

SQL PAYROLL ADVANCE USER GUIDE

Contents

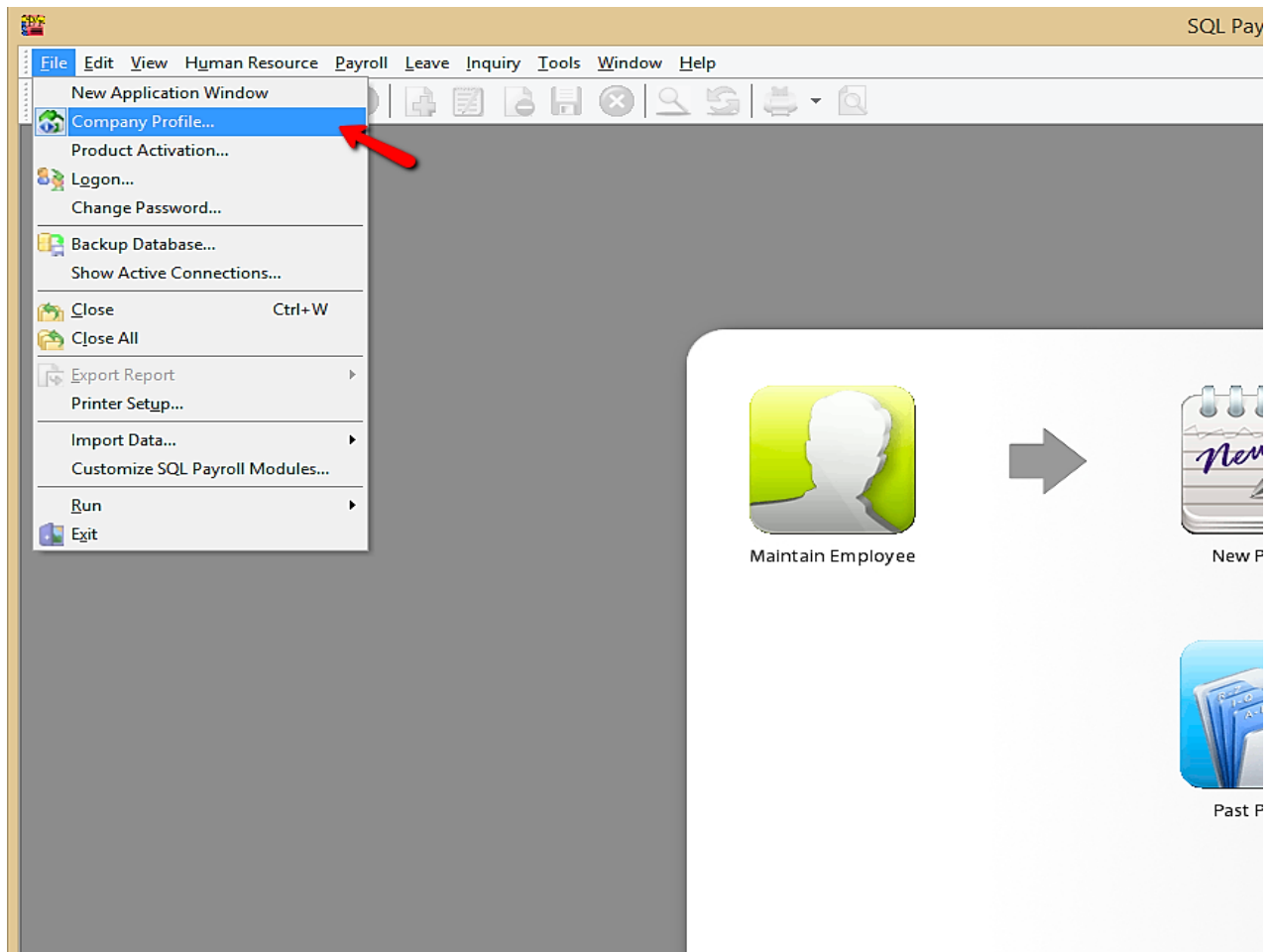
How to Setup Company Profile :	4
Maintain Employee :	18
A) Payroll Maintenance :.....	27
Maintain Wages :.....	28
Maintain Frequency :.....	31
Maintain Contribution :.....	36
Maintain Allowance :.....	40
Maintain Overtime :	44
Maintain Payment Method :	51
B) Process Salary :.....	55
Month End Payroll :	56
Open Payroll :	57
Open Pending Payroll :	59
C) Payroll Report :.....	62
SQL Payroll Leave :.....	63
D) Maintenance Leave.....	64
Maintain Leave Type :	65
Maintain Leave Group :	67
Leave Application:	75
Leave Entitlement Processor	79
Leave Report :	81
E) Setting :.....	82
Leave Brought Forward	84
Where to key-in PCB Receipt ?	93
Opening Balance for Employee:	96

Increment Letter.....	100
Import from Excel.....	103
SQL View.....	113
SQL Bonus in SQL Payroll.....	117
Customize EA form	121
Tax Benefit Info	124

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


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




0000012341579018099 0101

Borang
A

Mukasurat: 1/1

Cop Ejen Kutipan

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														



000001234
157
901809VOX

EPF Employer No

Submission Date

EPF Code

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

Company Profile

Company Name: Estream Software Sdn Bhd

Company Alias:

Reg No.: 611016-M

Remark: 2015

General EPF **TAX** SOC SO Zakat Officer Dealer

Tax Branch: BPA Selangor

Tax Employer No. E: 1234567890

Tax Address: Biro Pengaduan Awam,
Jabatan Perdana Menteri,
Paras 44, Bangunan KOMTAR,
40000 Shah Alam.

Tax Phone: 0355133777

Tax Fax: 0355106358

Name of PCB office. For reference purpose only.

Key in Tax Employer No. E. **IMPORTANT**. Will be captured in PCB Form. (eg : Income Tax CP39)


Details of PCB office. For reference purpose only.

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]

CP39 Pin. 2012

POTONGAN BAGI BULAN 0 6 **TAHUN** 2015

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 berasingan 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 **SOCSO** Zakat Officer Dealer

SOCSO Branch: Selangor SOCSO Office

SOCSO Employer No. (New): 123444556677

SOCSO Employer No.:

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

SOCSO Phone: 037949888

SOCSO Fax: 0379567492

Name of SOCSO office. For reference purpose

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

Details of SOCSO 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 (New, Open, Save, Print, etc.) and a toolbar. 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, Dealer. The "Zakat" tab is selected and highlighted with a red box.

Inside the "Zakat" tab, there is a field labeled "Zakat Employer Code" with the value "AA12354". A red arrow points from a red box containing the text "Fill up if you are eligible to it." to this 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 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) 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
 F1 (termasuk f1 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/“tangsi”/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. 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 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 Officer 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 SOC SO 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 (移居国外),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.

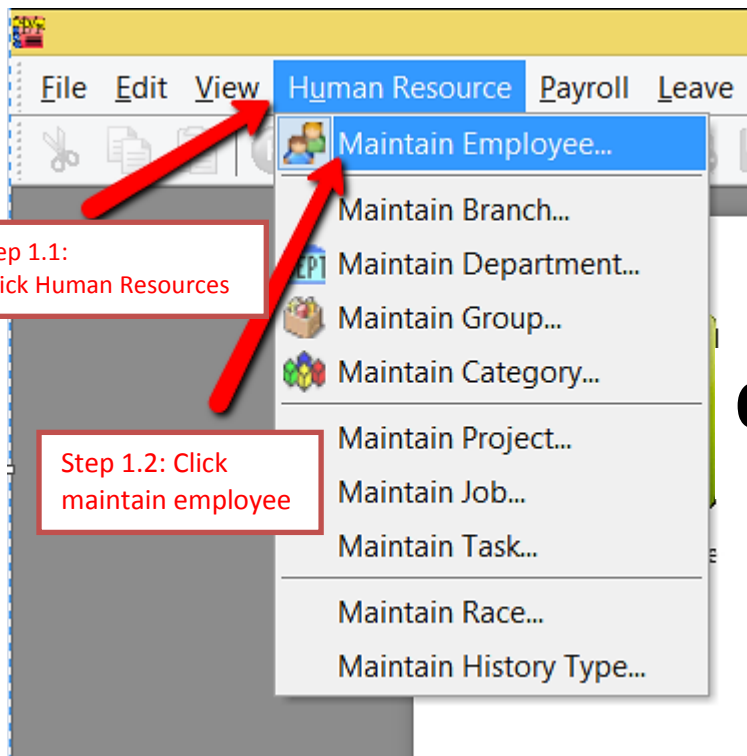
10) Maintain Country

- 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

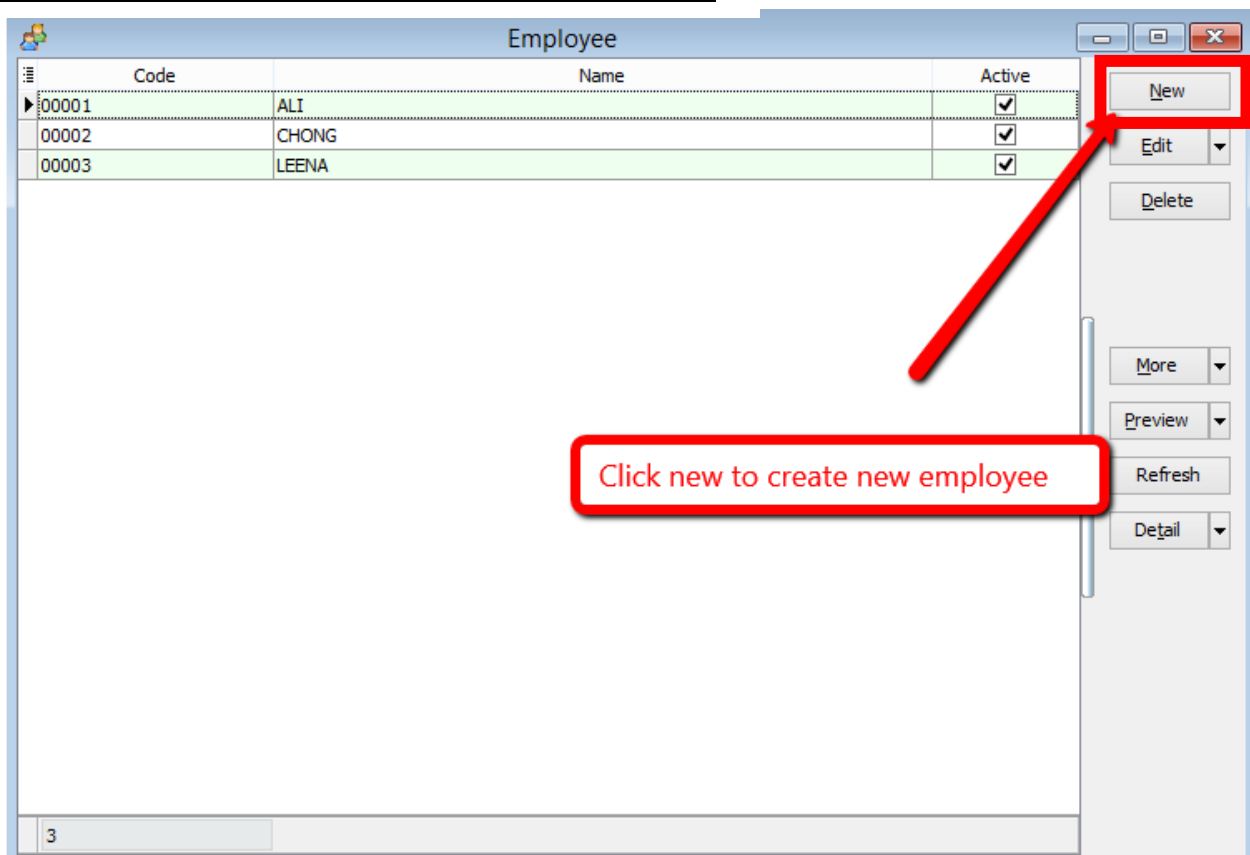
Step 1: Navigate yourself to the Maintain Employee panel



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

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

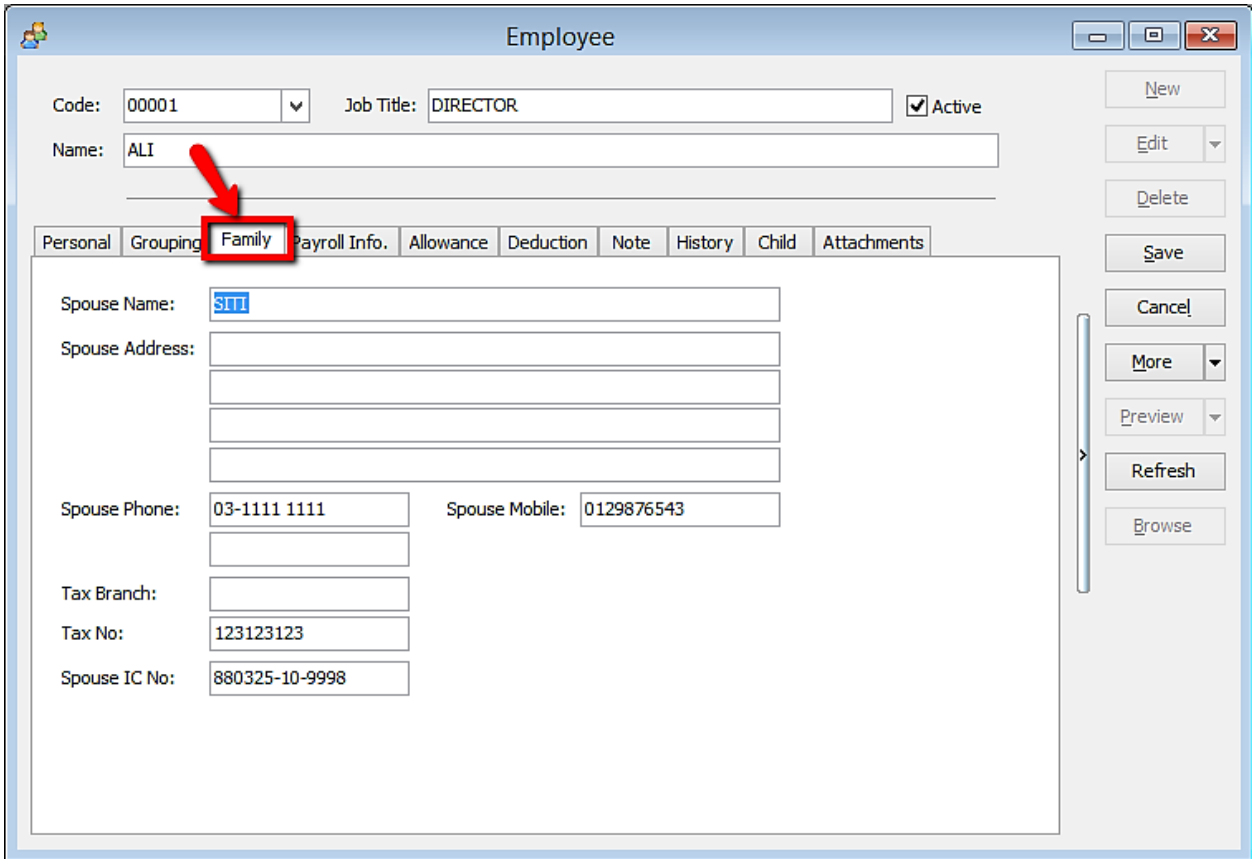
Step 4.1.1: Click the drop down arrow

Step 4.1.2: Click the new button

Step 4.1.3:

Step 4.1.4: Click save

Step 5: Key in the employee's family details



The screenshot shows the 'Employee' form with the following details:

- Code: 00001
- Job Title: DIRECTOR
- Active: ☒
- Name: ALI

The 'Family' tab is selected, showing the following fields:

- Spouse Name: SITI
- Spouse Address: (empty)
- Spouse Phone: 03-1111 1111
- Spouse Mobile: 0129876543
- Tax Branch: (empty)
- Tax No: 123123123
- Spouse IC No: 880325-10-9998

On the right side of the form, there are buttons for New, Edit, Delete, Save, Cancel, More, Preview, Refresh, and Browse.

Step 6: Key in the employee's payroll information

Code: 00001

Job Title: DIRECTOR

☒ Active

Name: ALI

Personal

Grouping

Family

Payroll Info.

Allowance

Deduction

Note

History

Child

Attachments

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:

New

Edit

Delete

Save

Cancel

More

Preview

Refresh

Browse

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 untick, 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 **Deduction** Allowance 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

Code	Description	RATE	EPF	SOC...	PCB
HOUSE	HOUSE	1,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PETROL	PETROL				
PHONE	PHONE				

Step 7.1.2: Click the new button

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...

New

Edit

Delete

Save

Cancel

More

Preview

Refresh

Browse

Photo:

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

Any changes made to the employee will/can be recorded here

New

Edit

Delete

Save

Cancel

More

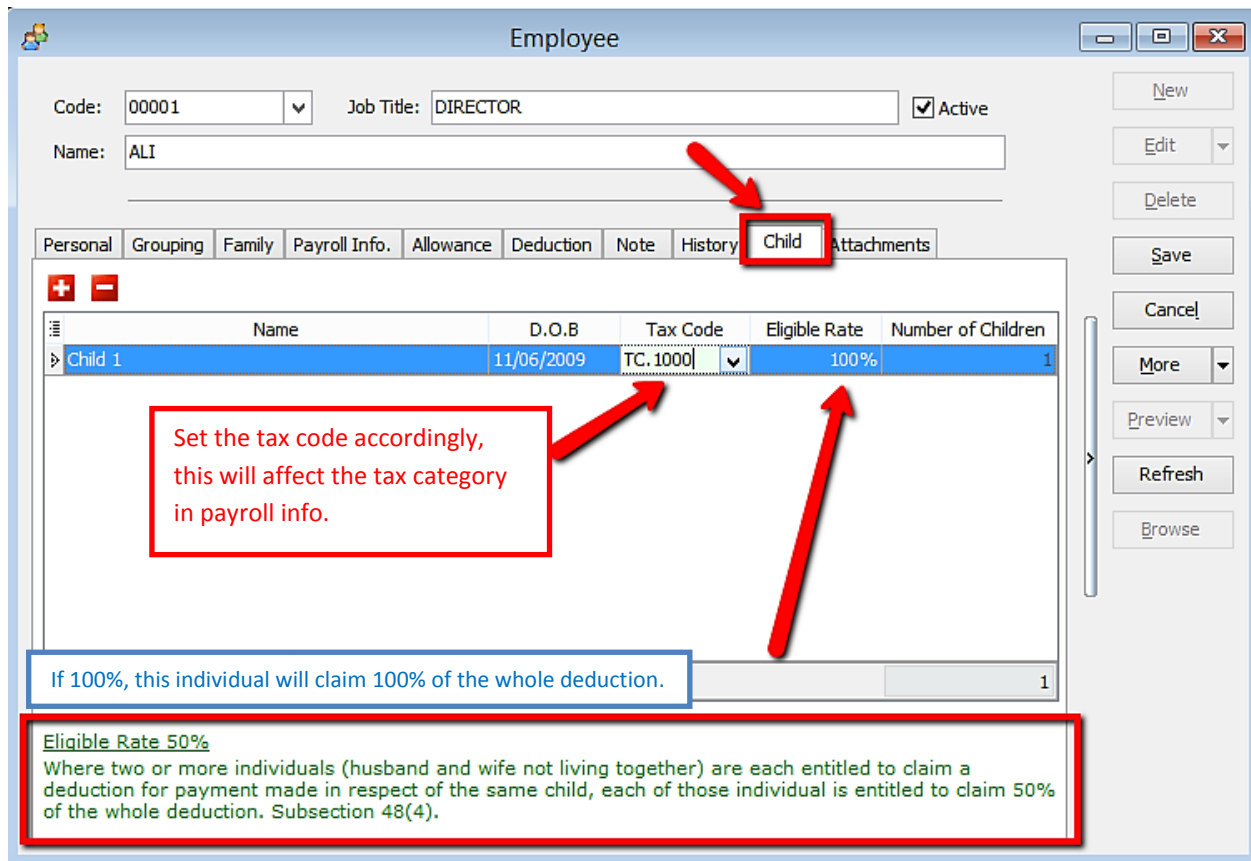
Preview

Refresh

Browse

24

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

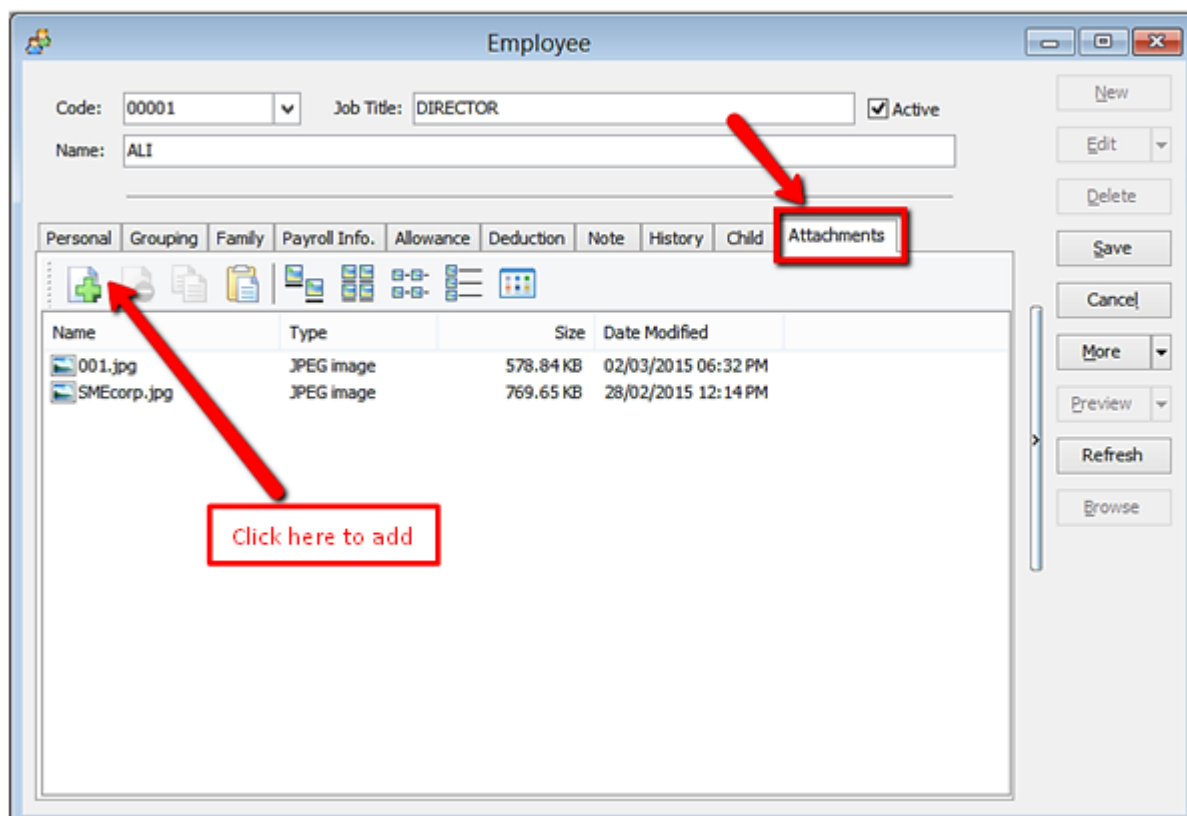
Set the tax code accordingly, this will affect the tax category in payroll info.

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**

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.

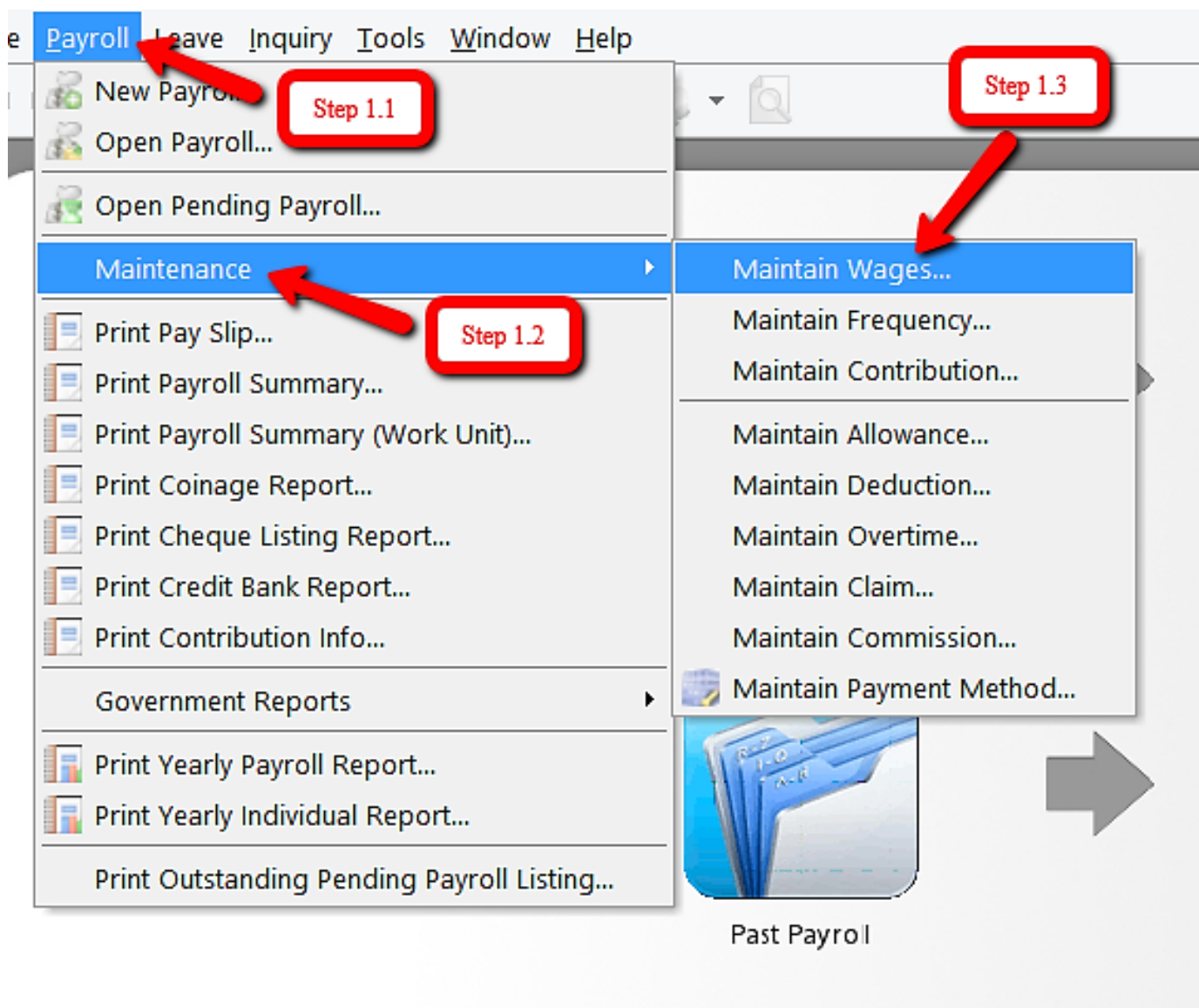
9) Maintain Payment Method

- Define the bank information.

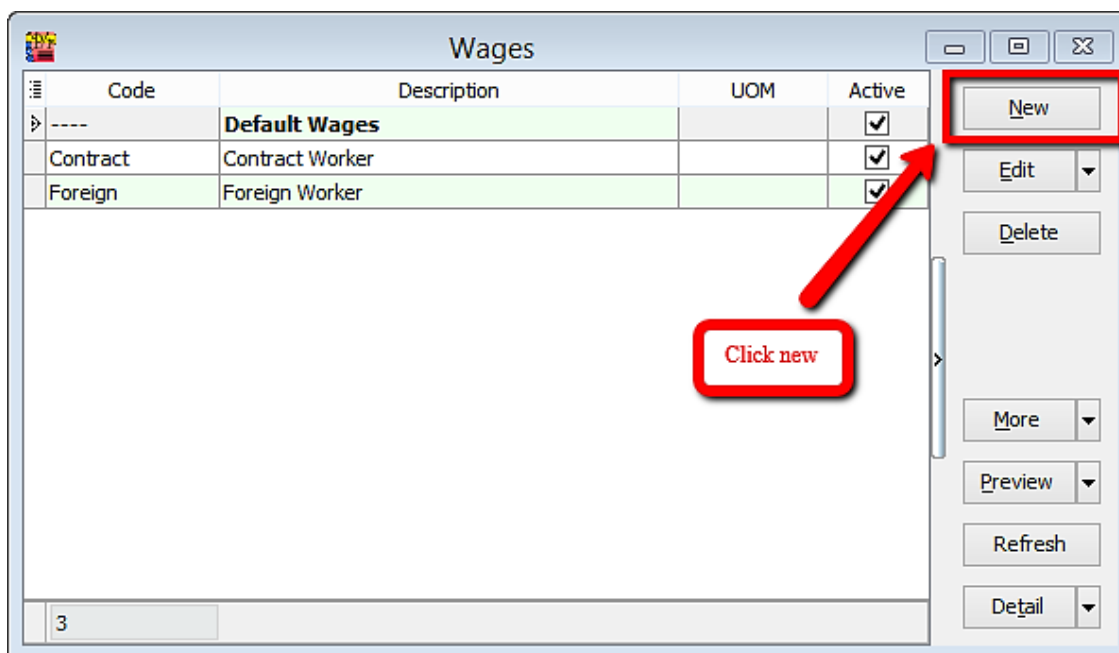
Maintain Wages :

- 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

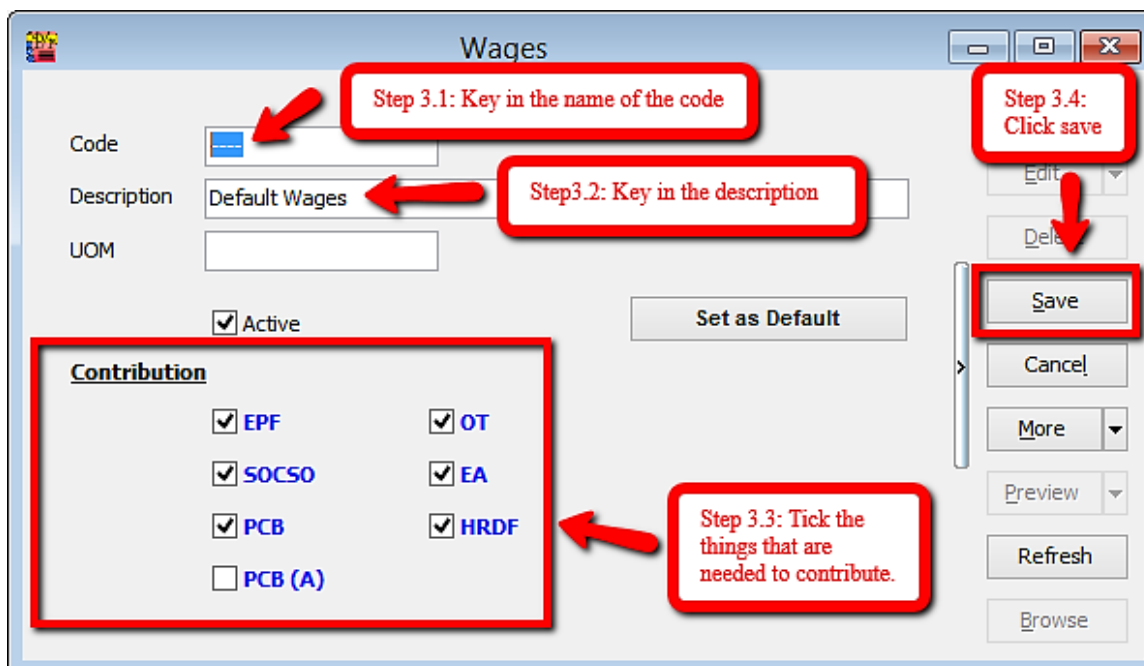
Step 1: Navigate yourself to the maintain wages panel



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)
SOC SO	Contribution to Social Security Organization (SOC SO)
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

☒ SOC SO ☒ 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

☐ SOC SO ☐ EA

☐ PCB ☐ HRDF

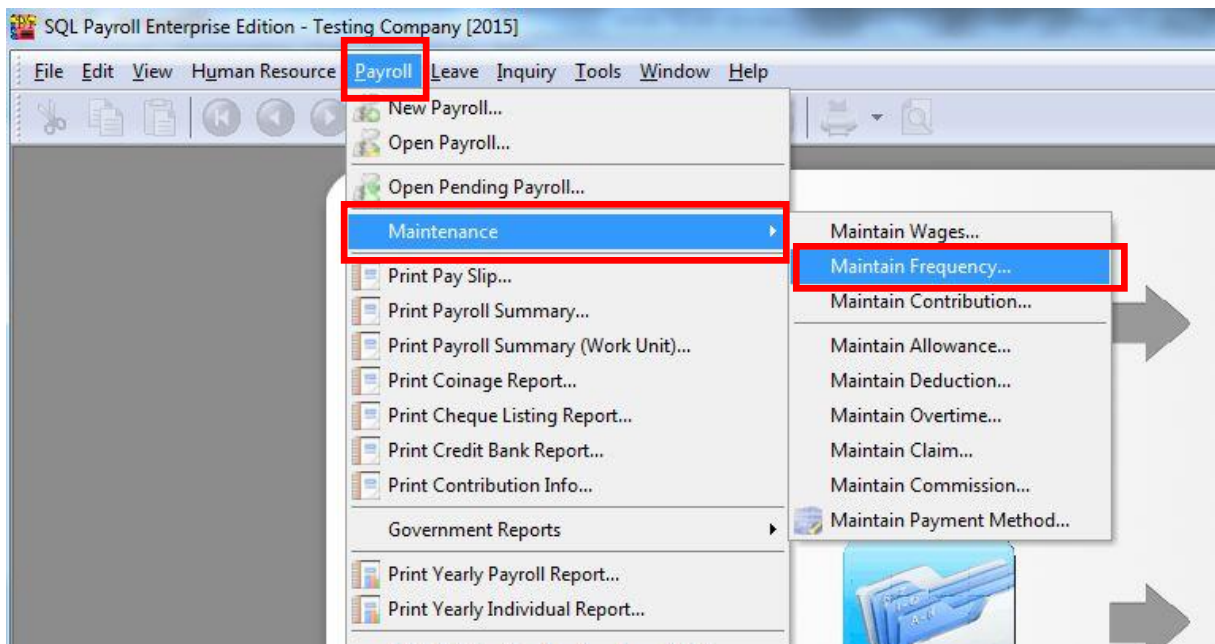
☐ PCB (A)

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 :

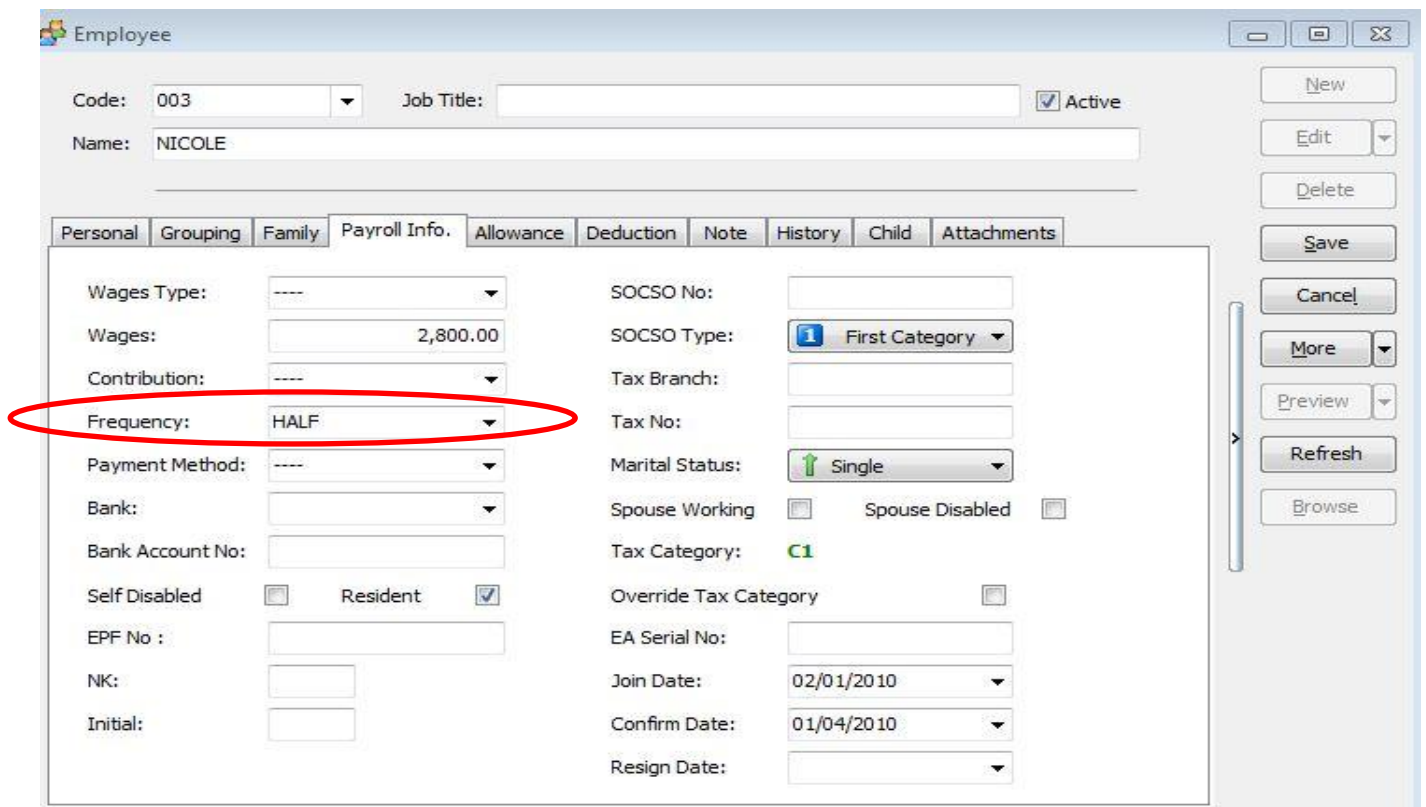
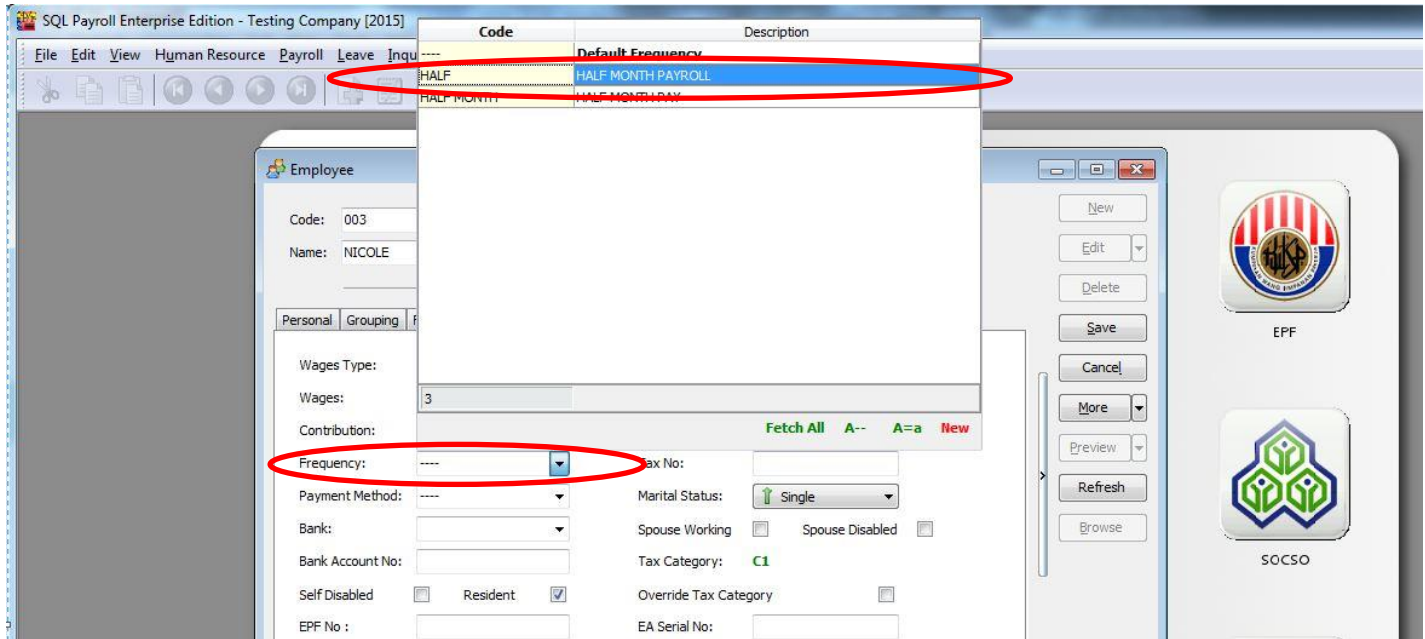
The screenshot shows the 'Frequency' window. The 'Code' is set to 'HALF' and 'Active' is checked. The 'Description' is 'HALF MONTH PAYROLL'. The 'Day From' is 1 and 'Day To' is 15. The 'Contrib %' is 50. The 'EPF', 'SOCSO', and 'PCB' checkboxes are checked. The 'Allowance' and 'Deduction' checkboxes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



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

Over time: 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

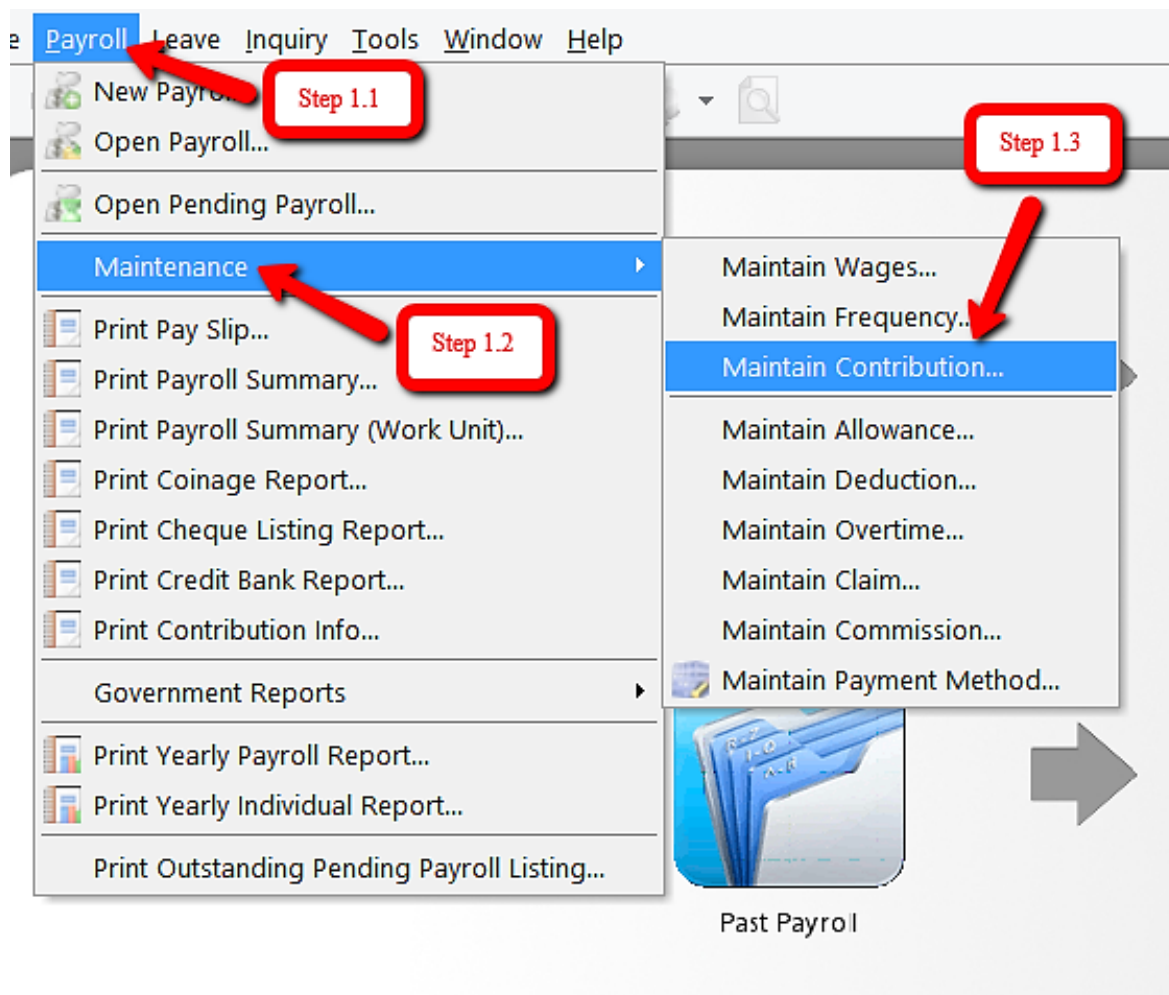
Process Missing Employee

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.

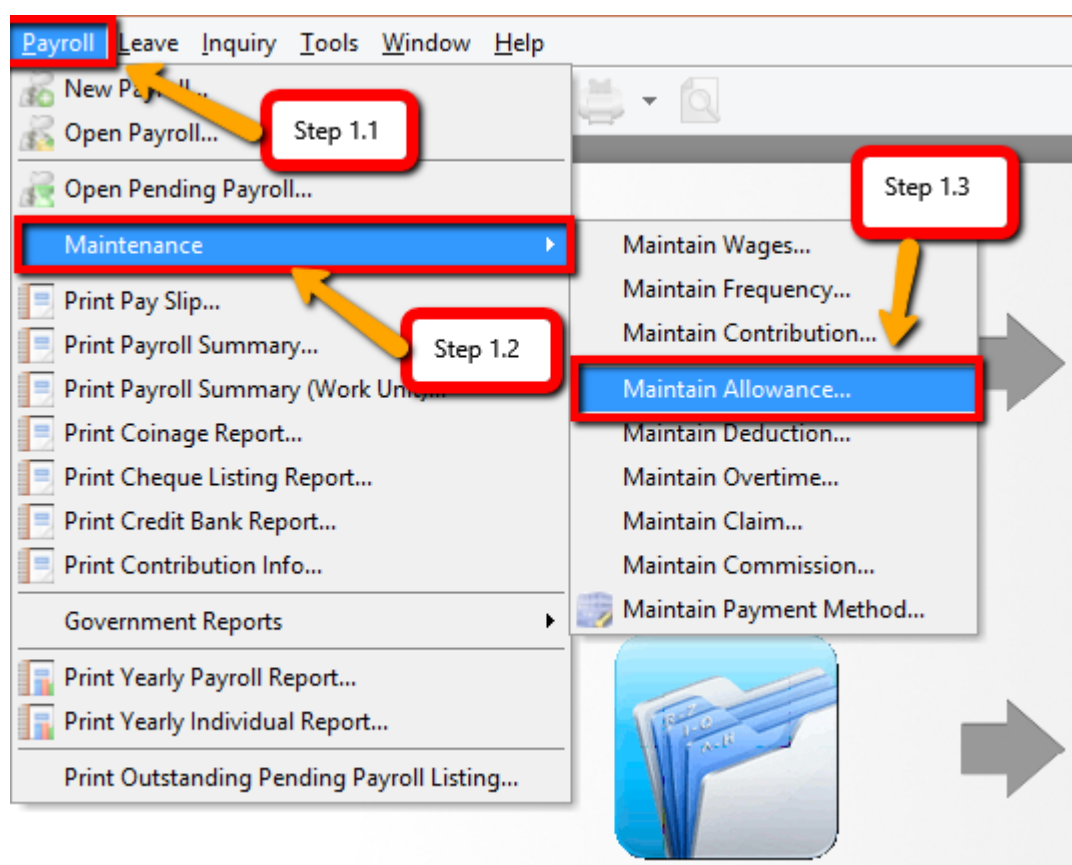
Symbol	Explanation
1)	A unique name for the system to recognise the type of contribution
2)	The details of the contribution
3)	Allow this contribution to be selected in: Maintain employee > Payroll Info.
4)	Auto-select this contribution every time in: Maintain employee > Payroll Info.
5)	The amount of 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.

The screenshot shows the 'Allowance' window with a table of allowances. The 'New' button is highlighted with a red box, and an arrow points to it from a label 'Step 2.1'.

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"/>	

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

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

The screenshot shows the 'Allowance' window in 'Edit' mode. Arrows point to specific fields with labels 'Step 3.1' through 'Step 3.5'.

Fields and checkboxes:

- Code: H01 (Step 3.1)
- Description: Handphone (Step 3.2)
- Rate: (Step 3.3)
- Tax Exempted Code: (Step 3.4)
- Active: ☒ (Step 3.2)
- Set as Default button
- Contribution section (Step 3.5):
 - ☒ EPF
 - ☒ SOCSO
 - ☒ PCB
 - ☐ PCB (A)
 - ☐ OT
 - ☒ EA
 - ☒ HRDF

Buttons on the right: 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

Allowance

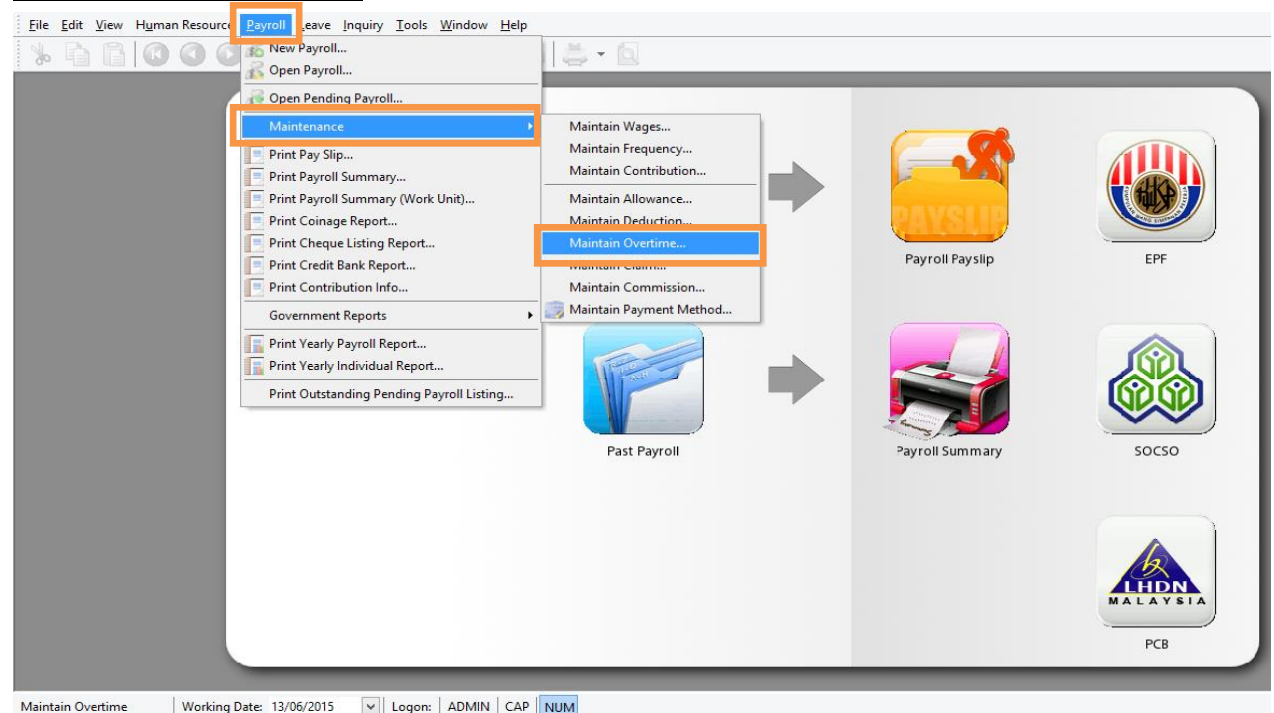
Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate
31/01/2015	31/01/2015	001	H01	Handphone	1.00	150
31/01/2015	31/01/2015	001	M01	Meal	1.00	80
31/01/2015	31/01/2015	001	P01	Petrol	1.00	300

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

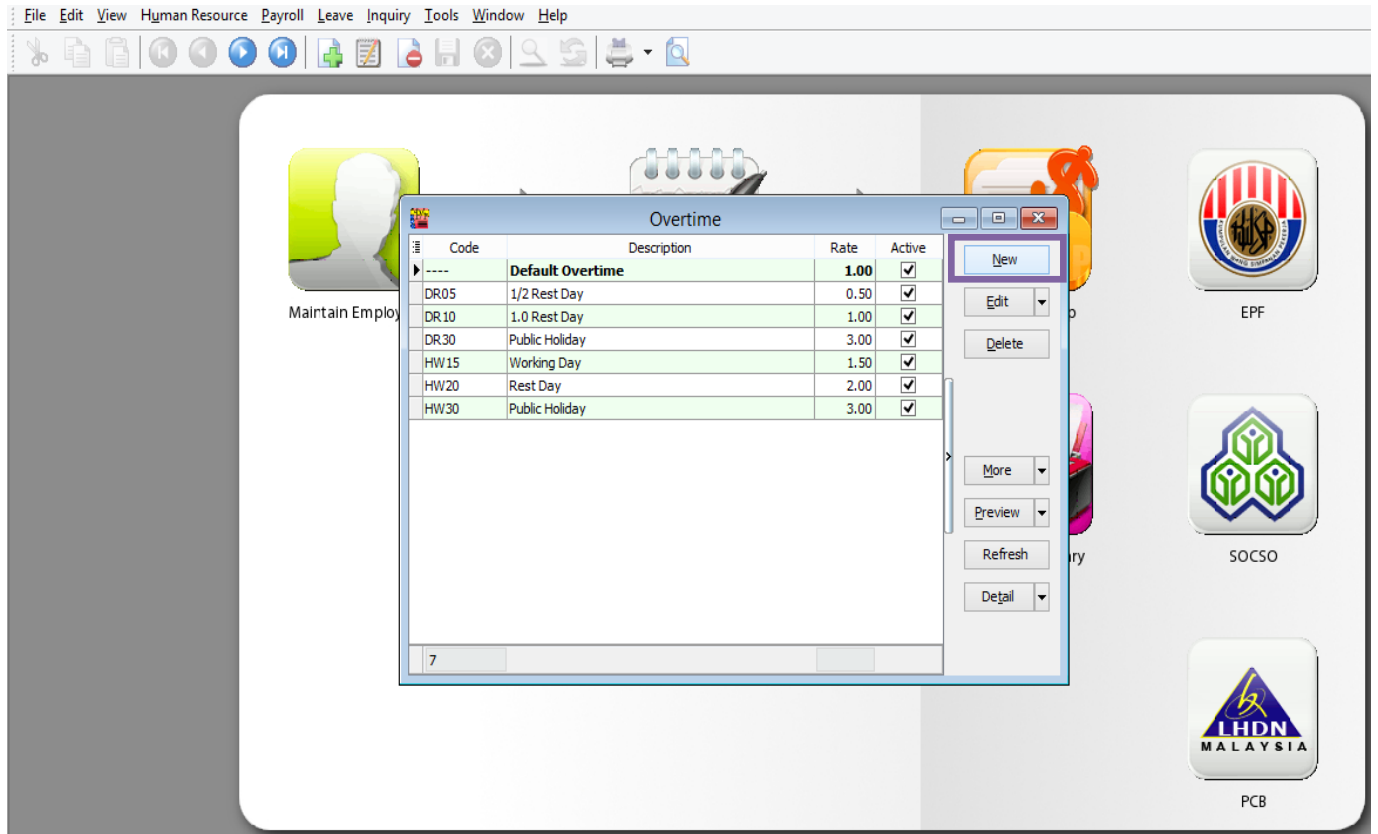
Maintain Overtime :

- 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.

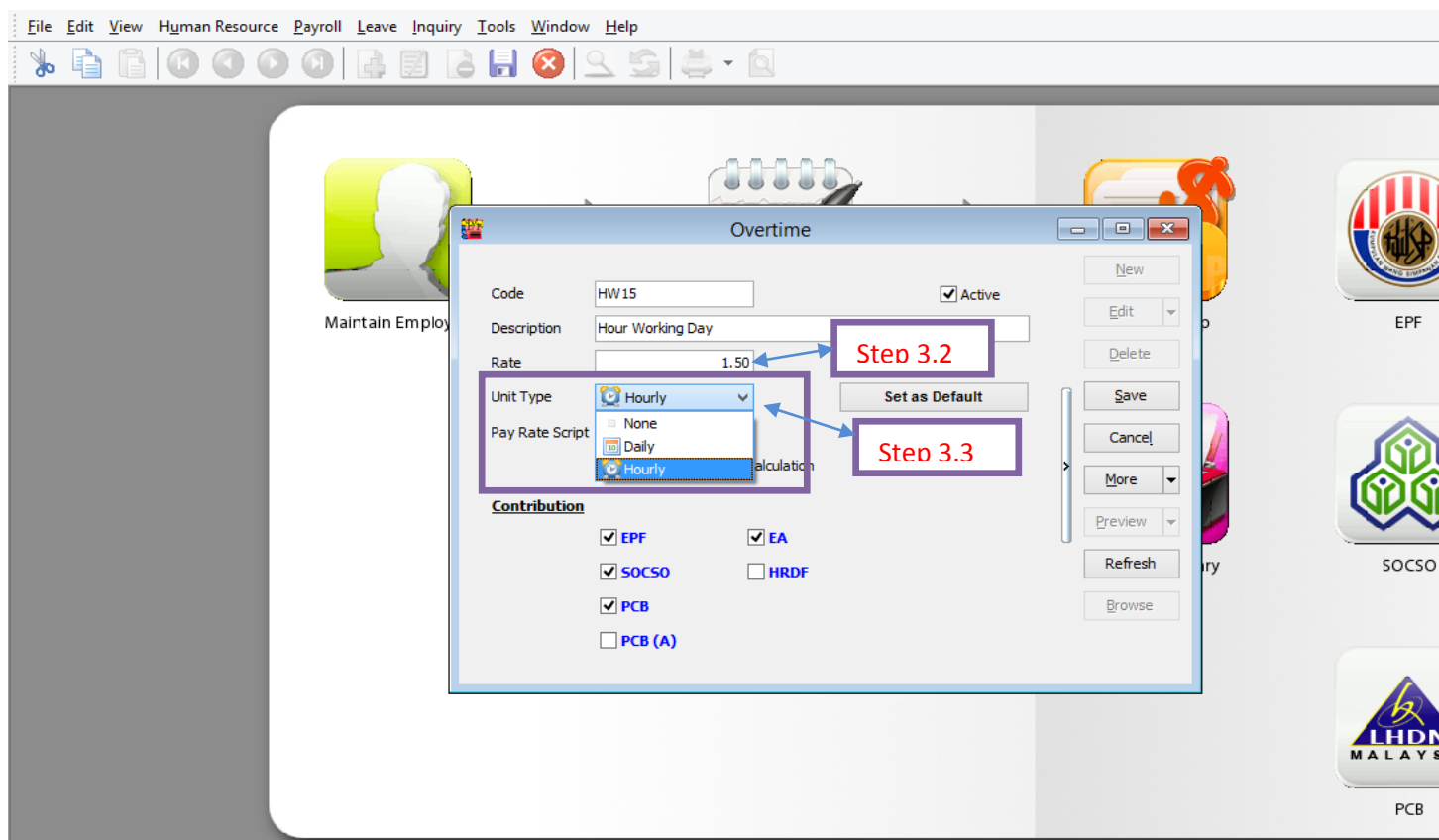
Step 1 : Click on Payroll then look for maintenance then click on Maintain Overtime.



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



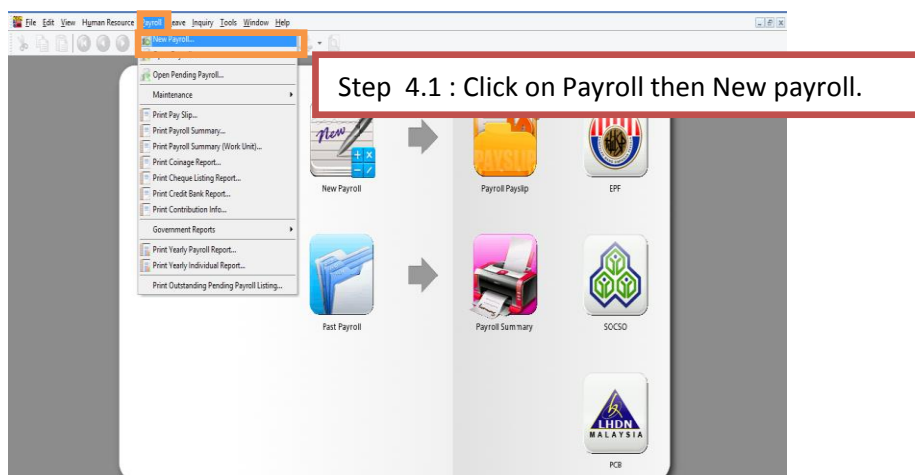
Step 3.1 – Insert the Code and Description of the overtime that you want to generate.

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

Welcome 001

LEE CHONG WAI
Month End (06.2015)

Wages: 3,000.00 Loan: EPF: SOCSO: CP38: Unpaid Leave: Advance Deduct: Gross Pay: 3,530.00 Gross Deduct: 0.00

Allowance: 530.00 Deduction: Overtime: Commission: Claims: Paid Leave: Director Fees: Bonus: Advance Paid:

Code Description

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

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

Trans Date Post ... Employee

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

Welcome 001

LEE CHONG WAI
Month End (06.2015)

Wages: 3,000.00 Loan: EPF: 394.00 Employer EPF: 466.00
Allowance: 530.00 Deduction: SOCSO: 14.75 Employer SOCSO: 51.65
Overtime: 43.27
Commission: 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

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 HR software interface with the 'Trans Date' column selected. The 'Work Unit As Time' checkbox is highlighted with a red box. 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 :

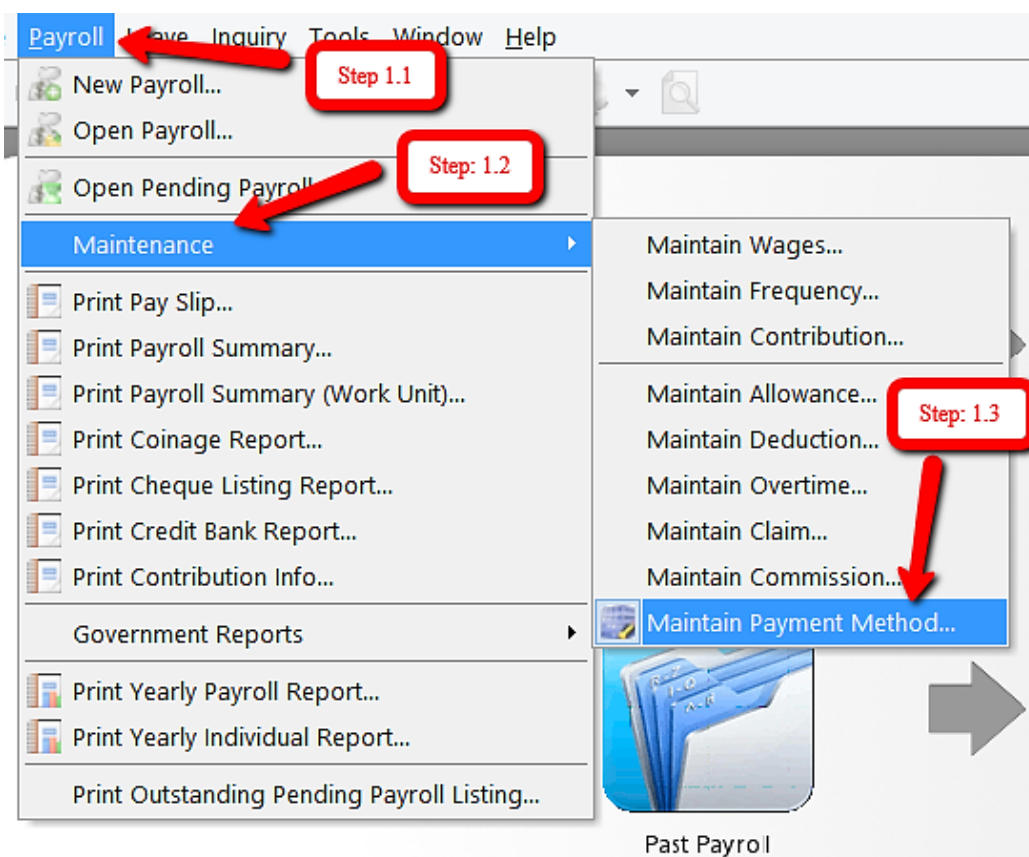
The screenshot shows the HR software interface with the 'Work Unit As Time' field highlighted with a red box. The value '02:15' is entered in the field.

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

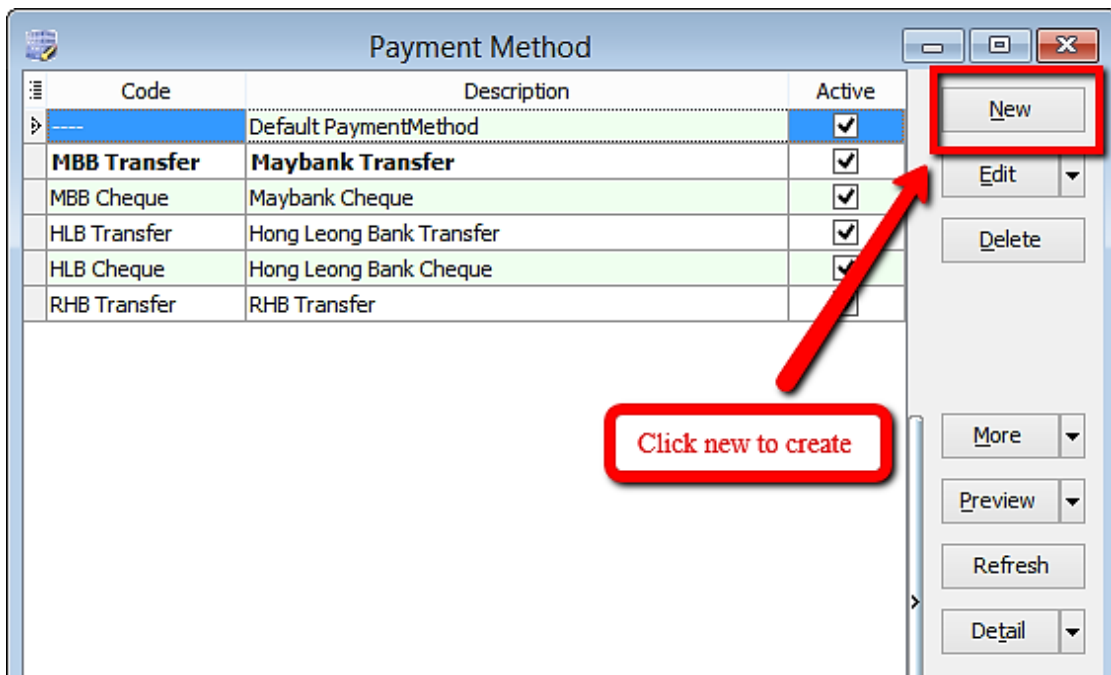
Maintain Payment Method :

- 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

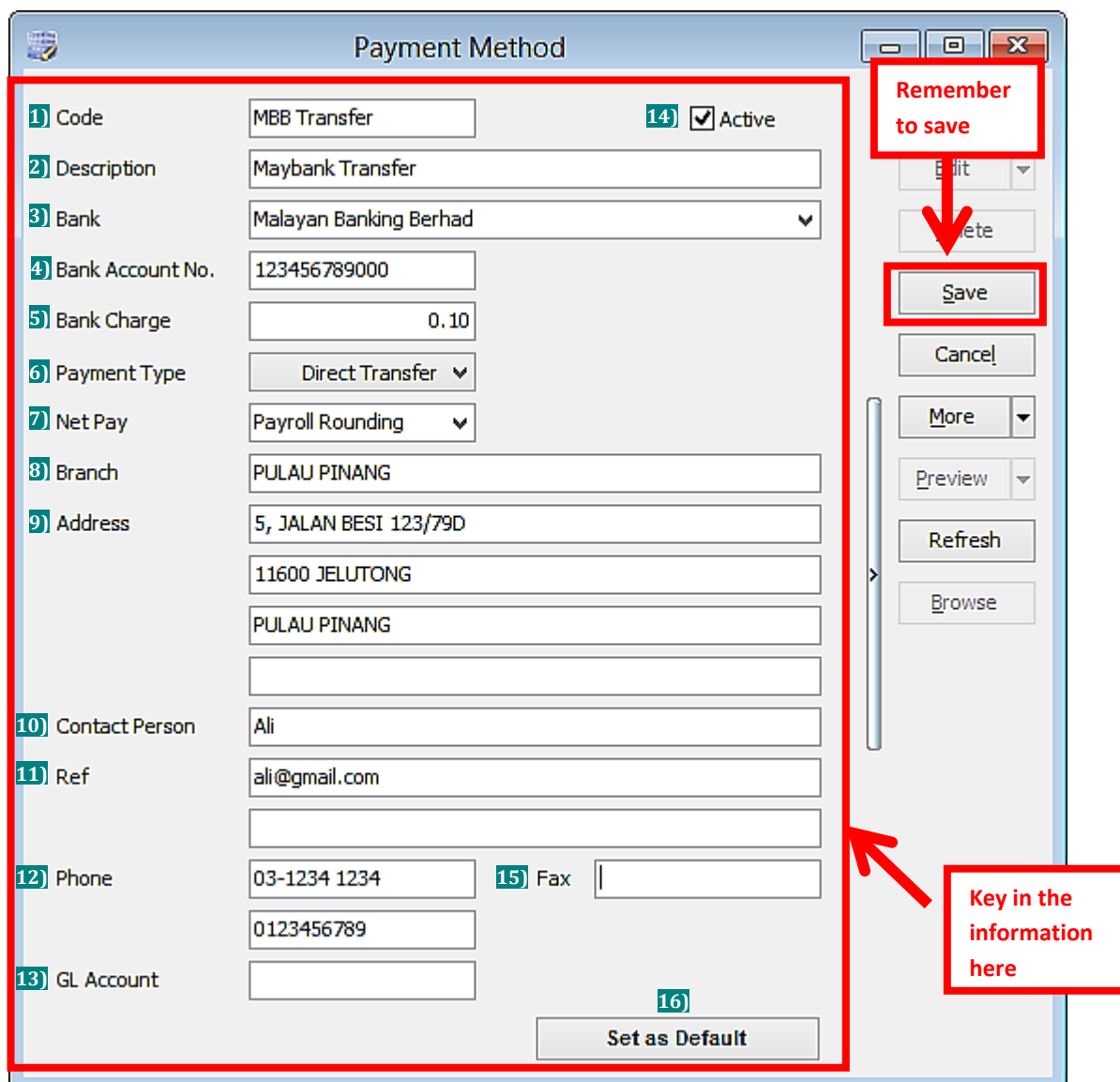


The screenshot shows a window titled "Payment Method" containing a table of existing payment methods. A red box highlights the "New" button in the top right corner. A red arrow points from a text box labeled "Click new to create" to the "New" button.

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

Step 3: Key in the information needed



The screenshot shows the "Payment Method" form with fields numbered 1 through 16. A red box highlights the "Save" button in the top right corner. A red arrow points from a text box labeled "Remember to save" to the "Save" button. Another red arrow points from a text box labeled "Key in the information here" to the form fields.

Fields and values:

- 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 on the right: Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse.

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:

SOCOSO No: SOCOSO 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

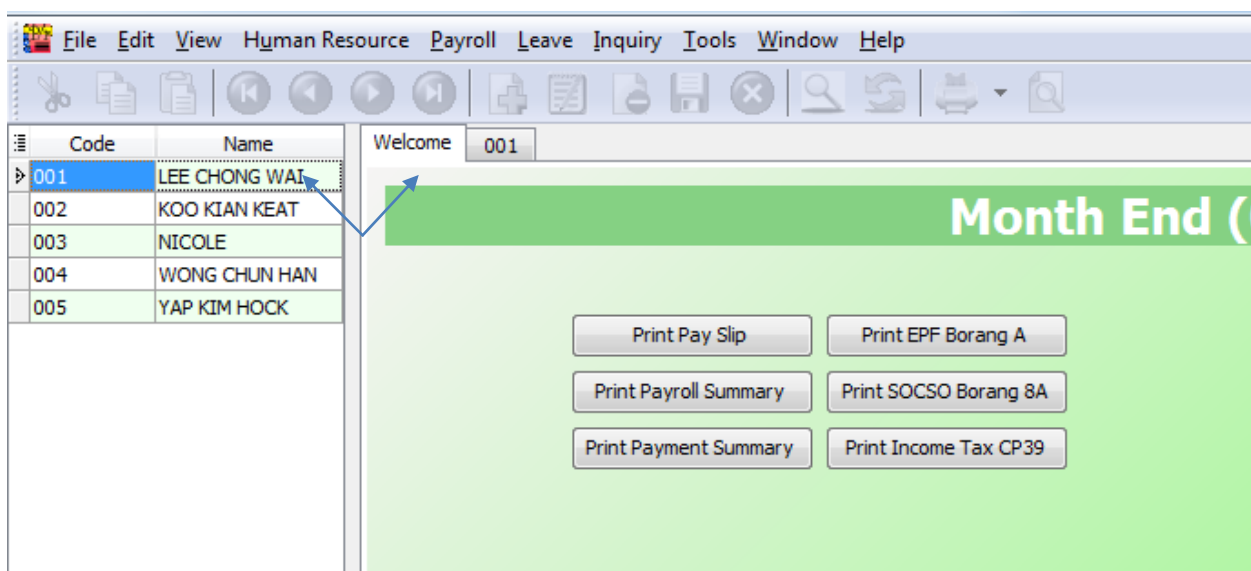
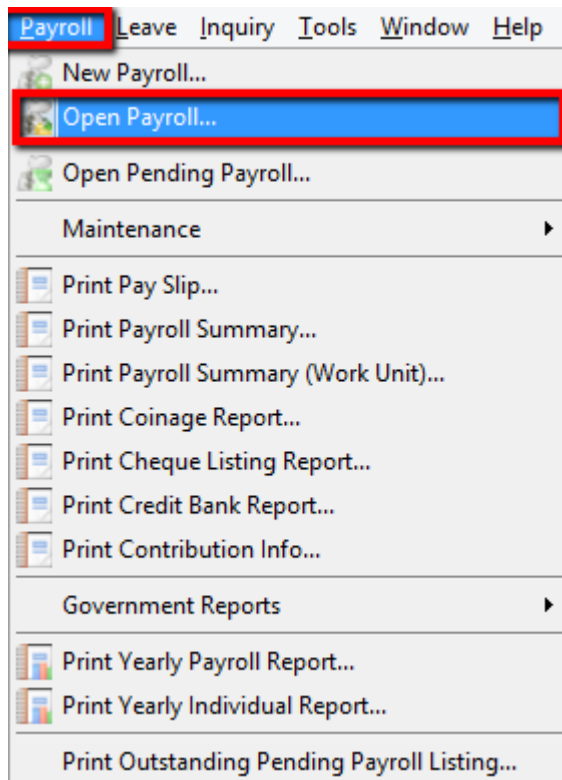
Step 1.1 – Certain company their payroll cut off date will not in the month end , some of the company will according to the 26th of the month, so you can preset your own company payroll cut off date through the “...” button.

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: - 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: -

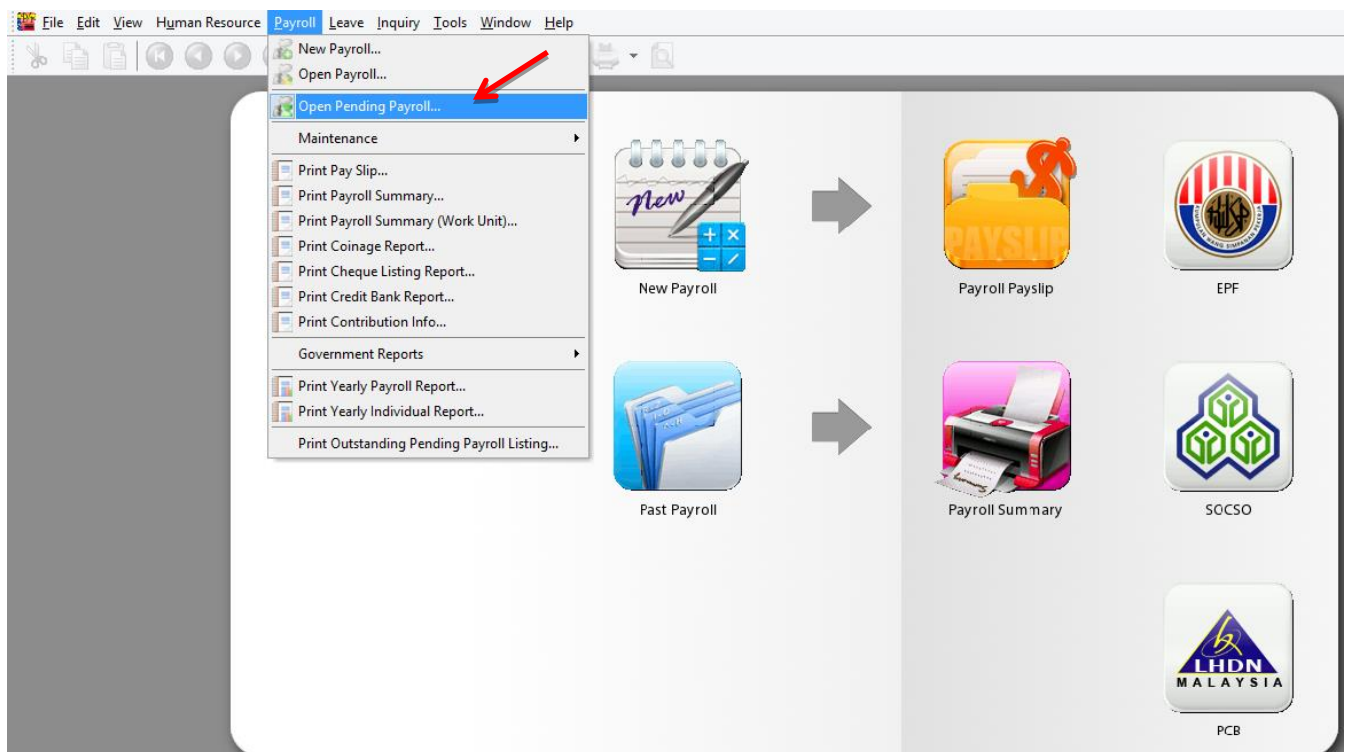
Gross Pay: 3,530.00 Gross Deduct: 420.10 Gross Net Pay: 3,109.90 (Adjustment)

Net Pay: 3,109.90

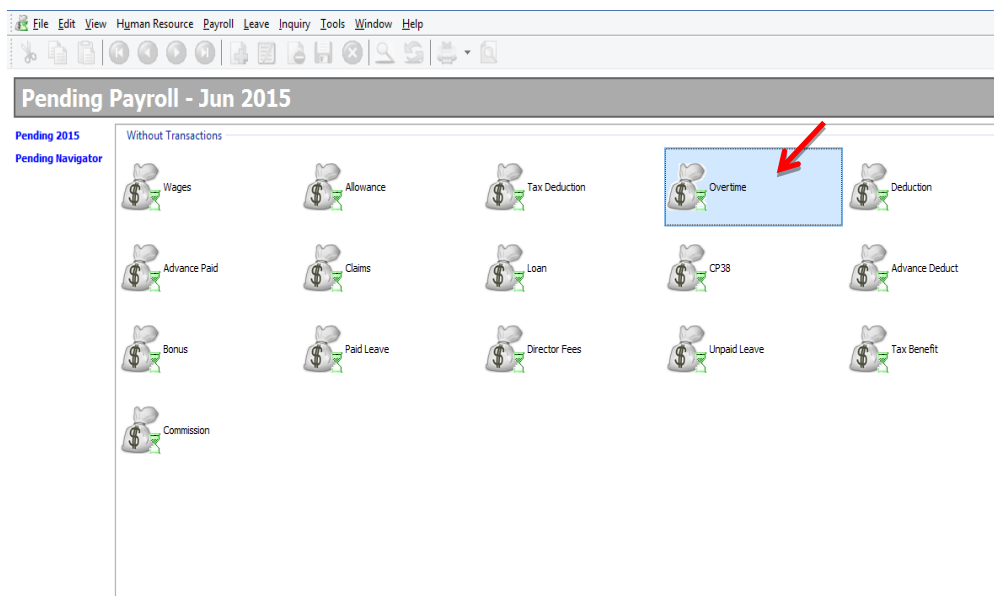
Open Pending Payroll :

- 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.

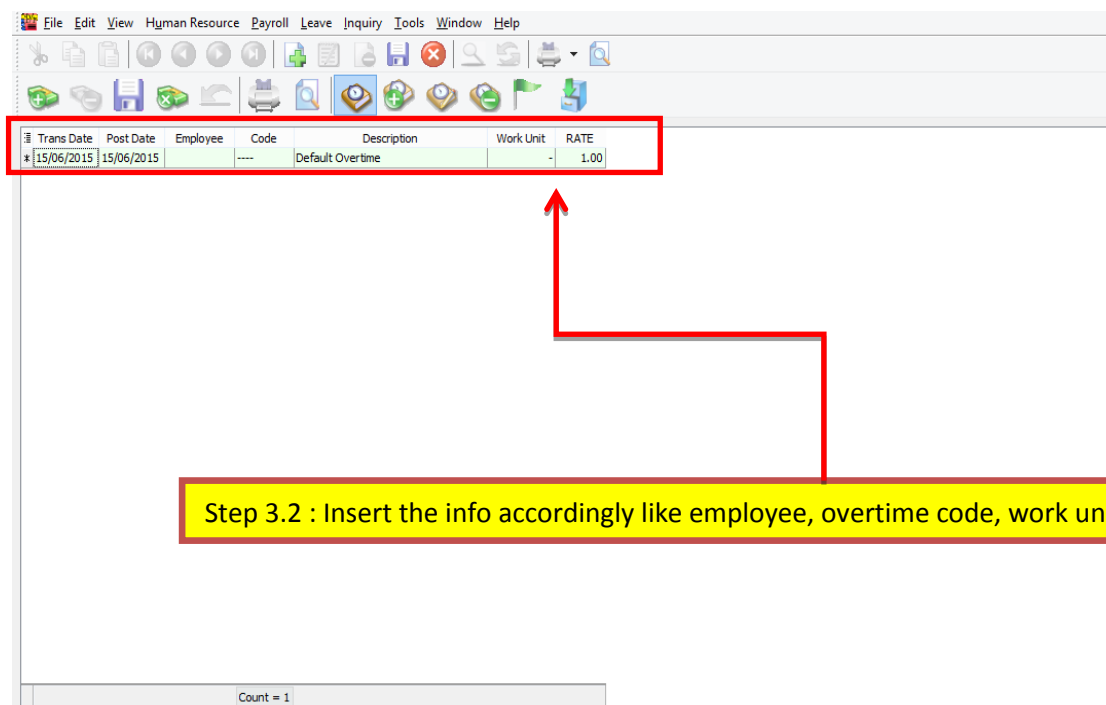
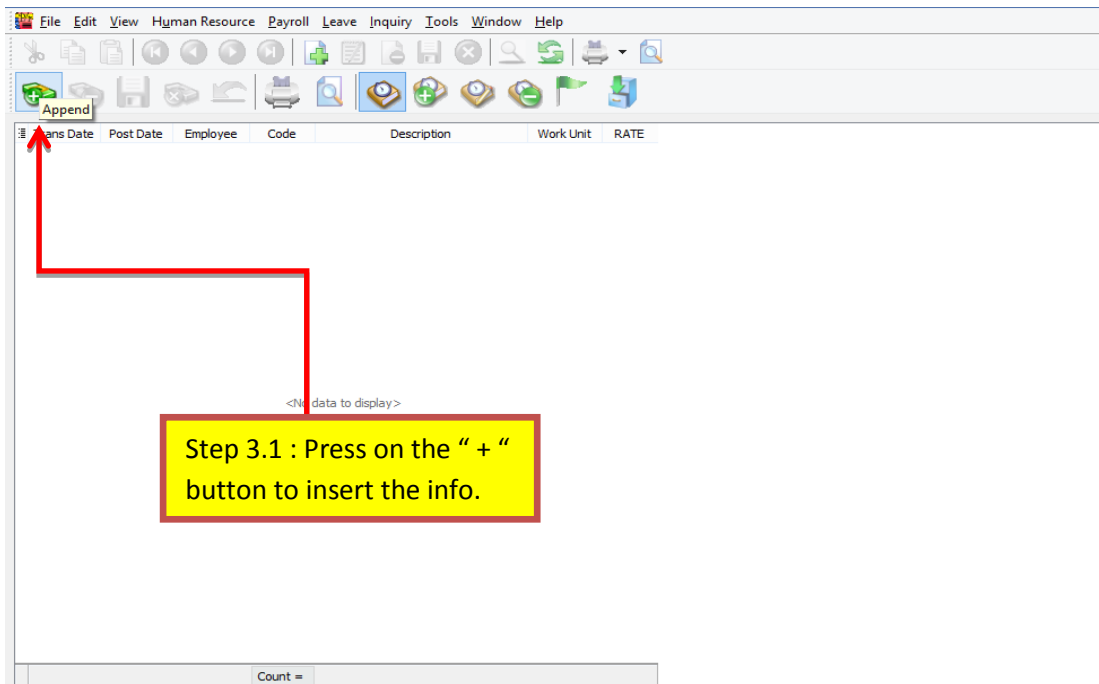
Step 1: Click into payroll then look for Open Pending Payroll.



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

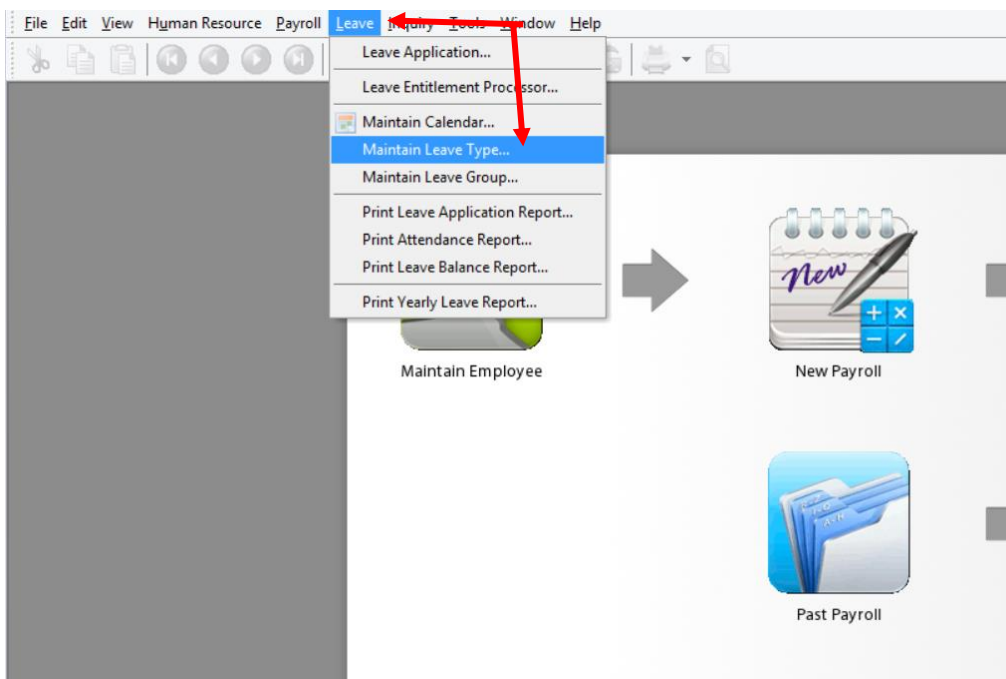
3) Maintain Leave Group

- 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.

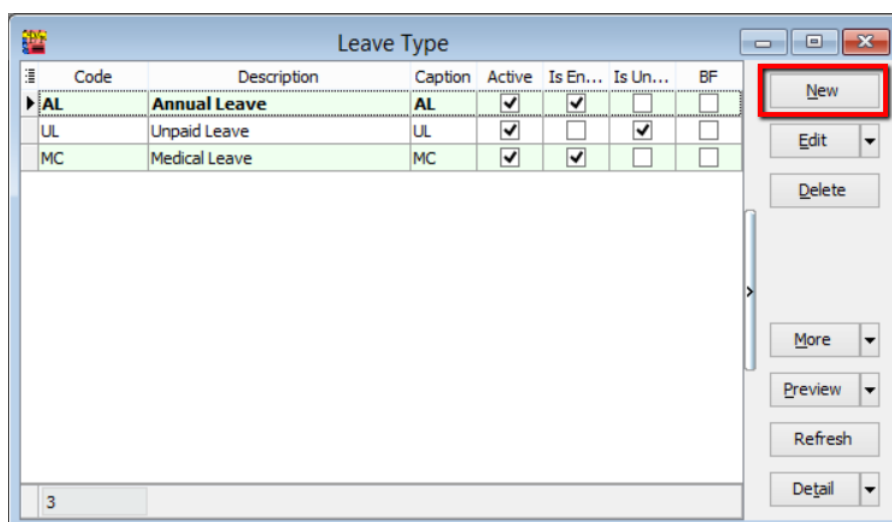
Maintain Leave Type :

- 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.

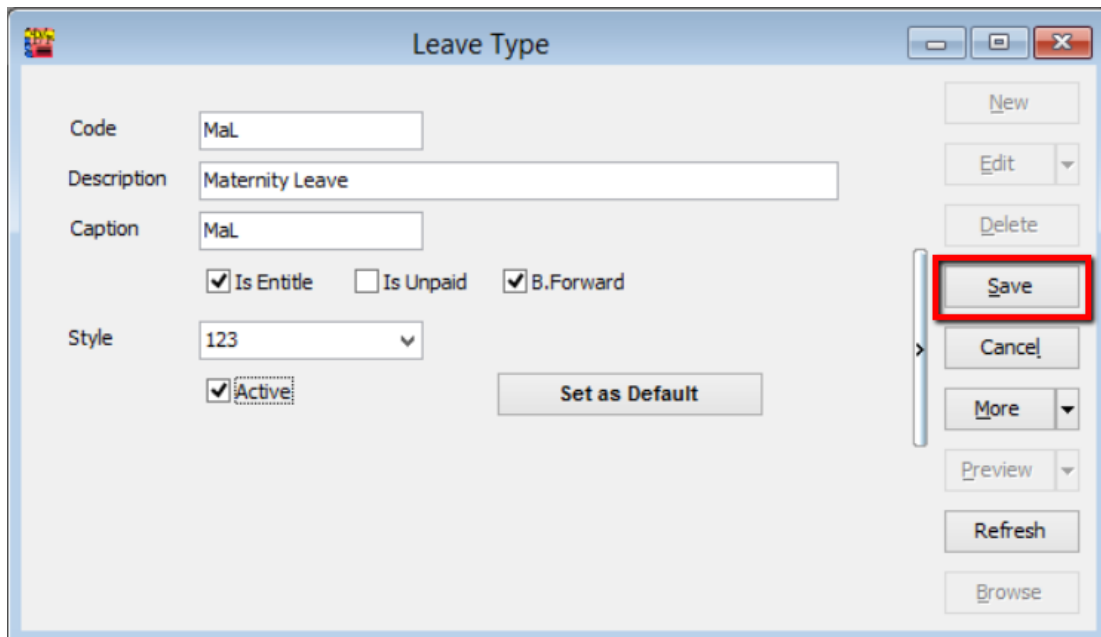
Step 1 : Point to “Leave” tab and select “Maintain Leave Type”



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.



Leave Type

Code:

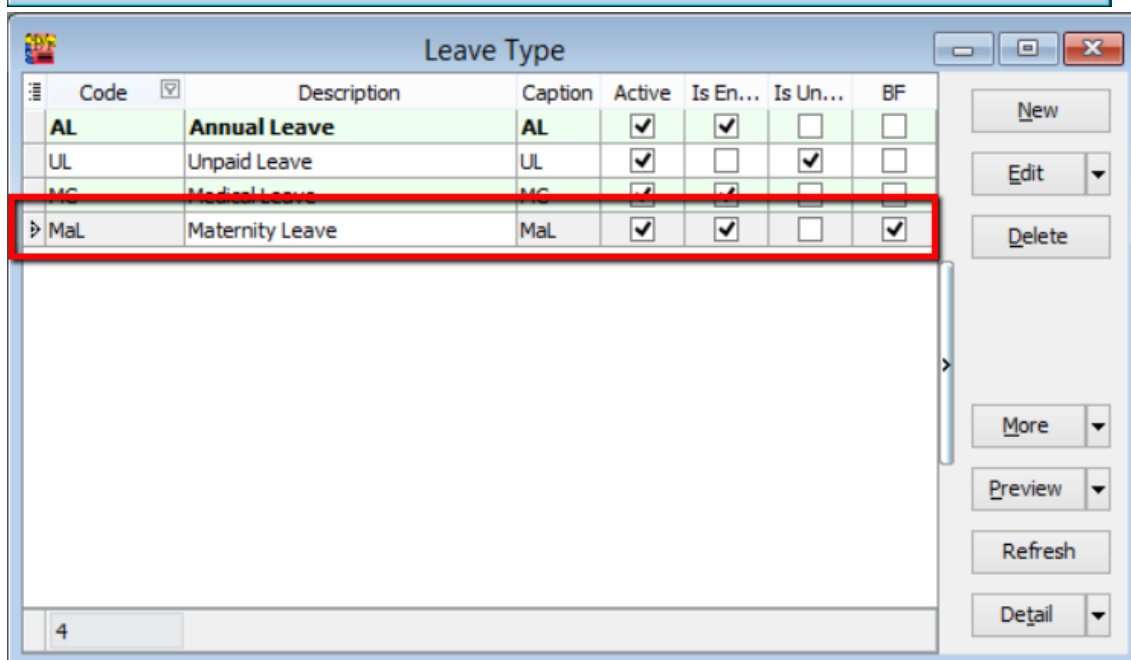
Description:

Caption:

☒ Is Entitled ☐ Is Unpaid ☒ B.Forward

Style:

☒ Active



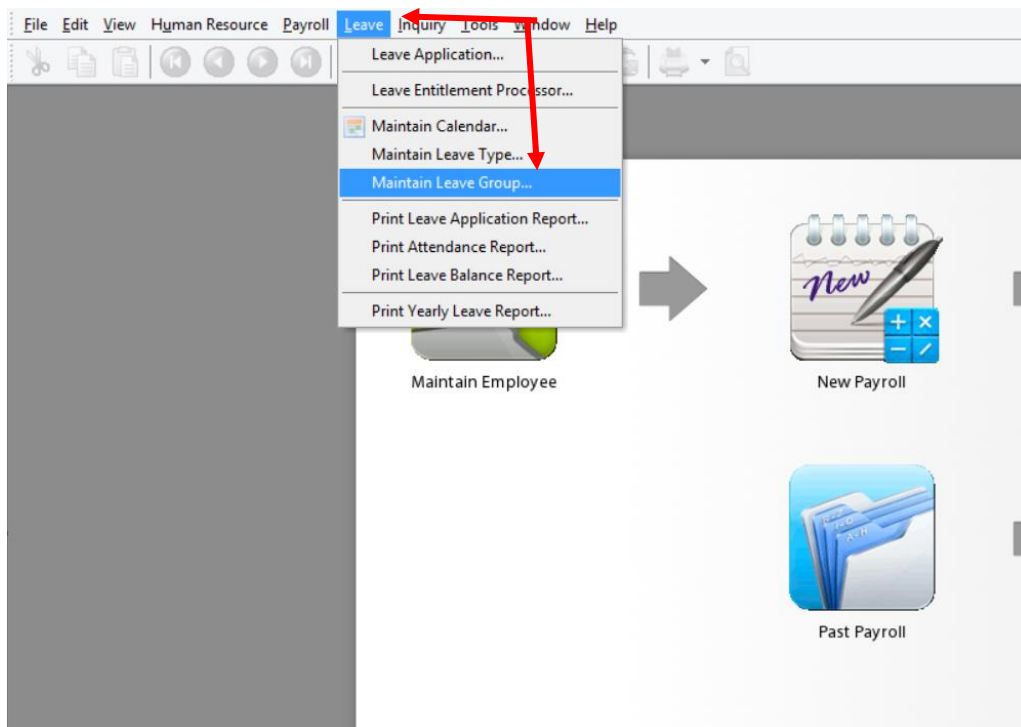
Leave Type

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"/>

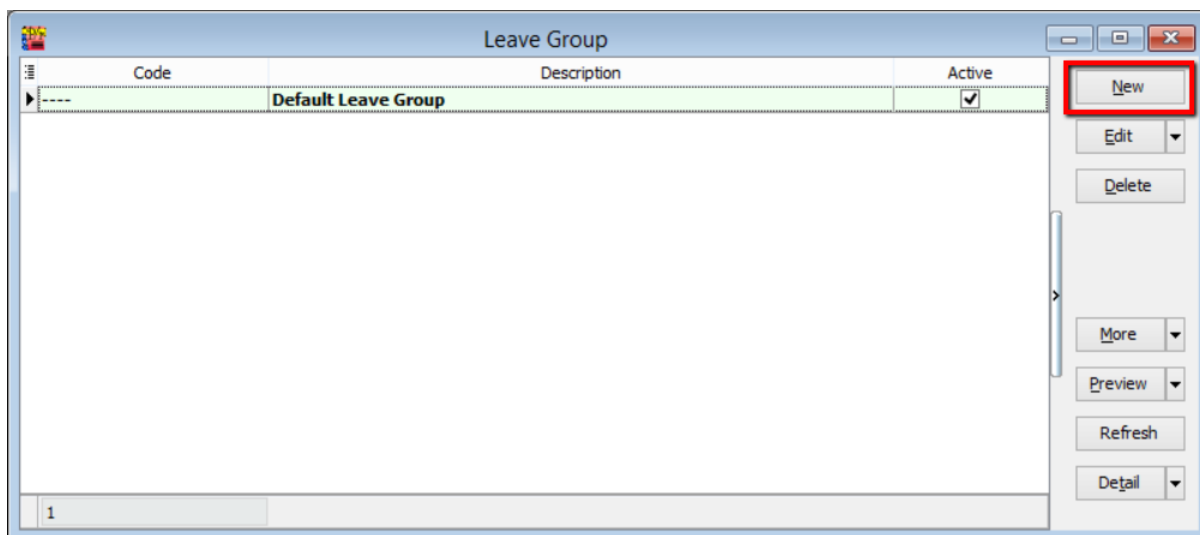
4

Maintain Leave Group :

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



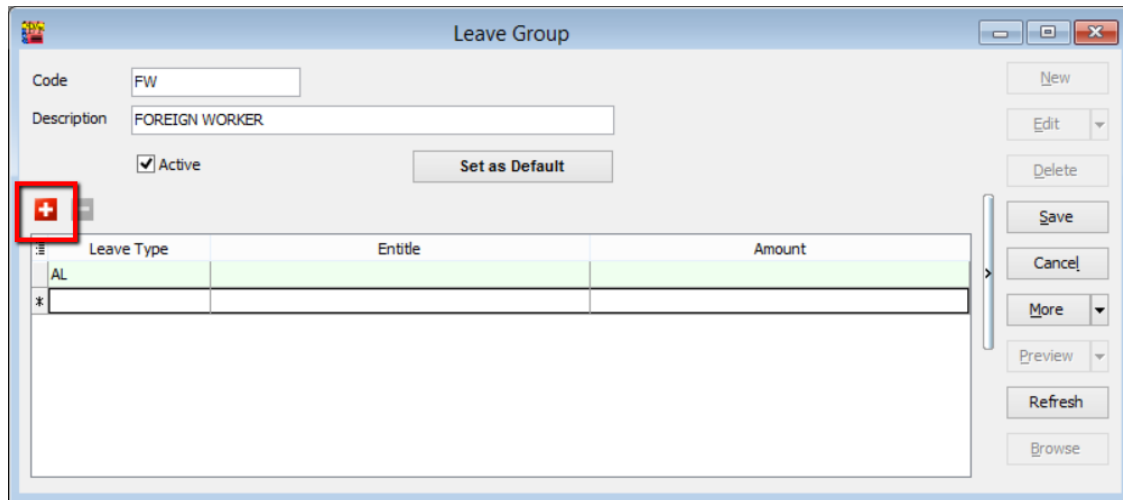
Step 2: Click on “New” button on the upper right corner to create new leave group.



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.

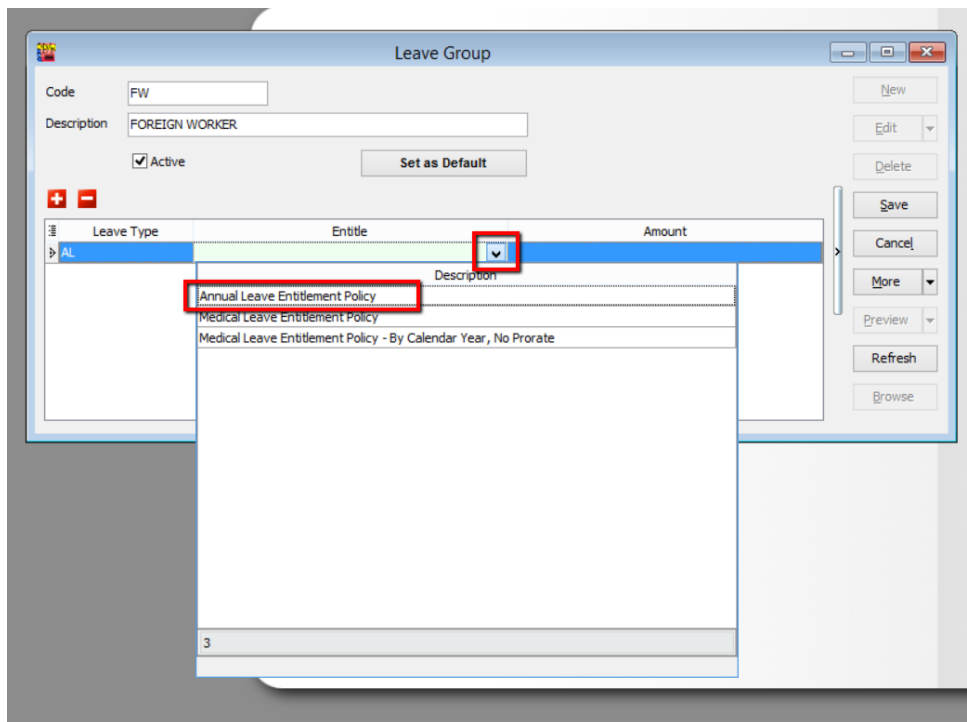


Step 4: Taking “Annual Leave (AL)” as an example.

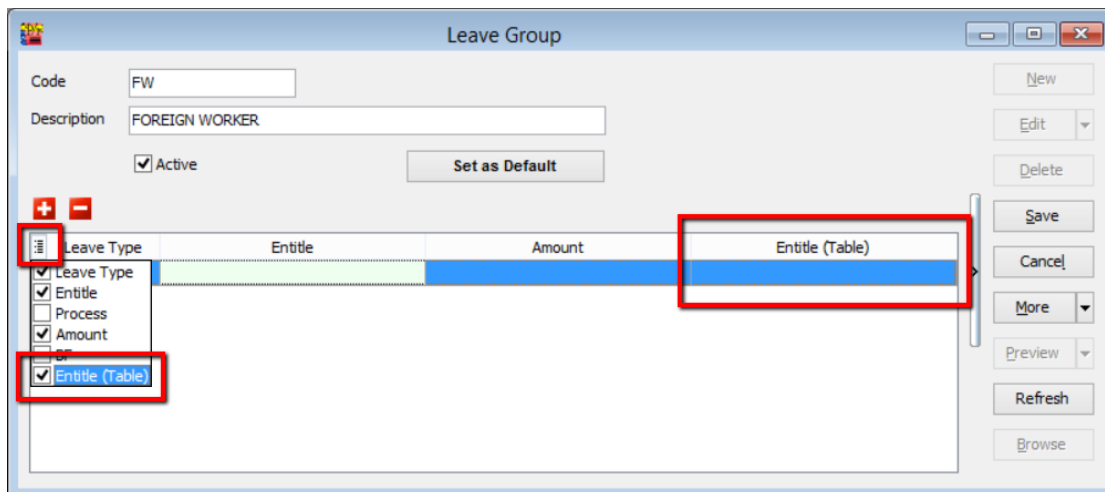
By default, the calculation for “Annual Leave” is as such:

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

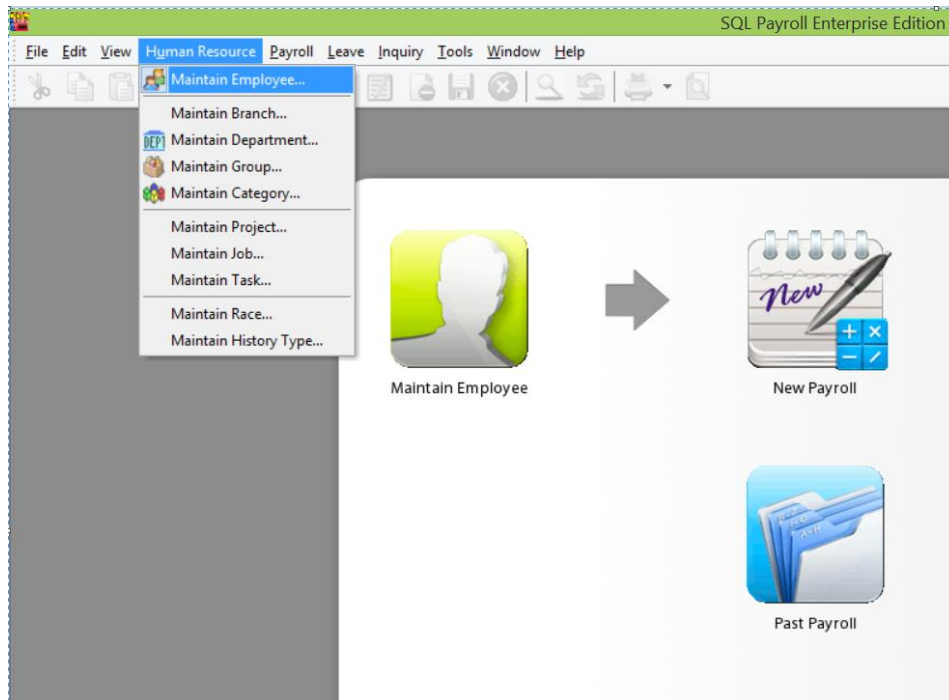
Set as Default

Leave Type	Entitle	Amount	Entitle (Table)
AL			{\"EntitlePolicy\":[{\"YearFrom\":1,\"Yea...\"}]}>

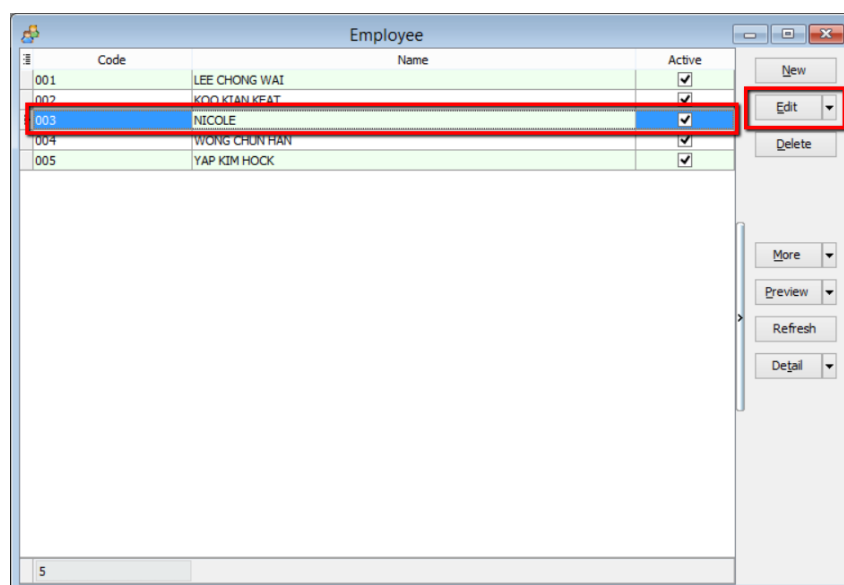
New Edit Delete Save Cancel More Preview Refresh Browse

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.

The screenshot shows the 'Employee' form with the 'Grouping' tab selected. The 'Leave Group' dropdown is highlighted with a red box. The form includes fields for Code (003), Job Title, Name (NICOLE), and various dropdowns for Branch, HR Group, Department, Category, Country (MY), Race, Project, Job, Task, and Calendar. The 'Leave Group' dropdown is currently set to '----'.

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

The screenshot shows the 'Leave Group' dropdown menu with the 'FW' option selected. The dropdown is highlighted with a red box. The menu lists the following options:

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

At the bottom of the dropdown, there is a page indicator '2' and a row of buttons: 'Fetch All', 'A--', 'A=a', and '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

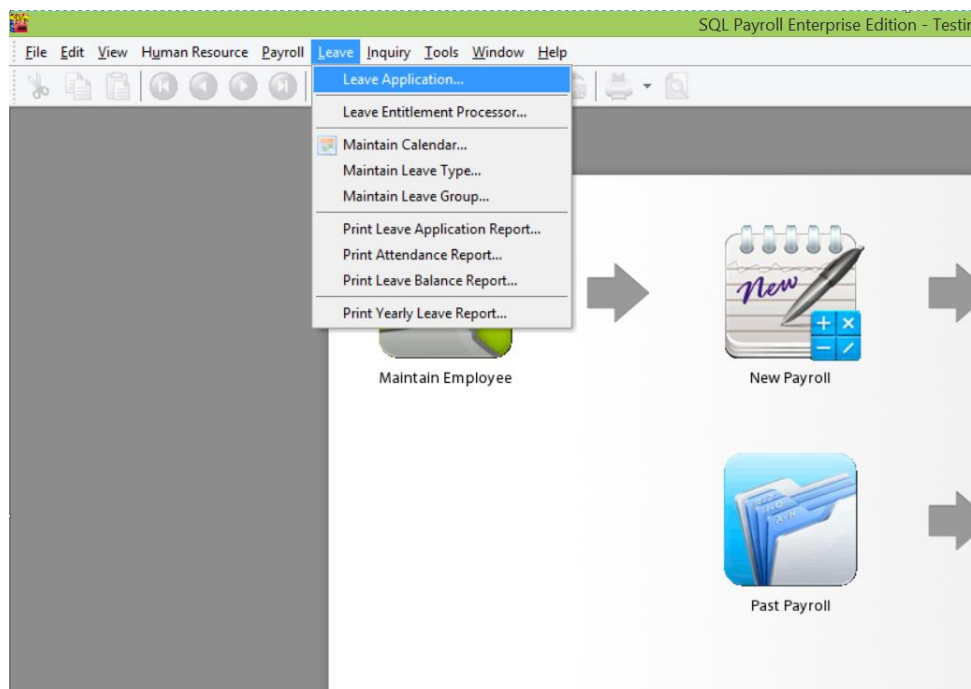
From the above scenario, total annual leaves entitled up to month of April are 4 days (including month of April).

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

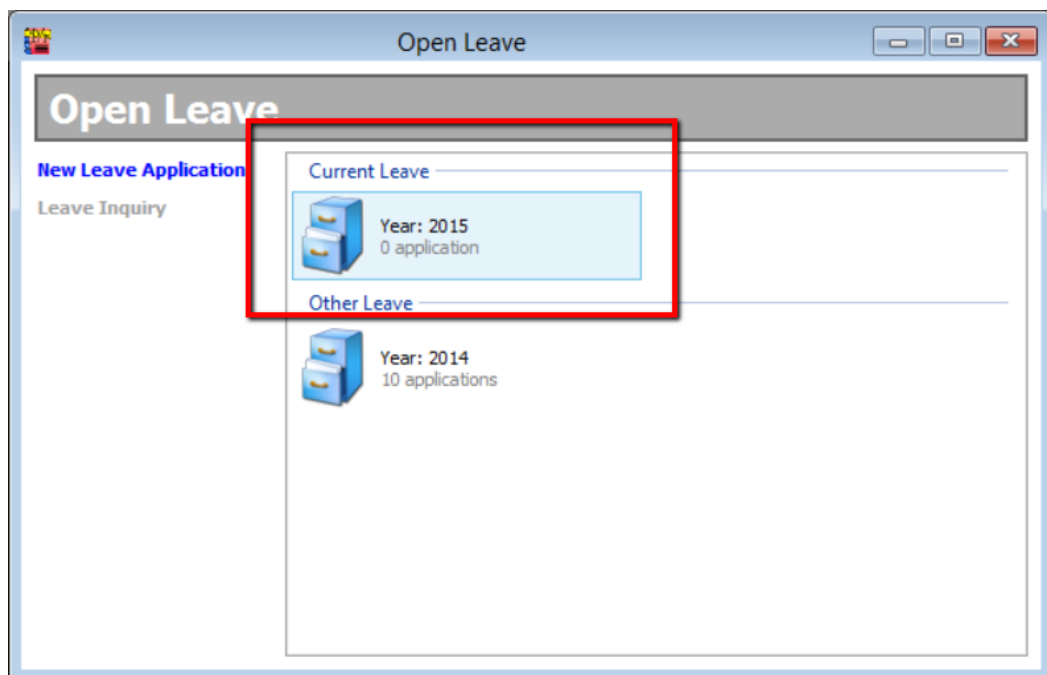
If the employee apply 4 days leave in month of April, the system will prompt the below warning. "You've taken 5.0 days of Annual Leave, but Annual Leave limit for April is 4.0 days."

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

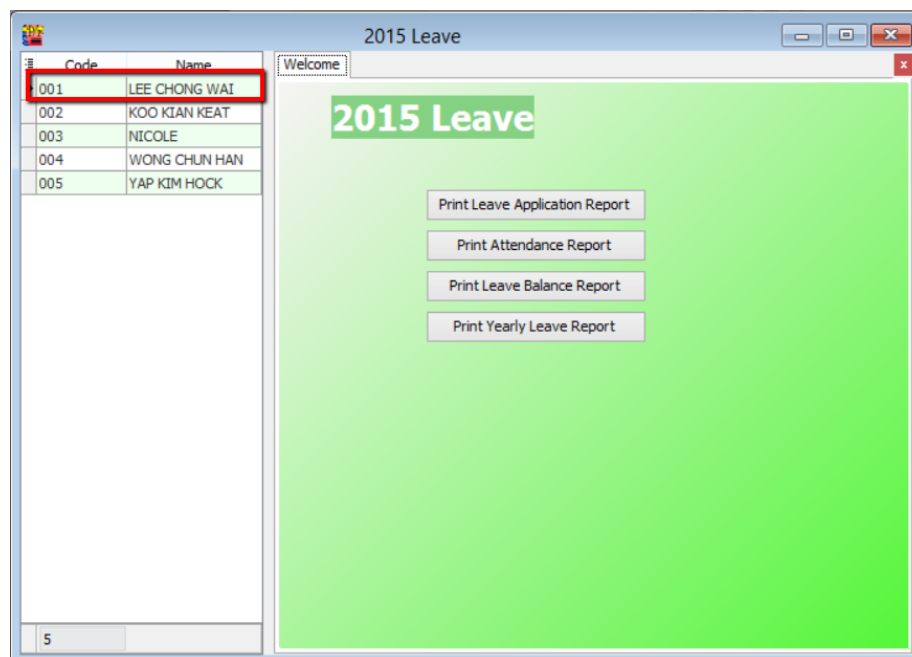
1) First, point to “**Leave**” and click on “**Leave Application**”



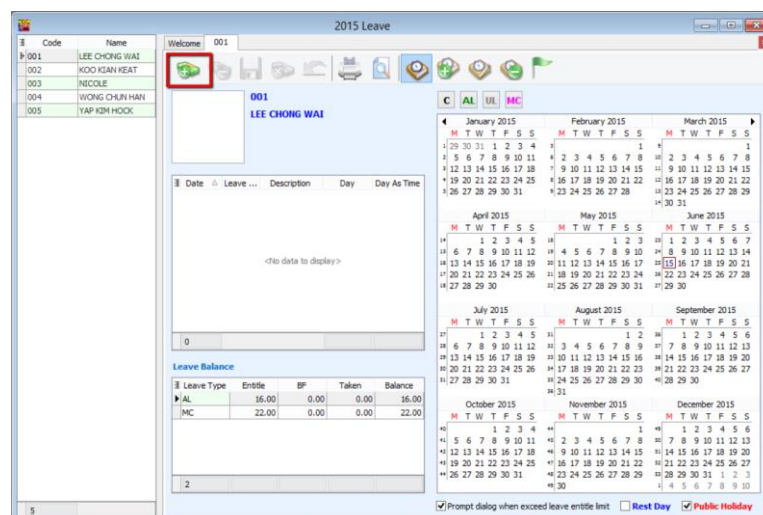
2) Select the year. eg: Year 2015



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.

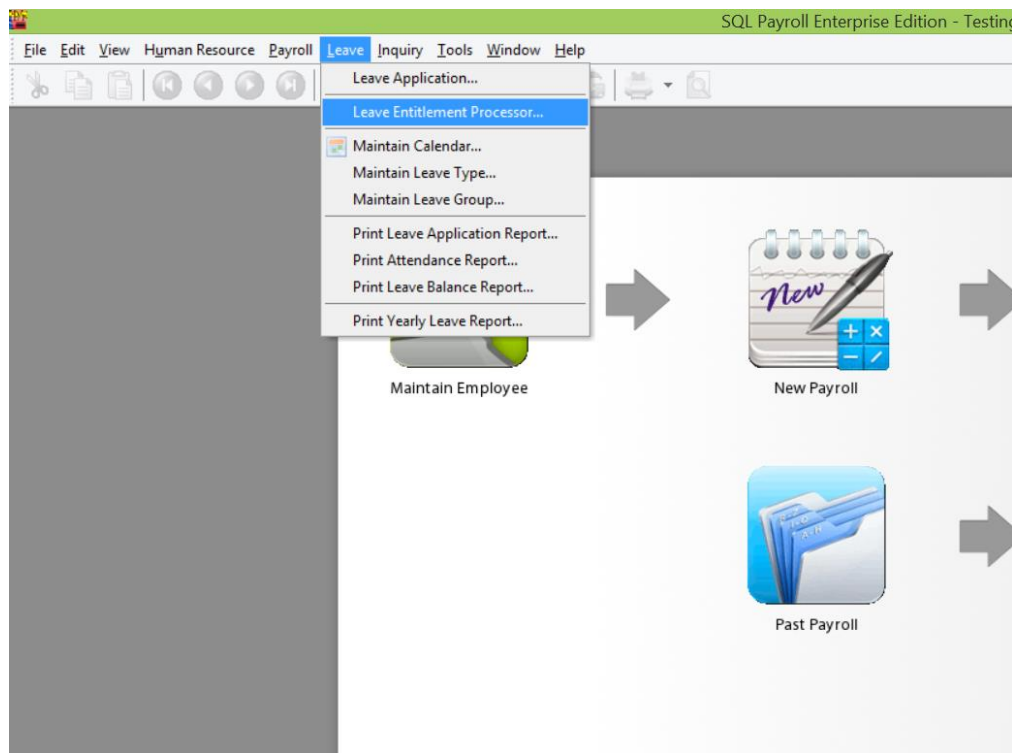


5) If your employee applies for half day leave or leave calculated in hours, call out “Day As Time” column. 1 working day has 8 working hours.

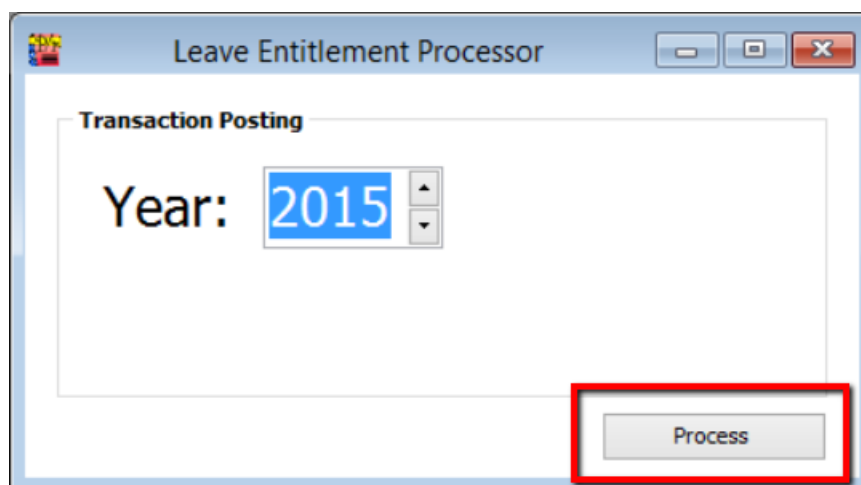
6) Select the duration of the leave. eg: 3 hours. Then system will automatically calculate the number of day as 0.38 day.

Leave Entitlement Processor

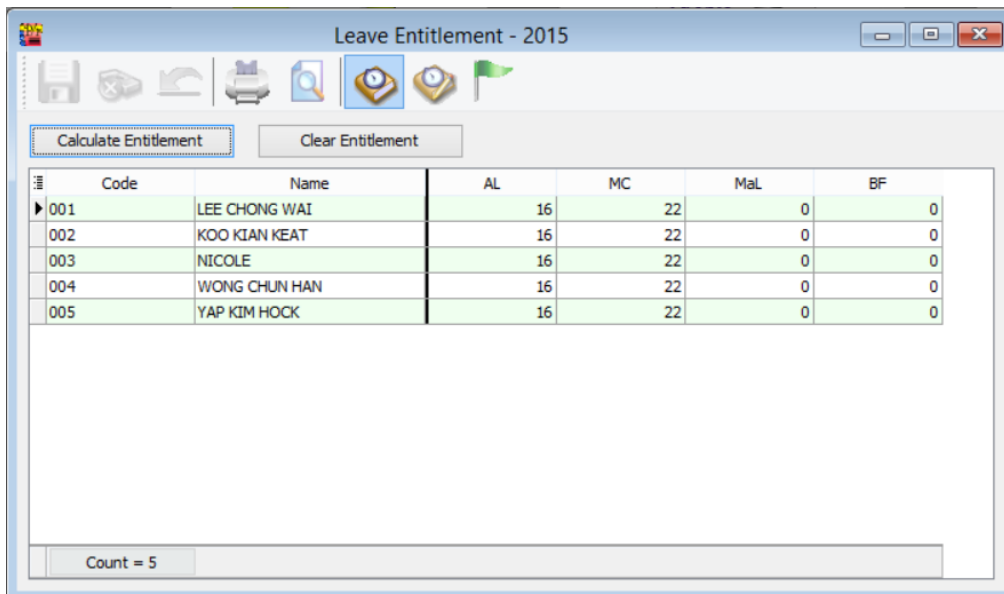
- It allows to process the annual leave entitlement for each employees based on the leave group.
- 1) Leave entitlement process can be done once a year. First, point to “Leave” and click on “Leave Entitlement Processor”.



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



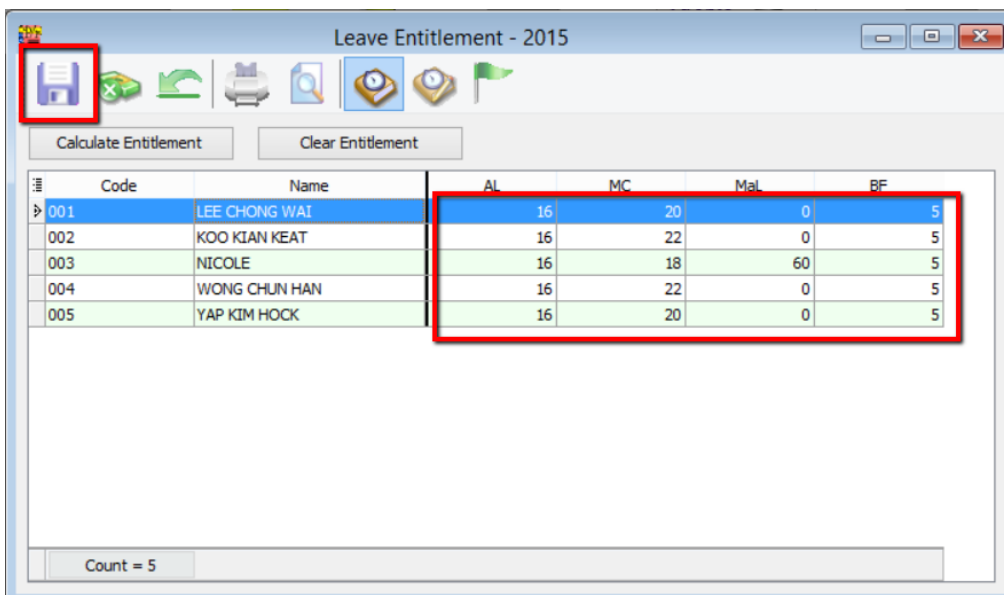
- 3) You will see a table clearly stating the number of leave each and every employee entitled in the year 2015.



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.

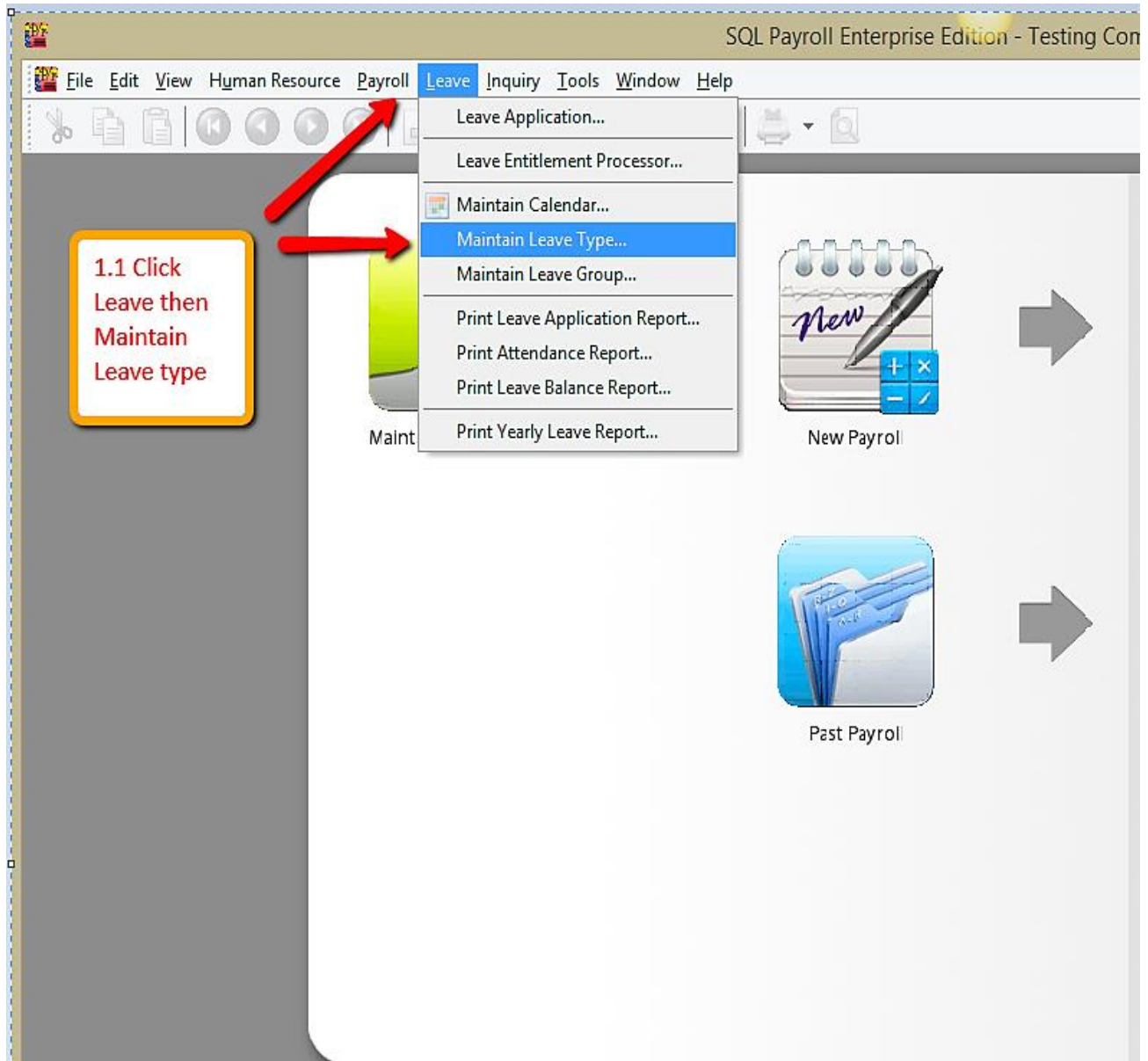
10. Where to key-in tax benefit info?

- 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:

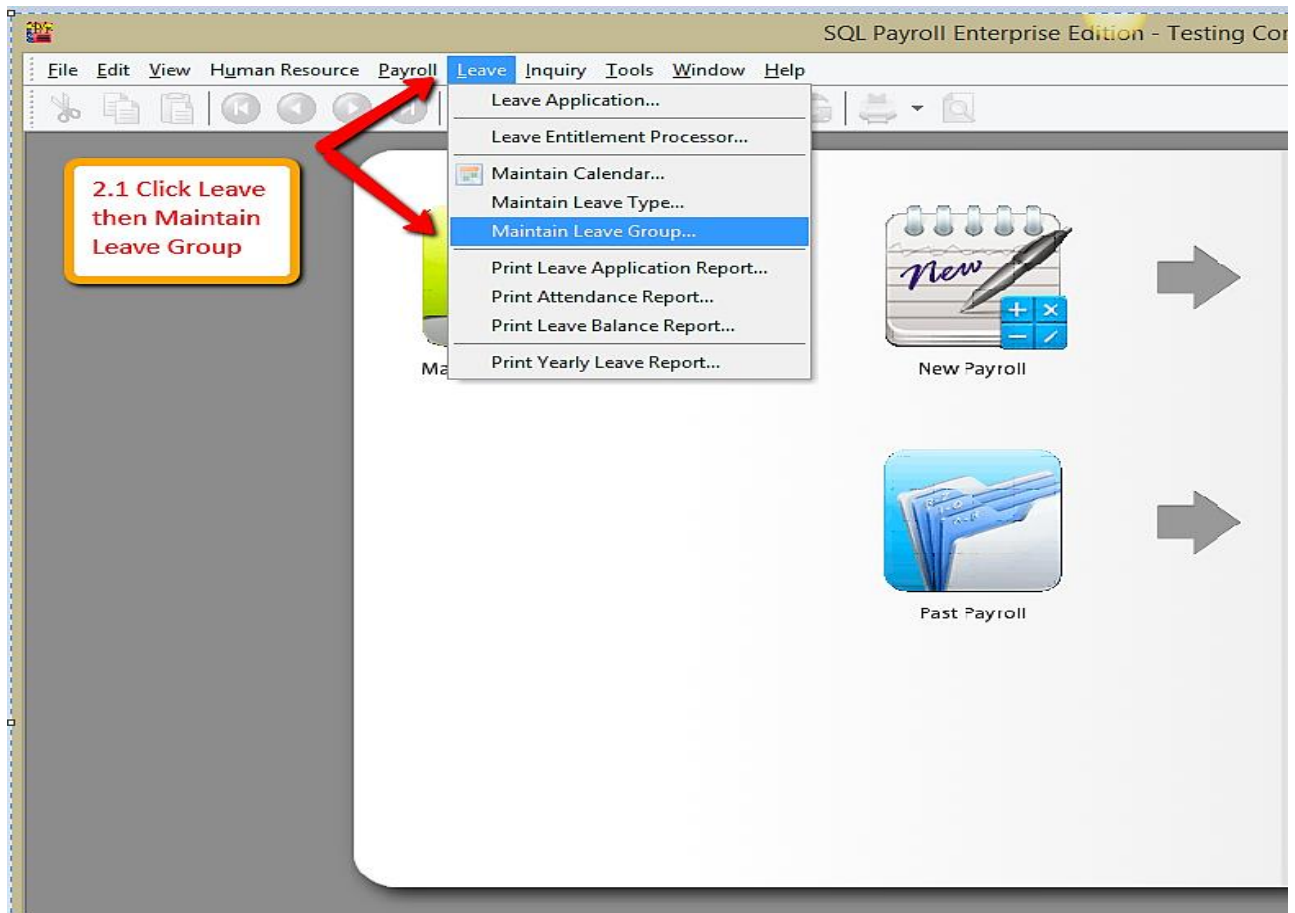
☒ Active

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:

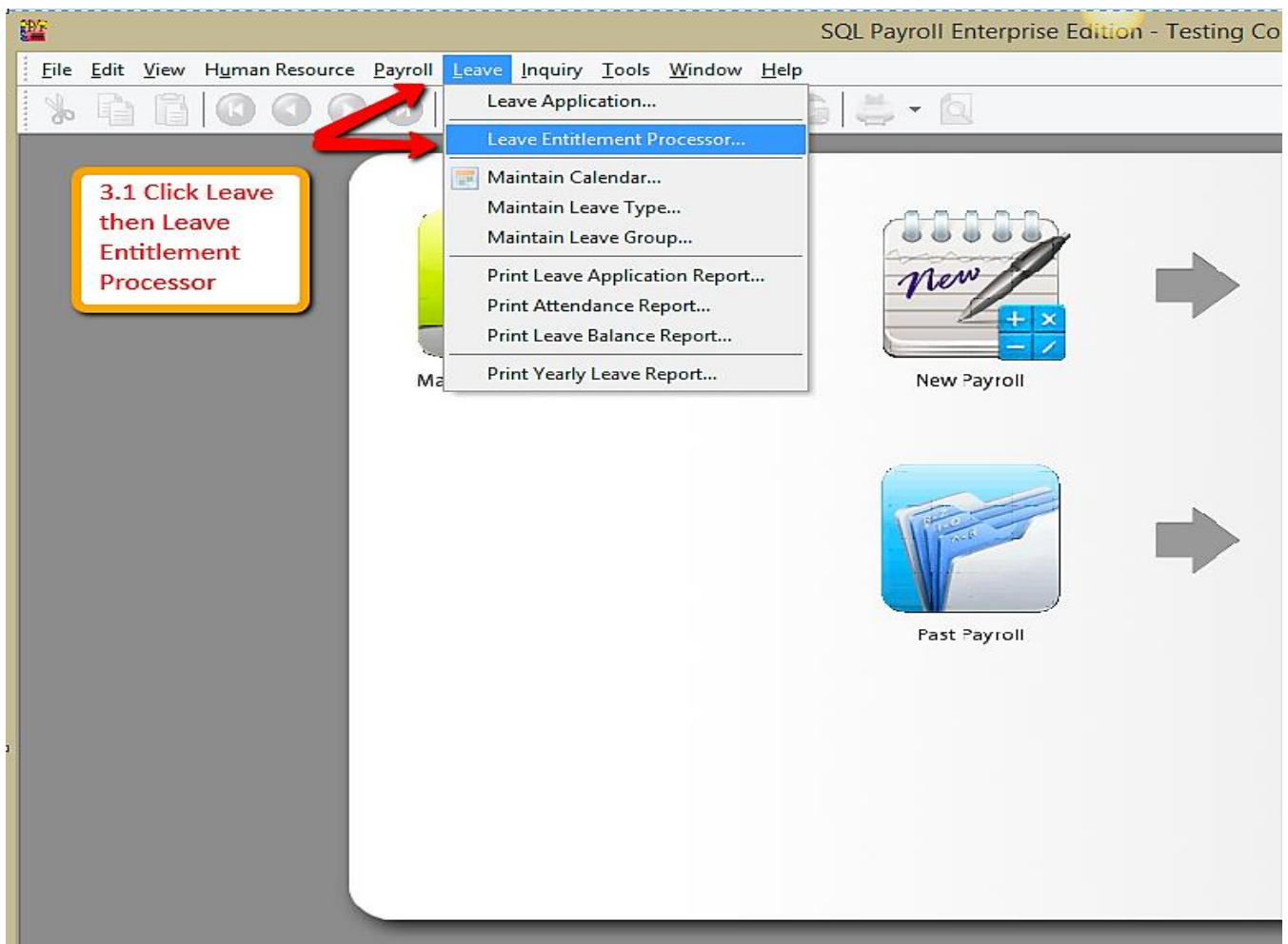
☒ Active This is default record

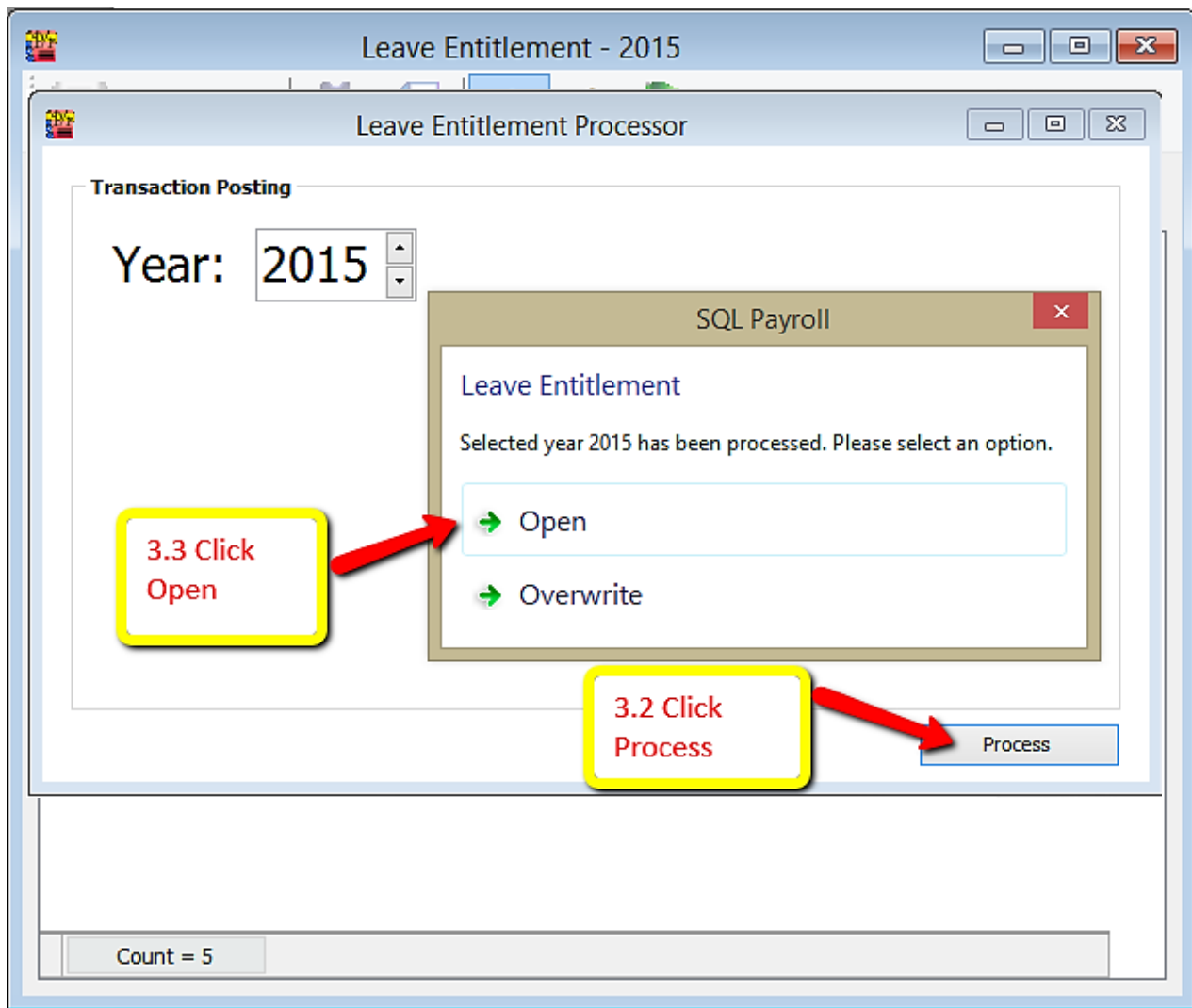
Leave Type	Entitle	Amount	BF
AL	Annual Leave Entitlement Policy	Leave Calculate Amount	Leave Calculate BF
MC	Medical Leave Entitlement Policy		
UL		Leave Calculate Amount	

2.2 Press Edit then put BF calculation in BF column

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

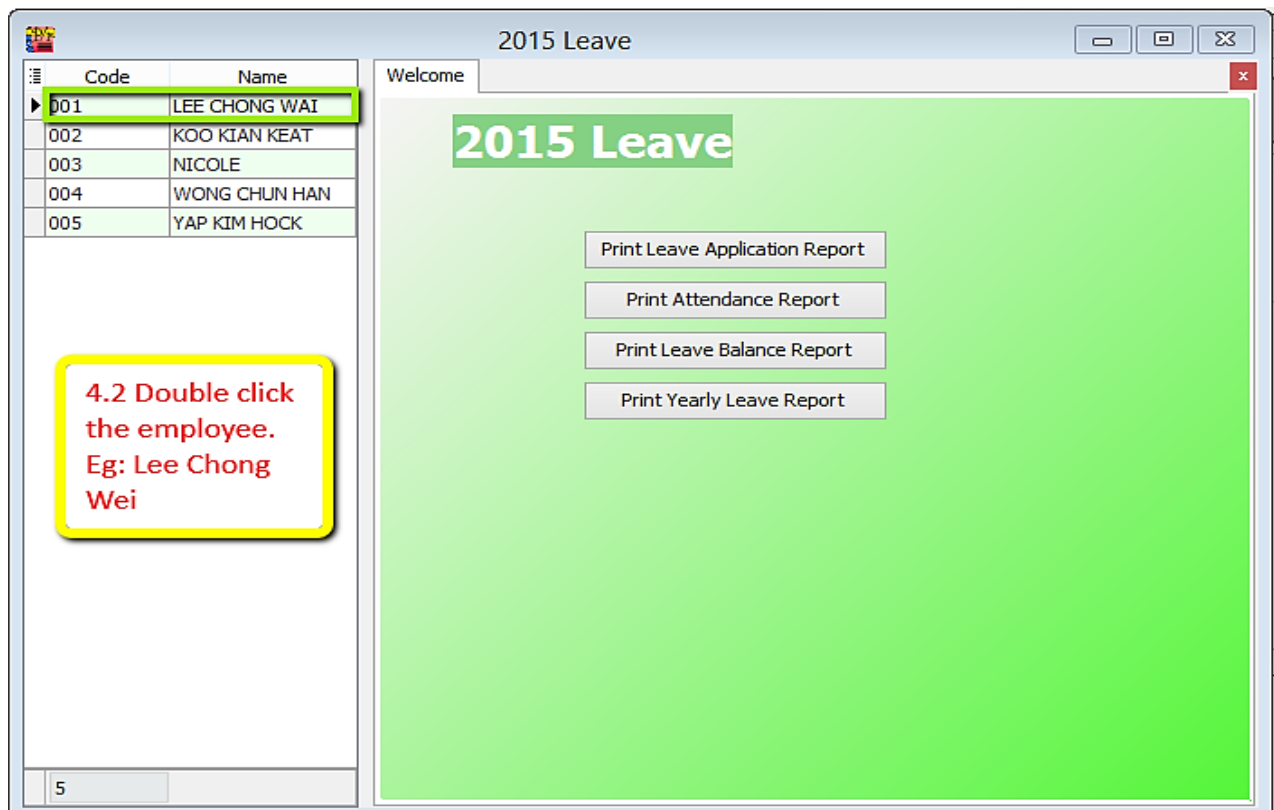
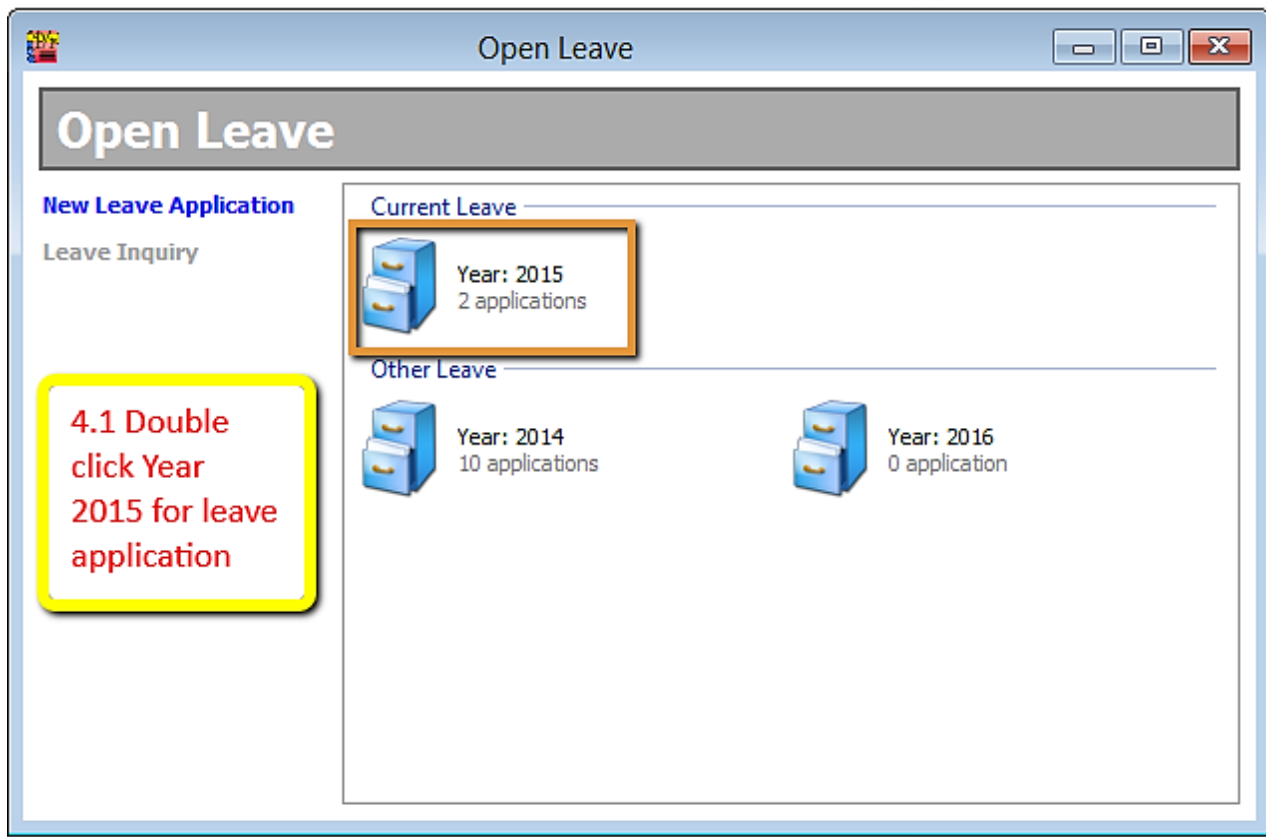
3) Key in leave entitlement (may refer leave setting guide)






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 fillin
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

The leave balance is 14 days.

Count = 16.00 0.00 2.00 14.00 22.00 0.00 0.00 22.00 0.0

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

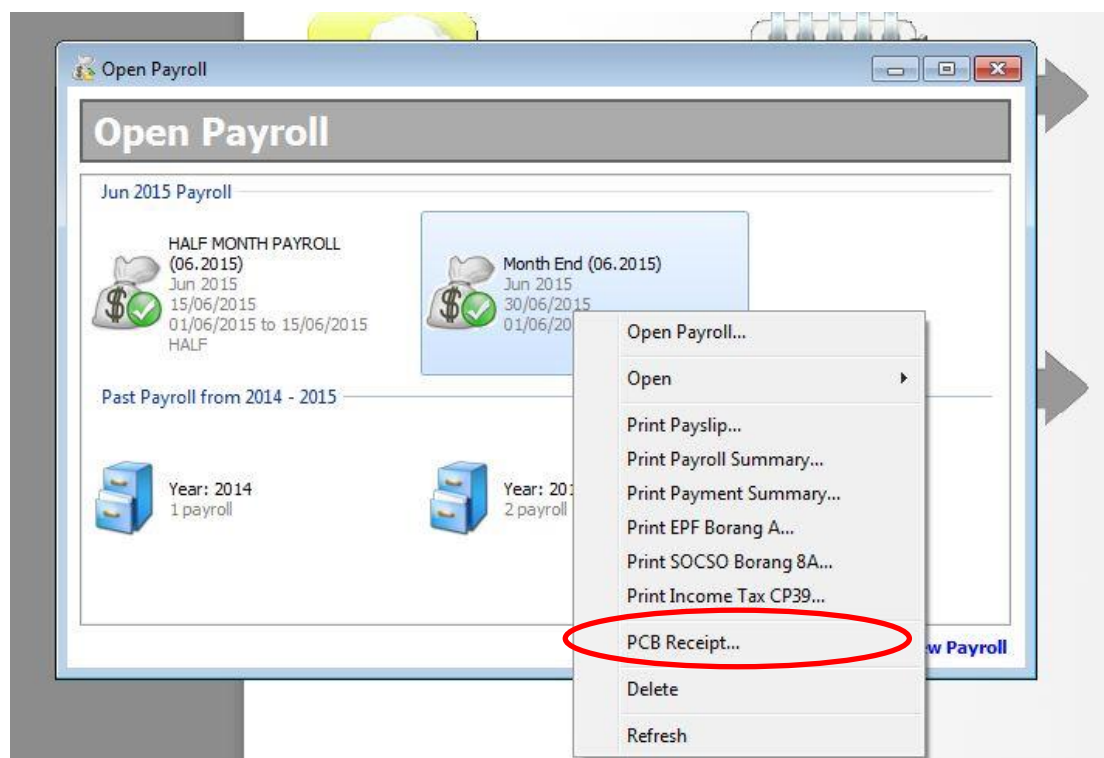
Payroll Summary

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				

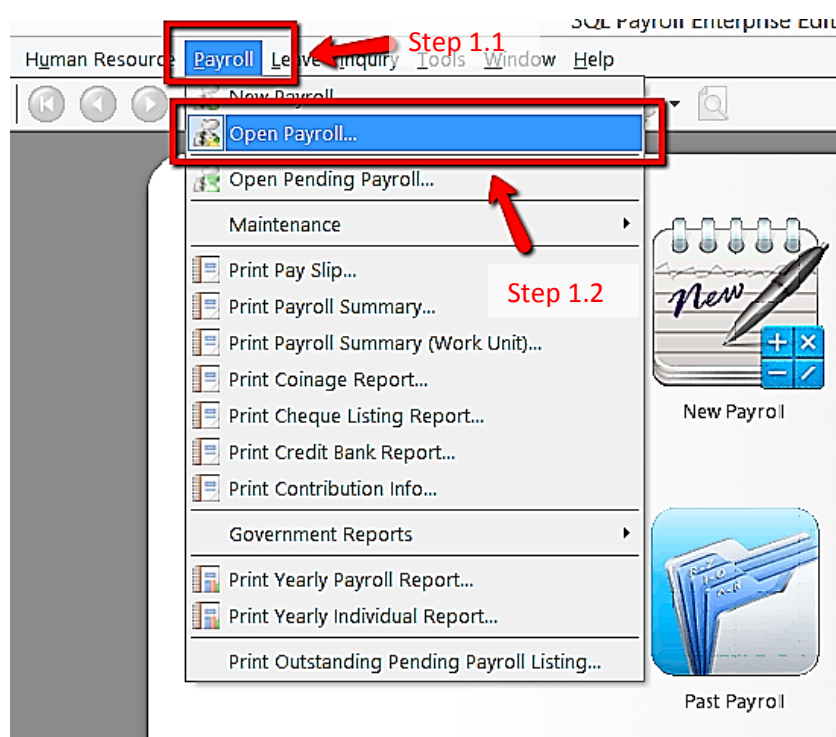
Opening Balance for Employee:

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

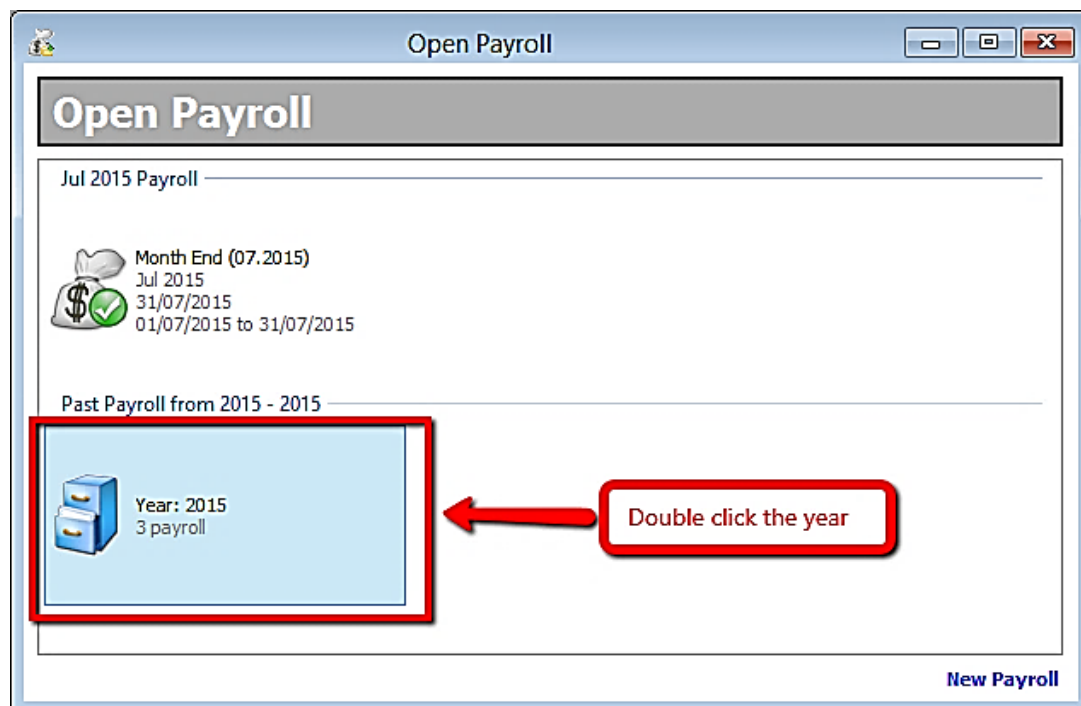
The previous PCB amount is **needed to key in** so that the system can correctly calculate the PCB amount that's needed to pay every month.

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

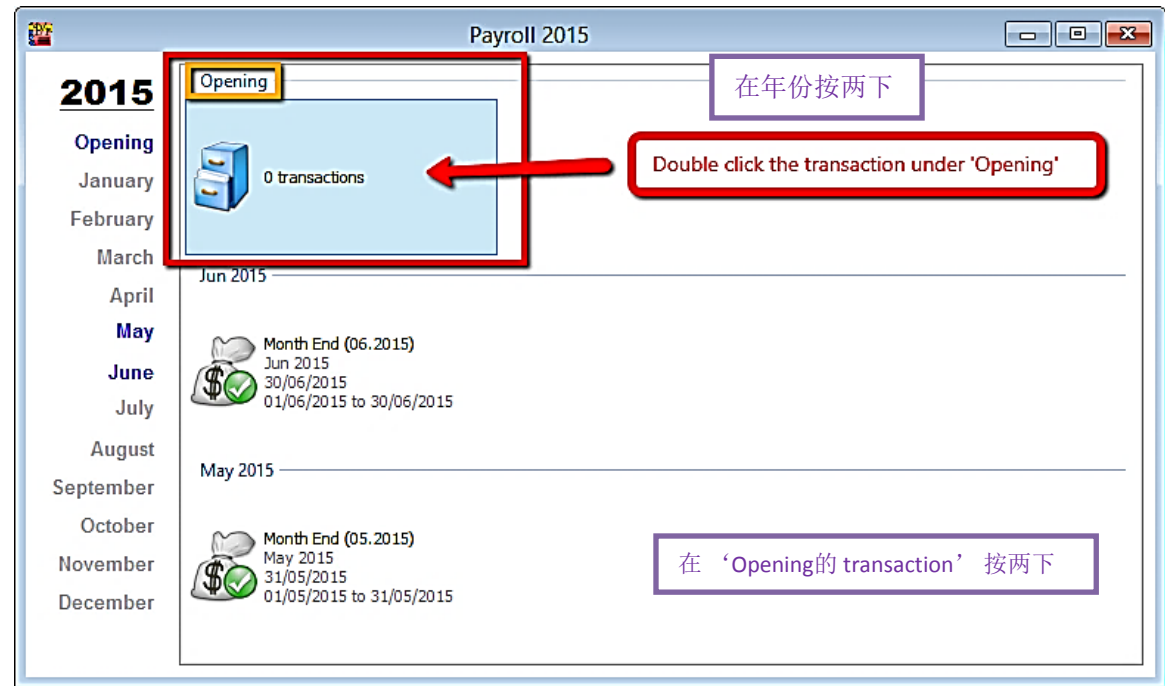
Step 1: Navigate yourself to the open payroll



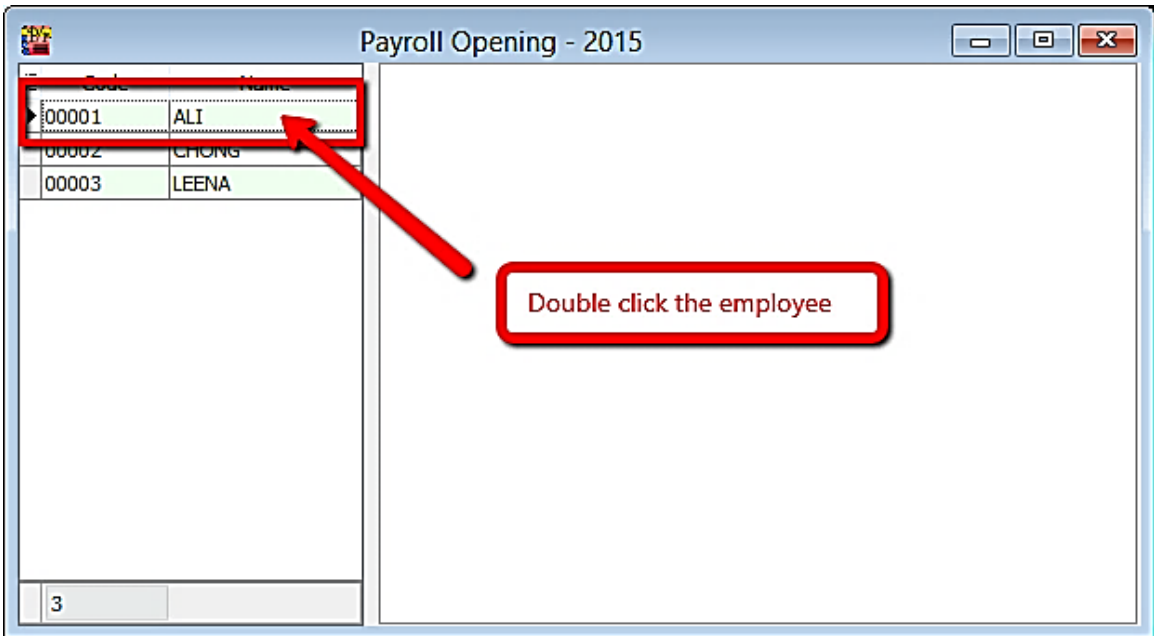
Step 2: Double click the year in open payroll



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	
Normal EPF	
Additional Remuneration	
Additional EPF	
Zakat	
Normal PCB	
Additional PCB	

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)	
Parking	
Meal	
Child Care	
Phone	
Phone Bills	
Award	
Loan Interest	

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	
Basic Support Equipment	
Education Fee	
Medical Expense For Difficult To Cure Disease (Self/Husband/Wife/Child)	
Full Medical Examination (Self/Husband/Wife/Child)	
Book Purchase	
Purchase Of Personal Computer For Individuals	
Net Fund In National Higher Education Fund Corporation	
Sports Equipment	
Wife Alimony	
Life Insurance	
Annuity	
Education & Medical Insurance	
Loan Interest	

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 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

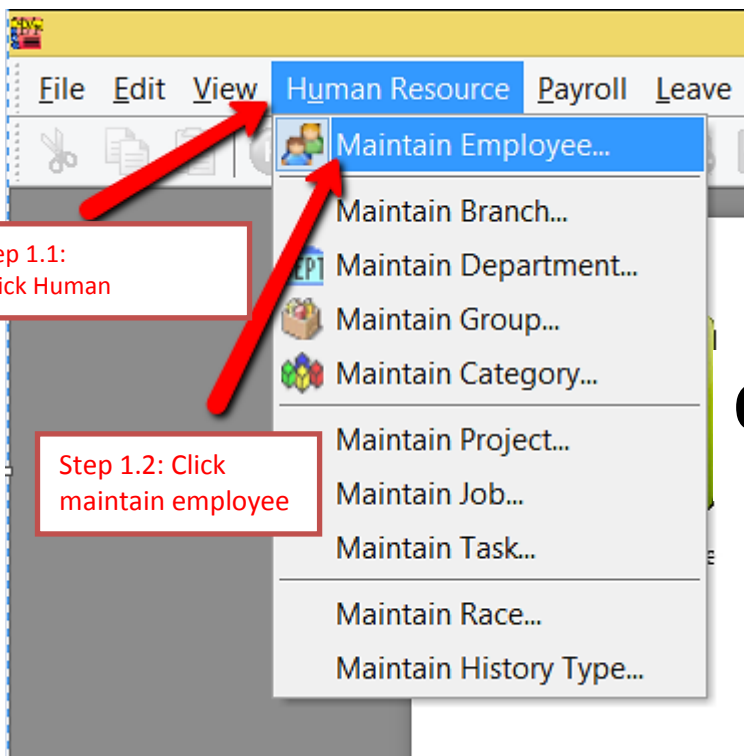
PCB Normal: 21,816.66

PCB Additional: 2,500.04

Increment Letter

Print Appointment/Confirmation/Increment letter

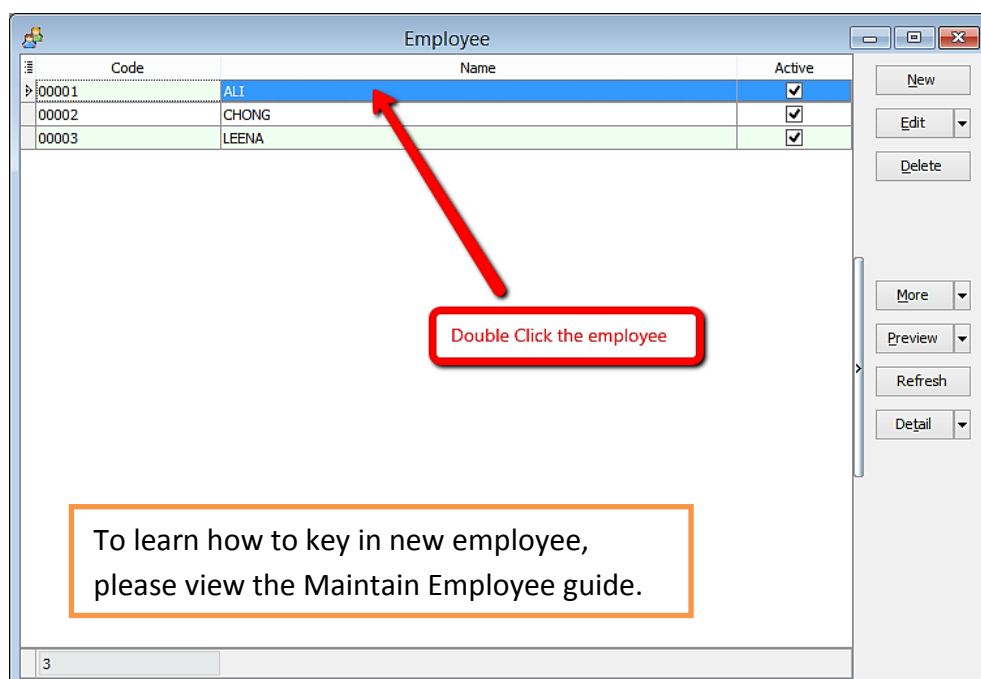
Step 1: Navigate yourself to the Maintain Employee panel



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 right-hand sidebar, with a red arrow pointing to it from a callout box that says 'Click here to preview reports'. Another red box highlights the 'More' dropdown menu in the same sidebar, with a red arrow pointing to it from a callout box that says 'OR click here to preview'. The main table in the form contains the following data:

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, with a red arrow pointing to it from a callout box that says 'Select the report you want'. 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
- PCB.TP3.Report

At the bottom of the dialog, there is a checkbox labeled 'Select All' and buttons for 'OK' and 'Cancel'.

This is the example of the appointment letter

13-Jan-2019	Private & Confidential:	<p>SUBJECT: "Resignation Working on Company's Information and Data Not Primarily Resigned for the Proper Performance of your duties."</p> <p>9. WORKING HOURS Your working hours and days will be in accordance with that established by your company. They're subject to change based on need and necessary tasks of emergency or pressure of work demand, the company may require you to perform extended hours outside of normal business hours.</p> <p>The following are working hours applicable to you (Subjected change) Monday - Friday : 9:00 am to 5:00 pm (1 hour lunch break) Saturday : 9:00 am to 1:00 pm</p> <p>10. ANNUAL LEAVE You will be entitled annual leave as stated below: <table border="1"> <thead> <tr> <th>Years of service</th> <th>No. of days</th> </tr> </thead> <tbody> <tr> <td>Less than 1 years</td> <td>06 days</td> </tr> <tr> <td>1 years but less than 5 years</td> <td>12 days</td> </tr> <tr> <td>5 years and above</td> <td>16 days</td> </tr> </tbody> </table> </p> <p>11. SICK LEAVE You will be entitled to paid sick leave as stated below: (i) Where no hospitalization is necessary, the entitlement will be as follows: <table border="1"> <thead> <tr> <th>Years of service</th> <th>No. of days</th> </tr> </thead> <tbody> <tr> <td>Less than 1 years</td> <td>06 days</td> </tr> <tr> <td>1 years but less than 5 years</td> <td>12 days</td> </tr> <tr> <td>5 years and above</td> <td>22 days</td> </tr> </tbody> </table> An illness must be certified by the company's appointed doctor or by Government doctors in case of emergency. (ii) Where hospitalization is necessary, (b) up to the aggregate per calendar year, provided that such hospitalization shall not exceed for non-hospitalization the no. of days set forth for hospitalization be provided the number of no. of days set aside before non-hospitalization.</p> <p>12. PUBLIC NOTICE You will be entitled to 10 days' written notice and to any day designated as a public holiday by the Public Government after the Notice Act 1991. Other day cases will be substituted instead.</p> <p>13. MEDICAL BENEFITS During your service with the company, the company will meet the expenses for your medical treatment up to the maximum RM60000 per year (RM3000 per day). The company will not bear the cost of medical expenses if such expenses are incurred through self-insurance, health insurance or from other parties.</p> <p>14. NOTICE OF TERMINATION If both employees and employer terminate employment contract prior to probation, the required notice period will be ONE (1) month or salary in lieu thereof with approval from the Company. (i) If the Company terminates your employment contract, the employer shall compensate or pay wages or breach of any rights, regulations or directives of the Company or breach of any of the terms and conditions of employment. These include compensation for salaries and benefits accumulated and private losses. Sharing of information is inappropriate.</p>	Years of service	No. of days	Less than 1 years	06 days	1 years but less than 5 years	12 days	5 years and above	16 days	Years of service	No. of days	Less than 1 years	06 days	1 years but less than 5 years	12 days	5 years and above	22 days
Years of service	No. of days																	
Less than 1 years	06 days																	
1 years but less than 5 years	12 days																	
5 years and above	16 days																	
Years of service	No. of days																	
Less than 1 years	06 days																	
1 years but less than 5 years	12 days																	
5 years and above	22 days																	
<p>15-Jan-2019 KUALA LUMPUR LEONG KUNTHO RURAL PANG</p> <p>Dear Ali,</p>		<p>Your resignation was still 60 days ago.</p> <p>16. NON-COMPETITION & SOLICITATION After ceasing your employment, the Company for a period of five (5) years after the termination of your employment, provided the Company has not withdrawn from selling products in the Asia Pacific region, you will not:- (a) engage in direct competition or concerned with or interested in any business which is competitive or similar to the business activity or class where the Company or any of its affiliates or joint ventures, the "Group" has carried on it is carrying on its business or likely whether directly or indirectly, such competition may hurt or assist any such person, firm, company or organization with technical, commercial or professional advice in relation to such business or; (b) either on your own account or for any person, firm, company or organization solicit or induce or endeavor to solicit or entice away from any company in the Group member or not such person would involve any breach of his contract of employment; reason of leaving the said company in time to do so.</p> <p>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.</p> <p>If you agree to the above terms and conditions of employment, acknowledge and return the duplicate copy of this letter to us latest by:</p> <p>You hereby, <<Name Company>></p> <p>H. HR/DIVISION MANAGER</p> <p>I _____ JIC _____ hereby Understand and accept the above offer of employment.</p> <p>Signature of employee _____ Date _____</p> <p>Please submit the following documents to Human Resources Department: 1) Duly signed copy of offering of Offer of Employment; 2) Copy of passport size photographs; 3) Personal Particulars Form; 4) Bank Statement; 5) Photocopy of Identification Card; 6) Photocopy of your Bank Account Details (page with name, account no. and branch).</p>																

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

Save

Code: 00001

Name: ALI

Personal Grouping

Post Date

13/06/2015	---	Default History Type
13/06/2015	---	Increment
13/06/2015	---	
13/06/2015	---	
13/06/2015	---	
13/06/2015	---	
13/06/2015	---	
13/06/2015	---	
13/06/2015	---	
15/06/2015	---	Revise Wages from 5,000.00 to 7,000.00

Fetch All A-- A=a New

2) Click the drop down arrow

3) Select this

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 window shows an Excel file named 'IMOT.xlsx' with a table containing overtime records. The bottom window shows the SQL Payroll interface with a table structure that maps the Excel data to its database format. Arrows indicate the mapping: Date to Trans Date, Employee to Code, OT to Description, and Unit to Work Unit.

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

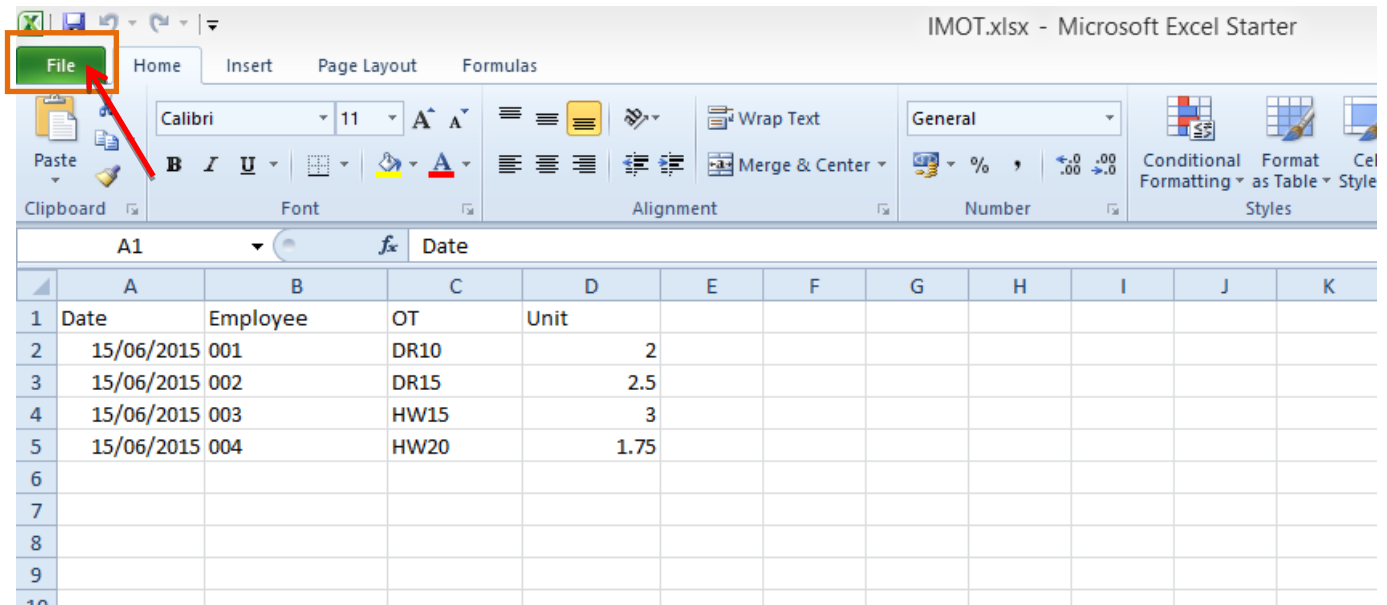
Date = Trans Date

Employee = Code of Employee

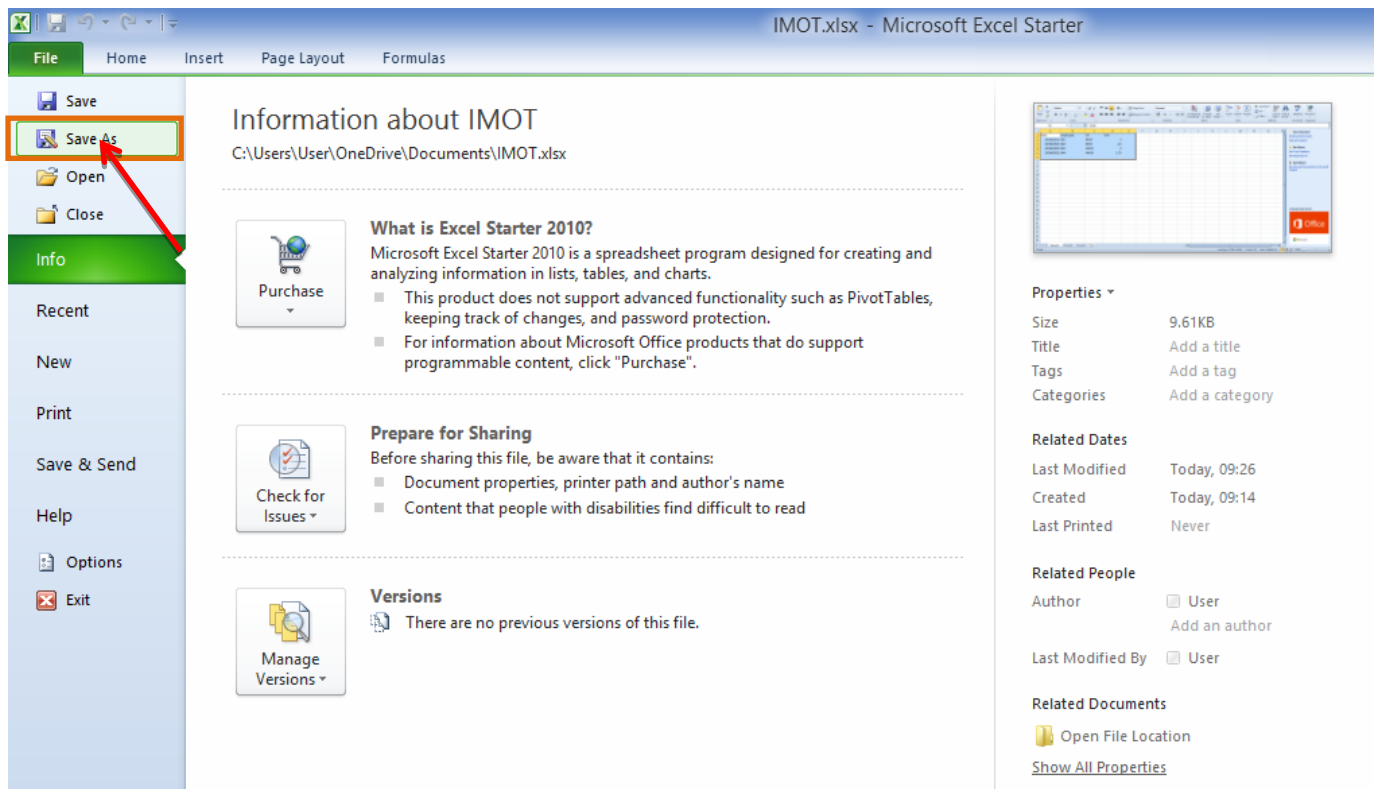
OT = Code of Overtime that created in Maintain Overtime

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

After done the table, go to file,

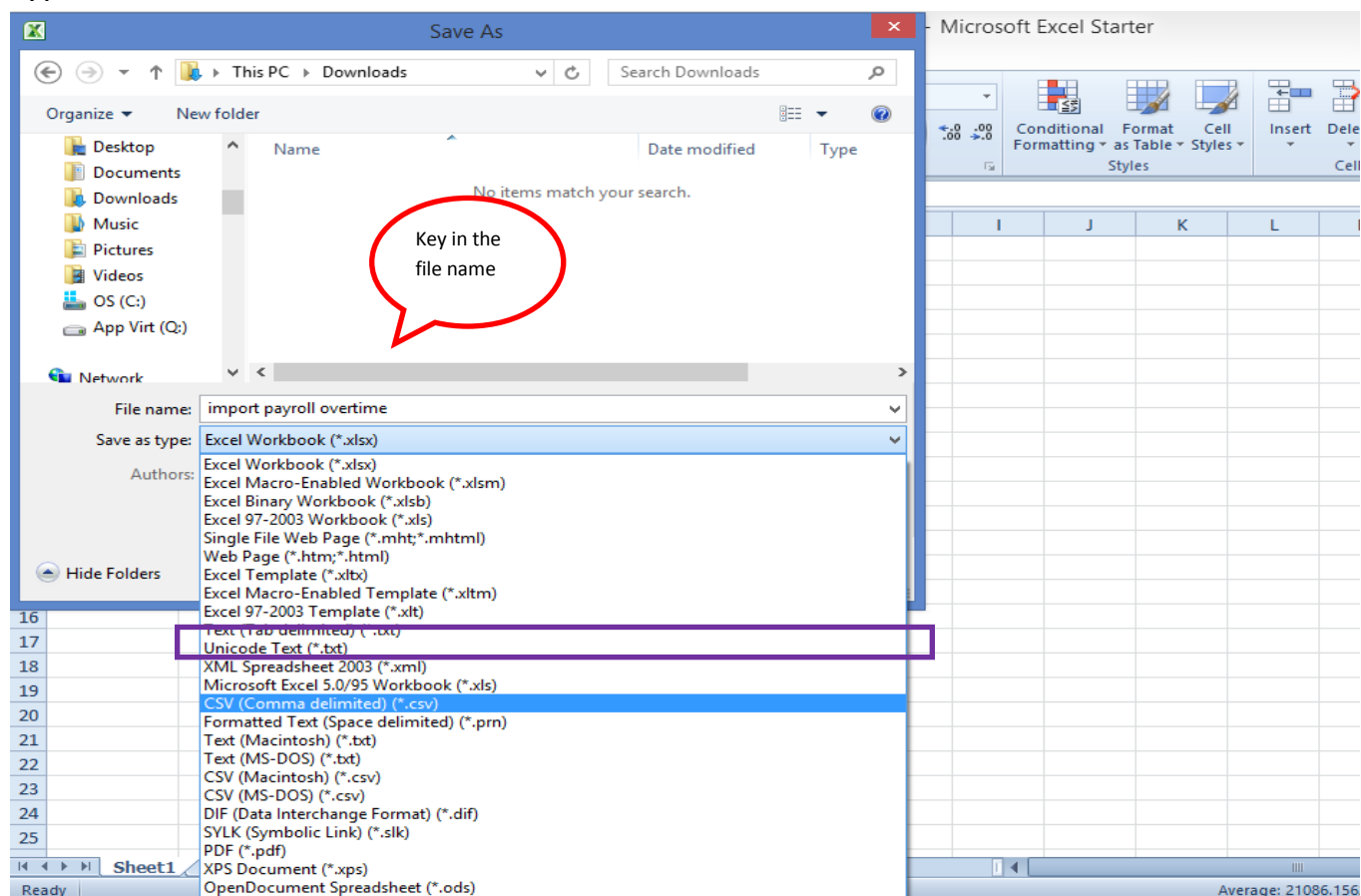


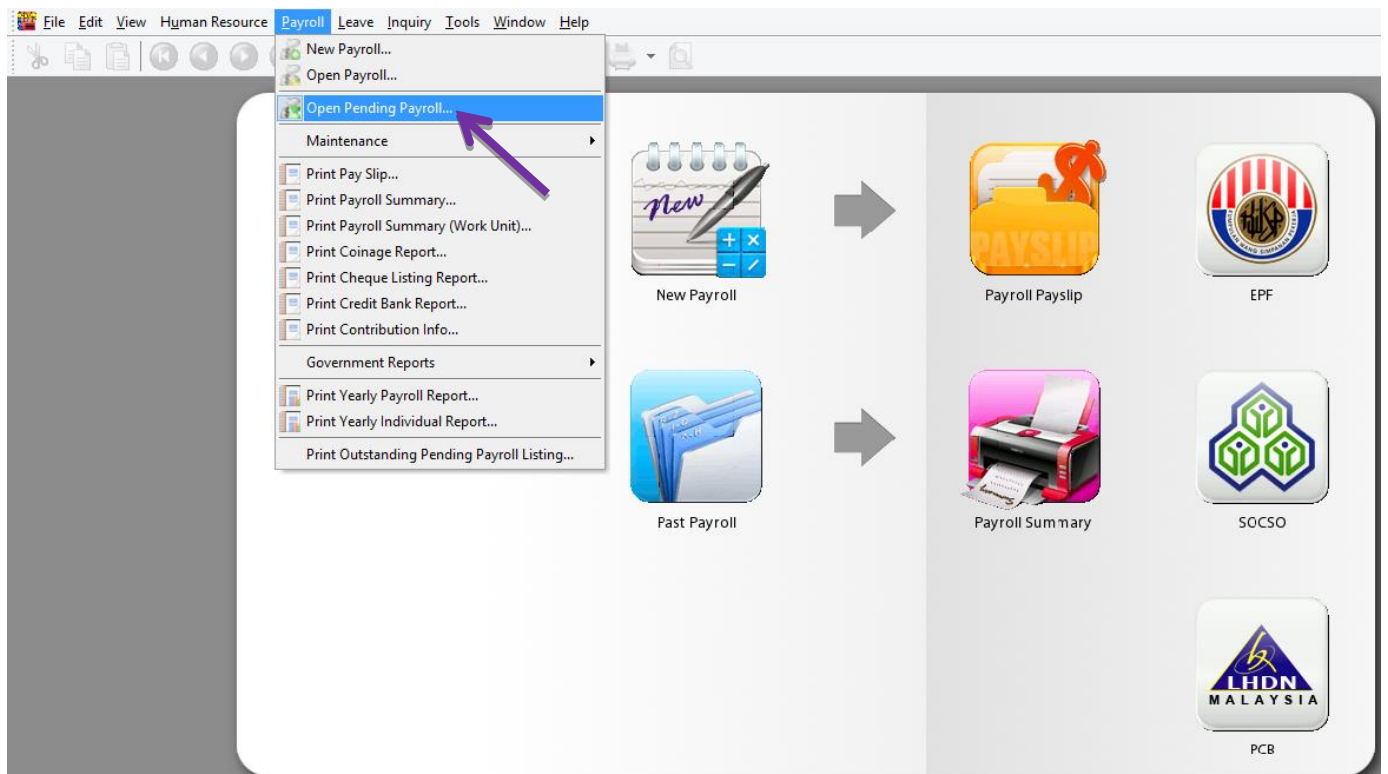
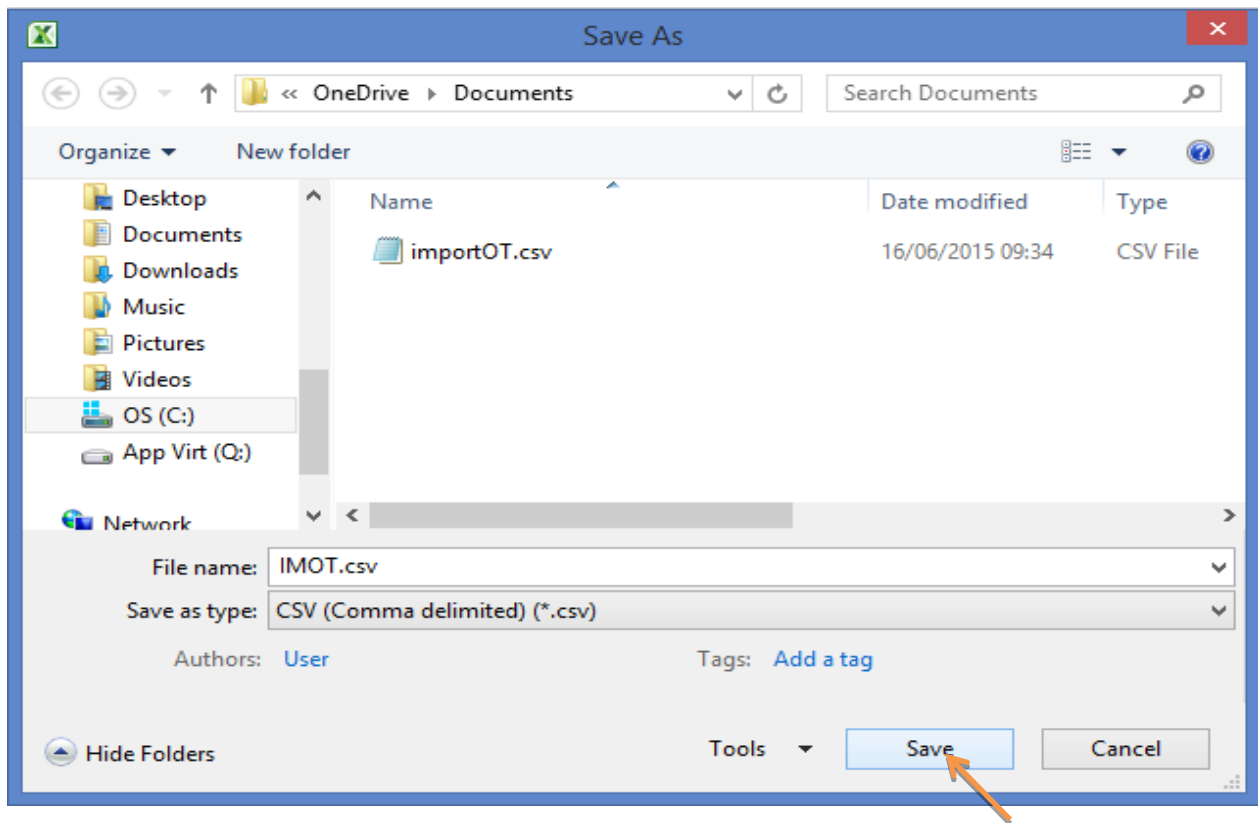
Click on Save as,



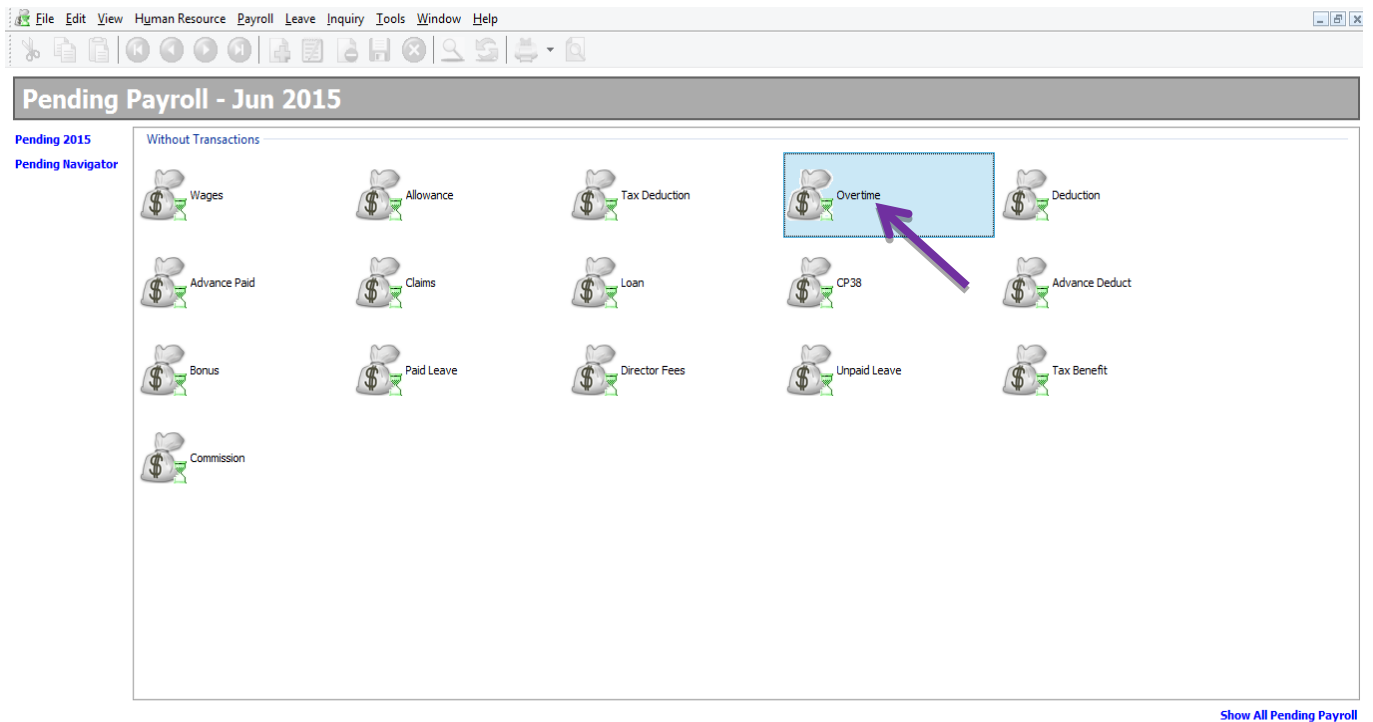
Make sure select the CSV file

Type,

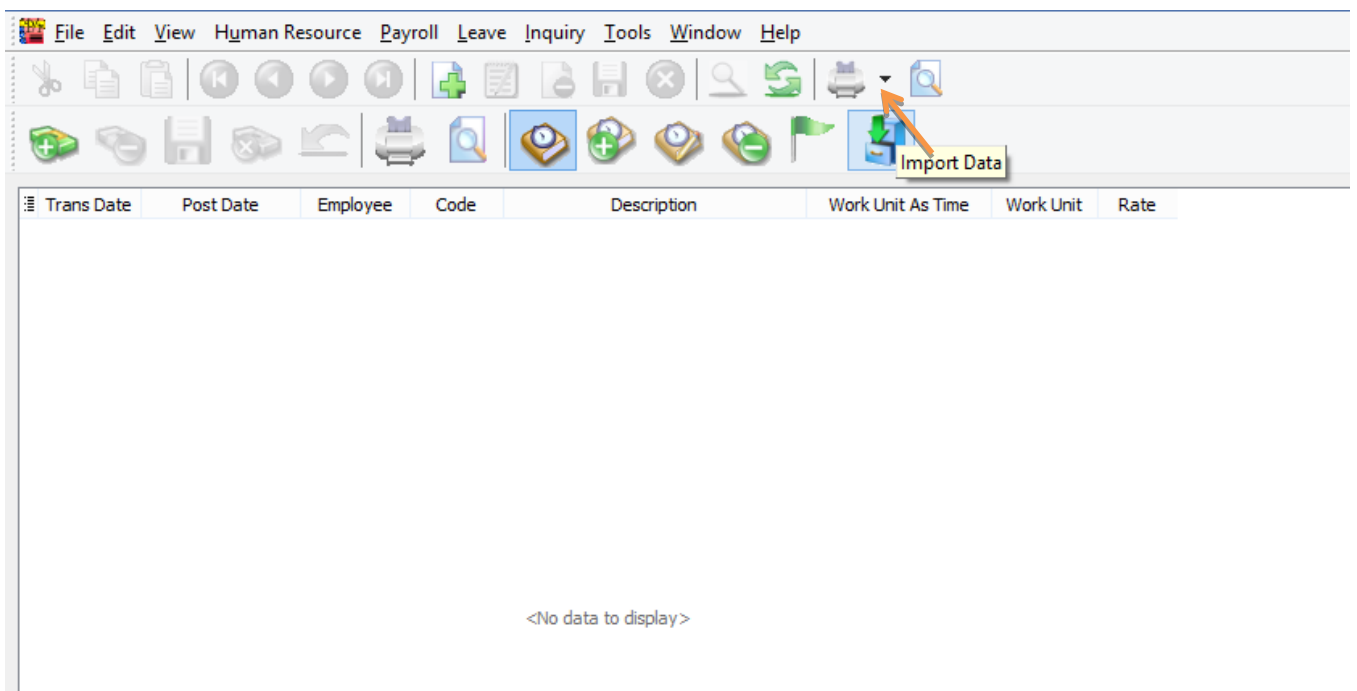




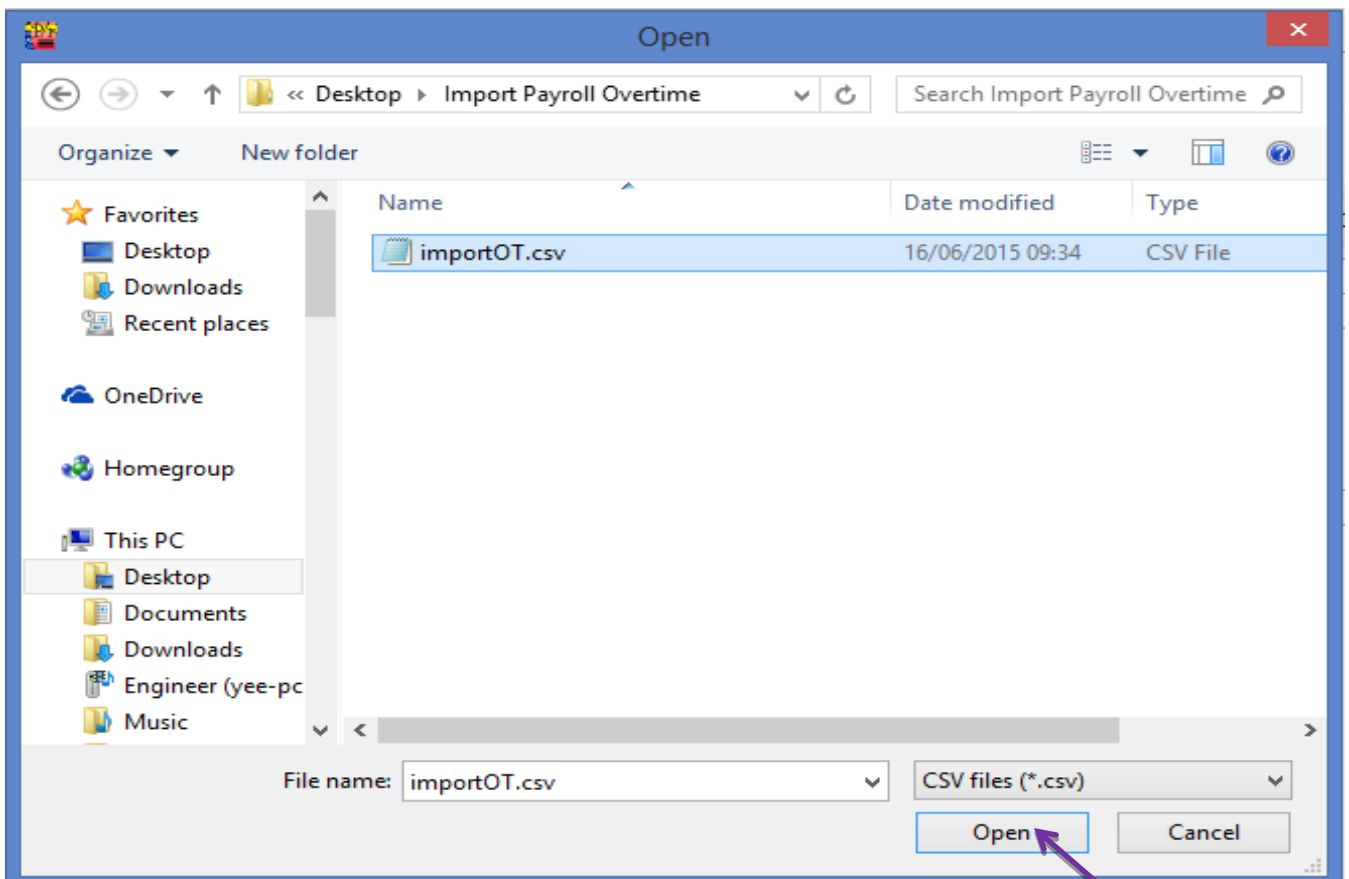
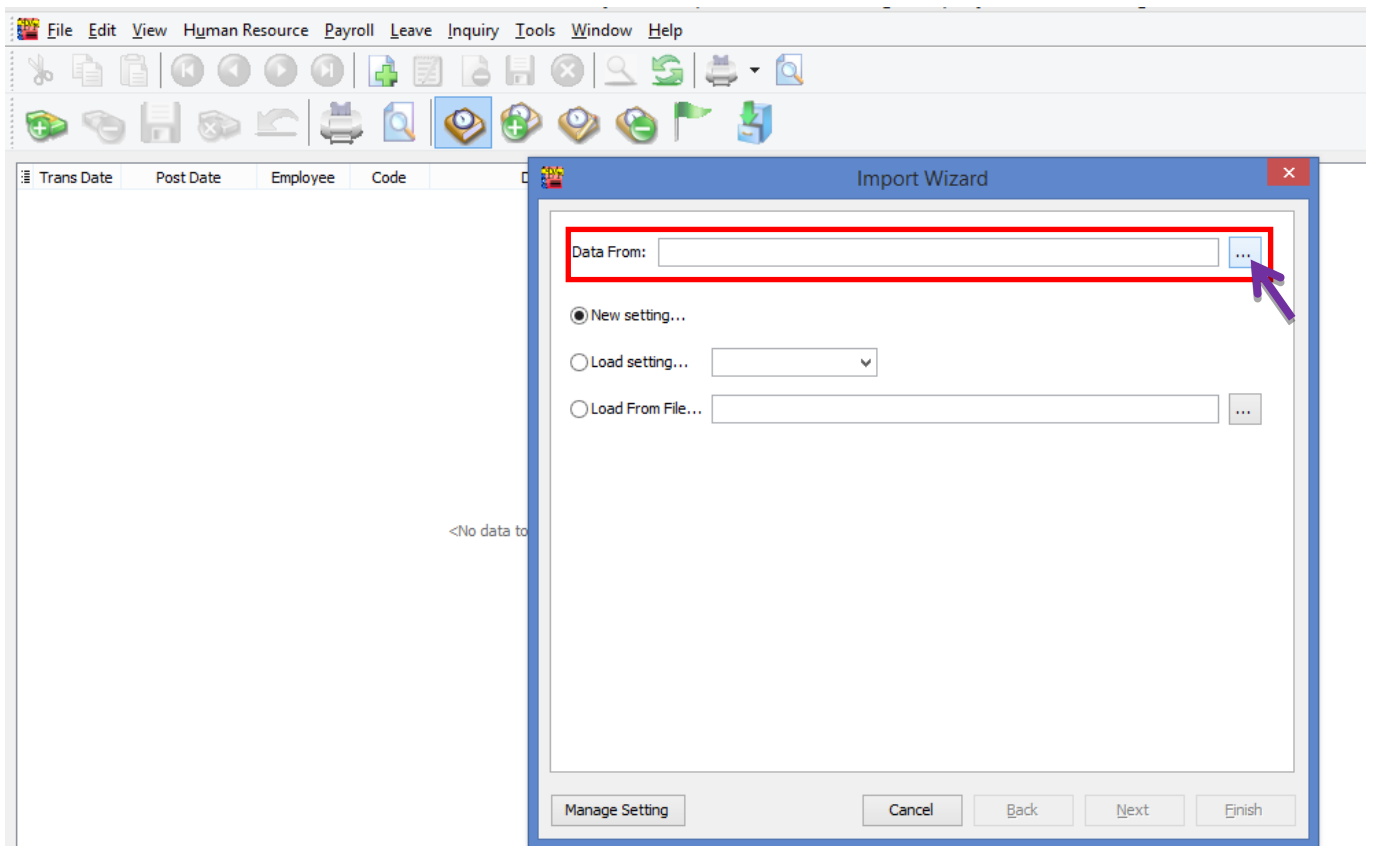
Double click on the overtime,

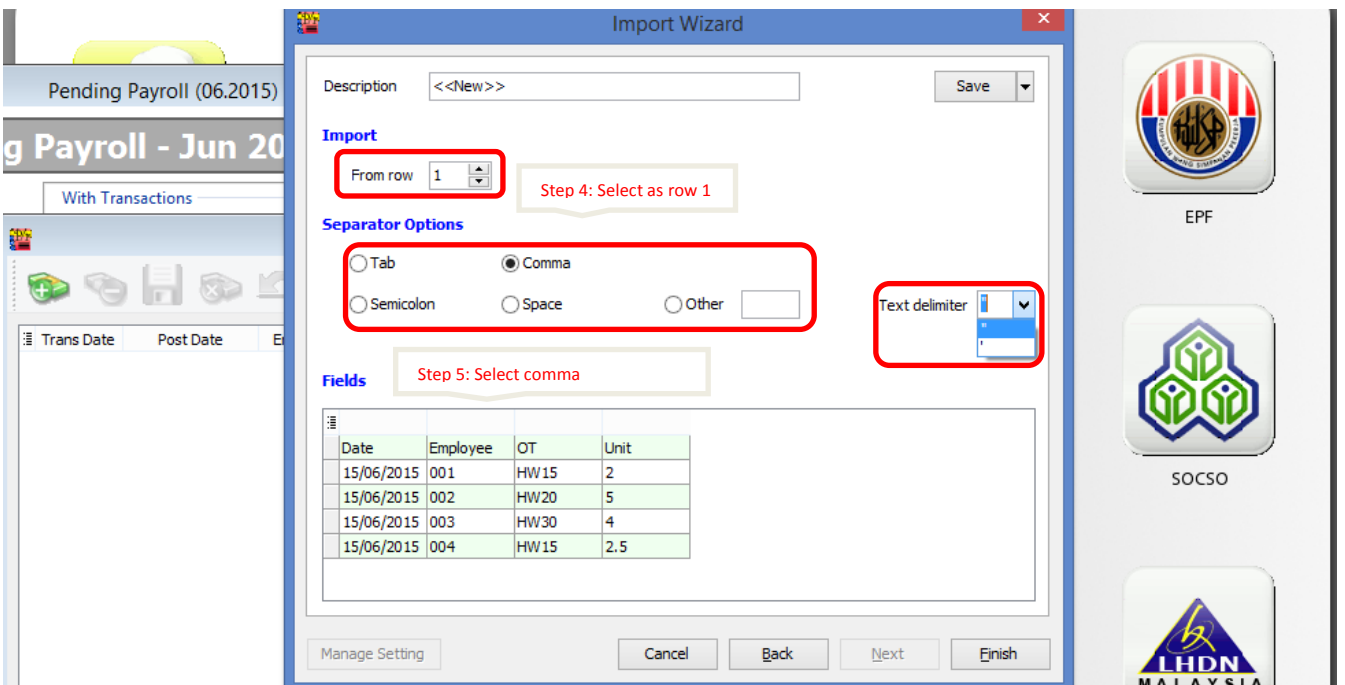
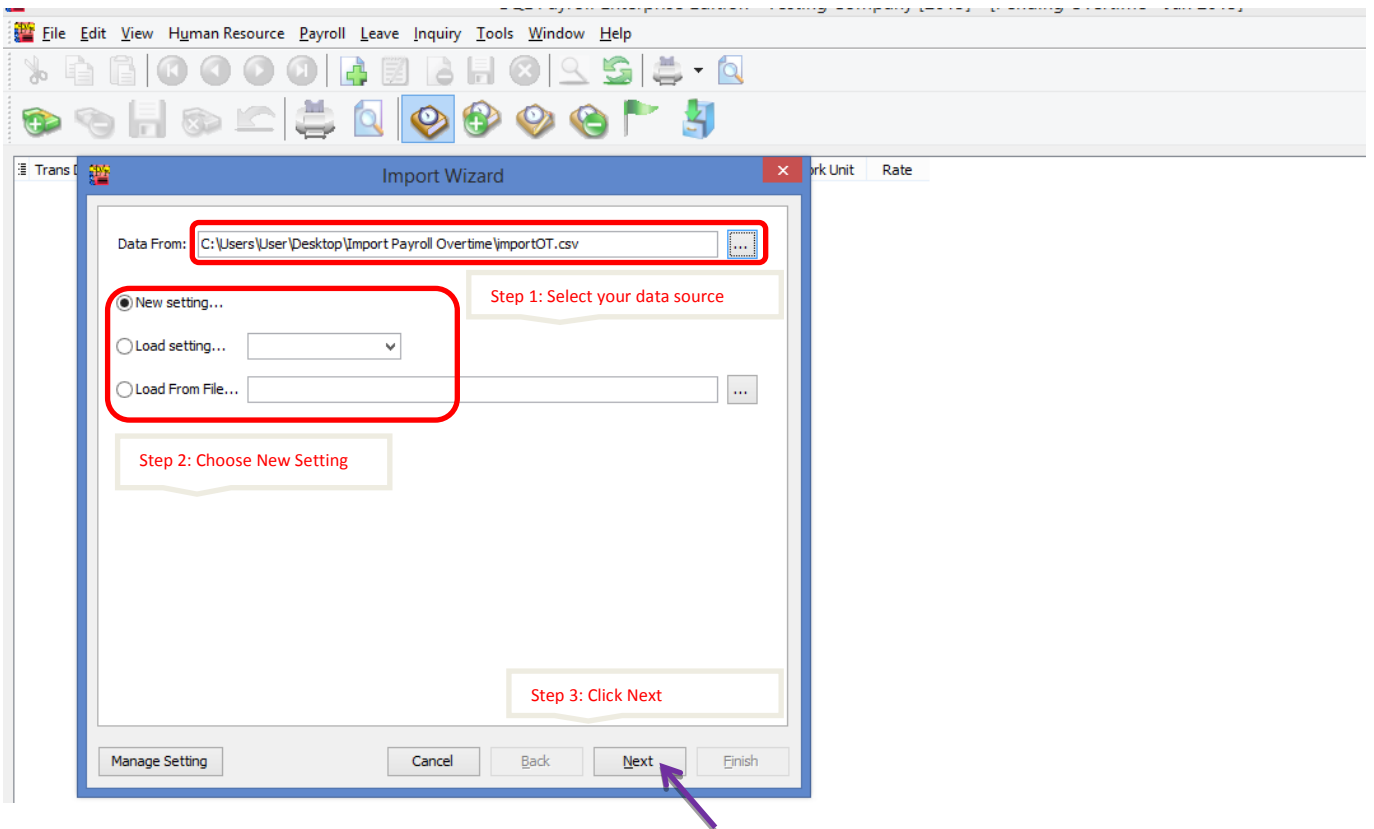


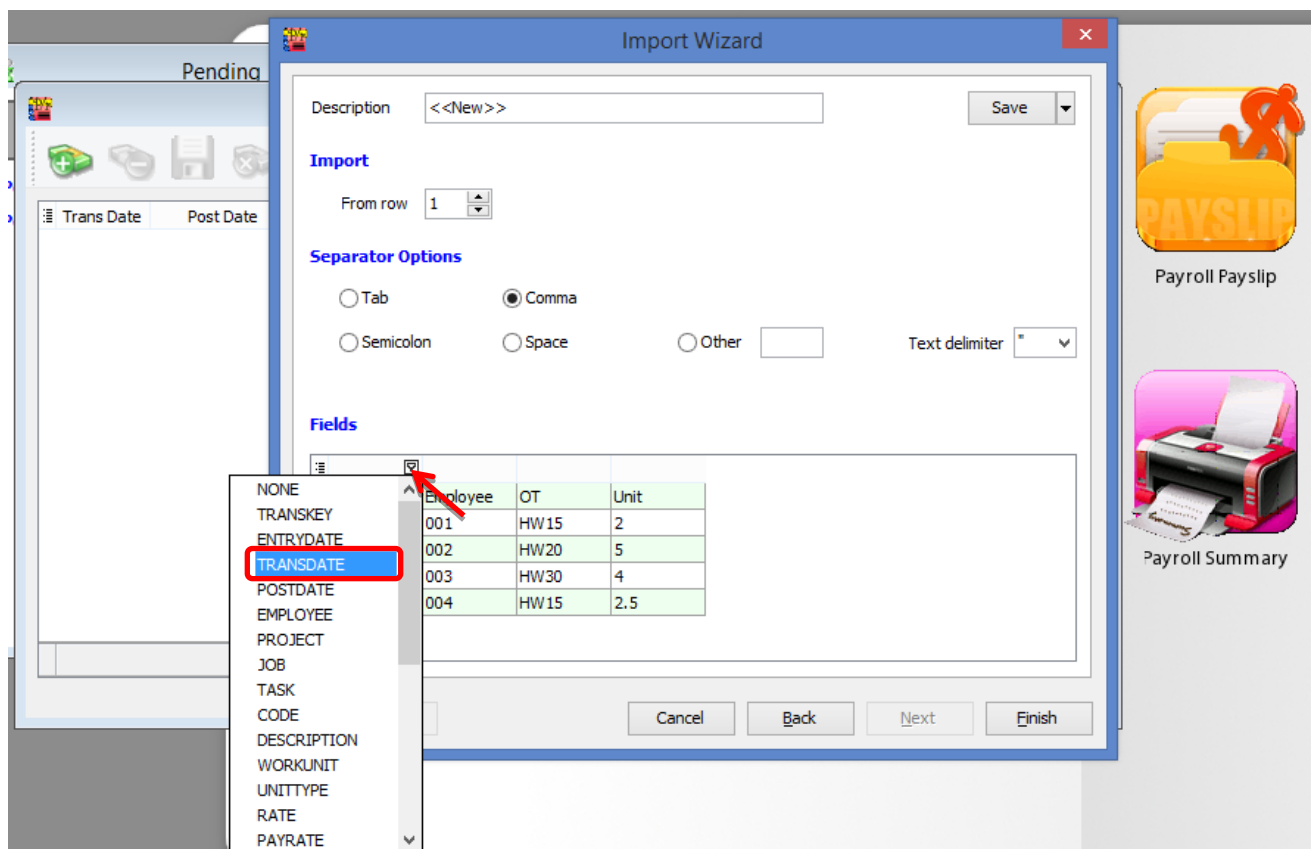
Click on the import date icon,



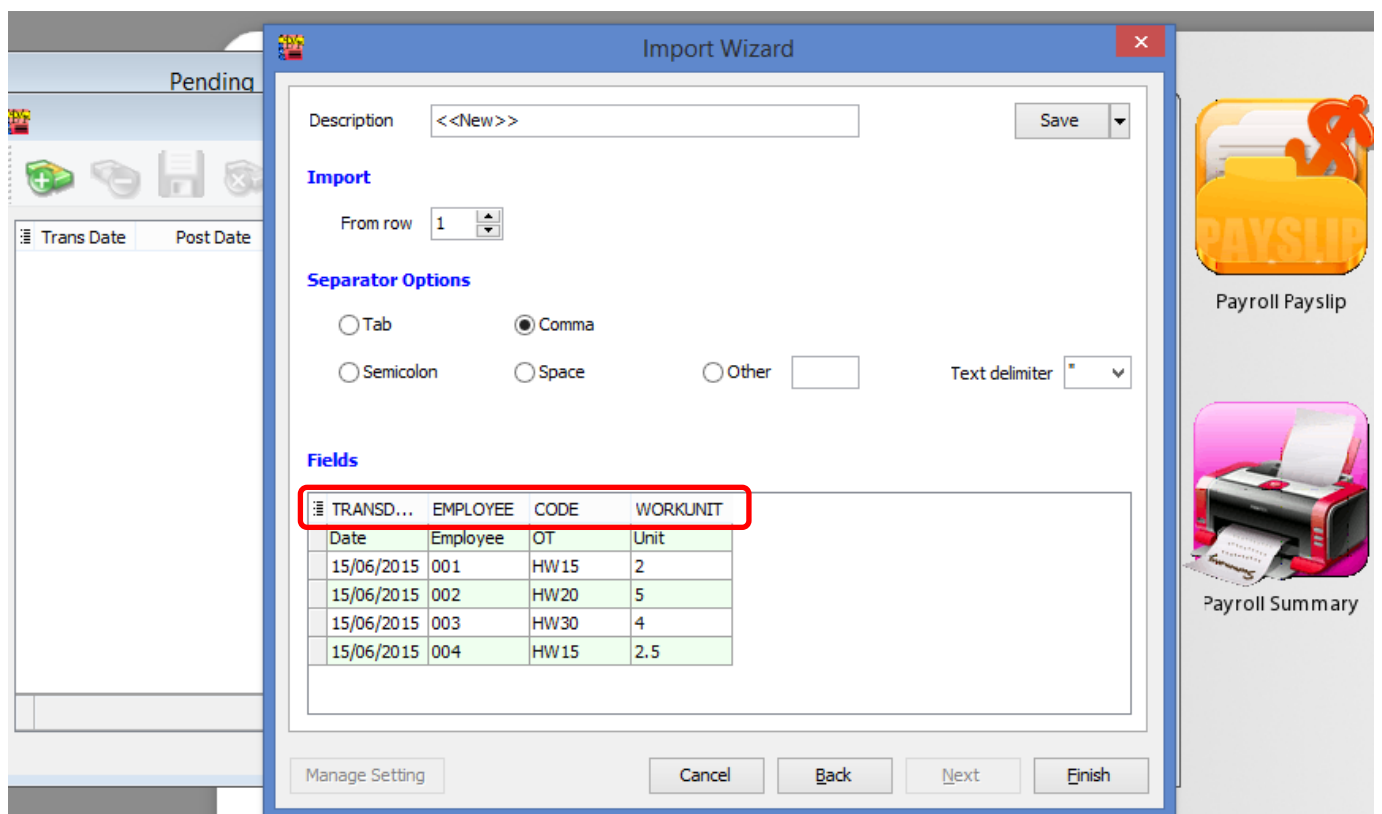
Click on the ... (3 dots button) to select your data source,







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]

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	Rate
15/06/2015	20/06/2015	001	HW15	Working Day	02:00	2.00	1.50
15/06/2015	20/06/2015	002	HW20	Rest Day	05:00	5.00	2.00
15/06/2015	20/06/2015	003	HW30	Public Holiday	04:00	4.00	3.00
15/06/2015	20/06/2015	004	HW15	Working Day	02:30	2.50	1.50


At the bottom of the window, there is a status bar showing 'Count = 4' and '13:30'. Below the status bar, there are three colored text labels: 'Working Day' (green), 'Rest Day' (blue), and 'Public Holiday' (red).




Payroll Payslip




Payroll Summary



EPF



SOC SO



PCB

Click Save

Payroll Payslip

EPF

Payroll Summary

SOC SO

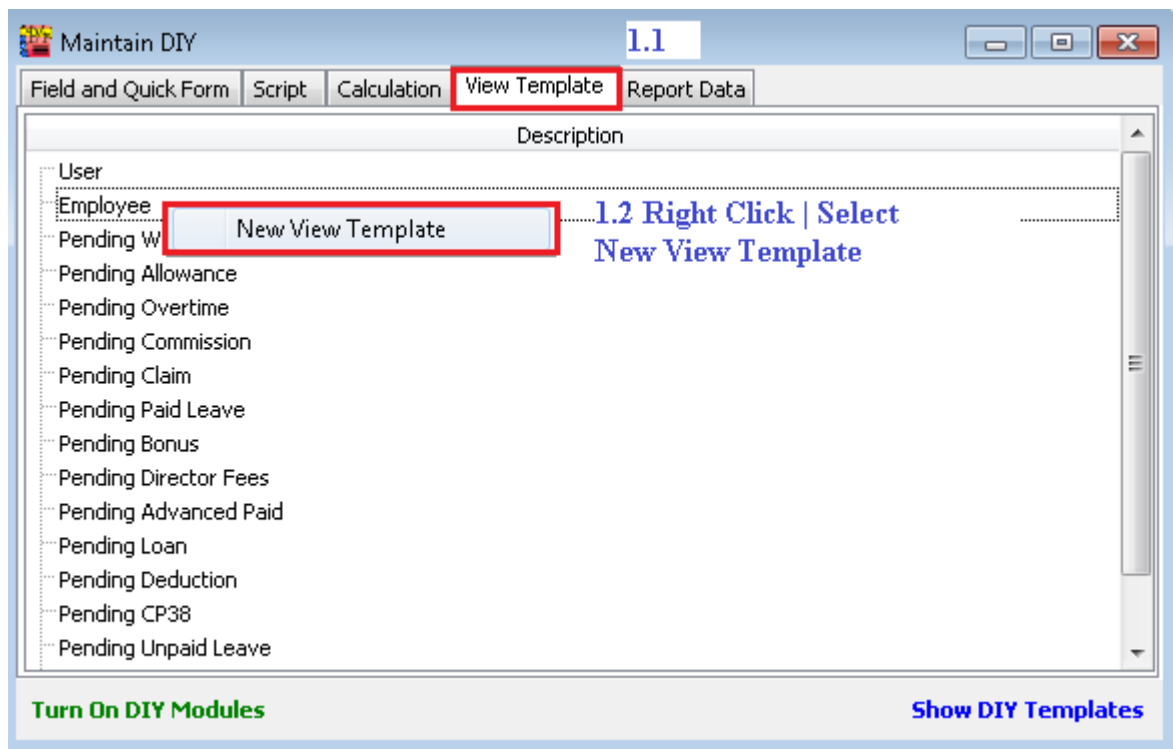
PCB

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>

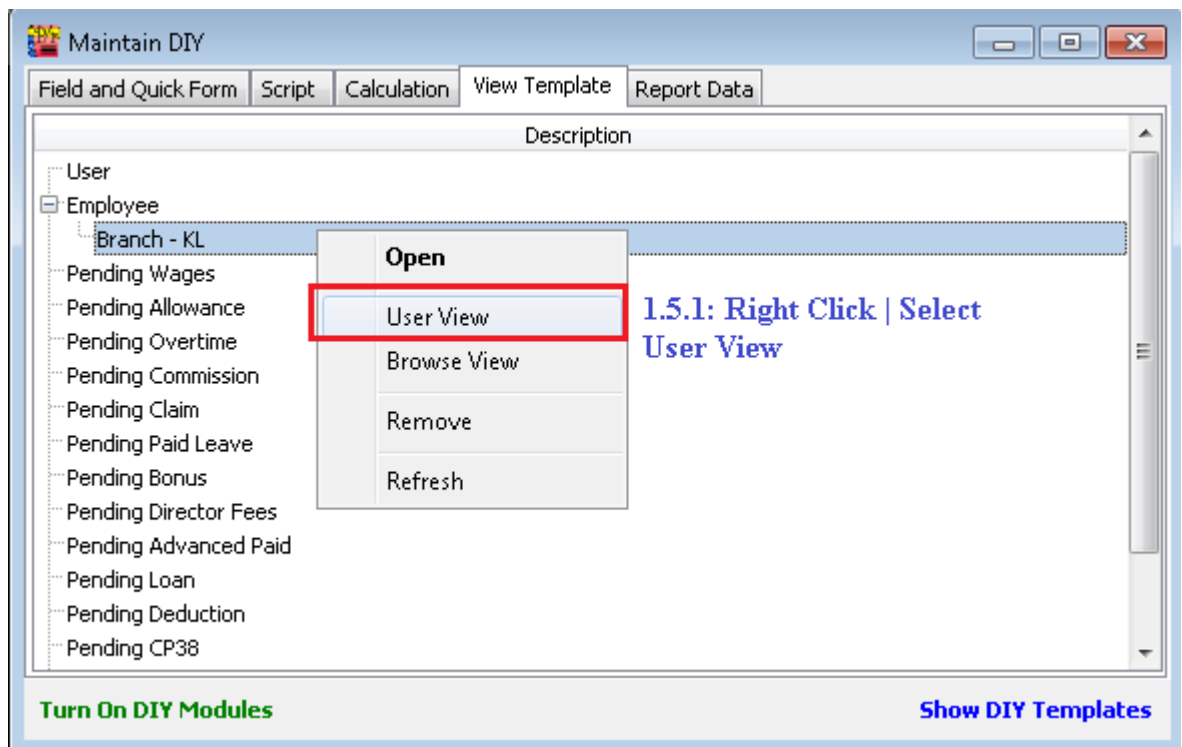
BRANCH equals 'KL' **1.4.2 Enter your condition**

press the button to add a new condition

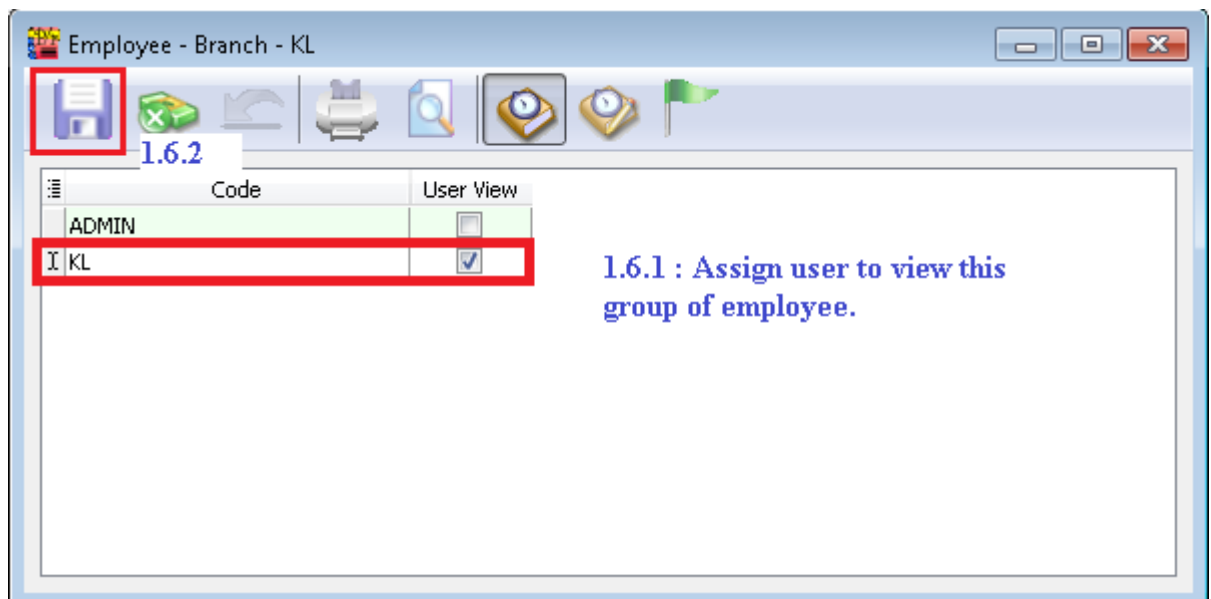
Show Text

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

1.5



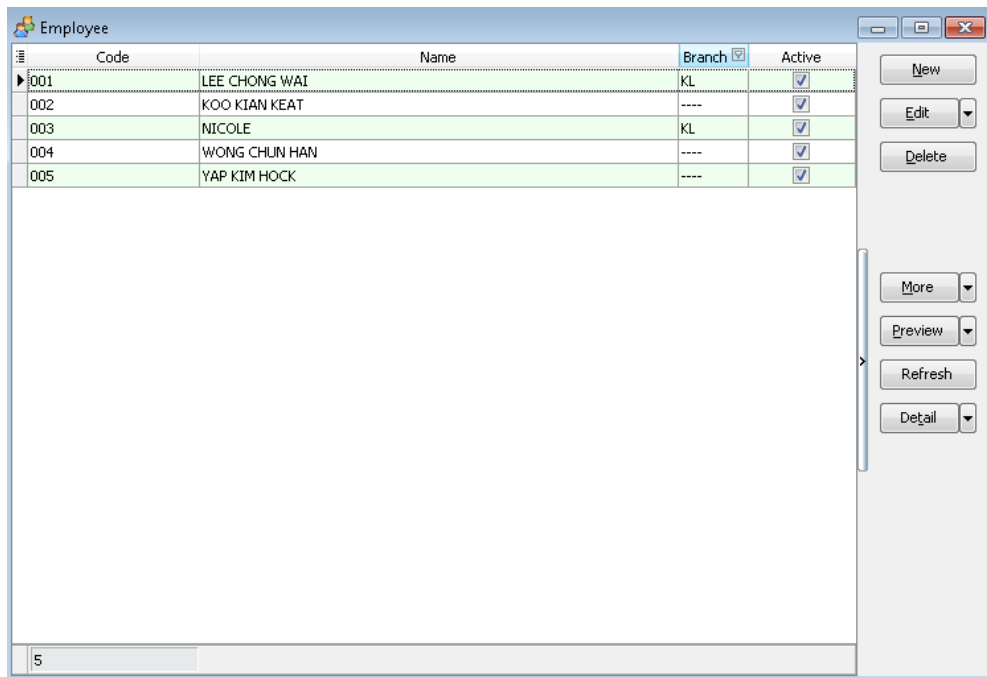
1.6



1.7 Logon as KL User.

Result :

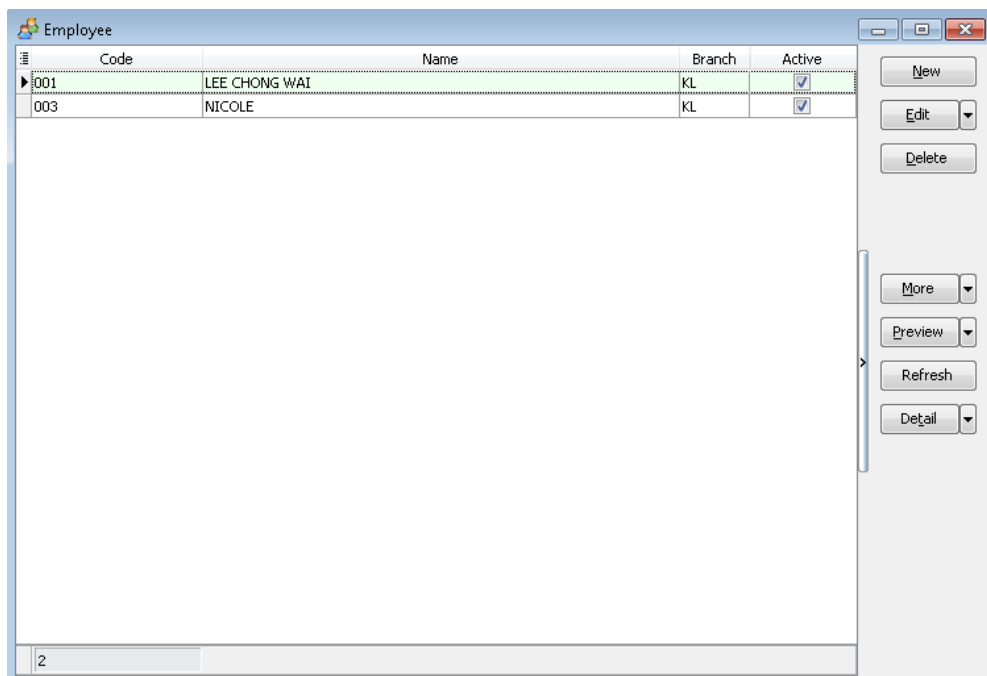
Before



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 :



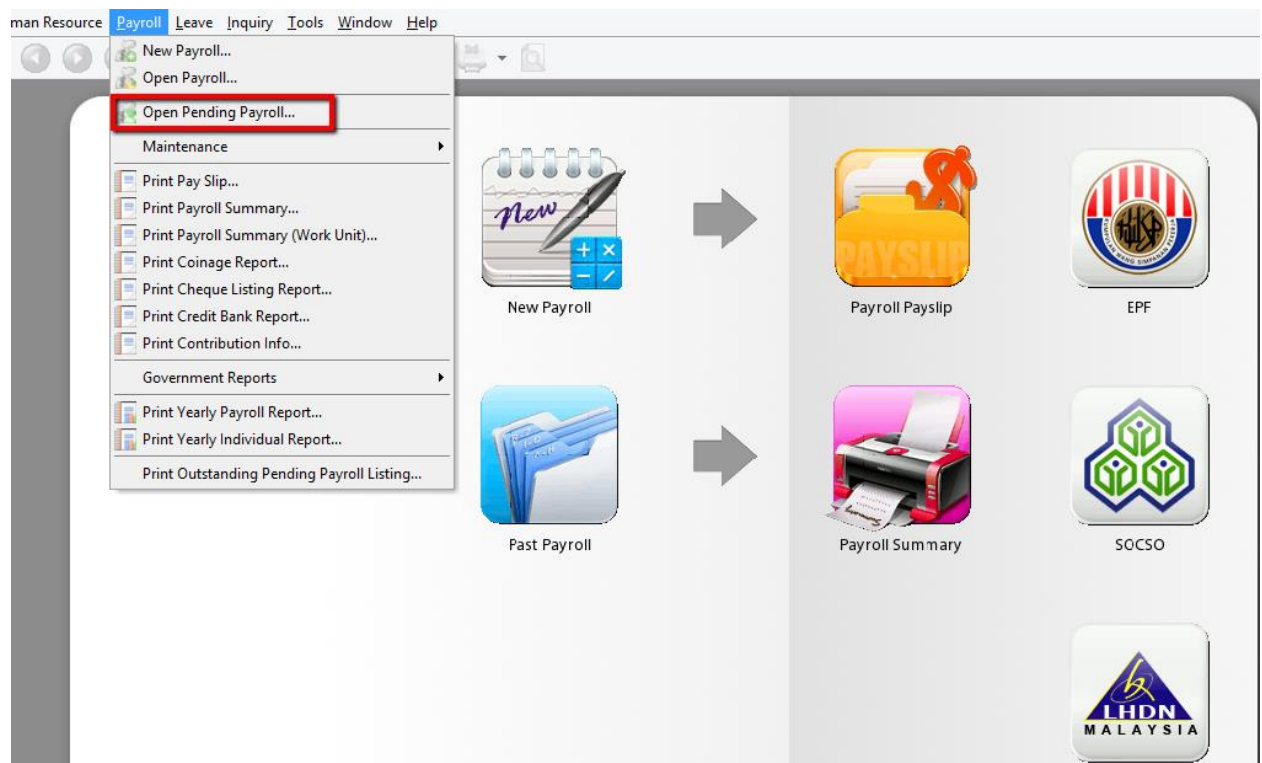
Code	Name	Branch	Active
001	LEE CHONG WAI	KL	<input checked="" type="checkbox"/>
003	NICOLE	KL	<input checked="" type="checkbox"/>

2

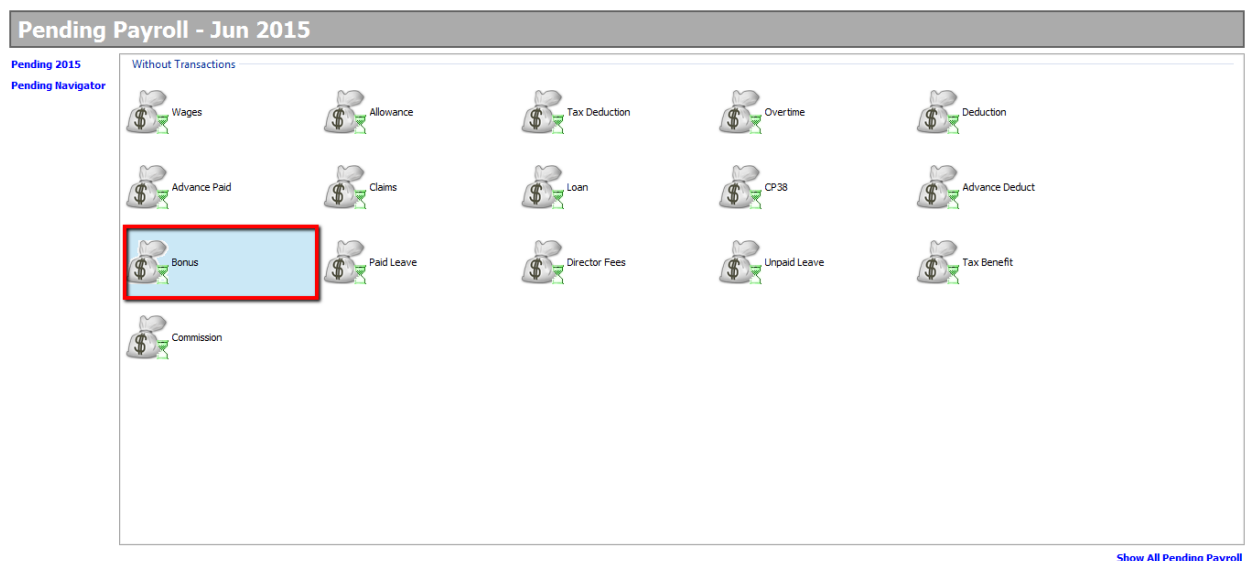
Note : If you haven't register, you may try by turn on SQL View module under File | Customize SQL Payroll Module. Thanks.

SQL Bonus in SQL Payroll

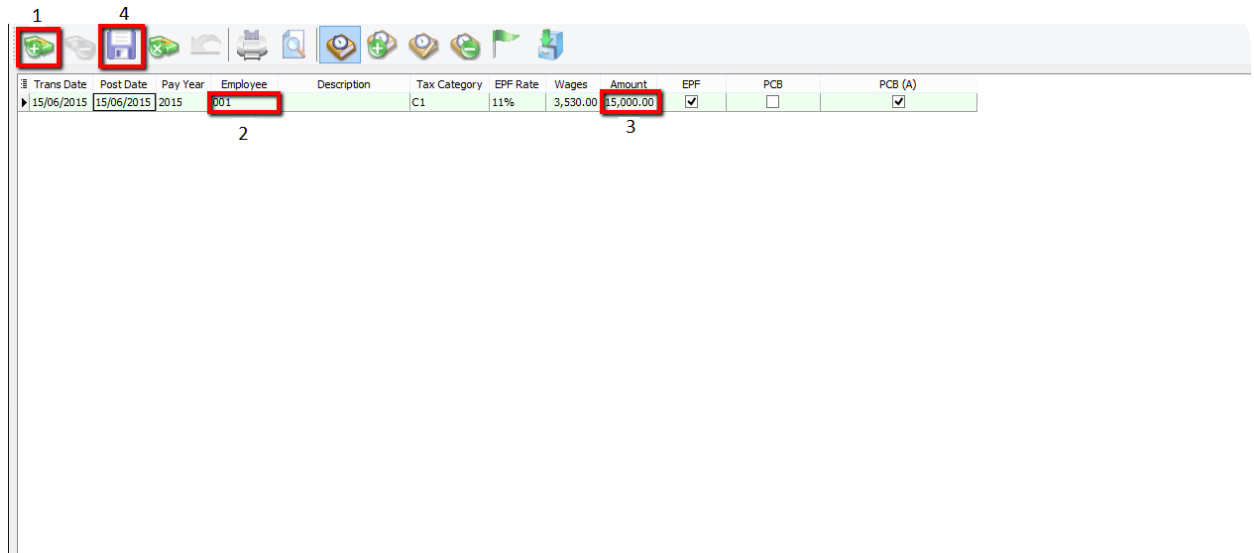
- a) Go to Payroll/ Open Pending Payroll



- b) Click on Bonus

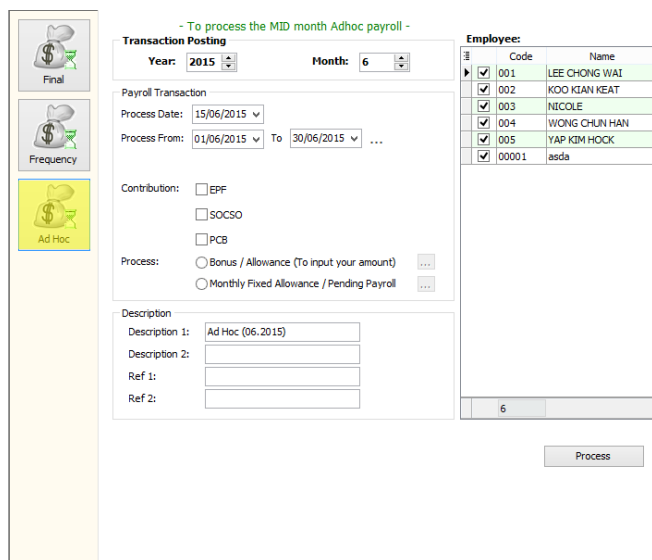


- c) 1. Click "Add"
2. Select your employee
3. Key in amount
4. Save



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.

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

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

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

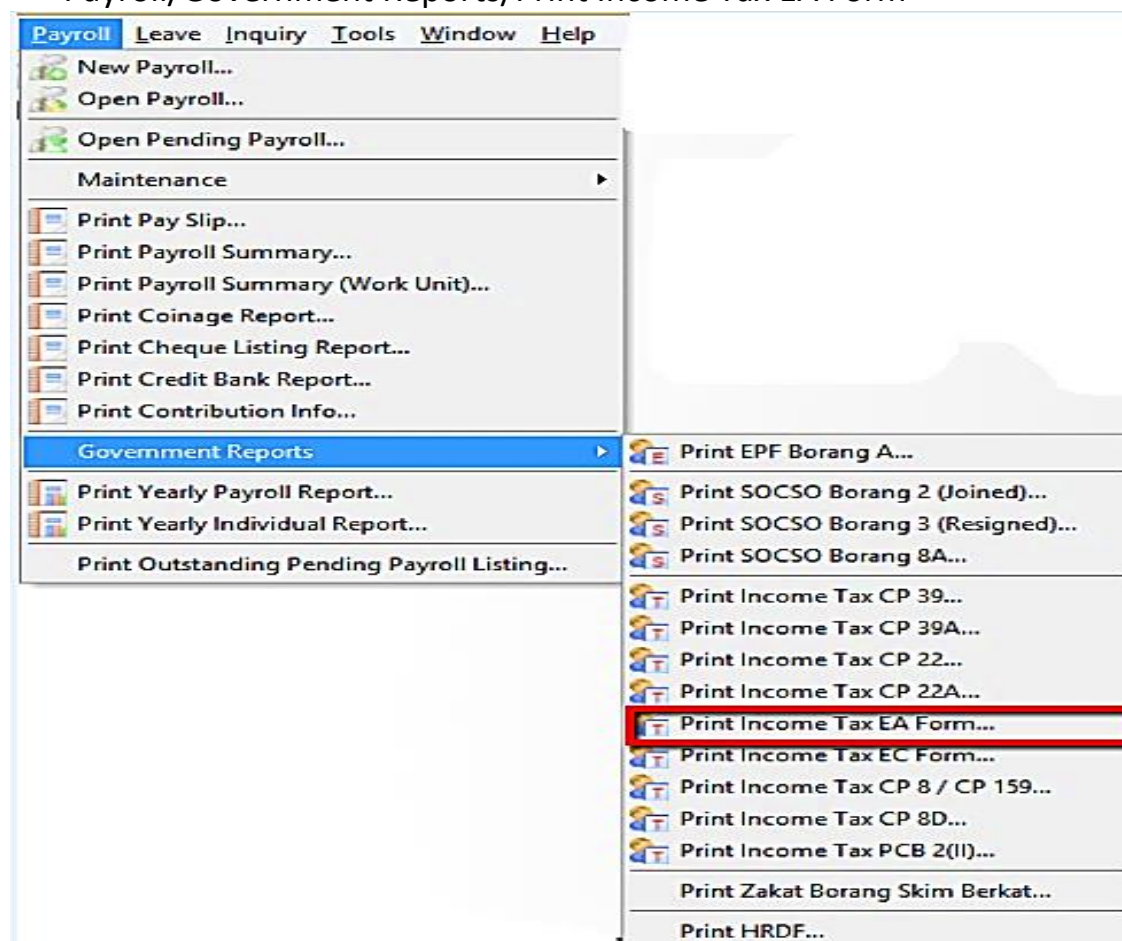
Trans Date	Post Date	Pay Year	Employee	Description	Amount	EPF	PCB (A)
15/06/2015	15/06/2015	2015	001		15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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. Rujukan Cukai Pekerja

No. Siri **123456**
PENYATA SARAAN DARIPADA PENGGAJIAN

No. Majikan E
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 **5555555**
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>

- 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

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

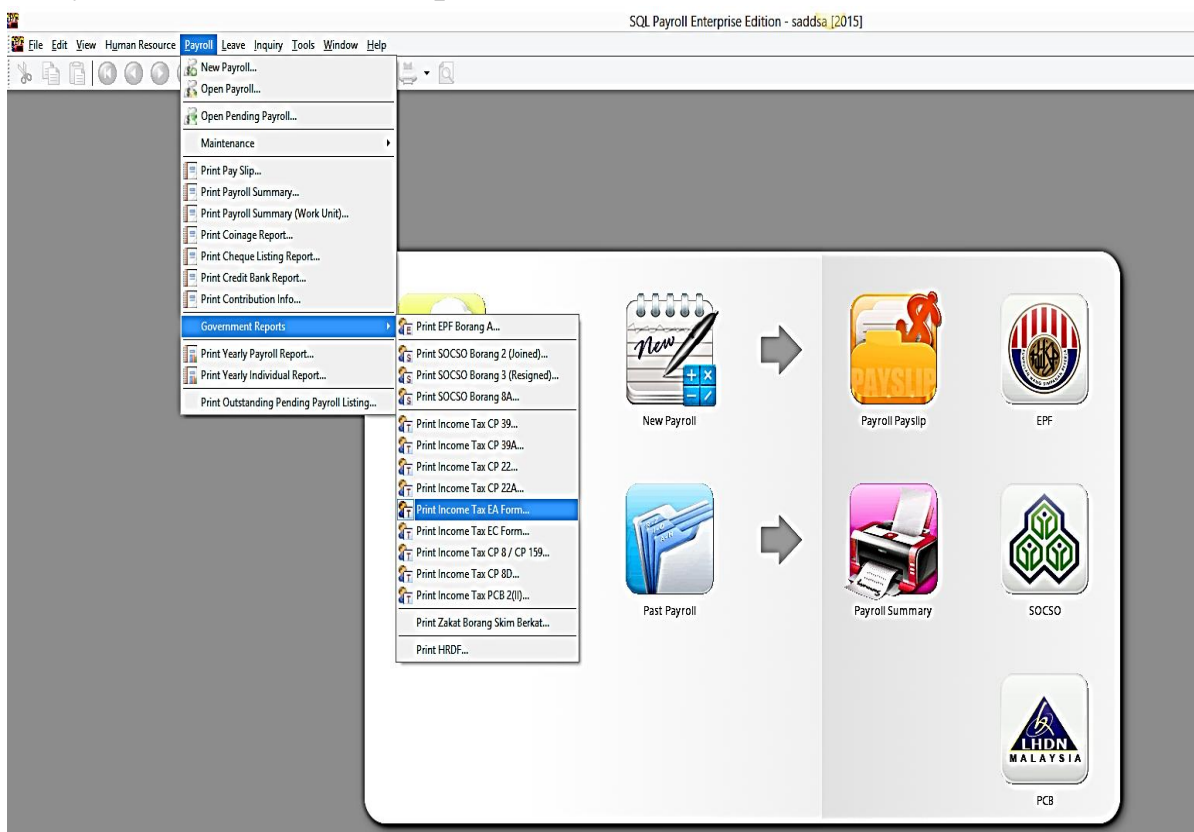
Code	EA Form (Section B)
Motorcar	2(a.i)
Driver	2(a.ii)
Furnishing	2(c.iii – Perabot dan Kelengkapan)
Entertainment	2(c.iii – Hiburan dan Rekreasi)
Gardener	2(d)
Servant	2(d)
Vacation	2(e)
Membership	2(c.iii – Hiburan dan Rekreasi)
Miscellaneous	2(f)
VOLA	3

- 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 for 'LEE CHONG WAI' for the month of June 2015. The 'Tax Benefit' section is active, and a table lists the benefits. The 'Motorcar' benefit is highlighted with a red box, showing a value 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



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. Below it, there are fields for 'Branch:', 'Department:', 'Group:', and 'Employee:'. The 'Employee:' field is selected with a checkmark and the value '001'. To the right, there are similar fields for 'Project:', 'Job:', and 'Task:'. At the bottom right of this section, there is a button labeled 'Apply' which is highlighted with a red rectangle.

9) Click preview and select any format :

The screenshot shows the same software interface as in step 8, but with additional elements. Below the top section, there are three tabs labeled 'Income Tax Borang EA'. The first tab is active, showing a table for the year 2015. The table has 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 first row of data is for 'LEE CHONG WAI' with values: 3,000.00, 15,000.00, 530.00, -101.20, -, -, -2,046.00. To the right of the table, there is a button labeled 'Preview' which is highlighted with a red rectangle. Below the table, there is a dialog box titled 'Select Report' with a list of report formats. The first item in the list is 'PR.Tax.BorangEA-2015-BM.Report', which is highlighted. At the bottom of the dialog box, there is a checkbox labeled 'Select All' and two buttons: 'OK' and 'Cancel'.

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	

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) **RM**

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 eluun-eluun lain (Perihal pembayaran) 530.00

Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja

2. Nilai Manfaat atau kemudahan berupa barangan: 100.00

(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) Separah 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 Berjudial (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)

Sesaran Rata Tahun Isih Dandanan Jumlah bayaran (RM) Caruman KWSP (RM) Dikurangkan Cukai Berjudial (CPB) (RM)