

SQL PAYROLL ADVANCE USER GUIDE

Contents

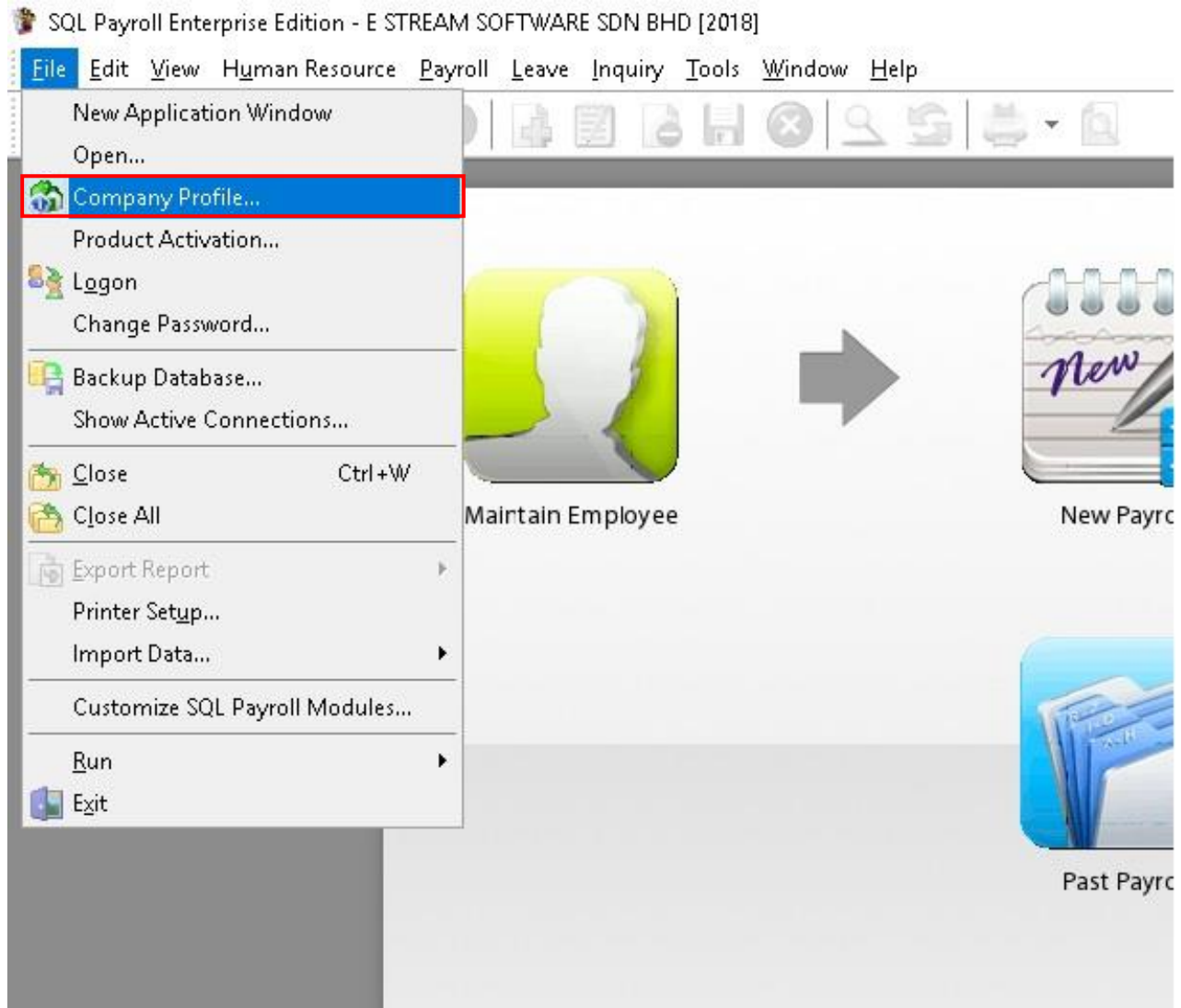
How to Setup Company Profile :	4
Maintain Employee :	19
A) Payroll Maintenance :.....	44
Maintain Wages :.....	45
Maintain Frequency :.....	49
Maintain Contribution :.....	57
Maintain Allowance :.....	63
Maintain Overtime :	67
Maintain Payment Method :	76
B) Process Salary :.....	82
Month End Payroll :.....	83
Open Payroll :	84
Open Pending Payroll :	87
C) Payroll Report :.....	90
SQL Payroll Leave :.....	91
D) Maintenance Leave.....	92
Maintain Leave Type :	93
Maintain Leave Group :	95
Leave Application:	102
Leave Entitlement Processor	106
Leave Report :.....	108
E) Setting :.....	109
Leave Brought Forward	110
Where to key-in PCB Receipt ?.....	118
Opening Balance for Employee:	121

Increment Letter.....	125
Import from Excel.....	130
SQL View.....	140
SQL Bonus in SQL Payroll.....	144
Customize EA form	148
Tax Benefit Info	151

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.

The screenshot shows a software window titled "Company Profile" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a toolbar with icons for document, save, close, refresh, print, and search. The main content area is divided into two sections. The top section contains a large empty box on the left and a form on the right with the following fields: "Company Name" (E STREAM SOFTWARE SDN BHD), "Company Alias" (empty), "Reg No." (611016-M), and "Remark" (2018). The bottom section has a tabbed interface with "General" selected, and other tabs for "EPF", "TAX", "SOCSSO", "HRDF", "Zakat", "Officer", and "Dealer". The "General" tab contains several input fields: "Attention" (empty), "Address" (1, Jalan Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia.), "Phone 1" (0378901300), "Phone 2" (empty), "Fax" (0358869913), "Email" (estream@estream.com.my), "BizNature" (IT Services & Support), and "Industry Code" (46510). A red bracket on the right side of the form groups the "Company Name" through "Industry Code" fields. A red-bordered box on the right contains the following text: "Fill in your company details. *Company alias: another name of your company *BizNature : business nature (eg: Food Catering, Forwarding,etc) *Industry Code :".

Company Name	E STREAM SOFTWARE SDN BHD	
Company Alias		
Reg No.	611016-M	
Remark	2018	
General EPF TAX SOCSSO HRDF Zakat Officer Dealer		
Attention		
Address	1, Jalan Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia.	
Phone 1	0378901300	Fax: 0358869913
Phone 2		Email: estream@estream.com.my
BizNature	IT Services & Support	
Industry Code	46510	

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

The screenshot shows the 'Company Profile' application window. The 'EPF' tab is selected and highlighted with a red box. The window contains the following fields and annotations:

Field	Value	Annotation
Company Name	E STREAM SOFTWARE SDN BHD	
Company Alias		
Reg No.	611016-M	
Remark	2018	
EPF Branch	KWSP SHAH ALAM	Name of EPF office. For reference purpose only.
EPF Employer No.	1234	Key in Employer EPF No & Code. IMPORTANT. Will be captured in EPF Borang A.
EPF Code	9018093	
EPF Address	Tingkat 1 hingga 4, Menara PPNS Pusat Dagangan UMNO Shah Alam Lot. 8, Persiaran Damai, Seksyen 11 40000 Shah Alam, Selangor Darul Ehsan.	Details of EPF office. For reference purpose only.
EPF Phone	0355194993	
EPF Fax	0355122927	

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

1-1

	KUMPULAN WANG SIMPANAN PEKERJA				KWSP 6
	PERATURAN-PERATURAN DAN KAEDAH-KAEDAH KWSP 1991 KAEDAH 11(1)				
No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)			No Rujukan Borang A
1234	06/2018	4 3 7 3 00			12341806
Jumlah caruman di atas hendaklah dibayar kepada KWSP/Ejen Kutipan KWSP sebelum/pada 15hb setiap bulan <input type="checkbox"/> Wang Tunai <input checked="" type="checkbox"/> Cek/Kiriman Wang/Wang Pos /Draft Bank*No /EFT /TT.					
Nama Majikan : E STREAM SOFTWARE SDN BHD Alamat : 1, Jalan Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia		Tarikh DiCetak : 01/05/2018 Bil Pekerja : 5			
303					Cop Ejen Kutipan 

B I L	No. AHLI	N K	NO.KAD 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			920101101001	KOO KIAN KEAT	2,120.00			2	7	6	00			2	3	4	00
2			901212014321	LEE CHONG WAI	3,530.00			4	6	1	00			3	9	0	00



0000012341869018093

EPF Employer No
 Submission Date
 EPF Code

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

The screenshot shows the 'Company Profile' application window. The 'TAX' tab is selected and highlighted with a red box. The window contains the following fields and annotations:


Field	Value	Annotation
Company Name	E STREAM SOFTWARE SDN BHD	
Company Alias		
Reg No.	611016-M	
Remark	2018	
Tax Branch	BPA Selangor	Name of PCB office. For reference purpose only.
Tax Employer No. E	1234567890	Key in Tax Employer No. E. IMPORTANT . Will be captured in PCB Form. (eg : Income Tax CP39)
Tax Address	Biro Pengaduan Awam, Jabatan Perdana Menteri, Paras 44, Bangunan KOMTAR 40000 Shah Alam.]	Details of PCB office. For reference purpose only.
Tax Phone	0355133777	
Tax Fax	0355106358	

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
 Pusat Bayaran Kuala Lumpur
 Kaunter Bayaran Dan Tingkat 1, Blok 8A
 Kompleks Bangunan Kerajaan, Jalan Duta
 50600 KUALA LUMPUR



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

POTONGAN BAGI BULAN 0 5 TAHUN 2018

CP39 Pin. 2015

UNTUK KEGUNAAN PEJABAT

No. Kelompok

No. Rest

BUTIR-BUTIR MAJIKAN	BUTIR-BUTIR PEMBAYARAN		PEGAWAI YANG MENYEDIAKAN BORANG	
<p>No. Majikan E 1 2 3 4 5 6 7 8 - 9 0</p> <p>No. Pendaftaran Perniagaan: 611016-M</p> <p>Nama Syarikat/Perniagaan: E STREAM SOFTWARE SDN BHD</p> <p>Alamat Syarikat/Perniagaan: 1, Jalan Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia.</p>	Jumlah Potongan	PCB RM 4,687.70	CP 38 RM -	Tandatangan
	Bilangan Pekerja	1	0	Nama Penuh: Tan Ah Huat
	Butir-butir / Cek / Bank / Deraf / Kiriman Wang / Wang Pos	Amaun RM 4,687.70		No. Pengenal: 701017108713
		Nombor		Jawatan: Human Resources Manager
		Cawangan		No. Telefon: 016-6478321
	Tarikh	07/05/2018		

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 menggariskan 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 tidak layak dikenakan potongan bagi bulan berkenaan).
- Nombor Kad Pengenalan : Isikan kedua-dua nombor kad pengenalan baru dan lama (sekiranya ada).

B PEMBAYARAN

- Bayaran dan Borang CP39 yang telah lengkap diisi mestilah sampai ke Pusat Bayaran LHDN selewat-lewatnya pada hari kelima belas bulan berikutnya.
Contoh: PCB/CP38 bagi bulan Januari 2015, tarikh akhirnya ialah 15 Februari 2015.
- 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, Wisma Hasil, Aras 1, Wisma Hasil, Kanan, Jalan Pejabat Kerajaan, Kanan, Jalan Pejabat Kerajaan.

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

Company Profile

Company Name: E STREAM SOFTWARE SDN BHD

Company Alias:

Reg No.: 611016-M

Remark: 2018

General | EPF | TAX | **SOCSO** | HRDF | 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: 0379498888

SOCSO Fax: 0379567492

Name of SOCSO office. For reference purpose

Employer's New No. (12 characters in length), effective fr

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

Details of SOCSO office. For reference purpose only.

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 05 2018													
		Jumlah caruman untuk bulan di atas hendaklah dibayar tidak lewat daripada 30/06/2018													
															
<input type="checkbox"/> Bayaran Tunai. <input type="checkbox"/> Bayaran cek. No. cek		Amaun RM 394.70	Bilangan Pekerja 5												
		Lembaran 1													
Nama dan Alamat Majikan  E STREAM SOFTWARE SDN BHD 1, Jalan Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia.		Cap Bank													
No. Kod Majikan <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">7</td> </tr> </table> </div>		1	2	3	4	4	4	5	5	6	6	7	7	SOCSCO Employer No.	
1	2	3	4	4	4	5	5	6	6	7	7				
CATATAN (1) NO. PENDAFTARAN KESELAMATAN SOSIAL ADALAH NOMBOR KAD PENGENALAN PENDAFTARAN NEGARA. (2) Tandakan X di ruangan (2) jika pekerja telah berhenti dan masukkan tarikh berhenti kerja di ruangan (3). (3) Tarikh mula kerja untuk pekerja yang tidak malar sahaja di ruangan (3). Pendaftaran pekerja baharu 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 beritahu PERKESO secara bertulis. (6) Sila pastikan tulisan/angka/cap tidak menyentuh mana-mana garisan/kotak/barcode yang disediakan. (7) Format untuk tkh. mula/tkh. berhenti kerja adalah hhhbbtttt contoh 01072000.															
NO. KAD PENGENALAN PENDAFTARAN NEGARA Lihat Catatan (1)	TKH. MULA/TKH. BERHENTI KERJA hhhbbtttt (3)	KEGUNAAN PERKESO (4)	NAMA PEKERJA (MENGKUT KAD PENGENALAN) (5)												
920101101001			KOO KIAN KEAT												
		CARUMAN (6) RM SEN													
		<table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">0</td> </tr> </table>		4	8	-	4	0							
4	8	-	4	0											

Step 6 : Click on the HRDF tab to insert employer's HRDF contribution rate. (Human Resources Development Fund)

The screenshot shows a software window titled "Company Profile" with a toolbar at the top. Below the toolbar, there are several input fields for company information:

- Company Name: E STREAM SOFTWARE SDN BHD
- Company Alias: (empty)
- Reg No.: 611016-M
- Remark: 2018

Below these fields is a tabbed interface with the following tabs: General, EPF, TAX, SOCSCO, HRDF, Zakat, Officer, Dealer. The "HRDF" tab is selected and highlighted with a red box.

Under the HRDF tab, there is a field labeled "HRDF Rate %" with a value of "0.5". A red arrow points from this field to a red-bordered text box that contains the text: "Key in the Rate % , can generate report of calculation HRDF".

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

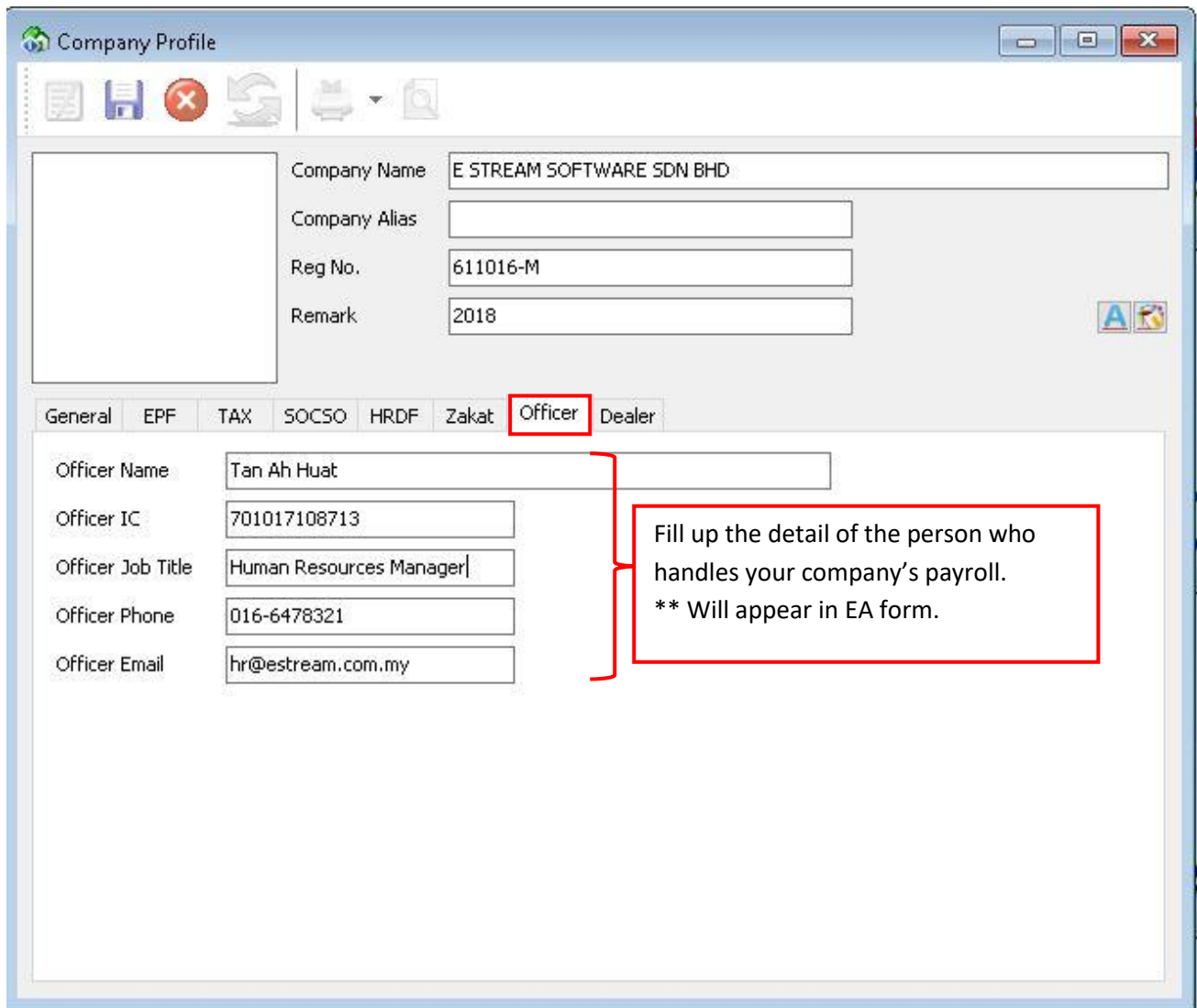
The screenshot shows a software window titled "Company Profile" with a menu bar containing icons for file operations. Below the menu bar, there are several input fields for company information:

- Company Name: E STREAM SOFTWARE SDN BHD
- Company Alias: (empty)
- Reg No.: 611016-M
- Remark: 2018

Below these fields is a tabbed interface with the following tabs: General, EPF, TAX, SOCSO, HRDF, Zakat, Officer, Dealer. The "Zakat" tab is highlighted with a red box.

Under the "Zakat" tab, there is a field labeled "Zakat Employer Code" containing the value "AA12345". This field is highlighted with a red box. A red arrow points from this field to a text box that says "Fill up if you are eligible to it." This text box is also highlighted with a red box.

Step 8 : Click on the Officer tab to insert all the employer info.



Company Profile

Company Name: E STREAM SOFTWARE SDN BHD

Company Alias:

Reg No.: 611016-M

Remark: 2018

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

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.

(C.P. 8A - Pin. 2017)

No. Siri

No. Majikan E 1234567890

MALAYSIA

CUKAI PENDAPATAN

PENYATA SARAAAN DARIPADA PENGGAJIAN BAGI TAHUN BERAKHIR 31 DISEMBER 2018

Penyata Gaji Pekerja SWASTA

No. Cukai Pendapatan Pekerja

EA

Cawangan LHDNM

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

A BUTIRAN PEKERJA

- 1. Nama penuh Pekerja/ Pesara(En./ Cik/ Puan) LEE QHONG WAI
- 2. Jawatan
- 3. No. Kakitangan/ No. Gaji 001
- 4. No. K.P. Baru 901212014321
- 5. No. Pasport
- 6. No. KWSP
- 7. No. PERKESO
- 8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai
- 9. Jika bekerja tidak genap setahun, nyatakan:
(a) Tarikh mula bekerja 02/01/2012
(b) Tarikh berhenti kerja

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN

- (Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)
- | | |
|---|----------|
| | RM |
| 1. (a) Gaji Kasar, upah atau gaji cuti (termasuk gaji lebih masa) | 3,000.00 |
| (b) Fi (termasuk fi pengarah), komisen atau bonus | |
| (c) Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihal pembayaran:) | 530.00 |
| (d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja | |
| (e) Manfaat Skim Opsyen Saham Pekerja (ESOS) | |
| (f) Ganjaran bagi tempoh dari _____ hingga _____ | |
| 2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa | |
| Jenis pendapatan (a) _____ | |
| (b) _____ | |
| 3. Manfaat berupa barangan (Nyatakan: MYVI 2012 XXXX) | |
| 4. Nilai tempat kediaman (Alamat: _____) | |
| 5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan | |
| 6. Pampasan kerana kehilangan pekerjaan | |

C PENCEN DAN LAIN-LAIN

- 1. Pencen
 - 2. Anuiti atau Bayaran berkala yang lain
- JUMLAH** 3,530.00

D JUMLAH POTONGAN

- 1. Potongan Cukai Berjadual (PCB) yang dibayar kepada LHDNM
- 2. Amanah Potongan CP 38
- 3. Zakat yang dibayar melalui potongan gaji
- 4. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:
(a) Pelepasan RM _____
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM _____
- 5. Jumlah pelepasan bagi anak yang layak

E CARUMAN YANG DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG SIMPANAN/ PENCEN YANG DILULUSKAN DAN PERKESO

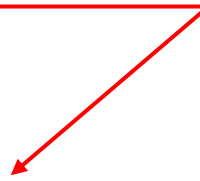
- 1. Nama Kumpulan Wang KWSP
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 390.00
- 2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 17.75

F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI

RM 0.00

Nama Pegawai	Tan Ah Huet
Jawatan	Human Resources Manager
Nama dan Alamat Majikan	E STREAM SOFTWARE SDN BHD No 1, Jalan Setia Degang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia.
No. Telefon Majikan	03789 01300

Tarikh 07/05/2018



F	JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI	RM _____	0.00								
<table border="1"> <tr> <td>Nama Pegawai</td> <td>Tan A h Huat</td> </tr> <tr> <td>Jawatan</td> <td>Human Resources Manager</td> </tr> <tr> <td>Nama dan Alamat Majikan</td> <td>E STREAM SOFTWARE SDN BHD No 1, Jalan Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia.</td> </tr> <tr> <td>No. Telefon Majikan</td> <td>0378901300</td> </tr> </table>				Nama Pegawai	Tan A h Huat	Jawatan	Human Resources Manager	Nama dan Alamat Majikan	E STREAM SOFTWARE SDN BHD No 1, Jalan Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia.	No. Telefon Majikan	0378901300
Nama Pegawai	Tan A h Huat										
Jawatan	Human Resources Manager										
Nama dan Alamat Majikan	E STREAM SOFTWARE SDN BHD No 1, Jalan Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia.										
No. Telefon Majikan	0378901300										
Tarikh 07/05/2018											

Step 9 : Click on the Dealer tab to insert all additional info like company dealer, just a remark purpose.

Company Profile

Company Name: E STREAM SOFTWARE SDN BHD

Company Alias: _____

Reg No.: 611016-M

Remark: 2018

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

Dealer Company: SQL Payroll

Dealer Name: SQL

Dealer Phone 1: 0330816909

Dealer Phone 2: _____

Dealer Fax: 0333216909

Dealer Email: payroll@sql.com.my

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

**** This is not compulsory to insert. Is Alright to left it blank.**

Company Profile

Save

Company Name: E STREAM SOFTWARE SDN BHD

Company Alias:

Reg No.: 611016-M

Remark: 2018

General | EPF | TAX | SOC SO | HRDF | Zakat | Officer | Dealer

Dealer Company: SQL Payroll

Dealer Name: SQL

Dealer Phone 1: 0330816909

Dealer Phone 2:

Dealer Fax: 0333216909

Dealer Email: payroll@sql.com.my

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.

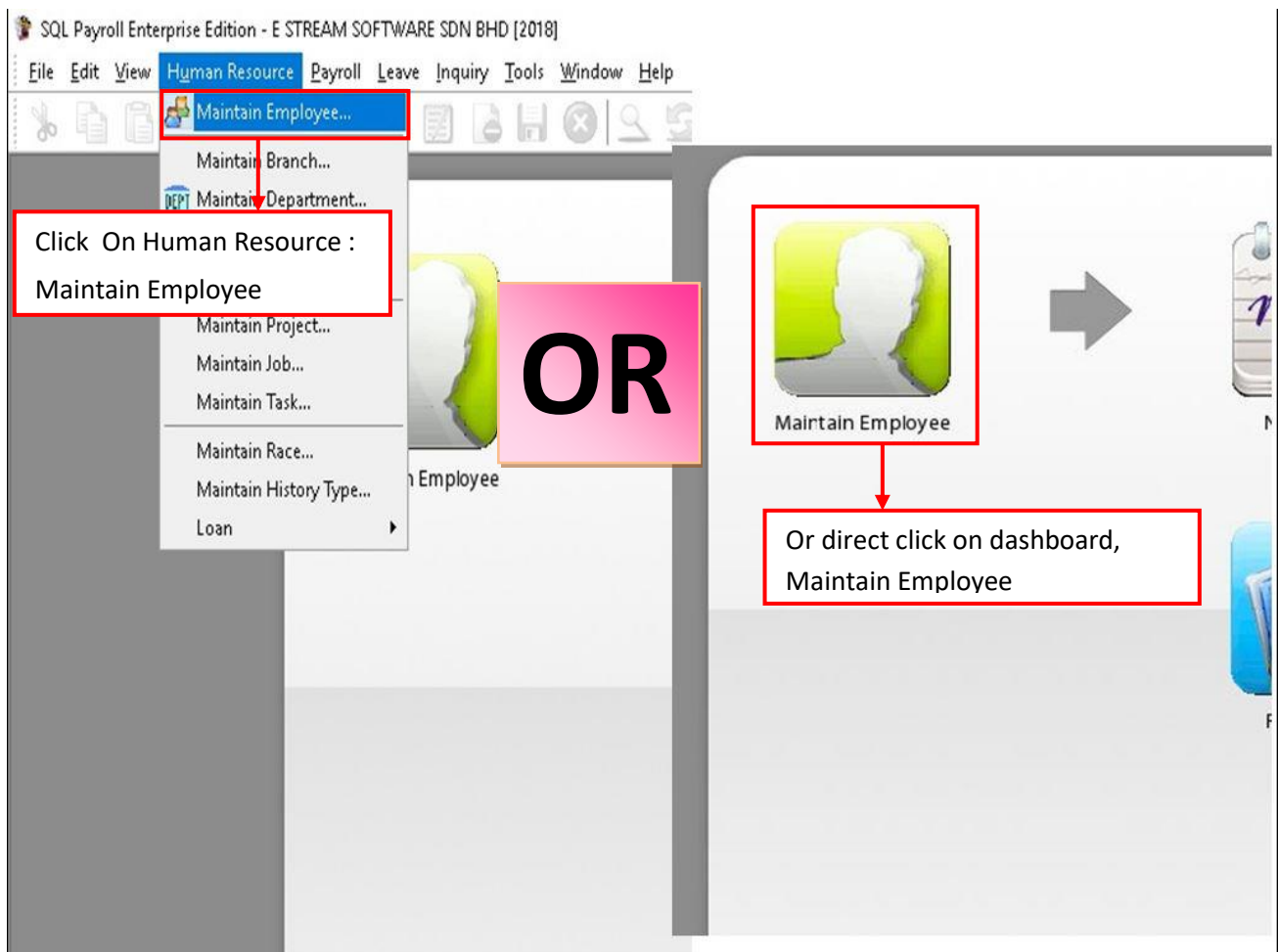
10) **Maintain Country**

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

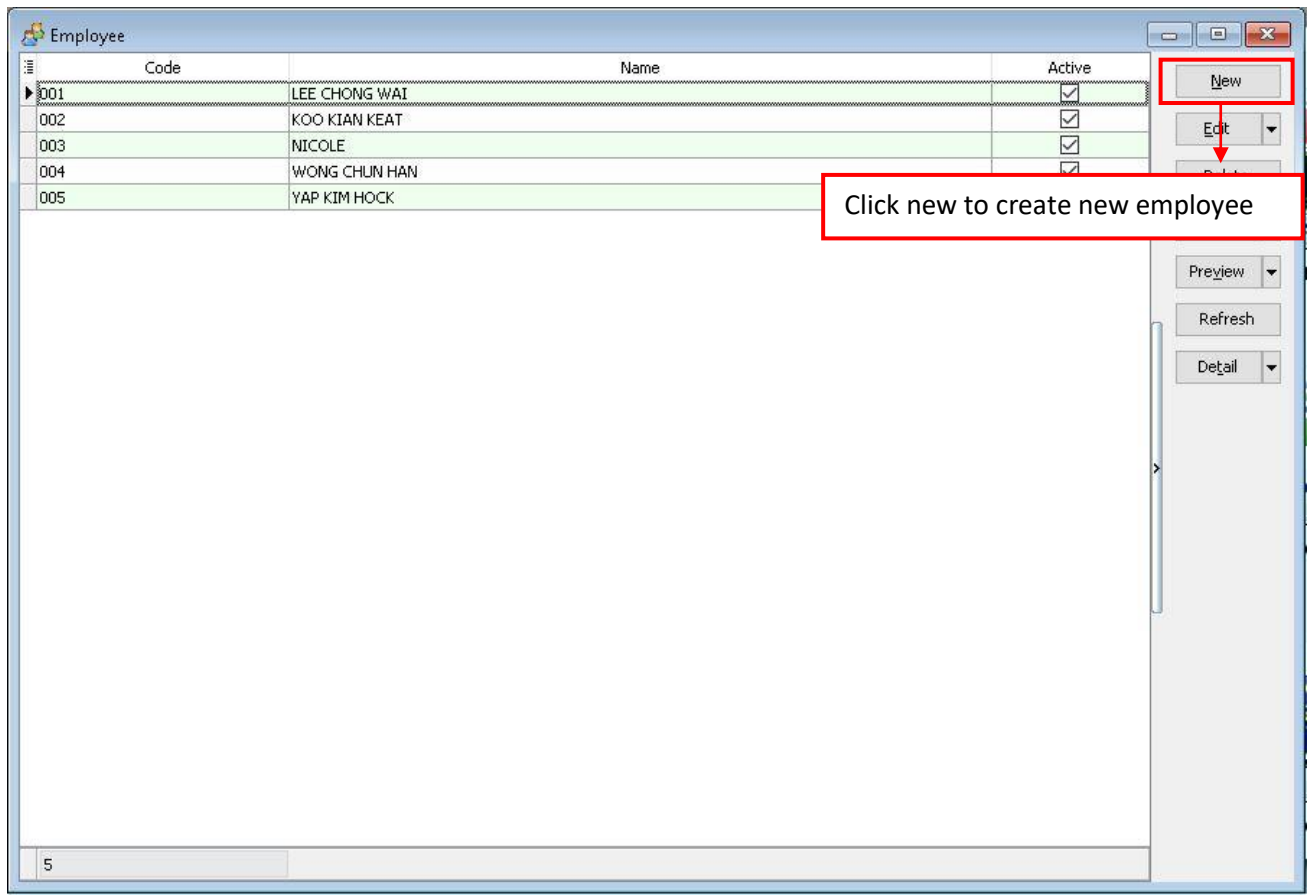
Maintain Employee

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



Step 2: Click new to create new employee



The screenshot shows a window titled "Employee" with a table of employee records. The table has columns for Code, Name, and Active. The records are:

Code	Name	Active
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"/>

On the right side of the window, there are several buttons: "New", "Edit", "Delete", "Preview", "Refresh", and "Detail". The "New" button is highlighted with a red box, and a red arrow points from it to a text box that says "Click new to create new employee".

Step 3: Key in the employee's personal details

The screenshot shows an 'Employee' form with the following fields and values:

- 3.(a)** Code: 00001
- 3.(b)** Job Title: [Empty]
- 3.(c)** Active
- 3.(d)** Name: ALI BIN AHMAD
- 3.(e)** Gender: Male
- 3.(f)** D.O.B: 02/04/1995
- 3.(g)** Address: NO 23, JALAN IKHLAS 2/10, TAMAN INTAN, 35900 TANJUNG MALIM, PERAK.
- 3.(h)** Phone: 05-1231234
- 3.(i)** Mobile: 011-13323321
- 3.(j)** Email: ali@gmail.com
- 3.(k)** New IC: 950402-08-5713
- 3.(l)** Old IC: [Empty]
- 3.(m)** Change Password button
- 3.(n)** Passport: [Empty]
- 3.(o)** Immigration No: [Empty]

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

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

- Code: 00001
- Job Title: [Empty]
- Active:
- Name: ALI BIN AHMAD
- Tab: Grouping (highlighted in red)
- Fields:
 - Branch: PERAK (4.(a))
 - HR Group: [----]
 - Department: IT
 - Category: JUNIOR (4.(b))
 - Country: MY
 - Race: [----] (4.(c))
 - Project: [----]
 - Job: ENGINEER
 - Task: [----]
 - Calendar: [----]
 - Leave Group: [----]

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)

The Purpose of Grouping setting is :

- For Reference purpose.
- For Report representation method by Group.



Step 4.1: Create new Branch / HRGroup / Department/ Category /Country /Race

The screenshot shows the 'Employee' form with the following fields and options:

- Code: 00001 (dropdown)
- Job Title: (text input)
- Active:
- Name: ALI BIN AHMAD
- Branch: PERAK (dropdown)
- HR Group: (dropdown)
- Department: JOHOR
- Category: KL
- Country: PERAK
- Race: (text input)

The Branch dropdown menu is open, showing a table with the following data:

Code	Description
----	Default Branch
JOHOR	JOHOR
KL	KUALA LUMPUR
PERAK	PERAK

Annotations:

- 1. Click the drop down (points to the Branch dropdown arrow)
- 2. Click the new (points to the 'New' button at the bottom right of the table)

The screenshot shows the 'New Branch' form with the following fields and options:

- Code: (text input)
- Description: (text input)
- Active:
- Set as Default: (button)
- Reset: (button)
- Save & New: (button)
- Save: (button)
- Close: (button)

Annotations:

- 3. Insert Code & Description (points to the Code and Description input fields)
- 4. Save (points to the Save button)

Step 5: Key in the employee's spouse details in FAMILY tab.

The screenshot shows a software window titled "Employee" with a tabbed interface. The "Family" tab is selected, and the "Spouse Name" field contains the text "SITI BINTI FAIZAH", which is highlighted with a red rectangular box. Other fields in the form include "Code" (00001), "Job Title" (empty), "Name" (ALI BIN AHMAD), "Spouse Address" (three empty lines), "Spouse Phone" (05-1231234), "Spouse Mobile" (016-1122123), "Tax Branch" (empty), "Tax No" (456456456), and "Spouse IC No" (960305-08-1234). The right side of the window features a vertical toolbar with buttons for "New", "Edit", "Delete", "Save", "More", "Preview", "Refresh", "Browse", and "Cancel".

Step 6: Key in the employee's payroll information

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)	EIS(Employment Insurance Scheme) contribution (If No, Please select EIS category)
6.(iv)	Employee's Tax Branch.
6.(v)	Employee's Tax Number.
6.(vi)	Employee's relationship status. (will affect tax category)
6.(vii)	Employee's wife detail. (these 2 will affect the taxable amount, tax relief, tax rebate sort of stuff)
6.(viii)	Employee's Tax Category. (system will auto generate according to the details keyed in)
6.(ix)	When untick, can manually change tax category. (not recommended) {yellow means is user manually set}
6.(x)	Employee's EA number
6.(xi)	The date when the employee join the company. (usually key this if there is a probation/training period before one join the company)
6.(xii)	The date when the employee officially join the company.
6.(xiii)	The date when the employee resigns/leaves officially.

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

Employee

Code: 00001 Job Title: Active

Name: ALI BIN AHMAD

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

Allowance	Description	Rate	EPF	SOCSCO	PCB	PCB (A)	EIS	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
PHONE	PHONE	150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Phone
PETROL	PETROL	250.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Petrol (Duties)

New Edit Delete Save More Preview Refresh Browse Cancel

Employee

Code: 00001 Job Title: Active

Name: ALI BIN AHMAD

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

Deduction	DESCRIPTION	RATE	EPF	SOCSCO	PCB	PCB (A)	EIS	OT	EA	HRDF	Zakat
NEWSPAPER	MONTHLY NEWSPAPER SUBS...	20.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	WORKING FEE	30.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

New Edit Delete Save More Preview Refresh Browse Cancel

Click + to add new

Step 7.1: How to create a new allowance/deduction

Allowance	Description	Rate	EPF	SOCSCO	PCB	PCB (A)	EIS
HOUSE	HOUSE	1,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Code		Description					
---	Default Allowance						
HOUSE	HOUSE						
MEAL	MEAL						
PETROL	PETROL						
PHONE	PHONE						

A=a -A- Fetch All **New**

New Allowance ✕

Code Active

Description

Rate -

Tax Exempted Code

Insert code, description, rate(amount) and tax exempted code.

Contribution

EPF

SOCSO

PCB

PCB (A)

EIS

OT

EA

HRDF

1. When tick for EPF,SOCSO, PCB, EIS & HRDF, allowance will contribute in.

2. EA when tick will appear in EA form

3. OT when tick will affect Overtime rate calculation

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

Employee

Code: 00001 Job Title: Active

Name: ALI BIN AHMAD

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 select click **Load...**
*Make sure the image is in JPEG file type.

Photo:

- Cut
- Copy
- Paste
- Delete
- Load...**
- Assign From Camera...
- Save As...

New Edit Delete Save More Preview Refresh Browse Cancel

Step 9: History report of the employee

Employee

Code: 00001 Job Title: Active

Name: ALI BIN AHMAD

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

Post Date	Type	Description
08/05/2018	---	Entitled to NEWSPAPER with rate 20.00
08/05/2018	----	Entitled to PARKING with rate 30.00
08/05/2018	----	Entitled to HOUSE with rate 1,000.00
08/05/2018	----	Entitled to PHONE with rate 150.00
08/05/2018	----	Entitled to PETROL with rate 250.00
08/05/2018	----	Revise Wages from - to 6,000.00
08/05/2018	----	Revise MaritalStatus from S to M
08/05/2018	----	Revise Frequency from ---- to HALF

Any changes made to the employee will auto recoded here.

New Edit Delete Save More Preview Refresh Browse Cancel

Remark :

Is Allow to manual update the History by click on ' + ' button to add a row & input accordingly.

OR

To click the ' - ' button to manually remove unnecessary history record.

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

Employee

Code: 00001 Job Title: Active

Name: ALI BIN AHMAD

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

Name	D.O.B	Tax Code	Eligible Rate	Number of Children
ALI BIN AHMAD	01/01/2018	TC.1000	100%	1

Select the Tax Code based on the child condition accordingly. (Will define employee's Tax Category.)

If 100%, this individual will claim 100% of whole deduction. (refer **GREEN** note below)

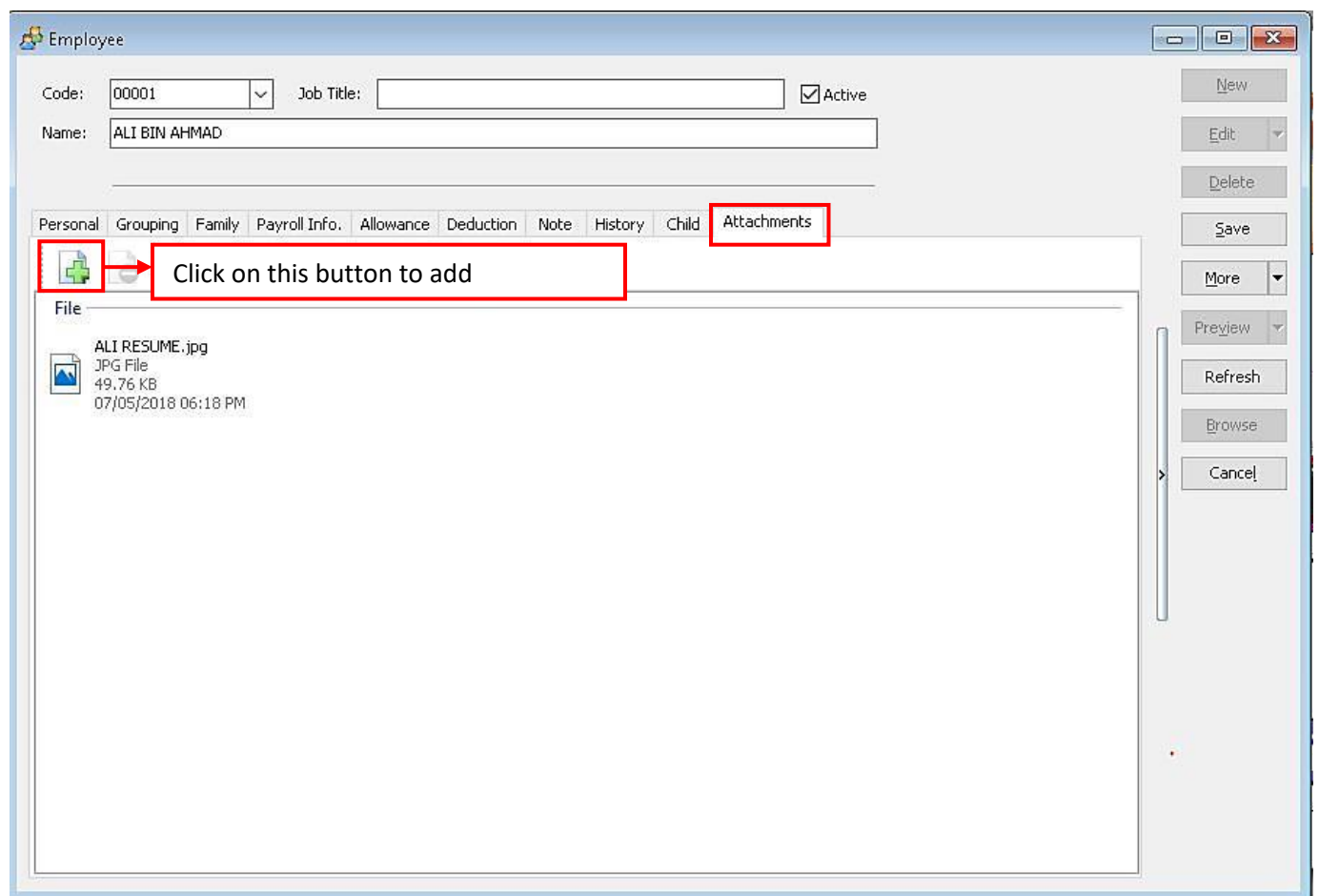
Eligible Rate 50%
Where two or more individuals (husband and wife not living together) are each entitled to claim a deduction for payment made in respect of the same child, each of those individual is entitled to claim 50% of the whole deduction. Subsection 48(4).

Number of Children
Zero represents the child age doesn't meet the conditions specified by tax code. Please set child Date of Birth field.

Step 11: Add any attachment related to the employee

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

- * To avoid System with speed issue due on database size huge, system will only create shortcut link for the 'attach' item instead of save it in the system.
- * If the file been removed from locally, then the shortcut link will not function anymore.



SQL Payroll

1) KWSP - EPF

2) LHDN – PCB

3) PERKESO - SOCSO

4) EIS (Employment insurance Scheme)

WHAT IS EPF KWSP?

- A portion of an employee's salary and employer's contribution on behalf of every worker.
- Every company is required to contribute EPF to their staff
- Contribution has to be made to KWSP before the 15th day of every month.

What Payments Are Subjected to EPF (KWSP)?

Payments that are liable for EPF contribution	Payments that are <u>NOT</u> liable for EPF contribution
<ul style="list-style-type: none">✓ Salary✓ Payment for unutilised annual or medical leave✓ Bonus✓ Allowance✓ Commission✓ Incentive✓ Arrears of wages✓ Wages for maternity leave✓ Wages for study leave✓ Wages for half day leave✓ Other payments under services contract or otherwise	<ul style="list-style-type: none">× Service charges× Overtime payment× Gratuity× Retirement benefits× Retrenchment, temporary and lay-off termination benefits× Any travelling allowance or the value of any travelling concession× Payment in lieu of notice of termination of employment× Director's fee

EPF Contribution Rate:

Employee's status	Monthly Salary Rate	Stage 1 (< 60 years old)	Stage 2 (age 60-75)
i. Malaysian ii. Permanent Residents (PR) iii. Non-Malaysians (registered as member before 1 August 1998)	No Limit		Applicable for (i) only Employees share: 0% Employer's share: 4% (<i>Ref Contribution Rate – Section E</i>)
	RM5000 and below	Employees share: 11% Employer's share: 13% (<i>Ref Contribution Rate – Section A</i>)	Applicable for (ii) and (iii) only Employees share: 5.5% Employer's share: 6.5% (<i>Ref Contribution Rate – Section C</i>)
	More than RM5000	Employees share: 11% Employer's share: 12% (<i>Ref Contribution Rate – Section A</i>)	Applicable for (ii) and (iii) only Employees share: 5.5% Employer's share: 6% (<i>Ref Contribution Rate – Section C</i>)
Non-Malaysians (registered as member from 1 August 1998)	No Limit	Employees share: 11% Employer's share: RM5.00 (<i>Ref Contribution Rate – Section B</i>)	Employees share: 5.5% Employer's share: RM5.00 (<i>Ref Contribution Rate – Section D</i>)



How Does SQL Payroll manage EPF contributions ? :

- SQL Payroll automatically assigns the correct percentage of EPF contributions based on the employees' salary and other contributing factors.
- In SQL Payroll, you can also set your own EPF contribution rate based on your company's policy.
- Eg. you can set the EPF rate at 19% for employees In the management level. The employers' contribution is tax deductible up to 19% , which is not tax allowable expenses.

1. Does bonus affect Employer EPF rate?

- If an employee's monthly wages is **less than RM5,000** the Employer's EPF rate will be **13%**.
- But if the employee receives a bonus that causes their wages for that particular month to exceed RM5000, the employer **contribution rate will still remain at 13%**.
- **Why?** This is because the contribution calculation is based on total remuneration. Ed. Wages, overtime, and allowance. It **DOES NOT include bonus and director fees**.

2. My employee turns 60 years old this year, what should their EPF contribution rate be?

- If employee is above 60 years old, the employee's EPF contribution rate will be 0% while the employer's contribution will be 4%

Malaysia EPF Rules

Do you know that members must withdraw the balance in the EPF after 75 years old as no credit for dividend is allowed thereafter. Some thought that they can leave it there to earn better interest. If not withdrawn and if uncontactable, EPF will transfer the amount to Amanah until the next of kins claim the amount.

FREE EPF advice.

Facebook: Ongino Mike Tan. 8026448262

3. Are employees above the age of 75 required to contribute for EPF?
- No. No contributions are required from both parties.

What is PCB?

- PCB = Potongan Cukai Bulanan is an income tax deduction from employee's current monthly remuneration.
- The deduction follows the schedule of PCB or other methods approved by the Malaysian government.
-

What is Subjected to PCB?

Type of Remuneration Subject to PCB	Type of Remuneration NOT Subject for PCB
<ul style="list-style-type: none">✓ Salary / Wages✓ Overtime Payment✓ Commission✓ Tips✓ Allowance✓ Bonus / Incentive✓ Director fees✓ Perquisite✓ Employee's share option scheme (ESOS)✓ Tax borne by the employer✓ Gratuity✓ Compensation for loss of employment✓ Any other payment in addition to normal remuneration for current month	<ul style="list-style-type: none">× Deduction for Zakat× Benefits in Kind (BIK)× Value of Living Accommodation (VOLA)× BIK and VOLA are part of remuneration which is not subject to MTD. However, employee may make an irrevocable election to include the BIK and VOLA as part of his remuneration to be subject to MTD by completing a prescribed form and submit to employer. If employer agrees, BIK and VOLA are subjected to MTD.

Fun Facts : PCB

What are the benefits of PCB?



- Avoid large amounts of tax payments at the end of the year.
- Saves you from having to file a tax report if necessary.

Why should you file for tax return?



- mistakes that might have occurred when processing taxes earlier on in the year like underpaying or overpaying your taxes.
- Filing for tax return will allow you to claim for a tax refund.

What is Benefit-in-kind ?



Benefit-in-kind are benefits that employees receive from their employers.

Eg. Cars, accommodation(VOLA)

What is Optional Tax Relief ?



Certain expenditures qualify for optional tax relief.

Eg. Medical expenses for parents, education, life insurance, personal medical expenses, and child reduction savings.

What is CP38?



CP38 is a instruction for monthly salary deduction issued by LHDN.

Employers make additional deduction from employee's salary towards the settlement from employee's income tax areas. CP38 is useful in easing the burden of tax payers. Smaller sums of money are paid monthly rather than a large amount in one go.

What is SOCSO?

- SOCSO is a social security organization that is also known as PERKESO (Pertubuhan Keselamatan Social).
- SOCSO provides medical and financial assistance to employees that have had their abilities impaired due to accidents or diseases.
- SOCSO also provides assistance to the family of the employees if death were to occur.

Type of Remuneration Subject to SOCSO	Type of Remuneration NOT Subject for SOCSO
<ul style="list-style-type: none"> ✓ Salary ✓ Pay Leave ✓ Holidays ✓ Overtime ✓ Extra Work on Holiday ✓ Allowance ✓ Commission 	<ul style="list-style-type: none"> × Travelling Allowance × EPF × Special Expense (Claims) × Gratuity × Annual Bonus × Benefits in Kind / VOLA × Other Remuneration

SOCSO First Category and Second Category:

First Category	Second Category
<p>If an employee is below the age of 60 years old, the contribution rate under this category is 0.5% of the employees' monthly wages.</p>	<p>All employees above the age of 60 years old under this category will have a contribution rate of 1.25% of the employee's wages which is payable by the employer.</p>
	<p>SOCSO for foreign worker –</p> <p>Starting from 1st Jan 2019, all employers who hire foreign workers are required to register their foreign employees with SOCSO.</p> <p>The contribution rate for foreign worker us 1.25% and is borne by the employer.</p>

What is EIS ?

EIS is **a financial scheme** aimed at helping employees who have lost their jobs. It is managed by SOCSO. EIS is meant to enable retrenched workers to gain monetary funds for the first 6 months after being retrenched.

Employment Injury Scheme (EIS)

- Provides protection to an employee against accident or an occupational disease arising from his employment.
- Coverage:
 - Industrial accidents while carrying out their duties
 - Accidents while travelling
 - Accidents during emergency
 - Occupational diseases (as described in the Fifth Schedule of Employees' Social Security Act 1969)

EIS rate:

The contribution rate for Employment Insurance System (EIS) is 0.2% for the employer and 0.2% for employee based on the employee's monthly salary.

KADAR CARUMAN SIP (Fasal 18, Jadual Kedua, Bahagian I)



Gaji	Caruman Pekerja	Caruman majikan	Jumlah Caruman (0.4%)
RM1,000	RM 1.90	RM 1.90	RM3.80
RM2,000	RM 3.90	RM 3.90	RM7.80
RM3,000	RM 5.90	RM 5.90	RM11.80
RM4,000	RM 7.90	RM 7.90	RM15.80

Who is subject to EIS (Employment Insurance System)?

- ✓ All employers in the private sector are required to pay monthly contributions for each of their employees. (Government employees, domestic workers and the self-employed are exempted).
- ✓ An employee is defined as a person who is employed for wages under a contract of service or apprenticeship with an employer. The contract of service or apprenticeship may be expressed or implied and may be oral or in writing.
- ✓ All employees aged 18 to 60 are required to contribute. However, employees aged 57 and above who have no prior contributions before the age of 57 are exempted.
- ✓ Contribution rates are capped at insured salary of RM4000.00.

Who is eligible for EIS?

- i. Malaysian citizens / permanent resident
- ii. Aged 18-60*
- iii. Working in the private sector**
- iv. Employed based on a contract of service

* Important exception: Workers aged 57 and above who have never paid contributions before that age are NOT covered by Act 800 and are NOT required to contribute.

** Act 800 does NOT cover domestic workers, the self-employed, civil servants and workers in local authorities and statutory bodies.

SQL 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, EIS, 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.

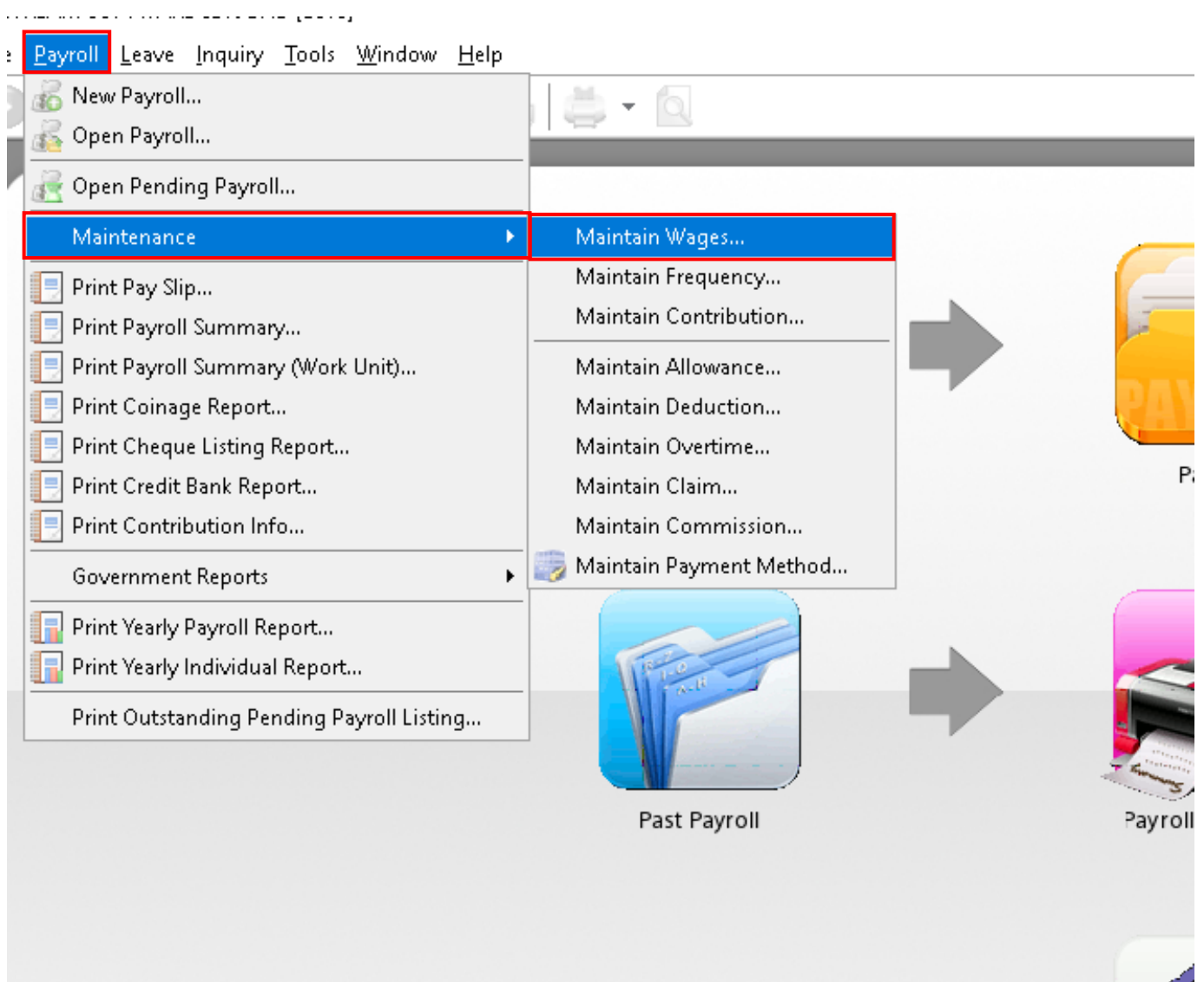
9) Maintain Payment Method

- Define the bank information.

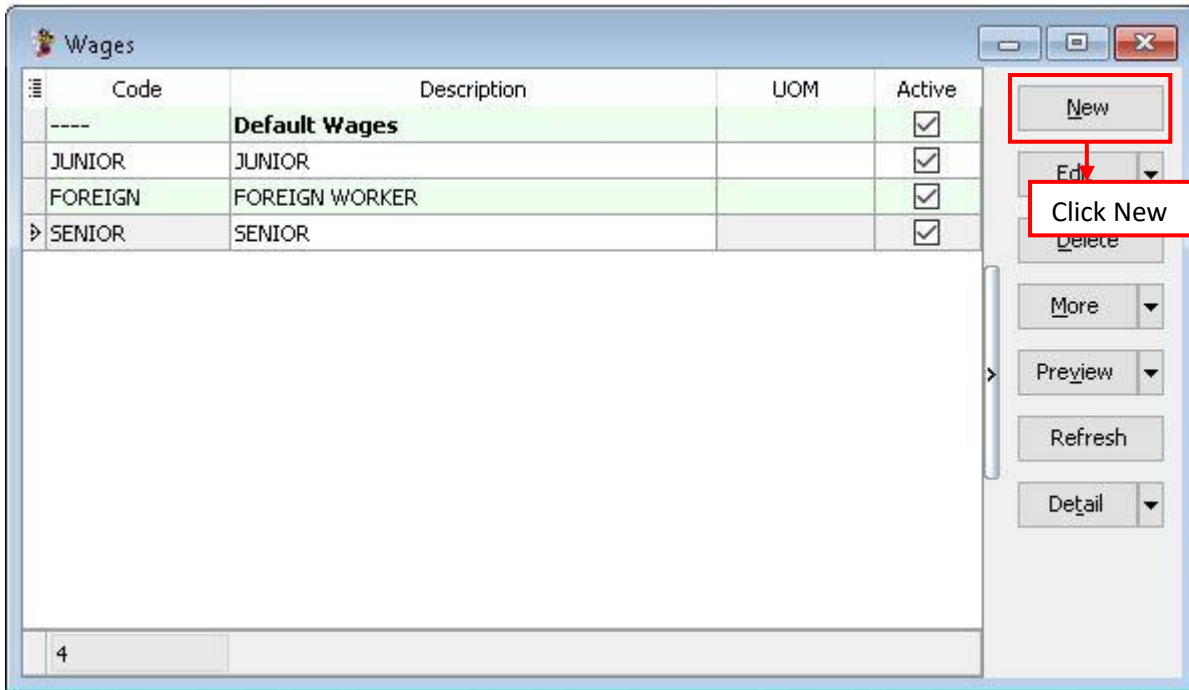
Maintain Wages :

- 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/EIS/PCB & etc)
- This is especially useful if you have different types of worker such as permanent worker, contract worker, foreign worker & etc

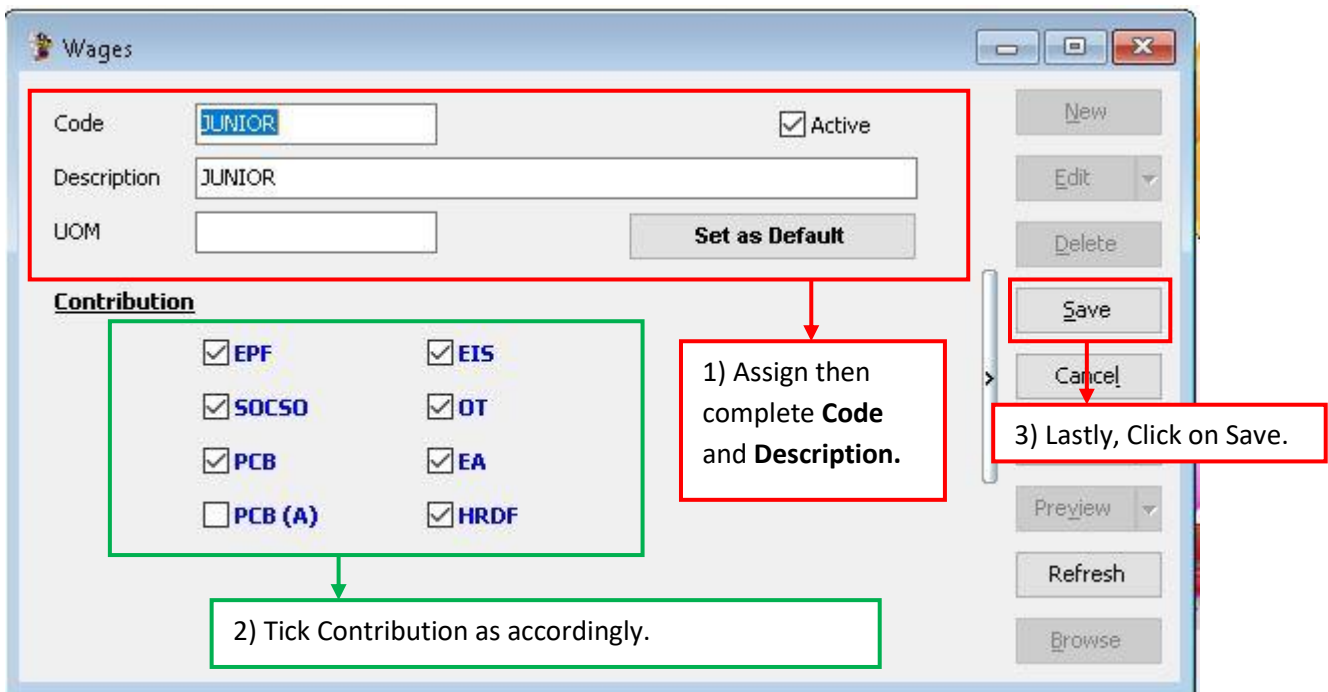
Step 1: Navigate yourself to the maintain wages panel



Step 2: Click new to create new wages type



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

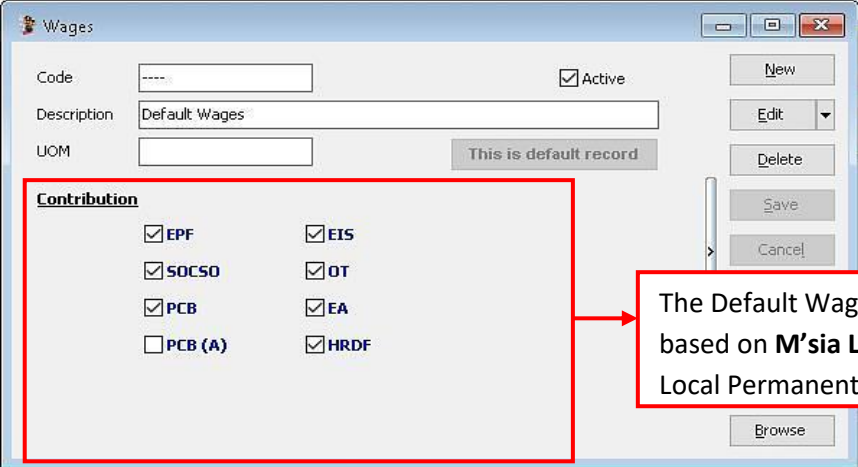


Refer here for MORE info on **Maintain Wages** setting : -

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

Usual wages that are used by our users

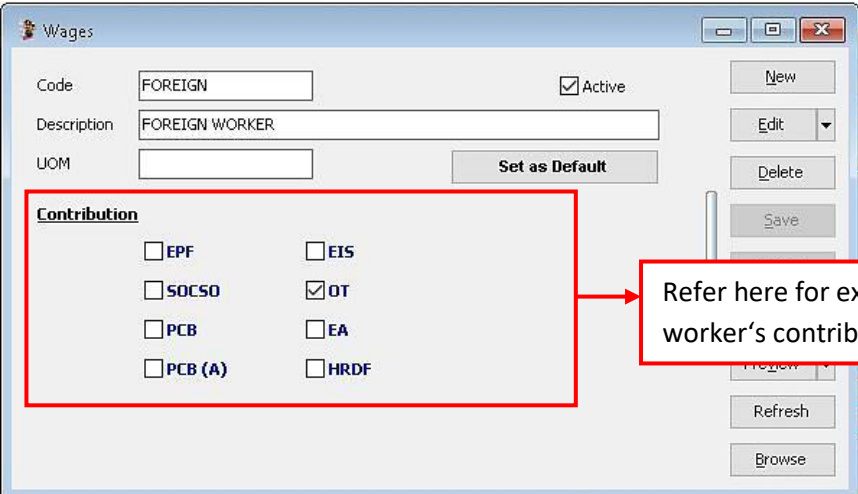
Local Permanent workers



The screenshot shows a 'Wages' form with the following fields: Code (----), Description (Default Wages), UOM (), and Active (checked). A 'This is default record' button is present. The 'Contribution' section contains the following checkboxes: EPF (checked), SOCSO (checked), PCB (checked), PCB (A) (unchecked), EIS (checked), OT (checked), EA (checked), and HRDF (checked). A red box highlights the contribution section, and an arrow points to a text box.

The Default Wages setting is based on **M'sia Labour Law** for Local Permanent Worker.

Foreign Worker



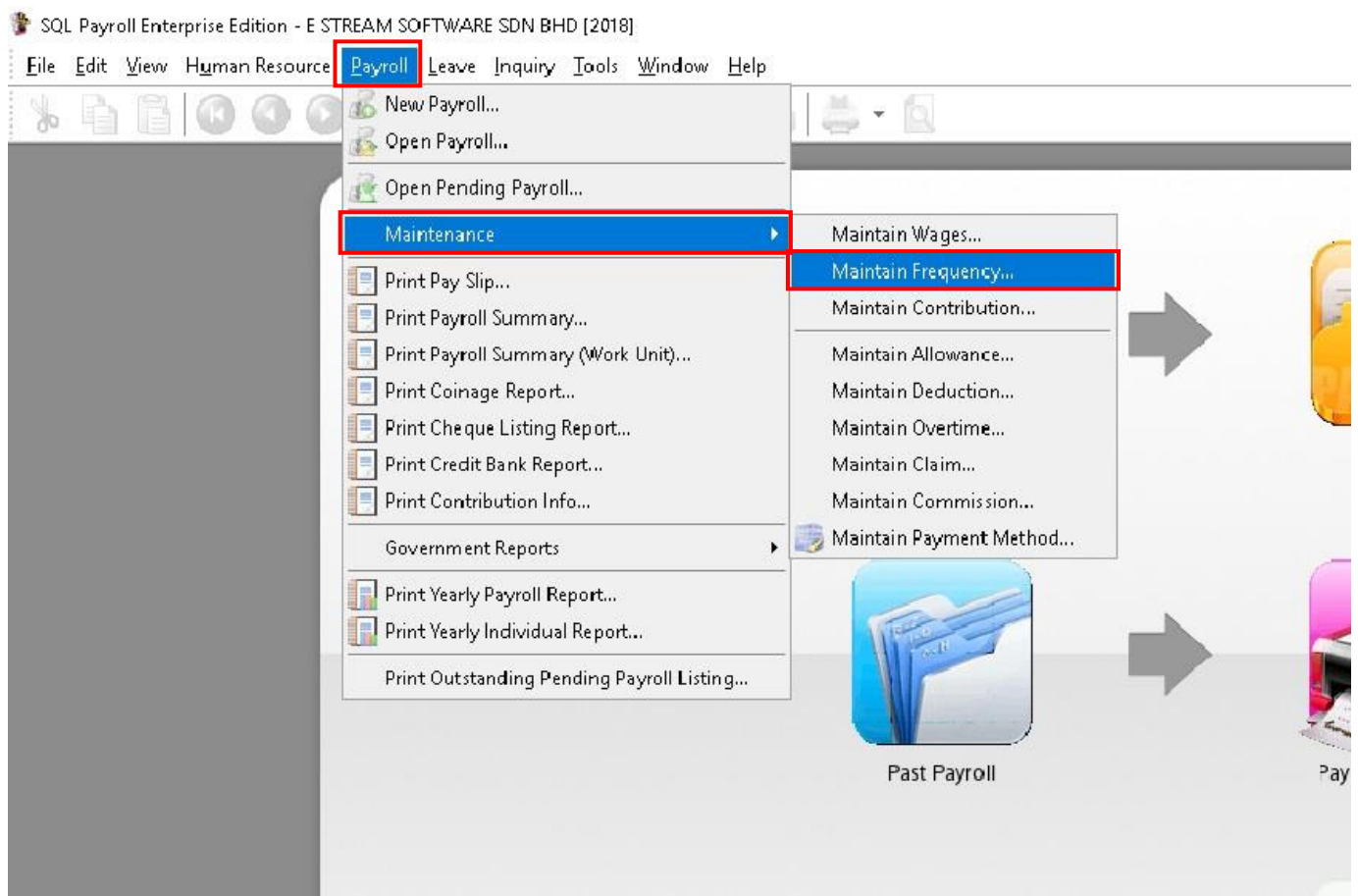
The screenshot shows a 'Wages' form with the following fields: Code (FOREIGN), Description (FOREIGN WORKER), UOM (), and Active (checked). A 'Set as Default' button is present. The 'Contribution' section contains the following checkboxes: EPF (unchecked), SOCSO (unchecked), PCB (unchecked), PCB (A) (unchecked), EIS (unchecked), OT (checked), EA (unchecked), and HRDF (unchecked). A red box highlights the contribution section, and an arrow points to a text box.

Refer here for example of Foreign worker's contribute as shown.

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 :

Frequency

Code: HALF Active Set as Default New

Description: HALF MONTH PAYROLL Edit Delete Save Cancel More

Seq	Day From	Day To	Contrib %	EPF	SOCSO	PCB	EIS	Allo...	Ded...
1	1	15	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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, EIS** 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

Wages Type: ---- SOCSCO No: 940831-10-5000 Join Date: 02/01/2012

Wages: 2,800.00 SOCSCO Type: First Category Confirm Date: 01/04/2012

Contribution: ---- EIS Type: Yes Resign Date:

Frequency: HALF Age 18 below or 60 and above exclude from EIS contribution.

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

Payment Method: ----

Bank:

Bank Account No:

Self Disabled

EPF No:

NK:

Initial:

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

Employee

Code: 003 Job Title: Active

Name: NICOLE

Personal Grouping Family Payroll Info Allowance Deduction Note History Child Attachments

Wages Type: ---- SOCSCO No: 940831-10-5000 Join Date: 02/01/2012

Wages: 2,800.00 SOCSCO Type: First Category Confirm Date: 01/04/2012

Contribution: ---- EIS Type: Yes Resign Date:

Frequency: HALF Age 18 below or 60 and above exclude from EIS contribution.

Payment Method: ---- Tax Branch:

Bank: SCBC Bank Tax No: 5G0987654321

Bank Account No: 1234567654 Marital Status: Single

Self Disabled Resident Spouse Working Spouse Disabled

EPF No: 432235 Tax Category: C1

NK: Override Tax Category

Initial: EA Serial No:

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

Check out this employee have the fixed allowance.

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

Employee

Code: 003 Job Title: Active

Name: NICOLE

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

Allowance	Description	Rate	EPF	SOCSO	PCB	PCB (A)	EIS	OT	EA	HRDF	Tax Code
PHONE	PHONE	150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Phone
MEAL	MEAL	80.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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

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

- To process the MID month payroll -

Transaction Posting
 Year: 2018 Month: 5

Process Frequency
 1. Frequency: HALF

3.	Seq	Day From	Day To	Contrib (%)
<input checked="" type="checkbox"/>	1	1	15	50

Payroll Transaction
 UTD Contrib %: 50 Process Date: 15/05/2018
 Process From: 01/05/2018 To: 15/05/2018

Description
 Description 1: HALF MONTH PAYROLL (05.201)
 Description 2:
 Ref 1:
 Ref 2:

Include Default Wages/Allowance/Deduction in addition to Pending Transactions
 Use system calculated amount for Pending Overtime/Unpaid Leave

Employee:

	Code	Name
<input checked="" type="checkbox"/>	003	NICOLE

Process

1. ~ Select the Frequency as you Set in Maintenance Frequency (EG: Half).
2. ~ The Employee/s that u have set as the Frequency type in Maintain Employee will show in this column
3. ~ Tick the Sequence that u wan to process.
4. ~ Click PROCESS.

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

HALF MONTH PAYROLL (05.2018) [Period: 05 / 2018]

Code	Name
003	NICOLE

Welcome x 003 x

Wages:	1,400.00	Lgan:	-	NICOLE	
Allowance:	115.00	Deduction:	-	HALF MONTH PAYROLL (05.2018)	
Overtime:	-	EPF:	168.00	Employer EPF:	198.00
Commission:	-	SOCSCO:	7.75	Employer SOCSCO:	27.15
Claims:	-	EIS:	3.10	Employer EIS:	3.10
Paid Leave:	-	CP38:	-	Computerized Calculation	
Director Fees:	-	Unpaid Leave:	-	PCB: Print PCB	- C1
Bonus:	-	Advance Deduct:	-	Gross Zakat:	-
Advance Paid:	-				
Gross Pay:	1,515.00	Gross Deduct:	178.85	Gross Net Pay:	1,336.15 (Adjustr
				Net Pay:	1,336.15

HRDF R.

Employer EPF Rate 13% Tax Category C1

Resident

Payment Method -----

Description

1

Process Missing Employee

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

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: 2018 Month: 5

Payroll Transaction

Process Date: 31/05/2018

Process From: 01/05/2018 To 31/05/2018 ...

Description

Description 1: Month End (05.2018)

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	ALI BIN AHMAD

6

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

Use system calculated amount for Pending Overtime/Unpaid Leave

Process

Final

Frequency

Ad Hoc

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

Month End (05.2018) [Period: 05 / 2018]

Code	Name
00001	ALI BIN AHMAD
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome x 003 x

Wages: 1,400.00 Loan: - **NICOLE**
 Allowance: 115.00 Deduction: - **Month End (05.2018)**

Overtime: - EPF: 167.00 Employer EPF: 198.00
 Commission: - SOC50: 7.50 Employer SOC50: 26.20
 Claims: - EIS: 3.00 Employer EIS: 3.00
 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: 177.50 Gross Net Pay: 1,337.50 (Adjust
 Net Pay: **1,337.50**

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

6 **Process Missing Employee**

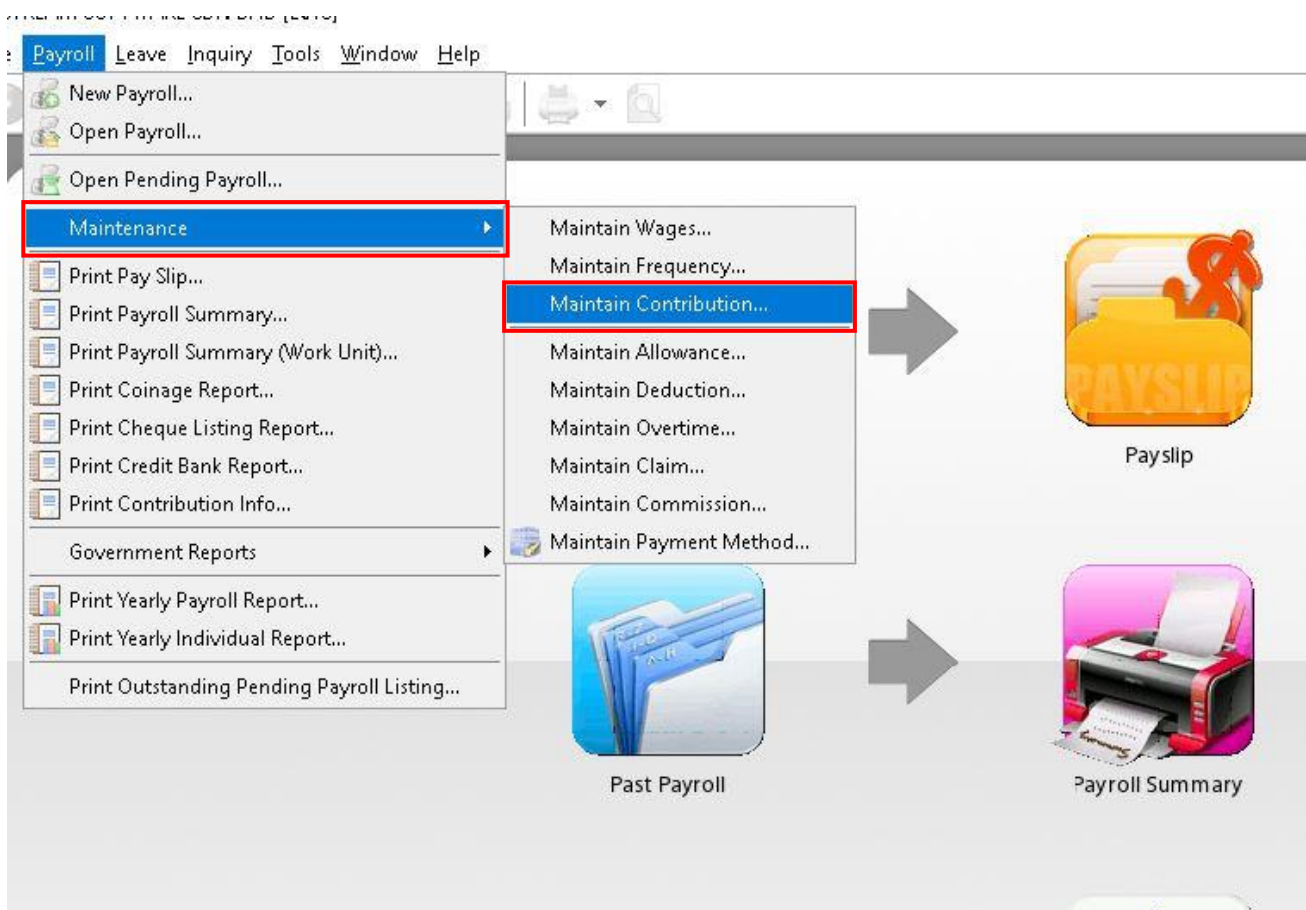
Resident
 Payment Method: ----
 Description: _____

Yes HRDF R.

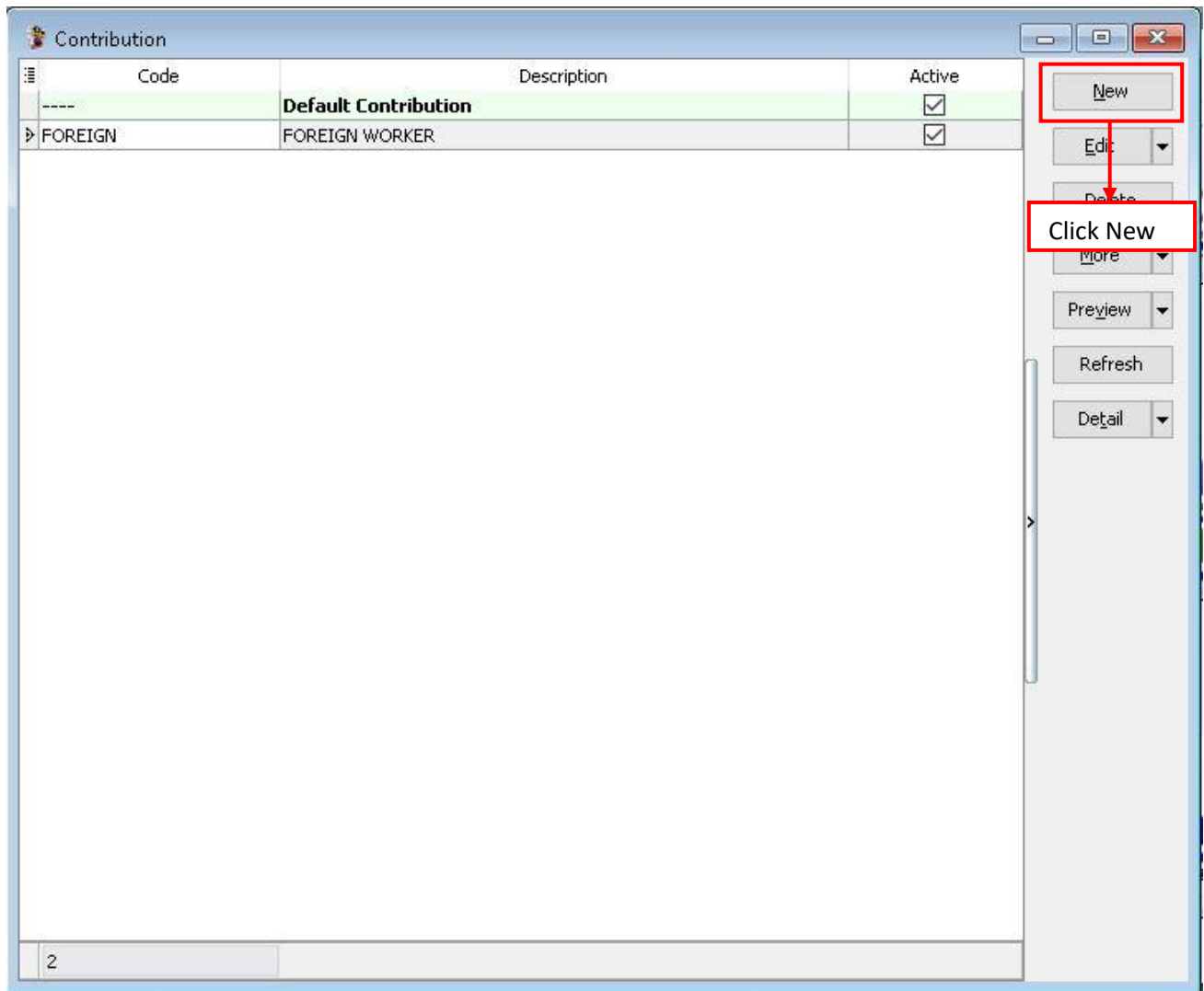
Maintain Contribution :

- 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



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

Code: [] Active

Description: Default Contribution This is default record

General More

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

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

Pensionable Public Sector Employees Overtime Calculation base on Maintain Employee Setting

SOCSCO Table: []

STD Calculator: Computerized Calculation

Claim SOCSCO relief in PCB calculation (TP1 Form submitted)

A = Auto EPF Rate

For employees who receive monthly wages of RM5,000 and below, the portion of employer contribution is 13% with effect from January 2012 wages.

1. Key in Code & Description

2. Fill in the info here under General tab.

Code: [] Active

Description: Default Contribution This is default record

General **More**

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

3. Tick the things that needed to contribute.

4. Click Save

Usual contribution that are used by our users

Local Permanent workers

The screenshot shows a software window titled 'Contribution'. At the top, there is a 'Code' field with '----' and an 'Active' checkbox which is checked. Below it is a 'Description' field containing 'Default Contribution' and a button labeled 'This is default record'. The window has two tabs: 'General' and 'More', with 'General' selected. A table below the tabs shows contribution types and their status for various categories. The categories are: EPE, SOCSO, PCB, PCB (A), EIS, OT, EA, and HRDF. The contribution types are: Bonus, Director, Pay Leave, and Unpaid Leave. The 'Pay Leave' and 'Unpaid Leave' rows have checkboxes checked for EPE, SOCSO, PCB, PCB (A), EIS, EA, and HRDF. The 'Director' row has checkboxes checked for PCB (A) and EA. The 'Bonus' row has checkboxes checked for EPE and EA. On the right side of the window, there is a vertical toolbar with buttons: New, Edit (with a dropdown arrow), Delete, Save, Cancel, More (with a dropdown arrow), Preview (with a dropdown arrow), Refresh, and Browse.

	EPE	SOCSO	PCB	PCB (A)	EIS	OT	EA	HRDF
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Foreign Worker

The screenshot shows a software window titled 'Contribution'. At the top, there is a 'Code' field with 'FOREIGN' and an 'Active' checkbox which is checked. Below it is a 'Description' field containing 'FOREIGN WORKER' and a button labeled 'Set as Default'. The window has two tabs: 'General' and 'More', with 'General' selected. A table below the tabs shows contribution types and their status for various categories. The categories are: EPE, SOCSO, PCB, PCB (A), EIS, OT, EA, and HRDF. The contribution types are: Bonus, Director, Pay Leave, and Unpaid Leave. The 'Pay Leave' and 'Unpaid Leave' rows have checkboxes checked for OT and EA. The 'Director' row has no checkboxes checked. The 'Bonus' row has no checkboxes checked. On the right side of the window, there is a vertical toolbar with buttons: New, Edit (with a dropdown arrow), Delete, Save, Cancel, More (with a dropdown arrow), Preview (with a dropdown arrow), Refresh, and Browse.

	EPE	SOCSO	PCB	PCB (A)	EIS	OT	EA	HRDF
Bonus	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Pay Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation of terms in Maintain Contribution panel

Contribution

1. Code 3. Active

2. Description 4. This is default record

General More

5. Employee EPF Rate 11% 11. Working Day Per Month

6. Employer EPF Rate 12% 12. Working Hour Per Day

7. Pensionable Public Sector Employees 13. Overtime Calculation base on Maintain Employee Setting

8. SOCSO Table

9. STD Calculator

10. Claim SOCSO relief in PCB calculation (TP1 Form submitted)

A = Auto EPF Rate

For employees who receive monthly wages of RM5,000 and below, the portion of employer contribution is 13% with effect from January 2012 wages.

New Edit Delete Save Cancel More Preview Refresh Browse

Contribution

Code Active

Description This is default record

General More

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

New Edit Delete Save Cancel More Preview Refresh Browse

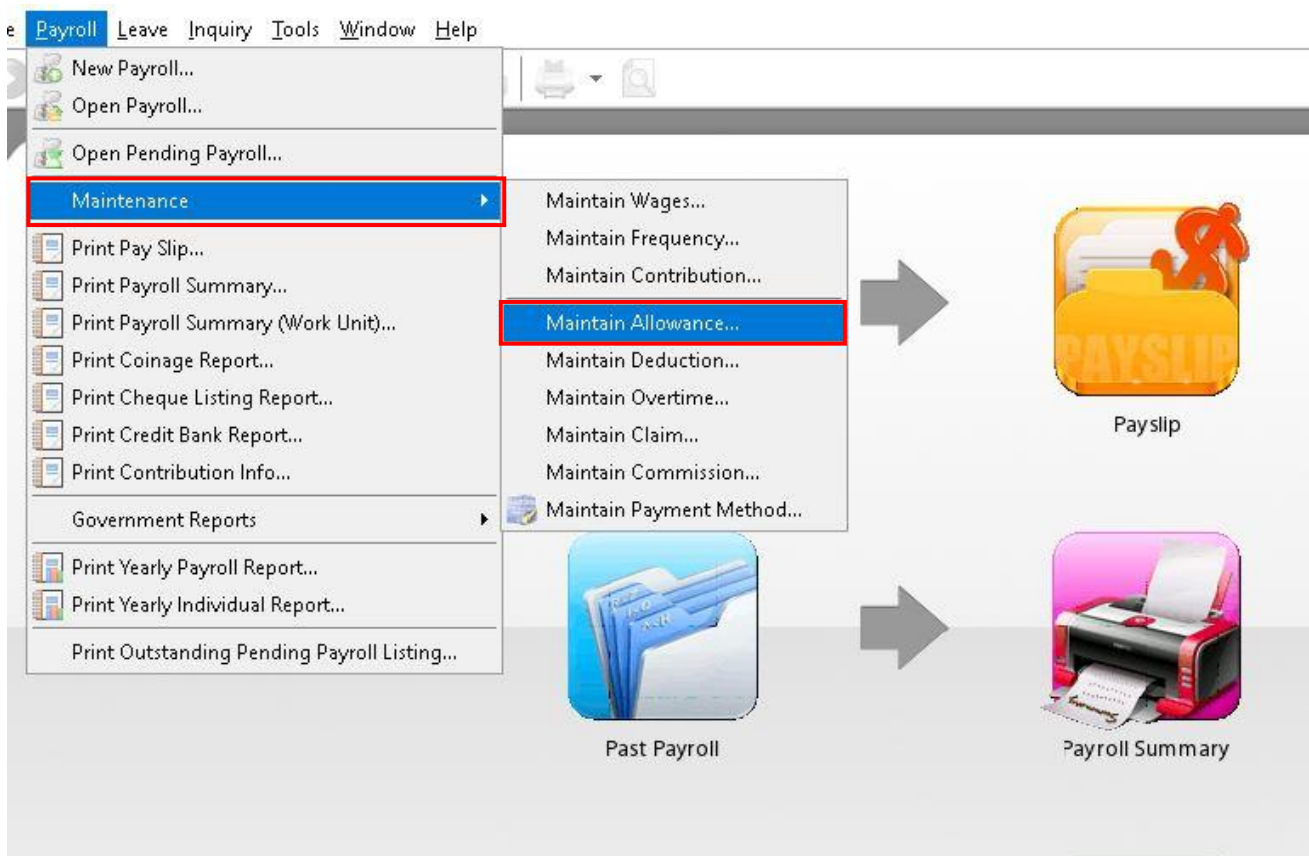
Symbol	Explanation
1.	A unique name to recognise the type of contribution
2.	The details of the contribution
3.	Allow this contribution to be selected in: Maintain employee > Payroll Info.
4.	Auto-select this contribution every time in: Maintain employee > Payroll Info.
5.	The amount of EPF needed to be pay by the Employee
6)	The amount of EPF needed to be pay by the Employer
7)	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
8)	Which SOCSO table to follow (for default table, leave it empty) Recommended to leave blank
9)	Which Scheduled Tax Deduction (STD) calculator to follow. Recommended to follow computerized calculation
10)	When tick, for SOCSO contribution will treat in Monthly PCB as Optional Tax Relief.
11)	The number of days work in a month (exclude Sunday)
12)	The number of hours the employee work in a day (Please visit Daily Wage guide for more details)
13)	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

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)	Contribution to Employment Insurance Scheme (EIS)
f)	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
g)	Tick this means that employee that is selected with this wages type will have his/her payroll info to appear in the EA form.
h)	Human Resources Development Fund (HRDF), (eg: company trip, special events & etc) *will appear in contribution report

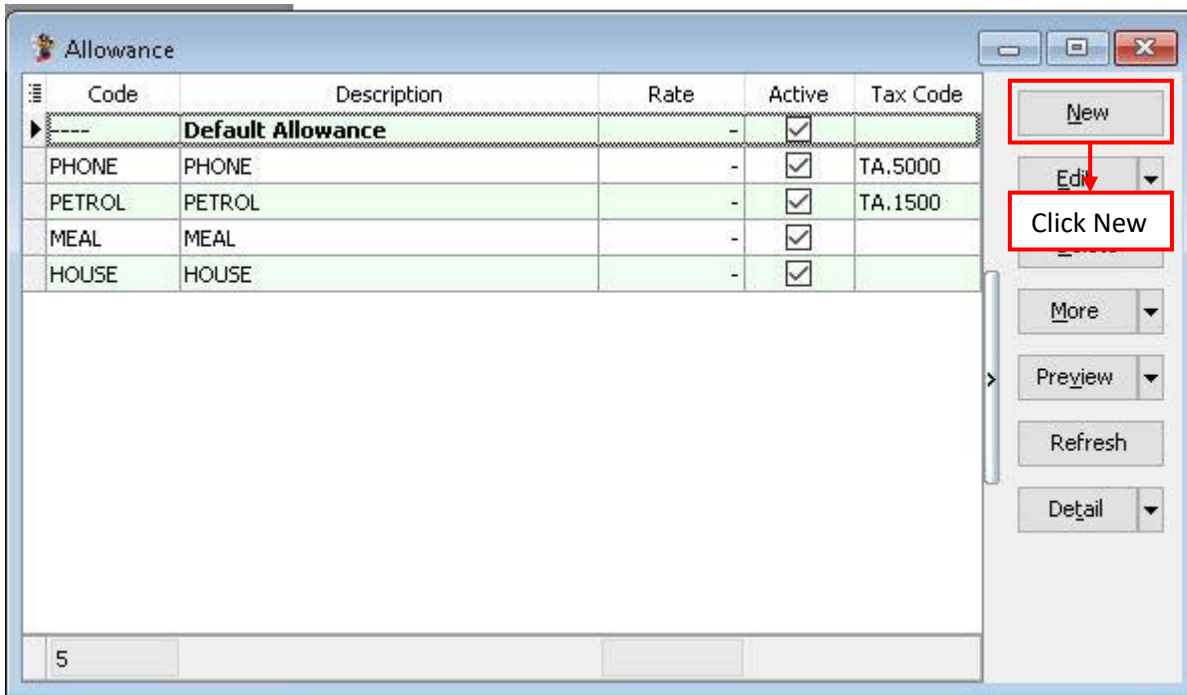
Maintain Allowance :

- 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.

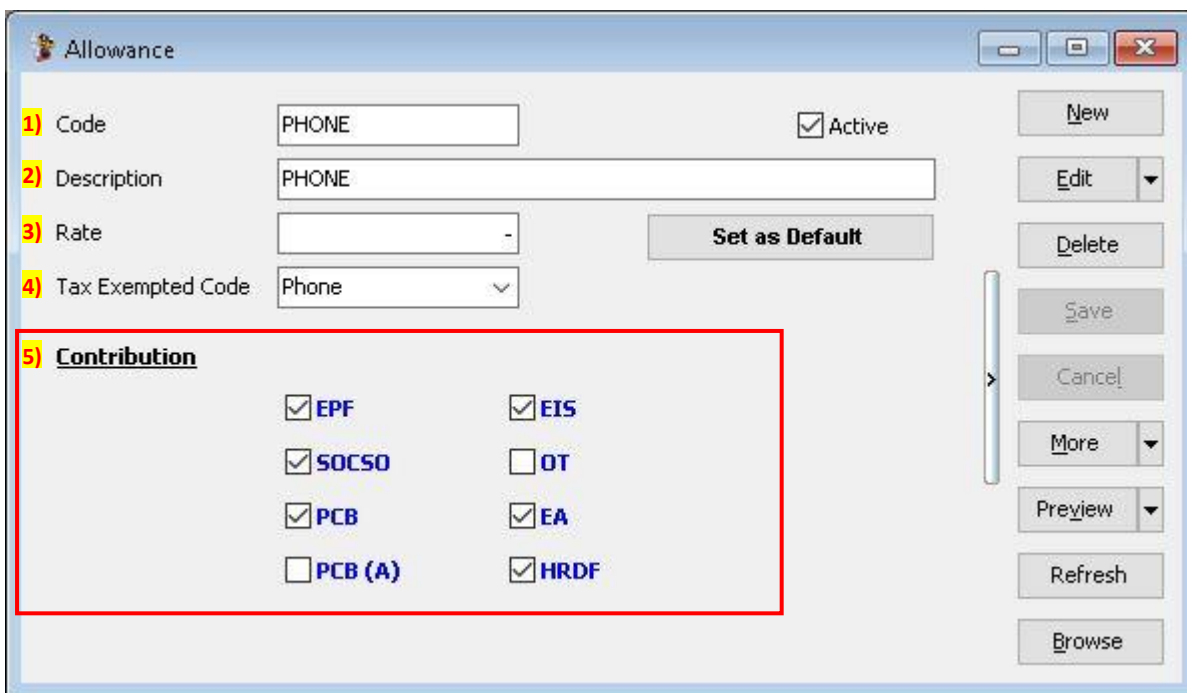
Step 1: Click on Payroll then look for the maintenance and click on Maintain Allowance.



Step 2: Click New to generate a New Allowance.



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



Step 1 – Insert the Code of the Allowance that you want to generate.

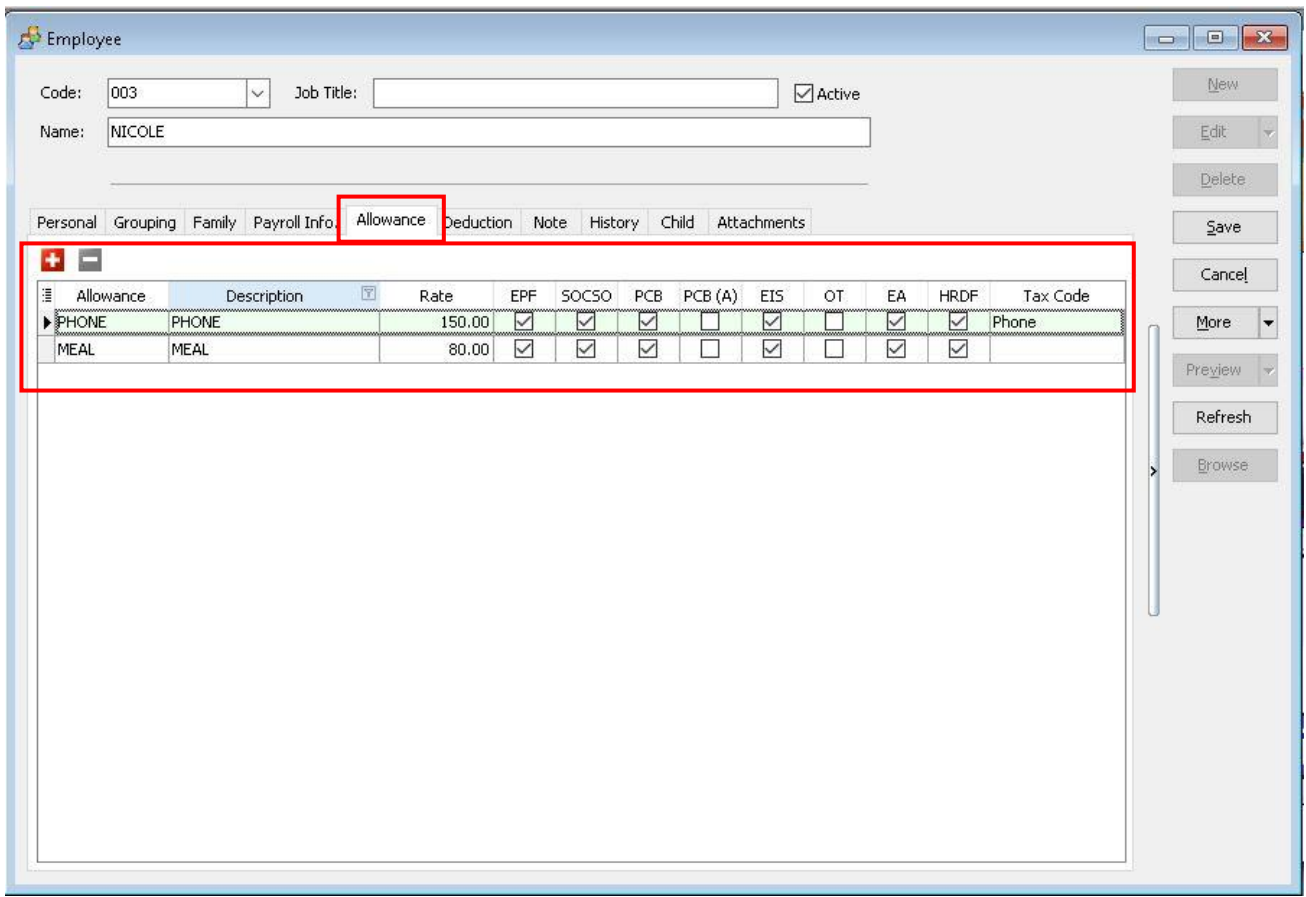
Step 2 – Insert the Description of the allowance.

Step 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.

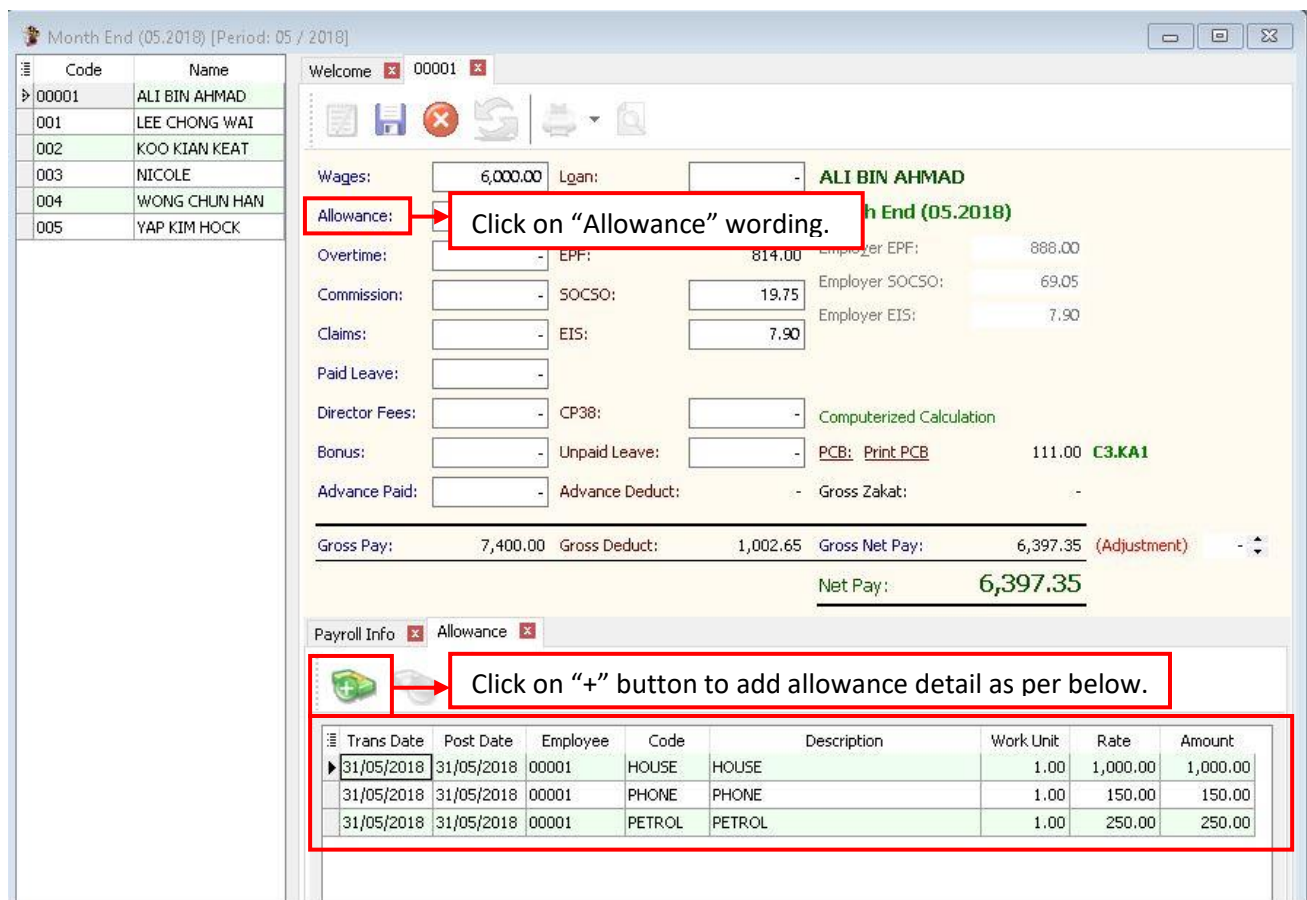
Step 4 – If the allowance is tax exempted then you may insert the tax exempted code.

Step 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.



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



Month End (05.2018) [Period: 05 / 2018]

Code	Name
00001	ALI BIN AHMAD
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Wages: 6,000.00 Lgan: - ALI BIN AHMAD

Allowance: **Click on "Allowance" wording.**

Overtime: - EPF: 814.00 Employer EPF: 888.00
Commission: - SOCSCO: 19.75 Employer SOCSCO: 69.05
Claims: - EIS: 7.90 Employer EIS: 7.90
Paid Leave: -
Director Fees: - CP38: - Computerized Calculation
Bonus: - Unpaid Leave: - PCB: Print PCB 111.00 C3.KA1
Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 7,400.00 Gross Deduct: 1,002.65 Gross Net Pay: 6,397.35 (Adjustment)

Net Pay: 6,397.35

Payroll Info Allowance

Click on "+" button to add allowance detail as per below.

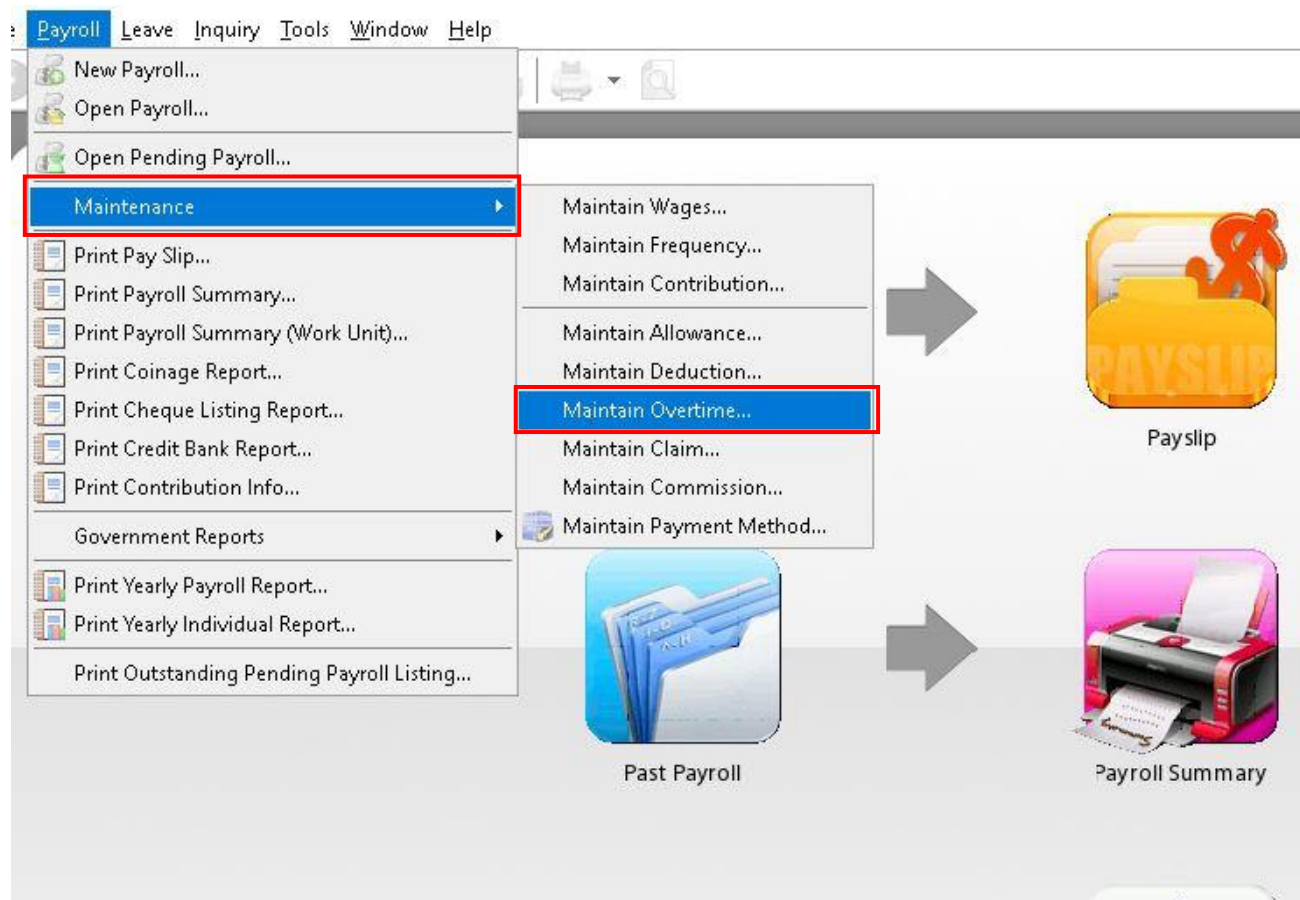
Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate	Amount
31/05/2018	31/05/2018	00001	HOUSE	HOUSE	1.00	1,000.00	1,000.00
31/05/2018	31/05/2018	00001	PHONE	PHONE	1.00	150.00	150.00
31/05/2018	31/05/2018	00001	PETROL	PETROL	1.00	250.00	250.00

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/SOCSSO/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.

The screenshot shows a software window titled "Overtime" with a table of overtime codes and rates. The table has four columns: Code, Description, Rate, and Active. The first row is a summary row for "Default Overtime" with a rate of 1.00. Below it are several rows for specific overtime codes: DR05 (1/2 Rest Day, 0.50), DR10 (1.0 Rest Day, 1.00), DR30 (Public Holiday, 3.00), HW15 (Working Day, 1.50), HW20 (Rest Day, 2.00), and HW30 (Public Holiday, 3.00). On the right side of the window, there is a toolbar with buttons for "New", "Edit", "More", "Preview", "Refresh", and "Detail". The "New" button is highlighted with a red box, and a red arrow points to it with the text "Click New".

Code	Description	Rate	Active
----	Default Overtime	1.00	<input checked="" type="checkbox"/>
DR05	1/2 Rest Day	0.50	<input checked="" type="checkbox"/>
DR10	1.0 Rest Day	1.00	<input checked="" type="checkbox"/>
DR30	Public Holiday	3.00	<input checked="" type="checkbox"/>
HW15	Working Day	1.50	<input checked="" type="checkbox"/>
HW20	Rest Day	2.00	<input checked="" type="checkbox"/>
HW30	Public Holiday	3.00	<input checked="" type="checkbox"/>

Step 3 : Key-in Overtime as below

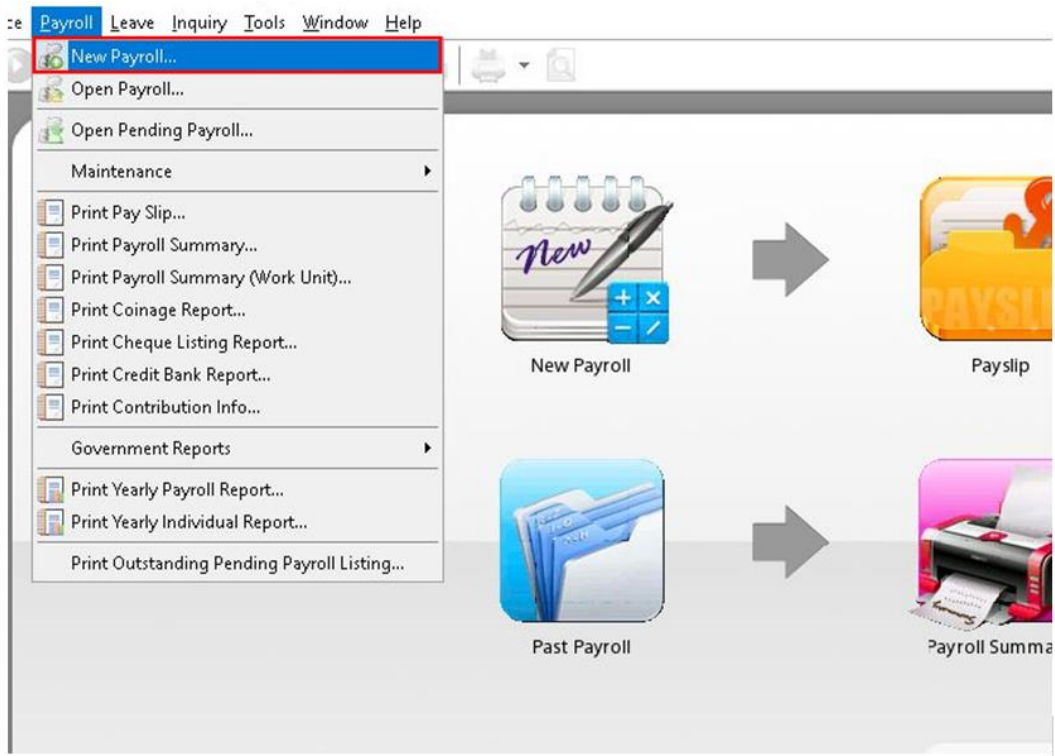
The screenshot shows the 'Overtime' configuration window. It contains the following fields and options:

- 1.** Code: Active
- Description:
- 2.** Rate:
- 3.** Unit Type:
- Pay Rate Script:
- Leave Blank As Default Calculation
- 4. Contribution**
 - EPF EIS
 - SOCSO EA
 - PCB HRDF
 - PCB (A)

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

- Step 1 – Insert the Code and Description of the overtime that you want to generate.
- Step 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 – Unit Type is to set the overtime calculation by hourly or by daily.
- Step 4 - Set the contribution of overtime with EPF,SOCSO,PCB,EIS etc.

Step 4 : Process the overtime with Month End first :



Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting
 Year: 2018 Month: 5

Payroll Transaction
 Process Date: 31/05/2018
 Process From: 01/05/2018 To 31/05/2018

Description
 Description 1: Month End (05.2018)
 Description 2:
 Ref 1:
 Ref 2:

Employee:

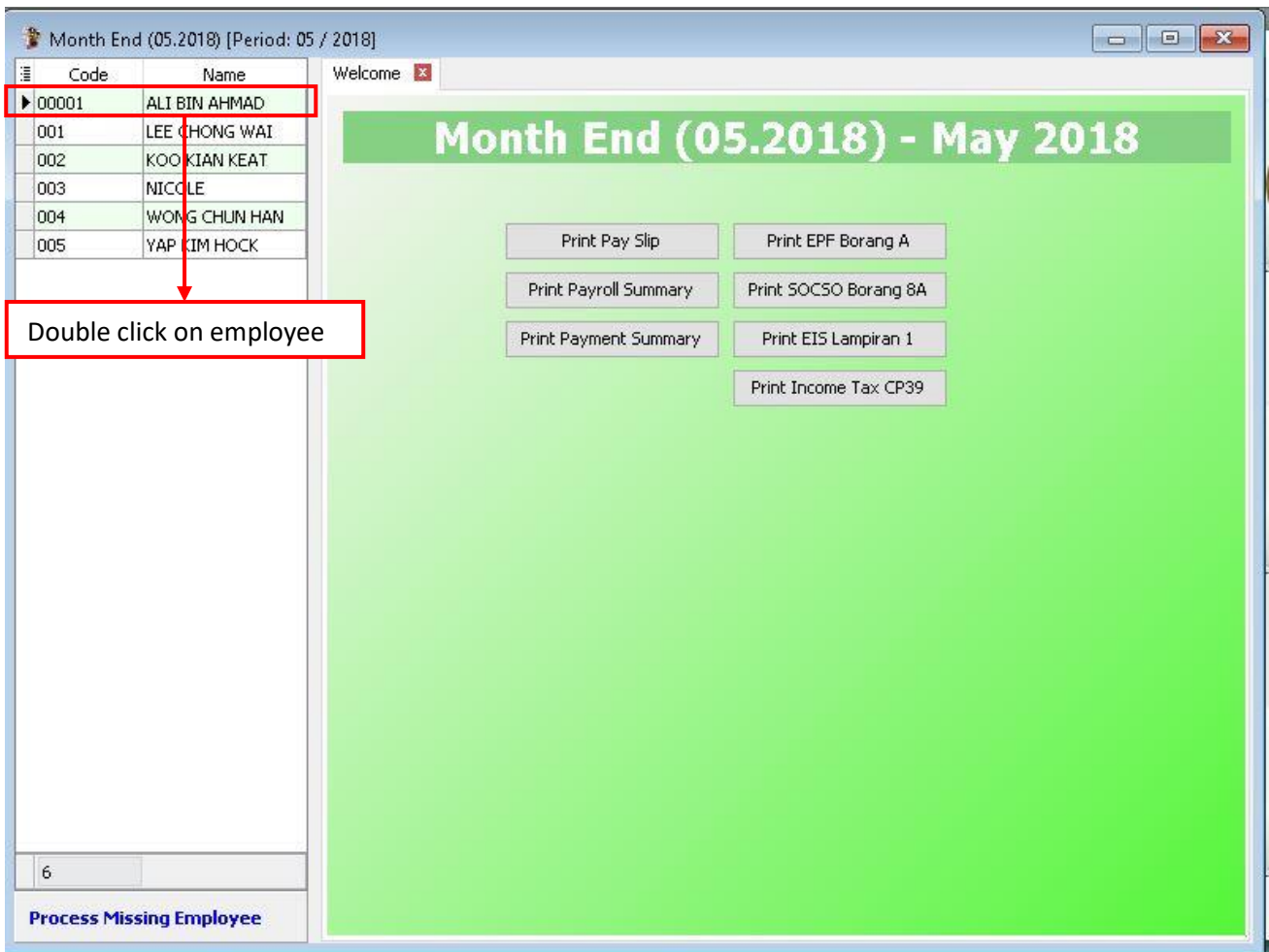
	Code	Name
<input checked="" type="checkbox"/>	001	LEE CHONG WAI
<input checked="" type="checkbox"/>	002	KOO KIAN KEAT
<input checked="" type="checkbox"/>	003	NICOLE
<input checked="" type="checkbox"/>	004	WONG CHUN HAN
<input checked="" type="checkbox"/>	005	YAP KIM HOCK
<input checked="" type="checkbox"/>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

6

Include Default Wages/Allowance/Deduction in addition to Pending Transactions
 Use system calculated amount for Pending Overtime/Unpaid Leave

Process

Click on Process.



Month End (05.2018) [Period: 05 / 2018]

Code	Name
00001	ALI BIN AHMAD
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome x 00001 x

ALI BIN AHMAD
Month End (05.2018)

Wages: 6,000.00 Loan: -
 Allowance: 1,400.00 Deduction: 50.00
 Overtime: - EPF: 814.00
 Commission: - SOCSCO: 19.75
 7.90

Employer EPF: 888.00
 Employer SOCSCO: 69.05
 Employer EIS: 7.90

Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB 111.00 C3.KA1
 Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 7,400.00 Gross Deduct: 1,002.65 Gross Net Pay: 6,397.35 (Adjust
 Net Pay: 6,397.35

Payroll Info x

Employee EPF Rate 11% SOCSCO Type 1 EIS Type Yes HRDF R.
 Employer EPF Rate 12% Tax Category C3.KA1
 Resident
 Payment Method DIRECT TRANSFER
 Description

6
 Process Missing Employee

Click on "Overtime" wording

Month End (05.2018) [Period: 05 / 2018]

Code	Name
00001	ALI BIN AHMAD
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome | 00001

ALI BIN AHMAD
Month End (05.2018)

Wages: 6,000.00 Loan: -

Allowance: 1,400.00 Deduction: 50.00

Overtime: - EPF: 814.00 Employer EPF: 888.00

Commission: - SOCSO: 19.75 Employer SOCSO: 69.05

Claims: - EIS: 7.90 Employer EIS: 7.90

Paid Leave: -

Director Fees: - CP38: - Computerized Calculation

Bonus: - Unpaid Leave: - PCB: Print PCB 111.00 **C3.KA1**

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

Gross Pay: 7,400.00 Gross Deduct: 1,002.65 Gross Net Pay: 6,397.35 (Adjustment)

Net Pay: 6,397.35

Payroll Info | Overtime

Click on "+" button to add the info that you want

Trans Date	Post Date	Employee	Code	Description	Work Unit	RATE	Pay Rate	Amount
15/05/2018	31/05/2018	00001	----	Default Overtime	-	1.00	230.77	

Count = 1

Month End (05.2018) [Period: 05 / 2018]

Code	Name
> 00001	ALI BIN AHMAD
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome x 00001 x

Wages: 6,000.00 Loan: - ALI BIN AHMAD
Allowance: 1,400.00 Deduction: 50.00 Month End (05.2018)

Overtime: - EPF: -
Commission: - SOC50: -
Claims: - EIS: -
Paid Leave: - CP38: -
Director Fees: - Unpaid Le: -
Bonus: - Advance Paid: - Advance

Gross Pay: 7,400.00 Gross Dec: -

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

Payroll Info x Overtime x

Trans Date	Post Date	Employee	Code	Description			
> 15/05/2018	31/05/2018	00001	----	Default Overtime	-	1.00	230.77

A=a -A- Fetch All New

Click on arrow down of Code to choose which overtime type that you want

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

Month End (05.2018) [Period: 05 / 2018]

Wages: 6,000.00 Lgan: ALI BIN AHMAD
 Allowance: 1,400.00 Deduction: 50.00 Month End (05.2018)
 Overtime: 86.54 EPF: 814.00 Employer EPF: 888.00
 Commission: - SOCISO: 19.75 Employer SOCISO: 69.05
 Claims: - EIS: 7.90 Employer EIS: 7.90
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB 117.95 C3.KA1
 Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 7,486.54 Gross Deduct: 1,009.60 Gross Net Pay: 6,476.94 (Adjustment)
 Net Pay: 6,476.94

Trans Date	Post Date	Employee	Code	Description	Work Unit	RATE	Pay Rate	Amount
15/05/2018	31/05/2018	00001	HW15	Working Day	2.00	1.50	28.85	86.54

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

Month End (05.2018) [Period: 05 / 2018]

Work Unit As Time

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	RATE	Pay Rate	Amount
15/05/2018	31/05/2018	00001	HW15	Working Day	02:00	2.00	1.50	28.85	86.54

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 :

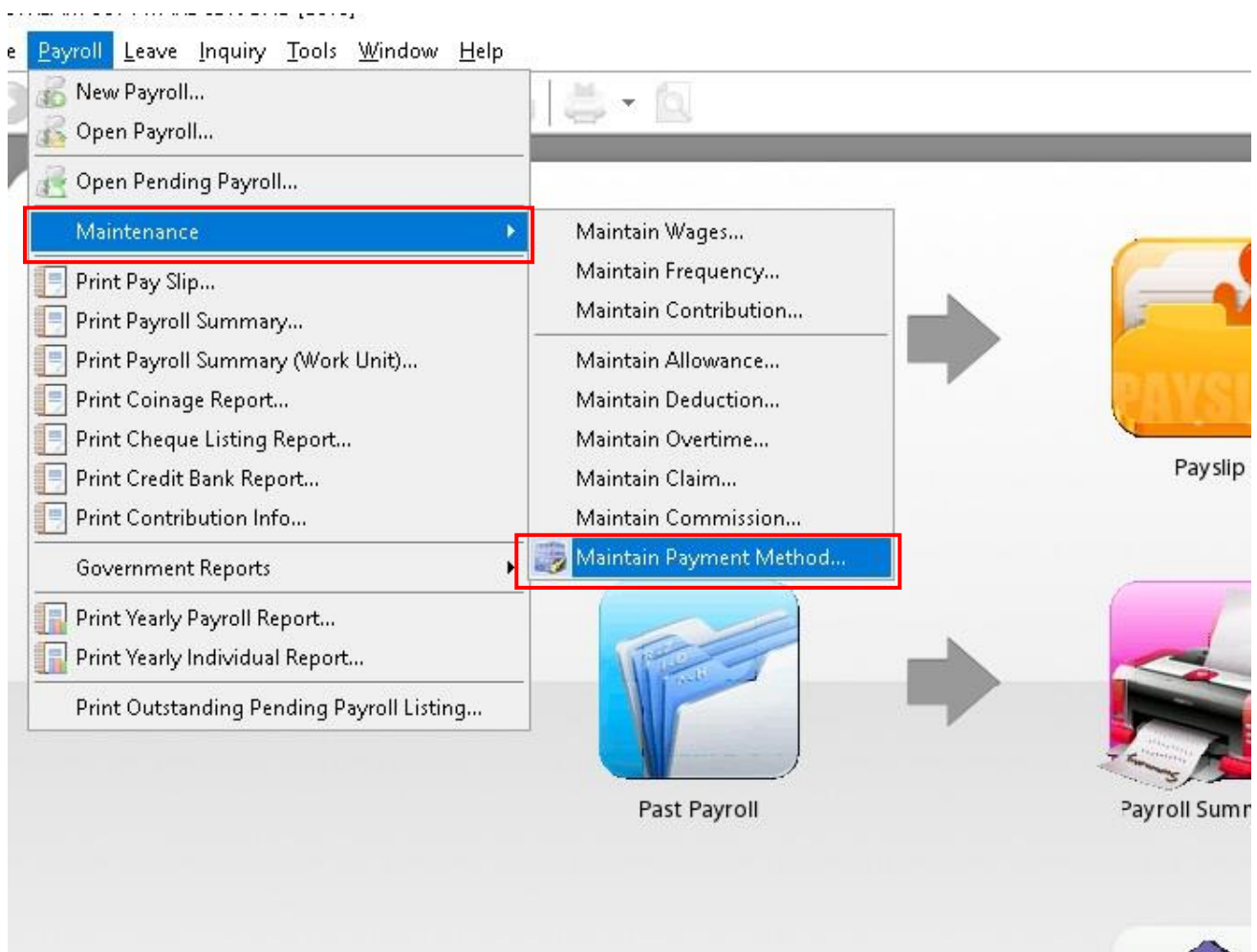
The screenshot shows a payroll software window titled 'Month End (05.2018) [Period: 05 / 2018]'. On the left, there is a list of employees with codes and names. The main area displays details for employee 'ALI BIN AHMAD' for 'Month End (05.2018)'. It includes various input fields for wages, allowances, overtime, and deductions, along with calculated values for EPF, SOCSO, and EIS. At the bottom, a 'Payroll Info' section contains a table with the following data:

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	RATE	Pay Rate	Amount
15/05/2018	31/05/2018	00001	HW15	Working Day	02:15	2.25	1.50	28.85	97.36

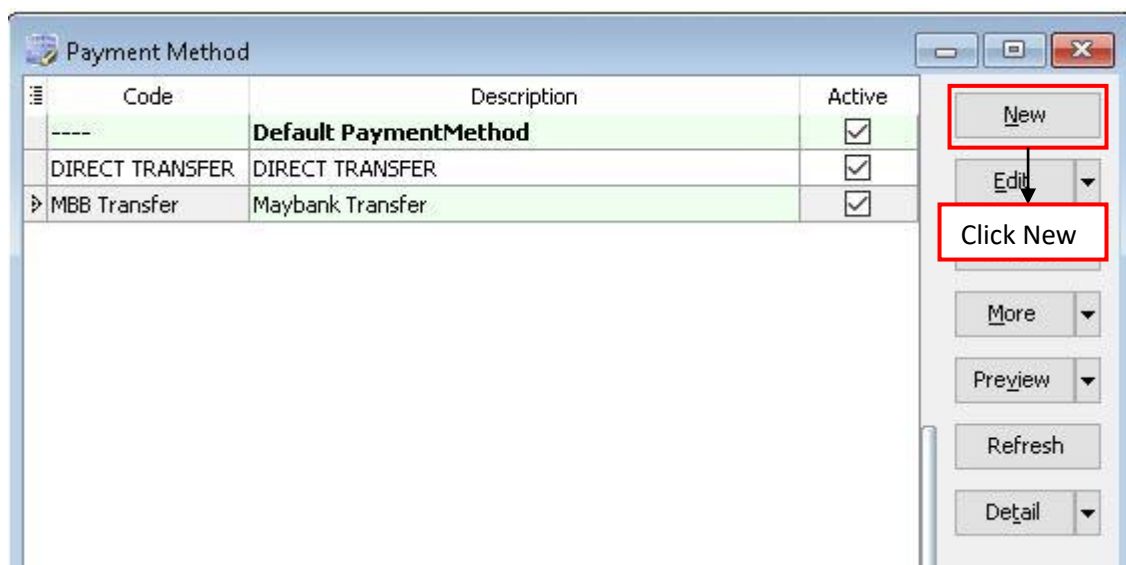
Maintain Payment Method :

- 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



Step 3: Key in the information needed

The screenshot shows a 'Payment Method' form with the following fields and callouts:

- 1)** Code: MBB Transfer
- 2)** Description: Maybank Transfer
- 3)** Bank: Maybank
- 4)** Bank Account No.: 0987654321234
- 5)** Bank Charge: (empty)
- 6)** Payment Type: Direct Transfer
- 7)** Net Pay: Payroll Rounding
- 8)** Branch: KUALA LUMPUR
- 9)** Address: 5, JALAN BESI 21/9E, 50050 KUALA LUMPUR
- 10)** Contact Person: KEVIN
- 11)** Ref: kevin@gmail.com
- 12)** Phone: 03-78963211
- 13)** Active: Active
- 14)** Fax: (empty)
- 15)** Set as Default: (button)

Buttons on the right side of the form include: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, and 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)	Allow this payment method to be selected in: Maintain employee > Payroll Info.
14)	The fax number of the bank
15)	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	<input type="text"/>
Branch	KUALA LUMPUR

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 (05.2018) [Period: 05 / 2018]

Code	Name
00001	ALI BIN AHMAD
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Wages: 3,000.00 Lgan: -

Allowance: 530.00 Deduction: -

Overtime: - EPF: 379.00

Commission: - SOCSO: 17.25

Claims: - EIS: 6.90

Paid Leave: -

Director Fees: - CP38: -

Bonus: - Unpaid Leave: 96.77

Advance Paid: - Advance Deduct: -

Gross Pay: 3,530.00 Gross Deduct: 499.92

Gross Net Pay: 3,030.08

Net Pay: 3,030.08

Adjustment: -

Employee EPF Rate: 11% SOCSO Type: -

Employer EPF Rate: 13% Tax Category: -

Resident:

Payment Method: -

Description: -

HRDF Rate %: 0.5

Gross Net Pay same as Net Pay

No adjustment

B) With auto rounding

Payment Type	Direct Transfer
Net Pay	Payroll Rounding
Branch	KUALA LUMPUR

When Payroll Rounding is selected in Net Pay

After month end will have auto adjustment to nearest 5 cents.

Employee

Code: 001 Job Title: Active

Name: LEE CHONG WAI

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

Wages Type: Wages: 3,000.00 SOCSO No: SOCSO Type: First Category Join Date: 02/01/2012

Contribution: EIS Type: Yes Confirm Date: 01/04/2012

Frequency: Age 18 below or 60 and above exclude from EIS contribution. Resign Date:

Payment Method: MBB Transfer Tax Branch:

Bank: RHB Tax No:

Spouse Disabled

EPF No: 32546979 Tax Category: C1

NK: Override Tax Category

Initial: EA Serial No:

Assign in Maintain Employee.

Wages:	3,000.00	Loan:	-	LEE CHONG WAI	
Allowance:	530.00	Deduction:	-	Month End (05.2018)	
Overtime:	-	EPF:	379.00	Employer EPF:	448.00
Commission:	-	SOCSO:	17.25	Employer SOCSO:	60.35
Claims:	-	EIS:	6.90	Employer EIS:	6.90
Paid Leave:	-	CP38:	-	Computerized Calculation	
Director Fees:	-	Unpaid Leave:	96.77	PCB: Print PCB	- C1
Bonus:	-	Advance Deduct:	-	Gross Zakat:	-
Advance Paid:	-				
Gross Pay:	3,530.00	Gross Deduct:	499.92	Gross Net Pay:	3,030.08
				Net Pay:	3,030.10
				(Adjustment)	0.02

Net Pay increased to nearest 5 cents

Adjustment made automatically

A) 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.

Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting

Year: 2018 Month: 5

Payroll Transaction

Process Date: 31/05/2018

Process From: 01/05/2018 To: 31/05/2018 ...

Cut-Off Day: 31

Description

Description 1: Month End (05.2018)

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	ALI BIN AHMAD

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

Use system calculated amount for Pending Overtime/Unpaid Leave

Process

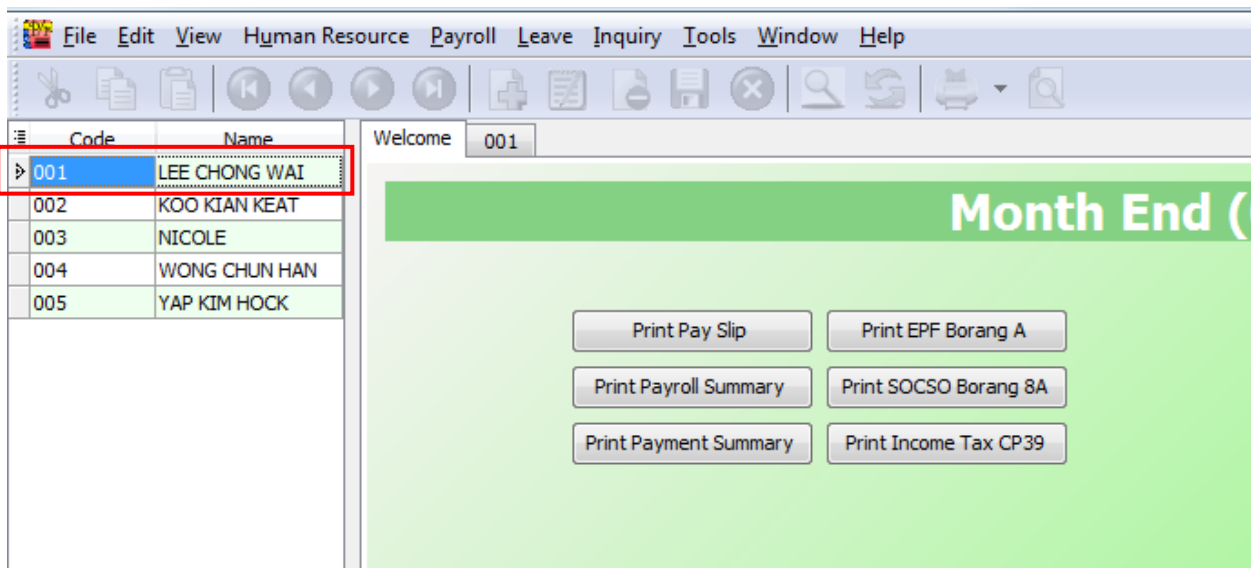
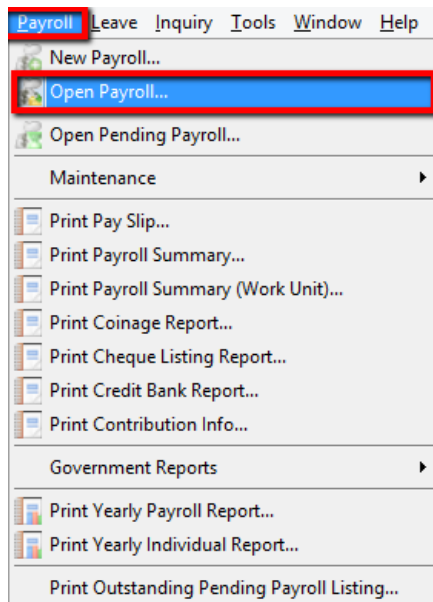
Step 1.1 – Certain company their payroll cut off date will not in the month end , some of the company will according to the 26th of the month, so you can preset your own company payroll cut off date through the “...” button.

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

*You can process 2 month end in the same day also. When the 1st process, you can choose to tick those batch 1's employee, and when process another time, it will appear those batch 2 name. Example as below.

BATCH 1

Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting

Year: 2018 Month: 5

Payroll Transaction

Process Date: 31/05/2018

Process From: 01/05/2018 To 31/05/2018 ...

Description

Description 1: Month End (05.2018)

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 type="checkbox"/>	00001	ALI BIN AHMAD

6

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

Use system calculated amount for Pending Overtime/Unpaid Leave

Process

Month End (05.2018) [Period: 05 / 2018]

Welcome

Month End (05.2018) - May 2018

Print Pay Slip

Print EPF Borang A

Print Payroll Summary

Print SOCSO Borang BA

Print Payment Summary

Print EIS Lampiran 1

Print Income Tax CP39

4

Process Missing Employee

BATCH 2

Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting
 Year: 2018 Month: 5

Payroll Transaction
 Process Date: 31/05/2018
 Process From: 01/05/2018 To 31/05/2018 ...

Description
 Description 1: Month End (05.2018)
 Description 2:
 Ref 1:
 Ref 2:

Employee:

	Code	Name
<input checked="" type="checkbox"/>	005	YAP KIM HOCK
<input checked="" type="checkbox"/>	00001	ALI BIN AHMAD

2

Include Default Wages/Allowance/Deduction in addition to Pending Transactions
 Use system calculated amount for Pending Overtime/Unpaid Leave

Process

Month End (05.2018) [Period: 05 / 2018]

Code Name
 00001 ALI BIN AHMAD
 005 YAP KIM HOCK

Welcome

Month End (05.2018) - May 2018

Print Pay Slip Print EPF Borang A
 Print Payroll Summary Print SOCSO Borang 8A
 Print Payment Summary Print EIS Lampiran 1
 Print Income Tax CP39

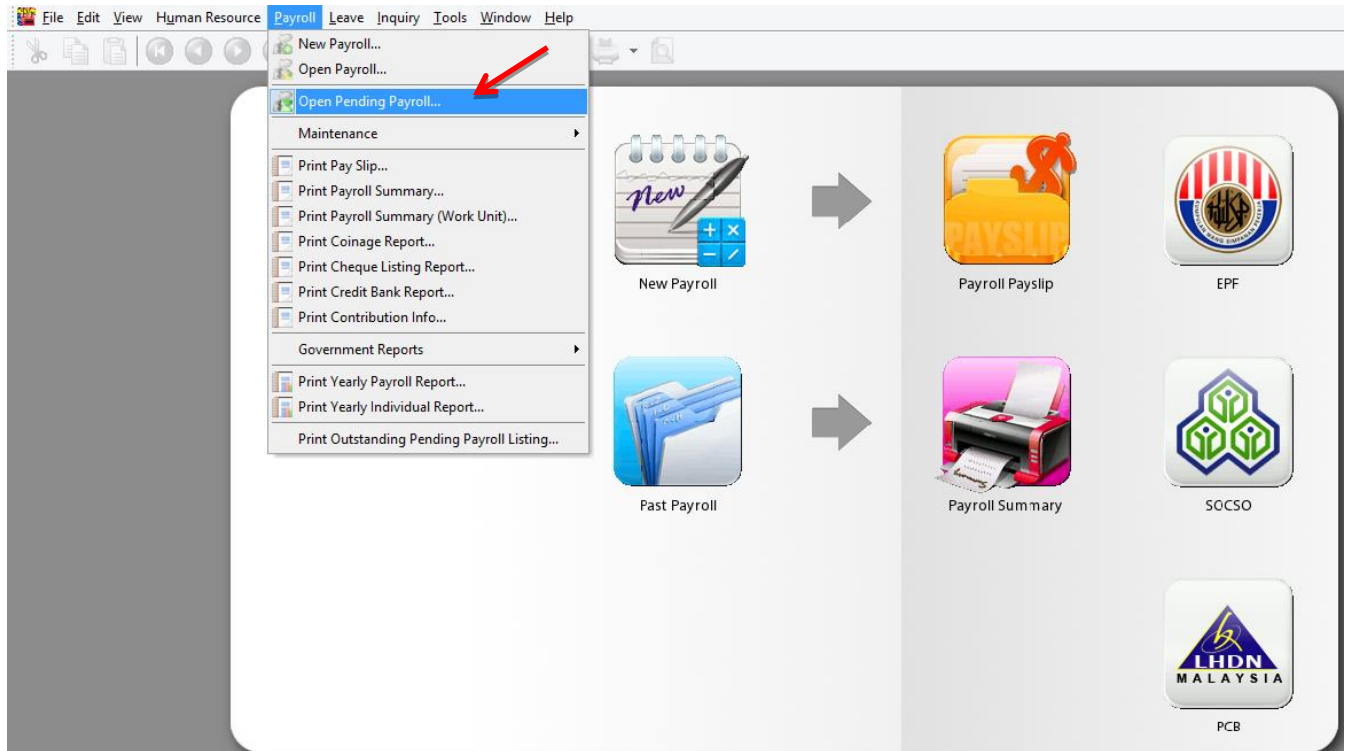
2

Process Missing Employee

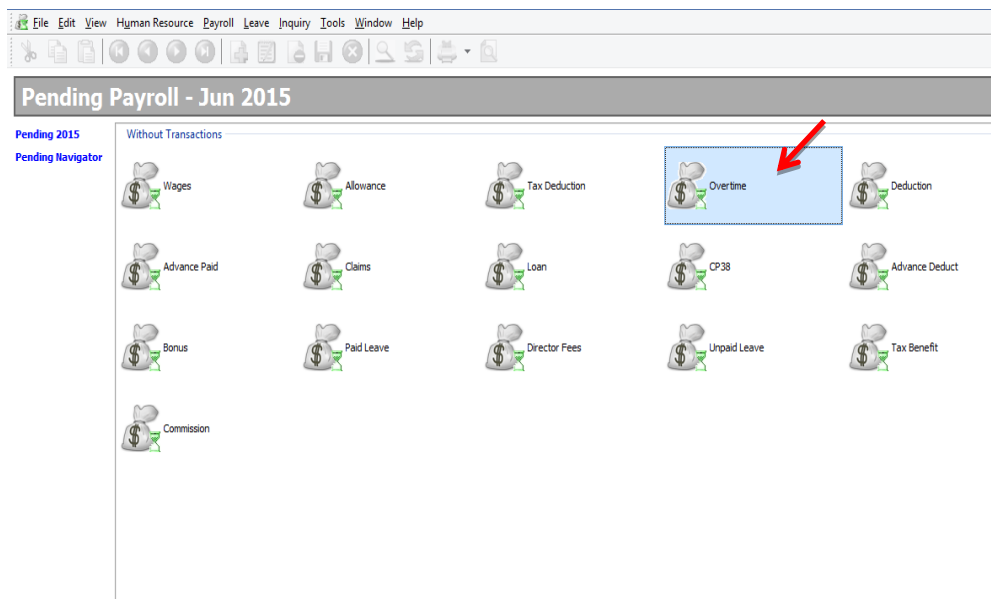
Open Pending Payroll :

- 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 :

The screenshot shows a software window with a menu bar (File, Edit, View, Human Resource, Payroll, Leave, Inquiry, Tools, Window, Help) and a toolbar. The 'Append' button, represented by a green plus sign, is highlighted with a red arrow. Below the toolbar is a table with columns: Trans Date, Post Date, Employee, Code, Description, Work Unit, and RATE. The table is currently empty, displaying '<No data to display>'. A yellow callout box with a red border contains the text: "Step 3.1 : Press on the '+' button to insert the info." At the bottom of the window, there is a 'Count =' field.

The screenshot shows the same software window as above, but now with one data row inserted into the table. The row is highlighted with a red box and contains the following data: Trans Date: 15/06/2015, Post Date: 15/06/2015, Employee: ---, Code: ---, Description: Default Overtime, Work Unit: -, RATE: 1.00. A red arrow points from a yellow callout box with a red border to the row. The callout box contains the text: "Step 3.2 : Insert the info accordingly like employee, overtime code, work unit etc". At the bottom of the window, the 'Count =' field now displays 'Count = 1'.

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

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

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

Welcome 001 002

Wages: 3,000.00 **Loan:** - **LEE CHONG WAI**
Allowance: 530.00 **Deduction:** - **Month End (06.2015)**
Overtime: 54.09 **EPF:** 396.00 **Employer EPF:** 468.00
Commission: - **SOCOSO:** 14.75 **Employer SOCOSO:** 51.65
Claims: -
Paid Leave: -
Director Fees: - **CP38:** - **Computerized Calculation**
Bonus: - **Unpaid Leave:** - **PCB: Print PCB** - **C1**
Advance Paid: - **Advance Deduct:** - **Gross Zakat:** -

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

Overtime

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

C) Payroll Report :

You able to generate the below reports :

1) Print Pay Slip

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

2) Print Payroll Summary

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

3) Print Coinage Report

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

4) Print Cheque Listing Report

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

5) Print Credit Bank Report

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

6) Government Reports

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

7) Print Yearly Payroll Report

- Generate 12 months payroll for individual employees.

8) Print Yearly Individual Report

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

SQL Payroll Leave :

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

It consists of 3 sections:

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

D) Maintenance Leave

1) Maintain Calendar

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

2) Maintain Leave Type

- Enable to define the leave type, like annual leave, medical leave, maternity, unpaid leave, etc.

- You also can define the leave type setting whether

- a) Is Entitle

- b) Is Unpaid

- c) B.Forward

3) Maintain Leave Group

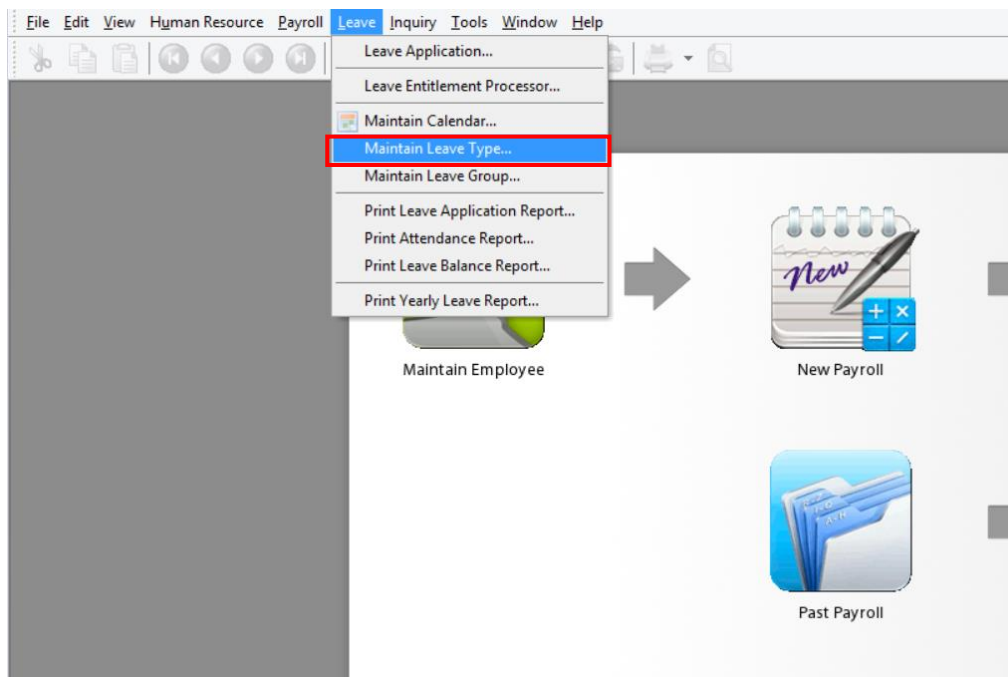
- Allow to customise your leave policies for different level of people in company.

- You can customise the scripts (under Tools → Maintain Script...) and set in the leave group.

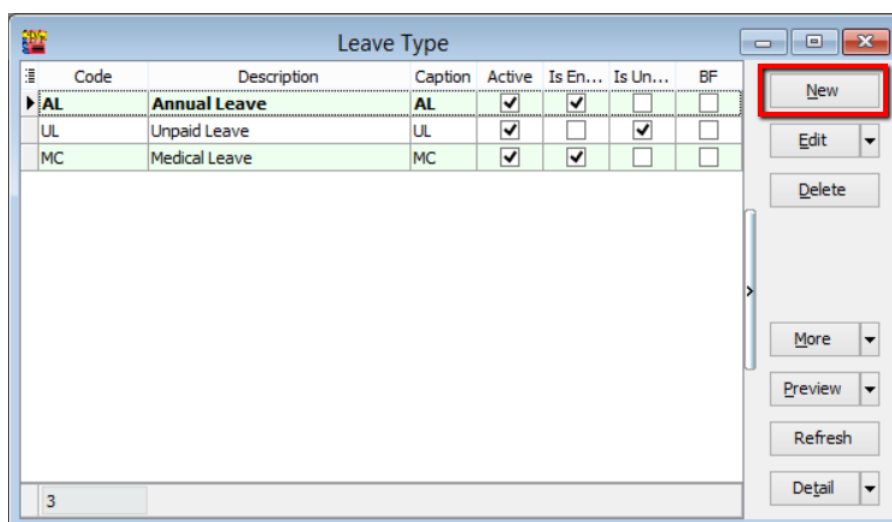
Maintain Leave Type :

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

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



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



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

The screenshot shows the 'Leave Type' form with the following fields and values:

- Code: MaL
- Description: Maternity Leave
- Caption: MaL
- Is Entitle:
- Is Unpaid:
- B.Forward:
- Style: 123
- Active:

The 'Save' button is highlighted with a red box.

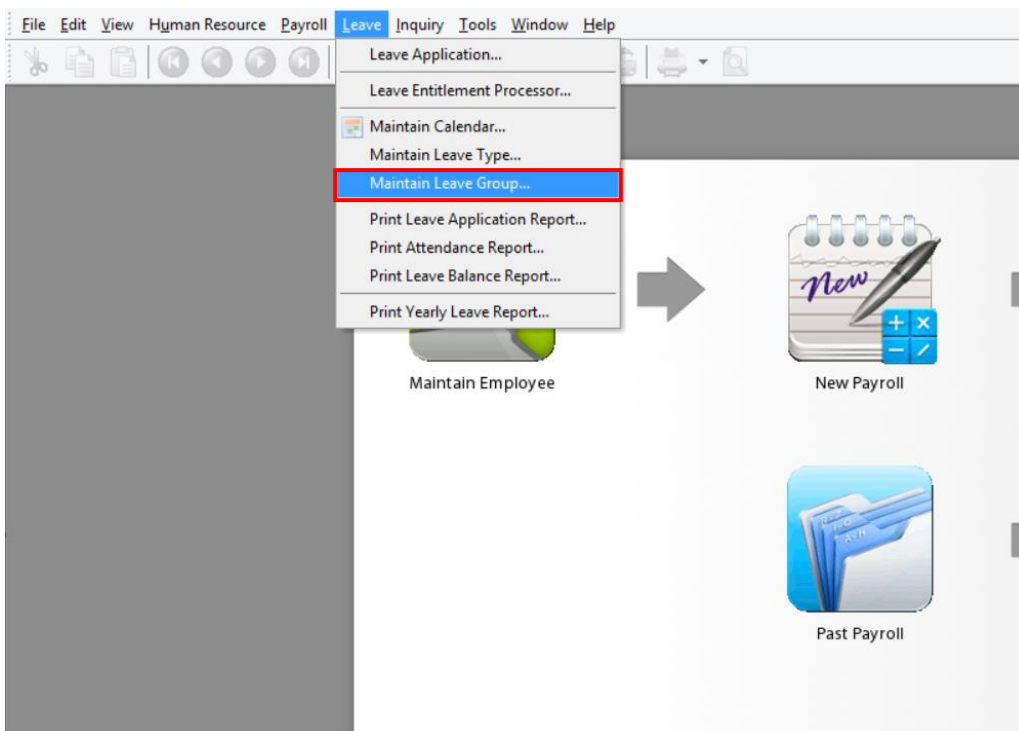
The screenshot shows the 'Leave Type' table with the following data:

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"/>

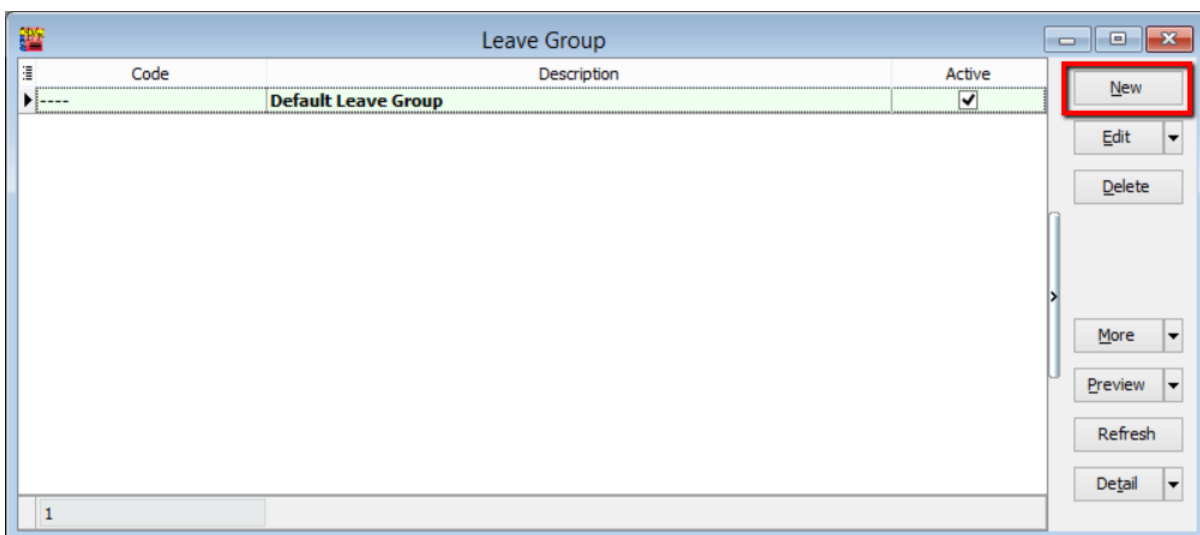
The row for 'MaL Maternity Leave' is highlighted with a red box.

Maintain Leave Group :

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



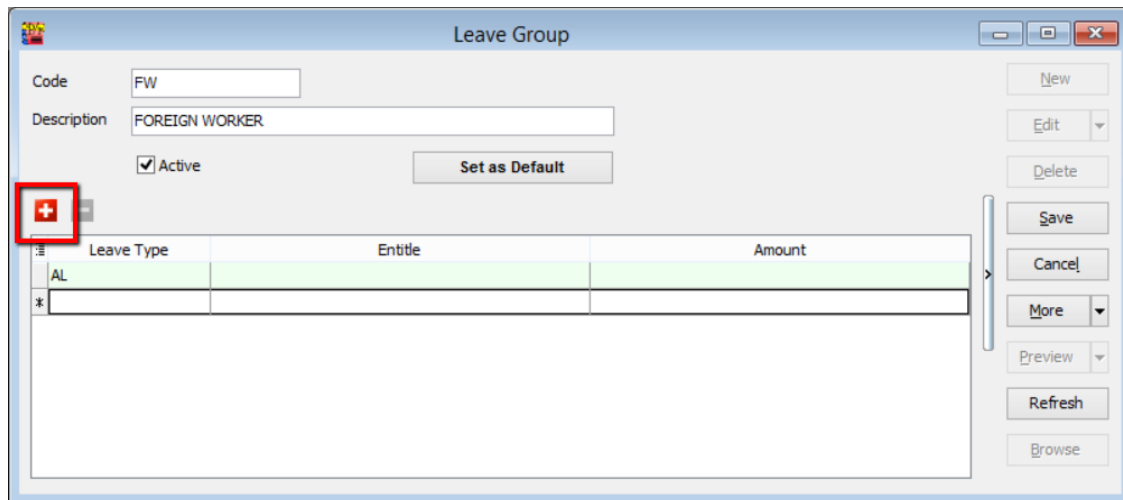
Step 2: Click on “New” button on the upper right corner to create new leave group.



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

Leave Group

Code: ----

Description: Default Leave Group

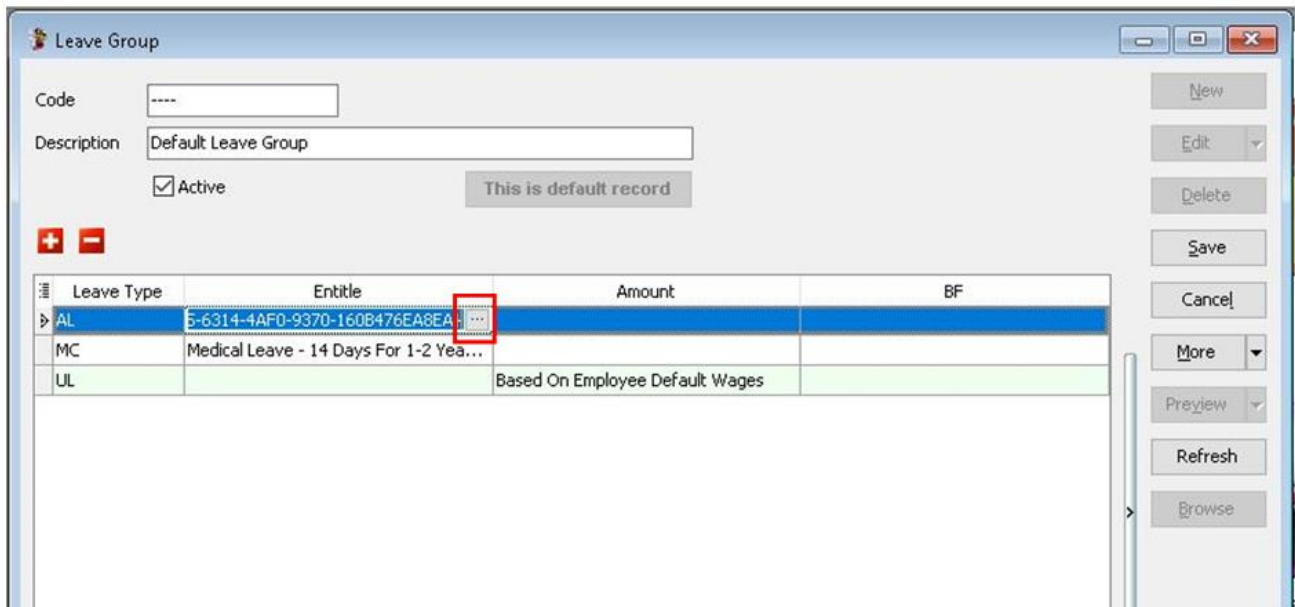
Active This is default record

+ -

Leave Type	Entitle	Amount	BF
AL	Annual Leave - 8 Days For 1-2 Years...		
MC	Medical Leave - 14 Days For 1-2 Yea...		
UL		Based On Employee Default Wages	

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

Step 5 : If your company does not follow the default annual leave setting, you can always customise your own calculation by click on the entitle column, it will appear 3 dots button, just click on 3 dots button as shown on below.

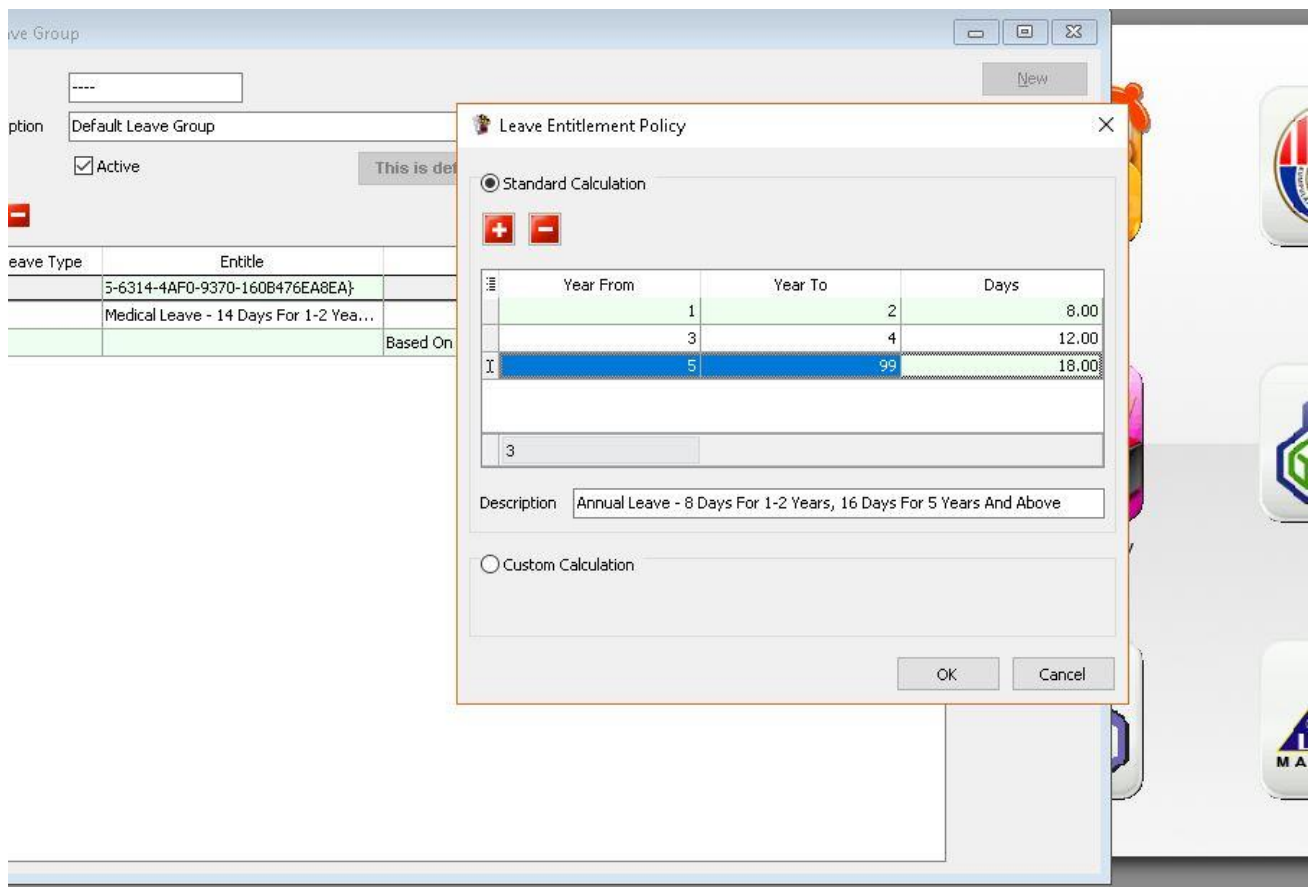


1) For example, your company complies to the calculation as below.

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:

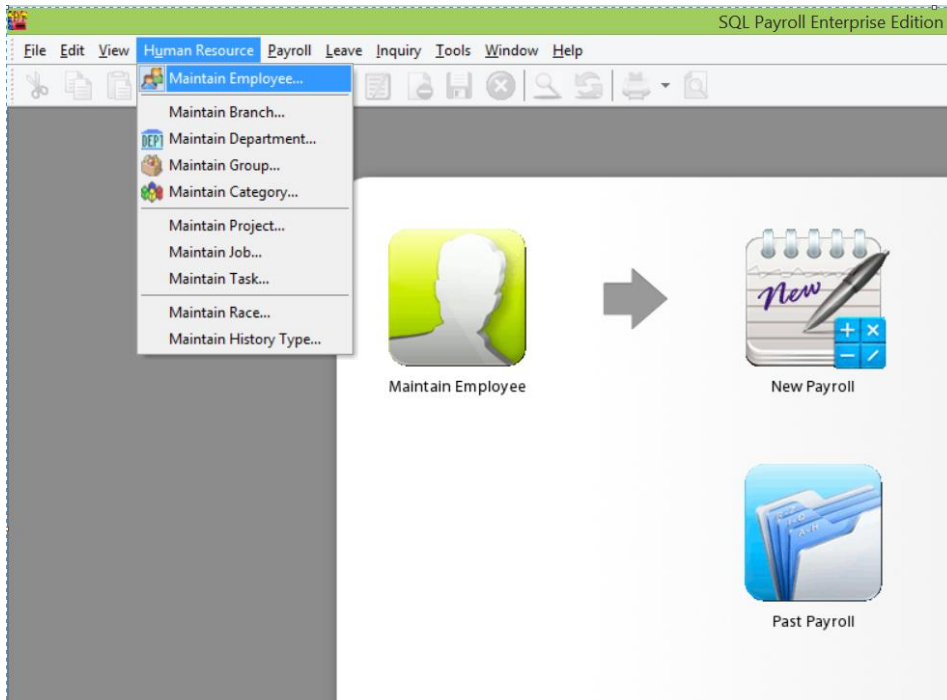
Year From	Year To	Days
1	2	8
3	4	12
5	99	18



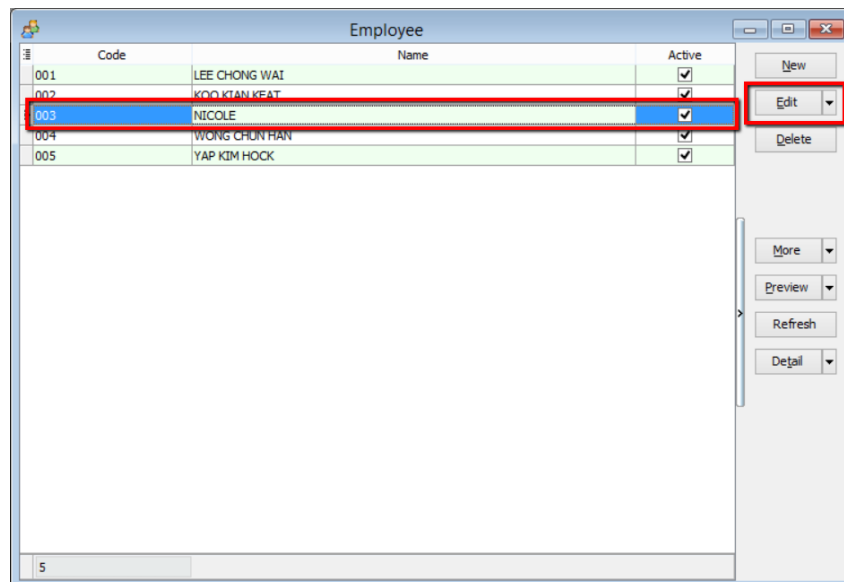
Click **“OK”** then you will come to this.

a) Employee Leave Group Assignment

- 1) 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 contains various fields for employee information, including Code, Job Title, Name, Branch, HR Group, Department, Category, Country, Race, Project, Job, Task, and Calendar. The 'Leave Group' field is currently set to '----'.

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

The screenshot shows the 'Leave Group' dropdown menu. The 'FW' option is selected and highlighted with a red box. The dropdown menu displays a table with the following data:

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

The table has 2 rows and 2 columns. The 'FW' row is highlighted in blue. The table is displayed in a window with a title bar and a footer containing the text 'Fetch All A-- A=a New'.

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

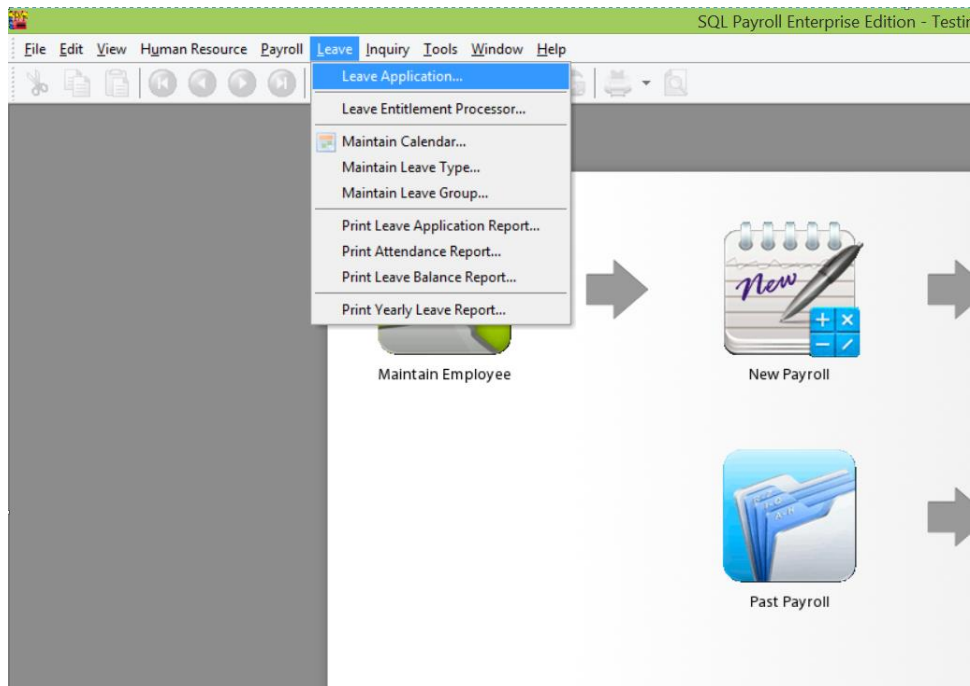
From the above scenario, total annual leaves entitled up to month of April are 4 days (including month of April).

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

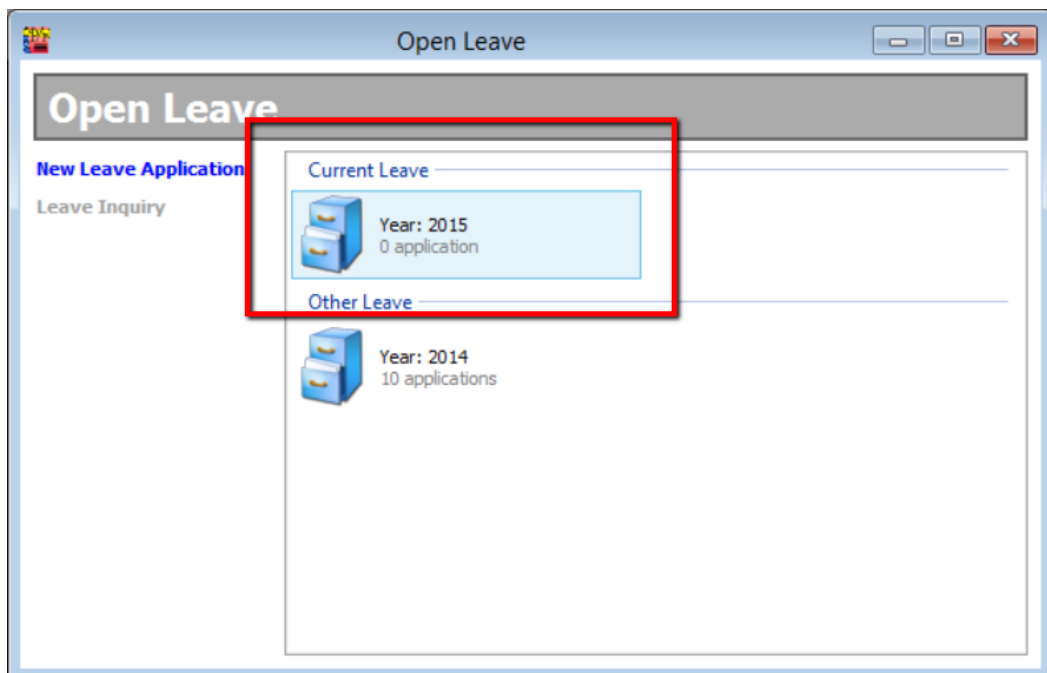
If the employee apply 4 days leave in month of April, the system will prompt the below warning. "You've taken 5.0 days of Annual Leave, but Annual Leave limit for April is 4.0 days."

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

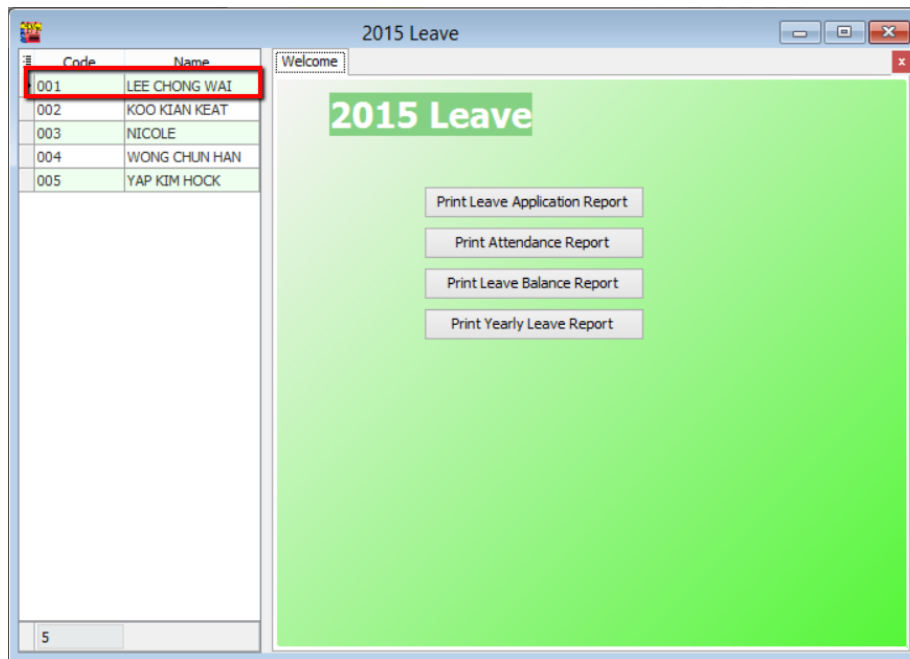
1) First, point to “Leave” and click on “Leave Application”



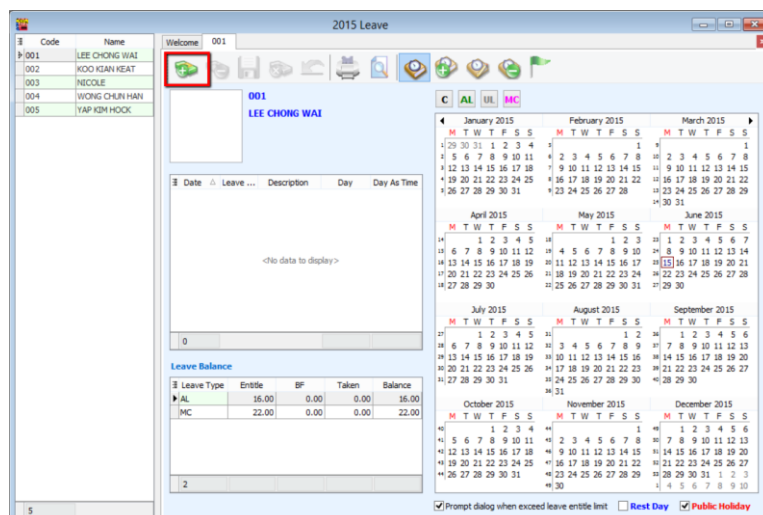
2) Select the year. eg: Year 2015

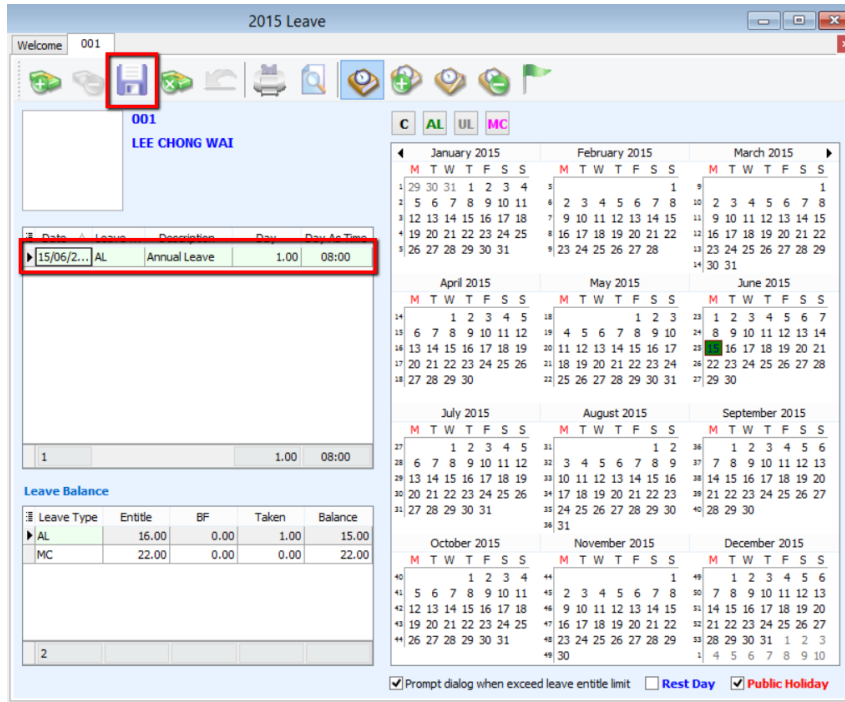


3) Point to the name of employee and click into it. eg: Lee Chong Wai

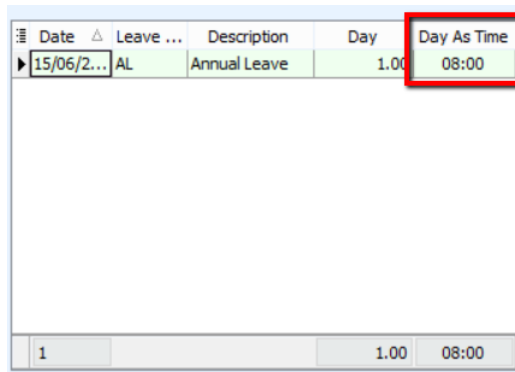


4) Click on the “+” button. A row will appear in the display box where you can select the date, type of leave and number of day as how your employee applied. Click “Save” once the application is done.

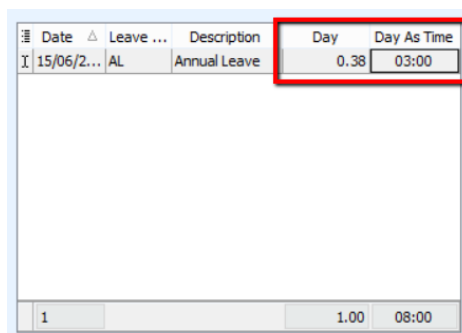




5) If your employee applies for half day leave or leave calculated in hours, call out “Day As Time” column. 1 working day has 8 working hours.

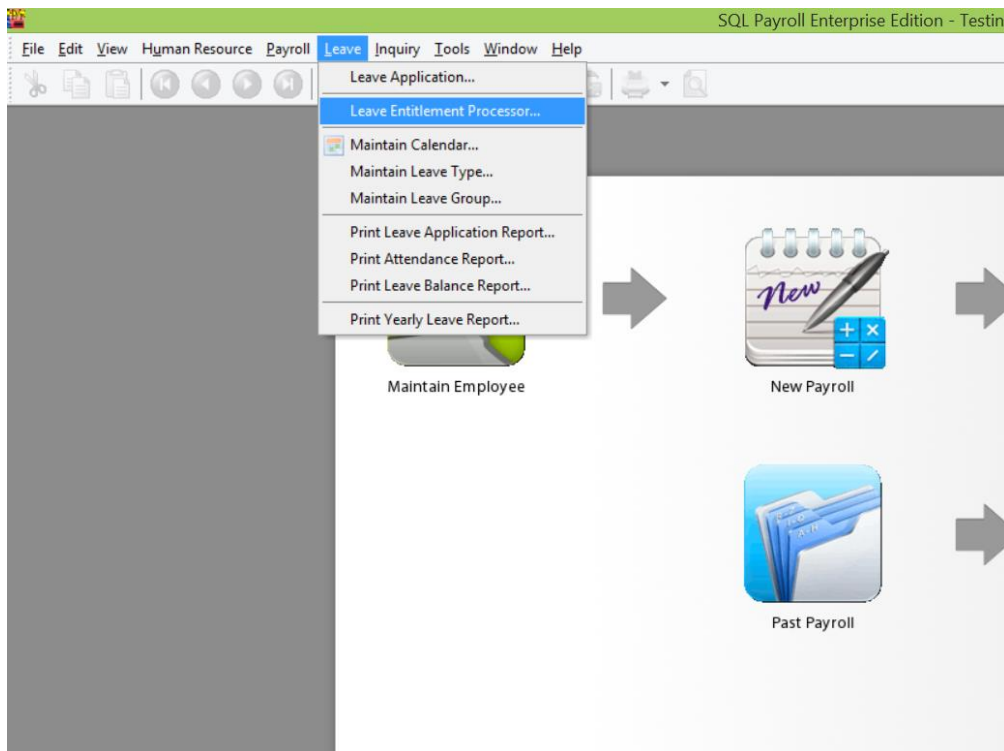


6) Select the duration of the leave. eg: 3 hours. Then system will automatically calculate the number of day as 0.38 day.

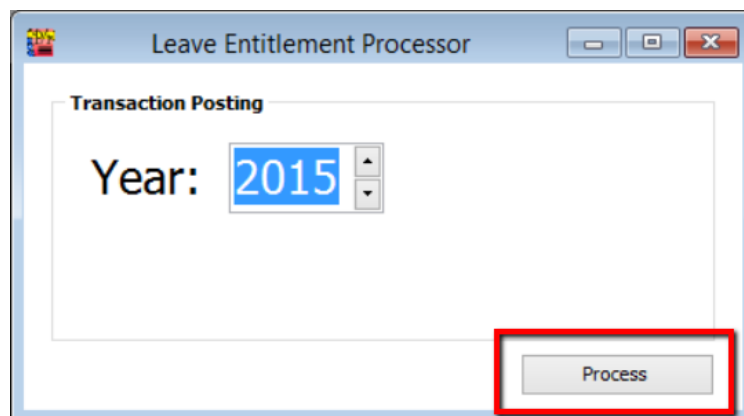


Leave Entitlement Processor

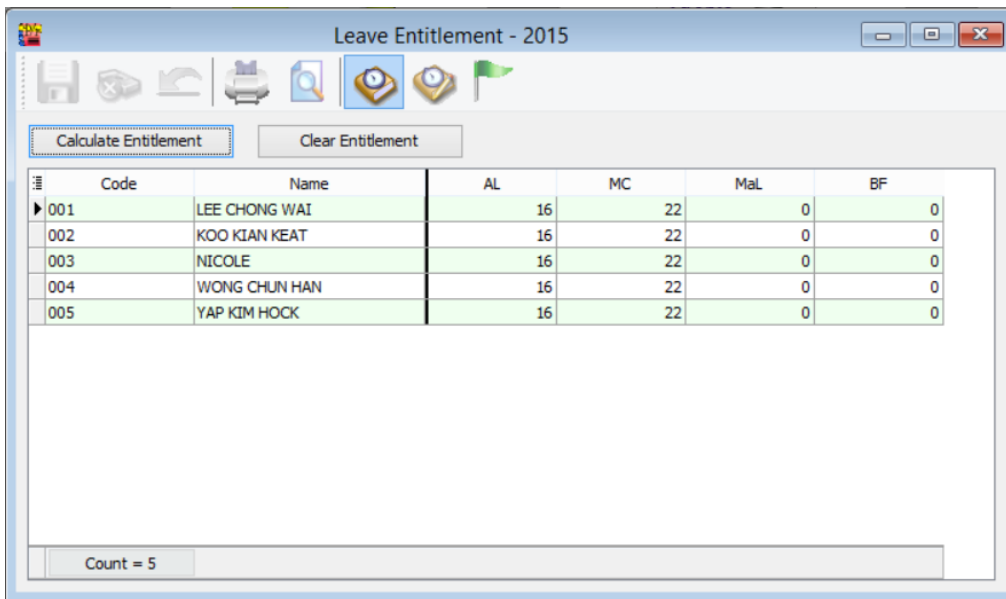
- It allows to process the annual leave entitlement for each employees based on the leave group.
- 1) Leave entitlement process can be done once a year. First, point to “Leave” and click on “Leave Entitlement Processor”.



- 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.

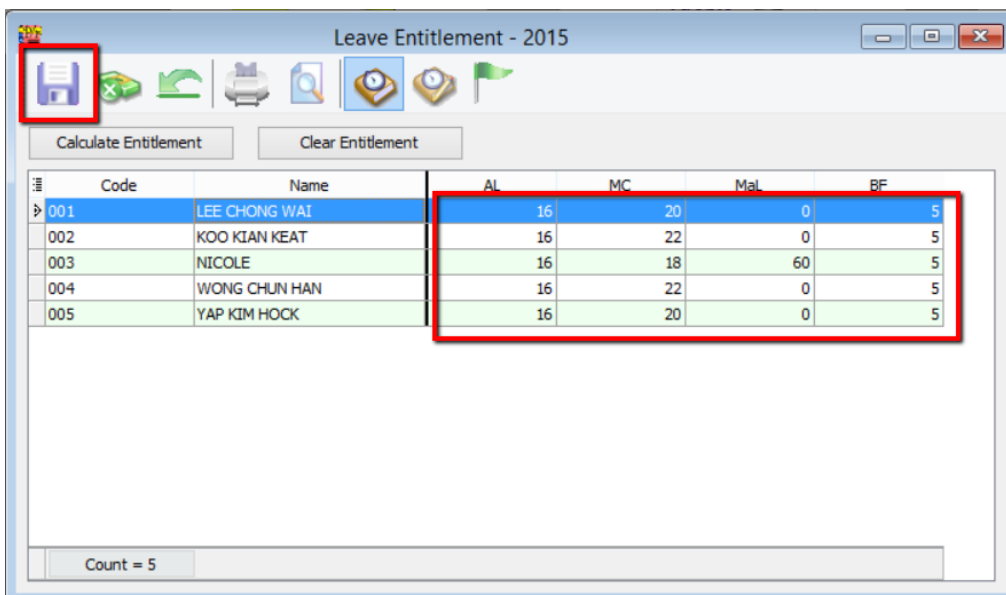


The screenshot shows a software window titled "Leave Entitlement - 2015". It features a toolbar with icons for file operations and a menu. Below the toolbar are two buttons: "Calculate Entitlement" and "Clear Entitlement". The main area contains a table with the following data:

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

At the bottom of the window, a status bar indicates "Count = 5".

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



The screenshot shows the same software window, but with the "Save" icon in the toolbar highlighted with a red box. The table below has been updated with new values for the leave entitlements:

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

The status bar at the bottom still shows "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.

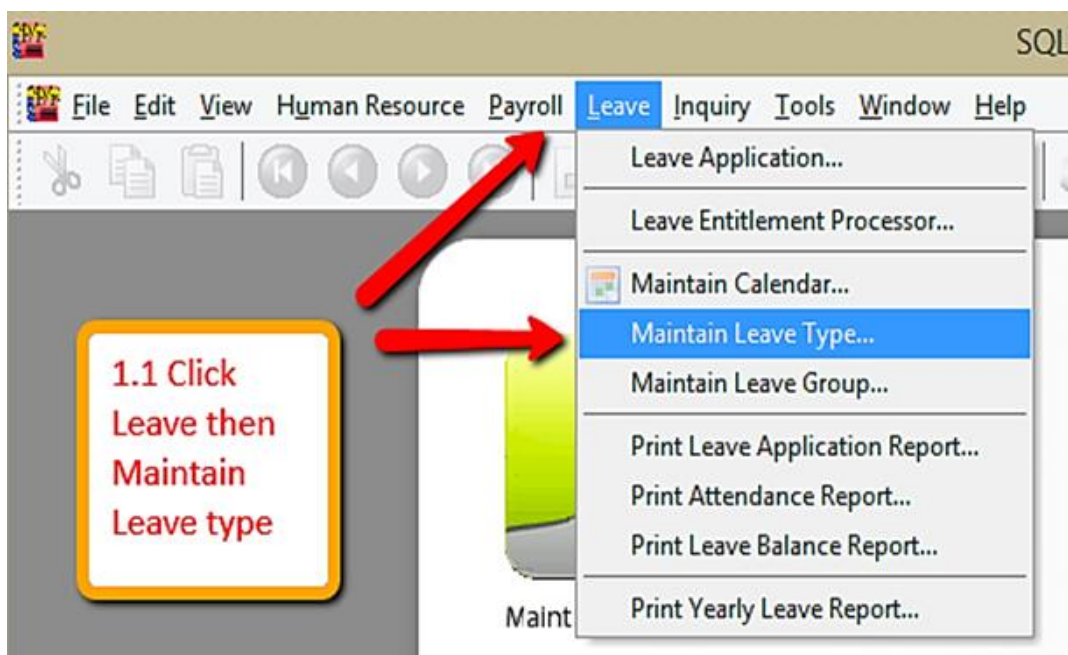
10. Where to key-in tax benefit info?

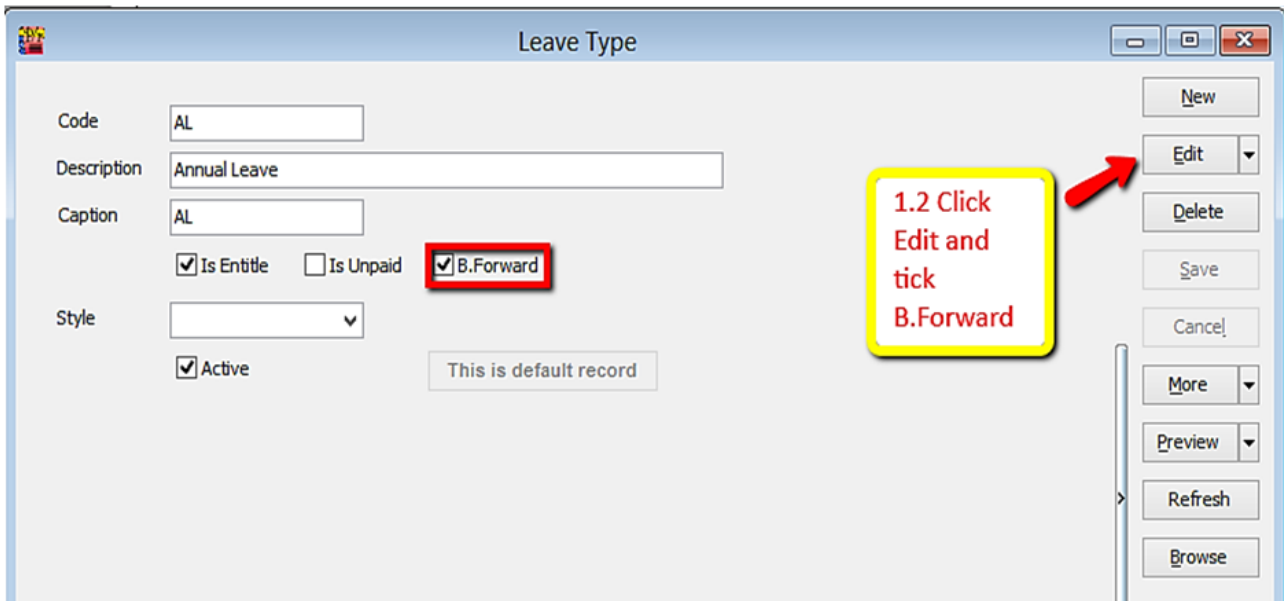
- Some of the employee you might need to update the tax benefit info to display at EA form.

Leave Brought Forward

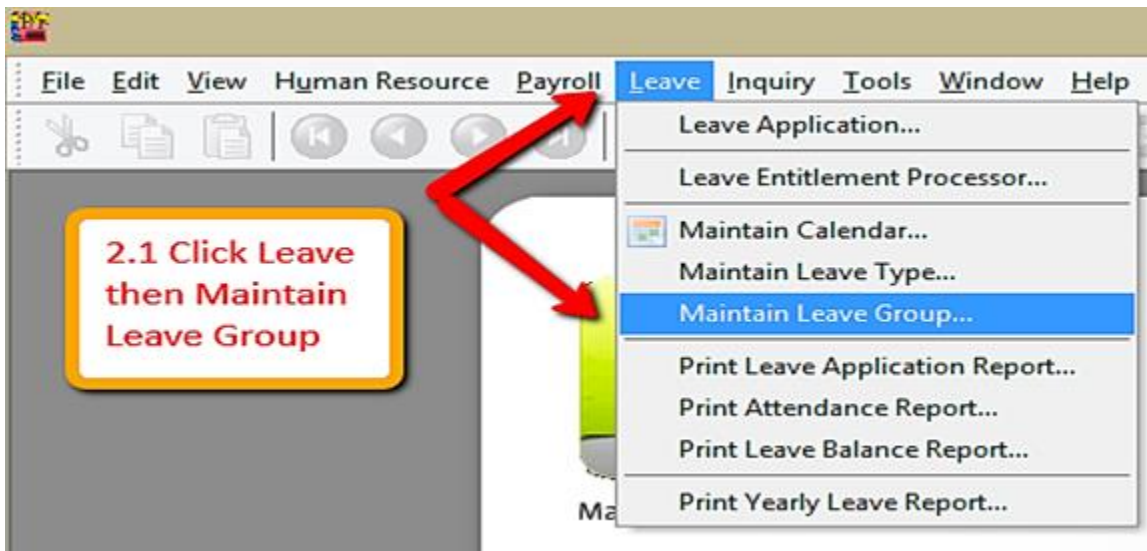
HOW TO PERFORM LEAVE BROUGHT FORWARD

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

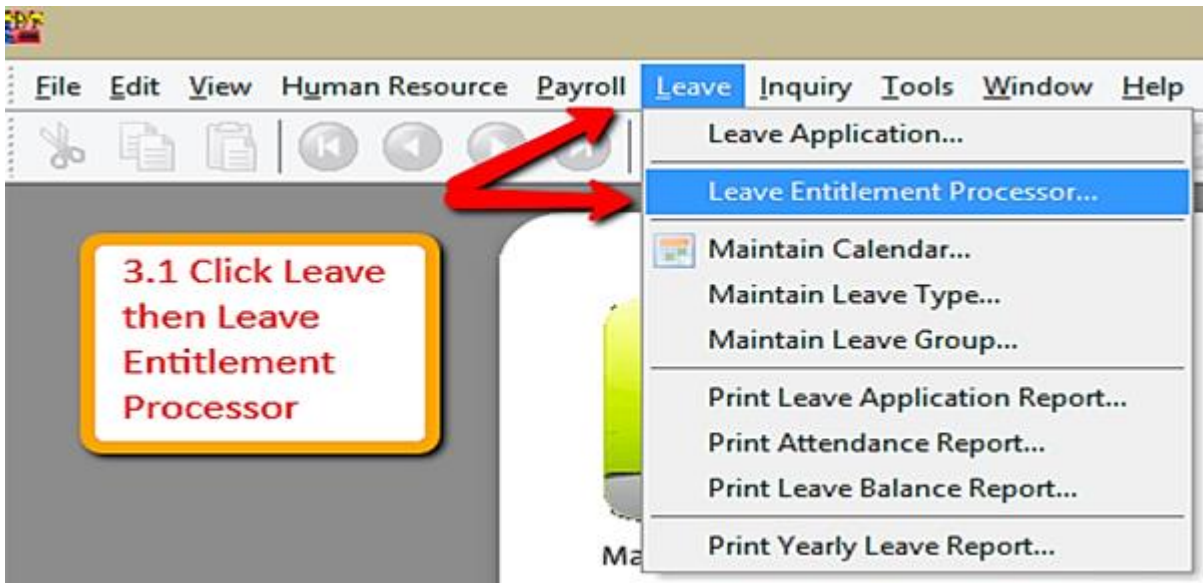




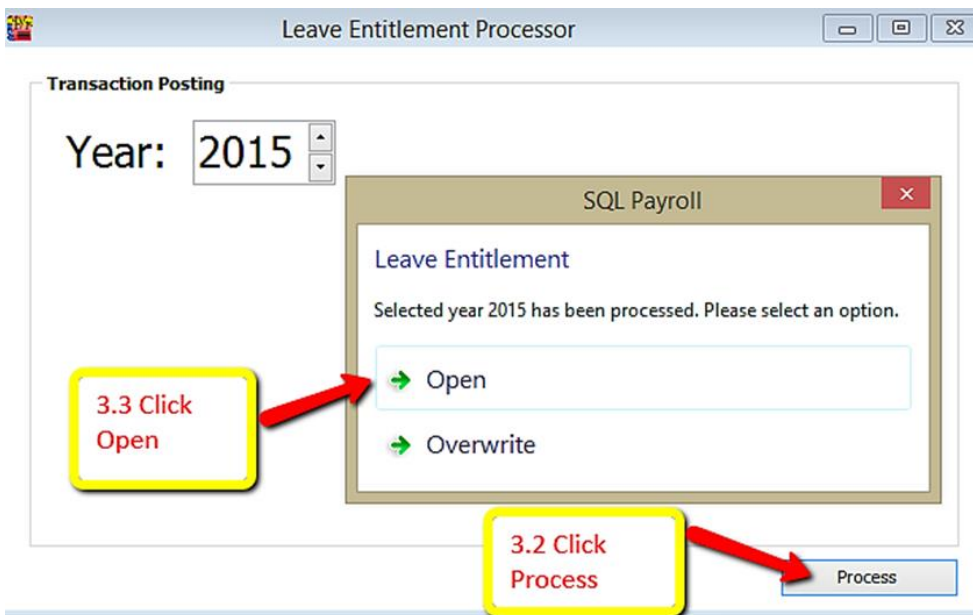
2) Make sure there is calculation for amount of leave brought forward (BF).



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



3.1 Click Leave then Leave Entitlement Processor



3.3 Click Open

3.2 Click Process

Leave Entitlement - 2015

Calculate Entitlement Clear Entitlement

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

3.4 Key in all the entitled leaves and save it.

After ticked BF in leave type it will add one more column here.

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

-Leave/Leave Application/Double click Current Leave

Open Leave

New Leave Application
Leave Inquiry

Current Leave

Year: 2015
2 applications

Other Leave

Year: 2014
10 applications

Year: 2016
0 application

4.1 Double click Year 2015 for leave application

2015 Leave

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

Welcome

2015 Leave

Print Leave Application Report

Print Attendance Report

Print Leave Balance Report

Print Yearly Leave Report

4.2 Double click the employee.
Eg: Lee Chong Wei

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

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

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

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

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

The leave balance is 14 days.

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

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

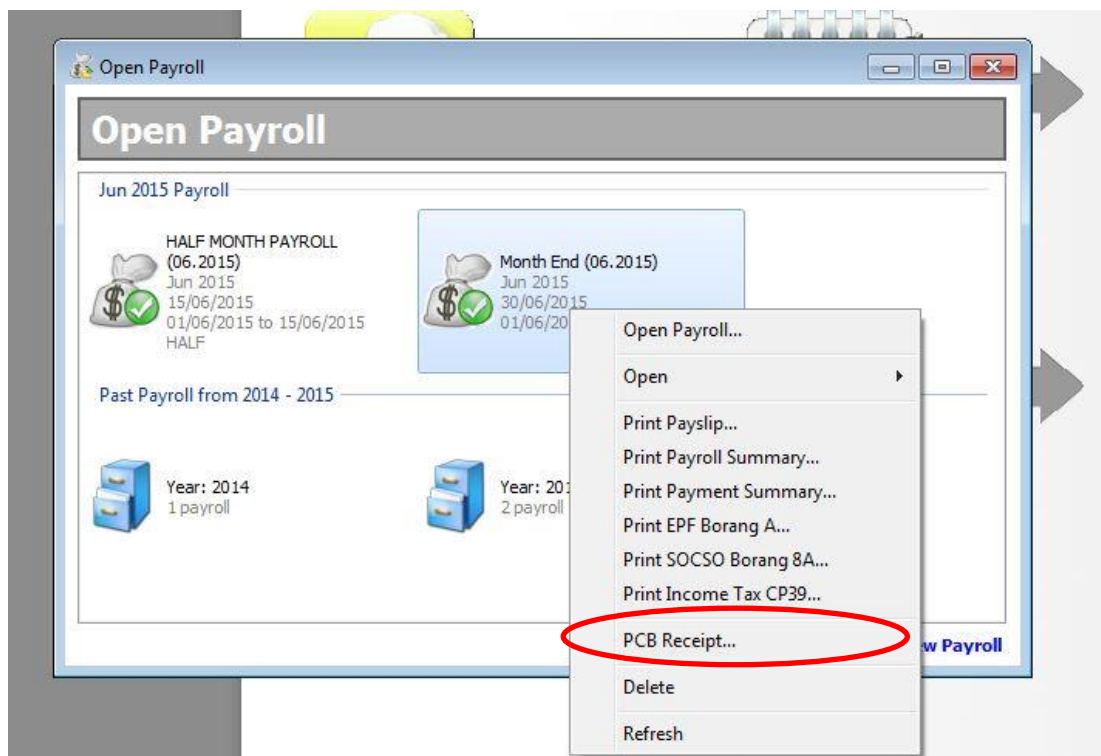
26/06/2015 09:37:58
ADMIN

Payroll Summary

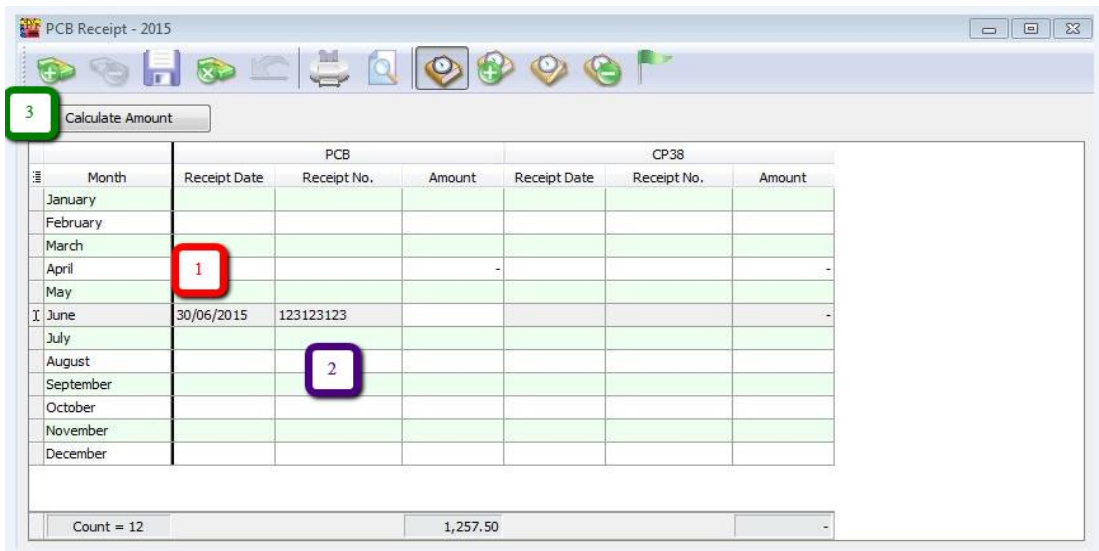
Testing Company () Page 1 of 1

Employee Name	Default Wages	Meal	Handphone	Petrol	Gross Pay	EPF	SOCSCO	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...**



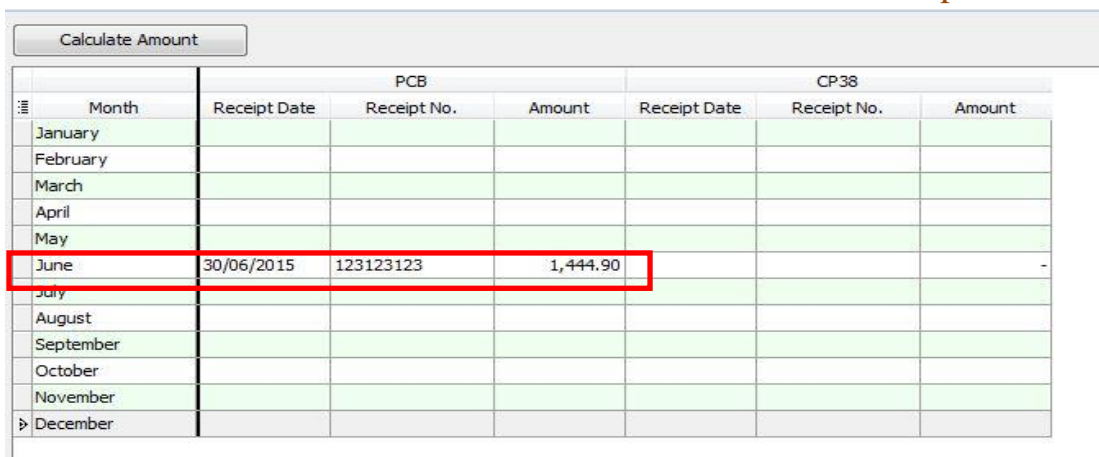
The Following screen will be seen,



1 ~ Enter the Receipt Date.

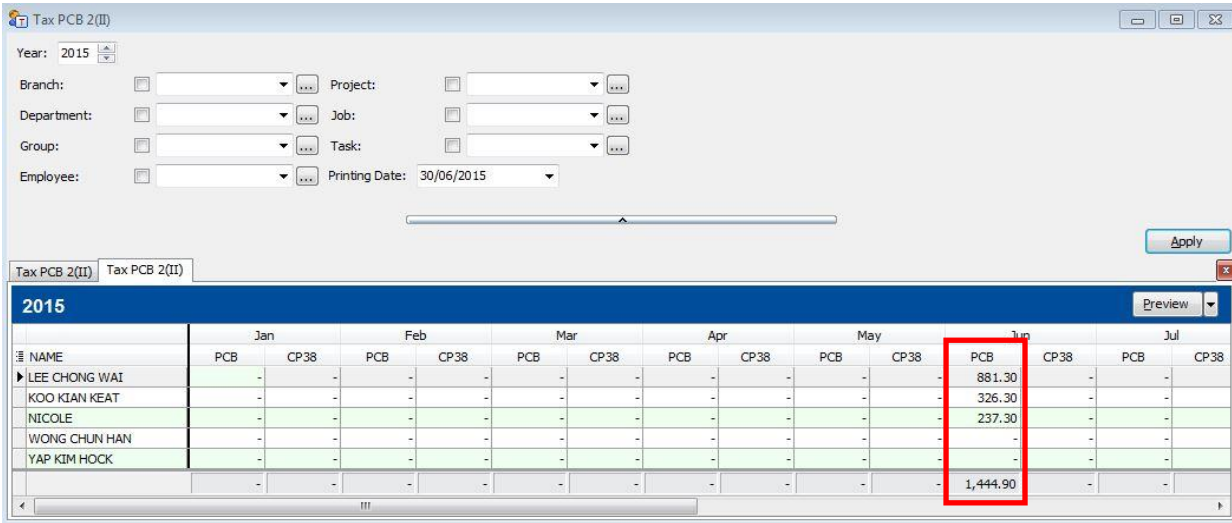
2 ~ Enter the Receipt No.

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



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)...**



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 920831103000
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				

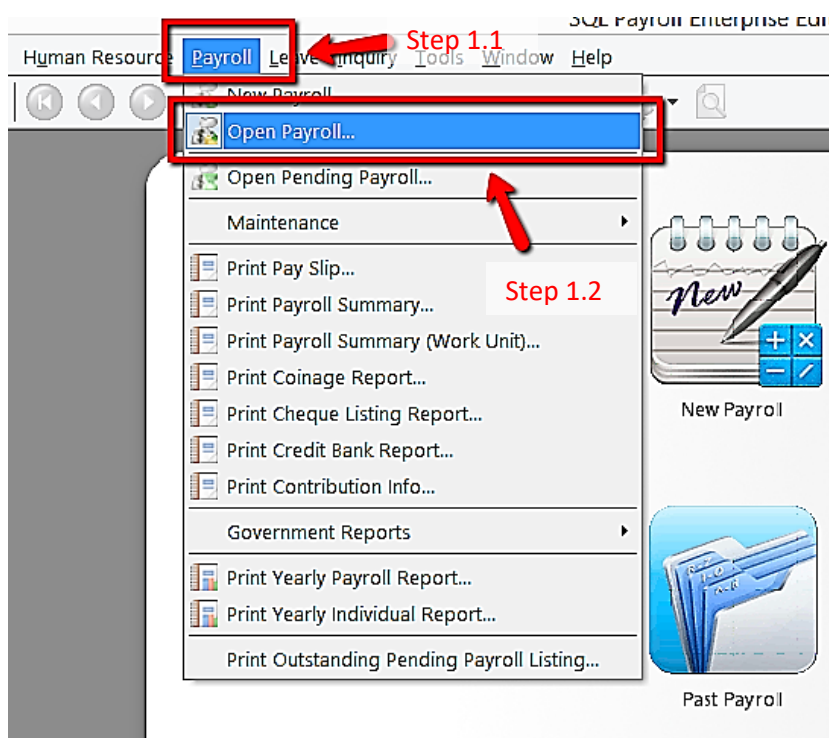
Opening Balance for Employee:

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

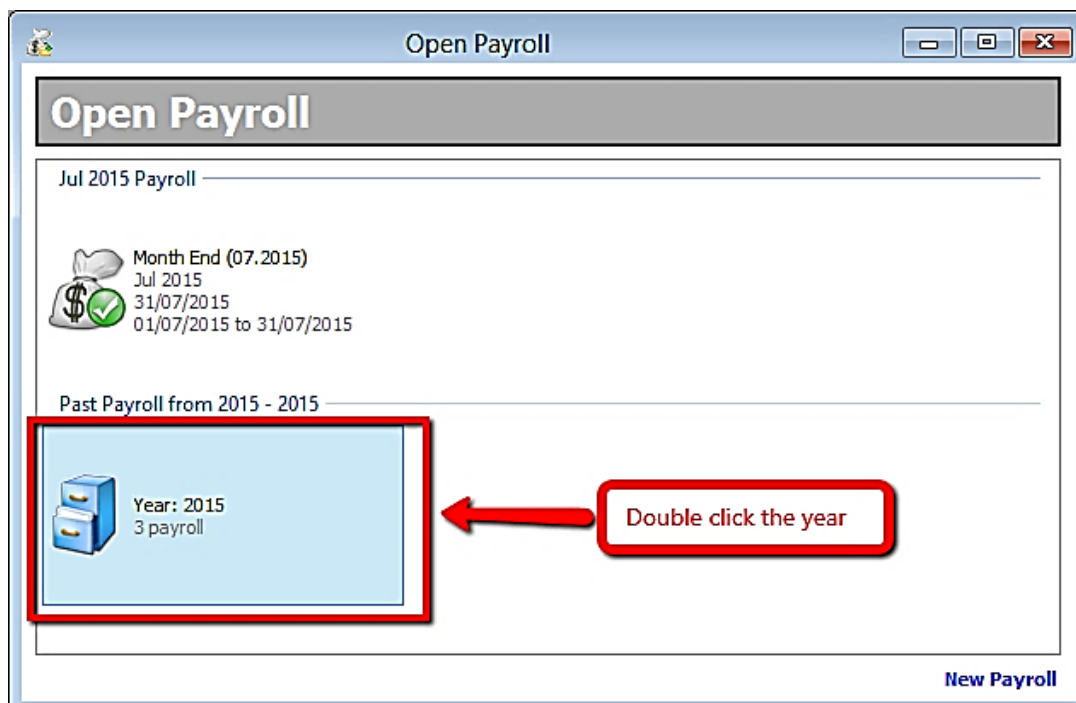
The previous PCB amount is **needed to key in** so that the system can correctly calculate the PCB amount that's needed to pay every month.

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

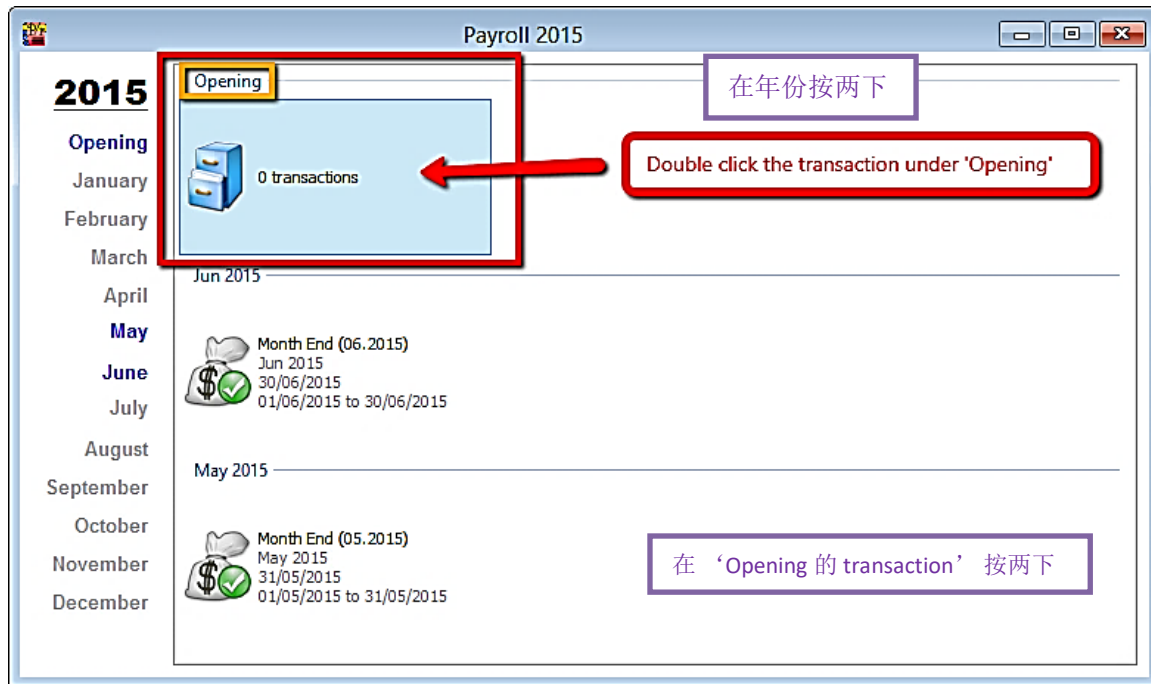
Step 1: Navigate yourself to the open payroll



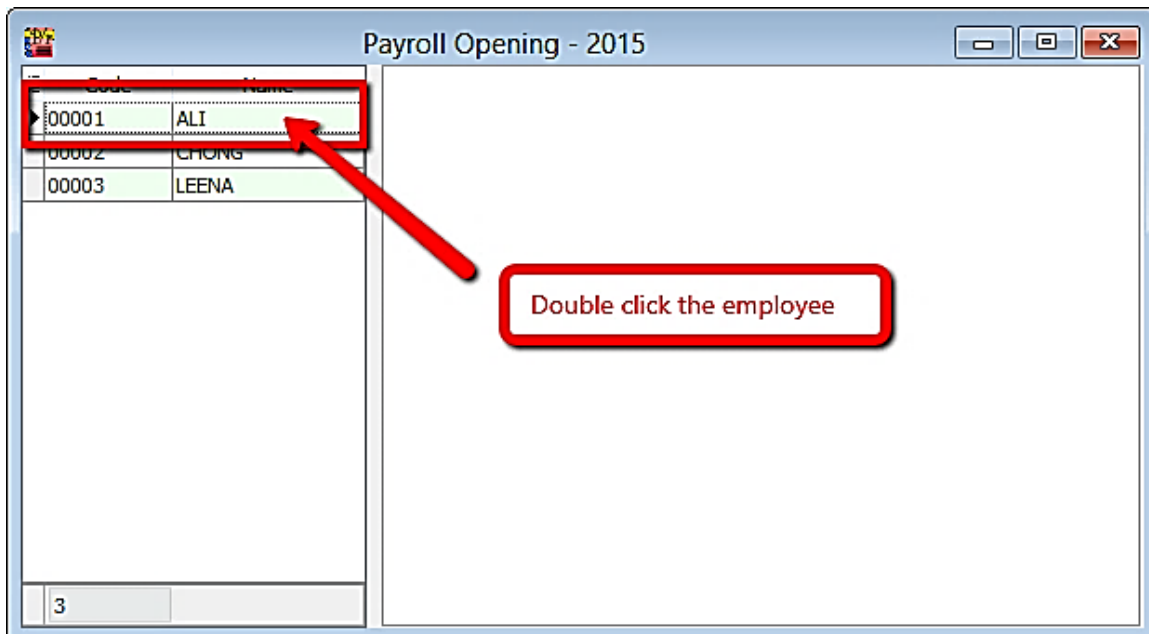
Step 2: Double click the year in open payroll



Step 3: Double click the transaction under 'Opening'



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



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

00001

Remember to save after key in

打了之后，记得保存

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

Can enter the amount according to EA form.

这里的资料可以根据 EA form 来输入

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

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

员工本身需要知道是否在之前的工作曾经输入过这些资料

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

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

SQL side

00001

GENERAL

(1) Normal Remuneration

(2) Normal EPF

(3) Additional Remuneration

Additional EPF

(4) Zakat

(5) Normal PCB

Additional PCB

TAX EXEMPTED ALLOWANCE

Petrol (Duties)

Parking

Meal

Child Care

Phone

Phone Bills

Award

Loan Interest

EA form

B EMPLOYMENT INCOME, BENEFITS AND ALLOWANCES/PERQUISITES/GIFTS/BENEFITS (Excluding Tax Exempt) RM

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

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

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

Income tax borne by the employer in respect of his employee

2. Value of benefits-in-kind:

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

(Type Year Model) (ii) Nilai Pemandu

(b) Electricity, water, telephone and other benefits

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

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

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

(iii) Separate Items: Furniture and fittings
Kitchen equipment
Entertainment and recreation

(d) Household servant and gardener

(e) Benefit of leave passage for travel

(f) Others (for example food and garments)

3. Value of living accommodation provided (Address)

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

5. Compensation for loss of employment

C PENSIONS AND OTHERS

1. Pensions

2. Annuities or other Periodical Payments

TOTAL

D TOTAL DEDUCTION

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

CP 38 Deductions

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

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

Name of Provident Fund KWSP

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

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

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

Special note for additional EPF and additional PCB

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

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

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

For understanding purpose

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

OT:
Normal EPF = RM1,000 * 11% = RM110

Thus, Normal EPF = RM11,110

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

Usually categorised under normal

Usually categorised under additional

Wages: 100,000.00
Allowance: -
Overtime: 1,000.00
Commission: 0.00
Claims: -
Paid Leave: -
Director Fees: -
Bonus: 10,000.00

CHONG
Month End (07.2015)
Gross Pay: 111,000.00
Gross Deduct: 36,791.45
Gross Net Pay: 74,208.55
Net Pay: 74,208.55

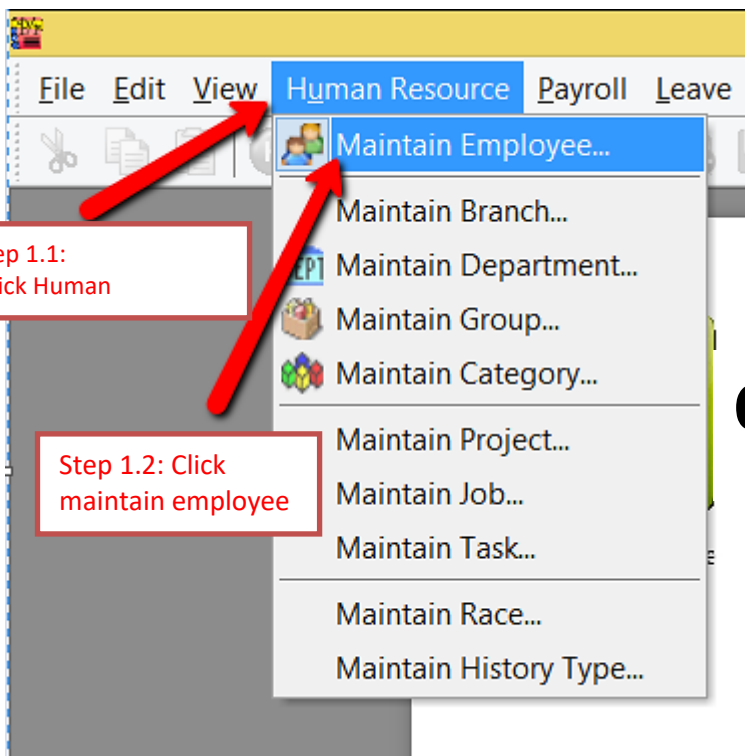
Employee EPF Employee PCB

EPF Normal:	11,110.00	PCB Normal:	21,816.66
EPF Additional:	1,100.00	PCB Additional:	2,500.04

Increment Letter

Print Appointment/Confirmation/Increment letter

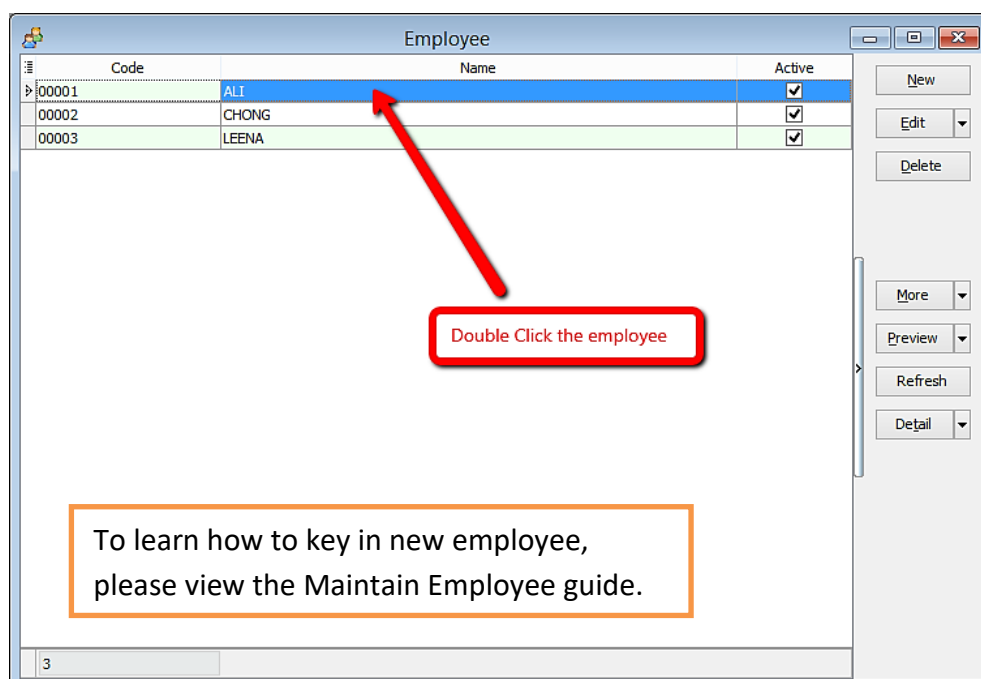
Step 1: Navigate yourself to the Maintain Employee panel



OR



Step 2: Select the employee



Step 2: Click preview reports

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

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

The 'History' tab is selected, displaying a table of events:

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

On the right side of the form, the 'More' dropdown menu is open, and the 'Preview' option is highlighted. A red callout box points to the 'Preview' button with the text 'Click here to preview reports'. Another red callout box points to the 'Preview' option in the dropdown menu with the text 'OR click here to preview'.

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

The 'Select Report' dialog box displays a list of reports:

- HR.Employee.Acceptance Of Resignation Letter
- HR.Employee.Appointment.Report
- HR.Employee.Confirmation Evaluation Form
- HR.Employee.Confirmation.Report
- HR.Employee.Employment Application Form
- HR.Employee.Increment.Report
- HR.Employee.Report
- HR.Employee.Report-Invalid Value
- HR.Employee.Report-PCB.TP1-2013
- HR.Employee.Report-PCB.TP1-2015
- HR.Employee.Report-PCB.TP1-2016
- HR.Employee.Report-PCB.TP1-2017
- HR.Employee.Report-PCB.TP2-2013

The 'Select All' checkbox is checked. The 'OK' button is highlighted.

E STREAM SOFTWARE SDN BHD (611016-M)

No 1, Jalan Setia Dagang AK U13/AK,
Setia Alam, 40170 Shah Alam,
Selangor, Malaysia.

Tel : 0378901300 Fax : 0358869913

LEE CHONG WAI

18 May 2018

Dear Lee Chong Wai

RE: ACCEPTANCE OF RESIGNATION

This is to acknowledge that we have received your letter of resignation submitted. I would like to inform you that your resignation has been accepted, and you will be relieved of your duties from **E STREAM SOFTWARE SDN BHD** on **0**, your last working day here.

Please coordinate with your Head of Department in a smooth transition and handover of outstanding duties and responsibilities.

We take this opportunity to thank you for your contribution during your tenure with the Company, and wish

E STREAM SOFTWARE SDN BHD (611016-M)

No 1, Jalan Setia Dagang AK U13/AK,
Setia Alam, 40170 Shah Alam,
Selangor, Malaysia.

Tel : 0378901300 Fax : 0358869913

LEE CHONG WAI

18 May 2018

Dear Lee Chong Wai

RE: CONFIRMATION OF EMPLOYMENT

We have great pleasure in inform you that you will be confirmed employee of E STREAM SOFTWARE SDN BHD with effect from 01 Apr 2012.

During the past 3 months probationary period, you have faithfully attended to you duties, proving yourself to be industrious and responsible. And you relation with your colleagues has been very cordial.

Your monthly salary will be increased to RM3,000.00 and your designation will be remain as the same.

We trust that you will be continuing to put in your best effort and contribute to the betterment of the company.

LEMBAGA HASIL DALAM NEGERI MALAYSIA
BORANG TUNTUTAN POTONGAN DAN REBAT INDIVIDU
BAGI TUJUAN POTONGAN CUKAI BULANAN (PCB)
(KAEDAH-KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN) 1994)
BORANG DITETAPKAN DI BAWAH SEKSYEN 152, AKTA CUKAI PENDAPATAN 1967 (ACP)

Bulan Potongan Tahun Potongan

BAHAGIAN A : MAKLUMAT MAJIKAN

A1 Nama Majikan :

A2 No. Majikan :

BAHAGIAN B : MAKLUMAT INDIVIDU

B1 Nama :

B2 No. Pengenalan :

B3 No. Pasport :

B4 No. Cukai Pendapatan :

B5 No. Pekerja/No. Gaji :

BAHAGIAN C : MAKLUMAT POTONGAN

E STREAM SOFTWARE SDN BHD^(611016-M)
EMPLOYMENT APPLICATION
FORM

Attach a recent
photograph of
yourself here

* Strictly Confidential

FOR OFFICE USE :

Reference Source :		Interview :				
		NO.	Date	Time	Selected	Salary :
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Agency	1st			K.I.V.	Job Level :
<input type="checkbox"/> Internal Staff Name :	<input type="checkbox"/> Walk-in <input type="checkbox"/> Others	2nd			Reject	Comm. Date :

PERSONAL INFORMATION

Full Name As per I/C :

Address :

Tel: (Off) _____

(H/P) _____

(Res) _____

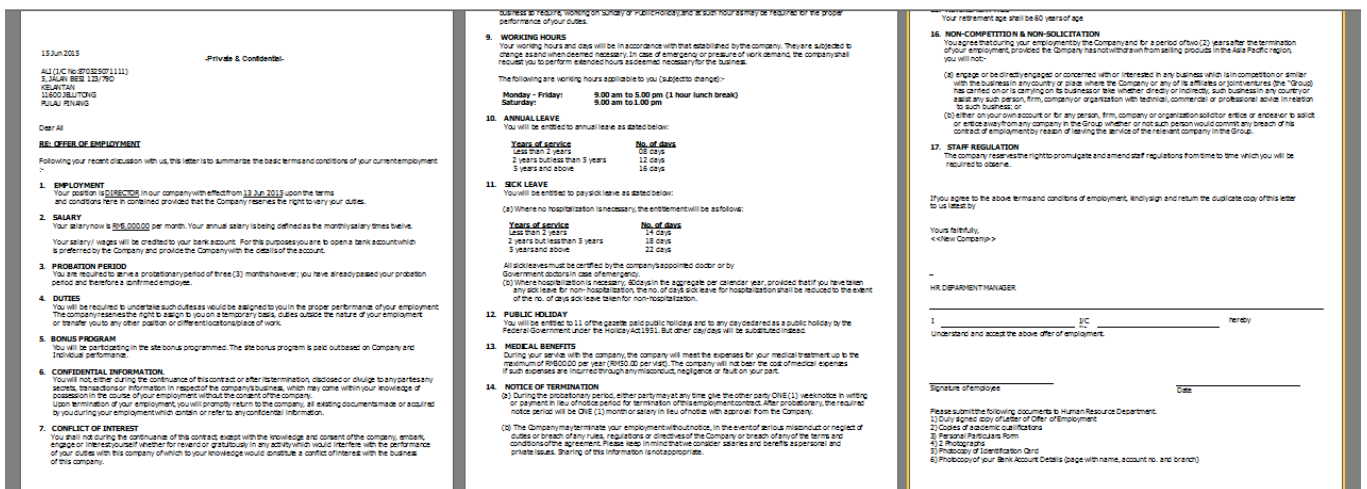
D.O.B. :

Age :

N.P.I.C. No. :

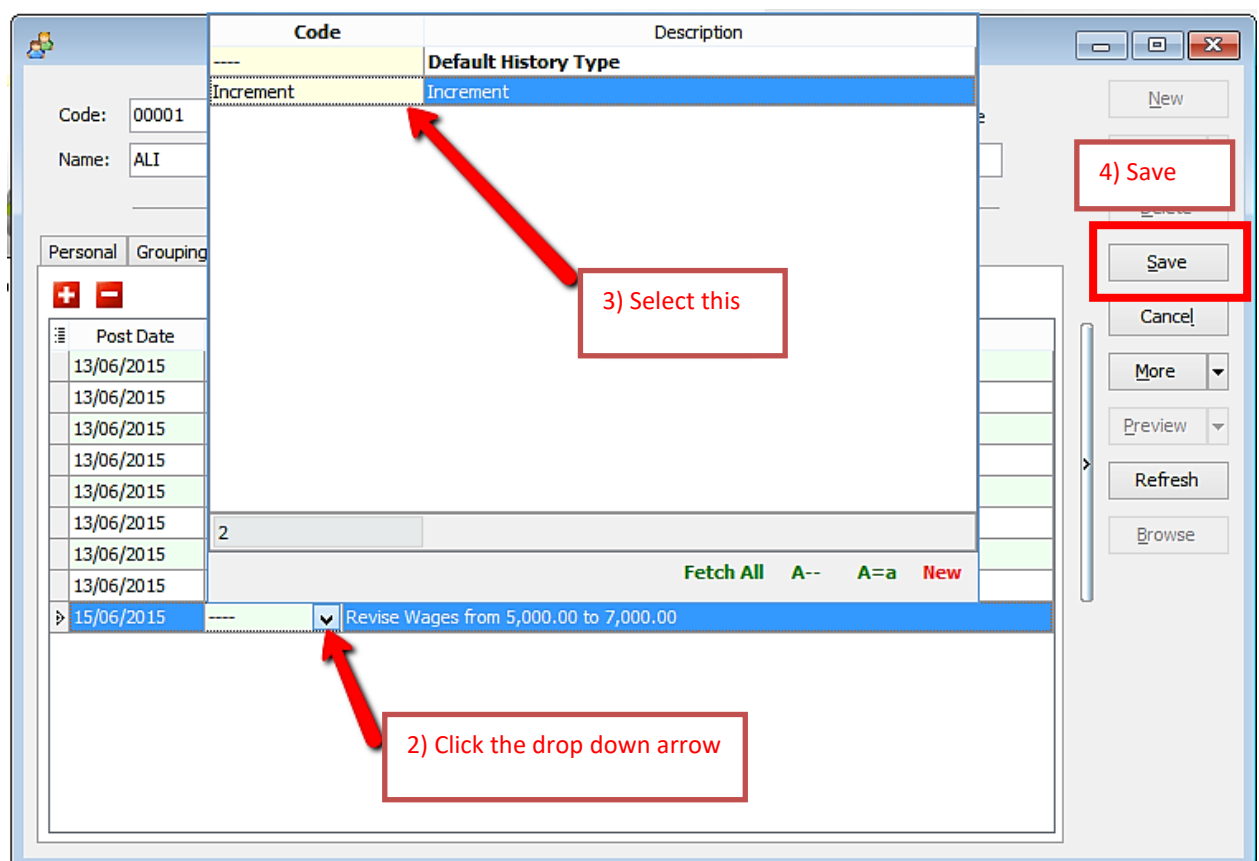
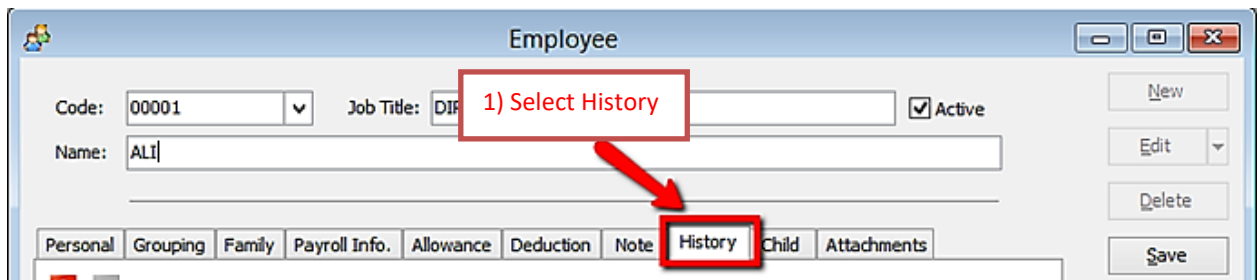
Place of Birth :

This is the example of the appointment letter



Special note:

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



Import from Excel

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

The screenshot shows two windows. The top window is Microsoft Excel with a spreadsheet containing the following data:

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

The bottom window is SQL Payroll, showing a table with the following 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

Arrows indicate the mapping from the Excel spreadsheet to the SQL Payroll table:

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

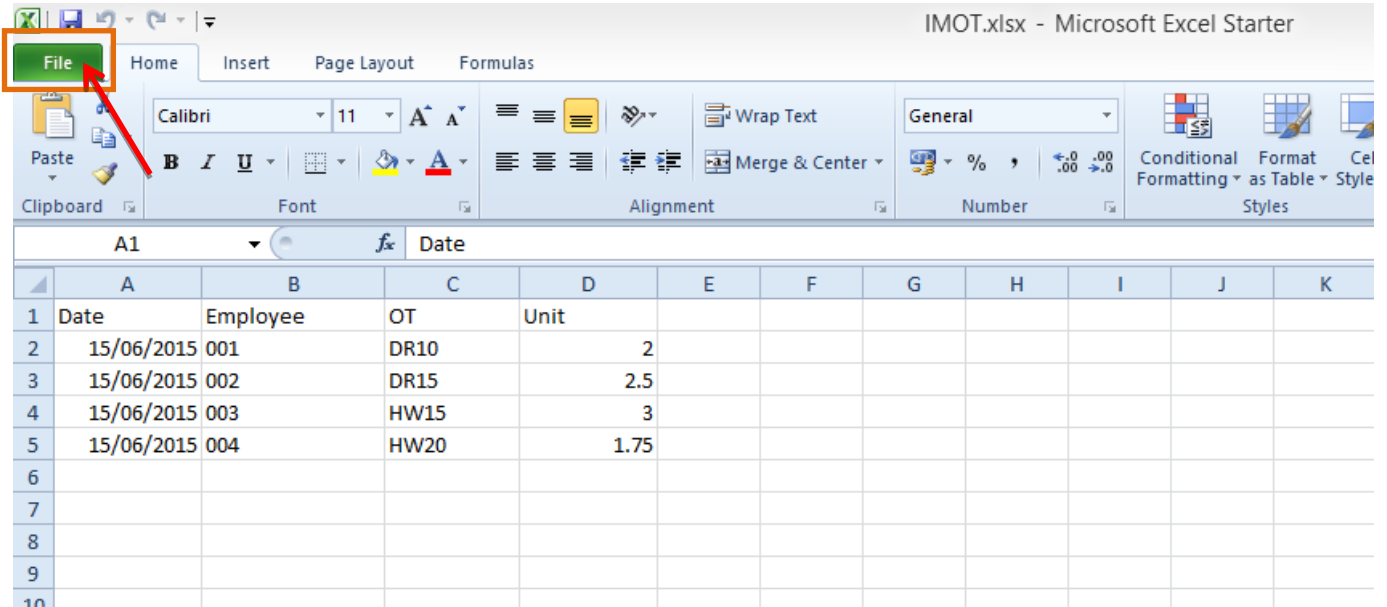
Date = Trans Date

Employee = Code of Employee

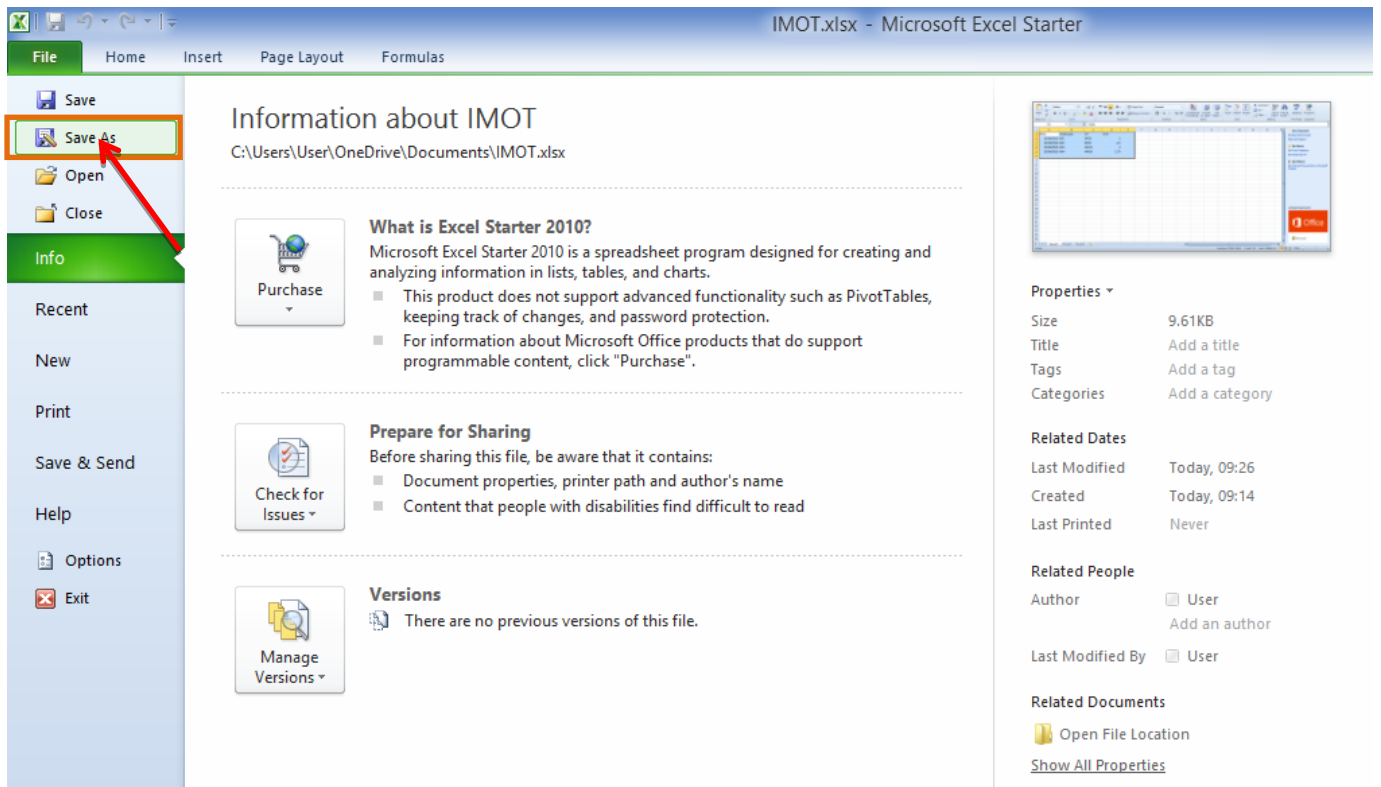
OT = Code of Overtime that created in Maintain Overtime

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

After done the table, go to file,

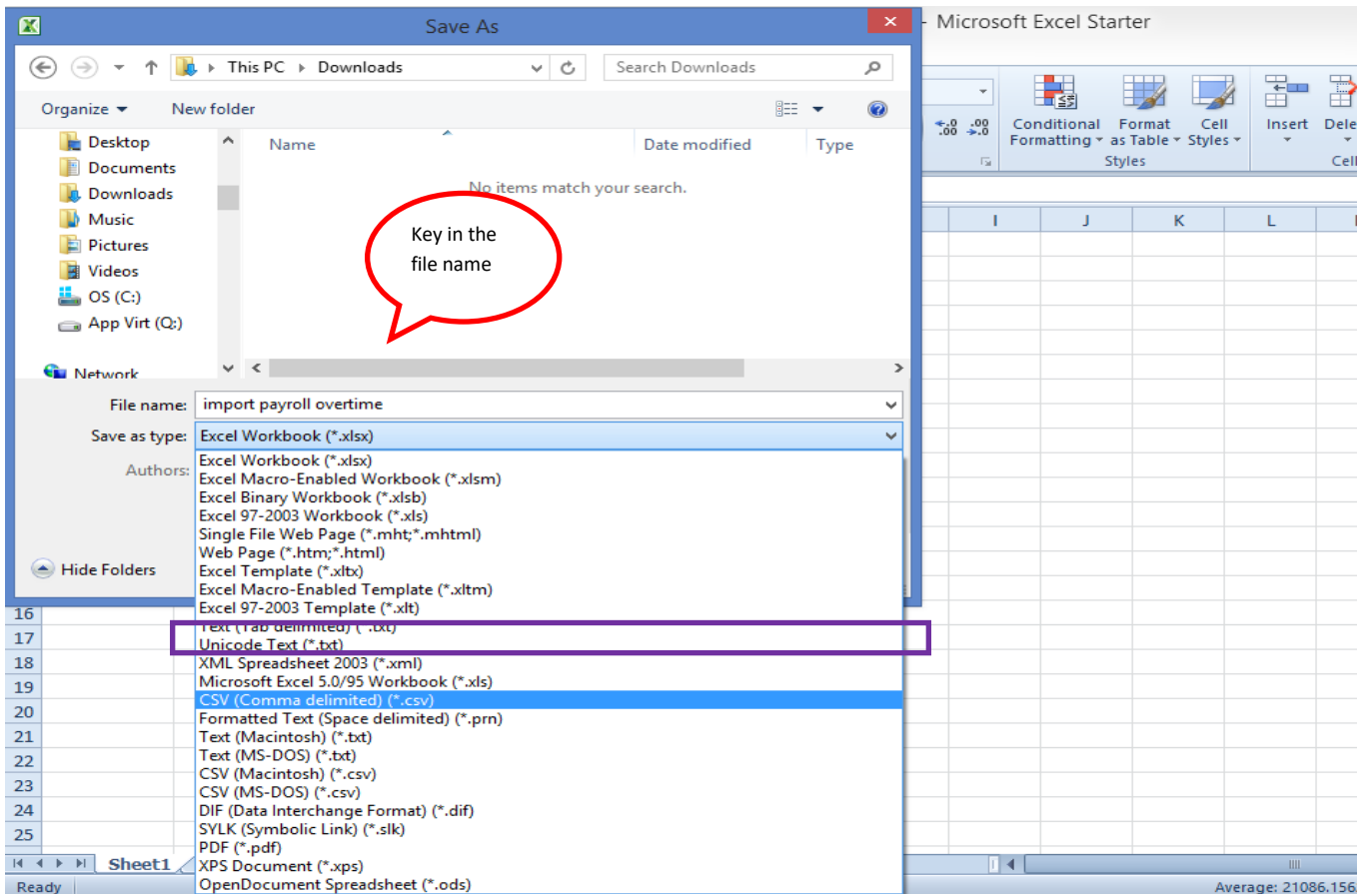


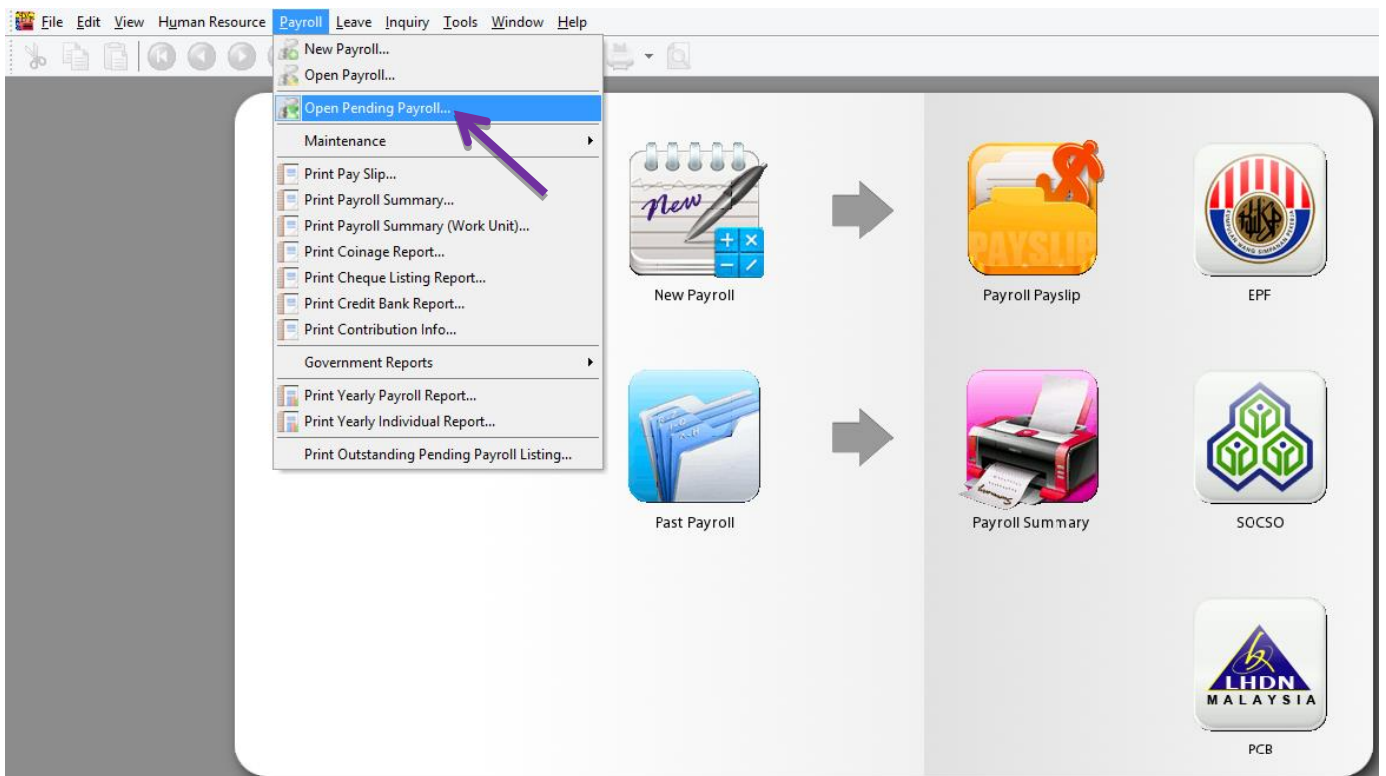
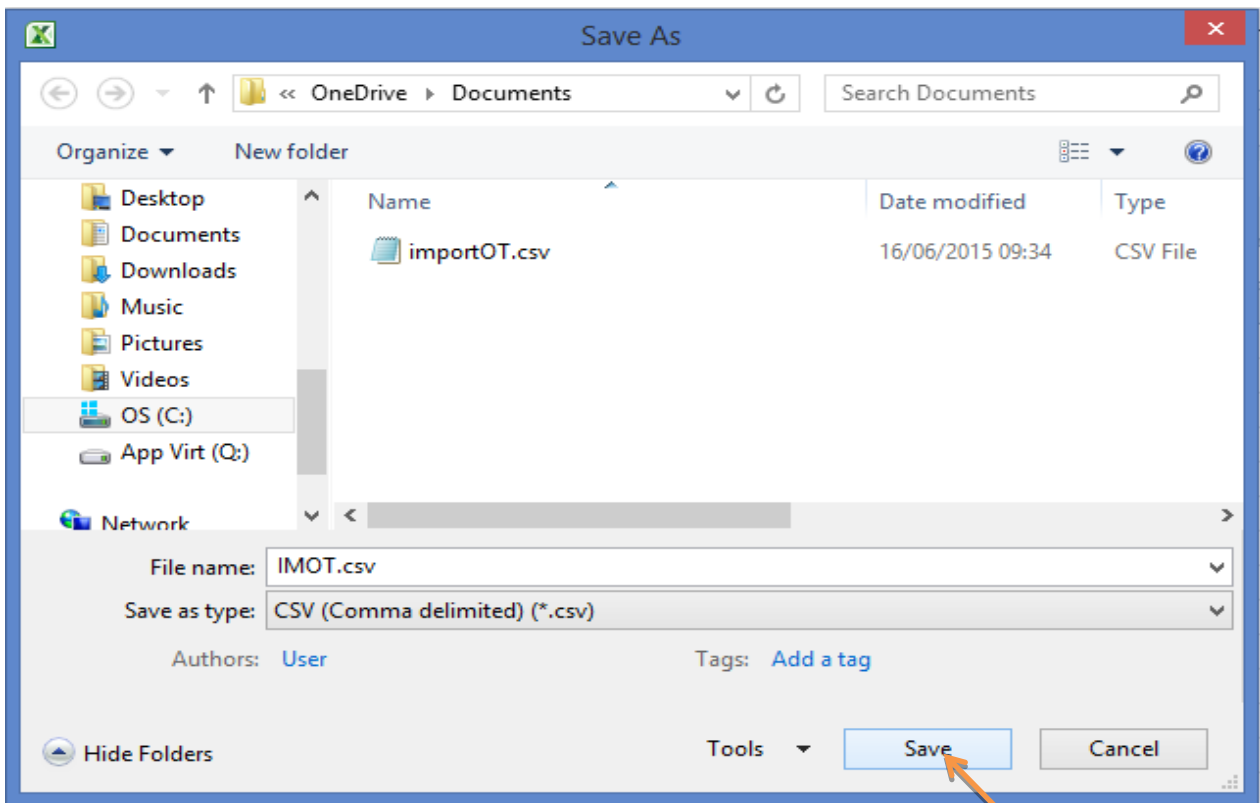
Click on Save as,



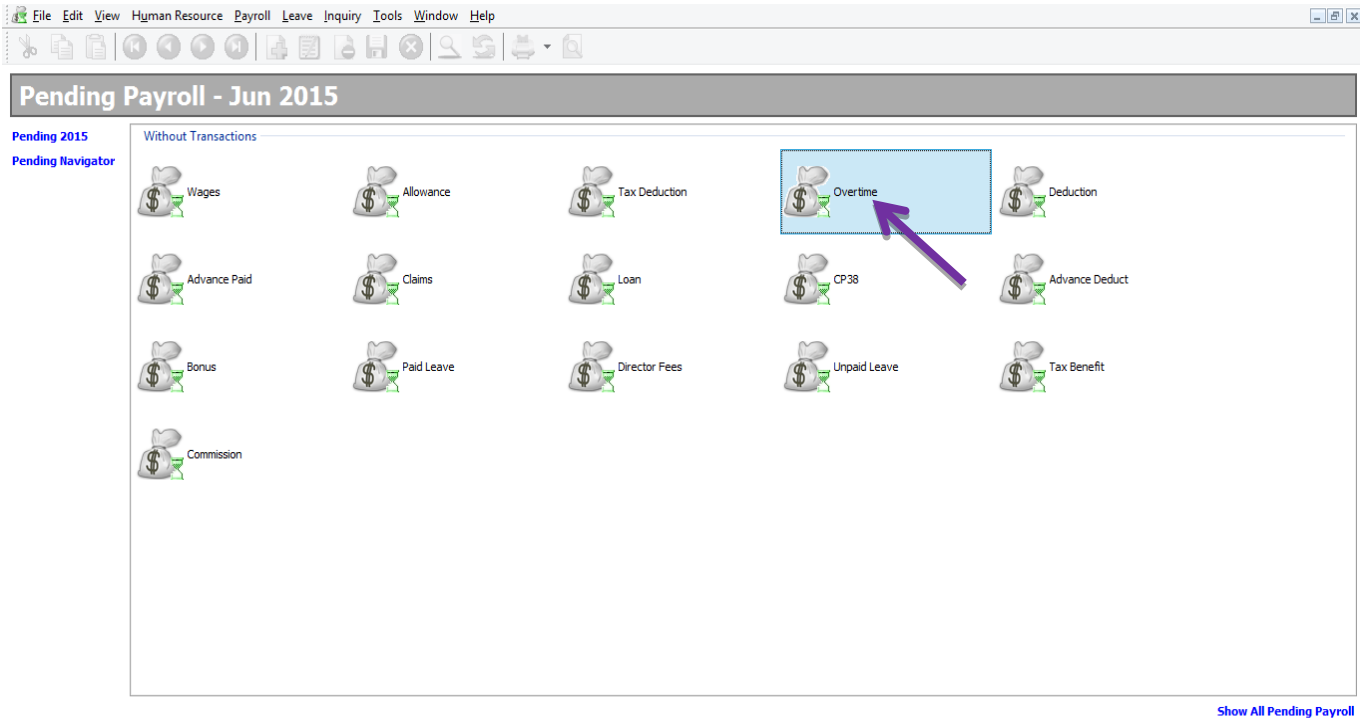
Make sure select the CSV file

Type,

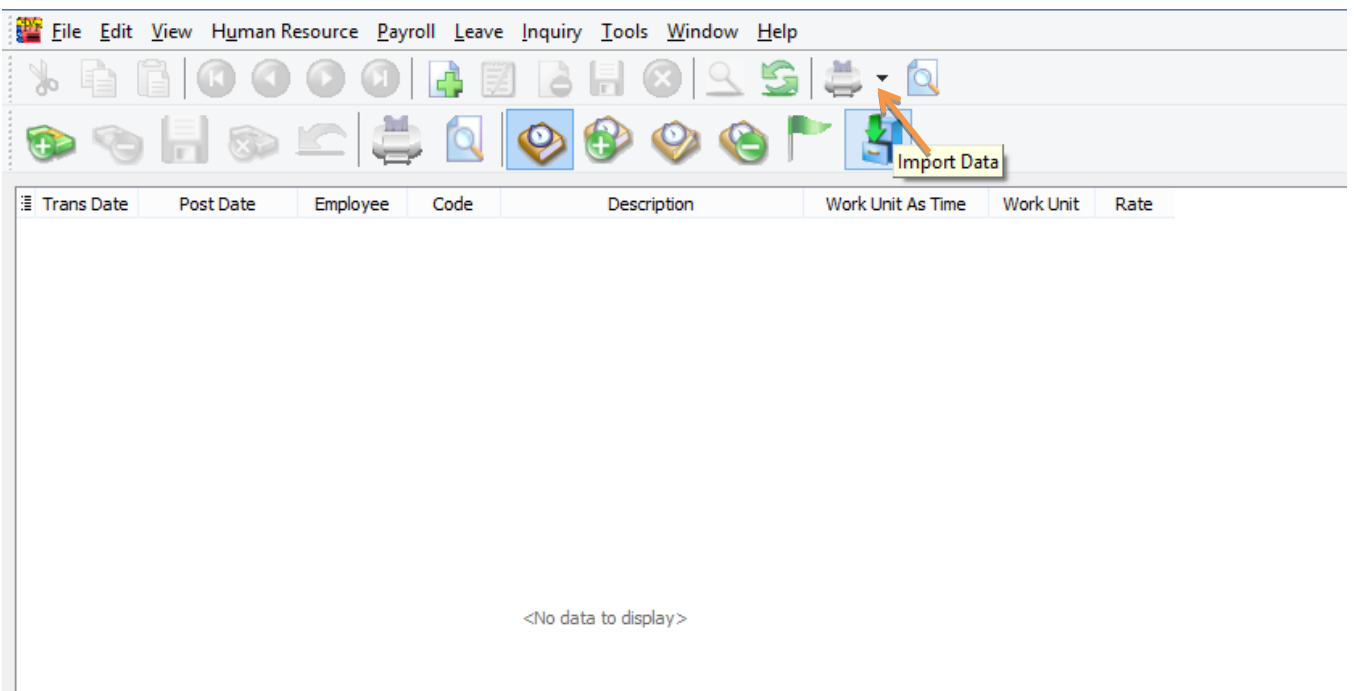




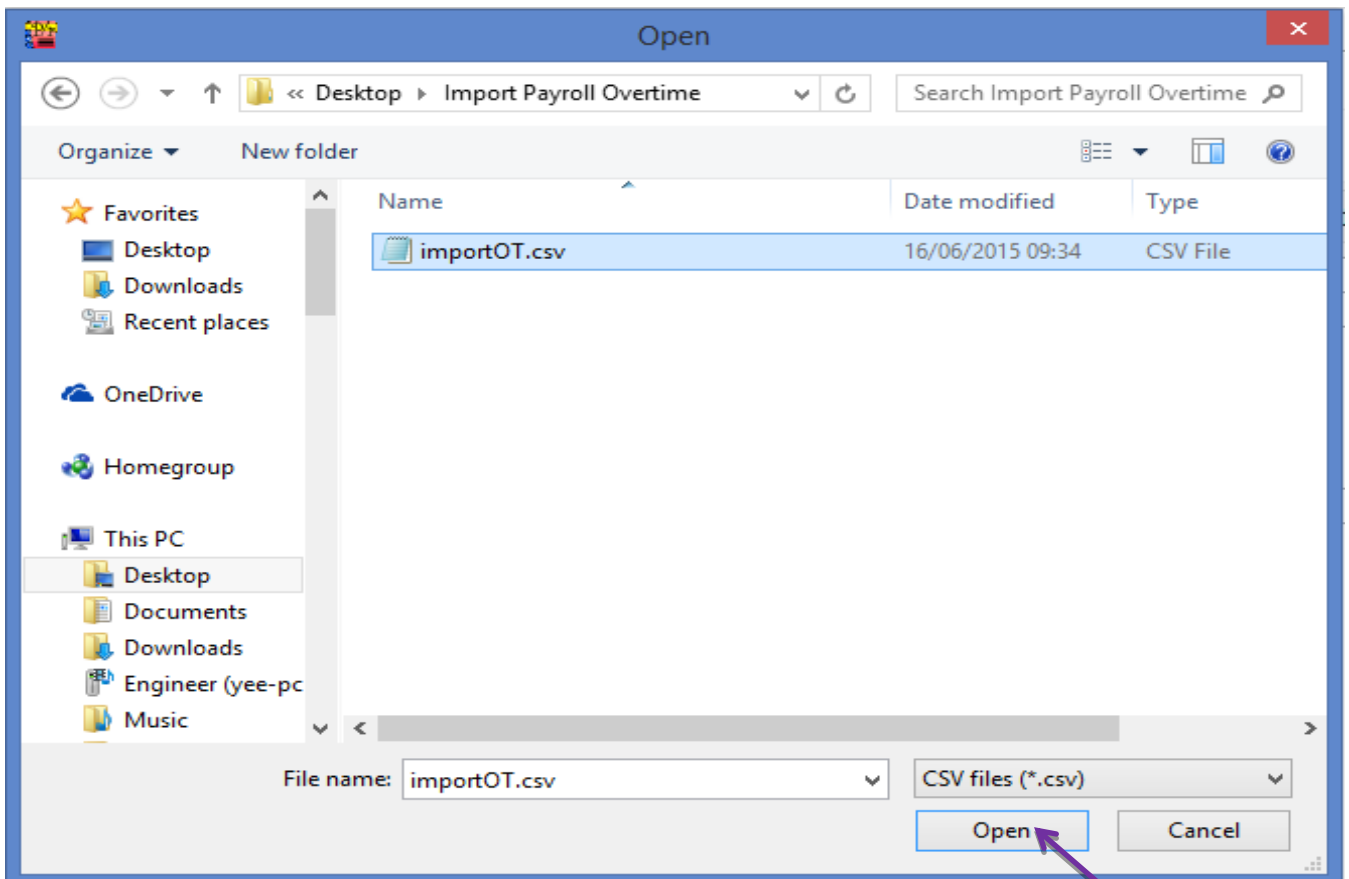
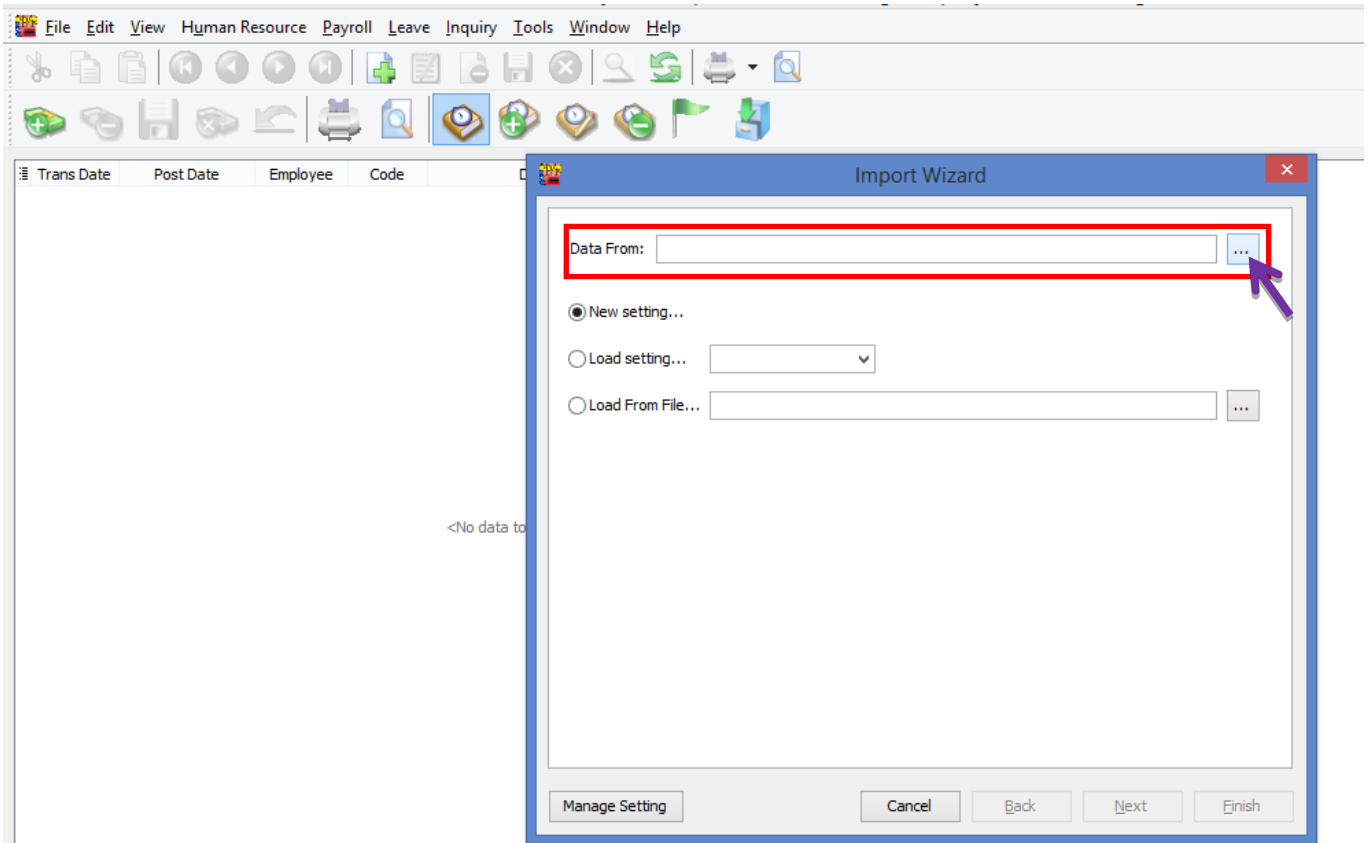
Double click on the overtime,

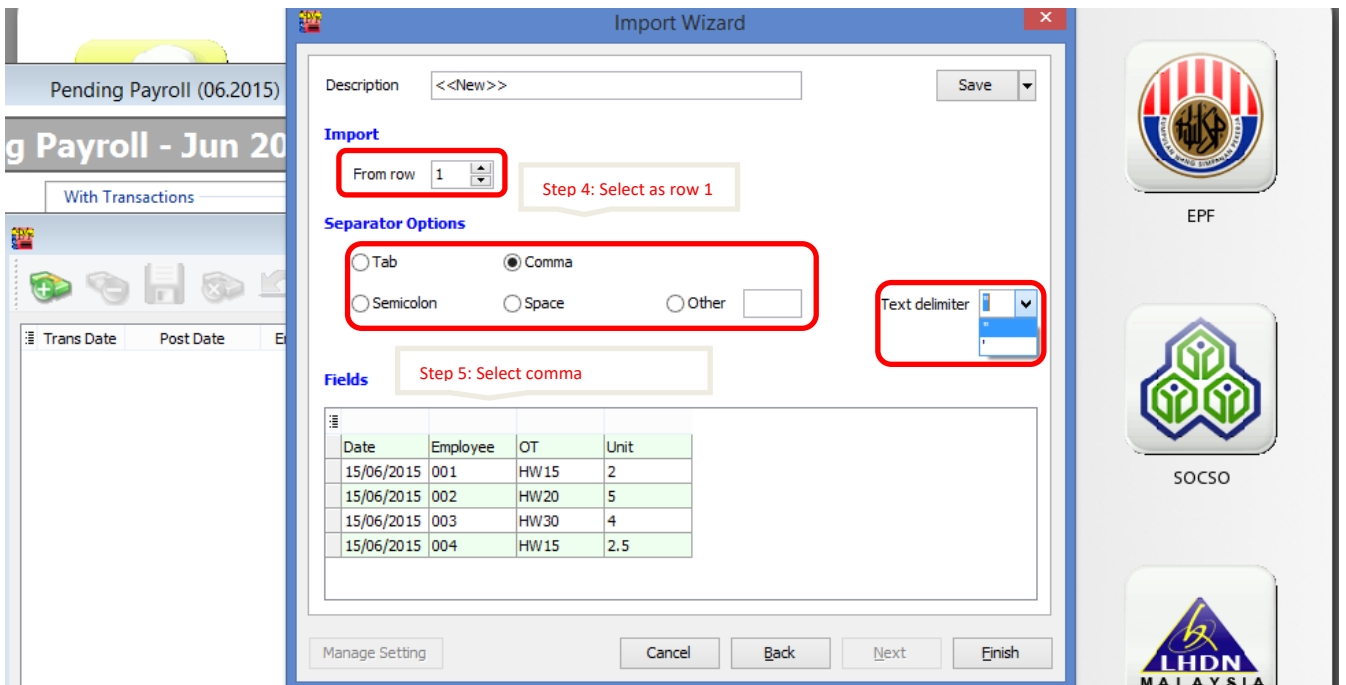
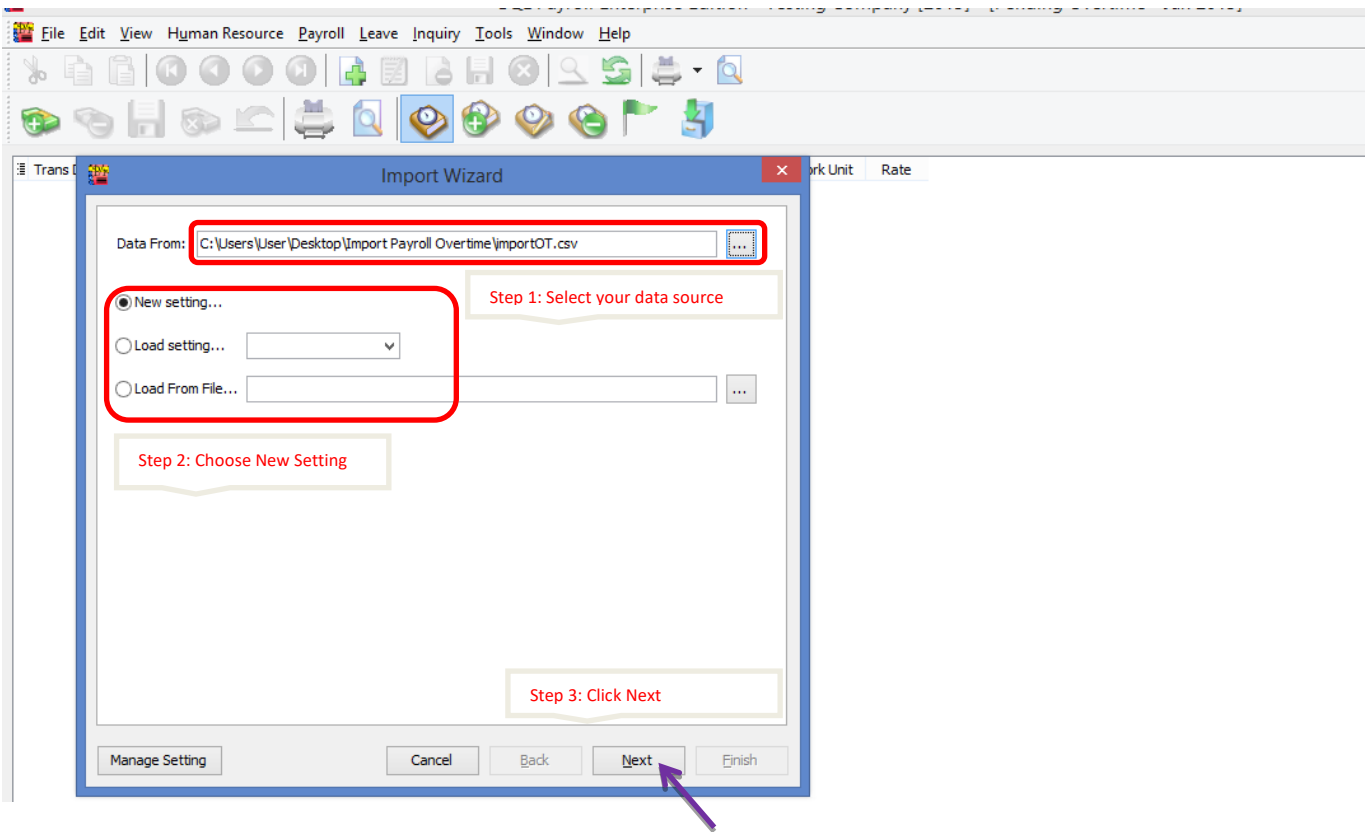


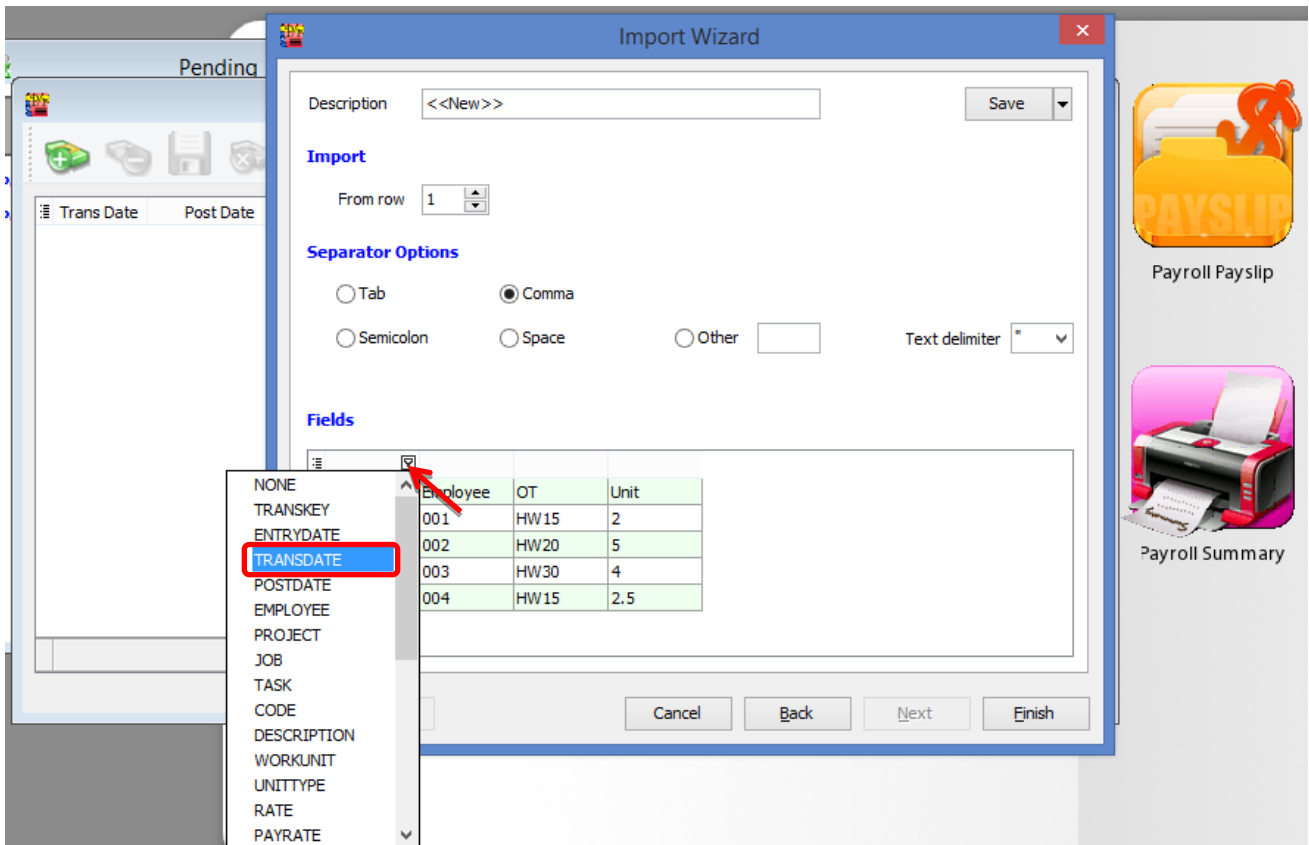
Click on the import date icon,



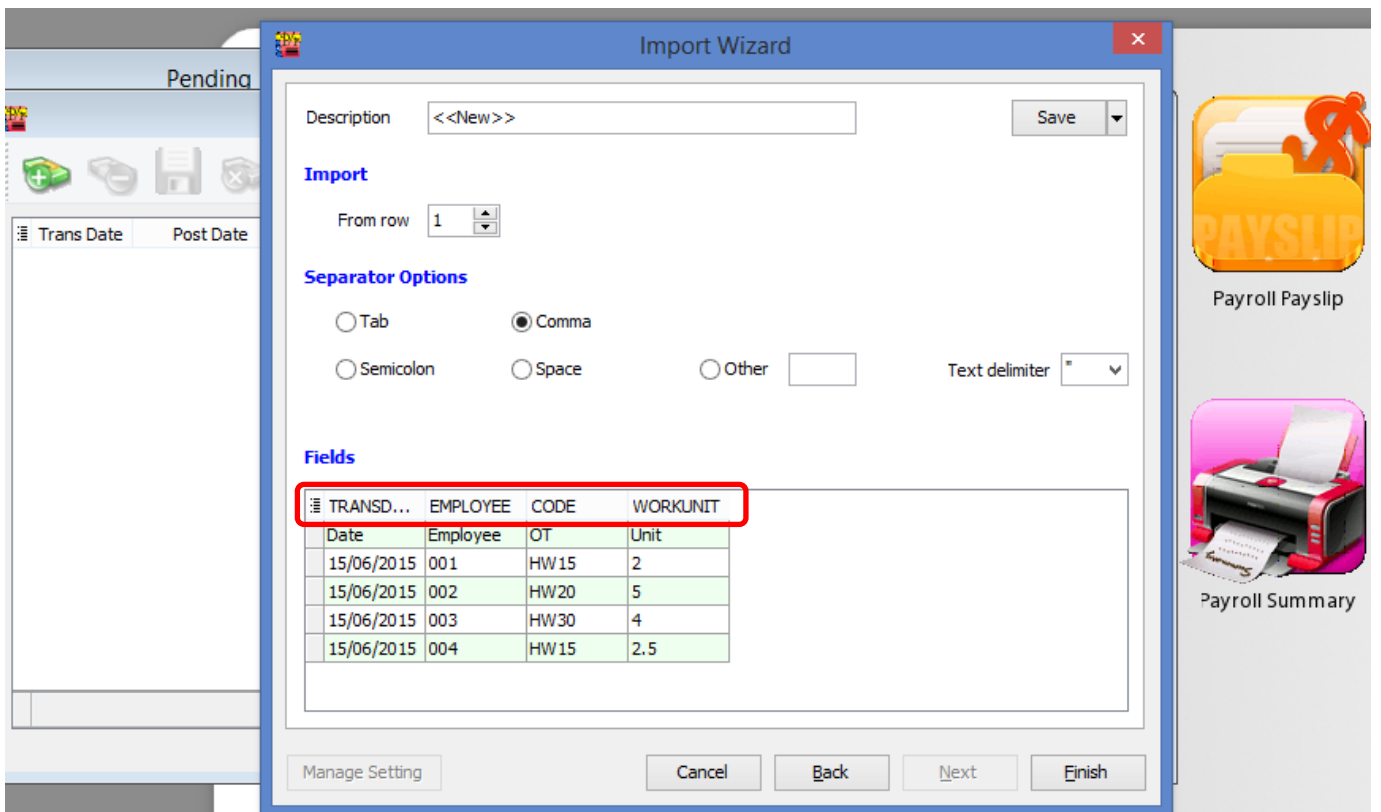
Click on the ... (3 dots button) to select your data source,

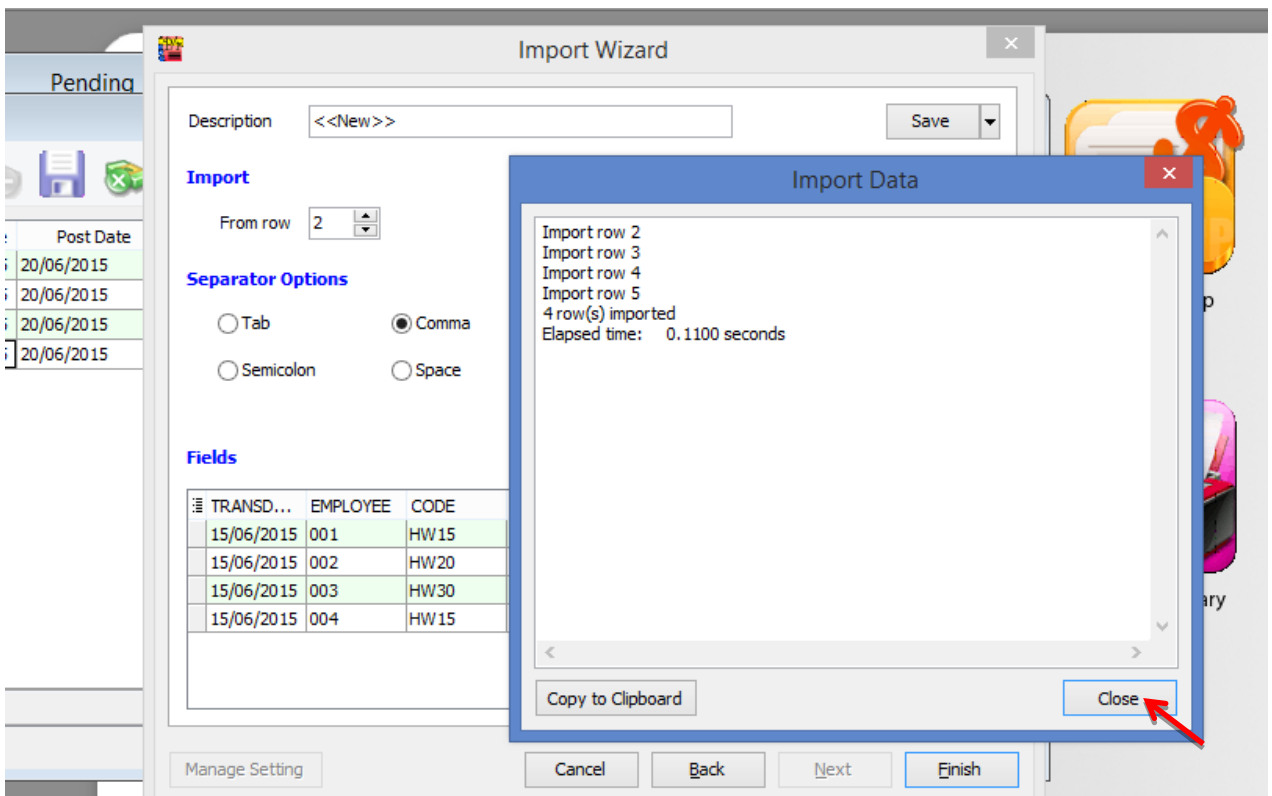
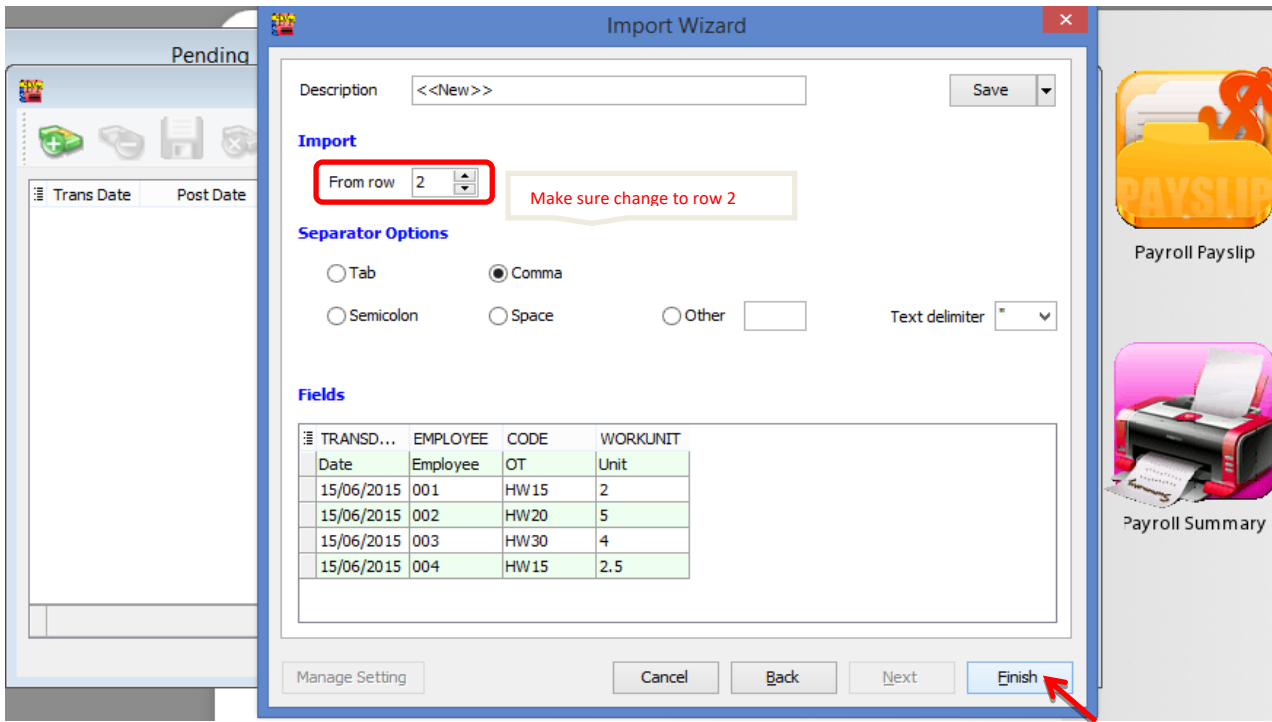






Make sure you have select all the fields for the date, employee, code & workunit.





Pending Payroll (06.2015) [Period: 6 / 2015]


Pending Overtime - Jun 2015

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


Click Save

Count = 4 13:30


Working Day Rest Day Public Holiday




Payroll Payslip




EPF



Payroll Summary



SOCSO



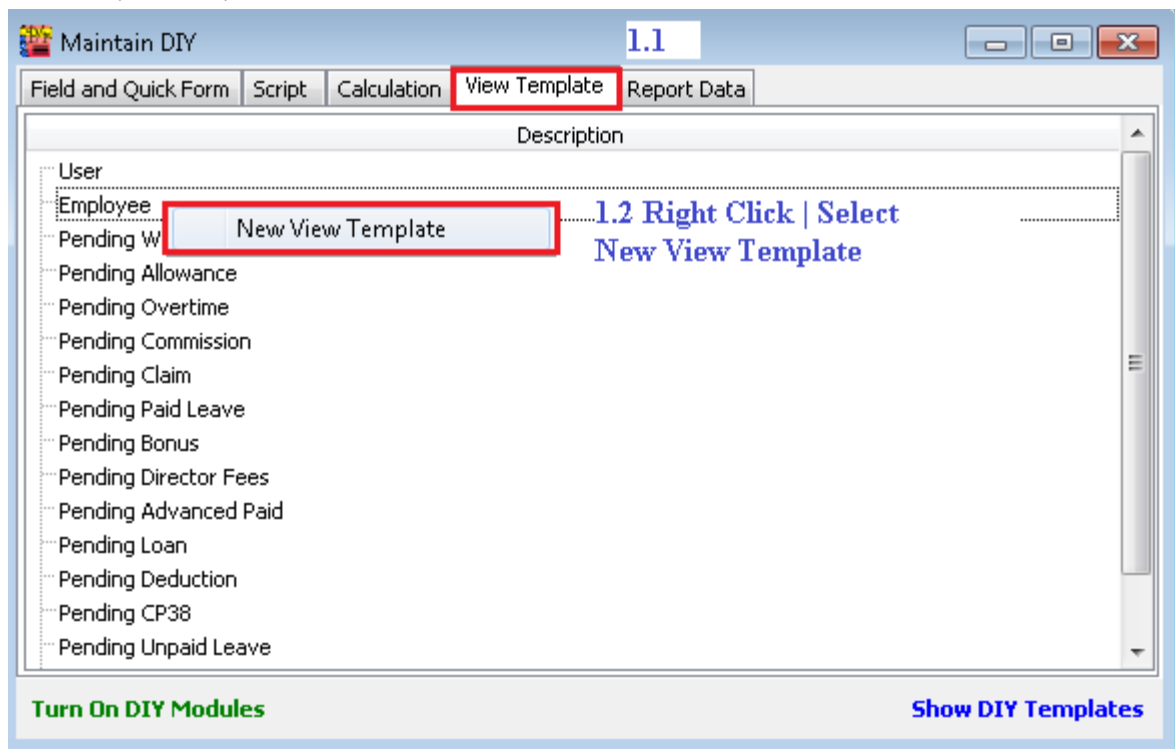
PCB

SQL View

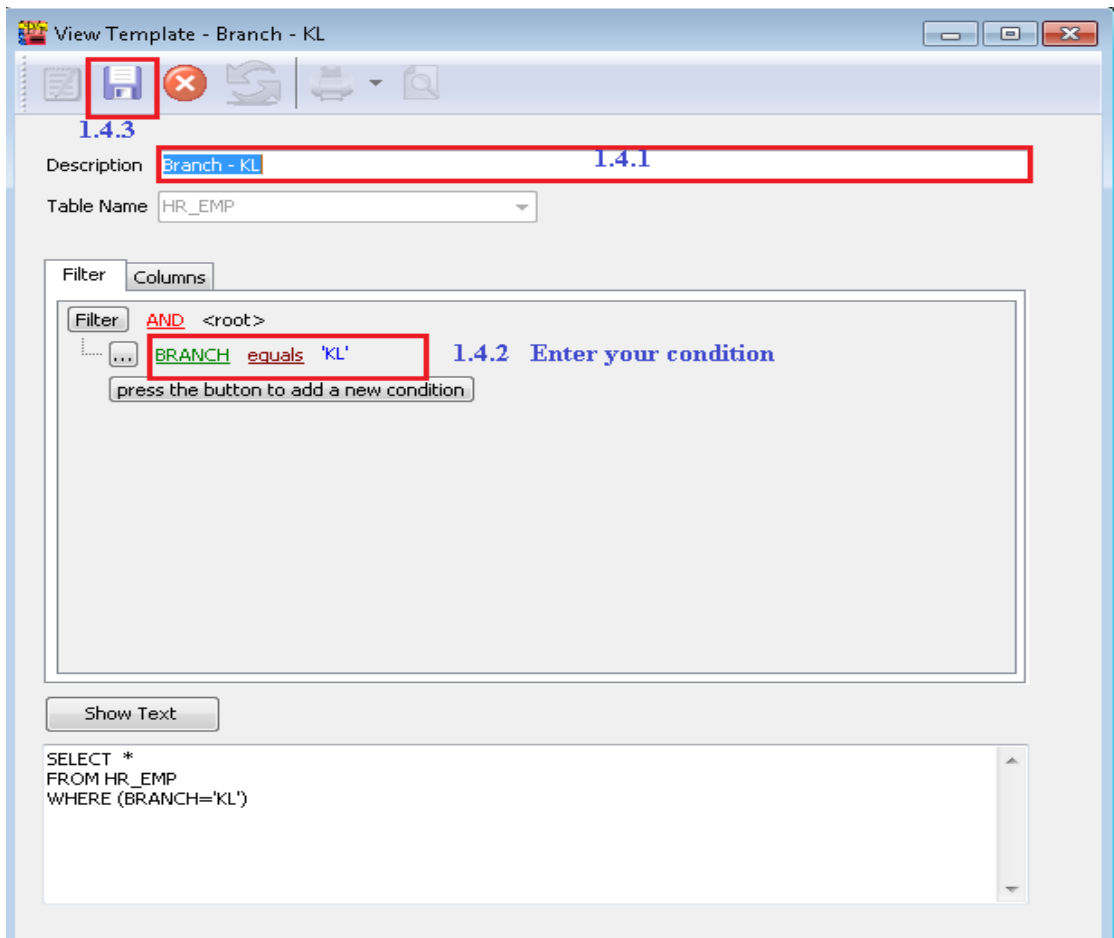
SQL view module is to lock certain user to view from all employees, in other word only allow handling a group of employee.

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

1. Tools | DIY | Maintain DIY

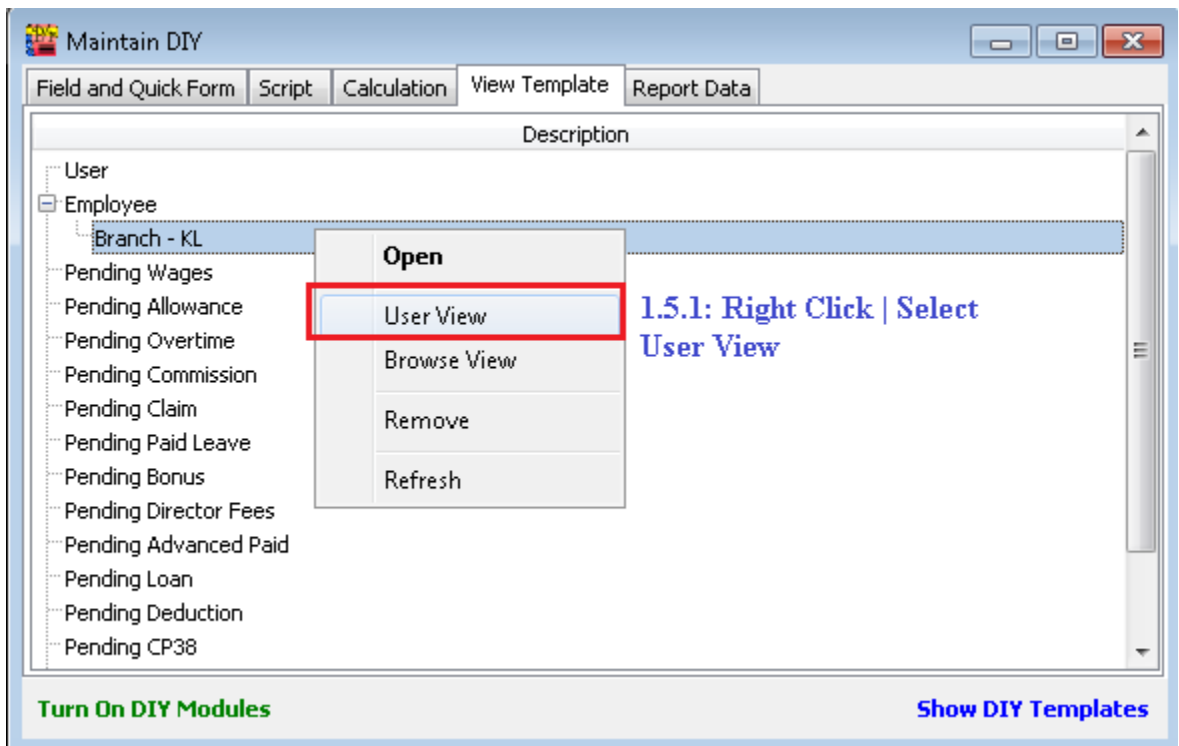


1.3 : Press New

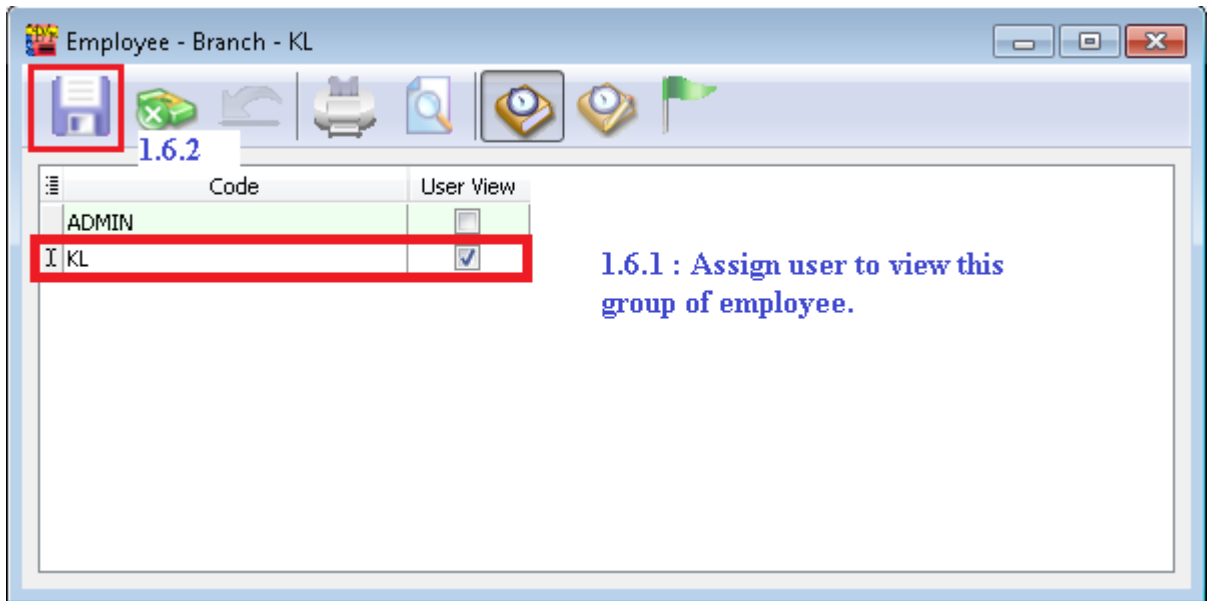


1.4 :

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"/>

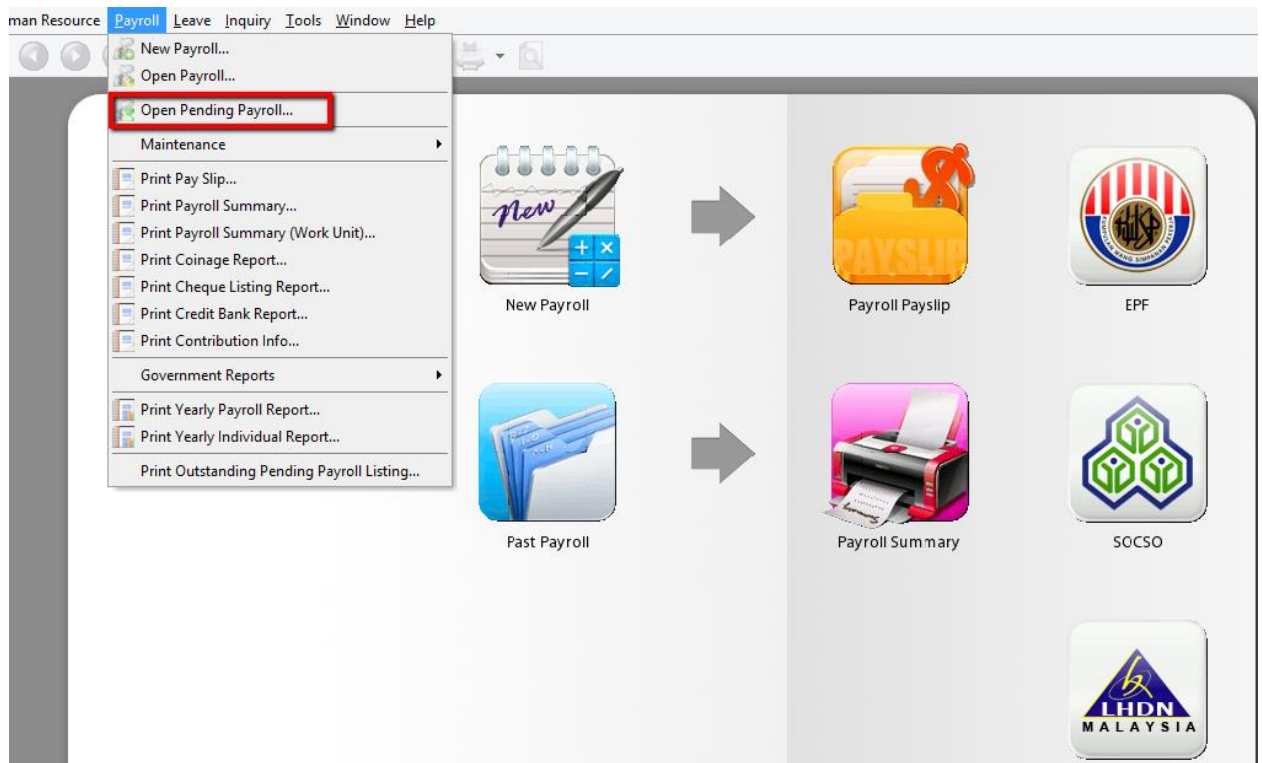
After :

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

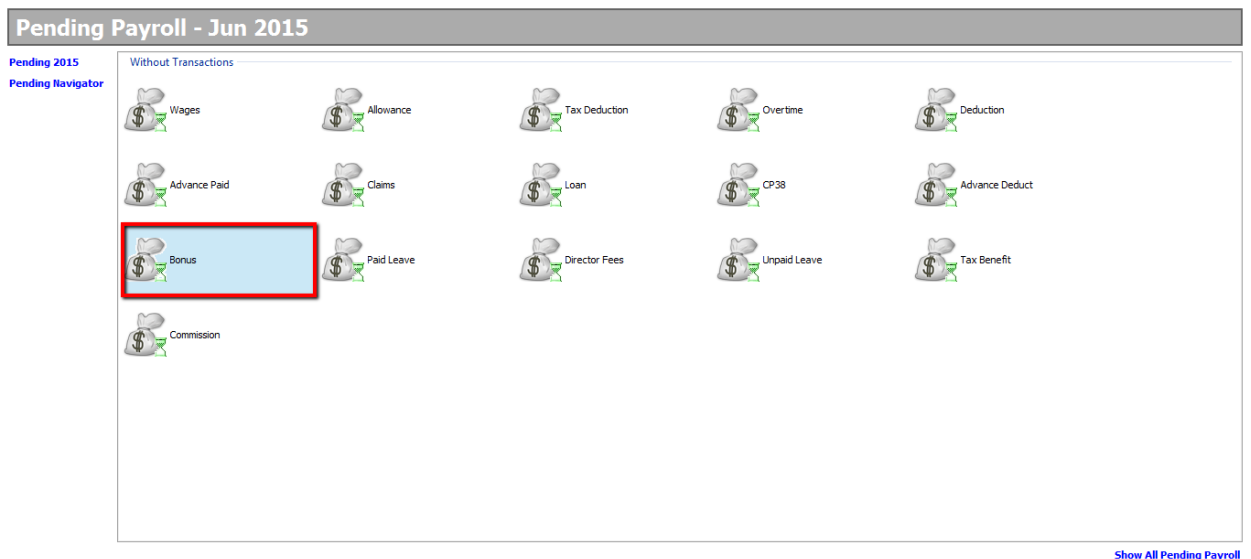
Note : If you haven't register, you may try by turn on SQL View module under File | Customize SQL Payroll Module. Thanks.

SQL Bonus in SQL Payroll

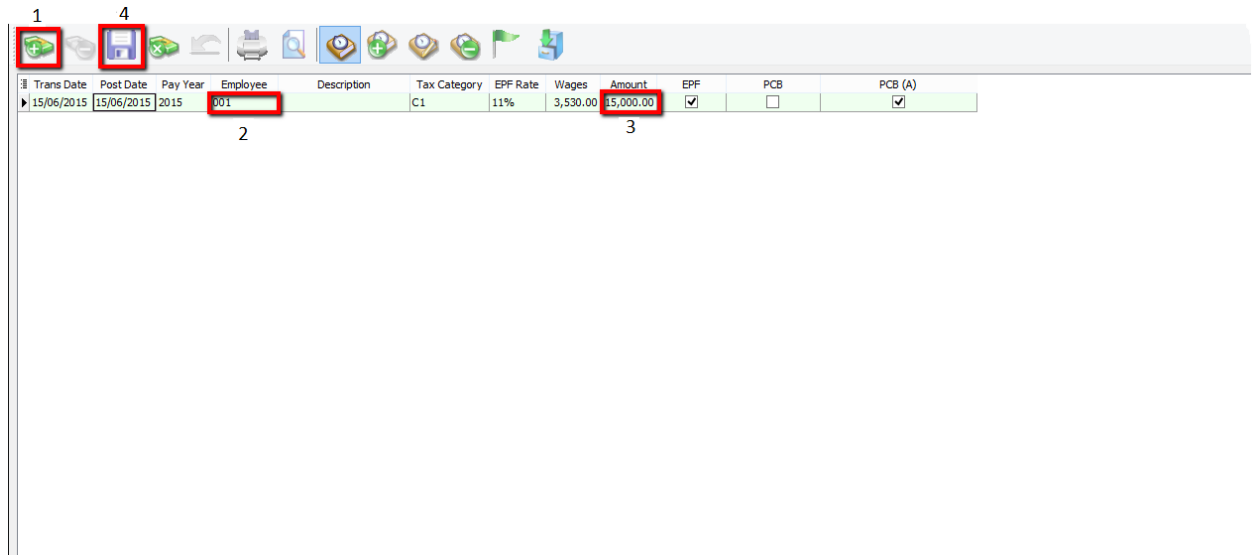
- a) Go to Payroll/ Open Pending Payroll



- b) Click on Bonus



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



- 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 1: Bonus (06.2015)

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

Process

h) Complete/ Check the pay slip

Code: 001 Name: LEE CHONG WAI

Click to edit.

Wages: _____ Loan: _____ **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**

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

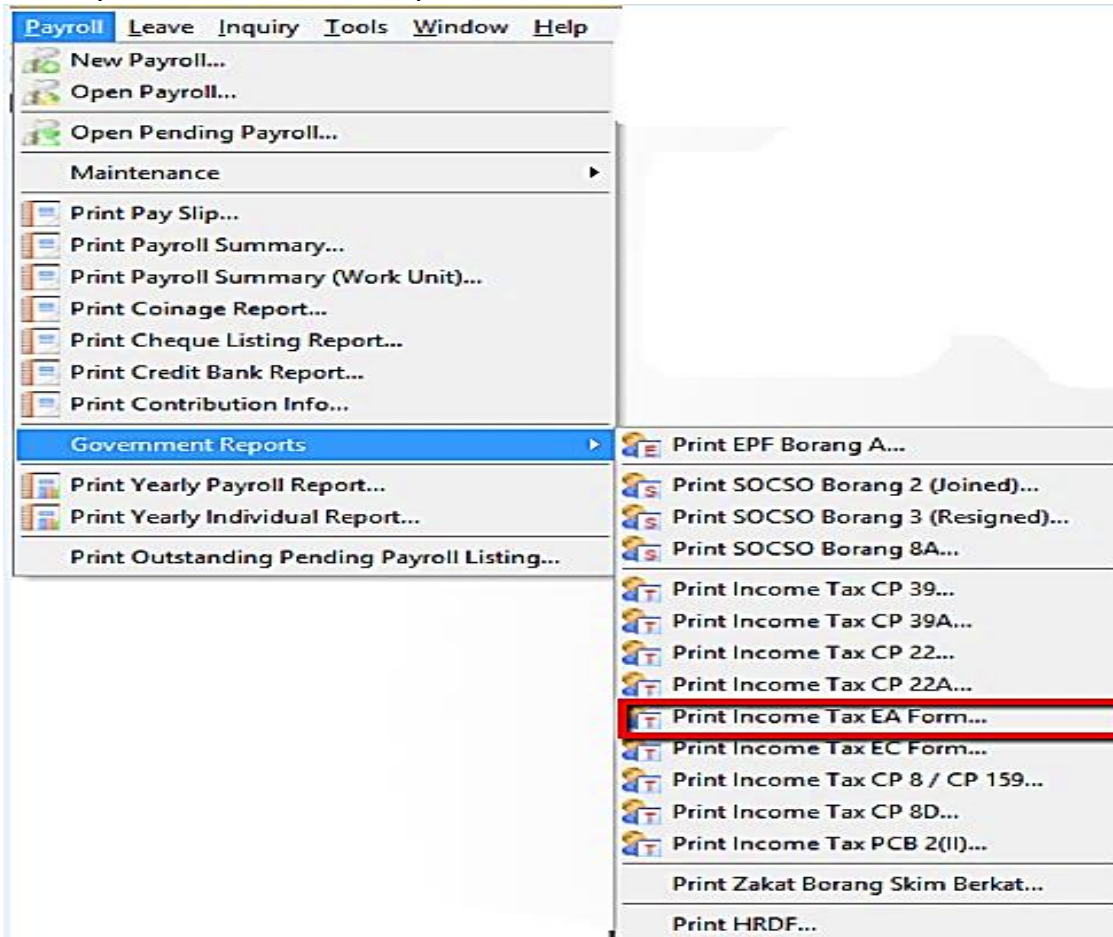
Trans Date	Post Date	Pay Year	Employee	Description	Amount	EPF	PCB (A)
15/06/2015	15/06/2015	2015	001		15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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: [dropdown] ... Project: [dropdown] ...

Department: [dropdown] ... Job: [dropdown] ...

Group: [dropdown] ... Task: [dropdown] ...

Employee: [dropdown] ...

Apply

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 [dropdown] 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 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

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

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

CUKAI PENDAPATAN

No. Siri 123456 No. Rujukan Cukai Pekerja _____

No. Majikan E _____ 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) Tarkh berhenti kerja _____

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

1. Gaji kasar, upah atau gaji cuti (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 sagu hati atau elaun-elaun lain (Perihal pembayaran _____) _____

Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja _____

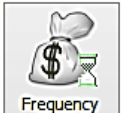
Tax Benefit Info

1) Process Month End

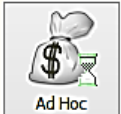
- To process the month FINAL payroll -



Final



Frequency



Ad Hoc

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

Process

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

#	Code	Name	Welcome
	00001	asda	<div style="background-color: #90EE90; padding: 10px; border: 1px solid black;"> <h3 style="margin: 0;">Month End (06.2015) - Jun 2015</h3> <div style="display: flex; flex-wrap: wrap; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">Print Pay Slip</div> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">Print EPF Borang A</div> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">Print Payroll Summary</div> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">Print SOCSO Borang 8A</div> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">Print Payment Summary</div> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">Print Income Tax CP39</div> </div> </div>
▶	001	LEE CHONG WAI	
	002	KOO KIAN KEAT	
	003	NICOLE	
	004	WONG CHUN HAN	
	005	YAP KIM HOCK	

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

The screenshot shows the payroll software interface for employee LEE CHONG WAI, Month End (06.2015). The main area displays various payroll components like Wages (3,000.00), Allowance (530.00), Deduction (0.00), EPF (396.00), and SOCSO (14.75). A right-click context menu is open over an empty space in the Tax Benefit table, 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

Wages: 3,000.00 Lgan: - 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: -
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB
 Advance Paid: - Advance Deduct: - Gross Zakat: -

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

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

4) Insert the tax benefit and also the amount.

The screenshot shows the same payroll software interface, but now the Tax Benefit table contains one entry. The 'Net Pay' is updated to 3,119.55, with an adjustment of -0.30 C1. The Tax Benefit table entry is highlighted with a red box.

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 Lgan: - 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: -
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB -0.30 C1
 Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 410.45 Gross Net Pay: 3,119.55 (Adjustment) -0.30 C1
 Net Pay: 3,119.55

Trans...	Post Date	Employee	Code	Description	Ref1	Ref2	Amount
1	16/06/2015	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 Lgan: - **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 employee LEE CHONG WAI. The main form displays various fields for wages, allowances, deductions, and taxes. A 'Tax Benefit' section at the bottom contains a table with the following data:

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

The 'Amount' field in the table is highlighted with a red box. The overall net pay is shown as 3,084.55.

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

The screenshot shows the 'Payroll' menu in the software. The 'Government Reports' sub-menu is open, and 'Print Income Tax EA Form...' is selected. The main window displays a dashboard with icons for 'New Payroll', 'Past Payroll', 'Payroll Payslip', 'Payroll Summary', and logos for EPF, SOCSO, and PCB.

8) Select the employee and apply:

The screenshot shows a software interface with several dropdown menus and checkboxes. The 'Year' is set to 2015. The 'Employee' dropdown is selected with '001' and is highlighted with a red box. The 'Apply' button in the bottom right corner is also highlighted with a red box. Other fields include Branch, Department, Group, Project, Job, and Task, each with a checkbox and a dropdown menu.

9) Click preview and select any format :

The screenshot shows a software interface with a table of tax data for the year 2015. The 'Preview' button in the top right corner is highlighted with a red box. A 'Select Report' dialog box is open in the foreground, listing various report formats. The 'Preview' button is also highlighted with a red box.

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

Select Report

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

Select All

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 WAI
 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 PENGAJIAN, MANFAAT DAN TEMPAT KEDAMAMAN Tidak Termasuk Ebuin/Perkuisit/ Pemberian/Marfakat 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
 Tip kasar, perkusut penerimaan sugu 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:
 (a) Kereta (Tarikh sebenar diperuntukan) (i) Nilai Kereta dan petrol 100.00
 (Jenis Tahun) Model (ii) Nilai Pemandu

(b) Elektrik, air, telefon dan kemudahan lain
 (c) Nilai manfaat rumahtangga : (*Potong yang tidak berkenaan)
 (i) Separuh lengkap dengan perabot/penyaman udara/tingas/peredaman, 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 18,630.00

D JUMLAH POTONGAN

1. Potongan Cukai Berjual (PCB) Tahun Semasa yang dibayar kepada LHDNM 101.20
 2. Arahkan Potongan CP 38
 3. Potongan Zakat yang dibayar kepada pihak berkuasa pemungut zakat

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

Nama Kumpulan Wang KWSP
 Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 2,046.00

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

Bayaran Per Tahun Jumlah bayaran (RM) Caruman KWSP (RM) Dikurangkan Cukai Pendapatan (DCPI) (RM)