> |
| Loan Interest | <input type="text"/> |

Mapping of SQL 'opening' to EA form (SQL 'Opening' 与 EA form 的对比)

SQL side

00001

GENERAL

(1) Normal Remuneration

(2) Normal EPF

(3) Additional Remuneration

Additional EPF

(4) Zakat

(5) Normal PCB

Additional PCB

TAX EXEMPTED ALLOWANCE

Petrol (Duties)

Parking

Meal

Child Care

Phone

Phone Bills

Award

Loan Interest

EA form

B EMPLOYMENT INCOME, BENEFITS AND ALLOWANCES/PERQUISITES/GIFTS/BENEFITS

(1) Gross salary, wages or leave pay (including overtime pay)

(3) Fees (including director fees), commissions or bonuses

Gross tips, perquisites, awards/rewards or other allowances (Details of payment)

Income tax borne by the employer in respect of his employee

2. Value of benefits-in-kind:

(a) Motorcars (Actual date provided) (i) Nilai Kereta dan petrol

(Type Year Model) (ii) Nilai Pemandu

(b) Electricity, water, telephone and other benefits

(c) Value of household benefits: (*Delete whichever is not relevant)

(i) Semi-furnished with furniture*air-conditioners*curtain*carpets*, or

(ii) Fully-furnished with kitchen equipment, crockery, utensils and appliance, or

(iii) Separate items: Furniture and fittings

Kitchen equipment

Entertainment and recreation

(d) Household servant and gardener

(e) Benefit of leave passage for travel

(f) Others (for example food and garments)

3. Value of living accommodation provided (Address)

4. Refund from unapproved Pension/Provident Fund, Scheme or Society

5. Compensation for loss of employment

C PENSIONS AND OTHERS

1. Pensions

2. Annuities or other Periodical Payments

TOTAL

D TOTAL DEDUCTION

(5) 1. Current Year's Monthly Tax Deductions (MTD) remitted to LHDNM

CP 38 Deductions

(4) Deductions for Zakat remitted to the collection authority of Malaysian zakat

E CONTRIBUTIONS TO APPROVED PENSION/PROVIDENT FUND, SCHEME OR SOCIETY

Name of Provident Fund KWSP

(2) Amount of contribution (state the employee's share of contribution only) RM 1,325.00

PARTICULARS OF PAYMENT IN ARREARS AND OTHER PAYMENTS IN RESPECT OF PRECEDING YEARS (PRIOR TO CURRENT YEAR)

| Year of which Paid | Type of Income | Total Payment (RM) | EPF Contribution (RM) | Monthly Tax Deductions (MTD) |
|--------------------|----------------|--------------------|-----------------------|------------------------------|
| | | | | |
| | | | | |
| | | | | |

Special note for additional EPF and additional PCB

- Additional EPF and additional PCB are used when additional remuneration (bonus, commission, paid leave) is given.
- In the EA form, normal EPF and additional EPF is group into one.
- However, SQL recommend users to split the amount for a more detail input.

额外收入（如：花红，佣金，带薪休假）都会分类在 Additional EPF 和 additional PCB

虽然在 EA form 里，普通 EPF 和 additional EPF 是组合起来了，但是，SQL 建议各位用户把普通 EPF 和 additional EPF 分出来比较好。

For understanding purpose

Wage:

Normal EPF = RM100,000 * 11% = RM11,000

OT:

Normal EPF = RM1,000 * 11% = RM110

Thus, Normal EPF = RM11,110

Bonus:

Add. EPF = RM10,000 * 11% = RM1,100

Usually categorised under normal

Wages: 100,000.00

Allowance: -

Overtime: 1,000.00

Commission: 0.00

Claims: -

Paid Leave: -

Director Fees: -

Bonus: 10,000.00

Advance Paid: -

Advance Deduct: -

Gross Pay: 111,000.00

Gross Deduct: 36,791.45

Gross Net Pay: 74,208.55

Net Pay: 74,208.55

Usually categorised under additional

EPF Normal: 11,110.00

EPF Additional: 1,100.00

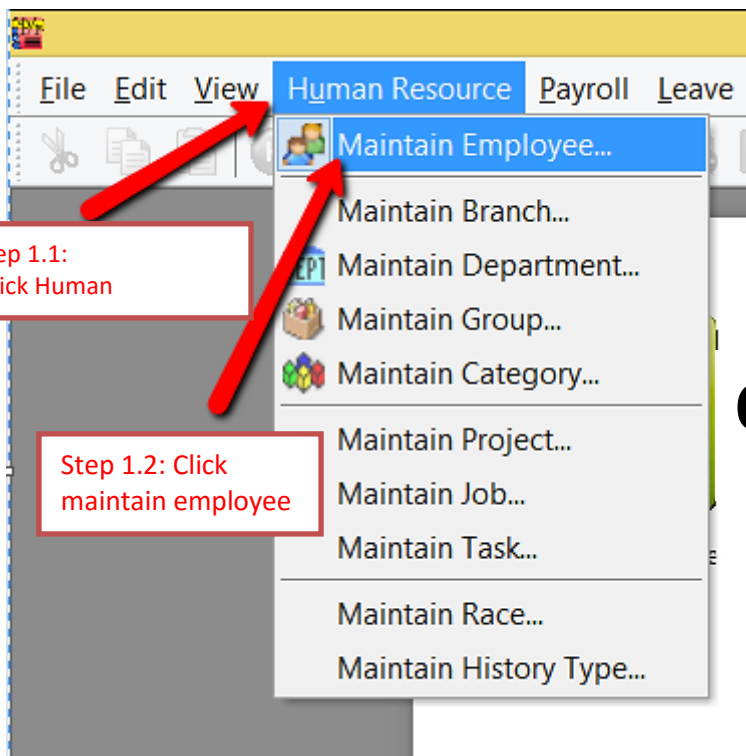
PCB Normal: 21,816.66

PCB Additional: 2,500.04

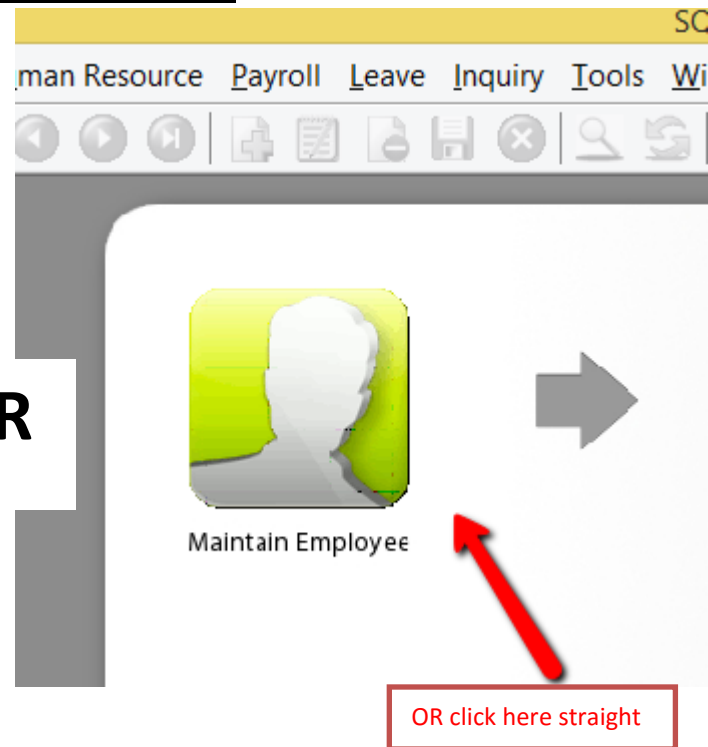
Increment Letter

Print Appointment/Confirmation/Increment letter

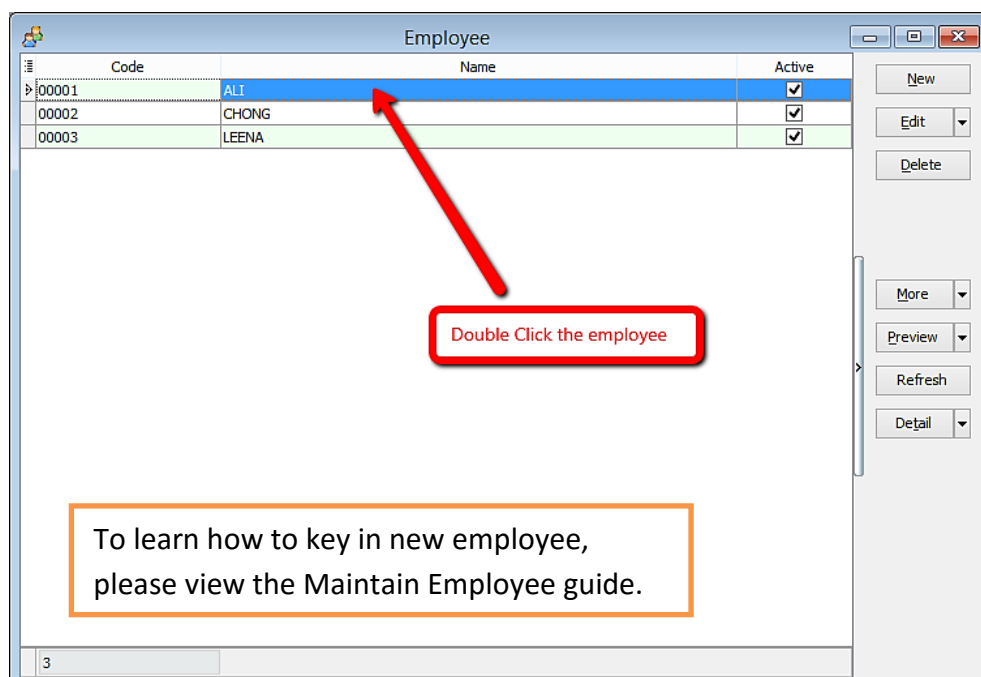
Step 1: Navigate yourself to the Maintain Employee panel



OR



Step 2: Select the employee



Step 2: Click preview reports

The screenshot shows the 'Employee' form. A red box highlights the 'Preview' button in the 'More' dropdown menu on the right. A red arrow points from a text box 'Click here to preview reports' to the 'Preview' button. Another red arrow points from a text box 'OR click here to preview' to the 'Preview' button. The form displays employee details: Code: 00001, Job Title: DIRECTOR, Name: ALI, and a table of entitlements.

| Post Date | Type | Description |
|------------|------|---------------------------------------|
| 13/06/2015 | ---- | Entitled to PARKING with rate 50.00 |
| 13/06/2015 | ---- | Entitled to NEWSPAPER with rate 30.00 |
| 13/06/2015 | ---- | Entitled to HOUSE with rate 1,000.00 |
| 13/06/2015 | ---- | Entitled to PETROL with rate 200.00 |
| 13/06/2015 | ---- | Entitled to PHONE with rate 100.00 |
| 13/06/2015 | ---- | Revise Wages from - to 5,000.00 |
| 13/06/2015 | ---- | Revise WagesType from ---- to SENIOR |
| 13/06/2015 | ---- | Revise MaritalStatus from S to M |

Step 3: Select the report you want by double clicking it

The screenshot shows the 'Select Report' dialog box. A red box highlights the list of reports. A red arrow points from a text box 'Select the report you want' to the list. The list contains the following reports: HR.Employee.Appointment.Report, HR.Employee.Confirmation.Report, HR.Employee.Increment.Report, HR.Employee.Report, PCB.TP1.Report, PCB.TP2.Report, and PCB.TP3.Report. The 'Select All' checkbox is checked.

Select the report you want

☒ Select All

This is the example of the appointment letter

15 Jun 2015
ALI (IC No: 000011111)
9, JALAN BBS 123/760
(KUALA)
12345 JALAN BBS
KUALA LUMPUR

Private & Confidential:

Dear Ali,

RE OFFER OF EMPLOYMENT

Following your recent discussion with us, this letter is to summarize the basic terms and conditions of your current employment.

1. EMPLOYMENT
Your position is **SECTOR** in our company with effect from **13 Jun 2015** upon the terms and conditions here in contained provided that the Company reserves the right to vary your duties.

2. SALARY
Your salary now is **RM5,000.00** per month. Your annual salary (being defined as the monthly salary times twelve). Your salary/wages will be credited to your bank account. For this purpose you are to open a bank account which is preferred by the Company and provide the Company with the details of the account.

3. PROBATION PERIOD
You are required to serve a probationary period of three (3) months however, you have already passed your probation period and therefore a confirmed employee.

4. DUTIES
You will be required to undertake such duties as would be assigned to you in the proper performance of your employment. The Company reserves the right to assign to you on a temporary basis, duties outside the nature of your employment or transfer you to any other position or different location/place of work.

5. BONUS PROGRAM
You will be participating in the bonus program. The bonus program is paid out based on Company and individual performance.

6. CONFIDENTIAL INFORMATION
You will not, either during the continuance of this contract or after termination, disclose or divulge to any person any secret, trade or confidential information in respect of the company's business, which may come within your knowledge or possession in the course of your employment without the consent of the company. Upon termination of your employment, you will promptly return to the company, all existing documents made or acquired by you during your employment which contain or refer to any confidential information.

7. CONFLICT OF INTEREST
You shall not, during the continuance of this contract, exact with the knowledge and consent of the company, employ, engage or interest yourself whether for reward or gratuitously in any activity which would interfere with the performance of your duties with this company or which in your knowledge would constitute a conflict of interest with the business of this company.

8. SUGGESTION OF RESIGNATION
Working on Sunday or Public Holiday and a weekend hour may be required for the proper performance of your duties.

9. WORKING HOURS
Your working hours and days will be in accordance with that established by the company. They are subjected to change should and when deemed necessary in case of emergency or increase of work demand, the company may request you to perform extended hours as deemed necessary for the business.

The following are working hours applicable to you (subject to change):
Monday - Friday: 9:00 am to 5:00 pm (1 hour lunch break)
Saturday: 9:00 am to 1:00 pm

10. ANNUAL LEAVE
You will be entitled to annual leave as stated below:

| Years of service | No. of days |
|-------------------|-------------|
| Less than 5 years | 10 days |
| 5 years and above | 15 days |

11. SICK LEAVE
You will be entitled to paid sick leave as stated below:

(a) Where no hospitalization is necessary, the entitlement will be as follows:

| Years of service | No. of days |
|-------------------|-------------|
| Less than 5 years | 10 days |
| 5 years and above | 15 days |

Approved annual leave must be certified by the company's appointed doctor or by Government doctor in case of emergency.
(b) Where hospitalization is necessary, the entitlement in the aggregate per calendar year, provided that if you have taken any sick leave for non-hospitalization, the no. of days sick leave for hospitalization shall be reduced to the extent of the no. of days sick leave taken for non-hospitalization.

12. PUBLIC HOLIDAY
You will be entitled to 11 of the gazetted public holidays and to any day declared as a public holiday by the Federal Government under the Public Holidays Act 1951, but other day(s) will be substituted instead.

13. MEDICAL BENEFITS
During your service with the company, the company will meet the expenses for your medical treatment up to the maximum of RM10,000 per year (RM500 per visit). The company will not bear the cost of medical expenses if such expenses are incurred through an insurance policy, health plan or fund of your own.

14. NOTICE OF TERMINATION
(a) During the probationary period, either party may at any time give the other party ONE (1) week notice in writing or terminate in lieu of notice for termination of this employment contract. After probationary period, the required notice period will be ONE (1) month or salary in lieu of notice with approval from the Company.
(b) The Company may terminate your employment without notice in the event of actual misconduct or neglect of duties or breach of any rules, regulations or directives of the Company or breach of any of the terms and conditions of the agreement. Please keep in mind that we consider salaries and benefits as personal and private issues. Sharing of this information is not appropriate.

15. NON-COMPETITION & NON-SOLICITATION
You agree that during your employment, the Company and for a period of one (1) year after the termination of your employment, you shall not solicit or induce any of the Company's employees to leave the Company or to join any other person, firm, company or organization with technical, commercial or professional skills in relation to such business or
(b) either on your own account or for any person, firm, company or organization solicitor, officer or employee to solicit or induce any person in the Group whether or not such person would commit any breach of his contract of employment by leaving the service of the relevant company in the Group.

17. STAFF REGULATION
The company reserves the right to promulgate and amend staff regulations from time to time which you will be required to observe.

If you agree to the above terms and conditions of employment, knowledge and return the duplicate copy of this letter to us latest by:

Yours faithfully,
<<HR Company>>

HR DEPARTMENT MANAGER

I, _____, do hereby
Understand and accept the above offer of employment.

Signature of employee _____ Date _____

Please submit the following documents to Human Resource Department:
1) Only signed copy of Offer of Employment
2) Copies of Academic Qualifications
3) Personal Particulars Form
4) Photocopy of Identification Card
5) Photocopy of your Bank Account Details (page with name, account no. and branch)

Special note:

For increment letter, make sure increment is set in **history** in order for the report to work

Employee

Code: 00001 Job Title: DIP 1) Select History Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note **History** Child Attachments

Code **Description**

| Code | Description |
|-----------|-------------|
| Increment | Increment |

2

Fetch All A-- A=a New

15/06/2015 --- Revise Wages from 5,000.00 to 7,000.00

2) Click the drop down arrow

4) Save

Save

Cancel

More

Preview

Refresh

Browse

Import from Excel

How to import Excel overtime format into SQL Payroll, do a table as shown in Microsoft Excel.

The screenshot illustrates the process of importing overtime data from an Excel file into the SQL Payroll system. The top part shows the Excel file 'IMOT.xlsx' with a table containing overtime records. The bottom part shows the SQL Payroll interface with a table that receives data from the Excel file. Arrows indicate the mapping between the Excel columns and the SQL Payroll columns.

Excel Data (IMOT.xlsx):

| Date | Employee | OT | Unit |
|------------|----------|------|------|
| 15/06/2015 | 001 | DR10 | 2 |
| 15/06/2015 | 002 | DR15 | 2.5 |
| 15/06/2015 | 003 | HW15 | 3 |
| 15/06/2015 | 004 | HW20 | 1.75 |

SQL Payroll Data:

| Trans Date | Post Date | Employee | Code | Description | Work Unit As Time | Work Unit | RATE |
|------------|------------|----------|------|-------------|-------------------|-----------|------|
| 15/06/2015 | 15/06/2015 | 001 | HW15 | Working Day | 02:30 | 2.50 | 1.50 |
| 15/06/2015 | 15/06/2015 | 002 | HW15 | Working Day | 03:00 | 3.00 | 1.50 |
| 15/06/2015 | 15/06/2015 | 003 | HW15 | Working Day | 01:45 | 1.75 | 1.50 |
| 15/06/2015 | 15/06/2015 | 004 | HW15 | Working Day | 02:00 | 2.00 | 1.50 |
| 15/06/2015 | 15/06/2015 | 005 | HW15 | Working Day | 01:30 | 1.50 | 1.50 |

Mapping:

- Excel Date (A1) → SQL Payroll Trans Date
- Excel Employee (B1) → SQL Payroll Employee
- Excel OT (C1) → SQL Payroll Code
- Excel Unit (E1) → SQL Payroll Work Unit

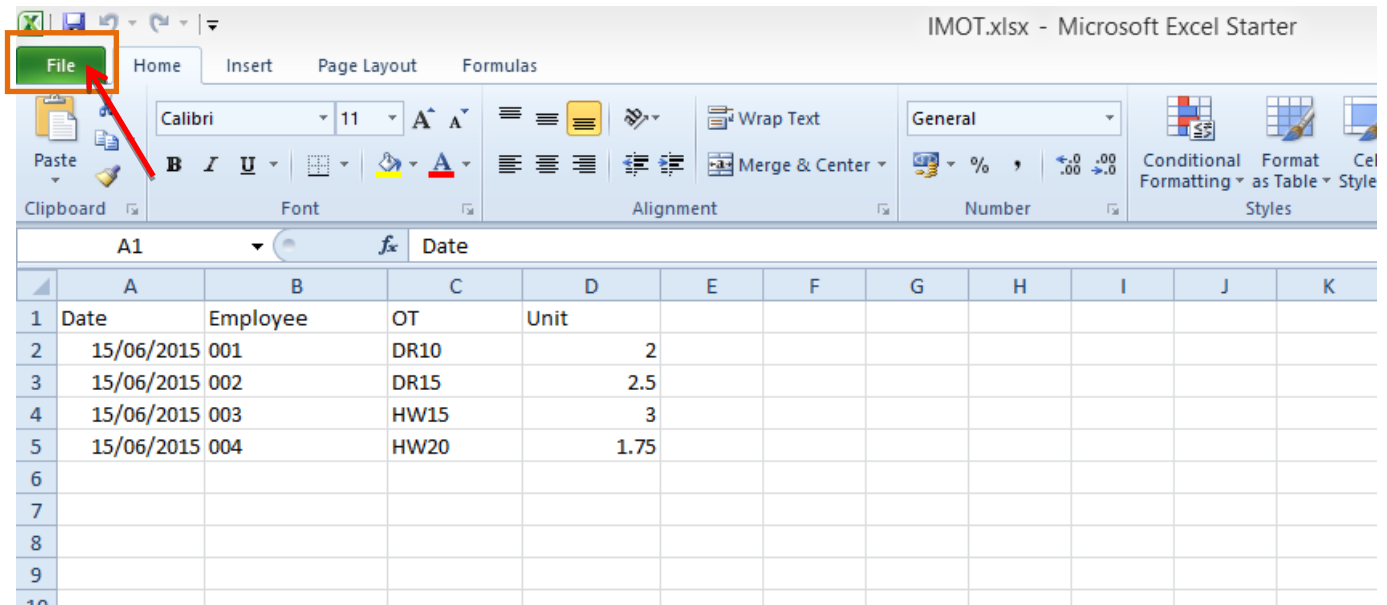
Date = Trans Date

Employee = Code of Employee

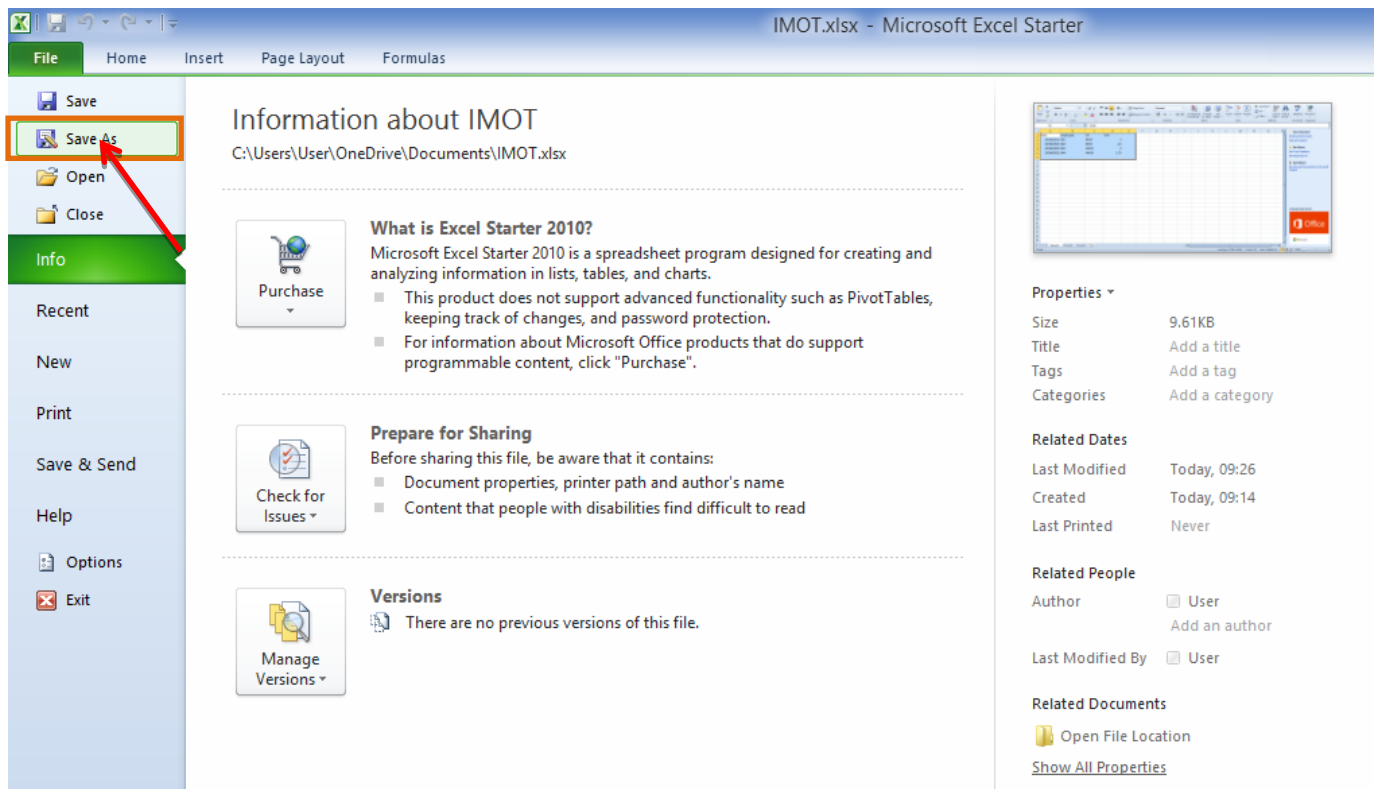
OT = Code of Overtime that created in Maintain Overtime

Unit = Work Unit (count 2.50 = 150 minutes/2 and a half hours)

After done the table, go to file,

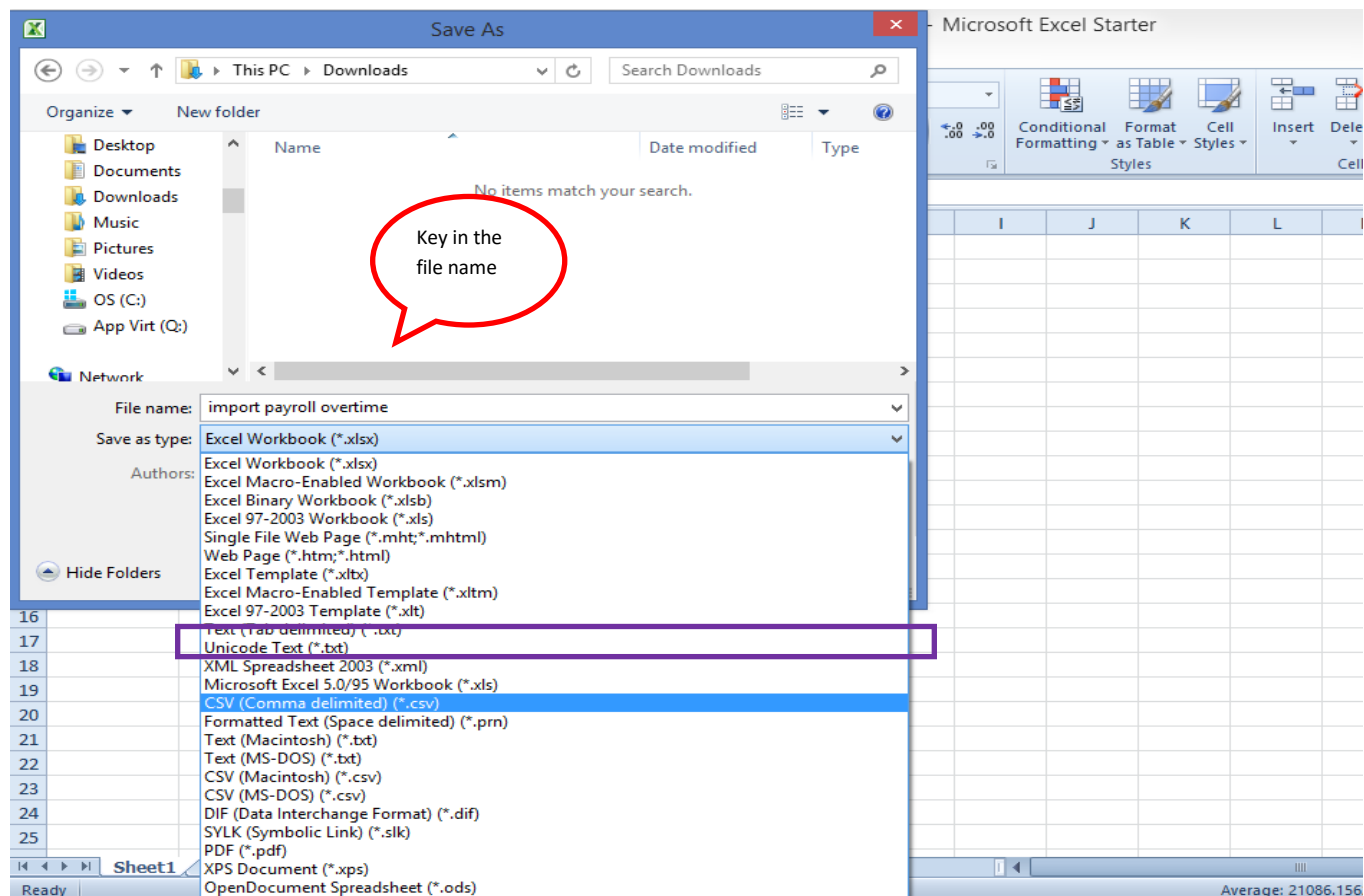


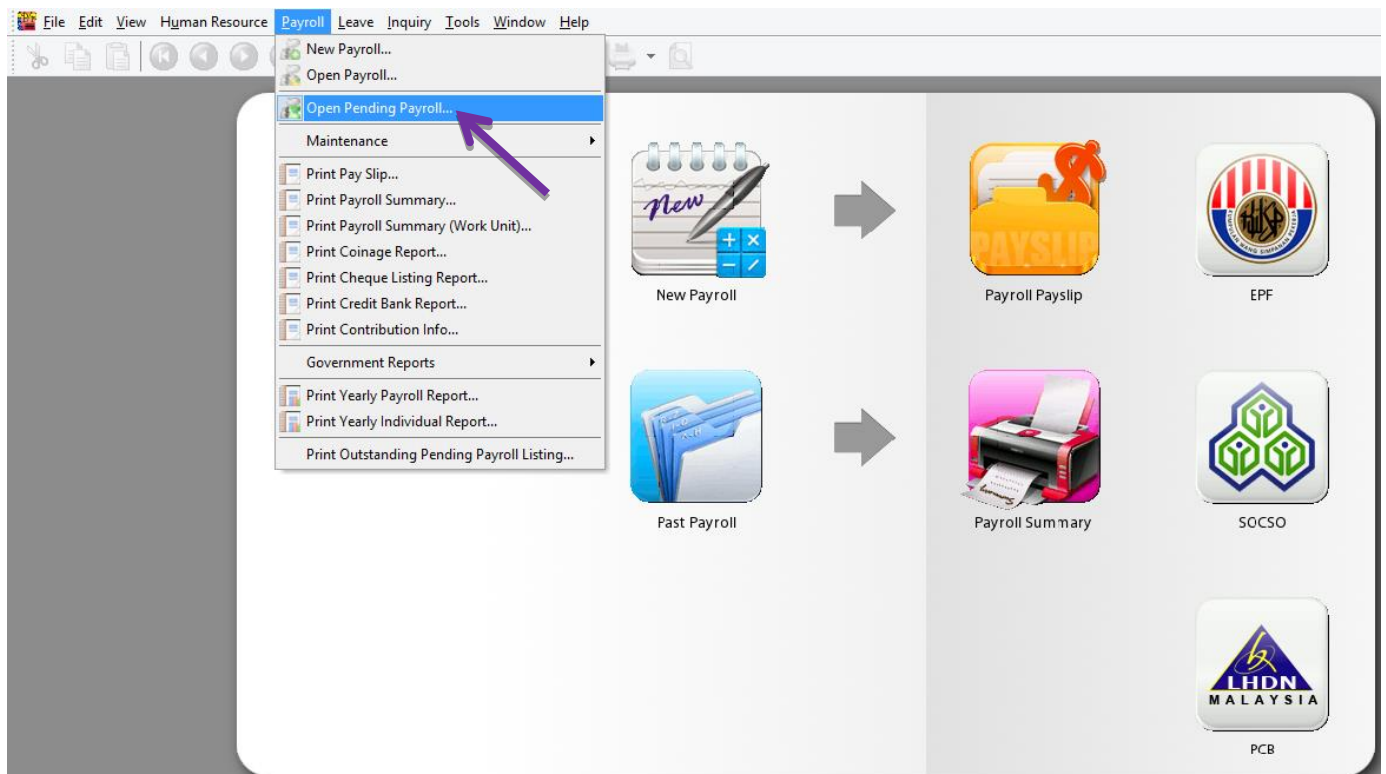
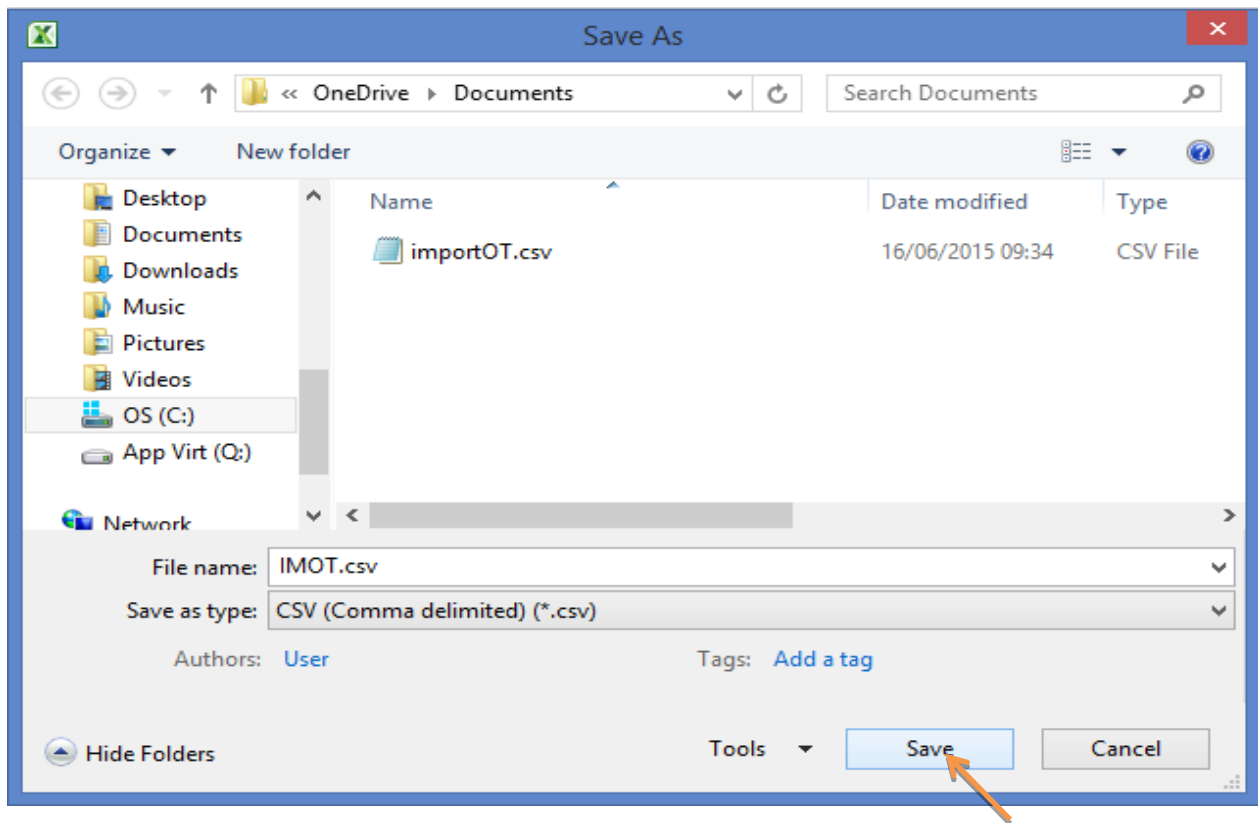
Click on Save as,



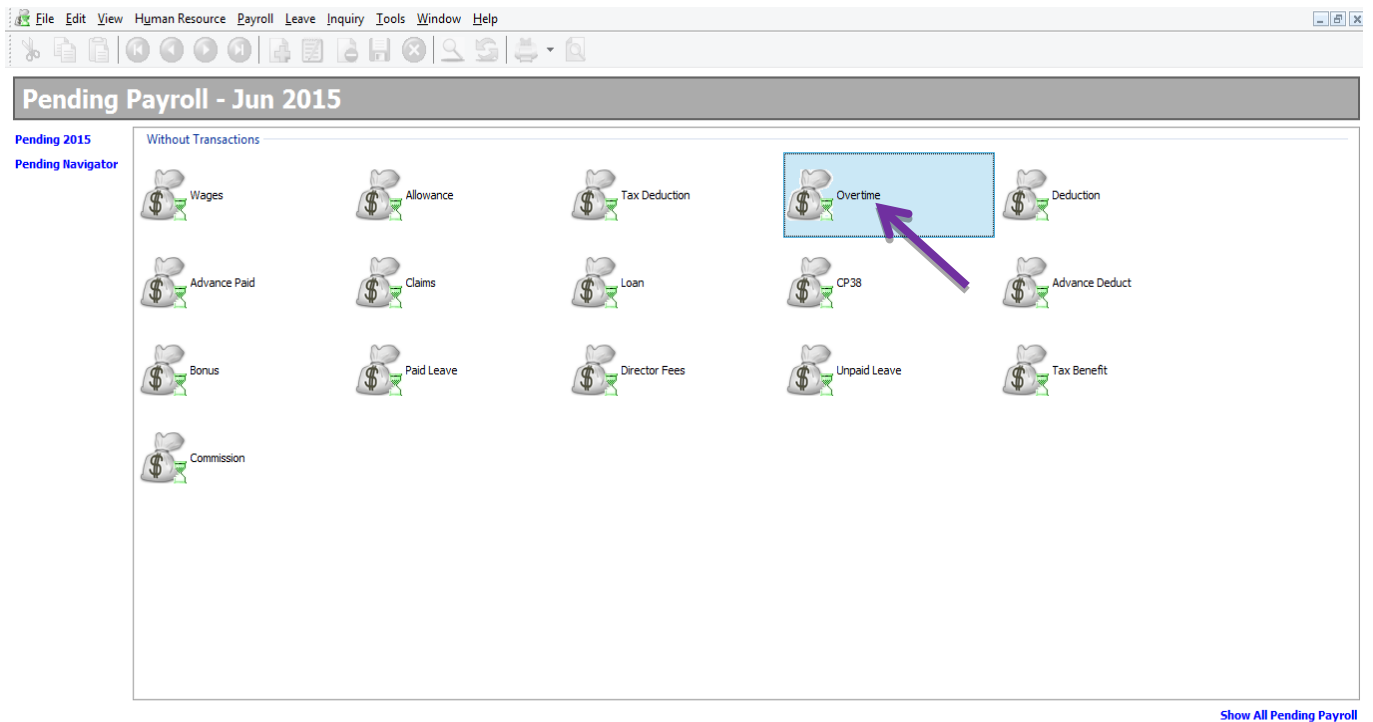
Make sure select the CSV file

Type,

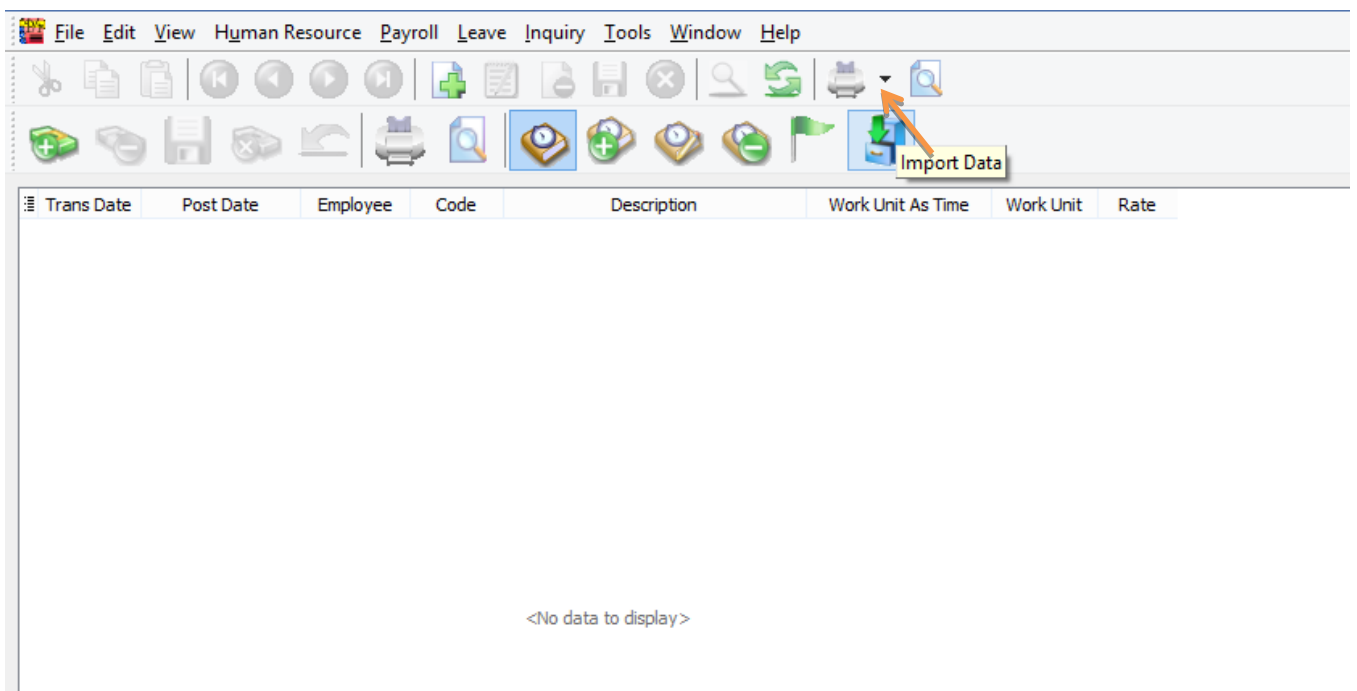




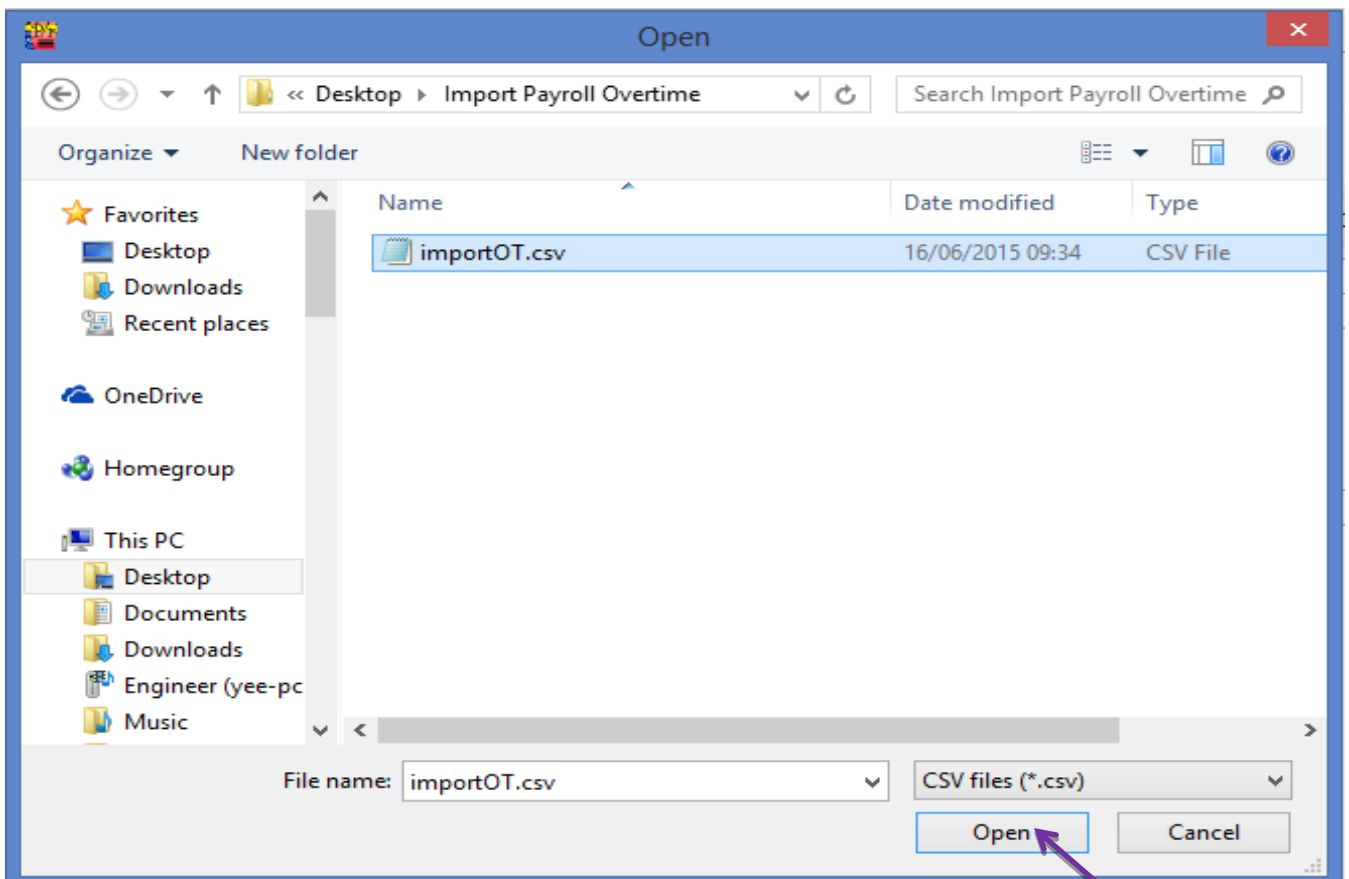
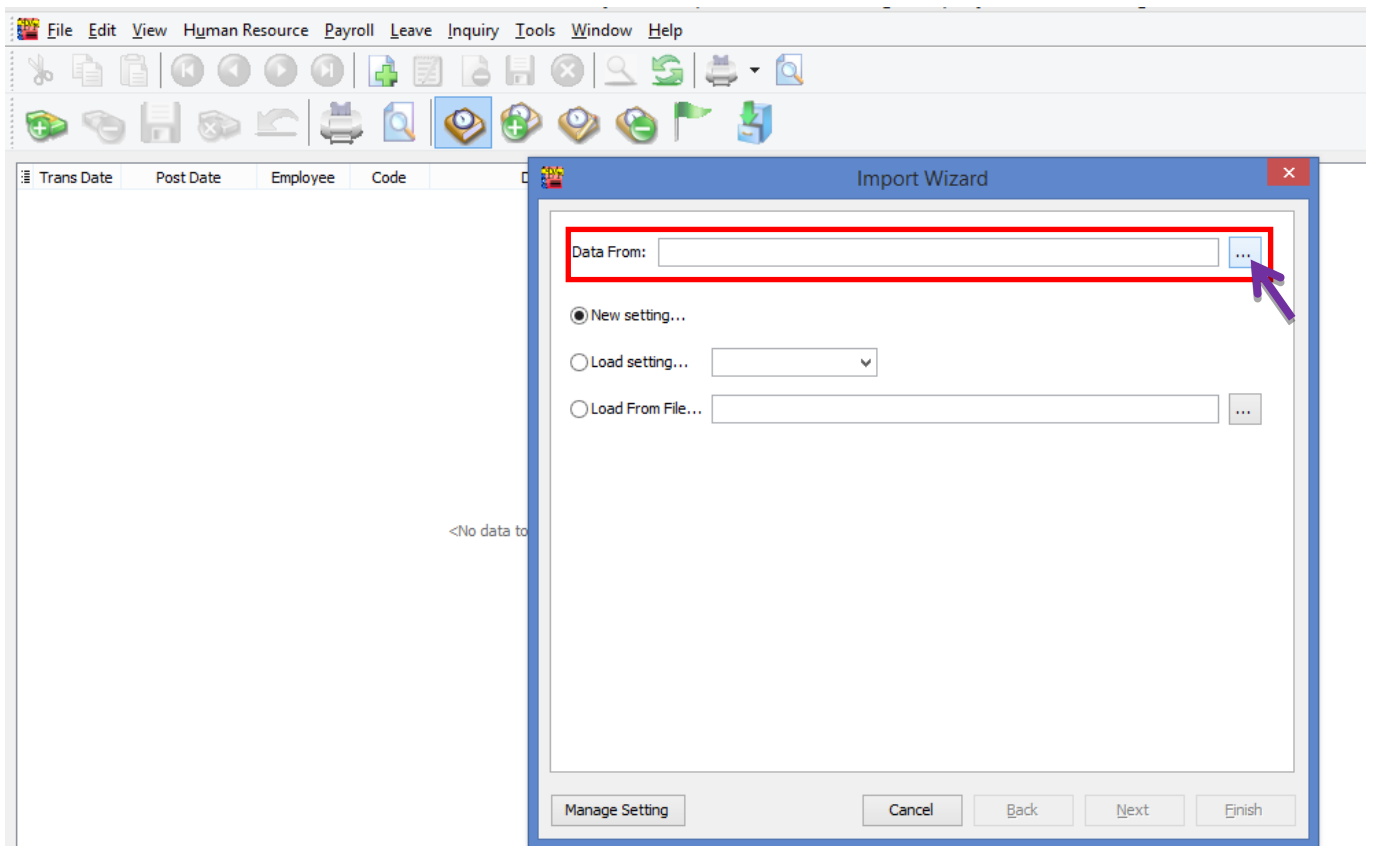
Double click on the overtime,

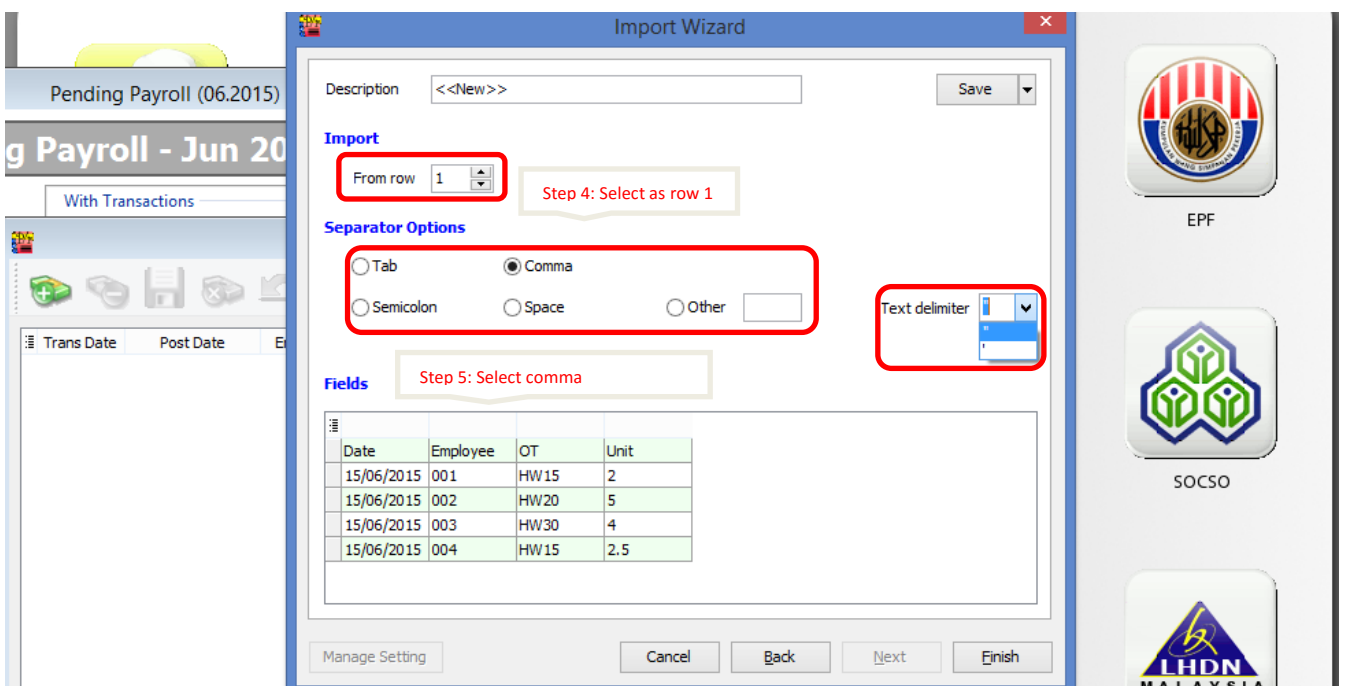
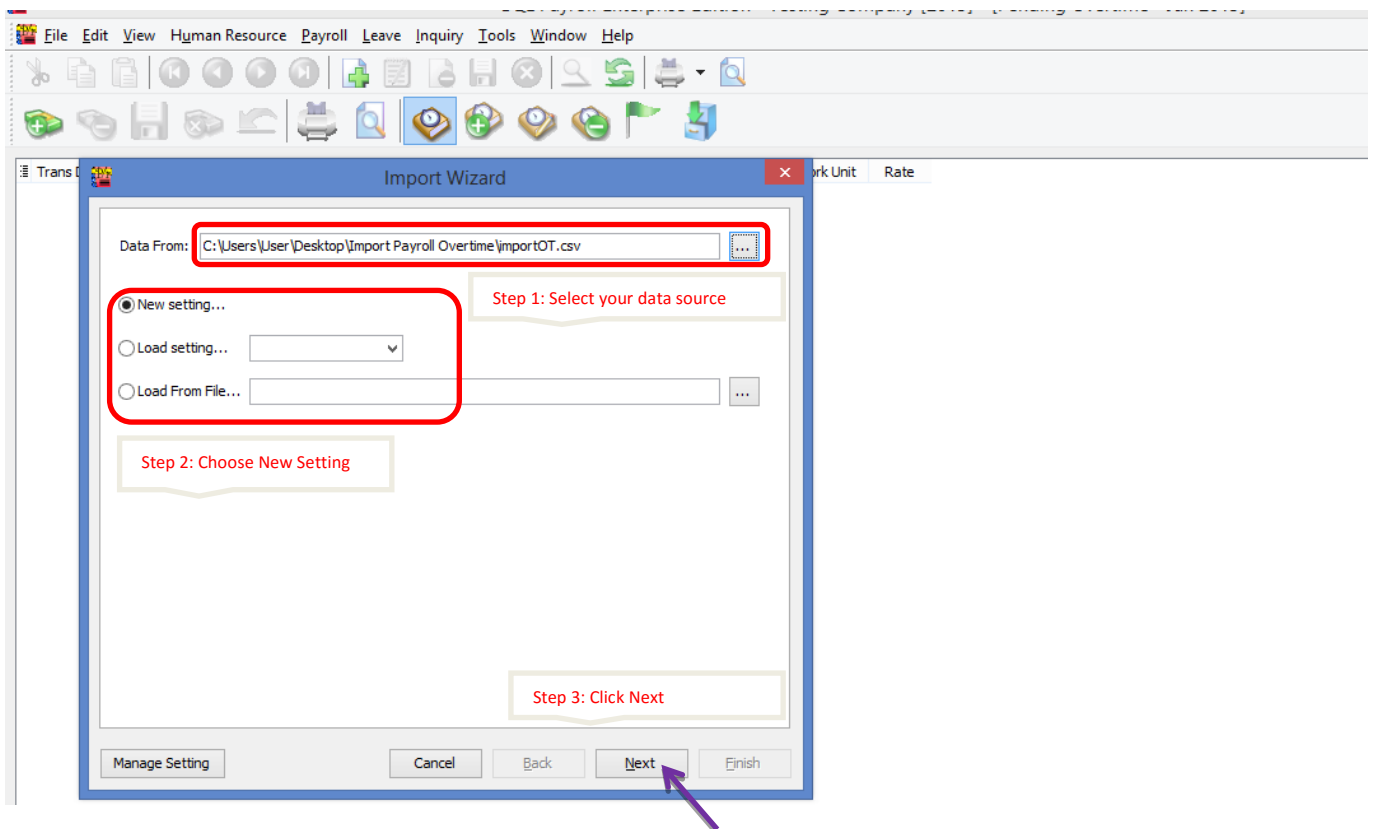


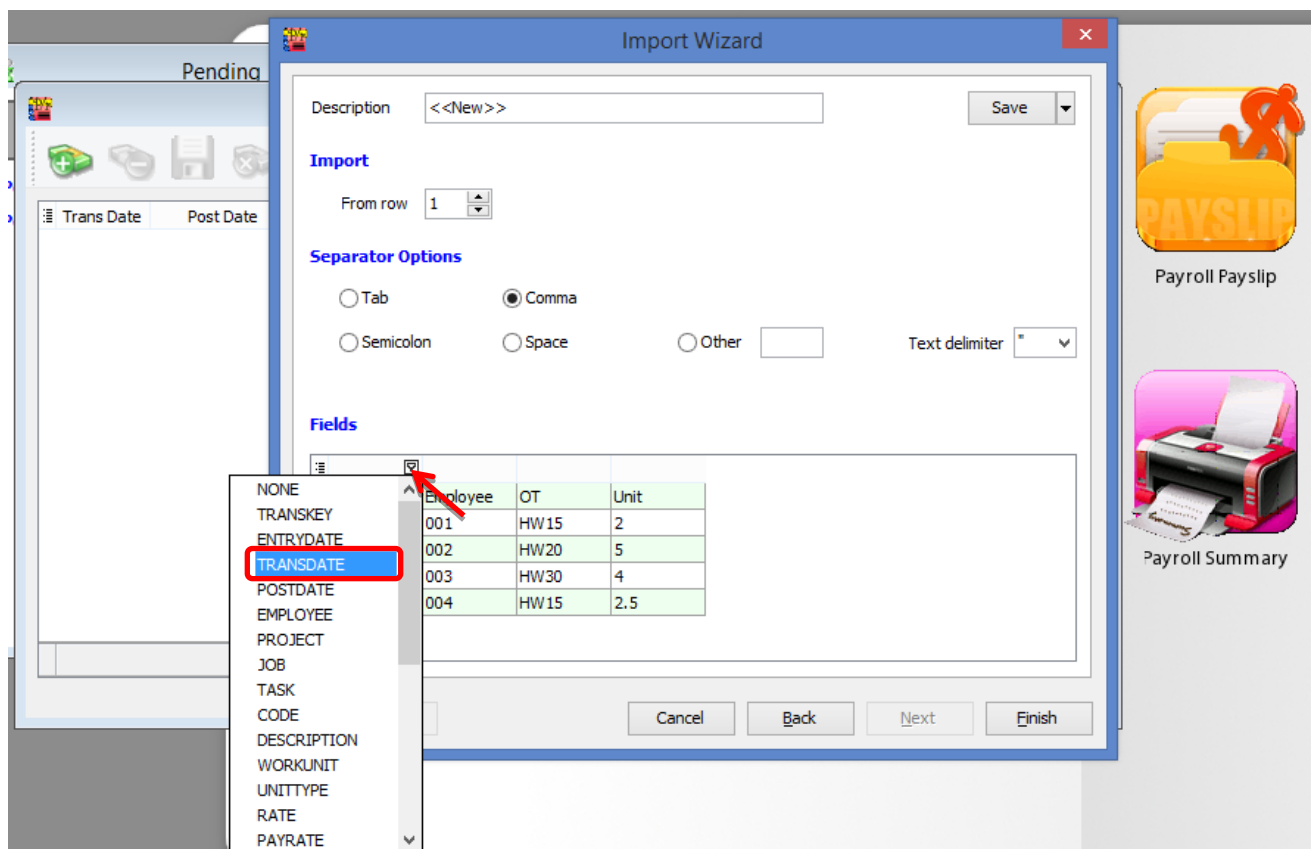
Click on the import date icon,



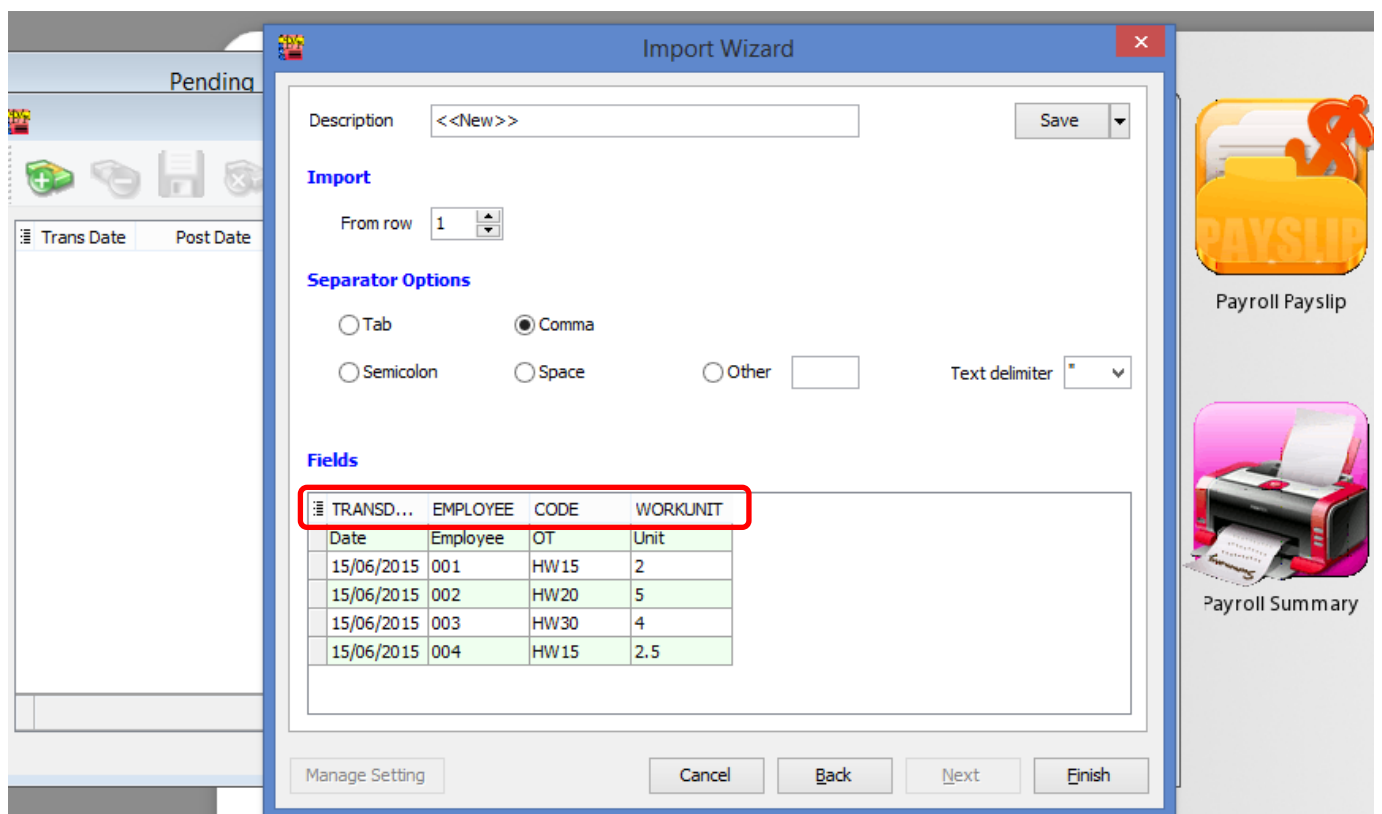
Click on the ... (3 dots button) to select your data source,







Make sure you have select all the fields for the date, employee, code & workunit.



Import Wizard

Description: <<New>> [Save]

Import

From row: 2 [Make sure change to row 2]

Separator Options

☐ Tab
 ☒ Comma
 ☐ Semicolon
 ☐ Space
 ☐ Other []
 Text delimiter: " [v]

Fields

| TRANSD... | EMPLOYEE | CODE | WORKUNIT |
|------------|----------|------|----------|
| Date | Employee | OT | Unit |
| 15/06/2015 | 001 | HW15 | 2 |
| 15/06/2015 | 002 | HW20 | 5 |
| 15/06/2015 | 003 | HW30 | 4 |
| 15/06/2015 | 004 | HW15 | 2.5 |

[Manage Setting] [Cancel] [Back] [Next] [Finish]

Import Wizard

Description: <<New>> [Save]

Import

From row: 2

Separator Options

☐ Tab
 ☒ Comma
 ☐ Semicolon
 ☐ Space

Fields

| TRANSD... | EMPLOYEE | CODE |
|------------|----------|------|
| 15/06/2015 | 001 | HW15 |
| 15/06/2015 | 002 | HW20 |
| 15/06/2015 | 003 | HW30 |
| 15/06/2015 | 004 | HW15 |

[Manage Setting] [Cancel] [Back] [Next] [Finish]

Import Data

Import row 2
 Import row 3
 Import row 4
 Import row 5
 4 row(s) imported
 Elapsed time: 0.1100 seconds

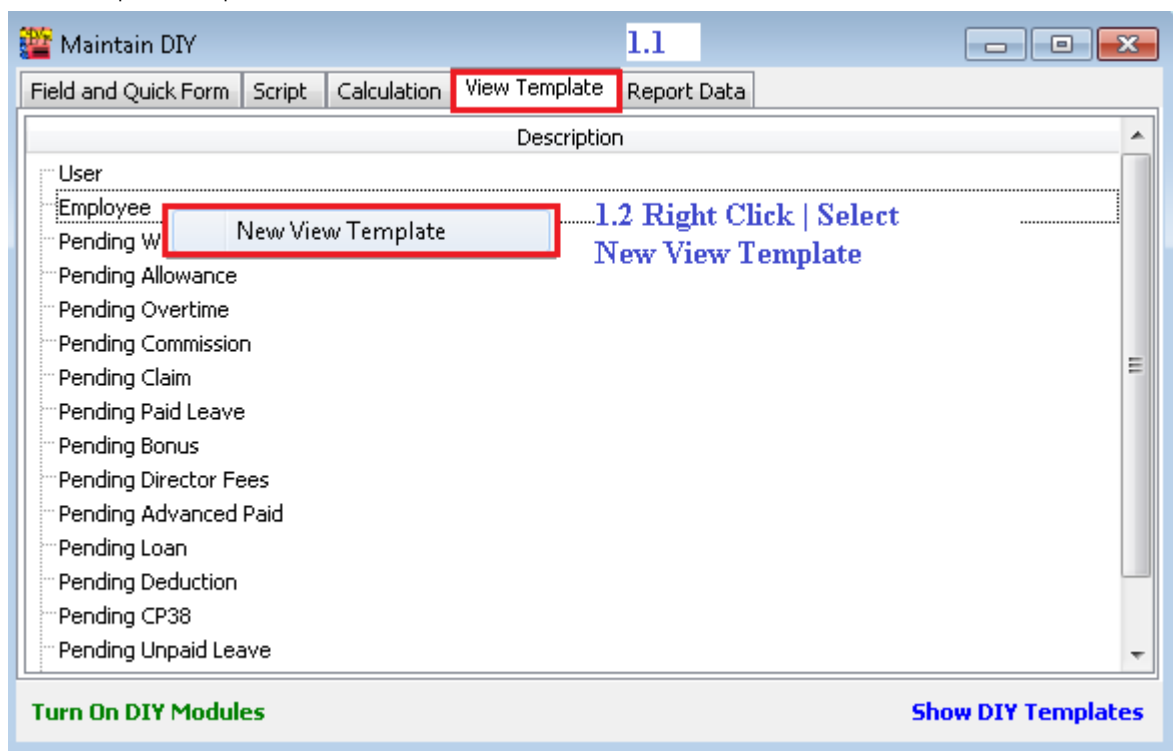
[Copy to Clipboard] [Close]

SQL View

SQL view module is to lock certain user to view from all employees, in other word only allow handling a group of employee.

For this sample, is allowing KL User to view/ edit only the employee in KL branch.

1. Tools | DIY | Maintain DIY



1.3 : Press New

1.4 :

The screenshot shows a software window titled "View Template - Branch - KL". The window has a toolbar with icons for saving, canceling, undo, redo, and printing. The main area is divided into sections for configuration and a preview.

1.4.3 (points to the save icon in the toolbar)

1.4.1 (points to the Description field)

Description: Branch - KL

Table Name: HR_EMP

Filter | Columns

Filter: AND <root>

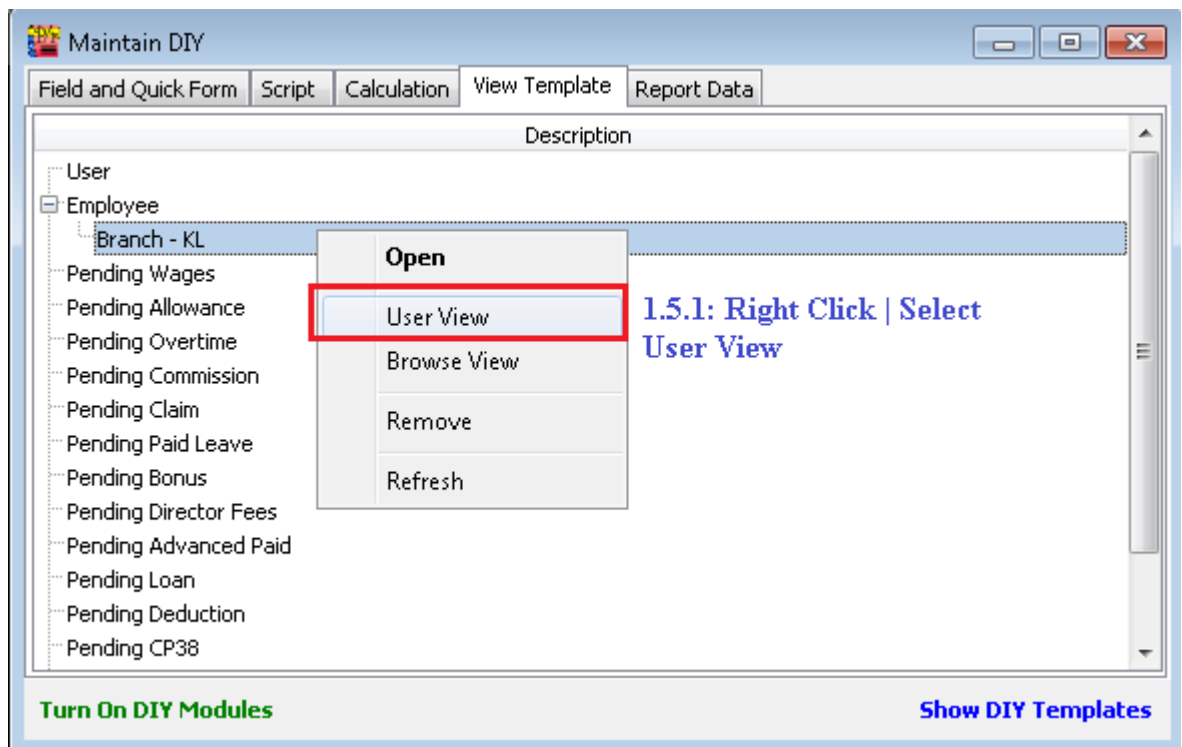
BRANCH equals 'KL' **1.4.2 Enter your condition**

press the button to add a new condition

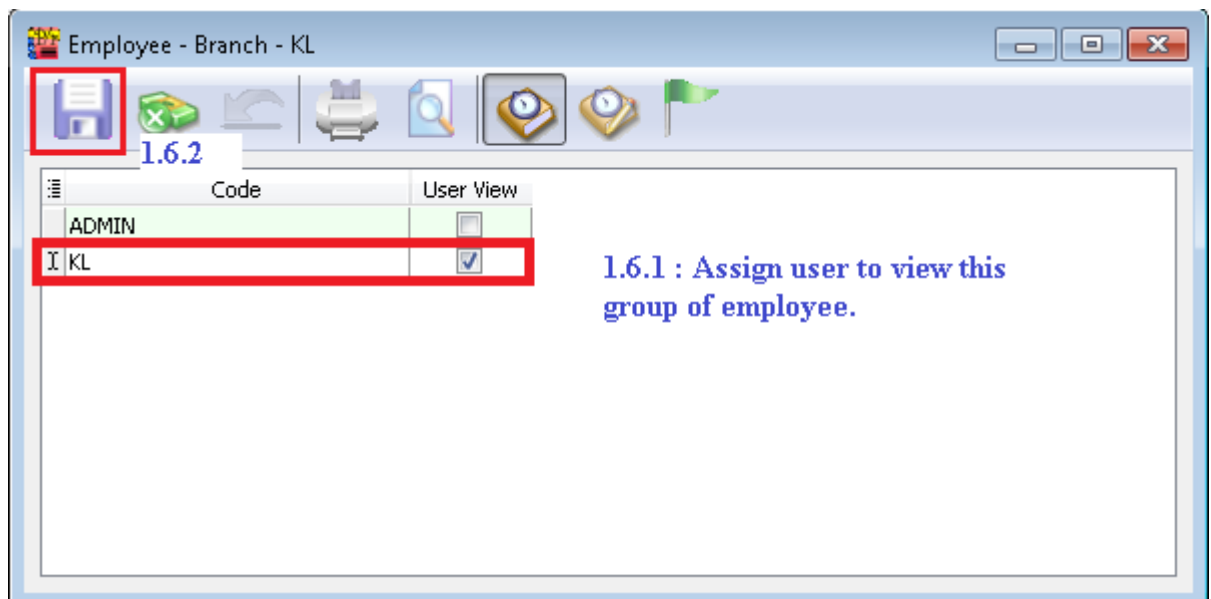
Show Text

```
SELECT *
FROM HR_EMP
WHERE (BRANCH='KL')
```

1.5



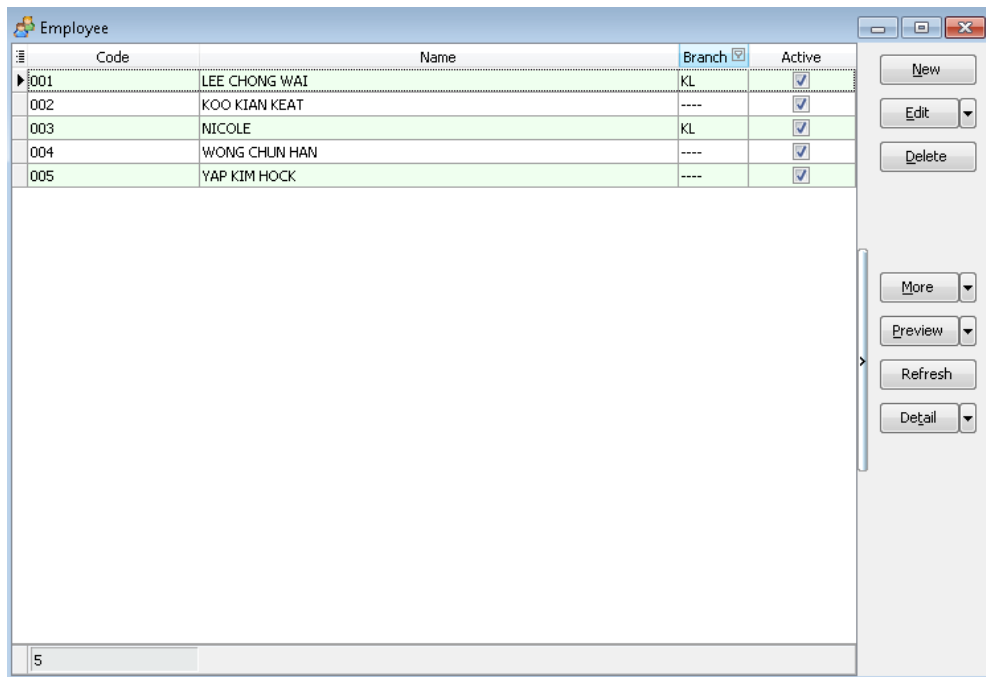
1.6



1.7 Logon as KL User.

Result :

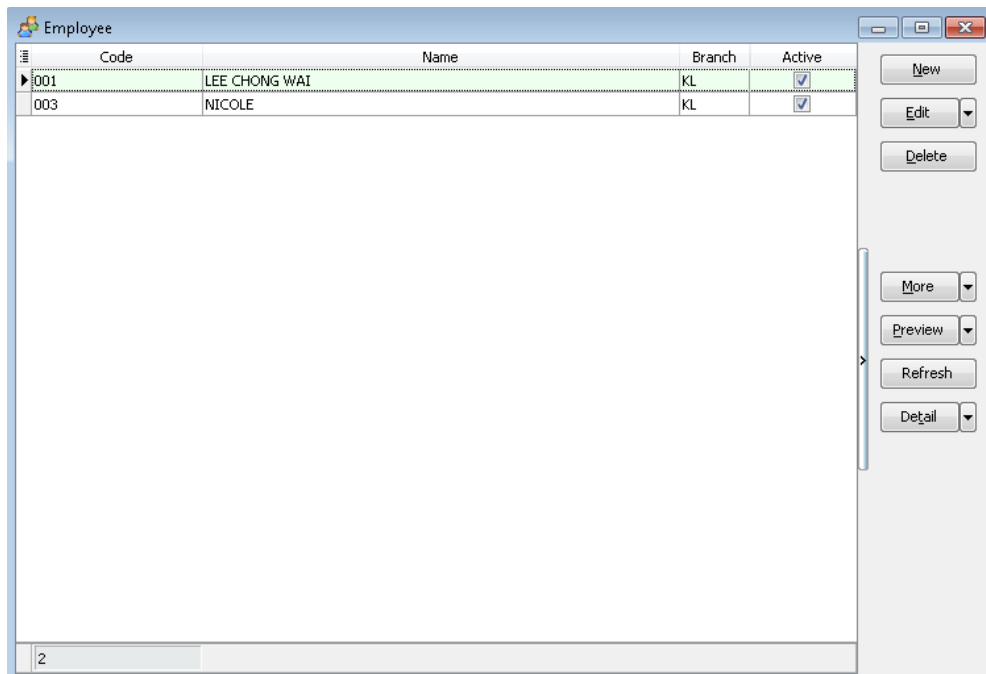
Before



| Code | Name | Branch | Active |
|------|---------------|--------|-------------------------------------|
| 001 | LEE CHONG WAI | KL | <input checked="" type="checkbox"/> |
| 002 | KOO KIAN KEAT | ---- | <input checked="" type="checkbox"/> |
| 003 | NICOLE | KL | <input checked="" type="checkbox"/> |
| 004 | WONG CHUN HAN | ---- | <input checked="" type="checkbox"/> |
| 005 | YAP KIM HOCK | ---- | <input checked="" type="checkbox"/> |

5

After :



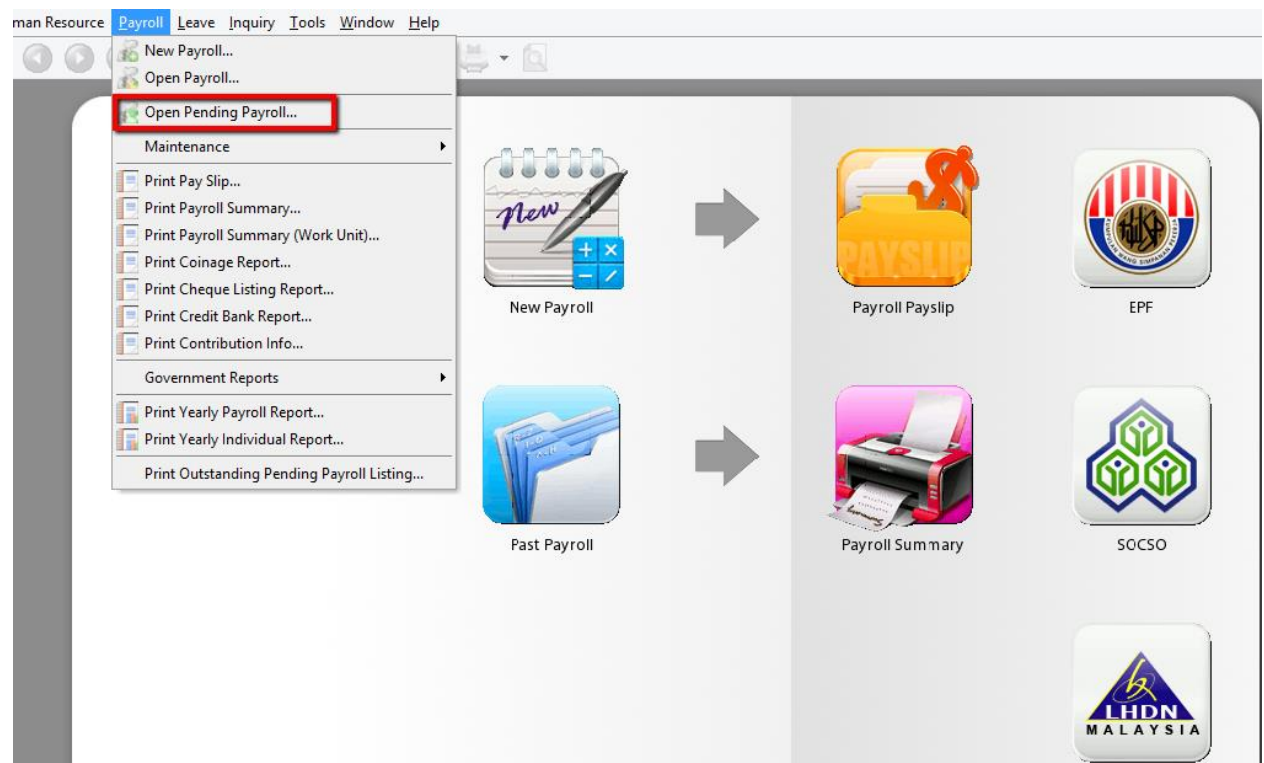
| Code | Name | Branch | Active |
|------|---------------|--------|-------------------------------------|
| 001 | LEE CHONG WAI | KL | <input checked="" type="checkbox"/> |
| 003 | NICOLE | KL | <input checked="" type="checkbox"/> |

2

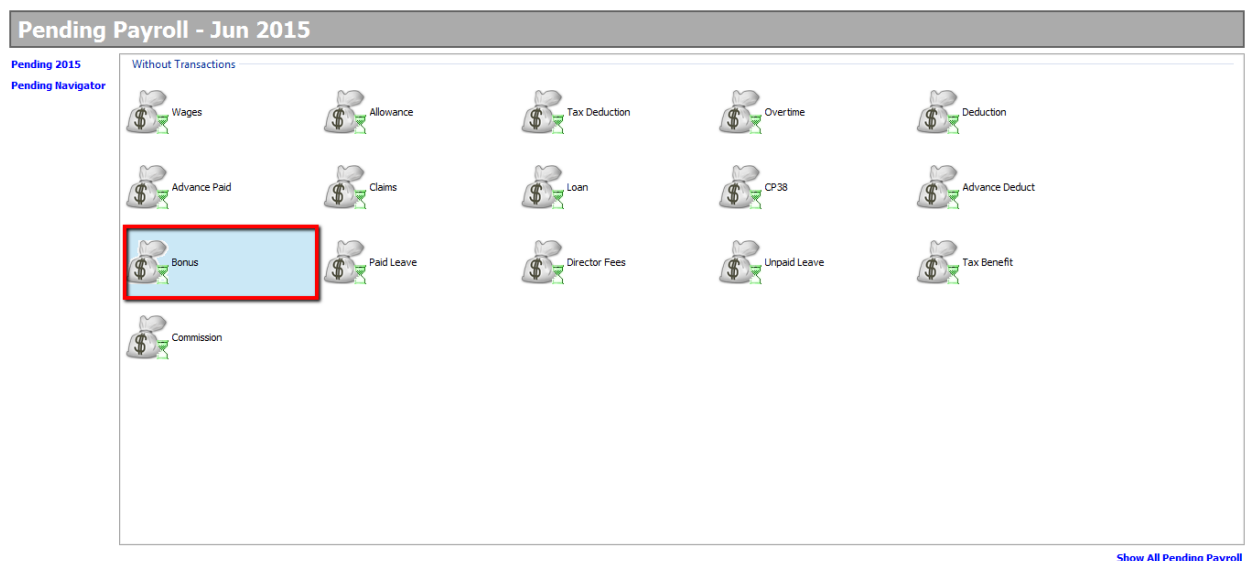
Note : If you haven't register, you may try by turn on SQL View module under File | Customize SQL Payroll Module. Thanks.

SQL Bonus in SQL Payroll

- a) Go to Payroll/ Open Pending Payroll



- b) Click on Bonus



- c) 1. Click "Add"
2. Select your employee
3. Key in amount
4. Save

| Trans Date | Post Date | Pay Year | Employee | Description | Tax Category | EPF Rate | Wages | Amount | EPF | PCB | PCB (A) |
|------------|------------|----------|----------|-------------|--------------|----------|----------|-----------|-------------------------------------|--------------------------|-------------------------------------|
| 15/06/2015 | 15/06/2015 | 2015 | 001 | | C1 | 11% | 3,530.00 | 15,000.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

- d) Go to Payroll/ New Payroll/ Click on Ad Hoc

- To process the MID month Adhoc payroll -

Transaction Posting
 Year: 2015 Month: 6

Payroll Transaction
 Process Date: 15/06/2015
 Process From: 01/06/2015 To: 30/06/2015 ...

Contribution:
☐ EPF
☐ SOCSO
☐ PCB

Process:
☐ Bonus / Allowance (To input your amount) ...
☐ Monthly Fixed Allowance / Pending Payroll ...

Description
 Description 1: Ad Hoc (06.2015)
 Description 2:
 Ref 1:
 Ref 2:

Employee:

| Code | Name |
|---|---------------|
| <input checked="" type="checkbox"/> 001 | LEE CHONG WAI |
| <input checked="" type="checkbox"/> 002 | KOO KIAN KEAT |
| <input checked="" type="checkbox"/> 003 | NICOLE |
| <input checked="" type="checkbox"/> 004 | WONG CHUN HAN |
| <input checked="" type="checkbox"/> 005 | YAP KIM HOCK |
| <input checked="" type="checkbox"/> 00001 | asda |

6

Process

- e) Tick EPF if you want to deduct EPF
Tick PCB if you want to deduct PCB

- To process the MID month Adhoc payroll -

Transaction Posting
Year: 2015 Month: 6

Payroll Transaction
Process Date: 15/06/2015
Process From: 01/06/2015 To 30/06/2015 ...

Contribution: ☒ EPF
☐ SOCSO
☒ PCB

Process: ☐ Bonus / Allowance (To input your amount) ...
☐ Monthly Fixed Allowance / Pending Payroll ...

Description
Description 1: Ad Hoc (06.2015)
Description 2:
Ref 1:
Ref 2:

Employee:

| Code | Name |
|---|---------------|
| <input checked="" type="checkbox"/> 001 | LEE CHONG WAI |
| <input checked="" type="checkbox"/> 002 | KOO KIAN KEAT |
| <input checked="" type="checkbox"/> 003 | NICOLE |
| <input checked="" type="checkbox"/> 004 | WONG CHUN HAN |
| <input checked="" type="checkbox"/> 005 | YAP KIM HOCK |
| <input checked="" type="checkbox"/> 00001 | asda |

6

Process

- f) Tick Bonus/ Allowance (To input your amount)

- To process the MID month Adhoc payroll -

Transaction Posting
Year: 2015 Month: 6

Payroll Transaction
Process Date: 15/06/2015
Process From: 01/06/2015 To 30/06/2015 ...

Contribution: ☒ EPF
☐ SOCSO
☒ PCB

Process: ☒ Bonus / Allowance (To input your amount) ...
☐ Monthly Fixed Allowance / Pending Payroll ...

Description
Description 1: Ad Hoc (06.2015)
Description 2:
Ref 1:
Ref 2:

Employee:

| Code | Name |
|---|---------------|
| <input checked="" type="checkbox"/> 001 | LEE CHONG WAI |
| <input checked="" type="checkbox"/> 002 | KOO KIAN KEAT |
| <input checked="" type="checkbox"/> 003 | NICOLE |
| <input checked="" type="checkbox"/> 004 | WONG CHUN HAN |
| <input checked="" type="checkbox"/> 005 | YAP KIM HOCK |
| <input checked="" type="checkbox"/> 00001 | asda |

6

Process

Bonus / Allowance (To input your amount)

UTD Contrib % = 0 (for Fixed Transaction)

Allowance: ...
Deduction: ...

☐ Wages ☐ Overtime ☐ Commission ☐ Claims
☐ Paid Leave ☒ Bonus ☐ Director Fees
☐ Loan ☐ Tax CP38 ☐ Unpaid Leave

OK Cancel

- g) 1. Change the Description *Optional
2. Tick the employee you give the bonus

- To process the MID month Adhoc payroll -

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction: 2

Process Date: 15/06/2015

Process From: 01/06/2015 To: 30/06/2015

Contribution: ☒ EPF ☐ SOCSO ☒ PCB

Process: ☒ Bonus / Allowance (To input your amount) ☐ Monthly Fixed Allowance / Pending Payroll

Description:

Description 1: Bonus (06.2015)

Description 2:

Ref 1:

Ref 2:

Employee:

| Code | Name |
|---|---------------|
| <input checked="" type="checkbox"/> 001 | LEE CHONG WAI |
| <input type="checkbox"/> 002 | KOO KIAN KEAT |
| <input type="checkbox"/> 003 | NICOLE |
| <input type="checkbox"/> 004 | WONG CHUN HAN |
| <input type="checkbox"/> 005 | YAP KIM HOCK |
| <input type="checkbox"/> 00001 | asda |

6

Process

h) Complete/ Check the pay slip

Code: 001 Name: LEE CHONG WAI

Click to edit.

Wages: Lgan: LEE CHONG WAI

Allowance: Deduction: Bonus (06.2015)

Overtime: EPF: 1,650.00 Employer EPF: 1,950.00

Commission: SOCSO: Employer SOCSO: -

Claims:

Paid Leave:

Director Fees: CP38: Computerized Calculation

Bonus: 15,000.00 Unpaid Leave: PCB: Print PCB 66.50 C1

Advance Paid: Advance Deduct: - Gross Zakat: -

Gross Pay: 15,000.00 Gross Deduct: 1,716.50 Gross Net Pay: 13,283.50 (Adjustment)

Net Pay: 13,283.50

Double click "Bonus" to call out detail at bottom.

You can edit the detail here if you are not satisfied.

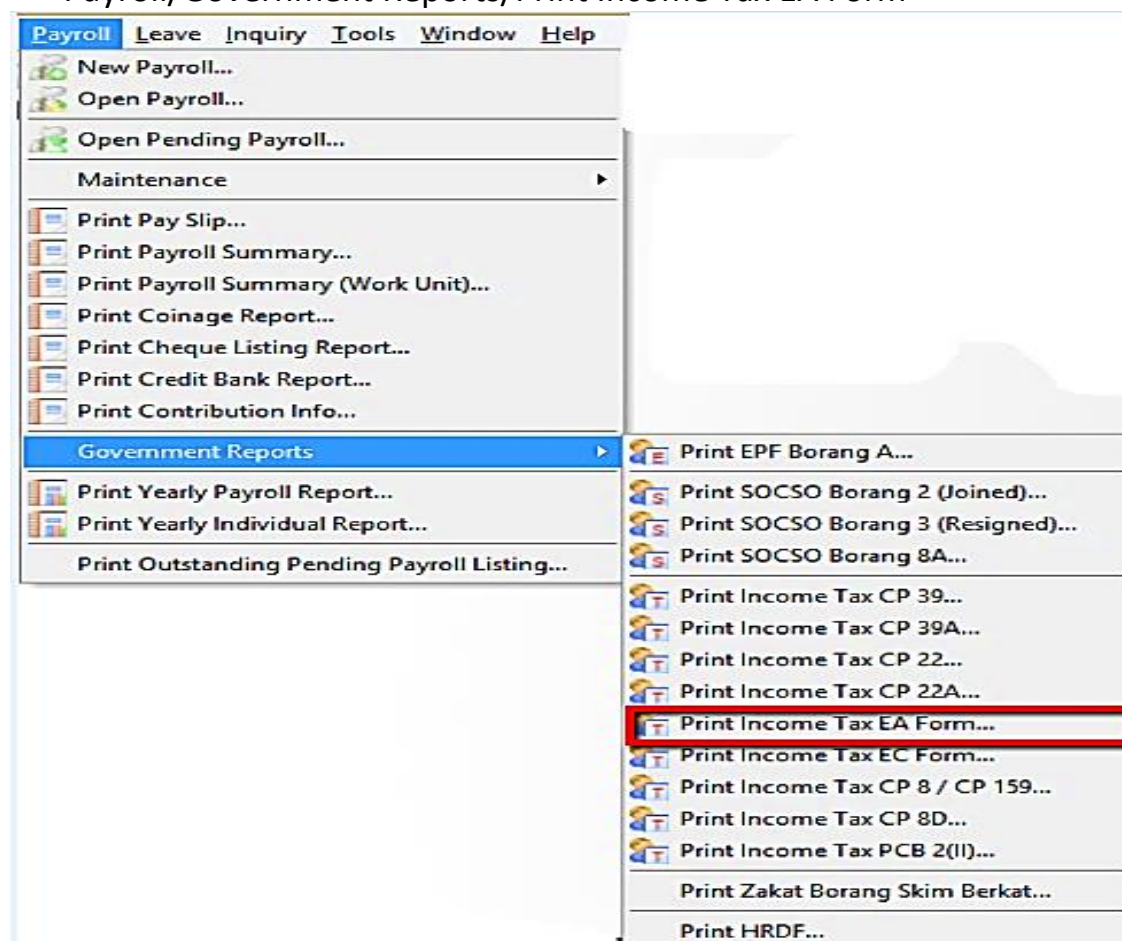
| Trans Date | Post Date | Pay Year | Employee | Description | Amount | EPF | PCB (A) |
|------------|------------|----------|----------|-----------------|-----------|-------------------------------------|-------------------------------------|
| 15/06/2015 | 15/06/2015 | 2015 | 001 | Bonus (06.2015) | 15,000.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Customize EA form

How to print EA Form

1) Preview EA form

-Payroll/Government Reports/Print Income Tax EA Form



2) Fill in the details in red box and apply then preview

Income Tax Borang EA

Year: 2015

Branch: ☒ ... Project: ☐ ...
 Department: ☐ ... Job: ☐ ...
 Group: ☐ ... Task: ☐ ...
 Employee: ☐ ...

Income Tax Borang EA Income Tax Borang EA

2015 Preview

| NAME | B-1 | B-1-2-3 | B-1-3-2 | D-1 | D-2 | D-3 | E-2 | G-1 |
|---------------|----------|----------|---------|---------|-----|-----|---------|-----|
| LEE CHONG WAI | 5,192.31 | 2,000.00 | 530.00 | -100.40 | - | - | -858.00 | |
| KOO KIAN KEAT | 2,000.00 | - | 120.00 | - | - | - | -234.00 | |
| NICOLE | 2,800.00 | - | 230.00 | - | - | - | -335.00 | |
| WONG CHUN HAN | 3,200.00 | - | 730.00 | - | - | - | -434.00 | |
| YAP KIM HOCK | 5,192.31 | - | 750.00 | - | - | - | -660.00 | |

Please select employee Customize EA Form

3) If you want to amend the figure in EA form:

-Choose the employee and click on Customise EA form

Income Tax Borang EA

2015 Preview







| NAME | B-1 | B-1-2-3 | B-1-3-2 | D-1 | D-2 | D-3 | E-2 | G-1 |
|---------------|----------|----------|---------|---------|-----|-----|---------|-----|
| LEE CHONG WAI | 5,192.31 | 2,000.00 | 530.00 | -100.40 | - | - | -858.00 | |
| KOO KIAN KEAT | 2,000.00 | - | 120.00 | - | - | - | -234.00 | |
| NICOLE | 2,800.00 | - | 230.00 | - | - | - | -335.00 | |
| WONG CHUN HAN | 3,200.00 | - | 730.00 | - | - | - | -434.00 | |
| YAP KIM HOCK | 5,192.31 | - | 750.00 | - | - | - | -660.00 | |

Please select employee 001 Customize EA Form

-Employee after amend will be in yellow colour.

| Income Tax Borang EA | | | | | | | | |
|---|----------|----------|---------|---------|-----|-----|---------|-----|
| 2015 | | | | | | | | |
| NAME | B-1 | B-1-2-3 | B-1-3-2 | D-1 | D-2 | D-3 | E-2 | G-1 |
| LEE CHONG WAI | 5,192.31 | 2,000.00 | 530.00 | -100.40 | - | - | -858.00 | |
| KOO KIAN KEAT | 2,000.00 | - | 120.00 | - | - | - | -234.00 | |
| NICOLE | 2,800.00 | - | 230.00 | - | - | - | -335.00 | |
| WONG CHUN HAN | 3,200.00 | - | 730.00 | - | - | - | -434.00 | |
| YAP KIM HOCK | 5,192.31 | - | 750.00 | - | - | - | -660.00 | |
| Please select employee Customize EA Form | | | | | | | | |

4) Manually key in the figure u want to amend and save (blue disket)

(C.P. 8A - Pin. 2008) MALAYSIA **Penyata Gaji Pekerja SWASTA EA**

CUKAI PENDAPATAN

No. Siri **123456** No. Rujukan Cukai Pekerja

No. Majikan E **123456** PENYATA SARAAN DARIPADA PENGGAJIAN

BAGI TAHUN BERAKHIR 31 DISEMBER 2015 Cawangan LHDNM

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATANNYA

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara(En./Cik/Puan)

2. Jawatan

3. No. Kakitangan/No. Gaji **30**

4. No. K.P. Baru

5. No. K.P. Lama **55555555**

6. No. KWSP

7. Jika bekerja tidak genap setahun, nyatakan:

(a) Tarikh mula bekerja

(b) Tarikh berhenti kerja

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN (Tidak Termasuk Elaun/Perkuisit/ Pemberian/Manfaat Yang Dikecualikan Cukai)

1. Gaji kasar, upah atau gaji outi (termasuk gaji lebih masa) **RM 200,000.00**

Fi(termasuk fi pengarah), komisen atau bonus (Bonus bagi tempoh dari 01/04/2015 hingga 30/04/2015)

Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihal pembayaran)

Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja

Tax Benefit Info

1) Process Month End

- To process the month FINAL payroll -

Transaction Posting

Year: Month:

Payroll Transaction

Process Date:

Process From: To ...

Description

Description 1:

Description 2:

Ref 1:

Ref 2:

☐ Include Default Wages/Allowance/Deduction in addition to Pending Transactions

Final

Frequency

Ad Hoc

2) Select the employee (eg : Lee Chong Wai)

| Code | Name |
|-------|---------------|
| 00001 | asda |
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Month End (06.2015) - Jun 2015

Print Pay Slip

Print EPF Borang A

Print Payroll Summary

Print SOCSO Borang 8A

Print Payment Summary

Print Income Tax CP39

3) Right click on an empty space and click on “Show Tax Benefit”

The screenshot shows the payroll system interface for employee LEE CHONG WAI, Month End (06.2015). The interface includes a list of employees on the left and a main form for the selected employee. A right-click context menu is open over an empty space in the 'Tax Benefit' section, with a red arrow pointing to the 'Show Tax Benefit' option.

| Code | Name |
|-------|---------------|
| 00001 | asda |
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Employee Details: LEE CHONG WAI, Month End (06.2015)

Wages: 3,000.00 **Lgan:** - **Commission:** - **Claims:** - **Paid Leave:** - **Director Fees:** - **Bonus:** - **Advance Paid:** -

Deduction: - **EPF:** 396.00 **Employer EPF:** 468.00 **SOCSCO:** 14.75 **Employer SOCSCO:** 51.65 **CP38:** - **Computerized Calculation:** - **Unpaid Leave:** - **PCB:** Print PCB **Gross Zakat:** -

Gross Pay: 3,530.00 **Gross Deduct:** 410.45 **Gross Net Pay:** - **Net Pay:** -

Tax Benefit

| Trans... | Post Date | Employee | Code |
|----------------------|-----------|----------|------|
| <No data to display> | | | |

Context Menu Options:

- Show Wages
- Show Allowance
- Show Overtime
- Show Commission
- Show Claims
- Show Paid Leave
- Show Director Fees
- Show Bonus
- Show Advance Paid
- Show Loan
- Show Deduction
- Show CP38
- Show Unpaid Leave
- Show Advance Deduct
- Show Tax Benefit
- Show Tax Deduction
- Show Payroll Info
- Show All Details
- Reset

4) Insert the tax benefit and also the amount.

The screenshot shows the payroll system interface for employee LEE CHONG WAI, Month End (06.2015). The 'Tax Benefit' section is highlighted with a red box, showing a new entry for a Motorcar benefit.

| Code | Name |
|-------|---------------|
| 00001 | asda |
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Employee Details: LEE CHONG WAI, Month End (06.2015)

Wages: 3,000.00 **Lgan:** - **Commission:** - **Claims:** - **Paid Leave:** - **Director Fees:** - **Bonus:** - **Advance Paid:** -

Deduction: - **EPF:** 396.00 **Employer EPF:** 468.00 **SOCSCO:** 14.75 **Employer SOCSCO:** 51.65 **CP38:** - **Computerized Calculation:** - **Unpaid Leave:** - **PCB:** Print PCB **Gross Zakat:** -

Gross Pay: 3,530.00 **Gross Deduct:** 410.45 **Gross Net Pay:** 3,119.55 (Adjustment) **Net Pay:** 3,119.55

Tax Benefit

| Trans... | Post Date | Employee | Code | Description | Ref1 | Ref2 | Amount |
|----------|------------|------------|------|-------------|----------|------|--------|
| 1 | 15/06/2015 | 30/06/2015 | 001 | Motorcar | Motorcar | | |

5) Click code to select the tax benefit.

SQL Payroll Enterprise Edition - saddsa [2015] - [Month End (06.2015)]

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code Name

| | |
|-------|---------------|
| 00001 | asda |
| 001 | LEE CHONG WAI |
| 002 | KOO KIAN KEAT |
| 003 | NICOLE |
| 004 | WONG CHUN HAN |
| 005 | YAP KIM HOCK |

Welcome 001

Wages: 3,000.00 Loan: - LEE CHONG WAI
 Allowance: 530.00 Deduction: - Month End (06.2015)
 Overtime: - EPF: 396.00 Employer EPF: 468.00
 Commission: - SOCSO: 14.75 Employer SOCSO: 51.65
 Claims: - Tax Benefit: 100.00
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB 34.70 C1
 Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 445.45 Gross Net Pay: 3,084.55 (Adjustment) -
 Net Pay: 3,084.55

Tax Benefit

| Trans... | Post Date | Employee | Code | Description | Ref1 | Ref2 | Amount |
|------------|------------|----------|---------|-----------------------|---|------|--------|
| 16/06/2015 | 30/06/2015 | 001 | TB.1000 | Motorcar | | | 100.00 |
| | | | | Alias | Description | | |
| | | | | Motorcar | Motorcar | | |
| | | | | Driver | Driver provided | | |
| | | | | Furnishing | Household furnishings, apparatus and appliances | | |
| | | | | Entertainment | Entertainment and recreation | | |
| | | | | Gardener | Gardener | | |
| | | | | Servant | Household servant | | |
| | | | | Vacation | Vacation Benefit | | |
| | | | | Membership | Recreational club membership | | |
| | | | | Miscellaneous | Miscellaneous | | |
| | | | | VOLA | Value of Living Accommodation | | |
| | | | | 10 | | | |
| | | | | Fetch All A-- A=a New | | | |

| Code | EA Form (Section B) |
|---------------|------------------------------------|
| Motorcar | 2(a.i) |
| Driver | 2(a.ii) |
| Furnishing | 2(c.iii – Perabot dan Kelengkapan) |
| Entertainment | 2(c.iii – Hiburan dan Rekreasi) |
| Gardener | 2(d) |
| Servant | 2(d) |
| Vacation | 2(e) |
| Membership | 2(c.iii – Hiburan dan Rekreasi) |
| Miscellaneous | 2(f) |
| VOLA | 3 |

- 6) For example, I key in RM100 for “Motorcar”:
 - Select the tax benefit/ key in amount/ Click Save

The screenshot shows the payroll software interface. On the left, there is a list of employees with codes and names. The main area displays the payroll details for employee LEE CHONG WAI (Code 001) for the month ending 06.2015. The 'Wages' field is set to 3,000.00. The 'Allowance' field is set to 530.00. The 'Deduction' field is set to 14.75. The 'EPF' field is set to 396.00. The 'Employer EPF' field is set to 468.00. The 'Commission' field is set to 14.75. The 'Employer SOCSO' field is set to 51.65. The 'Tax Benefit' field is set to 100.00. The 'Gross Pay' is 3,530.00. The 'Gross Deduct' is 445.45. The 'Gross Net Pay' is 3,084.55. The 'Net Pay' is 3,084.55. The 'Motorcar' entry is highlighted in the 'Tax Benefit' table with an amount of 100.00.

| Trans... | Post Date | Employee | Code | Description | Ref1 | Ref2 | Amount |
|------------|------------|----------|----------|-------------|------|------|--------|
| 16/06/2015 | 30/06/2015 | 001 | Motorcar | Motorcar | | | 100.00 |

- 7) Now, we go to preview EA Form to check the tax benefit amount:
 - Payroll/ Government Reports/ Print Income Tax EA Form

The screenshot shows the payroll software interface with the 'Government Reports' menu open. The 'Print Income Tax EA Form...' option is selected. The menu also includes options for 'Print EPF Borang A...', 'Print SOCSO Borang 2 (Joined)...', 'Print SOCSO Borang 3 (Resigned)...', 'Print SOCSO Borang 8A...', 'Print Income Tax CP 39...', 'Print Income Tax CP 39A...', 'Print Income Tax CP 22...', 'Print Income Tax CP 22A...', 'Print Income Tax CP 8 / CP 159...', 'Print Income Tax CP 80...', 'Print Income Tax PCB 201...', 'Print Zakat Borang Skim Berkat...', and 'Print HRDF...'. The interface also shows various payroll reports and forms available for printing, including 'New Payroll', 'Payroll Payslip', 'EPF', 'Past Payroll', 'Payroll Summary', 'SOCSO', and 'PCB'.

8) Select the employee and apply:

The screenshot shows a software interface with a top section containing several dropdown menus and checkboxes. The 'Year' is set to 2015. The 'Employee' dropdown is selected, showing '001' and is highlighted with a red box. The 'Apply' button in the bottom right corner is also highlighted with a red box. Below the top section is a large empty white area.

9) Click preview and select any format :

The screenshot shows the same software interface as in step 8, but with additional elements. The 'Preview' button in the top right corner is highlighted with a red box. Below the top section, there is a table with columns for 'NAME', 'B-1', 'B-1-2-3', 'B-1-3-2', 'D-1', 'D-2', 'D-3', 'E-2', and 'G-1'. The table contains data for 'LEE CHONG WAI'. A 'Select Report' dialog box is open in the center, listing various report formats. The 'Preview' button in the top right corner of the dialog box is highlighted with a red box.

| NAME | B-1 | B-1-2-3 | B-1-3-2 | D-1 | D-2 | D-3 | E-2 | G-1 |
|---------------|----------|-----------|---------|---------|-----|-----|-----------|-----|
| LEE CHONG WAI | 3,000.00 | 15,000.00 | 530.00 | -101.20 | - | - | -2,046.00 | |

Select Report

- PR.Tax.BorangEA-2015-BM.Report
- PR.Tax.BorangEA-2015-English.Report
- PR.Tax.BorangEA-2014-BM.Report
- PR.Tax.BorangEA-2014-English.Report
- PR.Tax.BorangEA-2013-BM.Report
- PR.Tax.BorangEA-2012-BM(NoDate).Report
- PR.Tax.BorangEA-2012-BM.Report
- PR.Tax.BorangEA-2011-BM.Report
- PR.Tax.BorangEA-2010-BM.Report

☒ Select All OK Cancel

10) Check the EA Form

****Nilai Kereta dan petrol = RM100**

Fast Report

Borang EA ini perlu disediakan untuk diserahkan kepada PEKERJA bagi tujuan cukai pendapatannya

A BUTIRAN PEKERJA

1. Nama penuh Pekerja/Pesara(En/Cik/Puan) LEE CHONG WAJ

2. Jawatan 3. No. Kakitangan/ No. Gaji 001

4. No. K.P. Baru 881212014321 5. No. Pasport

6. No. K.W.S.P.

7. Jika bekerja tidak genap setahun, nyatakan:

(a) Tarikh mula bekerja 02/01/2010

(b) Tarikh berhenti kerja

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDAMAIAN Tidak Termasuk Ebu/Perkuisit/ Pemberian/Manfaat Yang Dikecualikan Cukai)

1. Gaji Kasar, upah atau gaji cuti(termasuk gaji lebih masa) 3,000.00

Fi (termasuk fi pengarah), komisen atau bonus 15,000.00

Tp kasar, perkuat penerimaan sagu hati atau eluan-eluan lain (Perihal pembayaran) 530.00

Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja

2. Nilai Manfaat atau kemudahan berupa barangan:

(a) Kereta (Tarikh sebenar diperuntukan) (i) Nilai Kereta dan petrol 100.00

(Jenis Tahun Model (ii) Nilai Pemandu

(b) Elektrik, air, telefon dan kemudahan lain

(c) Nilai manfaat rumahtangga : (*Potong yang tidak berkenaan)

(i) Sepanuh lengkap dengan perabot/penyaman udara/tingas/permadikan, atau

(ii) Lengkap dengan perkakas dapur, pinggan mangkuk, perlatan atau perkakas, atau

(iii) Butiran berasingan: Perabot dan kelengkapan

Perkakas Dapur

Hiburan dan Rekreasi

(d) Pembantu rumah dan tukang kebun

(e) Manfaat Tambang Percutian

(f) Lain-lain (misalnya makanan dan pakaian)

3. Nilai tempat kediaman (Alamat)

4. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan

5. Pampasan kerana kehilangan pekerjaan

C PENCEN DAN LAIN-LAIN

1. Pencen

2. Anuiti atau Bayaran berkala yang lain

JUMLAH 16,630.00

D JUMLAH POTONGAN

1. Potongan Cukai Berjual (PCB) Tahun Semasa yang dibayar kepada LHDNM 101.20

2. Arahkan Potongan CP 38

3. Potongan Zakat yang dibayar kepada pihak berkuasa pemungut zakat

E CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPAHAN YANG DILULUSKAN

Nama Kumpulan Wang KWSP

Amoun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 2,046.00

F BUTIRAN PEMBAYARAN TUNGGAKAN DAN LAIN-LAIN BAGI TAHUN-TAHUN TERDAHULU (SEBELUM TAHUN SEMASA)

Bayaran Rint Tahun Iaitu Denda/penalti Jumlah bayaran (RM) Caruman KWSP / DM Denda/penalti Cukai Berjual / CPB / DM