

## AC Payroll Mobile App

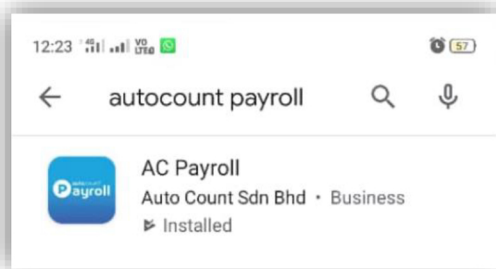
### Topics

Install and Login  
Main Screen  
Company/Profile/Feedback/Sign Out  
Notification  
Company Name  
Leave  
Claim  
Payslip  
Requested My Approval  
Announcement  
To Do List  
Loan  
Calendar  
Attendance  
Company Shared Docs  
Approval History

### Install AC Payroll Mobile App

From :

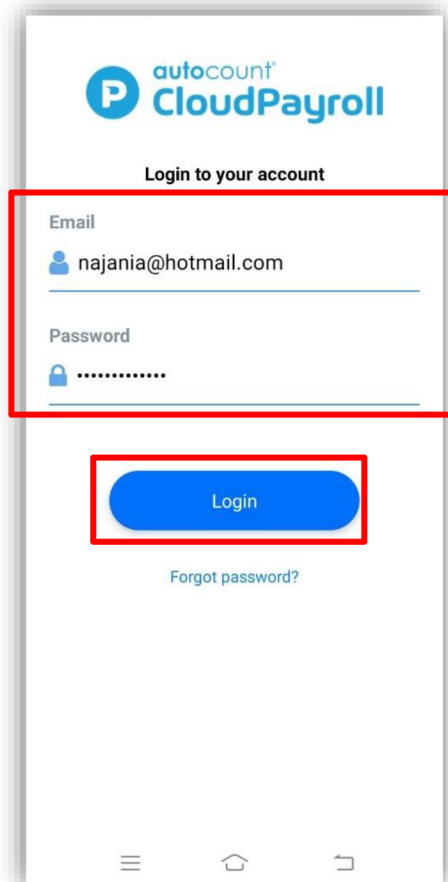
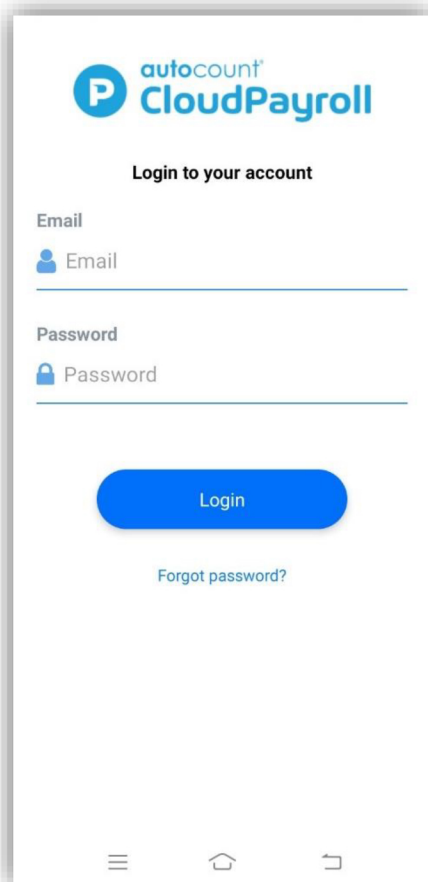
1. Play Store (Android), search for AutoCount Payroll.
2. App Store (IOS), search for AutoCount Payroll.
3. Huawei App Gallery, search for AC Payroll.



### Login AC Payroll Mobile App

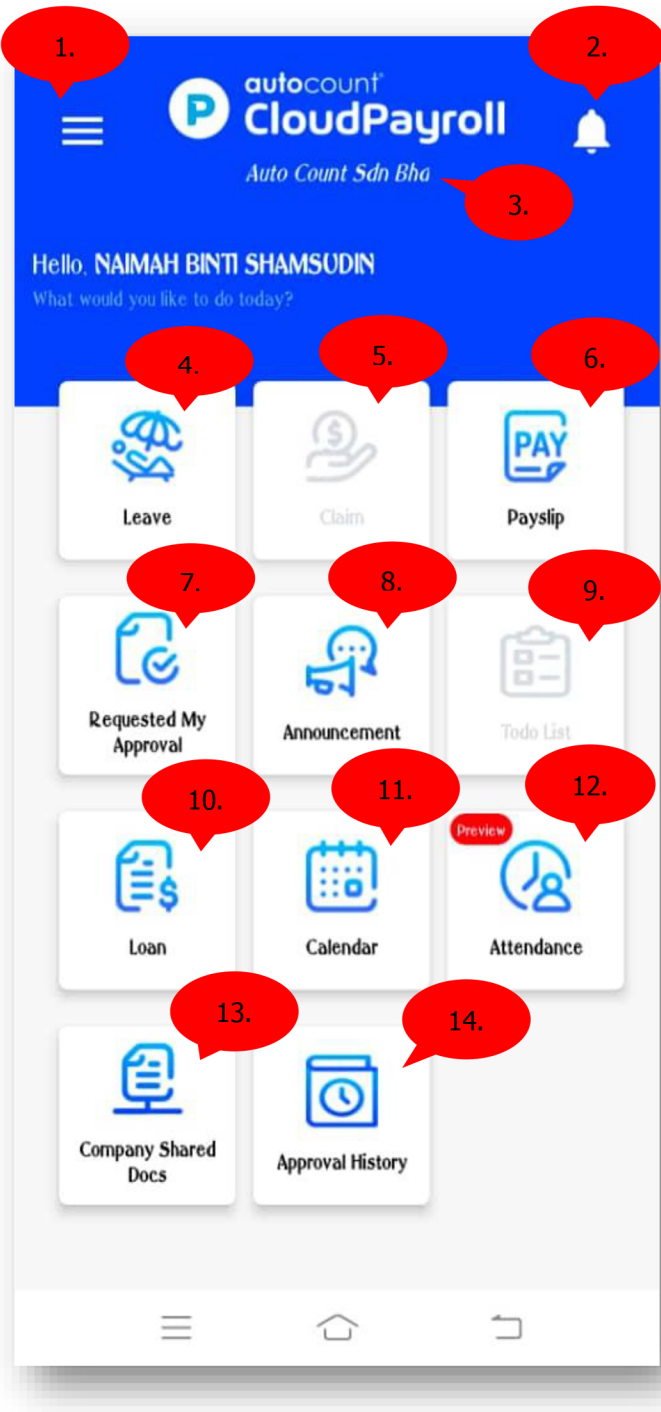
Launch the app.

At login page, key in your email address and password. Then, tap on **Login**.



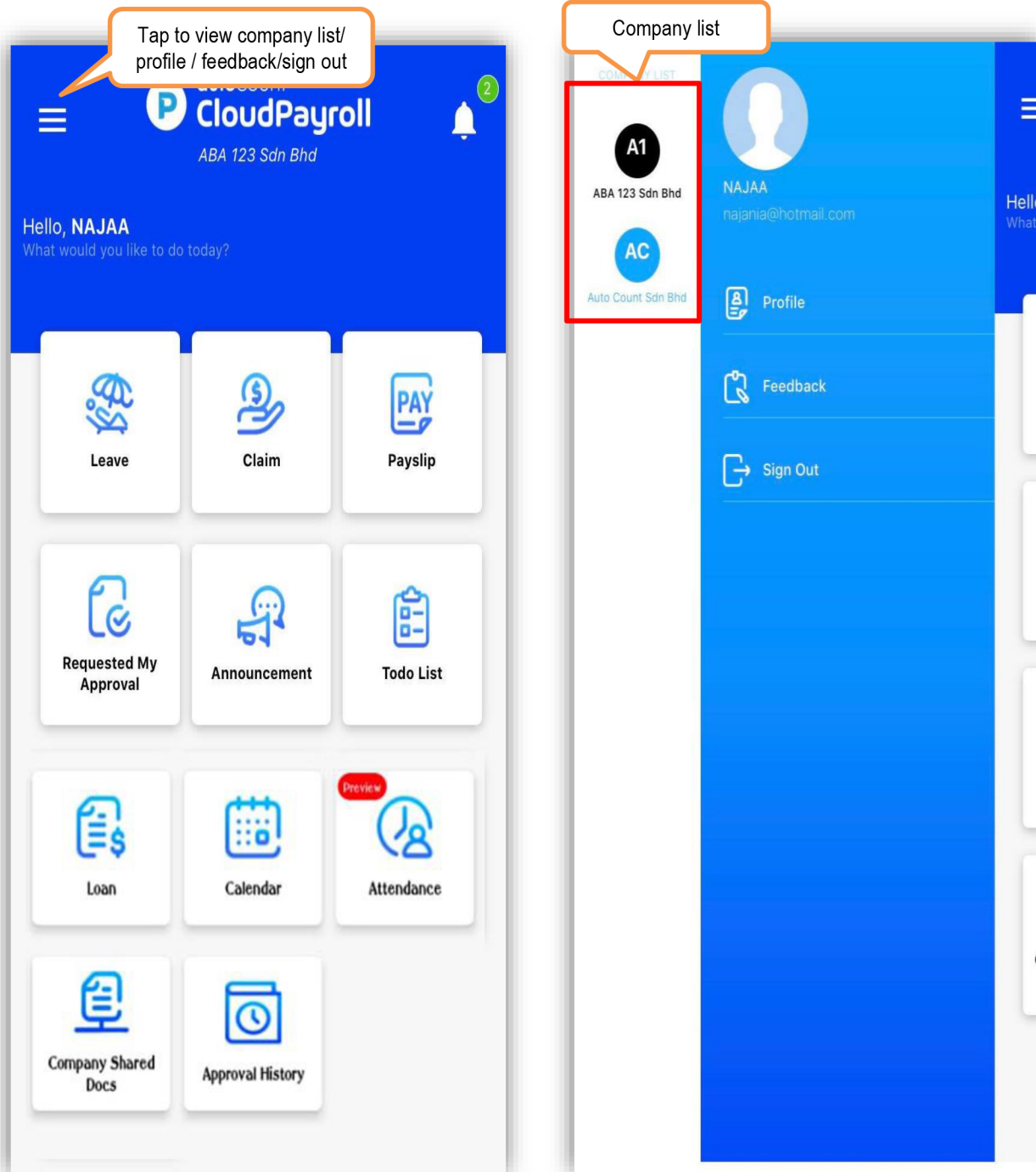


## Main Screen

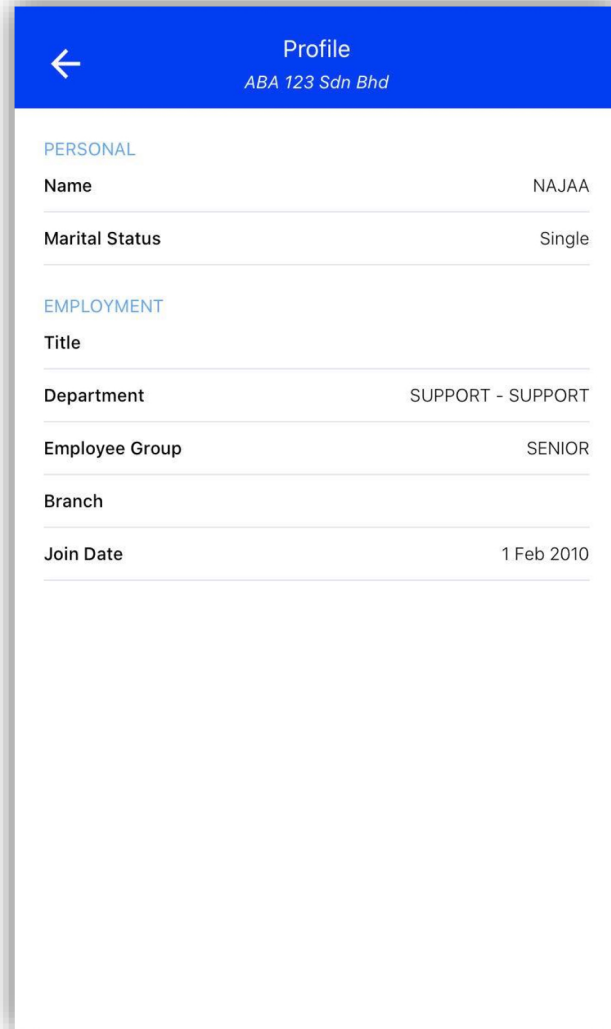
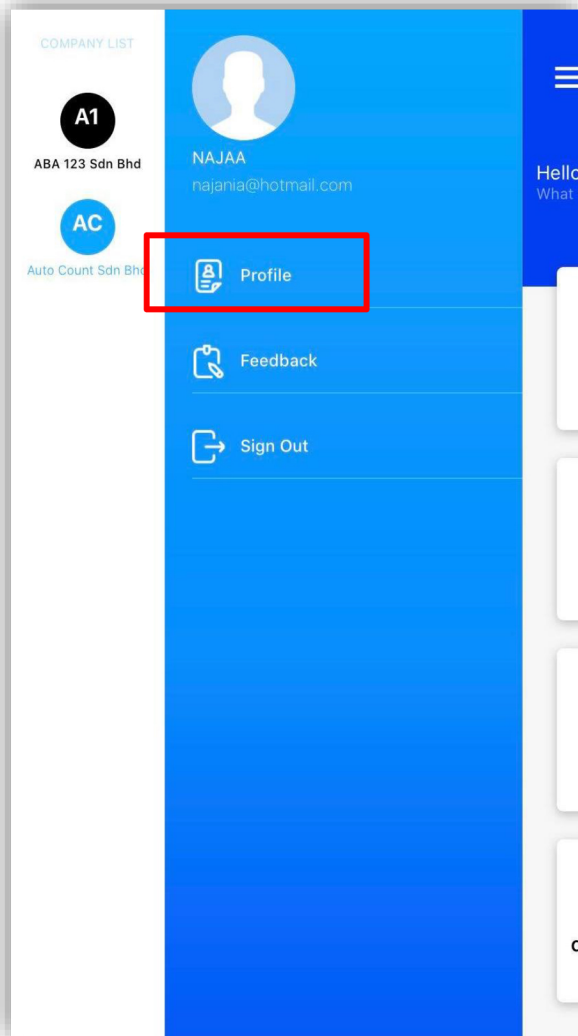


1. Company/Profile/Feedback/Sign Out
2. Notification
3. Company Name (currently login)
4. To apply leave and view history
5. To apply claim and view history
6. To view and download pay slip
7. Leave/claim application that Requested My Approval (if you are a payroll user /HR/Approver)
8. To view company announcement
9. To-do-list
10. To view loan details
11. To view Company Calendar
12. To Clock In/Out for attendance and view Detail
13. To view Company Shared Docs (if any)
14. Listing of approval history (if you are a payroll user/HR/Approver)

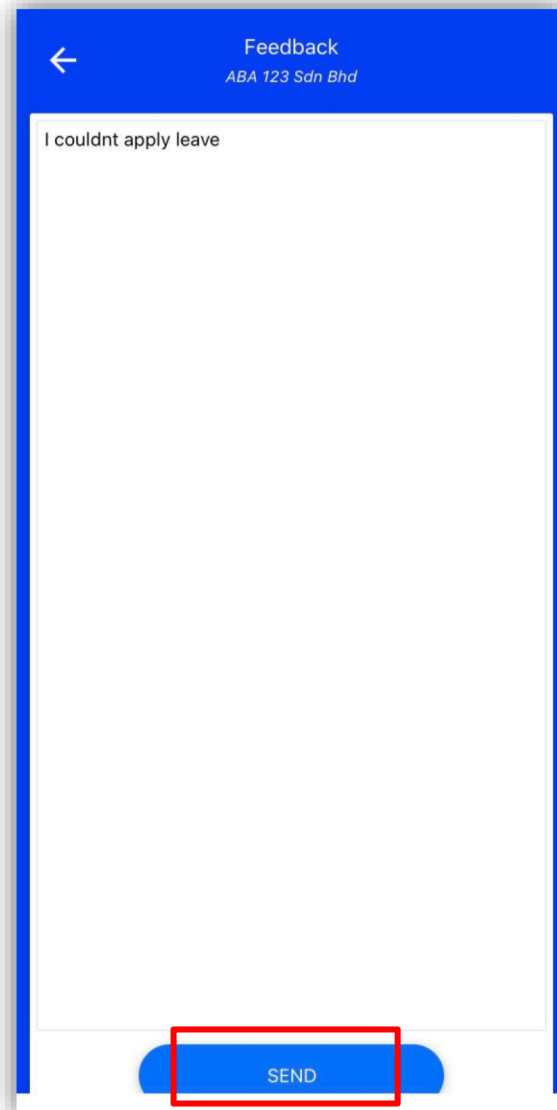
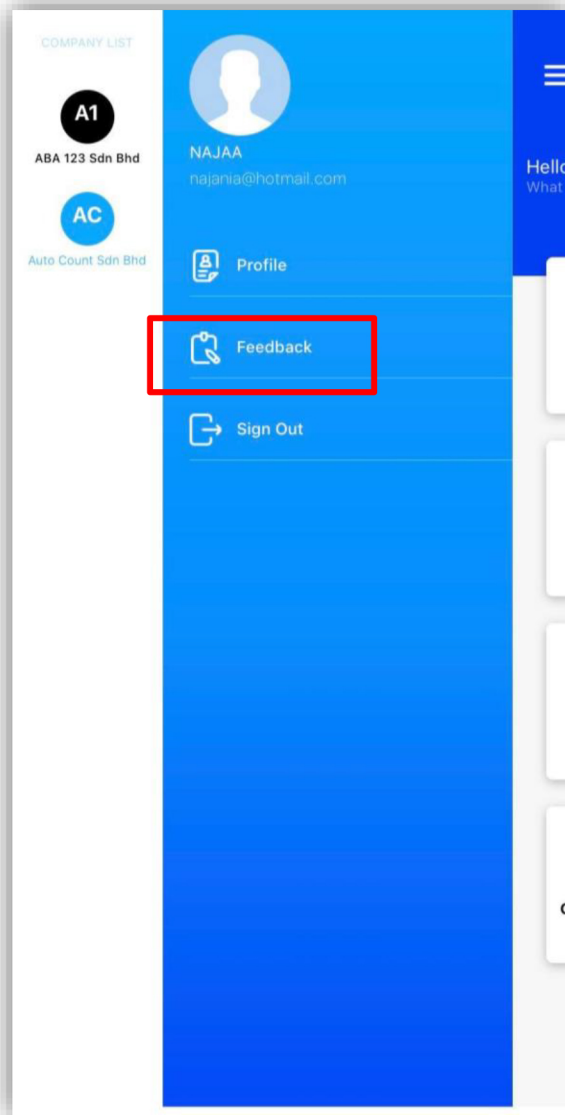
## 1. Company/Profile/Feedback/Sign Out



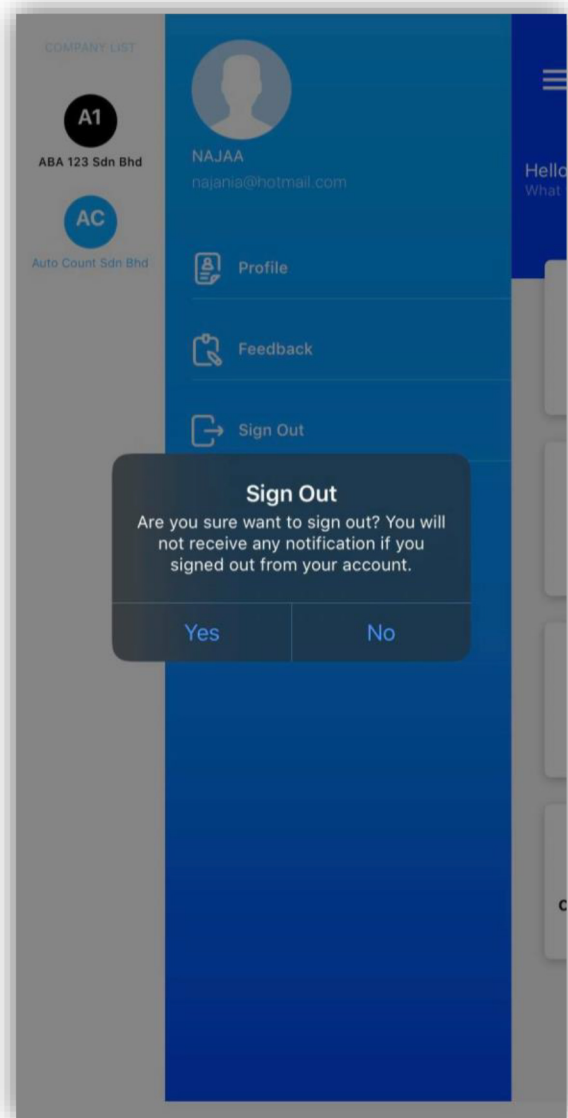
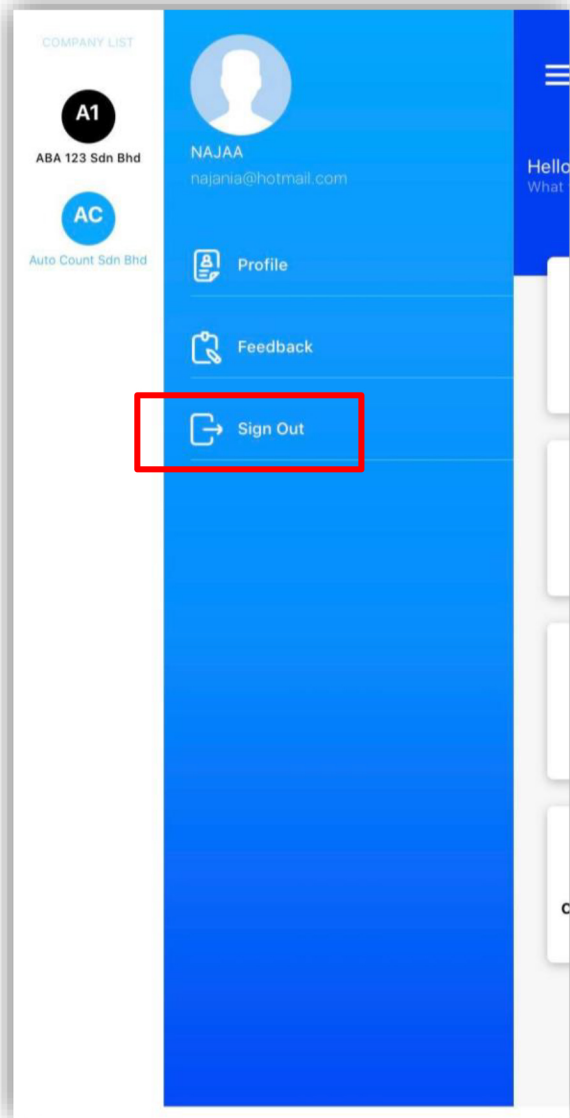
Tap on **Profile** to view your personal & employment details:



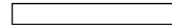
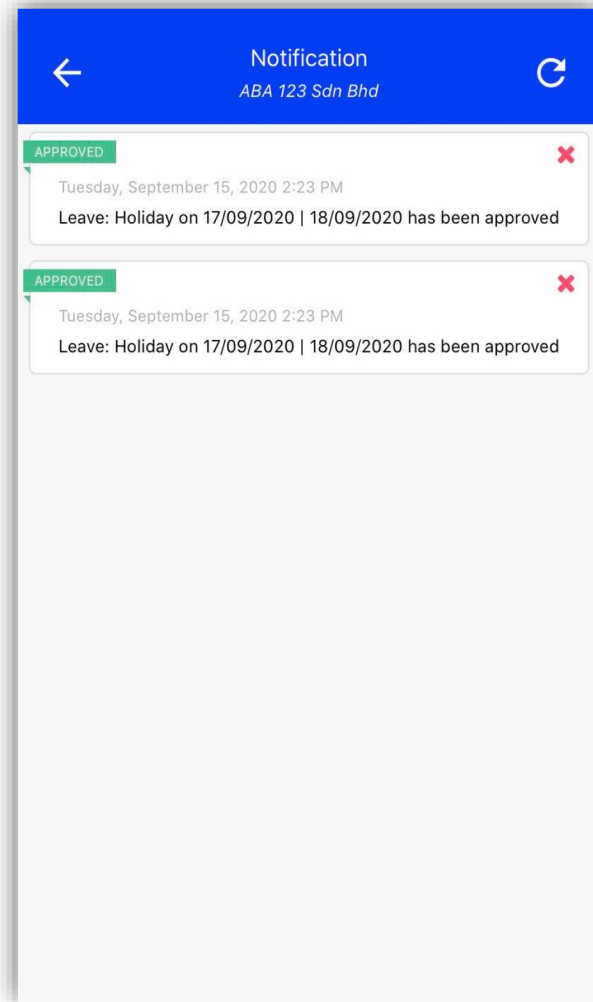
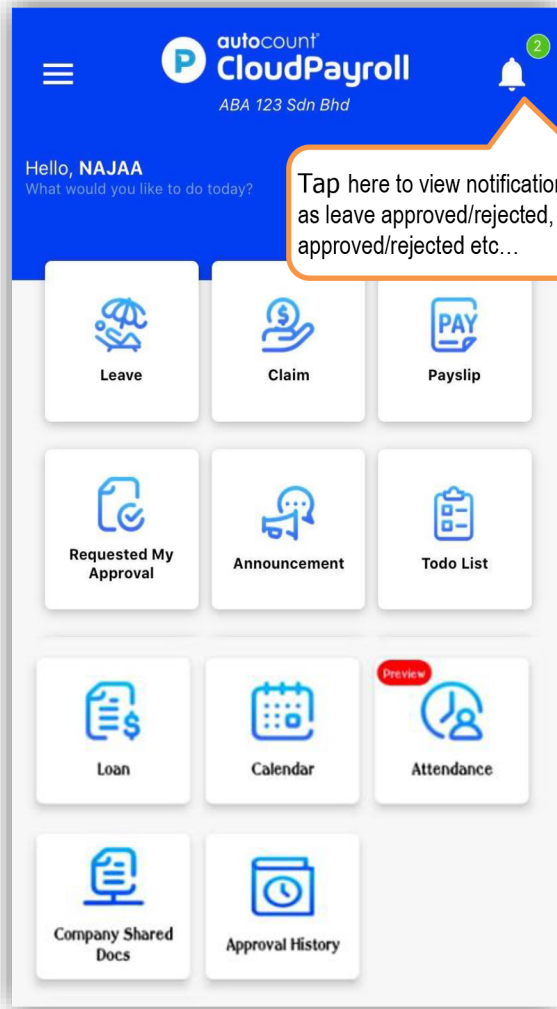
Tap on **Feedback** to text and send your comment/idea/feedback.



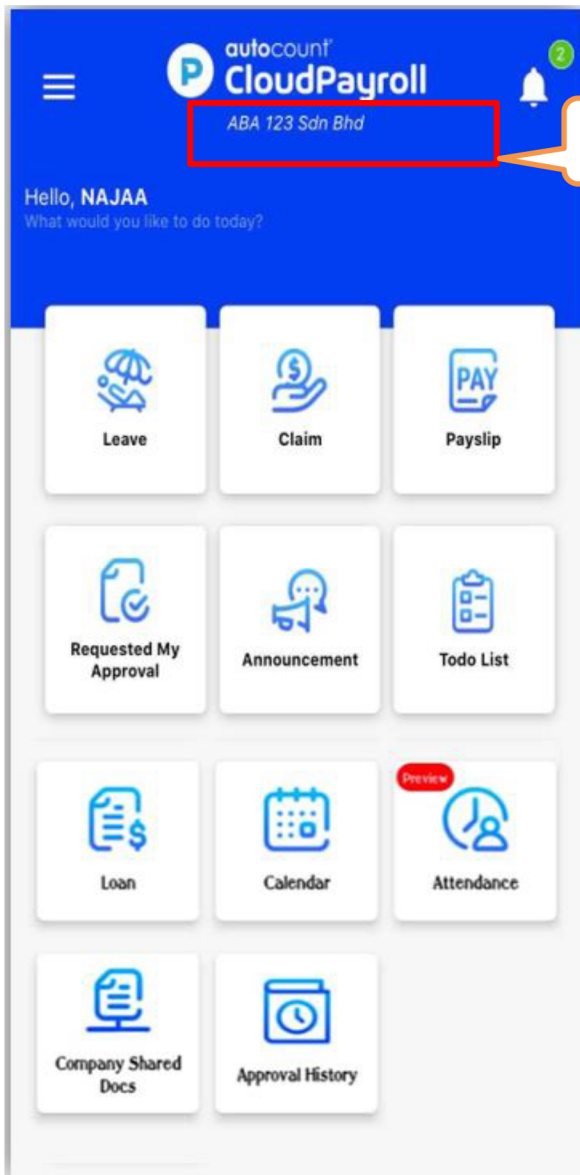
Tap on **Sign Out** if you wish to logout from the payroll app:



## 2. Notification



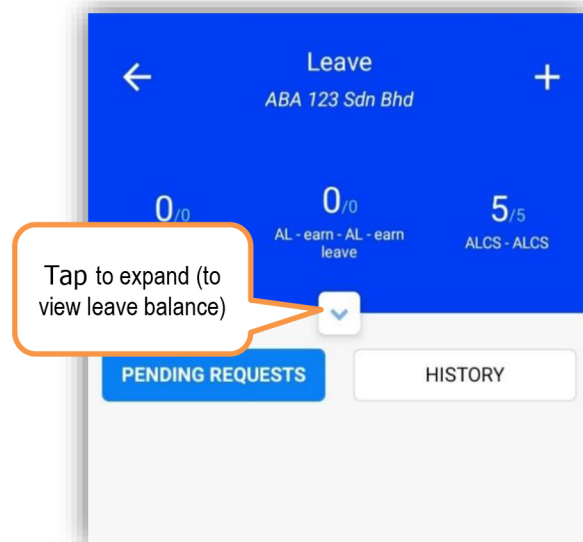
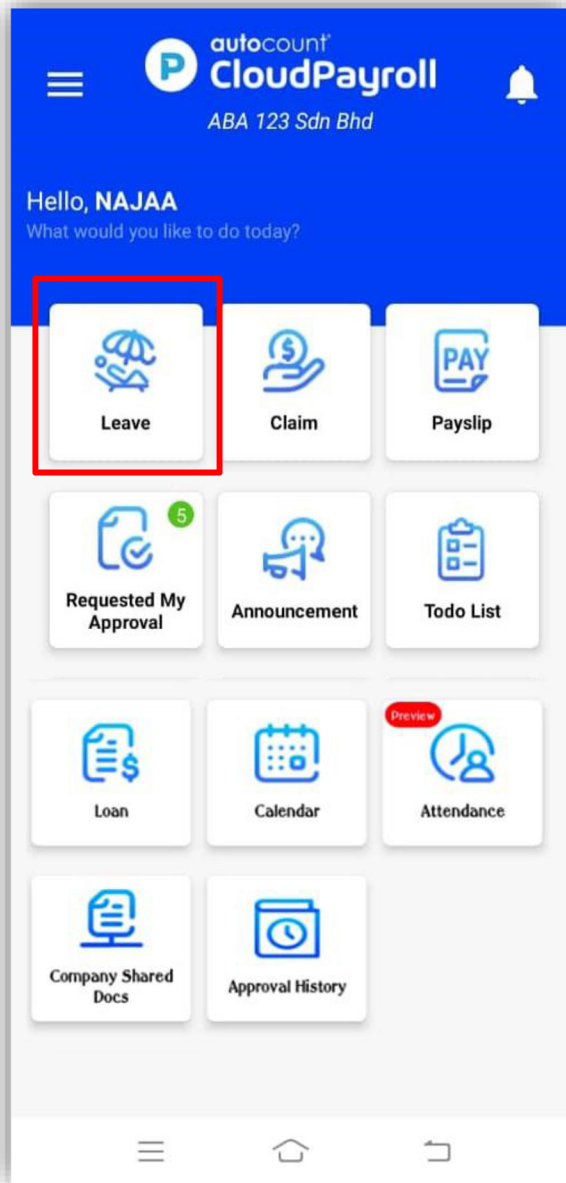
### 3. Company Name (currently login)



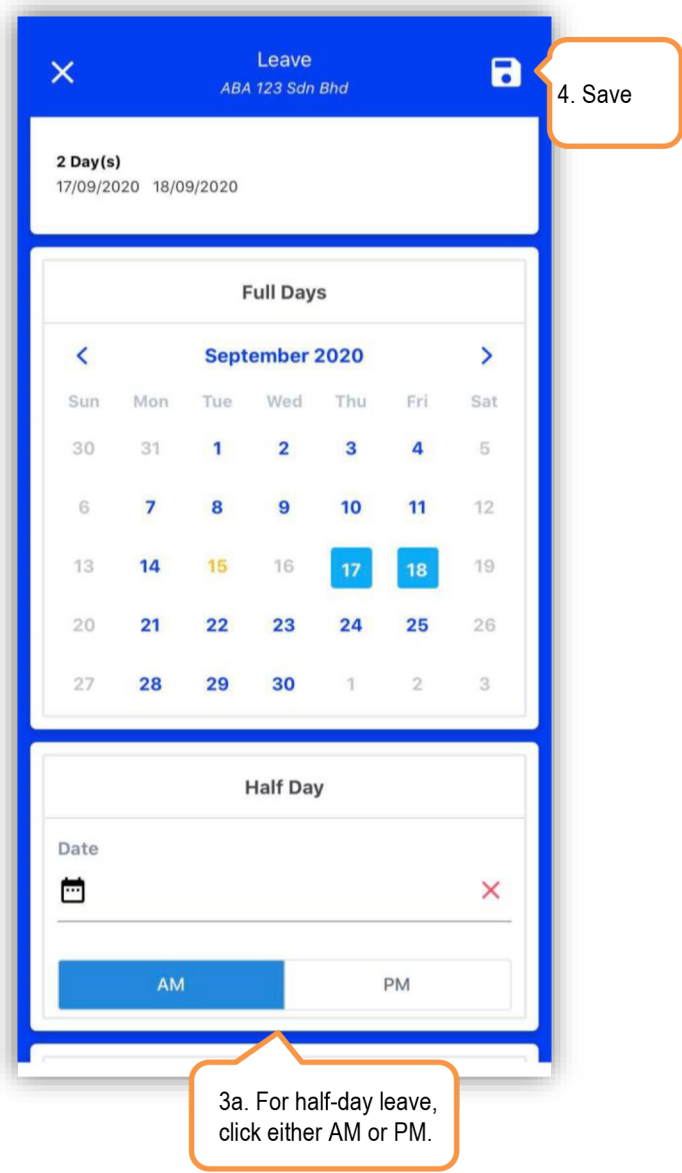
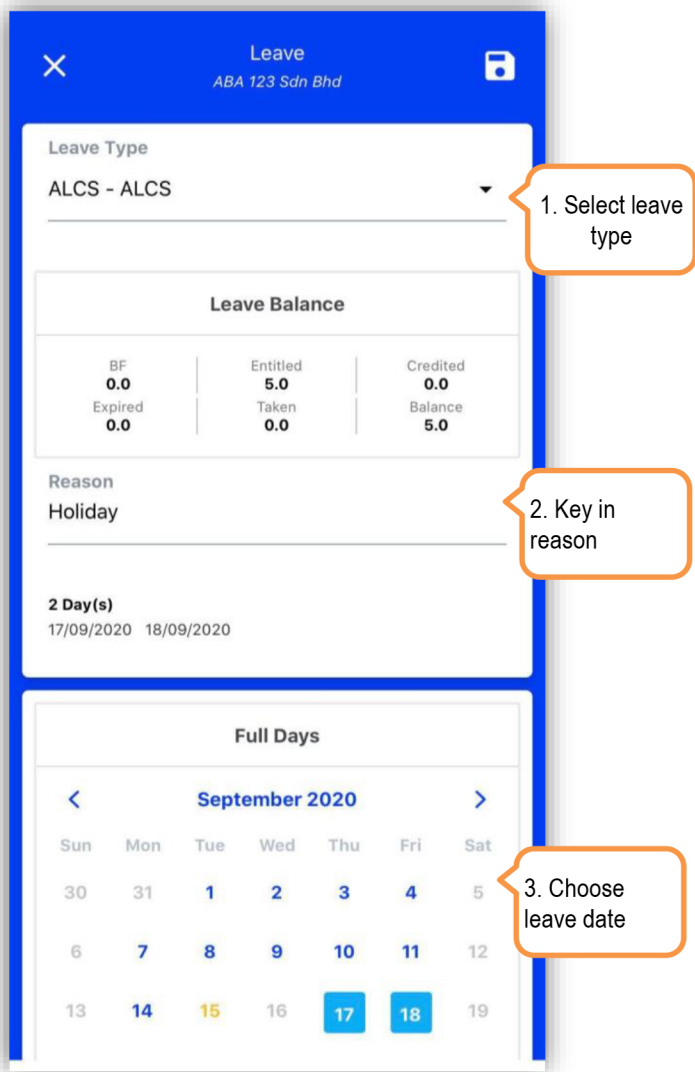
Company name (currently login)

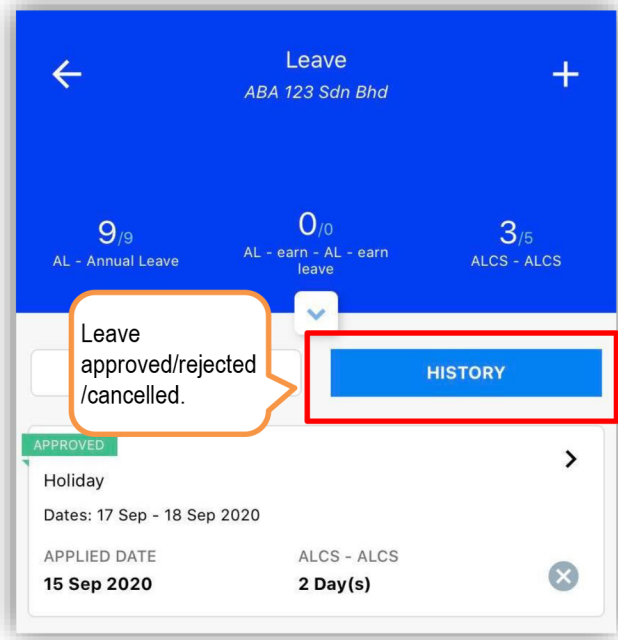
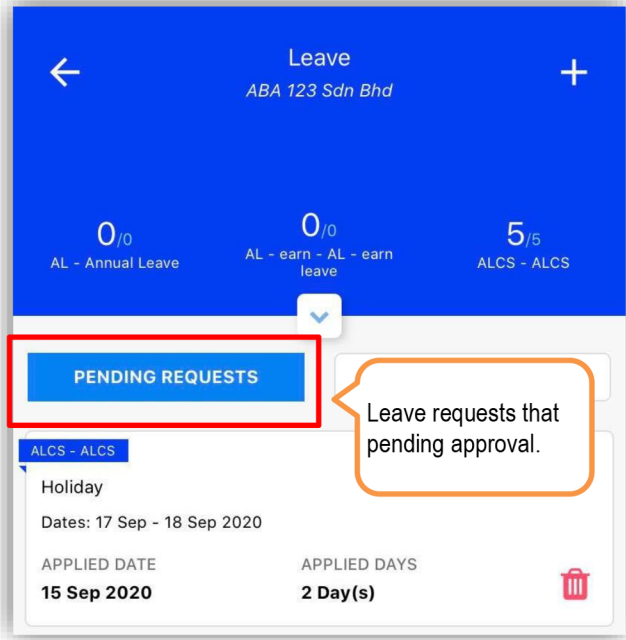
## 4. Leave

Tap on Leave:



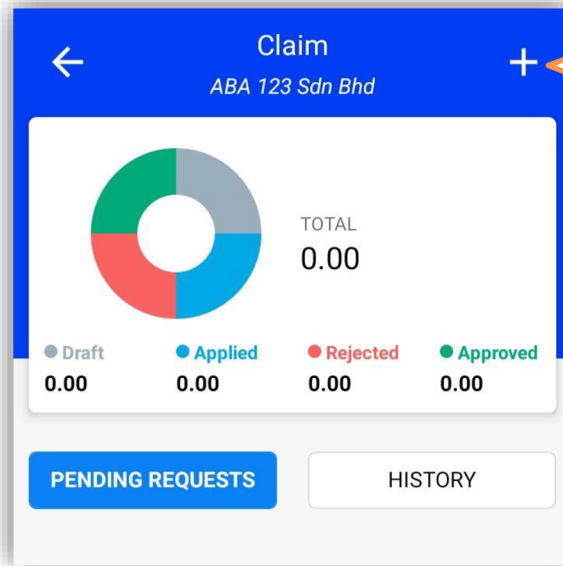
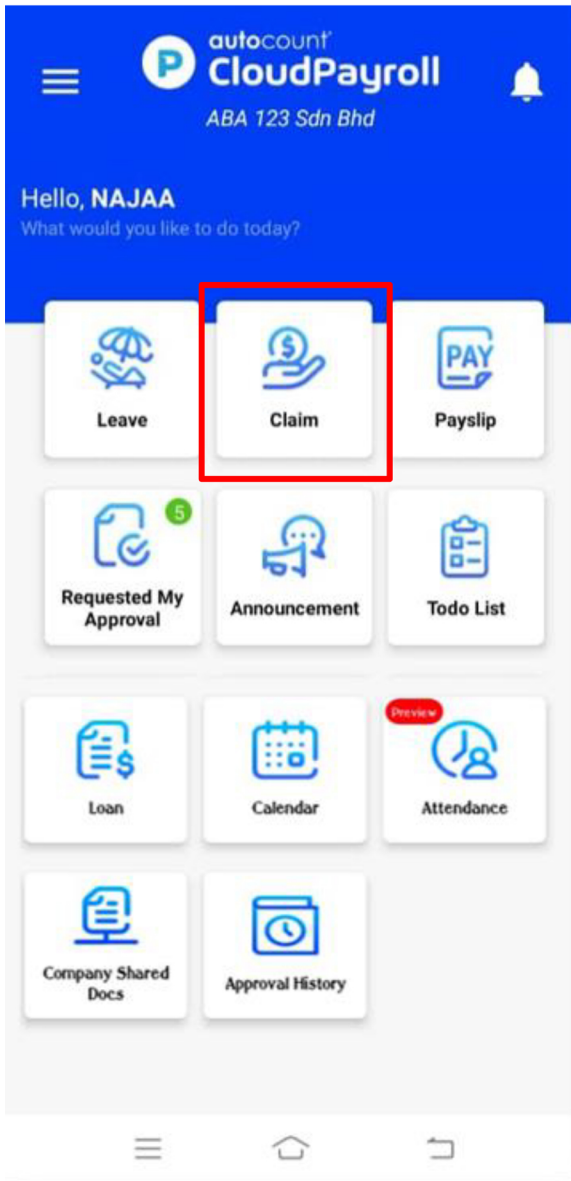




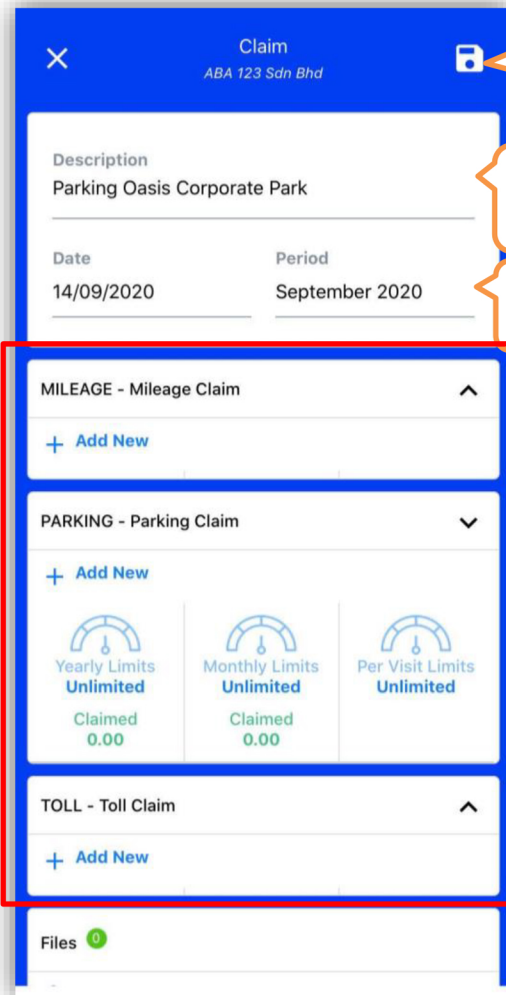


## 5. Claim

Tap on **Claim**:



Tap on + to apply claim



Claim Details  
ABA 123 Sdn Bhd

Amount  
3.00

Date  
14/09/2020

Description  
Oasis Corporate Park

Purpose  
Working

Receipt No.  
N/A

Attachment

4. Key-in claim details

5. Attach supporting document

Claim  
ABA 123 Sdn Bhd

TOTAL  
3.00

● Draft 0.00 ● Applied 3.00 ● Rejected 0.00 ● Approved 0.00

PENDING REQUESTS

APPLIED  
RM3.00 14 Sep 2020  
Parking Oasis Corporate Park

Claim requests that pending approval.

Claim  
ABA 123 Sdn Bhd

TOTAL  
3.00

● Draft 0.00 ● Applied 0.00 ● Rejected 0.00 ● Approved 3.00

HISTORY

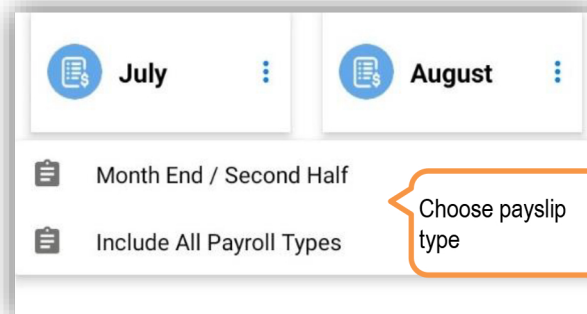
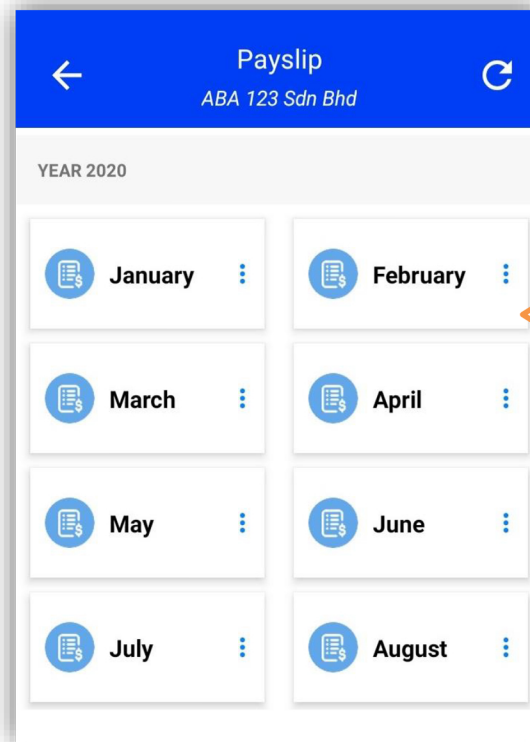
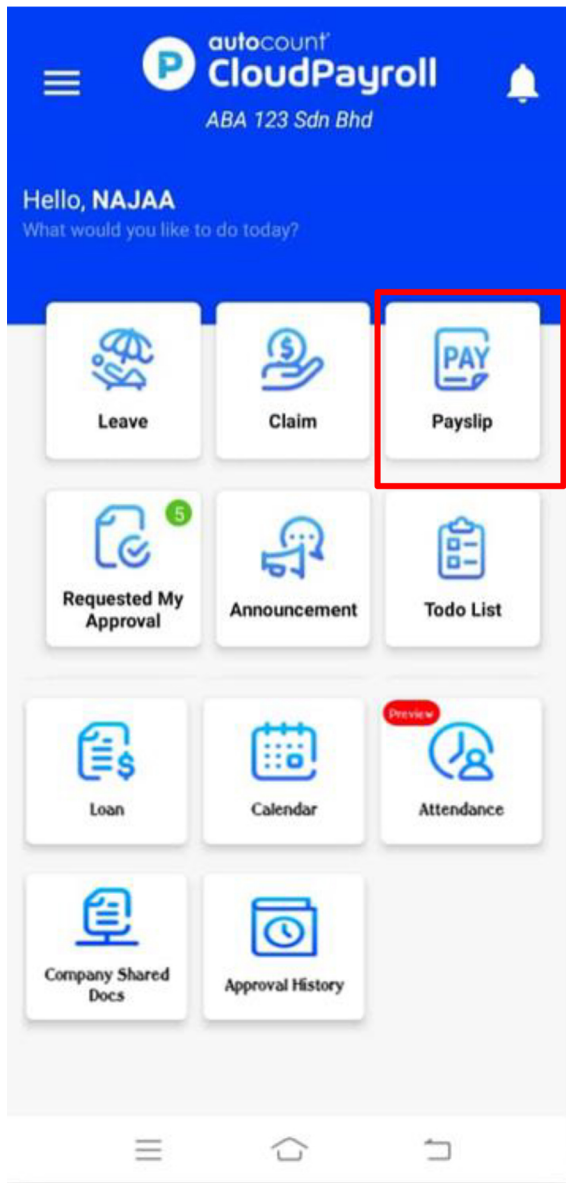
APPROVED  
Parking Oasis Corporate Park

14 Sep 2020	\$ Paid
REQUESTED AMOUNT RM3.00	APPROVED AMOUNT RM3.00

Claim approved/rejected/cancelled.

## 6. Payslip

Tap on **Payslip**:



Month End / Second Half  
August 2020

EARNING		DEDUCTION	
Basic Salary:	5000.00	Deduction:	0.00
Allowance:	0.00	Advance:	0.00
OverTime:	0.00	EPF:	550.00
Commission:	0.00	SOCSO:	19.75
Bonus:	0.00	EIS:	7.90
Director Fee:	0.00	PCB Tax:	130.00
Paid Leave:	0.00	CP 38 Tax:	0.00
Claim:	0.00	Unpaid Leave:	0.00
Payment Of Arre...	0.00	Zakat:	0.00
		Employee Levy:	0.00
		Loan:	0.00
		ASN Amt:	0.00
		Tabung Haji Amt:	0.00
<b>Gross Pay:</b>	<b>5000.00</b>	<b>Total Deduction:</b>	<b>707.65</b>

COMPANY		PCB DETAILS	
BIK:	0.00	Optional Deducti...	0.00
Company EPF:	650.00	Employee Paid Z...	0.00
Company SOCSO:	69.05		
Company EIS:	7.90	<b>Prorated Salary</b>	
Company Levy:	0.00	Days Not Worked:	0.00

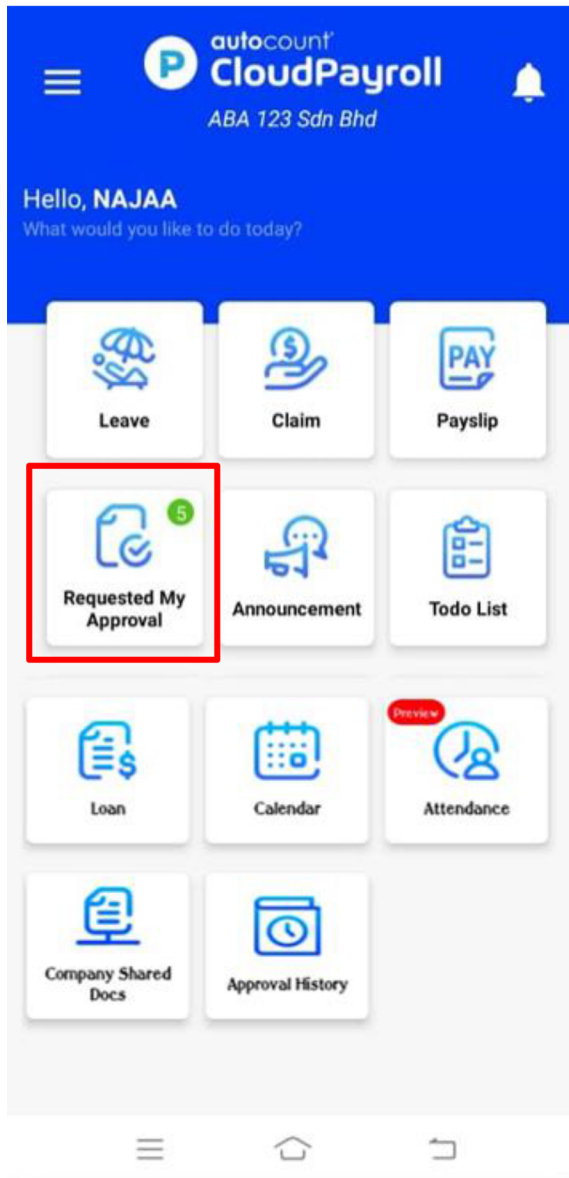
**NET PAY: 4292.35**

Tap to download payslip in PDF.

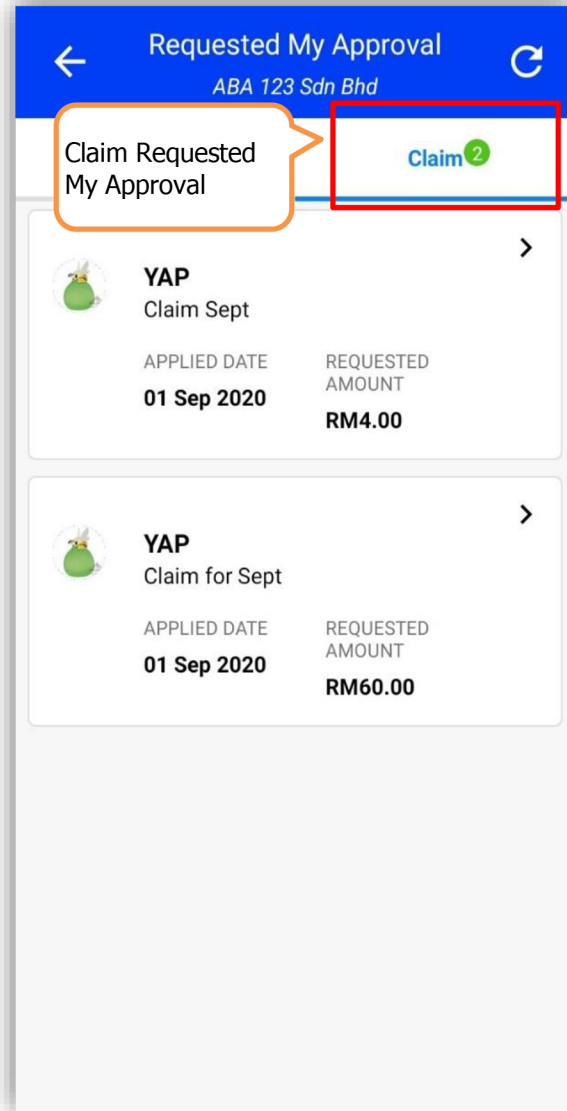
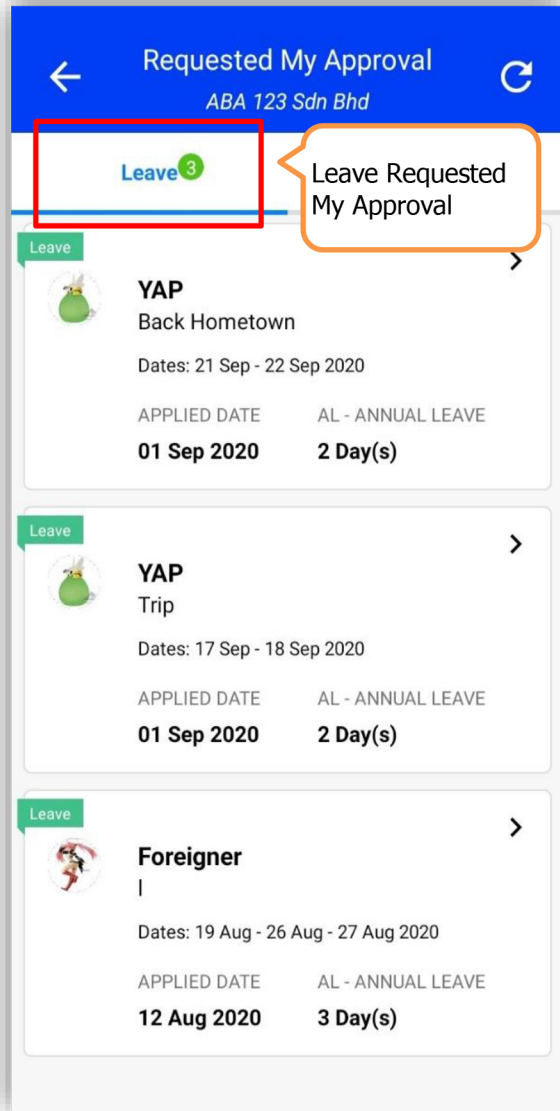
Payslip showed on screen.

## 7. Requested My Approval

Tap on **Requested My Approval** to list requests that pending your approval (only applicable to Approvers)



Numbers in green circle indicates number of requests pending your approval.





×

### Leave Approval

ABA 123 Sdn Bhd

#### Leave Balance

BF <b>0</b>	Entitled <b>15</b>	Credited <b>0</b>
Expired <b>0</b>	Taken <b>2</b>	Balance <b>13</b>

#### Leave Dates

Monday, 21/09/2020 >

Full Day

Tuesday, 22/09/2020 >

Full Day

**Reason**

To approve leave

To reject leave

Approve

Reject

×

### Claim Approval

ABA 123 Sdn Bhd

Yearly Limits	Monthly Limits	Per Visit Limits
<b>Unlimited</b>	<b>Unlimited</b>	<b>Unlimited</b>
Claimed <b>0.00</b>	Claimed <b>0.00</b>	

**Approved Amount**

4

REJECT

APPROVE

Amount 4.00

Date 01/10/2020

Description Toll

Receipt No 32432854

Requested Amount  
4.00
Approved Amount  
4.00

To approve claim

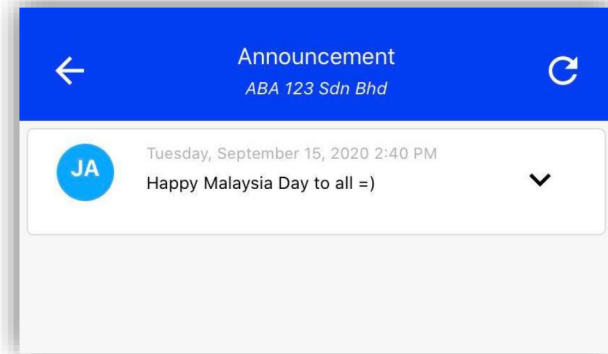
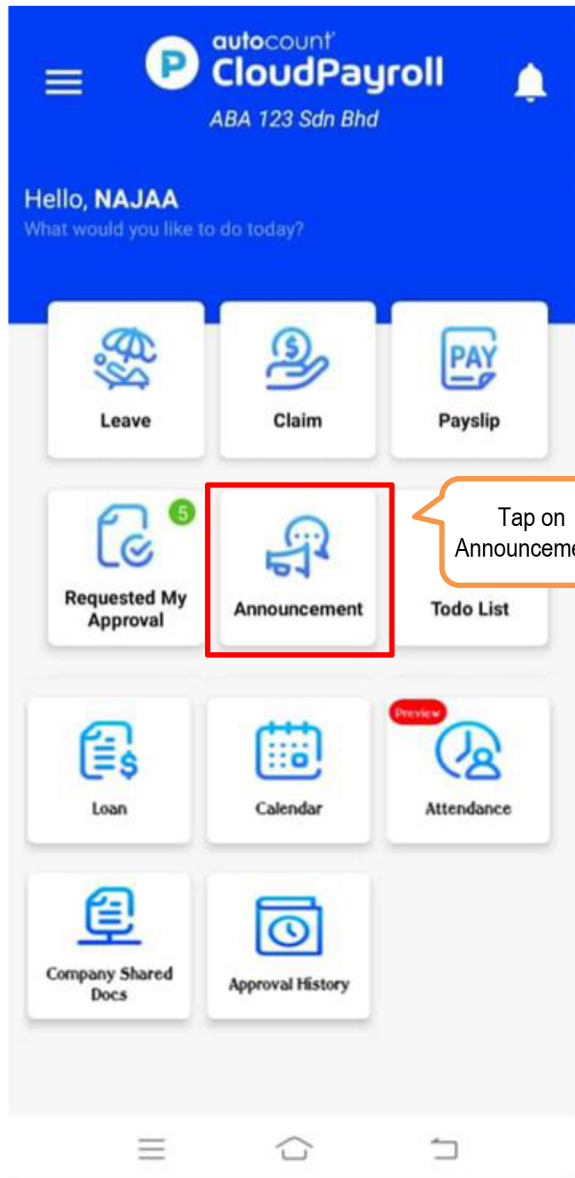
To reject claim

Approve

Reject

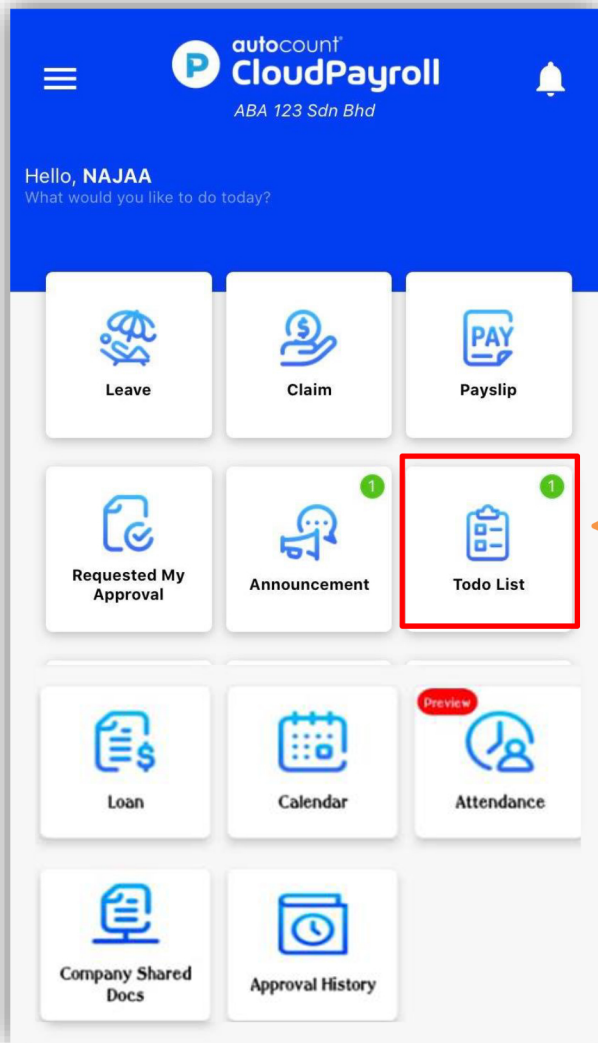
## 8. Announcement (View Only)

In general, announcement is usually made by HR to all employees.

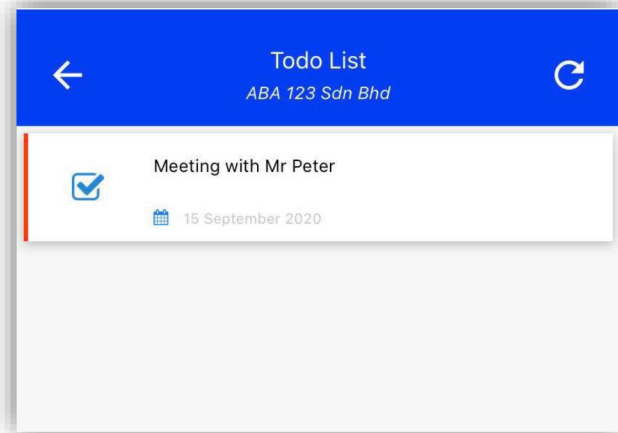


## 9. To Do List (View Only)

To create to-do-list, login AutoCount Payroll using web (create Todo list at Dashboard).



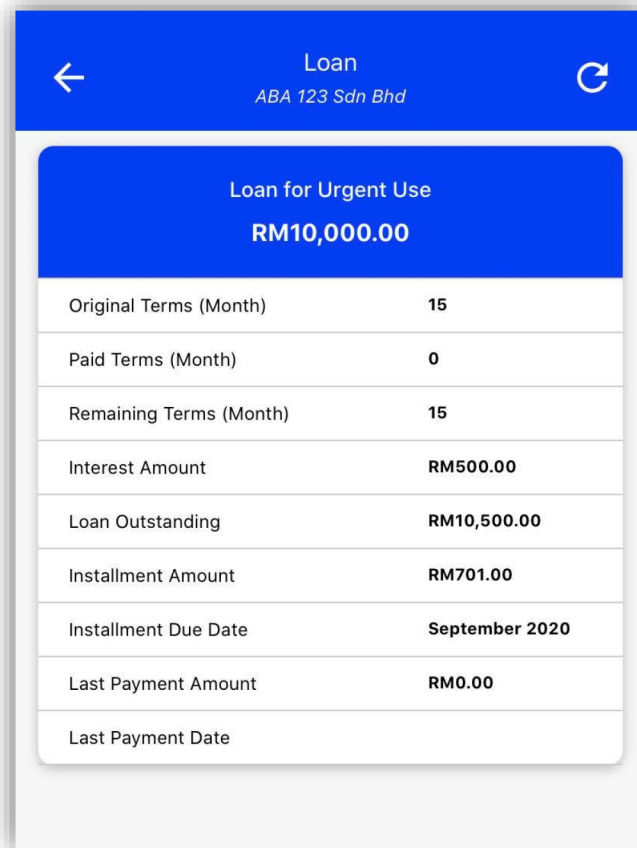
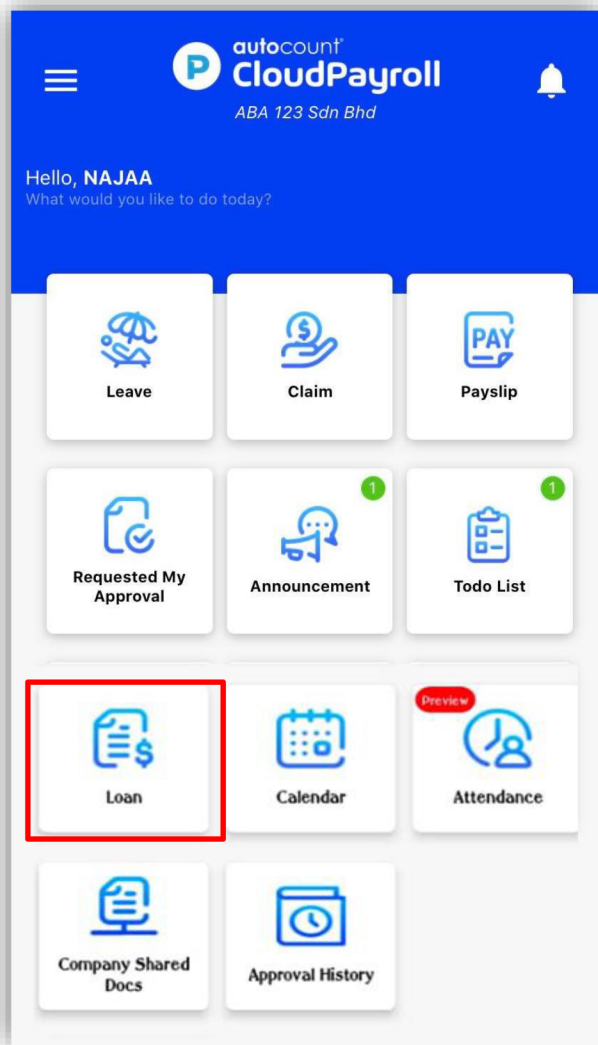
Todo list (View only)



## 10. Loan (View Only)

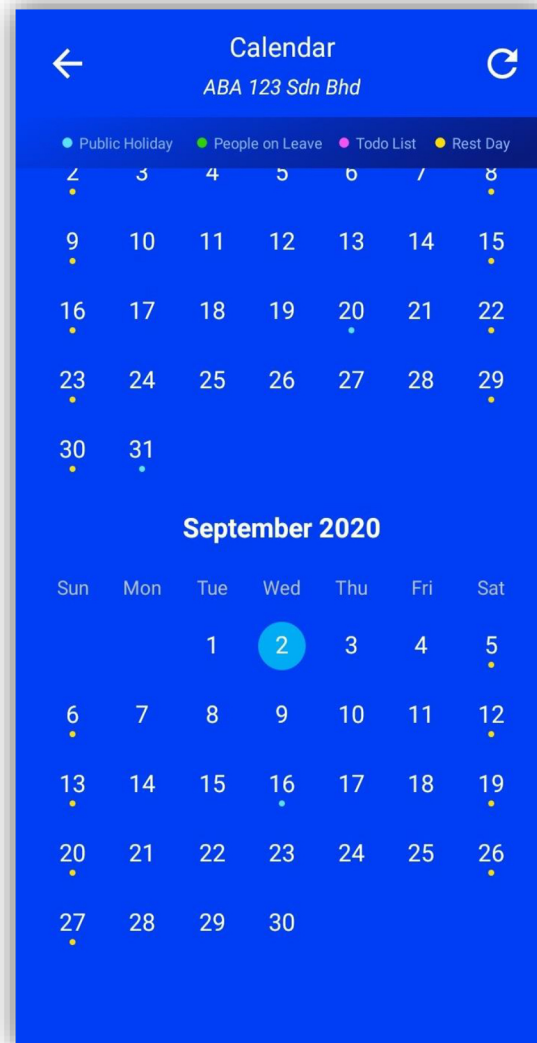
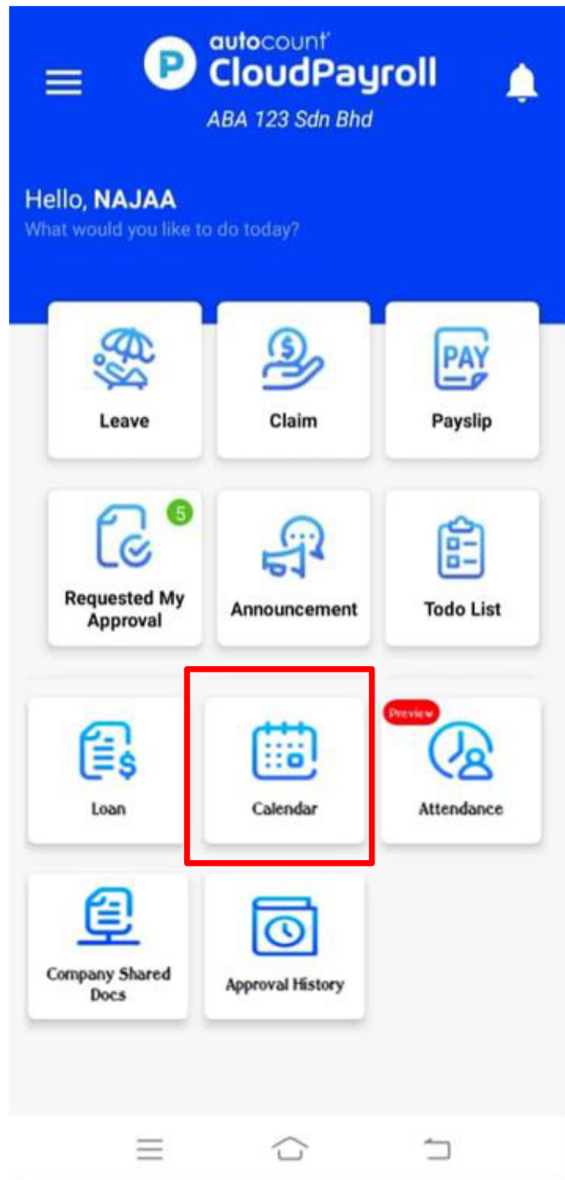
(Loan is normally maintained by HR.)

Tap on **Loan** to view.



## 11. Calendar (View Only)

Refer to color indicators for Public Holiday, Rest Day, People on Leave and Todo List.

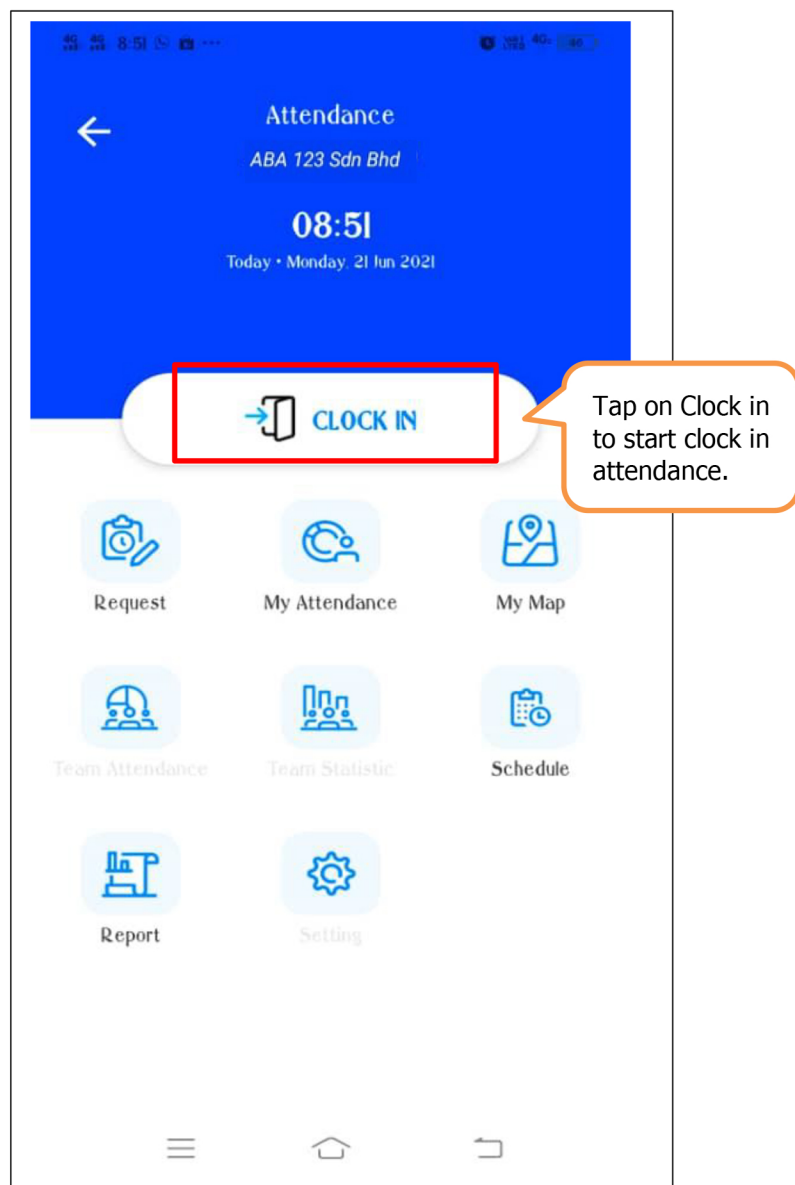
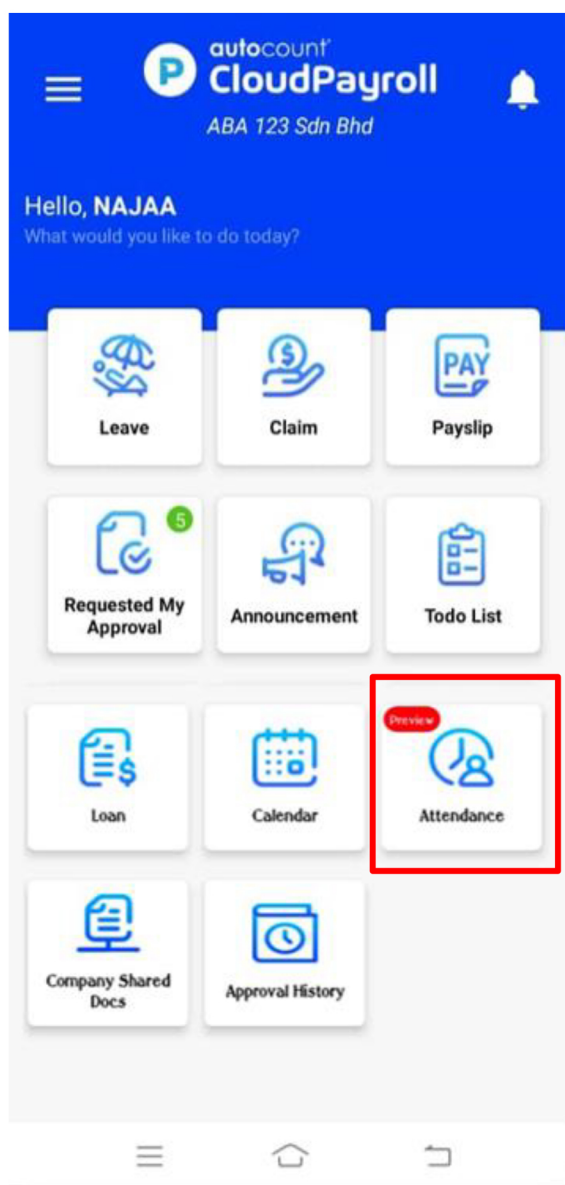


## 12. Attendance

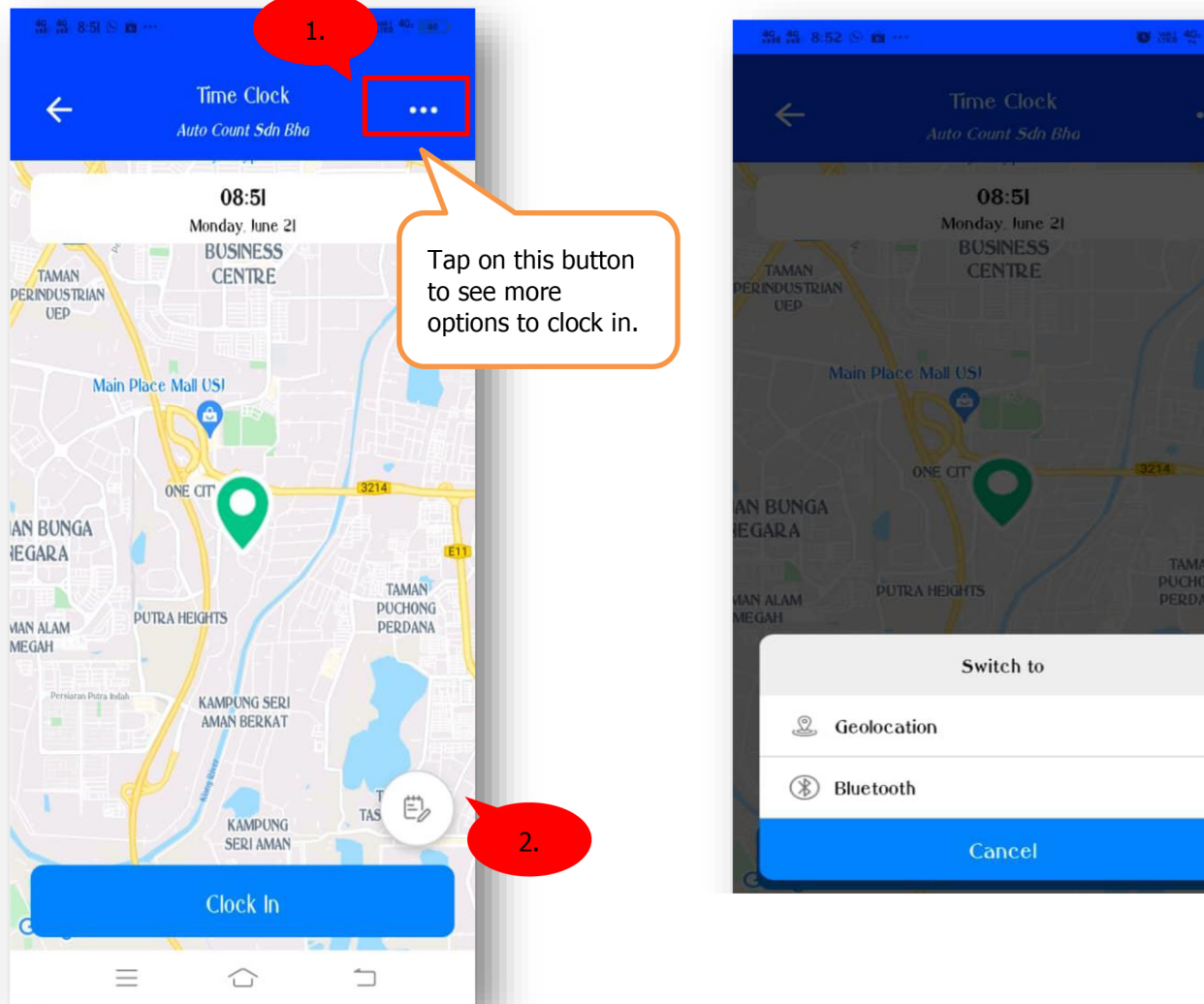
For employee user, use this function to clock in/clock out daily attendance, request to change work hour, request for overtime, view his/her own attendance/schedule records.

For Payroll user, use this function to clock in/clock out daily attendance, request to change work hour, request for overtime, view his/her own attendance/schedule records, view overall attendance and statistic.

(Before this, the setting of work hour, schedule, clocking criteria, attendance adjustment, full report... will need to be done at cloud payroll portal at [www.payroll.autocountsoft.com](http://www.payroll.autocountsoft.com))





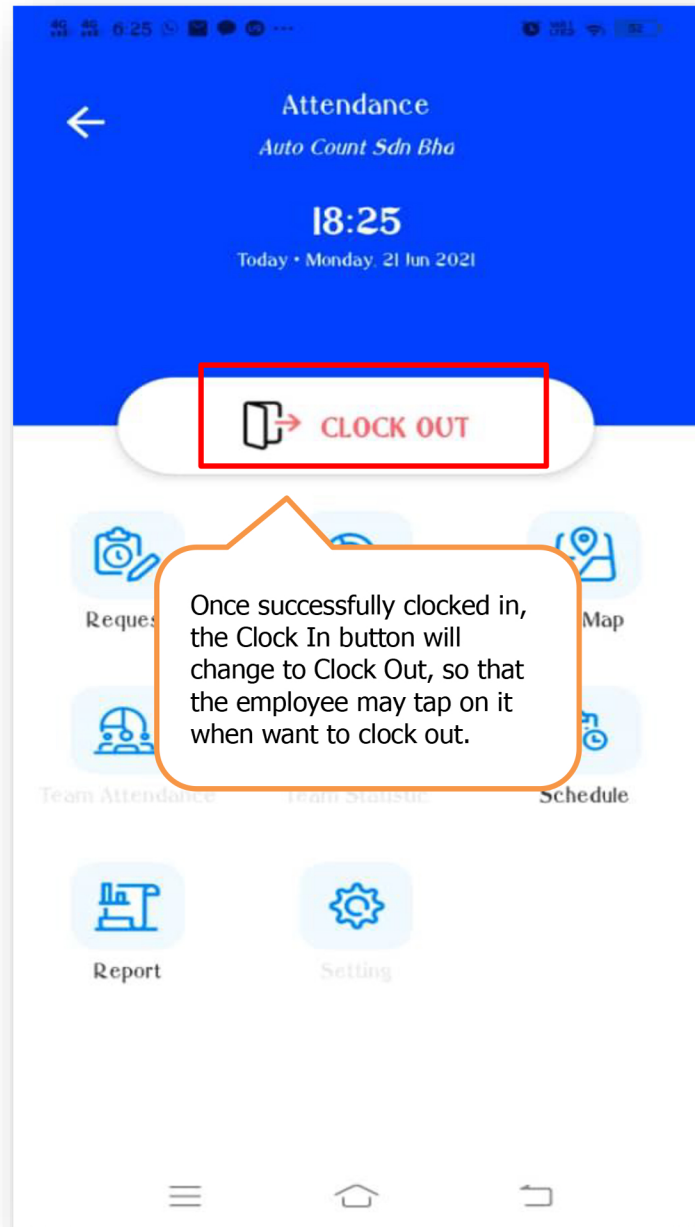
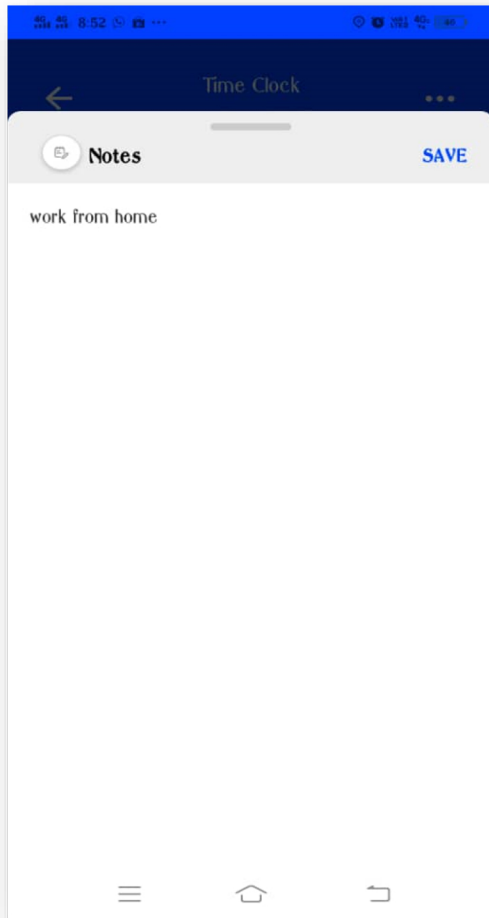


- 1) This access depends on HR setting. There are 3 types clocking options (Geolocation, Bluetooth and WiFi).  
For example, if HR has set to use normal clock in/out with Geolocation and face recognition, an employees will need to turn on GPS on his/her mobile phone and capture his/her face pictures before using this function.

Geolocation: clock in/out with location detected by GPS. Suitable for employees work from home, away from office, with multiple offices, or from office.

Bluetooth/WiFi – clock in/out at static location thru Bluetooth device or WiFi router. Suitable for employees working at fixed location (office).

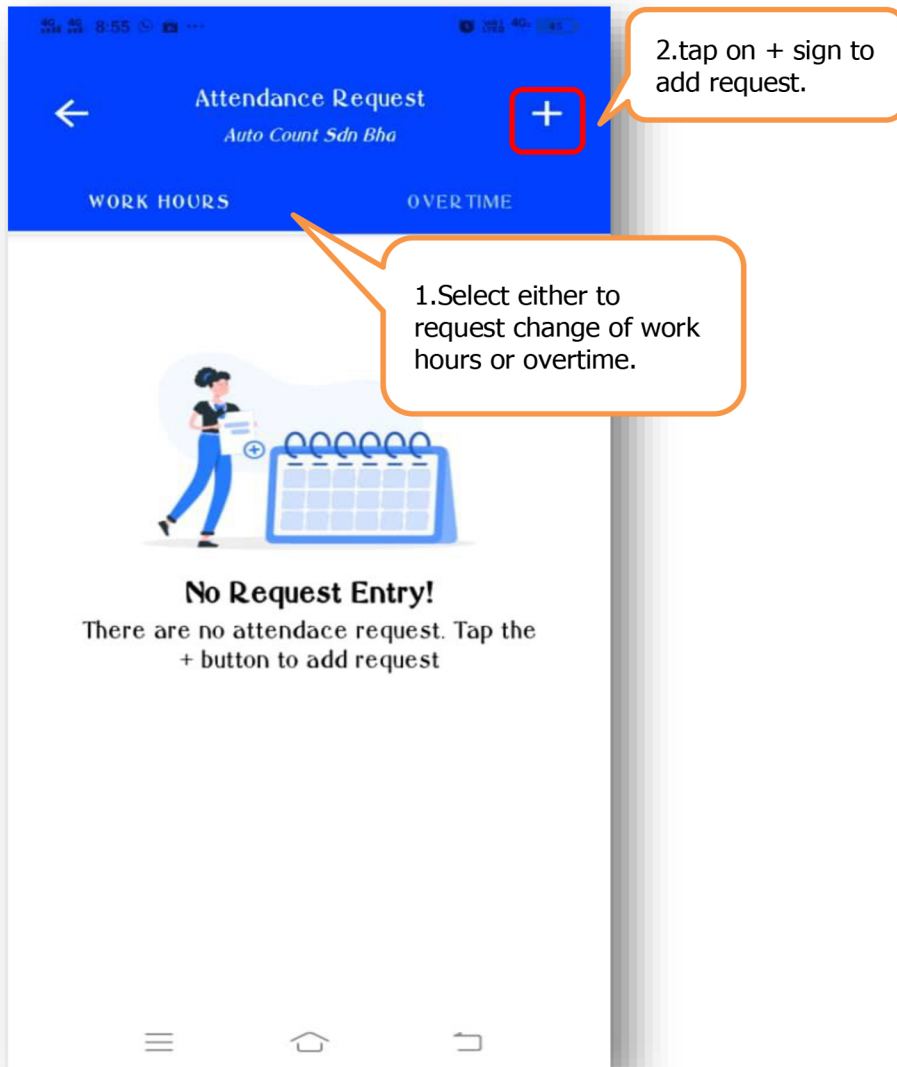
2) This is an option to key in extra information/notes before clock in/out.





**a) Request**

Employee may request to change work hours or request for overtime.



**Attendance Request**  
*Auto Count Sdn Bhd*

Work Hours     Overtime

Date  
02/07/2021

Start Time    End Time  
10:00    19:00

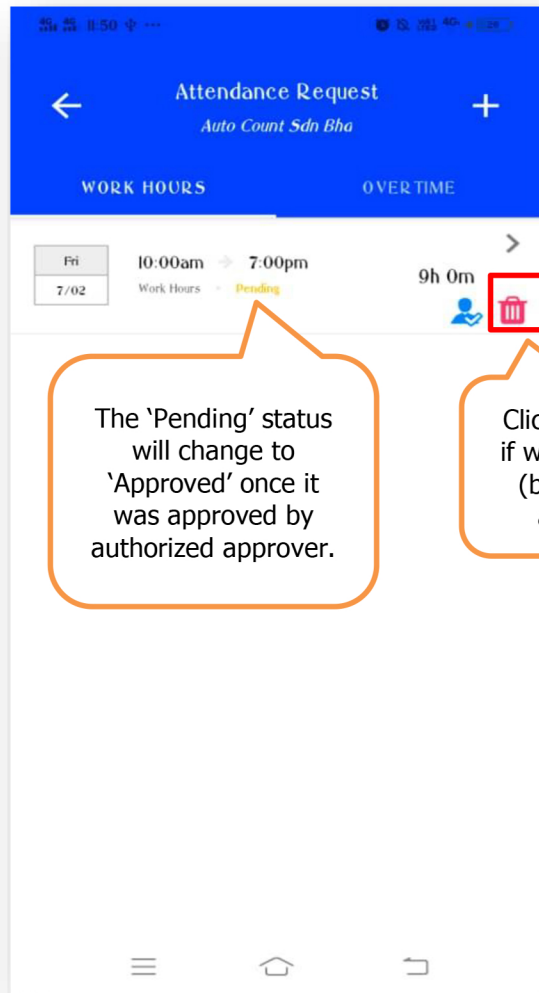
Remark  
medical appointment at 8am.

select request type.

Select date.

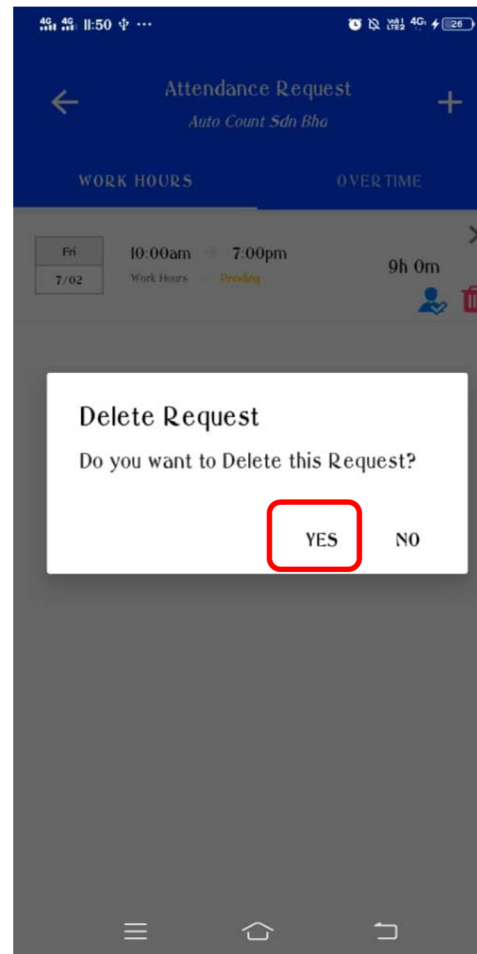
Enter start time and end time.

May key in the remark/reason for the request.



The 'Pending' status will change to 'Approved' once it was approved by authorized approver.

Click this button if want to cancel (before being approved)

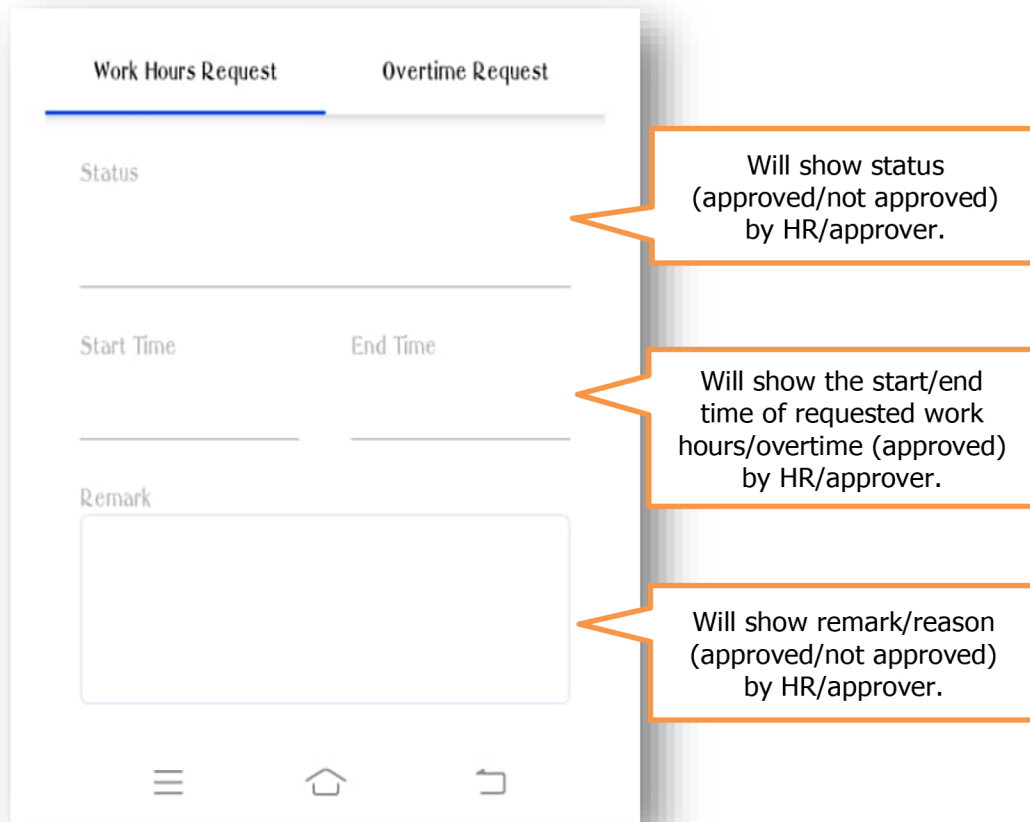


## b) My Attendance

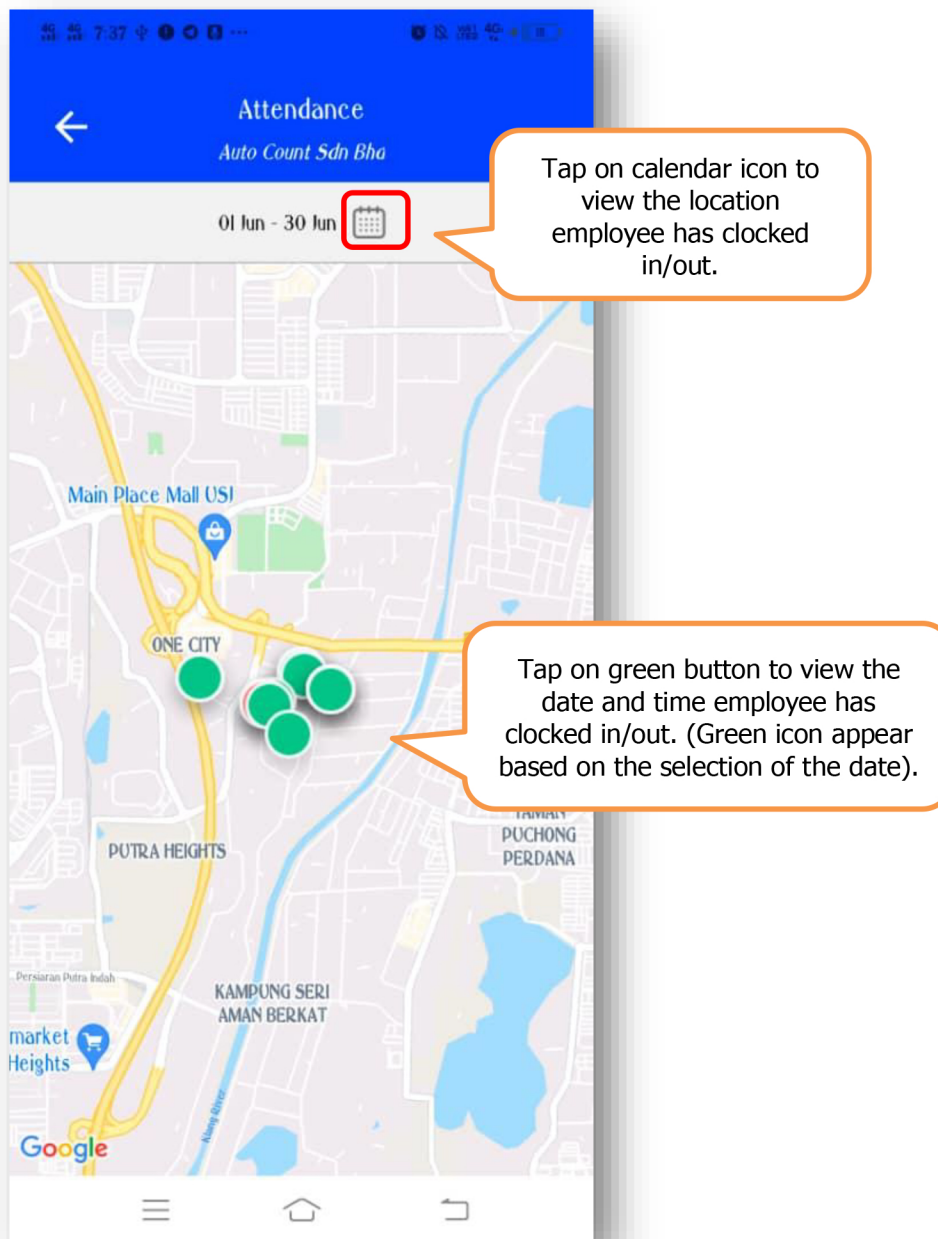
To view the history/detail of daily attendance clock in/clock out (individual).



Scroll down to see the status of changes work hours/overtime request (if any).



## c) My Map



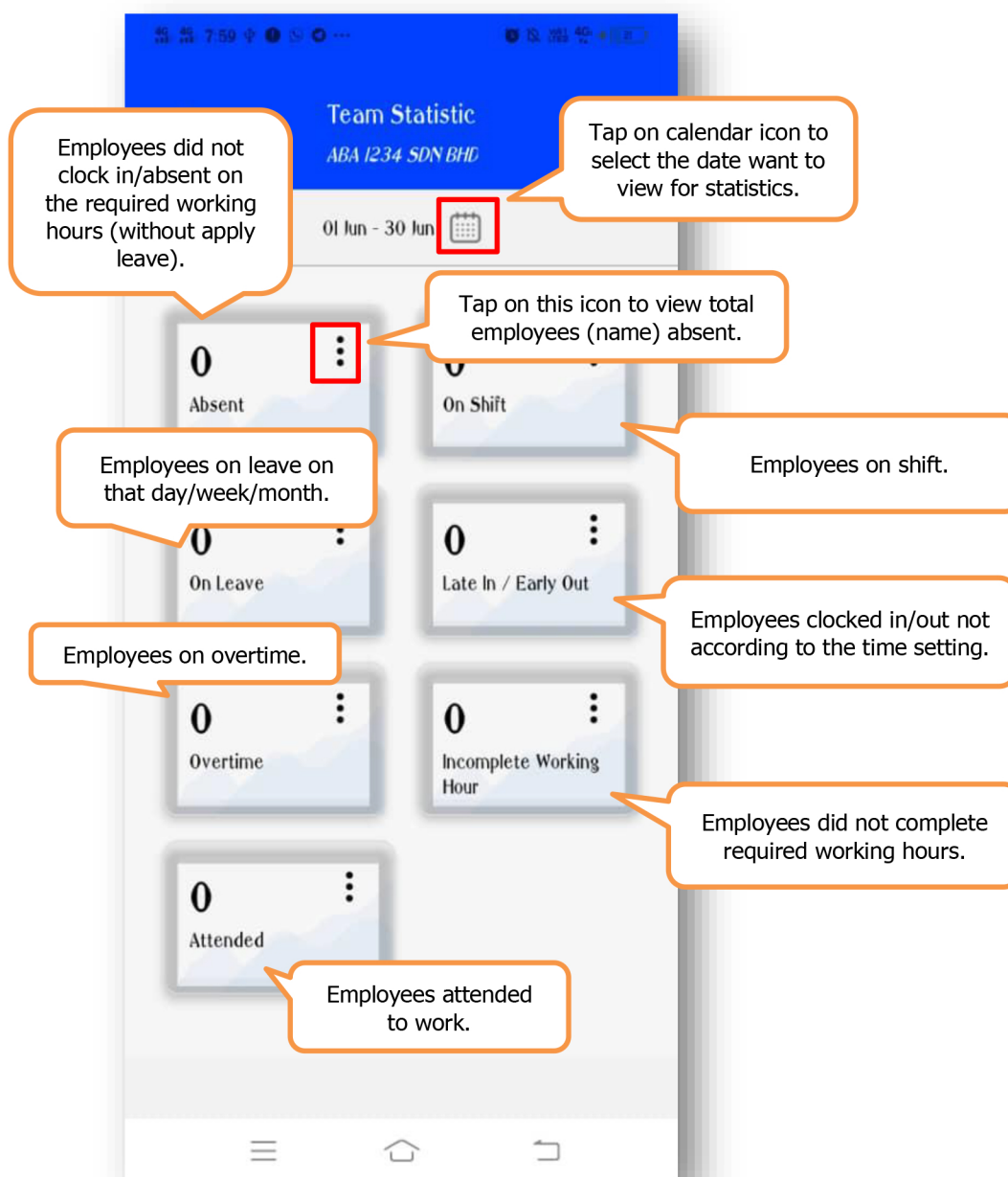
### d) Team Attendance

Can only be viewed by HR.

The screen is similar to my attendance, will show the total employees attendance.

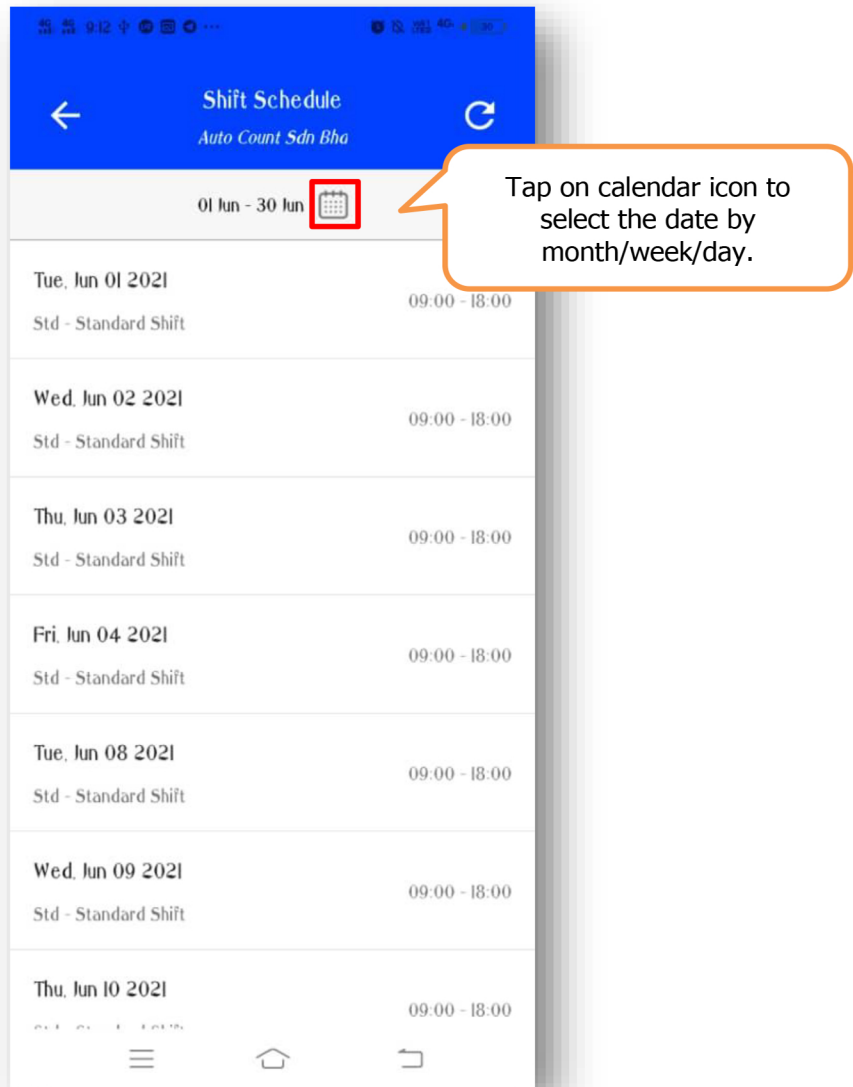
### e) Team Statistic

Can only be viewed by HR.



**f) Schedule**

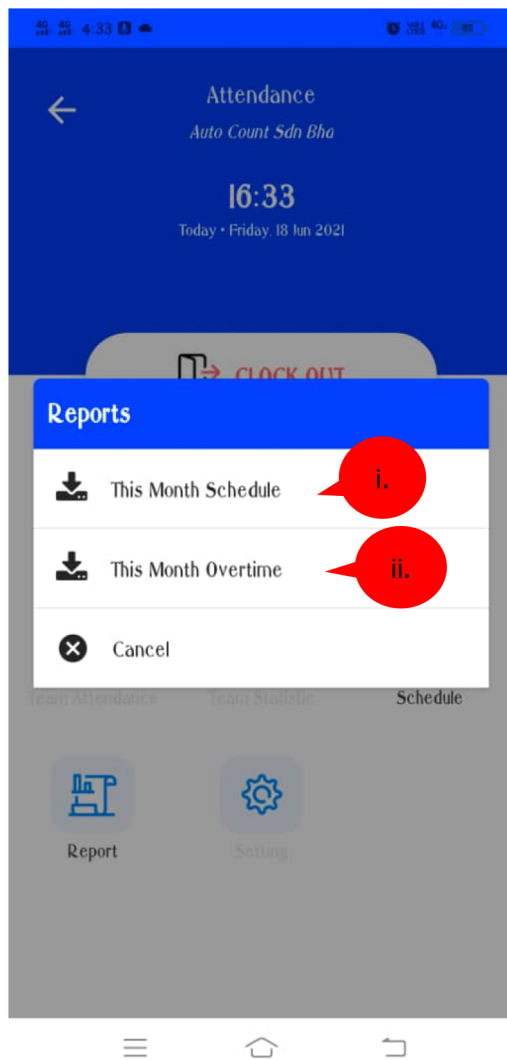
Showing shift schedule employee has clocked in/out.





**g) Report**

Can be viewed by employee his/her normal schedule working hours/overtime report.



**i) This Month Schedule Report**

<b>Shift Schedule Listing</b>										
Auto Count Sdn Bhd		From 01/06/2021 To 30/06/2021					Date : 21/06/2021			
							Page : 1 of 1			
Employee: 064 - NAIMAH BINTI SHAMSUDIN		Title: Education Consultant			Department: KNOW.CONCONSULT - Consultant for Knowledge Division					
Date	W.Type	Shift Name	Shift Start	Break Out	Break In	Break Out	Break In	Break Out	Break In	Shift End
Tue, 01 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Wed, 02 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Thu, 03 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Fri, 04 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Tue, 08 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Wed, 09 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Thu, 10 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Fri, 11 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Mon, 14 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Wed, 16 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Thu, 17 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Fri, 18 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Sun, 20 Jun 21	Work Day	Std - Standard Shift	09:00							18:00
Mon, 21 Jun 21	Work Day	Std - Standard Shift	09:00							18:00

This report is based on clock in/out of employee according to normal working hours (break in/out record will appear if employee required to clock out/in during break time)

**ii) This Month Schedule Report**

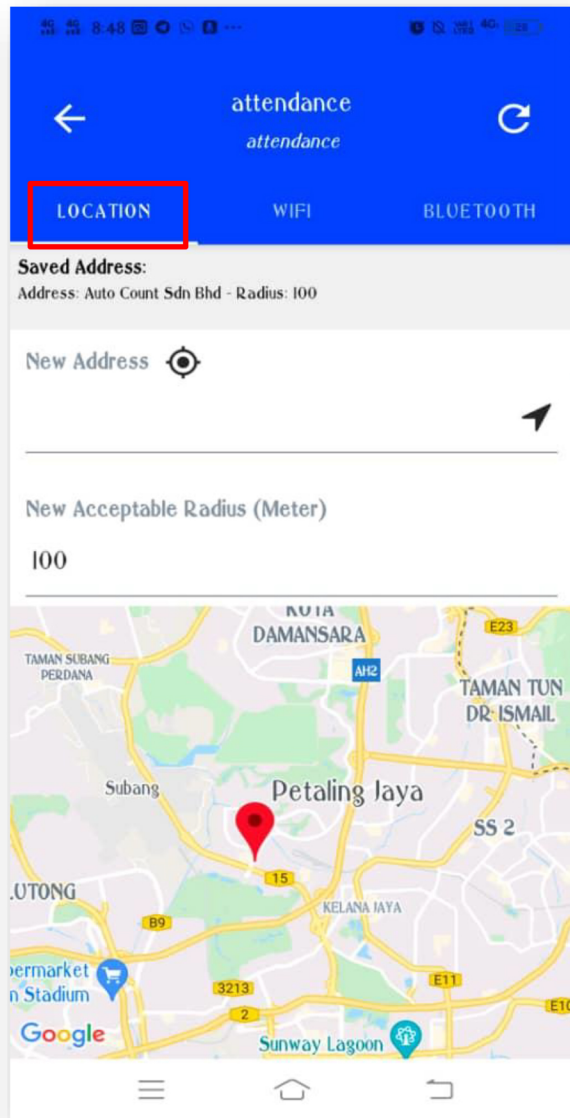
<b>Overtime Report</b>						
Auto Count Sdn Bhd		From 01/06/2021 To 30/06/2021				Date : 21/06/2021
						Page : 1 of 1
No	Date	W.Type	Department	Employee	Shift Name	OT Hours
1						

This report is based on overtime events employee has requested/approved (if any).

**h) Setting**

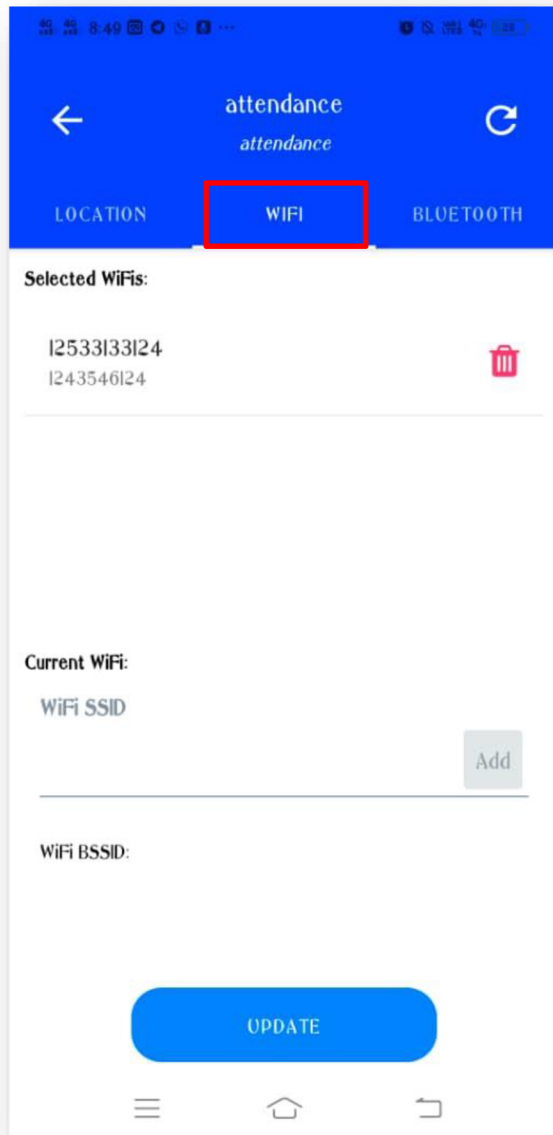
Can only be viewed by HR.

**Location**



will show the default setting of location an employee is supposed to clock in/out, and acceptable radius (meter) if the employee clock in/out outside of saved address (set by HR/Admin at Human Resource > Rule Maintenance, at payroll.autocountsoft.com).

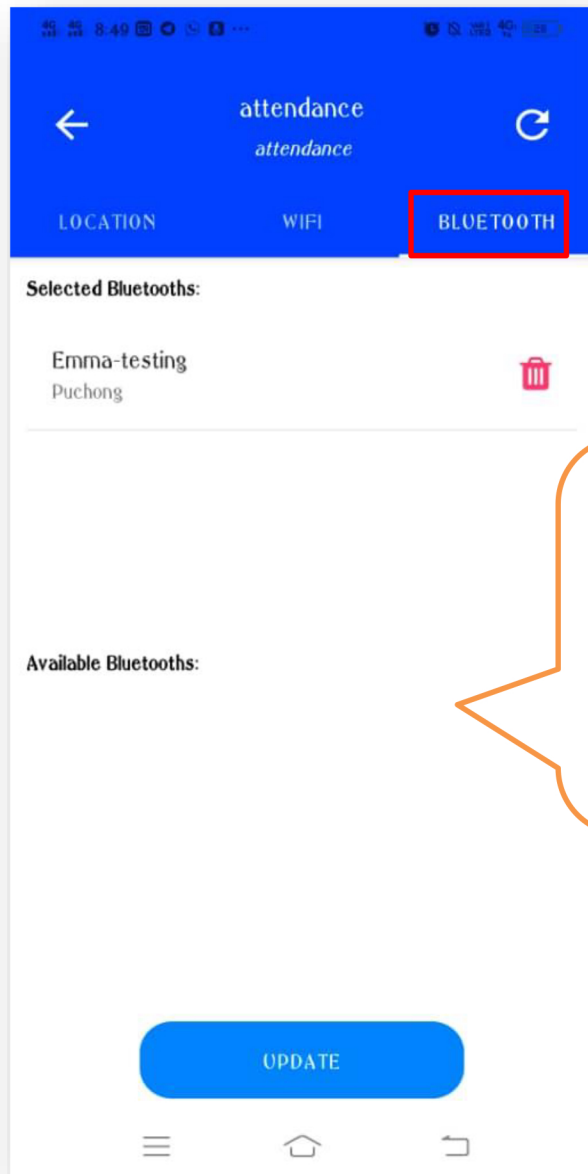
## WI-FI



will show the default setting of Wi-Fi employees can connect to (if any) in case if GPS/Geolocation cannot be used during clock in/out. HR can manually set the current WiFi SSID (if any).

Employee can only clock in/out using WiFi with permission granted by HR. (setting at Human Resource > Rule Maintenance, at payroll.autocountsoft.com).

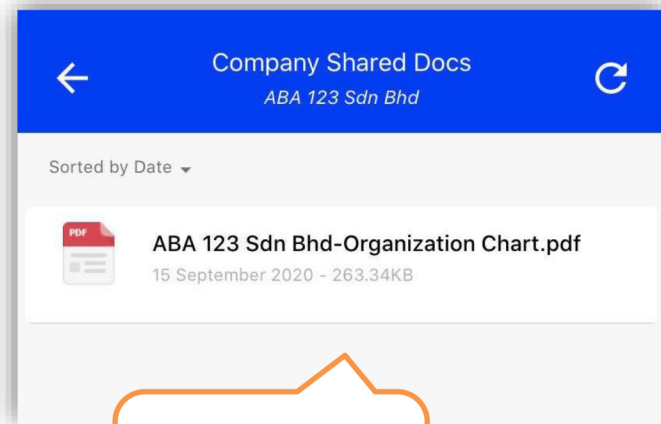
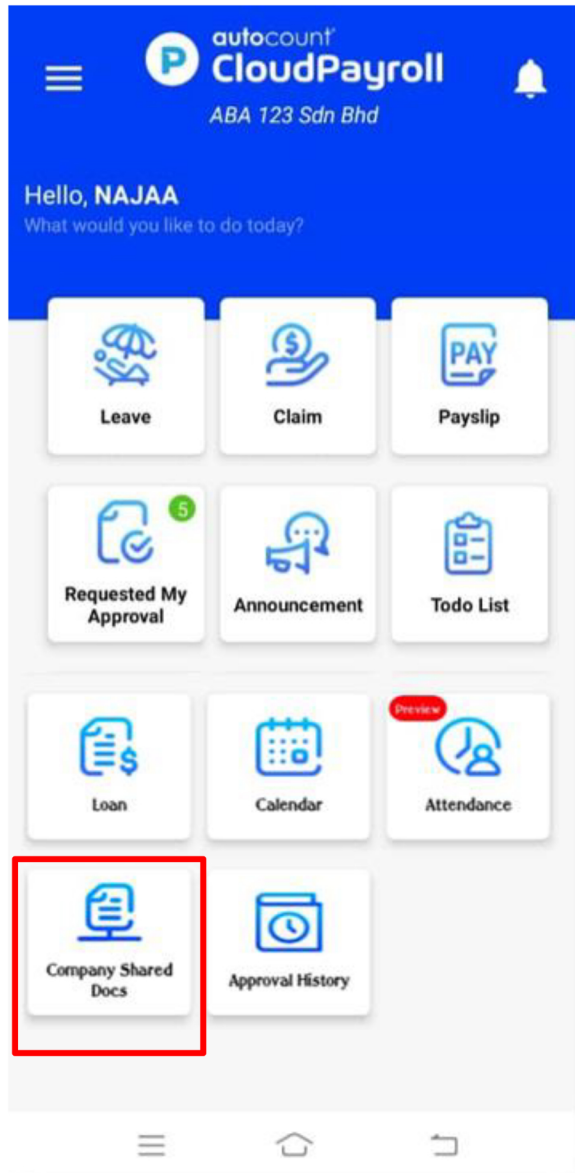
## Bluetooth



will show the default setting of Bluetooth employees can connect to (if any) in case of GPS/Geolocation cannot be used during clock in/out. HR must connect to Beacon device first (Bluetooth device) then only can connect to available Bluetooth (employees' HP Bluetooth).

Employee can only clock in/out using Bluetooth with permission granted by HR. (setting at Human Resource > Rule Maintenance, at [payroll.autocountsoft.com](http://payroll.autocountsoft.com)).

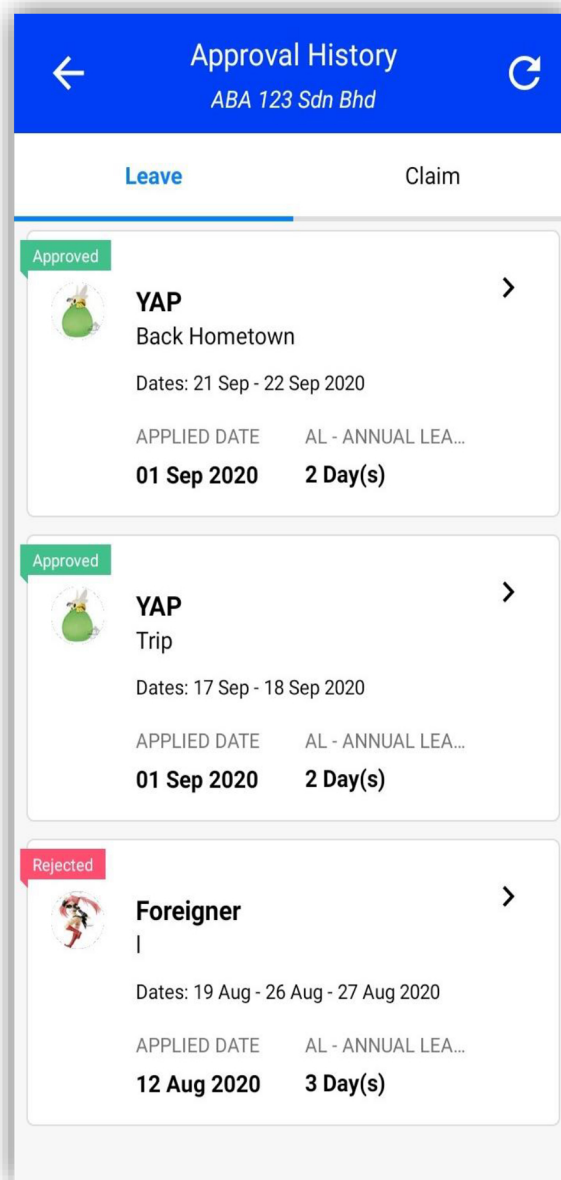
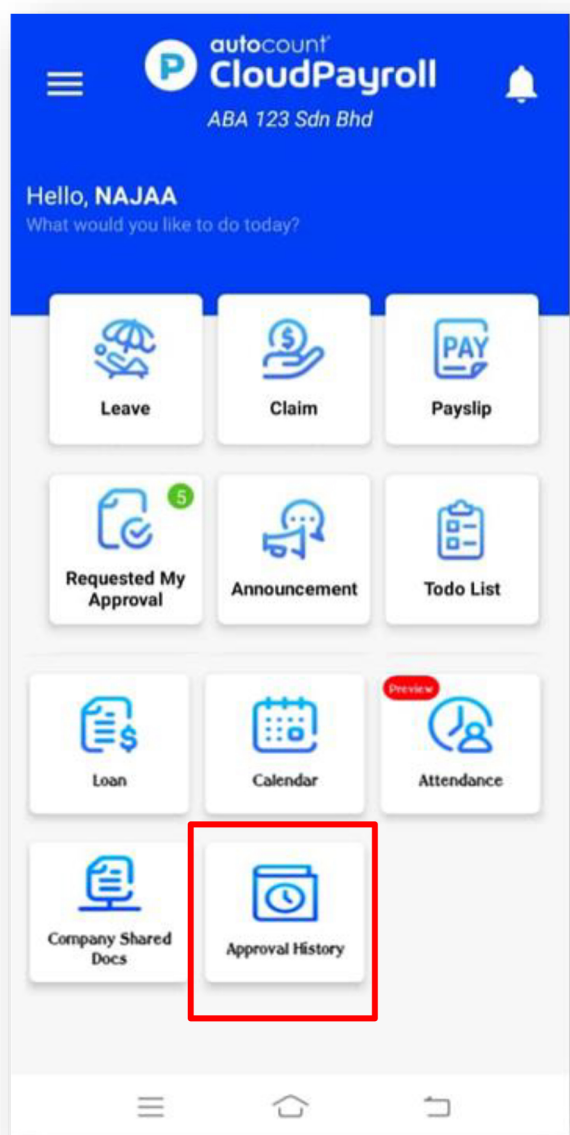
### 13. Company Shared Docs (View Only)



Documents shared by company (usually by HR).

## 14. Approval History

For approvers, this history shows the list of leave/claim requests that were approved/rejected by him/her.



👋 End of chapter 👋