

LESSON 1

Objectives:

Learn how to:

- Maintain Company Profile
- Setting Work Table
- Setting Payment Table
- Setting EPF Table
- Allowance
- Deduction
- Overtime
- Employee File Maintenance
- Leave
- Update Annual Leave & Medical Leave
- Month End Pay
- View / Print Pay Slip
- Management Report
- Government Report
- Increment Salary

Maintain Company Profile

(System → General Setup → Company)

Company Name: Bright Com Enterprise
 Address : 18, Jalan Harimau,
 Taman Century,
 81200 Johor Bahru, Johor
 Registration No.: JM-020202-A
 Phone #1 : 07-332 3877
 Fax no. : 07-332 3899
 Payroll Year : 201X
 This Month : January

Maintain / Update Work Table

(Setting → Work Table → Work Table #1 → Edit → Month= 2 & 3, Monthly=24, 1st Half =12, 2nd Half =12 → Save)

Edit Work Table # WT01 ✖

Code:

Description:

Work Day Per Month:

Daily Work Hours:

Hourly Rate Formula:

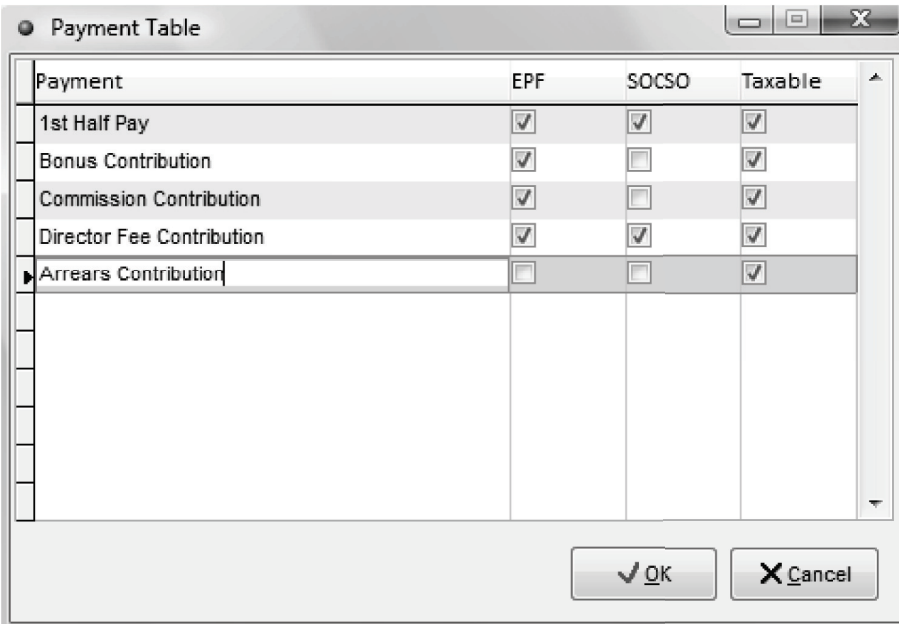
Half Basic Pay Formula:

Working Days

Month	Monthly	1st Half	2nd Half
1	26.00	13.00	13.00
2	24.00	12.00	12.00
3	24.00	12.00	12.00
4	26.00	13.00	13.00
5	26.00	13.00	13.00
6	26.00	13.00	13.00
7	26.00	13.00	13.00
8	26.00	13.00	13.00
9	26.00	13.00	13.00
10	26.00	13.00	13.00
11	26.00	13.00	13.00
12	26.00	13.00	13.00

Maintain Payment Table

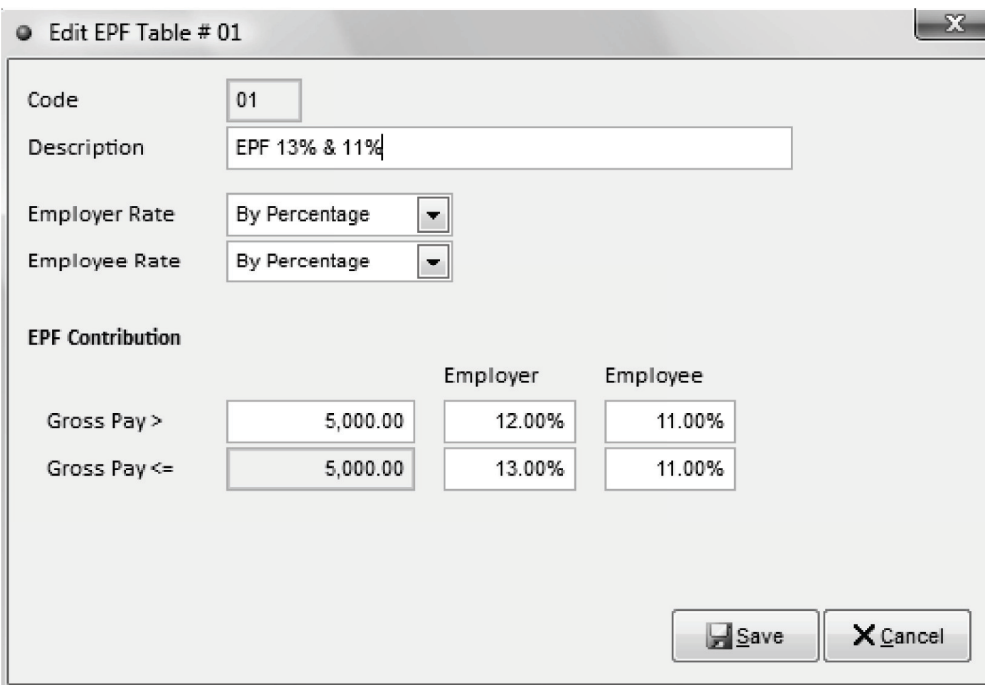
(Setting → Payment Table)



Payment	EPF	SOCSO	Taxable
1st Half Pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bonus Contribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commission Contribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Director Fee Contribution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arrears Contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Maintain EPF Table

(Setting → Statutory Setting → EPF Table → Edit)



Code: 01
 Description: EPF 13% & 11%
 Employer Rate: By Percentage
 Employee Rate: By Percentage

EPF Contribution

		Employer	Employee
Gross Pay >	5,000.00	12.00%	11.00%
Gross Pay <=	5,000.00	13.00%	11.00%

Maintain Allowance

(Employee → Allowance → Add)

No.	Code	Description	EPF	Socso	Taxable	Wages Type	Formula
1.	A01	Hand Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fixed	
2.	A02	Incentive		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Variable	
3.	A03	Lunch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Variable	Day_work * Aw

Maintain Deduction

(Employee → Deduction → Add)

No.	Code	Description	EPF	Socso	Taxable	Special Type
1.	D01	Advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advance Pay
2.	D02	Hostel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	D03	Loan Return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loan

Maintain Overtime

(Employee → Overtime → Edit)

● Edit Overtime # OT01 ✕

Code:

Description:

Round Method:

Smallest Unit: cents

Overtimes

No.	Description	Unit	Formula	Decimal	EPF	SOCSCO	Taxable	HRDF
1	1.0 Time	Hour	((BASIC_RATE/26)/8)*1	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	1.5 Times	Hour	((BASIC_RATE/26)/8)*1.5	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	2.0 Times	Hour	((BASIC_RATE/26)/8)*2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	3.0 Times	Hour	((BASIC_RATE/26)/8)*3	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Rest Day	Day	(BASIC_RATE/26)*2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Holiday Day	Day	(BASIC_RATE/26)*3	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Formula:

Maintain Employee Detail

(Employee → Employee Maintenance → Add)

General

Employee No.	A001	A002
Name	Ahmad Bin Masof	Tan Mei Ling
Address	10, Jalan Dedap 1, Taman Johor Jaya,	8, Jalan Harimau, Taman Century,
City	Johor Bahru	Johor Bahru
Postcode	81100	81250
State	Johor	Johor
I/C No. (New)	770322-01-0101	881231-01-1212
Day Of Birth	22/03/1977	31/12/1988
Nationality	Malaysian	Malaysian
Gender	Male	Female
Race	Malay	Chinese
Bumiputra	Yes	No
Marital Status	Married	Single
Spouse Working	No	-
No. Of Child	2	-
Child Relief Point	2	-

Employment

Branch	JB	JB
Department	Sales	HR
Job Title	Manager	Payroll Clerk
Basic Rate	RM 4200	RM 1800
Pay Basis	Monthly	Monthly
Pay Period	Monthly	Monthly
Payment Mode	Cheque	Cheque
Date Joined	01/01/2011	01/07/2011
Date Confirmed	30/03/2011	30/09/2011
Confidential Level	1	2
Status	Confirmed	Confirmed

Accounts & Setting

EPF No.	1122334	2233445
Socso No.	IC No.	IC No.
Tax No.	SG 454545-01	SG 252525-01

Allowance & Deduction

Employee No.	A001	A002
Allowance		
Hand Phone	RM 500	-
Incentive	-	-
Lunch	RM 5 Per Day	RM 5 Per Day

Deduction		
Advance	-	-
Hostel	-	RM 80

Maintain Leave Table

(Employee → Leave → Leave Table → Edit)

Edit Leave Table # L1 ✕

Code:

Description:

Leave	From Year	To Year	Entitlement	C/F
Annual Leave	1	2	8	8
	3	5	12	12
	6	99	16	16
Medical Leave	1	2	14	0
	3	5	18	0
	6	99	22	0

Update Leave

(Employee → Leave → Leave Update)

⊙ Annual Leave Entitlement → OK → Yes → OK

⊙ Medical Leave Entitlement → OK → Yes → OK

Update Monthly Pay

(Transaction → Payroll → Add → Payroll Month= January → Payroll Type = Month End Pay → Save → Yes)

Employee No.	A001	A002
Working Days	26 Days	26 Days
Public Holiday	2 Days	2 Days
Annual Leave	1 Day	2 Days
Medical Leave	1 Day	-
Overtime – 1.5 Time	2 Hours	12 Hours
Overtime – 2.0 Time	-	2 Hours
Hand Phone	RM 500	-
Incentive	-	RM 200
Lunch	RM 5 Per Day	RM 5 Per Day
Hostel	-	RM 80

Process Monthly Pay

(Process Pay)

View Pay Slip

(Transaction → Payroll → View Pay Slip)

A001

Basic Pay	Director Fee	Overtime	Allowance	Gross Pay	Deduction	EPF	SOCOSO	PCB	Net Pay
4200.00	0.00	28.84	610.00	4838.84	0.00	517.00	14.75	100.60	4206.49
		BIK	0.00	Levy	0.00				

A002

Basic Pay	Director Fee	Overtime	Allowance	Gross Pay	Deduction	EPF	SOCOSO	PCB	Net Pay
1800.00	0.00	190.38	310.00	2300.38	80.00	198.00	11.75	0.00	2010.63
		BIK	0.00	Levy	0.00				

Print Pay Slip

(Transaction → Print Pay Slip)

Print Management Report

(Reports → Management Reports)

Print Government Report

(Reports → EPF → EPF Borang A)

(Reports → Socso → Socso Borang 8A)

(Reports → Income Tax Report → CP39)

Increment Salary

- (Employee → Salary Increment → Generate → Pay Basis = Monthly → Increased By=By Amount)

Employee No.	A001	A002
Increment Amount	RM 150	RM 150
Increment Date	01/02/201x	01/02/201x

- (Employee → Salary Increment → Update → Increment Date From: 01/02/201X and Date To: 28/02/201X → OK → Yes)