

# YEAR END SEMINAR 2023 – ePayroll System



14 December 2023 | 09:00 AM to 05:00PM

# Learning Objectives:

- ☐ Learn the installation steps for the year-end patch update.
- ☐ Understand the process of rolling over to Year 2024 and carrying forward balance leave.
- ☐ Familiarize yourself with feature enhancements.
- ☐ Learn the steps of bonus processing.
- ☐ Gain a comprehensive knowledge of year-end reporting, including the processes for Forms E and EA.

# Agenda

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- 1 **Year End Process**
- 2 **Bonus Processing**
- 3 **Feature Enhancements**
- 4 **Product Information Sharing**
- 5 **Year End Statutory Forms**
- 6 **Q & A Session**

# Year End Process

Restricted



# Year-End Process

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**There are 2 steps involved in this process:**

- 1 Download and Update ePayroll**
- 2 Initialize New Year 2024**

# **Step 1 - Download and Update ePayroll**

# Download and Update ePayroll

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**Why is it necessary to update your software before the start of a new year in the ePayroll System?**

- ✓ Enhance the functionality of ePayroll.
- ✓ Update statutory requirements for 2024.
- ✓ Add 2024 Malaysia Public Holidays (*National/KL*)

**\*\* The software update is exclusively provided to customers who renew their maintenance service contract with TIMESOFT. Please ensure your contract with TIMESOFT is active.**

# Download ePayroll Software Update

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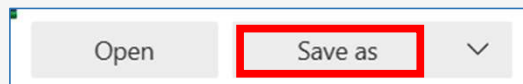
The download URL for the ePayroll software update can be found in the email notification sent to customers.

This notification will be dispatched after **January 4, 2024**.

**Users with Windows 10 and above:**



- 1 For Windows 10 and above users, upon entering the provided download URL in the browser, Windows will display a dialog box. Click **'Save As'**.

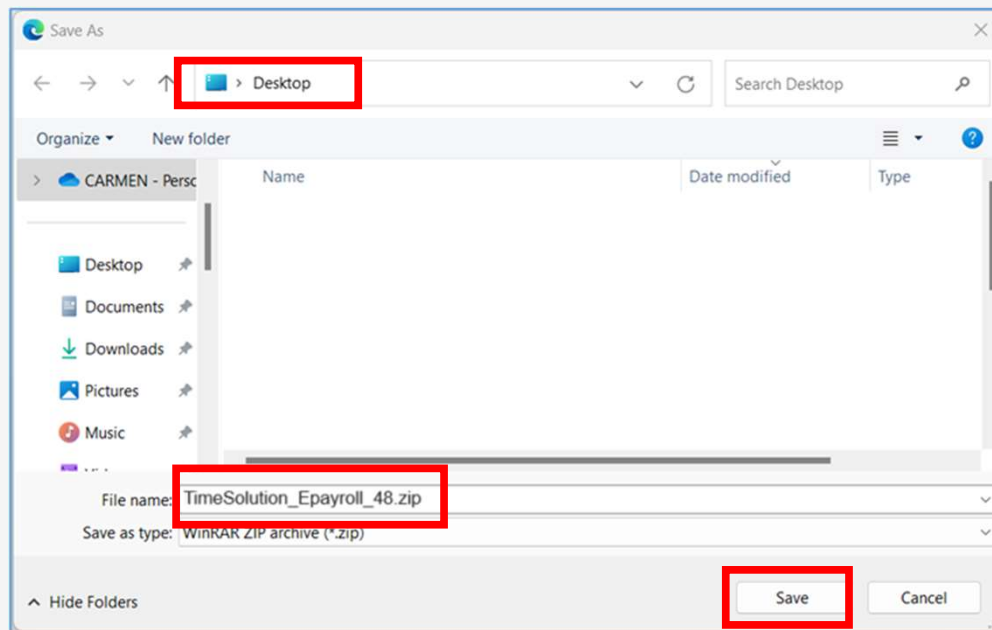


**Note:** This is provided that your browser is enabled with **'Ask where to save each file before downloading'**. Otherwise, the default download folder in your local PC is **'Downloads'**.

# Download ePayroll Software Update

- 2 Select “**Desktop**”, retain the file name and ‘Save as type’. Click ‘**Save**’.

It is recommended to save the file on your Desktop for easy retrieval.



- 3 After the download is complete, you will find the update compressed file on your PC desktop.

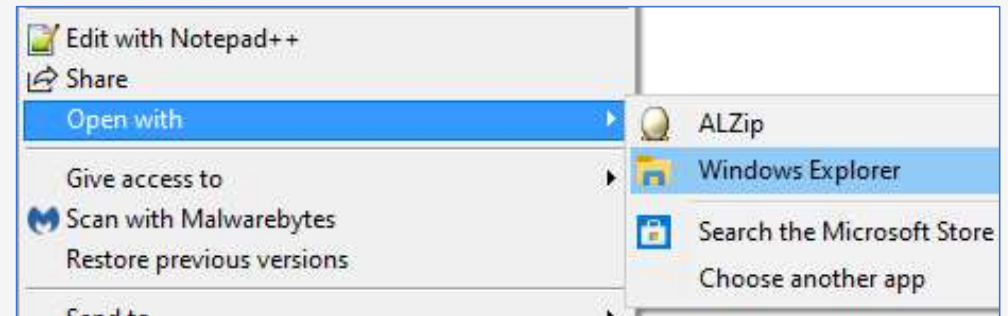
Copy the downloaded file to Webserver.



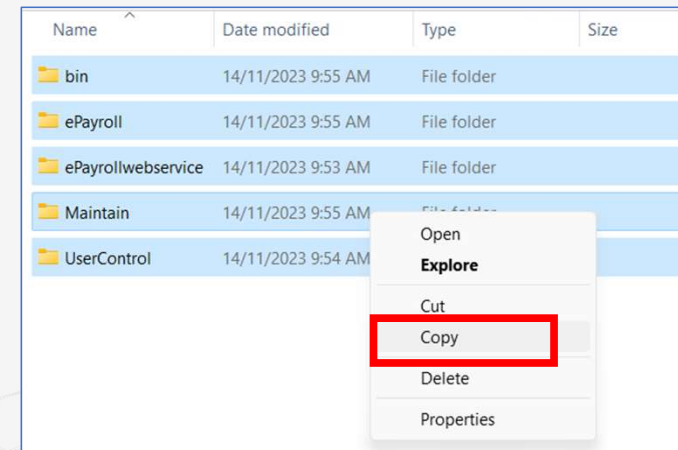
After Download ePayroll Software Update is completed, you can proceed to the next step:  
**Install Software Update.**

# Install ePayroll Software Update

- 1 Right-click on the downloaded patch zip file. Select 'Open with' > **Windows Explorer**. Alternatively, you can use other methods such as 7-Zip, Winzip or Winrar. For this tutorial, we will use the '**Windows Explorer**' method.

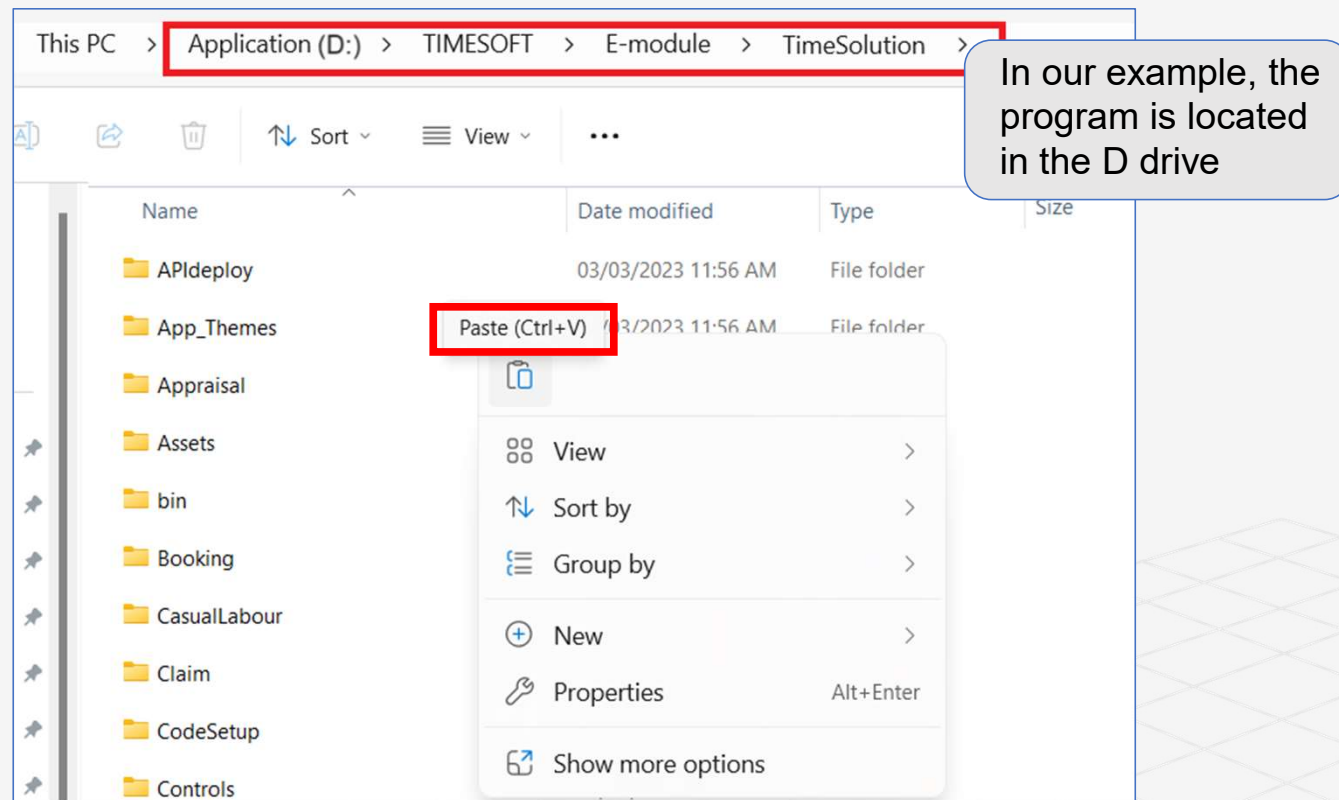


- 2 Press '**Ctrl+A**' on the keyboard to highlight all the files. Right-click on the selection, then click '**Copy**'.



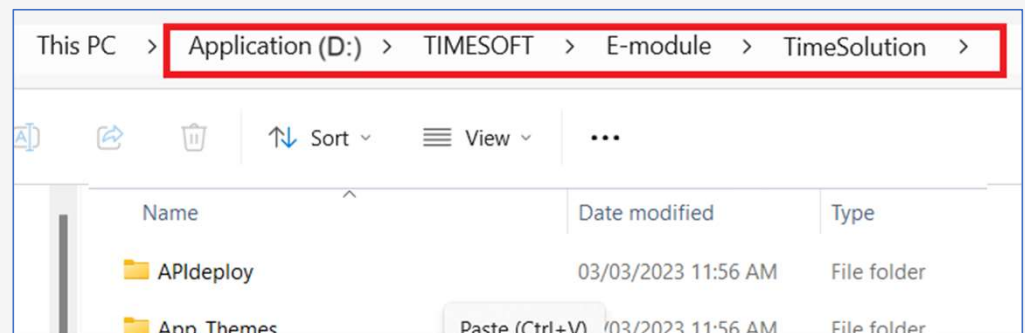
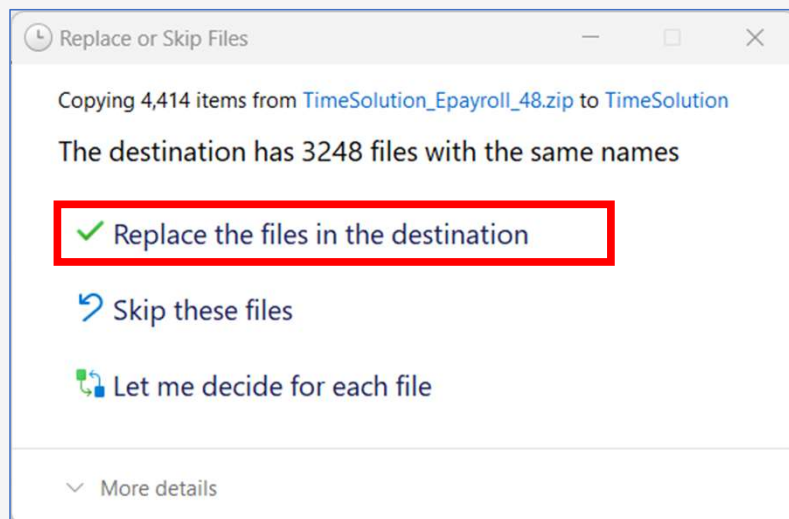
# Install ePayroll Software Update

- 3 Search for the **\TIMESOFT\E-module\TimeSolution** folder in your server. Click **'Paste'**.



# Install ePayroll Software Update

- 4 The system will prompt a message indicating the need to replace existing files. Click 'Replace the files in the destination' to ensure that the patch files overwrite the existing ones. This action will apply the copied patch files to the program directory.



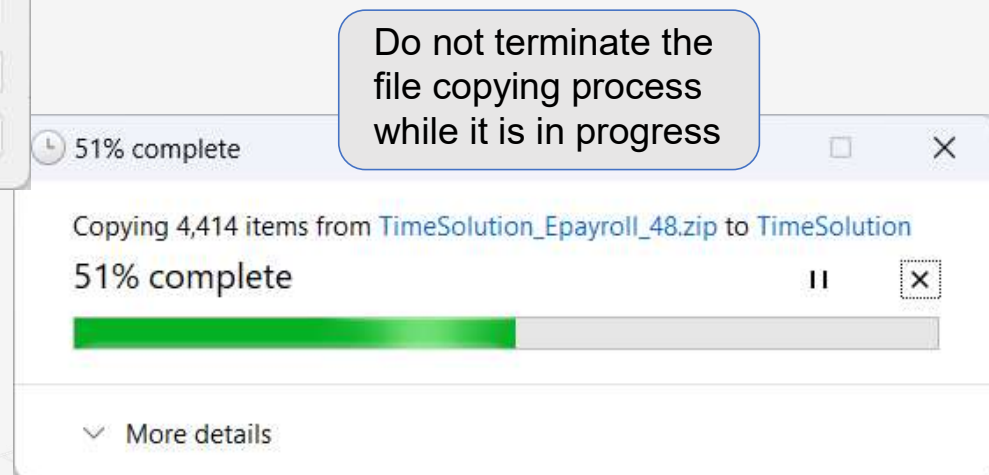
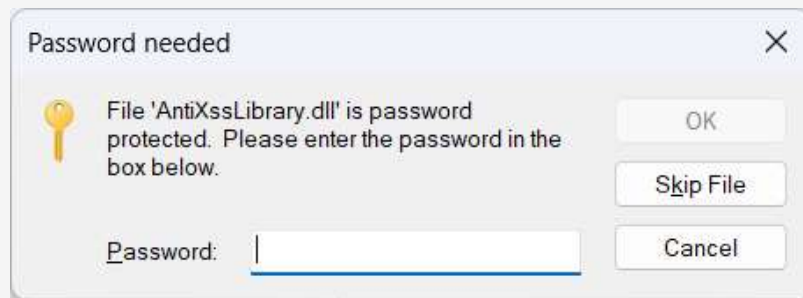


# Install ePayroll Software Update

- 5 If the system prompts for a password, enter the password provided in the email notification.

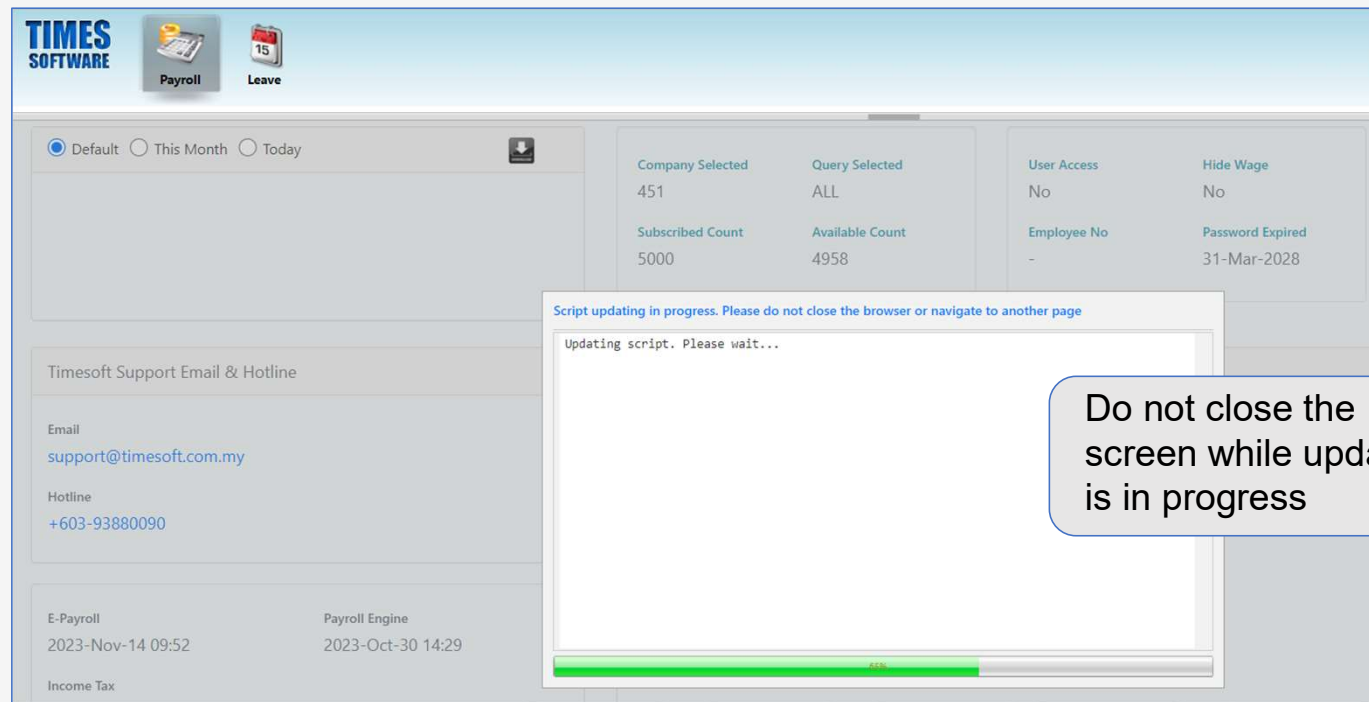
Note:

Please note that the password is supplied to customers who have renewed their maintenance service contract with TIMESOFT. Ensure your contract is active.



# Install ePayroll Software Update

- 6 After the file copying process is completed, log in to the ePayroll system. Data Maintenance scripts will run automatically.



# Install ePayroll Software Update

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Once completed, the system will display a summary of the release notes.

The screenshot displays the ePayroll software interface. At the top, there are radio buttons for 'Default' (selected), 'This Month', and 'Today'. Below these are several data fields: 'Company Selected' (451), 'Query Selected' (ALL), 'User Access' (No), 'Hide Wage' (No), 'Subscribed Count' (5000), 'Available Count' (4958), 'Employee No' (-), and 'Password Expired' (31-Mar-2028). A 'Timesoft Support Email & Hotline' section is visible on the left, containing an email address 'support@timesoft.com.my' and a hotline number '+603-93880090'. At the bottom, there are sections for 'E-Payroll' and 'Payroll Engine' with timestamps '2023-Nov-14 09:52' and '2023-Oct-30 14:29' respectively. An 'Income Tax' section is also partially visible. A modal dialog box titled 'Script update is completed.' is overlaid on the interface. It contains the text 'Current version of the database is updated.' followed by a list of enhancements. A red arrow points to the 'Enhancement List' section of the dialog box.

Script update is completed.

Current version of the database is updated.

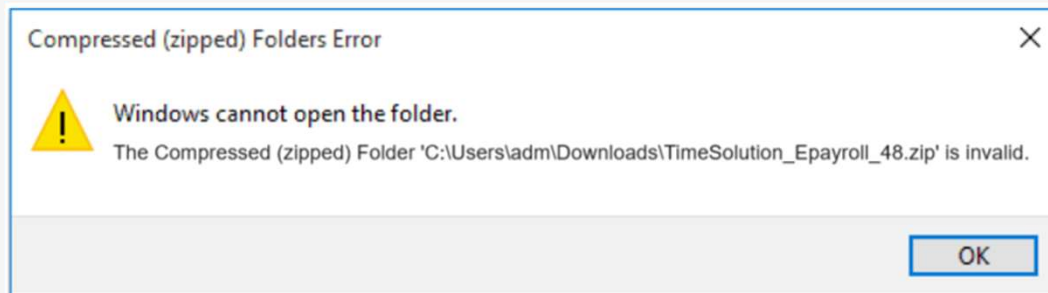
Enhancement List:

- Searching Mode under Pay history and YTD Report
- Pay History Excel: Section should follow EMPSESV record
- File upload function :security enhancement
- Add the selection for Pay Variance Report
- Add the download release note function
- Employee Recurring allowance/deduction report able to choose protrait and landscape format
- Change to OneMap APIs
- Add in the PBankCode for RCMS and RCMS G3
- Add audit for CPF wage contribution edit
- Email pay slip password generate report after send successful.
- Statutory Information change label header (TIER1 & TIER2) to Dent1 and Dent 2

# 1<sup>st</sup> Common Errors when Performing ePayroll Software Update

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## Error:



## Possible causes:

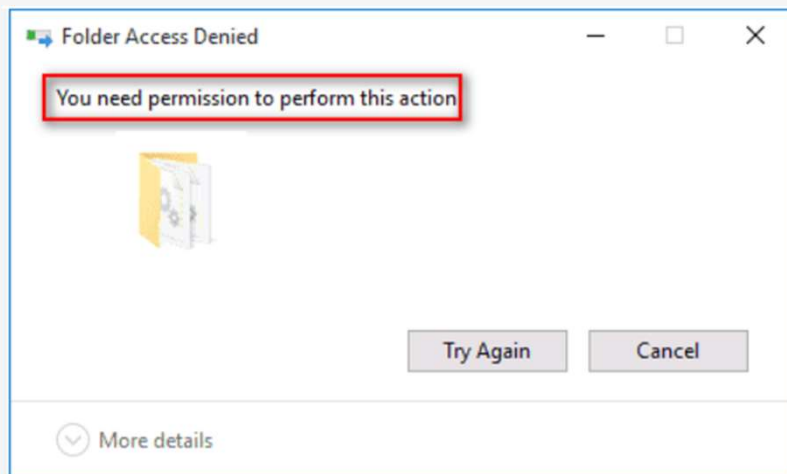
The ZIP file you downloaded is corrupted.

Re-download the software update file and attempt the installation again.

## 2<sup>nd</sup> Common Errors when Performing ePayroll Software Update

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### Error:



### Possible causes:

You do not have the permission rights to overwrite program files.  
Contact your IT administrator for assistance.

## 3<sup>rd</sup> Common Errors when Performing ePayroll Software Update

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### Error:



### Possible causes:

Invalid password entered.

Check your email notification for the correct password and enter it again.

# **Information Sharing : Backup Database**

Restricted

# Backup Database

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We would like to take this opportunity to raise awareness about the importance of database backups. While not compulsory, they are crucial.

The objective of database backups is to **prevent data loss**. Databases contain valuable and often irreplaceable information. Regular backups help safeguard against data loss due to accidental deletion, corruption, hardware malfunctions, viruses, ransomware, or other unforeseen events.

Therefore, we strongly recommend maintaining periodic backups.



# Backup Database Characteristics

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Here are some recommendations for effective database backup:

## **Frequency of Backups:**

- ☐ If you regularly update or input data daily, it is advisable to perform daily backups.
- ☐ For databases used intermittently throughout the week, consider a weekly backup schedule.
- ☐ Customers using Employee Self-service Timesolution are strongly advised to conduct daily backups.

## **Backup Storage:**

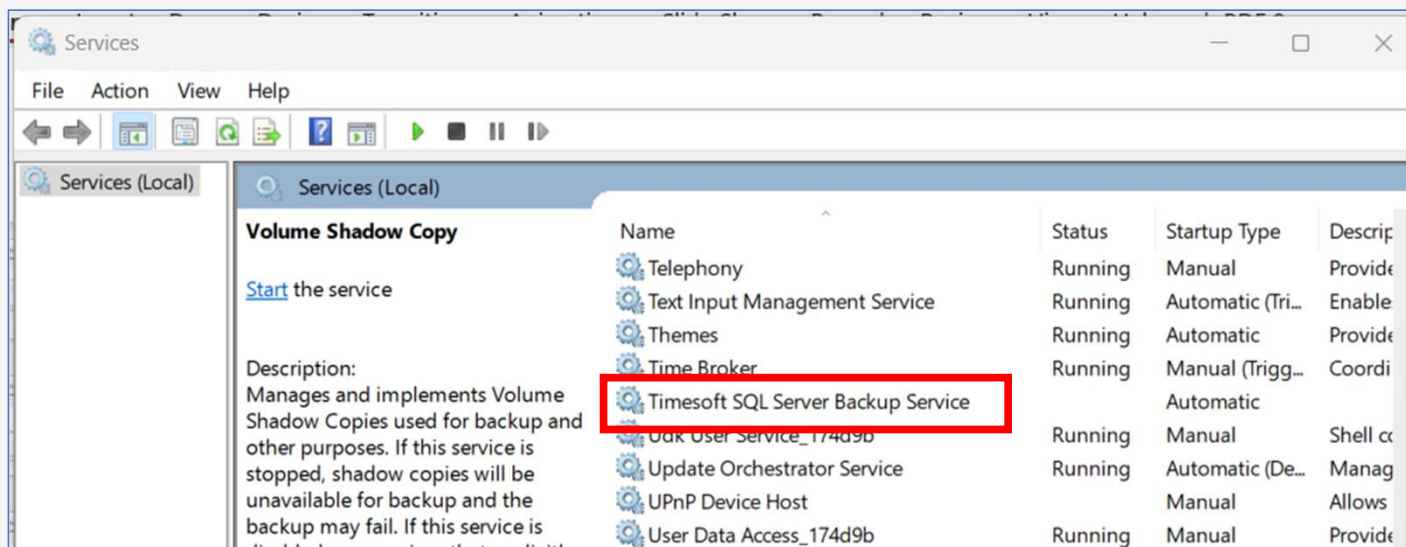
- ☐ It is recommended to back up your data to an external HDD/CD/USB, avoiding the use of the same drive as the production database.

## **Location of Backups:**

- ☐ A critical reminder: Do not store backups on the same computer/server as your production database.

# Backup Database Characteristics

**TIMESOFT Auto Backup** function is typically configured on your server by our Support Team.



However, if the backup files are located on the same server as the production database, ensure that the auto-backup files are regularly moved away from the server for safekeeping.

You may want to discuss this matter with your IT administrator.

## **Step 2 - Initialize New Year**

Restricted

# **Initialize New Year for ePayroll**

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# Initialize New Year

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## Frequently Asked Questions when advancing to a new year 2024:

### Question 1:

Why is this message displayed when attempting to log in to the period 2024?

	<b>Some errors occurred in the page</b>
Error Message	Initialize new year for 01-Jan- 2024 has not been done. Please contact HR staff.

### Answer:

The “Initialize New Year” process has not been done. Ensure that employees who resigned in December 2023 is updated before initiating the process.

### Question 2:

Why am I seeing this message when processing payroll for 2024?

Payroll Engine Data Validation Check/ Error log.

=====

Unable to locate PCB table 2024, please contact Timesoft.

### Answer:

The software update for the year 2024 has not been applied yet.

## What is Initialize New Year?

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The **Initialize New Year** process is a **compulsory step** for advancing Payroll, Leave, Claim, and Timesheet to the year 2024.

Failure to complete this step will prevent users from running the payroll process, and employees will be unable to apply for leave in the year 2024 through the Leave module.

When you run Initialize New Year for the year **2024**, the following actions take place:

- ☐ Create a database year for 2024.
- ☐ Create the Employee 2024 working calendar.
- ☐ Add 2024 Public holidays for KL/National.
- ☐ Hide 2023 resigned employees from the 2024 login.
- ☐ Copy all parameter settings in Company Setup/Payroll Setup/Leave Setup from 2023 to 2024.
- ☐ Carry forward any unused annual leave days from 2023 to 2024.

Data from previous years and information about resigned employees remain accessible by simply switching the login period within the same database.

**There is no need for a database restore to view data from previous years.**

## Important Note Before Initialize New Year

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For customers using ESS Leave, please ensure that all pending leave(s) related to Annual Leave are approved before running Initialize New Year. Pending leave(s) will not be deducted from the annual leave balance.

If you have previously run Initialize New Year in 2023, it is recommended to repeat the process in 2024 after approving all 2023 pending leaves. This will enable the system to re-calculate carry forward balance leaves.

# Initialize New Year Procedures [ePayroll]

If you are ready to advance to 2024, follow the guideline below:

- 1 Open the ePayroll system URL.
- 2 Log in to the database where you want to perform the Initialize New Year process.

Enter your 'User ID' and 'Password'.

Select the period for '202312'.

Note:

- The User ID used for Initialize New Year must have access to all employees.
- There is no need to shut down ESS Timesolution.

**TIMES SOFTWARE**

Good Afternoon, carme

User ID: support

Password: .....

Company: IMPORTDL

Period: 2023 12 E

**Login**

By logging in, you are agree to comply with the Acceptable Use Policy (AUP)

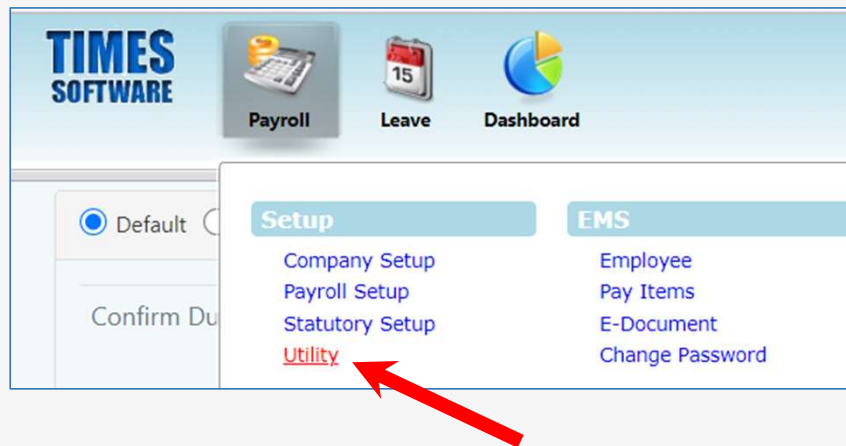
First time login / forgot password

Account will be locked after 3 times of incorrect login



# Initialize New Year Procedures [ePayroll]

3 Click 'Payroll > Setup > **Utility**'.



4 Choose '**Initialize New Year**'.



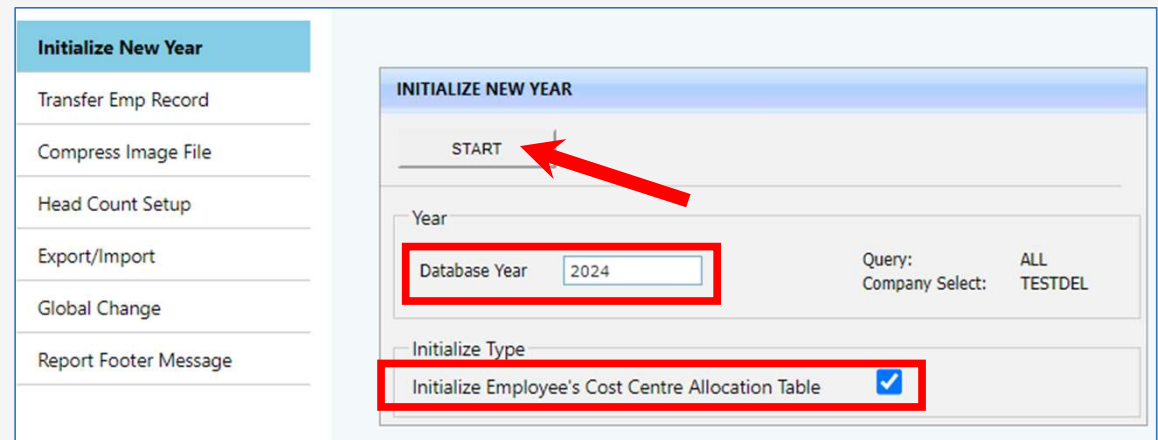
## Initialize New Year Procedures [ePayroll]

- 5 The 'Initialize New Year' window will appear on the screen.

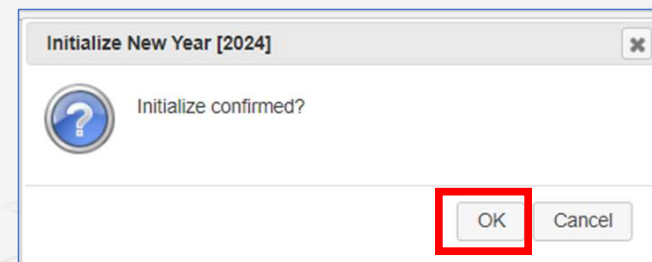
Ensure that the Database Year is '2024'.

Keep the 'Initialize Employee's Cost Centre Allocation Table' checkbox checked.

Then, click 'Start'.



- 6 Click 'OK' to proceed to the next screen or 'Cancel' to terminate the process.



# Initialize New Year Procedures [ePayroll]

Additional Information regarding 'Employee's Cost Centre Allocation Table'.

The relevant setting is in 'Payroll > Setup > Payroll Setup > **Cost Centre Allocation**'.

**TIMES SOFTWARE**

Payroll Leave Dashboard

**Setup**

- Company Setup
- Payroll Setup**
- Statutory Setup
- Utility

**Process Payroll**

- Process
- Bonus Record
- Special Record
- Festival Advance
- Transfer Payroll
- AL Encash

**Cost Centre Allocation**

NEW SAVE CANCEL REPORT

Employee No. C0001-R Employee Name CARMEN CHEAH

Period 202312

EDIT	COST CENTRE CODE	COST CENTRE DESCRIPTION	DEPARTMENT	PERCENT
	FIN	FINANCE	NONE	100.00

# Initialize New Year Procedures [ePayroll]

- 7 Initialization of the new year is in progress. Note that the processing time may vary depending on the size of your database. Please DO NOT close the browser or navigate to another page.

The screenshot displays the TIMES SOFTWARE ePayroll interface. The top navigation bar includes icons for Payroll, Leave, and Dashboard. The left sidebar lists various functions: Initialize New Year, Transfer Emp Record, Compress Image File, Head Count Setup, Export/Import, Global Change, and Report Footer Message. The main content area is titled 'INITIALIZE NEW YEAR' and contains a 'START' button. A green message states 'Initialize new year completed. Please logout and login again.' Below this, there are input fields for 'Year' (set to 2024) and 'Database Year' (set to 2024). A section for 'Initialize Type' shows 'Initialize Employee's Cost Centre Allocation Table' with a checked checkbox and a 'Completed...' status. A modal dialog box titled 'Please Wait...' is overlaid on the screen, showing a progress bar at 45% and the message 'Initialize New Year in progress. Please do not close the browser or navigate to another page. EmpServ Generating...'.

## Initialize New Year Procedures [ePayroll]

8

The initialization of the new year is complete. Please log out and log in again.

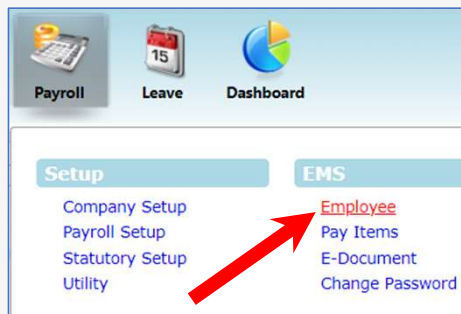
**Note:** If you have more than one database, repeat all the steps for each additional database.

The screenshot displays the 'INITIALIZE NEW YEAR' web application interface. On the left is a sidebar menu with the following items: 'Initialize New Year' (highlighted), 'Transfer Emp Record', 'Compress Image File', 'Head Count Setup', 'Export/Import', 'Global Change', and 'Report Footer Message'. The main content area is titled 'INITIALIZE NEW YEAR' and contains a 'START' button. A green message at the top right states: 'Initialize new year completed. Please logout and login again.' Below this, the 'Year' section shows 'Database Year' as '2024', 'Query' as 'ALL', and 'Company Select' as 'TESTDEL'. The 'Initialize Type' section shows 'Initialize Employee's Cost Centre Allocation Table' with a checked checkbox and the status 'Completed...'. An 'Info' dialog box is open in the foreground, displaying the same green message: 'Initialize new year completed. Please logout and login again.' with an 'OK' button.

# Initialize New Year Procedures [ePayroll]

To confirm if the 'Initialize New Year' process is completed, go to 'EMS > Employee > **Calendar**' tab and check if the calendar for 2024 is created.

Login period must be 2024.



Detail Career Bank Employment Address Leave / Benefit **Calendar** Misc Free Fields Exit Records

SAVE CANCEL

Employee ID / Name: D006-N [DONKEY TEE]

Pay Group Setting

Pay Group: STD [STD] RESET

From Date: 01/01/2024 To Date: 31/12/2024

Period: 202401 Total Working's Day: 23

Employee Weekly Setting

	MON
Week 1	F
Week 2	F

Employee Yearly Calendar

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Jan 2024	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F
Feb 2024	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O
Mar 2024	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O
Apr 2024	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F
May 2024	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F
Jun 2024	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F
Jul 2024	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F
Aug 2024	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O
Sep 2024	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F
Oct 2024	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F
Nov 2024	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O
Dec 2024	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F

Restricted

# **Initialize New Year for Leave**

Restricted

## Initialize New Year Procedures [Leave]

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After initializing the New Year for ePayroll, the subsequent crucial step is to initialize the New Year for **Leave**.

Failure to complete this step will result in the non-creation of employees' leave entitlement for 2024, and unable to carry forward any unused annual leave days from 2023 to 2024.

This step should be done after initializing the New Year for ePayroll. If you do not have the 'Leave' module, you may skip this process.



## Initialize New Year Procedures [Leave]

- 1 Open the URL for Timesolution.
- 2 Log in to the database where you want to perform the Initialize New Year for **Leave**.
- 3 Log in as **'ADMIN'** or **any login ID** with permission access to the initialize function.  
**The login ID used for Initialize New Year must have access to all employees**
- 4 Choose the period for **'202312'**.

**TIMES SOFTWARE**

Good Morning, carme

Emp No:

Password:

Company:

Period:

**Login**

By logging in, you are agree to comply with the Acceptable Use Policy (AUP)

First time login / forgot password

Account will be locked after 3 times of incorrect login

## Initialize New Year Procedures [Leave]

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### Important Note:

If your company uses the 'Financial Year' method instead of 'Calendar Days' for leave calculations, please follow the guidelines below.

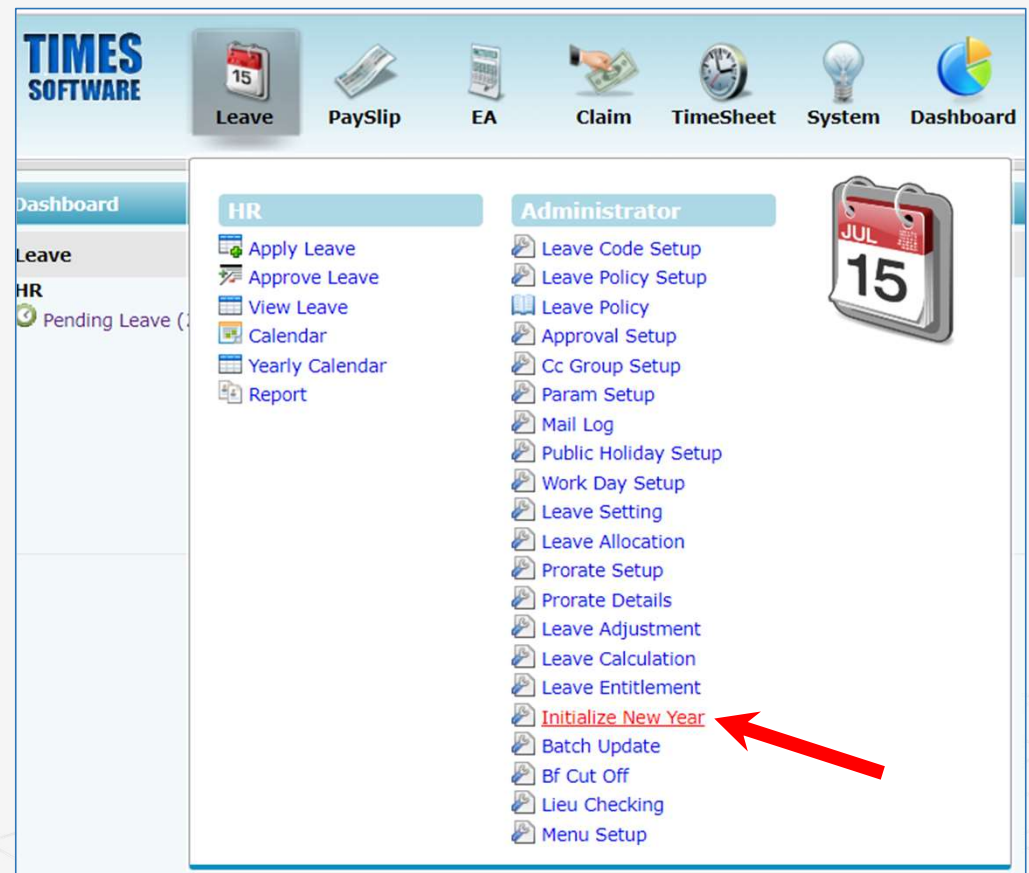
### Example:

The company's leave period follows the company's financial year from **April 2023** to **March 2024**.

The Initialize leave process should be done in period **202403**.

## Initialize New Year Procedures [Leave]

- 5 Select the 'Leave' module, navigate to 'Administrator' and select 'Initialize New Year'.



# Initialize New Year Procedures [Leave]

6 Ensure that the Initialize Year is set to '2024'.

Leave >> Administrator >> Initialize New Year

Initialize Year : 2024

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type: - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2024 To 31/12/2024

Prorate Entitlement : Calendar Day

Current Leave : Half (< 0.5:=0 or >= 0.5:=1)

Leave Cut Off Day : 50

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

☐ Copy All Settings

☐ Copy Leave Administration Setting (except the default)

☐ Copy Leave Prorate Detail Setting

☐ Copy Leave Prorate Setup Setting

*The selected year settings will be deleted and it will be replaced with the previous year settings.*

Process

## Initialize New Year Procedures [Leave]

7 Choose the 'Carry forward leave methods' according to your company's policy.

If you allow employees to apply leave for 2024 before closing 2023, it is suggested to use the "None" method. This helps avoid issues if an employee attempts to apply leave for 2023 after the carry-forward process.

We will explain 'Carry forward leave methods' in later section.

## Initialize New Year Procedures [Leave]

- 8 For the 'Department' and 'Employee' options, keep the setting as 'ALL' unless you intend to initialize for a specific department or employee.

Leave >> Administrator >> Initialize New Year

Initialize Year : 2024 ▼

Carry forward leave methods : All (balance leave) ▼

Department - ALL - ⓘ

Employee - ALL - ⓘ

Leave Type: - ALL - ⓘ

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2024 To 31/12/2024

Prorate Entitlement : Calendar Day ▼

Current Leave : Half (< 0.5:=0 or >= 0.5:=1) ▼

Leave Cut Off Day : 15 ▼

Saturday as Full day : No ▼

Leave B/F Method : Maximum Day C/F (Allocation) ▼

Prorate Sick Leave : No ▼

☐ Copy All Settings

☐ Copy Leave Administration Setting (except the default)

☐ Copy Leave Prorate Detail Setting

☐ Copy Leave Prorate Setup Setting

*The selected year settings will be deleted and it will be replaced with the previous year settings.*

## Initialize New Year Procedures [Leave]

- 9 For the 'Leave Type' option, the system displays a list of leave codes that are required to generate leave entitlement based on the settings in the 'Leave Code Setup'.

Keep the setting as 'ALL' unless you intend to initialize for a specific leave code.

Leave Administrator Initialize New Year

Initialize Year : 2024

Carry forward leave methods : All (balance leave)

Department - ALL -

Employee - ALL -

Leave Type: - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2024 To 31/12/2024

Prorate Entitlement : Calendar Day

Current Leave : Half (< 0.5:=0 or >= 0.5:=1)

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

## Initialize New Year Procedures [Leave]

- 10 The system displays the 'Leave Settings' for 2023, which will be duplicated to 2024 upon initiating the Leave initialization. Adjust as necessary.

Leave >> Administrator >> Initialize New Year

Initialize Year : 2024

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type: - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2024 To 31/12/2024

Prorate Entitlement : Calendar Day

Current Leave : Half (< 0.5:=0 or >= 0.5:=1)

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

☐ Copy All Settings

☐ Copy Leave Administration Setting (except the default)

☐ Copy Leave Prorate Detail Setting

☐ Copy Leave Prorate Setup Setting

The selected year settings will be deleted and it will be replaced with the previous year settings.

Process



## Initialize New Year Procedures [Leave]

11

**Copy from prev year:**

Click the button if you want to retrieve the 2023 settings.

12

**Copy All Setting:**

Copy All Settings:  
These options are not relevant. DO NOT select these checkboxes.

13

Click **'Process'** to initiate the Leave initialization.

Leave Administrator Initialize New Year

Initialize Year : 2024

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type : - ALL -

---Leave Setting---

Period Entitlement : 01/01/2024 To 31/12/2024

Prorate Entitlement : Calendar Day

Current Leave : Half (< 0.5=0 or >= 0.5=1)

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

☐ Copy All Settings

☐ Copy Leave Administration Setting (except the default)

☐ Copy Leave Prorate Detail Setting

☐ Copy Leave Prorate Setup Setting

*The selected year settings will be deleted and it will be replaced with the previous year settings.*

## Initialize New Year Procedures [Leave]

- 14 Initialization of the new year is in progress. Note that the processing time may vary depending on the size of your database. Please DO NOT close the browser or navigate to another page.

Leave Administrator Initialize New Year

Initialize Year : 2024

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type : - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2024 To 31/12/2024

Prorate Entitlement : Service Month

Current Leave : Half (< 0.5:=0 or >= 0.5:=1)

Leave Cut Off Day : 15

Saturday as Full day : Yes

Leave B/F Method : - Please Select -

Prorate Sick Leave : No

Process

Please wait . . . .

Copy All Settings

- ☐ Copy Leave Administration Setting (except the default)
- ☐ Copy Leave Prorate Detail Setting
- ☐ Copy Leave Prorate Setup Setting

The selected year settings will be deleted and it will be replaced with the previous year settings.

# Initialize New Year Procedures [Leave]

15 After completion of the process, a message will pop up.

The screenshot shows the 'Leave Administrator Initialize New Year' window. It contains the following fields and options:

- Initialize Year : 2024
- Carry forward leave methods : All (balance leave)
- Department : - ALL -
- Employee : - ALL -
- Leave Type : - ALL -
- Leave Setting---
- Copy from prev year (button)
- Period Entitlement : 01/01/2024 To 31/12/2024
- Prorate Entitlement : Calendar Day
- Current Leave : Half (< 0.5:=0 or >= 0.5:=1)
- Leave Cut Off Day : 15
- Saturday as Full day : No
- Leave B/F Method : Maximum Day C/F (Allocation)
- Prorate Sick Leave : No
- Process (button)
- Copy All Settings (checkbox)
- Copy Leave Administration Setting (except the default) (checkbox)
- Copy Leave Prorate Detail Setting (checkbox)
- Copy Leave Prorate Setup Setting (checkbox)
- Message Title (pop-up window) : Done.

The message pop-up window is titled 'Message Title' and contains the text 'Done.' with an 'Ok' button.

**Note: If you have more than one database, repeat all the steps for each additional database.**

# Leave Calculation

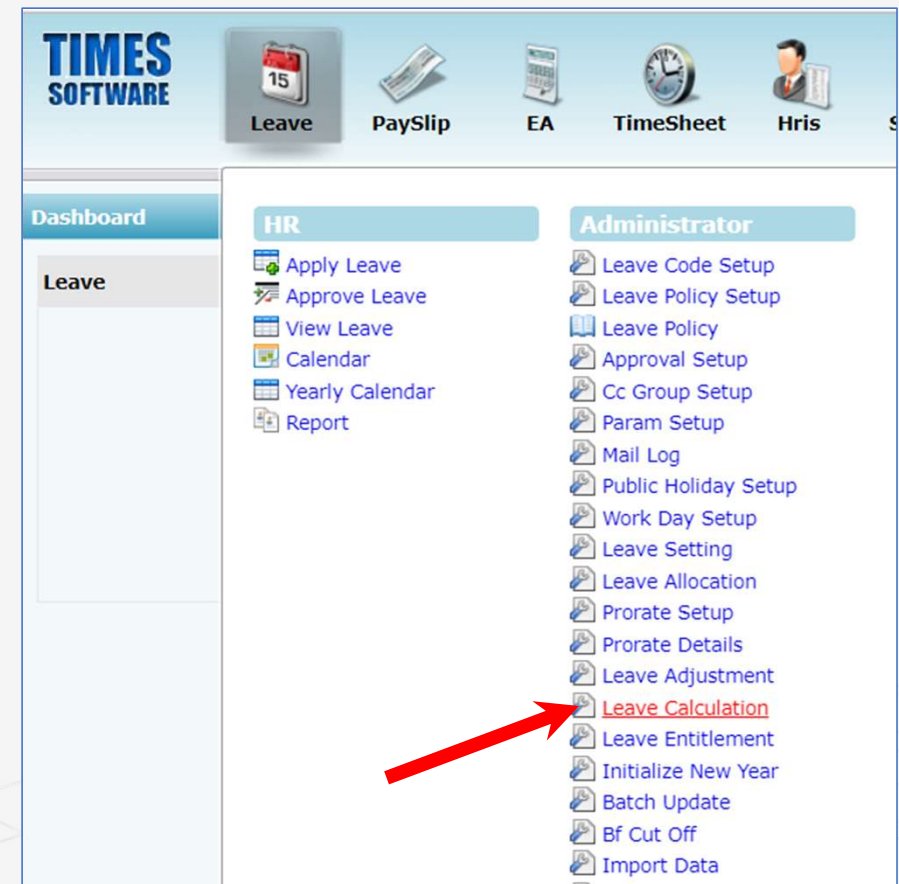
Restricted

# Initialize New Year Procedures [Leave Calculation]

After completing the leave initialization, it's essential to run the 'Leave Calculation' process. Failure to do so will result in no entitlement for leave types other than leave code 'ANNU'.

To initiate this process, go to the 'Leave' module, navigate to the 'Leave Administrator' menu, and click 'Leave Calculation'.

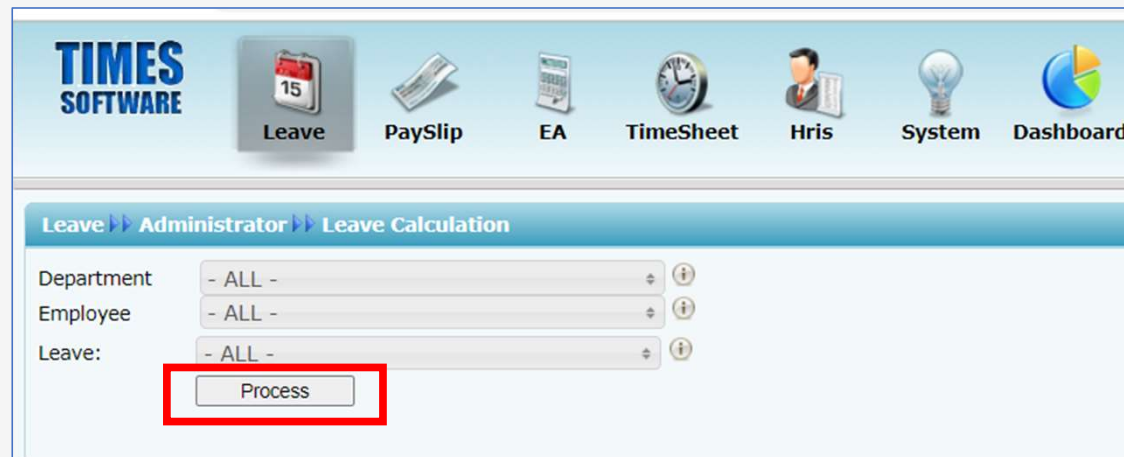
Ensure login period is 202401.



## Initialize New Year Procedures [Leave Calculation]

Keep the settings as 'ALL' for Department, Employee, and Leave.

Next, click 'Process' to initiate the leave calculation process.



The screenshot displays the TIMES SOFTWARE interface. At the top, there is a navigation bar with icons for Leave, PaySlip, EA, TimeSheet, Hris, System, and Dashboard. Below this, a breadcrumb trail reads "Leave >> Administrator >> Leave Calculation". The main content area contains three dropdown menus: "Department" with the value "- ALL -", "Employee" with the value "- ALL -", and "Leave:" with the value "- ALL -". Each dropdown has an information icon to its right. Below these dropdowns is a button labeled "Process", which is highlighted with a red rectangular border.

## Initialize New Year Procedures [Leave Calculation]

Please note that the processing time may vary depending on the size of your database. DO NOT close the browser or navigate to another page during the processing. .

You can proceed to 'Leave Entitlement' to check the data after the process is completed

The screenshot displays the TIMES SOFTWARE interface. At the top, there is a navigation bar with icons for Leave, PaySlip, EA, TimeSheet, Hris, System, and Dashboard. Below this, the main content area is titled 'Leave >> Administrator >> Leave Calculation'. It features three dropdown menus for Department, Employee, and Leave, all set to '- ALL -'. A 'Process' button is located below these menus. A red box highlights the 'Process Completed.' message. A callout box points to this message with the text 'The leave recalculation process is completed'. At the bottom, there is a 'Please wait . . . . .' message with a loading icon.

**TIMES SOFTWARE**

Leave PaySlip EA TimeSheet Hris System Dashboard

Leave >> Administrator >> Leave Calculation

Department - ALL -  
Employee - ALL -  
Leave: - ALL -

Process

Processing Employee D006-N

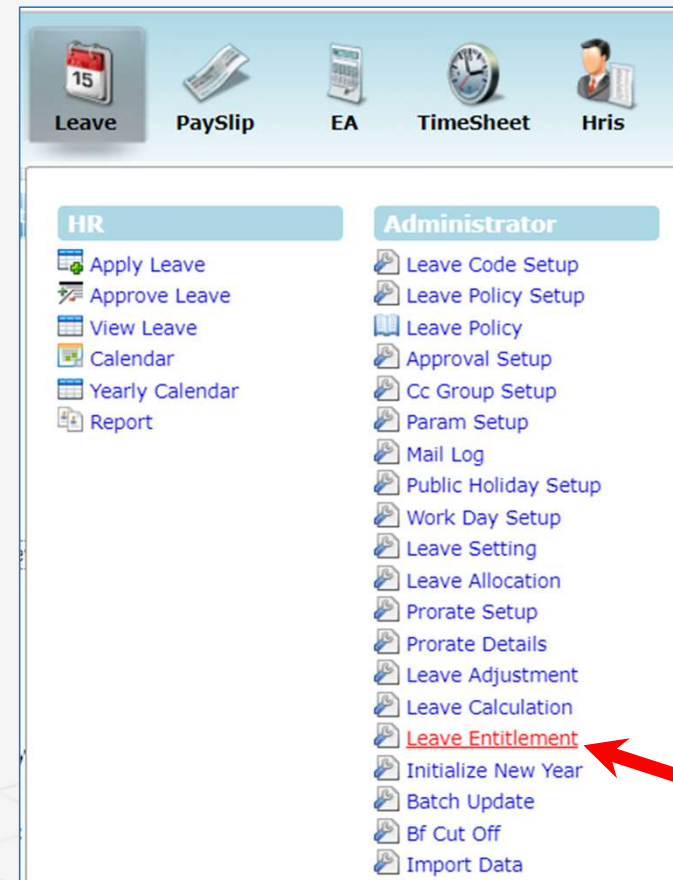
Process Completed.

The leave recalculation process is completed

Please wait . . . . .

# Initialize New Year Procedures [Leave]

To confirm the completion of the 'Initialize Leave' process, go to 'Administrator' and select 'Leave Entitlement'.





## Initialize New Year Procedures [Leave]

Choose the Year as '2024'.

**Leave** >> **Administrator** >> **Leave Entitlement**

Department: - ALL - ⓘ

Employee: DANSON TEE [D0005] ⓘ

Year: 2024 ▼ | Export | Recalculate

**Emp No:** D0005   **Company:** TESTDEL   **Hired:** 17/05/2023   **Effective:** 17/05/2023   **Work Duration:** 6 Months 20 Days  
**Name:** DANSON TEE   **Department:** NONE   **Lv Scheme:** STD   **Old Scheme:**   **Termination Date:**  ✕

	Leave Code	Full	B/F	Adjust	Forfeit	Entitle	Total	Taken	Balance
+	ABSENT		0	0	0				
+	ANNU	14	8	0	0	1	9	1	8
+	CHILD	0	0	0	0	0	0	0	0
+	COMP	10	0	0	0	10	10	0	10
+	EL		0	0	0				
+	EXAM		0	0	0				

# Initialize New Year Procedures [Leave Entitlement Sample]

Here are the results of the leave entitlement for leave code 'ANNU'.

**Leave Administrator Leave Entitlement**

Department: - ALL -  
Employee: DANSON TEE [D0005]  
Year: 2024

**Emp No:** D0005 **Company:** TESTDEL **Hired:** 17/05/2023 **Effective:** 17/05/2023 **Work Duration:** 6 Months 21 Days  
**Name:** DANSON TEE **Department:** NONE **LV Scheme:** STD **Old Scheme:** **Termination Date:**  x

-	ANNU	14	8	0	0	14	22	1	21
Month/Year	Period	Cycle	B/F	Adjust	Forfeit	Entitle	Total	Taken	Balance
Jan/2024	2024	01	8	0	0	1	9	1	8
Feb/2024	2024	02	8	0	0	2	10	1	9
Mar/2024	2024	03	8	0	0	3	11	1	10
Apr/2024	2024	04	8	0	0	5	13	1	12
May/2024	2024	05	8	0	0	6	14	1	13
Jun/2024	2024	06	8	0	0	7	15	1	14
Jul/2024	2024	07	8	0	0	8	16	1	15
Aug/2024	2024	08	8	0	0	9	17	1	16
Sep/2024	2024	09	8	0	0	10	18	1	17
Oct/2024	2024	10	8	0	0	12	20	1	19
Nov/2024	2024	11	8	0	0	13	21	1	20
Dec/2024	2024	12	8	0	0	14	22	1	21

# Initialize New Year Procedures [Leave Entitlement Sample]

Here are the results of the leave entitlement for leave code 'CHILD'.

Leave >> Administrator >> Leave Entitlement

Department: - ALL -  
Employee: DANSON TEE [D0005]  
Year: 2024

Emp No: D0005 Company: TESTDEL Hired: 17/05/2023 Effective: 17/05/2023 Work Duration: 6 Months 21 Days  
Name: DANSON TEE Department: NONE Lv Scheme: STD Old Scheme: Termination Date: X

-	CHILD	3	0	0	0	3	3	0	3
Month/Year	Period	Cycle	B/F	Adjust	Forfeit	Entitle	Total	Taken	Balance
Jan/2024	2024	01	0	0	0	3	3	0	3
Feb/2024	2024	02	0	0	0	3	3	0	3
Mar/2024	2024	03	0	0	0	3	3	0	3
Apr/2024	2024	04	0	0	0	3	3	0	3
May/2024	2024	05	0	0	0	3	3	0	3
Jun/2024	2024	06	0	0	0	3	3	0	3
Jul/2024	2024	07	0	0	0	3	3	0	3
Aug/2024	2024	08	0	0	0	3	3	0	3
Sep/2024	2024	09	0	0	0	3	3	0	3
Oct/2024	2024	10	0	0	0	3	3	0	3
Nov/2024	2024	11	0	0	0	3	3	0	3
Dec/2024	2024	12	0	0	0	3	3	0	3

# Public Holidays Setup

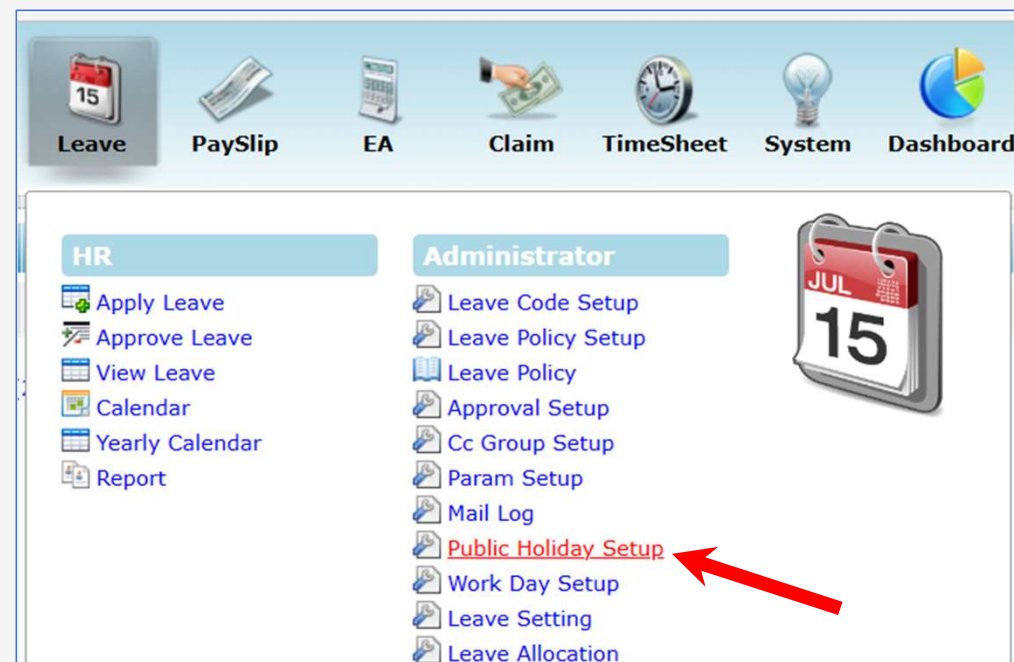
Restricted

## Initialize New Year Procedures [Public Holidays Setup]

As explained in the previous section, the system only adds 2024 public holidays for KL/National. If you have other 'Public Holiday' codes, you will need to set them up on your own.

Navigate to the 'Leave Administrator' menu and click 'Public Holiday Setup'.

If you do not have the 'Leave' module, you may skip this process.



# Initialize New Year Procedures [Public Holidays Setup]

- 1 Choose the 'Year' as '2024'.
- 2 You can use the 'Copy' function to duplicate the public holidays from one to another.

## Source:

Choose the code to copy from

**Default'** denotes public holidays that are not assigned with a 'Holiday Table' code.

## Target:

Choose the code to copy to

After duplicating, you can make any necessary amendments.

Leave Administrator Public Holiday Setup

Year: 2024

Public Holiday: - ALL -

Source: - DEFAULT -

Target: FACTORY

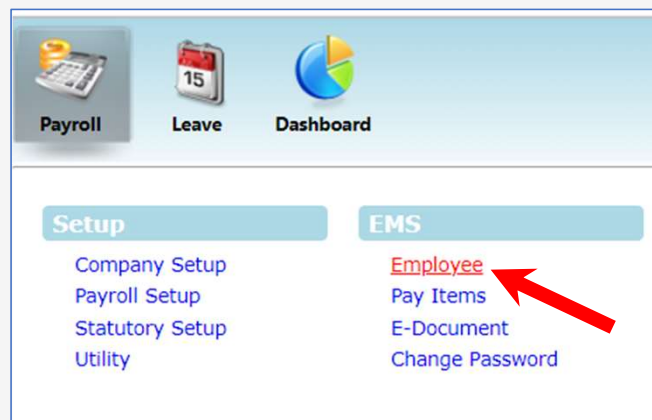
Copy (Copy the selected "Source" Holiday Table to selected "Tar

	Date	Description	Holiday Table
	01/01/2024	New Year	
	25/01/2024	Thaipusam	
	01/02/2024	FT Day	
	10/02/2024	CNY Day 1	
	11/02/2024	CNY Day 2	
	12/02/2024	CNY Replacement	
	28/03/2024	Nuzul Al-Quran	
	10/04/2024	Hari Raya Day 1	
	11/04/2024	Hari Raya Day 2	
	01/05/2024	Labour Day	
	22/05/2024	Wesak Day	
	03/06/2024	Agong Birthday	
	17/06/2024	Hari Raya Qurban	
	07/07/2024	Awal Muharam	
	08/07/2024	Awal Muharam Repl	
	31/08/2024	National Day	
	16/09/2024	Malaysia Day	

These public holidays without an assigned 'Holiday Table' code are the default list

# Initialize New Year Procedures [Public Holidays Setup]

Navigate to the **EMS** menu and select '**Employee**'. Go to the '**Leave/Benefit**' tab. The employee's '**Holiday Table**' code is setup in this tab.



This screenshot shows the 'Leave/Benefit' tab in the Times Software interface. The 'Leave Scheme' section is active, and the 'Holiday Table' dropdown is highlighted with a red box. The 'Holiday Table' is set to 'COMPANY STANDARD [STD]'. Below the form is a table with columns for 'ACTION CODE', 'LEAVE SCHEME', and 'PREVIOUS LE'.

ACTION CODE	LEAVE SCHEME	PREVIOUS LE
N	STD	

# **Carry Forward Leave Methods**

Restricted



## Initialize New Year Procedures [Carry forward leave methods]

The following are the available 'Carry Forward Leave Methods'.

The screenshot shows a software interface for configuring leave methods. It includes labels for 'Department', 'Employee', and 'Leave Type', each followed by a '- ALL -' button. To the right, a dropdown menu is open, displaying the following options: 'All (balance leave)' (highlighted in blue), 'One year (without B/F)', 'Maximum days C/F (manual)', 'Maximum days C/F (allocation)', 'None', and 'Maximum days C/F (by percentage)'.

### 1. All (balance leave):

This option carries forward ALL annual leave balances to the following year, ensuring that employees retain their unutilized leave from the previous year.

Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 14	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 15	Taken: 0	Balance: 15

## Initialize New Year Procedures [Carry forward leave methods]

### 2. One year (without B/F):

This option carries forward only the unutilized Earned Leave from the current year.

Note that any unutilized Earned Leave from the previous year (2022) will be forfeited.

If B/F from 2022 is equal to or greater than the YTD Taken in 2023, the carry forward to 2024 will be equal to the 2023 YTD Entitlement.

#### Example:

B/F 2022 = 3 days | Taken 2023 = 2 days | The remaining 1 day not utilized will be forfeited.

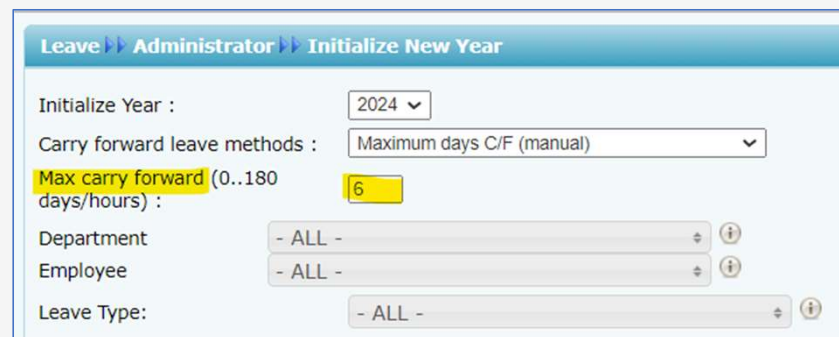
System will carry forward Entitle 2023 (13 days) to 2024 instead of 14 days.

Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 13	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 14	Taken: 0	Balance: 14

## Initialize New Year Procedures [Carry forward leave methods]

### 3. Maximum days C/F (manual):

This option carries forward leave based on the user-defined number of days or the actual annual leave balance, whichever is lower.



Leave Administrator Initialize New Year

Initialize Year : 2024

Carry forward leave methods : Maximum days C/F (manual)

Max carry forward (0..180 days/hours) : 6

Department : - ALL -

Employee : - ALL -

Leave Type: - ALL -

Scenario #1	Scenario #2
Annual Leave Balance = 6 days	Annual Leave Balance = 4 days
Max Carry Forward = 6 days	Max Carry Forward = 6 days
B/F in the following year = <b>6 days</b>	B/F in the following year = <b>4 days</b>

Expected results based on the above setting.

The system carries forward 6 days to 2024, despite the 2023 balance being 14 days.

Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 6	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 7	Taken: 0	Balance: 7

## Initialize New Year Procedures [Carry forward leave methods]

### 4. Maximum days C/F (allocation):

This option carries forward leave based on a pre-defined value (days) specified in the 'Leave module > Administrator > Leave Allocation > Current Year Carry Forward' column.



Service Years ( From - To )	Entitlement Days	Maximum Accumulated Balance	Current Year Carry Forward
0 - 1	12		10
1 - 5	14		10
5 - 99	16		10

Expected results based on the above setting.

The system carries forward 10 days to 2024, despite the 2023 balance being 14 days.



Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 10	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 11	Taken: 0	Balance: 11

## Initialize New Year Procedures [Carry forward leave methods]

### 5. Maximum days C/F (by percentage):

This option carries forward leave based on a pre-defined value (%) specified in the 'Leave module > Administrator > Leave Allocation > **Current Year Carry Forward**' column.

If "Maximum Day C/F (By Percentage)" is selected during Initialize New Year, the value setup in the "Current Year Carry Forward" column relates to a percentage.



Service Years ( From - To )	Entitlement Days	Maximum Accumulated Balance	Current Year Carry Forward
0 - 1	12		10
1 - 5	14		10
5 - 99	16		10

Expected results based on the above setting.

The system carries forward 1.4 days to 2024, despite the 2023 balance being 14 days.



Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 1.4	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 2.4	Taken: 0	Balance: 2.4

## Initialize New Year Procedures [Carry forward leave methods]

### 6. **None:**

This option results in the forfeiture of all unused annual leave.

The B/F column in the following year will show '0'.

Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 0	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 1	Taken: 0	Balance: 1

# **Initialize New Year for Timesheet**

Restricted

## Initialize New Year Procedures [Timesheet]

---

After initializing the New Year for ePayroll, the next crucial step is to initialize for Timesheet.

Failure to complete this step will result in the non-creation of employees' shift schedules for 2024 and an inability to calculate overtime hours correctly.

This step should be done after initializing the New Year for ePayroll. If you do not have the 'Timesheet' module, you may skip this process.



## Initialize New Year Procedures [Timesheet]

- 1 Open the URL for Timesolution.
- 2 Log in to the database where you want to perform the initialization for **Timesheet**.
- 3 Log in as **'ADMIN'** or **any login ID** with permission access to the initialize function.  
**The login ID used for initialization must have access to all employees.**
- 4 Choose the period for **'202401'**.

**TIMES SOFTWARE**

Good Morning, carme

Emp No:

Password:

Company:

Period:

**Login**

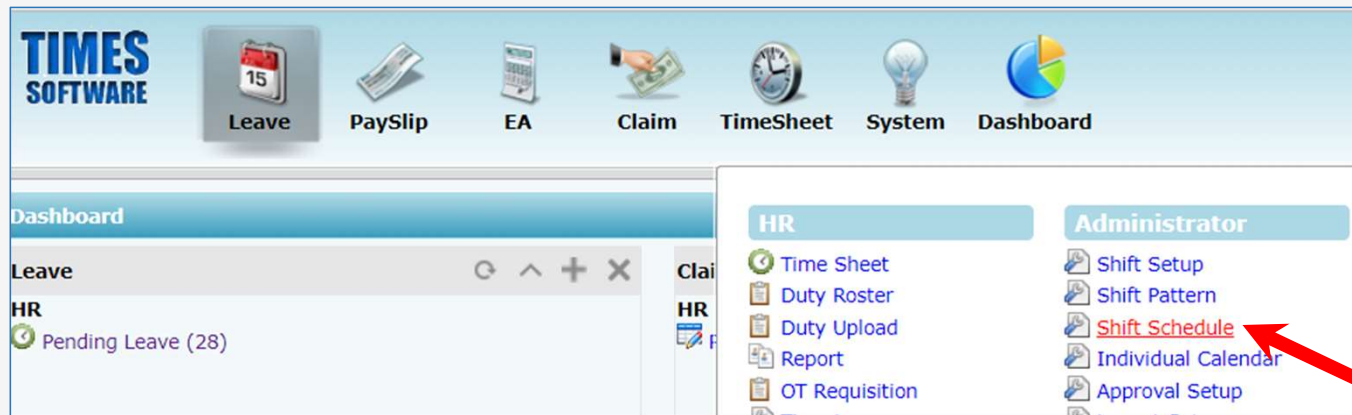
By logging in, you are agree to comply with the [Acceptable Use Policy \(AUP\)](#)

First time login / forgot password

Account will be locked after 3 times of incorrect login

## Initialize New Year Procedures [Timesheet]

- 5 From 'Timesheet' module, navigate to 'Administrator' and select 'Shift Schedule'.



## Initialize New Year Procedures [Timesheet]

6

From 'Work Group', select all the codes in the drop down.

Keep the settings as 'ALL' for the following:

- ☐ Department
- ☐ Employee
- ☐ Shift Pattern
- ☐ Gender

For 'Date Range', set as '01/01/2024' to '31/12/2024'.

TimeSheet Administrator Shift Schedule

Work Group 4 selected

Department - ALL -

Employee - ALL -

Shift Pattern - ALL -

Date Range 01/01/2024 To 31/12/2024

Gender All

Query Save Process Upload Export

<input checked="" type="checkbox"/>	Emp No	Emp Name	Work group search...	Shift pattern search...
<input checked="" type="checkbox"/>	001	AJAMES TEONG	Office Staff	ADMIN
<input checked="" type="checkbox"/>	009	ANITA	Office Staff	ADMIN
<input checked="" type="checkbox"/>	019	ANNIE LEE	Office Staff	ADMIN
<input checked="" type="checkbox"/>	N001	APPROVER 1	Office Staff	123456789012345
<input checked="" type="checkbox"/>	022	DILA	Office Staff	ADMIN
<input checked="" type="checkbox"/>	007	EVONNE	Office Staff	ADMIN
<input checked="" type="checkbox"/>	020	KAREN YONG	Office Staff	ADMIN

Show Page 1 of 2 Pages

First Prev Next Last

## Initialize New Year Procedures [Timesheet]

- 7 Select the checkbox for all employees.

Click 'Save'.

If you have more than 20 employees, you may consider changing the display record to a higher number, e.g., 100 for headcount between 50 to 100.

Then, click 'Process' to initiate the shift scheduling for the year 2024.

TimeSheet Administrator Shift Schedule

Work Group: 4 selected  
Department: - ALL -  
Employee: - ALL -  
Shift Pattern: - ALL -  
Date Range: 01/01/2024 To 31/12/2024  
Gender: All

Query Save Process Upload Export

Emp No	Emp Name	Work group search...	Shift pattern search...
<input checked="" type="checkbox"/>	AJAMES TEONG	Office Staff	ADMIN
<input checked="" type="checkbox"/>	ANITA	Office Staff	ADMIN
<input checked="" type="checkbox"/>	ANNIE LEE	Office Staff	ADMIN
<input checked="" type="checkbox"/>	APPROVER 1	Office Staff	123456789012345
<input checked="" type="checkbox"/>	DILA	Office Staff	ADMIN
<input checked="" type="checkbox"/>	EVONNE	Office Staff	ADMIN
<input checked="" type="checkbox"/>	KAREN YONG	Office Staff	ADMIN

Show Page 1 of 2 Pages

First Prev Next Last

Display 100 Records Per Page

## Initialize New Year Procedures [Timesheet]

- 8 Note that processing times may vary, depending on the size of your data.  
Ensure not to close the browser or navigate to another page during the processing.

The screenshot displays the 'TimeSheet Administrator Shift Schedule' interface. The top navigation bar includes 'Main' and 'Shift Schedule' tabs. The main content area shows filters for 'Work Group' (4 selected), 'Department' (- ALL -), 'Employee' (- ALL -), 'Shift Pattern' (- ALL -), 'Date Range' (01/01/2024 To 31/12/2024), and 'Gender' (All). Below these filters are buttons for 'Query', 'Save', 'Process', 'Upload', and 'Export'. A red arrow points to a highlighted row in the table, labeled 'Processing Employee (022, Office Staff, ADMIN)'. The table has columns for 'Emp No', 'Emp Name', and a search box. A green box highlights the 'Process Completed.' status in the bottom right corner of the interface.

TimeSheet Administrator Shift Schedule

Work Group: 4 selected  
Department: - ALL -  
Employee: - ALL -  
Shift Pattern: - ALL -  
Date Range: 01/01/2024 To 31/12/2024  
Gender: All

Processing Employee (022, Office Staff, ADMIN)

Emp No Emp Name Work group search...

Process Completed.

The shift scheduling  
initialization is completed

## Initialize New Year Procedures [Timesheet]

- 9 If the list of employees spans more than 1 page, please repeat the initialization shift scheduling on each page.

Note:

If you have more than one database, repeat all the steps for each additional database.

TimeSheet Administrator Shift Schedule

Work Group: 4 selected  
Department: - ALL -  
Employee: - ALL -  
Shift Pattern: - ALL -  
Date Range: 01/01/2024 To 31/12/2024  
Gender: All

Query Save **Process** Upload Export

<input checked="" type="checkbox"/>	Emp No	Emp Name	Work group search...	Shift pattern search...
<input checked="" type="checkbox"/>	001	AJAMES TEONG	Office Staff	ADMIN
<input checked="" type="checkbox"/>	009	ANITA	Office Staff	ADMIN
<input checked="" type="checkbox"/>	019	ANNIE LEE	Office Staff	ADMIN
<input checked="" type="checkbox"/>	N001	APPROVER 1	Office Staff	123456789012345
<input checked="" type="checkbox"/>	022	DILA	Office Staff	ADMIN
<input checked="" type="checkbox"/>	007	EVONNE	Office Staff	ADMIN
<input checked="" type="checkbox"/>	020	KAREN YONG	Office Staff	ADMIN

Show Page 1 of 9 Pages

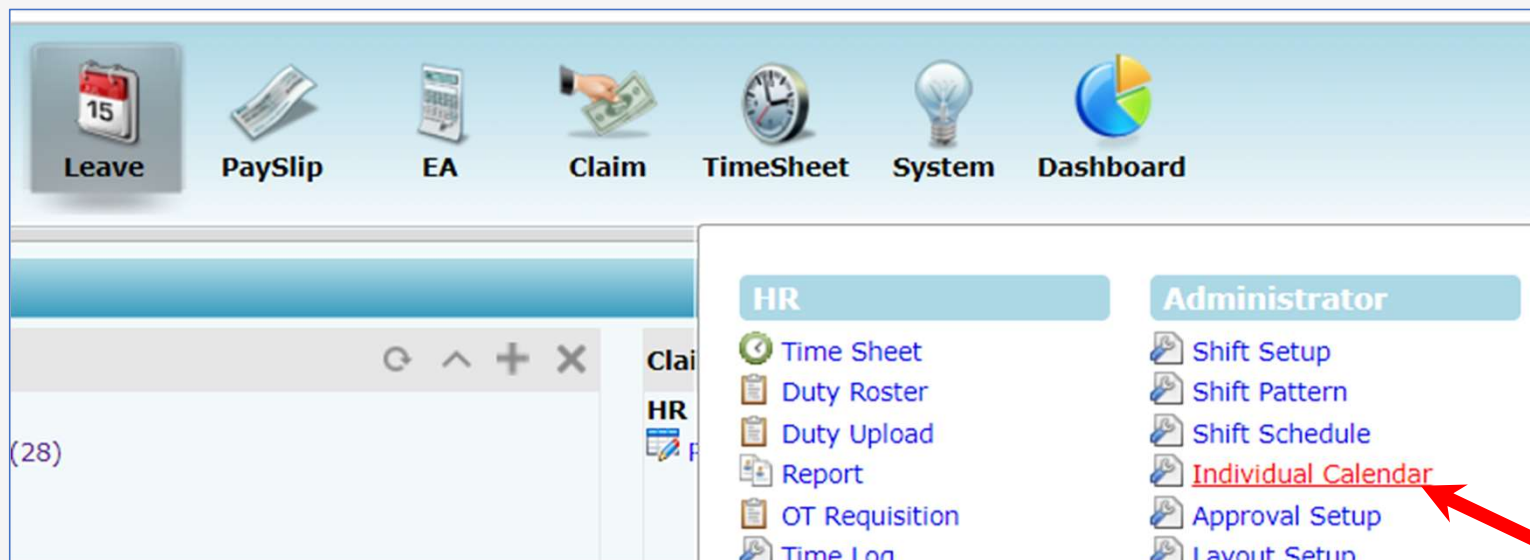
First Prev Next Last

Process for all pages

## Initialize New Year Procedures [Timesheet]

- 10 Now that the initialization of the Timesheet is completed for the year 2024, it is advisable to verify its status.

Go to 'Administrator' and choose 'Individual Calendar'.





## Initialize New Year Procedures [Timesheet]

11 Choose the employee code.

Then, set the date range from 01/01/2024 to 31/12/2024.

Click 'Save' and then, click 'Query.'

The system will display the employee list within the selected date range. Ensure that the 'Workgroup' and 'Shift' fields contain the expected data.

TimeSheet Administrator Individual Calendar

Work Group: - ALL -  
Department: - ALL -  
Employee: A.JAMES TEONG [001] [DEFAULT]  
Date Range: 01/01/2024 To 31/12/2024

Query Save

Date	Day	Work Group	Shift
01/01/2024	Mon	Office	WD01
02/01/2024	Tue	Office	WD01
03/01/2024	Wed	Office	WD01
04/01/2024	Thu	Office	WD01
05/01/2024	Fri	Office	WD01
06/01/2024	Sat	Office	RD02
07/01/2024	Sun	Office	RD02
08/01/2024	Mon	Office	WD01
09/01/2024	Tue	Office	WD01
10/01/2024	Wed	Office	WD01
11/01/2024	Thu	Office	WD01
12/01/2024	Fri	Office	WD01
13/01/2024	Sat	Office	RD02

'Work Group' and 'Shift' must not be empty



# Break

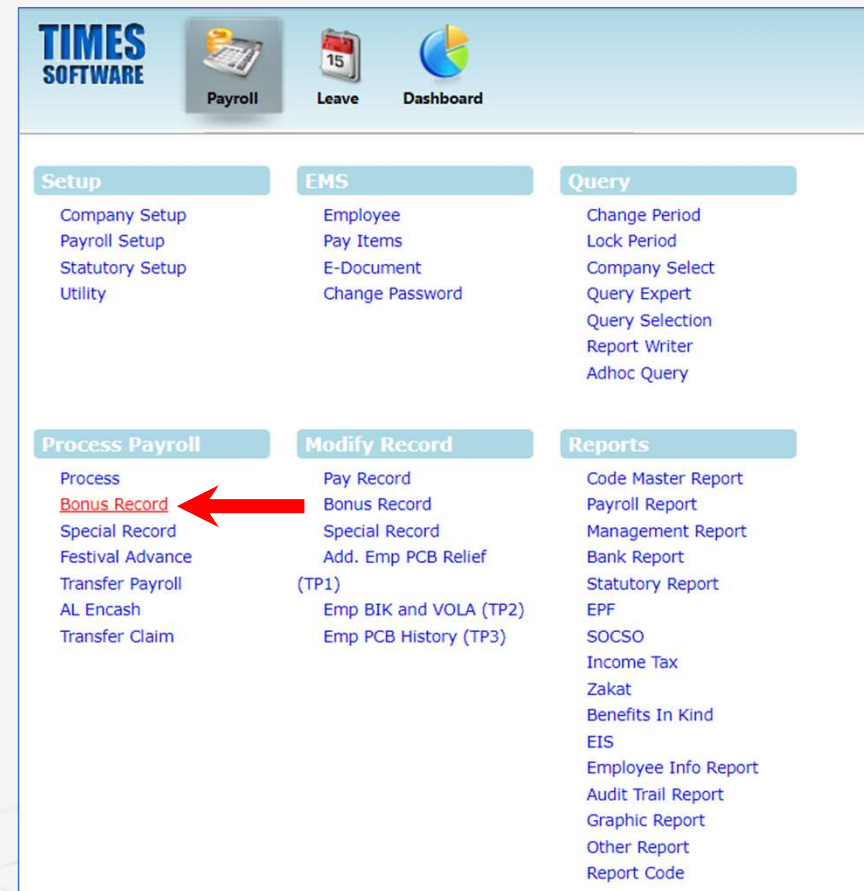
Restricted

# Process Bonus

Restricted

# Process Bonus

In this topic, we will share with you the knowledge on processing bonuses.



## Process Bonus - Important Note

---

Please be reminded that if you wish to pay [BONUS] before the [MID] or [END] cycle, **you MUST first run the "Process PAY RECORD," followed by the "Process BONUS"**. Otherwise, Normal Remuneration (Y1), which consists of Basic Wage + Fixed Allowance, will be captured as 0.00 in PCB Computation By Formula. This affects the PCB calculation in the Bonus pay cycle.

The term 'Y1' (representing Normal Remuneration) is a crucial factor in the computation formula for PCB.

Further interpretation of **Y1 includes Basic, Overtime and any Allowances paid on a monthly basis**, regardless of whether the amount is fixed or variable.

In the absence of Y1, employees' PCB amount in BONUS cycle will be under-deducted and the shortage will be added to END cycle process. This may lead to disagreements from employees who may then have to pay higher taxes in the END cycle.

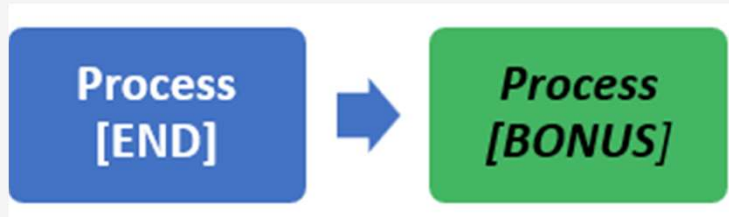
For that reason, it is advisable to follow the proper Process Bonus steps to avoid unnecessary disputes from employees regarding the deductible PCB amount in the respective pay cycle

# Bonus Processing Flow

---

The following outline various scenarios for bonus processing.

- 1 Pay the **[BONUS]** after the **[END]** cycle, follow the process flow below.  
(Assuming you do not have MID cycle)



- 2 Pay the **[BONUS]** after the **[MID]** and the **[END]** cycle, follow the process flow below.

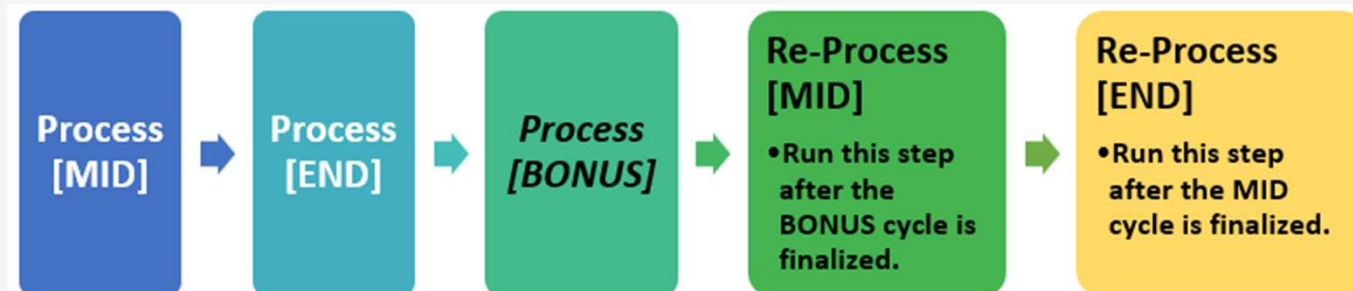


# Bonus Processing Flow

- 3 Pay the [BONUS] after the [MID] but before the [END] cycle, follow the process flow below. The objective of processing END is to include Basic+Fixed Allowance in the PCB calculation.



- 4 Pay the [BONUS] before the [MID] and the [END] cycle, follow the process flow below. The objective of processing MID & END is to include Basic+Fixed Allowance in the PCB calculation.



## Bonus Processing – Important Note

If re-processing the [MID] or [END] cycle, always choose the **first** option;  
“Reprocess earlier Selected Staff without clearing variable entries”



**TIMES SOFTWARE**

Payroll Leave Dashboard

PROCESS STOP CLEAR Process Payroll [202312/E]

☒ Reprocess earlier Selected Staff without clearing variable entries

☐ Reprocess earlier Selected Staff with clearing variable entries

☐ Do not reprocess earlier Selected Staff

# Frequently Asked Question on PCB during Bonus Run

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**Question:** Why does the PCB in the Bonus cycle show a lower amount than last month's PCB, even though the employee received a one-month bonus?

**Answer:** It is possible that you missed processing the MID/END cycle before running the [Bonus Record].  
Verify whether you have executed the process for the MID/END cycle. If not, clear the BONUS cycle, and follow the correct Bonus processing flow.



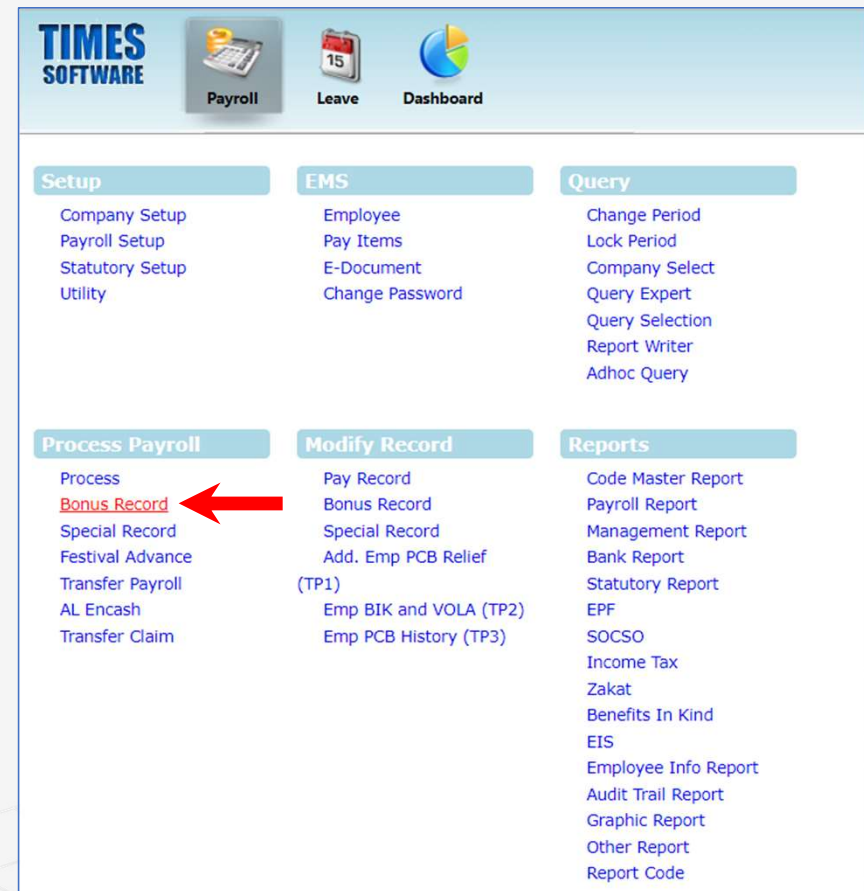
# Bonus Process Settings

Restricted

# Bonus Parameters

Go to the 'Payroll' module'.

Navigate to 'Process Payroll' and select the 'Bonus Record'.



# Bonus Parameters

This is the 'Process Bonus Record' window, which displays the available features and settings for bonus processing.

**TIMES SOFTWARE** Payroll Leave Dashboard

Powered By : **TIMES SOFTWARE**

User: support - NONE  
Date Time: 03/12/2023 15:11:48  
Company: IMPORTDL  
Period: 202312 E [Log out](#)

**Bonus Parameter** Group Individual Update Bonus Factor

Bonus Code: BONU

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 2023

Bonus Factor: 1

Bonus Payment by: New Base Salary

Bonus Amount:

Pay Cycle: Bonus Period

Bonus Calculation By: Service Month

Service Month Cut Off Day: 15

Process Batch Group: DEFAULT

Bonus Report Order By: COMPANY+DEPARTMENT+NAME

default Bonus Factor From Update Employee if '0' bonus factor entered

Rounding Formula:

'0' No Cut off day apply. '31' must work for full complete month

Leave Exclusion

☐ Exclude NPL

☐ Exclude Sick Leave

☐ Exclude Annual Leave

☐ Exclude Absent Leave

☐ Exclude Hospitalization Leave

Days

☒ Exclude unconfirmed staff ?

☐ Exclude Employee Hired After

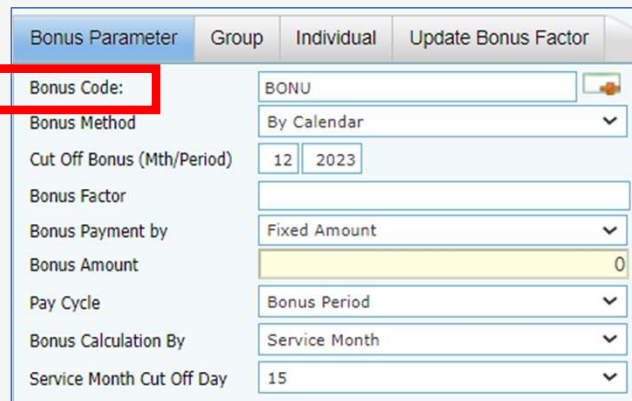
☐ Exclude Employee Resigned After

☐ Exclude Zero Bonus Amount

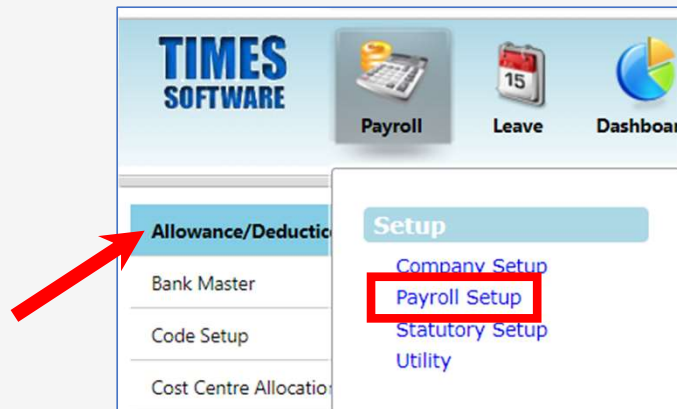
STOP CLEAR RECORD TRIAL RUN PROCESS

In the following section, we will elaborate on the features and settings within the 'Bonus Parameter'. This will include details on bonus amount calculation, eligibility criteria, methods of bonus distribution, and any other relevant settings or factors influencing the bonus process.

## Bonus Parameters Set Up [No 1 – Bonus Code]



Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12	2023	
Bonus Factor			
Bonus Payment by	Fixed Amount		
Bonus Amount	0		
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		



Bonus Parameter	Important Remarks
<b>Bonus Code</b> Select the code you wish to use for Bonus payments from the Bonus Code drop-down, which is populated from the 'Setup > Payroll Setup > Allowance/Deduction Table'.	It is strongly recommended to use a code with leading characters of "BONU" and a maximum of 8 characters. For instance: "BONU", "BONUS", "BONUSSPE", "BONU2023", etc. By doing so, the system will be able to distinguish the Bonus amount from other allowances in the Payroll Department Report, capturing it in the Bonus column instead of Allowances.

## Bonus Parameters Set Up [No 1 – Bonus Code]

An example of Payroll Reports with Bonus amounts processed using codes 'BONU' and 'INC-BONU'. Amounts from codes with leading characters of **BONU** will be captured in the report under **Bonus**.

Employee's Information				Salary Information				Payroll Information			
Emp No / Name	D006-N [DONKEY TEE]			EPF	CLASS1			Basic Salary	15,000.00		
Department	NONE			Hired Date	09/10/2023			Daily Rate	483.87		
Age / DP Child	62.58			Termination Date				Hourly Rate	78.67		
Paid	MONTHLY			Last Payment Date				Pay Group / Type	STD 2-SN		
				SOC SO	FIRST			Period	202312		
				EIS	FIRST			Cycle / Cycle Run	B E		
				TAX Cat	K1			Trial Mode	NO		
								Change Basic	<input type="checkbox"/>		

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS	F	F	T	T				2,000.00
INC-BONU	INCENTIVE BONUS	F	F	T	T				1,500.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				0.00

Query : ALL plus ( Emp No. From C0001-R TO D006-N DEP From DATE TO VS by DEPARTMENT and CATEGORY )

Month : Bonus Period

Employee#	Employee Name	Salary	Days	Hours	Earnings
NONE(NONE)					
NONE(NONE)					
D006-N	DONKEY TEE	15,000.00			
					INCENTIVE BONUS 1,500.00
					BONUS 2,000.00
					Gross Salary 3,500.00
					Employer EPF 140.00

Basic	NPL	OT	Shift	Rest Day	Bonus	Allowances	Gross Wages	Deductions	Income Tax	Ee'EPF	Ee'Socso	Ee'EIS
0.00	0.00	0.00	0.00	0.00	2,000.00	1,500.00	3,500.00	0.00	0.00	0.00	0.00	0.00

Allowances + Bonus				Deductions + Income Tax			
BONUS		2,000.00	T				
INCENTIVE BONUS		1,500.00	T				

## Bonus Parameters Set Up [No 1 – Bonus Code]

Additionally, verify your BONUS code settings in the “**Allowance/Deduction**” to ensure they are configured correctly. Below is an example of a bonus code with appropriate statutory settings.

The screenshot shows the 'Allowance / Deduction' setup form. The left sidebar lists various setup options, with 'Allowance/Deduction' selected. The main form has two tabs: 'Allowance / Deduction' and 'Leave Deduction'. The 'Allowance / Deduction' tab is active, showing fields for Code, Description, EA No., Tax Exempt Code, GRP Formula, Grosswage, Back Pay Allowance, and various checkboxes for statutory settings. Red boxes highlight the following areas:

- Code: BONU
- Description: BONUS
- EA No.: Fees, Director Fees, C
- CP21/CP22A: Commission and Bonus [2]
- Checkboxes: ☒ \*\*IS BONUS, ☒ EPF, ☒ VOL, ☒ PCB, ☒ ADD PAY(YT)



## Bonus Parameters Set Up [No 2 – Bonus Method]

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
<b>Bonus Method</b>	By Calendar		
Cut Off Bonus (Mth/Period)	By Calendar		
Bonus Factor	By Pay Period		
Bonus Payment by	Fixed Amount		
Bonus Amount	0		
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		

Bonus Parameter	Important Remarks
<b>Bonus Method</b> There are three options for selection: <ul style="list-style-type: none"> <li>By Calendar</li> <li>By Pay Period</li> <li>By Calendar – Periodical</li> </ul>	<p><b>By Calendar:</b> Based on the Calendar year <u>Example:</u> 01 Jan 2023 to 31 Dec 2023</p> <p><b>By Pay Period:</b> Based on the employee's pay group's period <u>Example:</u> 21 Dec 2022 to 20 Dec 2023</p> <p><b>By Calendar – Periodical:</b> Based on the company financial period <u>Example:</u> 01 July 2022 to 30 Jun 2023</p>

The differences in the calendar date range for the three (3) bonus methods

Calendar Days			By Pay Period			By Calendar – Periodical		
Period 1	01/01/2023	31/01/2023	Period 1	21/12/2022	20/01/2023	Period 1	01/07/2022	31/07/2022
Period 2	01/02/2023	28/02/2023	Period 2	21/01/2023	20/02/2023	Period 2	01/08/2022	31/08/2022
Period 3	01/03/2023	31/03/2023	Period 3	21/02/2023	20/03/2023	Period 3	01/09/2022	30/09/2022
Period 4	01/04/2023	30/04/2023	Period 4	21/03/2023	20/04/2023	Period 4	01/10/2022	31/10/2022
Period 5	01/05/2023	31/05/2023	Period 5	21/04/2023	20/05/2023	Period 5	01/11/2022	30/11/2022
Period 6	01/06/2023	30/06/2023	Period 6	21/05/2023	20/06/2023	Period 6	01/12/2022	31/12/2022
Period 7	01/07/2023	31/07/2023	Period 7	21/06/2023	20/07/2023	Period 7	01/01/2023	31/01/2023
Period 8	01/08/2023	31/08/2023	Period 8	21/07/2023	20/08/2023	Period 8	01/02/2023	28/02/2023
Period 9	01/09/2023	30/09/2023	Period 9	21/08/2023	20/09/2023	Period 9	01/03/2023	31/03/2023
Period 10	01/10/2023	31/10/2023	Period 10	21/09/2023	20/10/2023	Period 10	01/04/2023	30/04/2023
Period 11	01/11/2023	30/11/2023	Period 11	21/10/2023	20/11/2023	Period 11	01/05/2023	31/05/2023
Period 12	01/12/2023	31/12/2023	Period 12	21/11/2023	20/12/2023	Period 12	01/06/2023	30/06/2023

# Bonus Parameters Set Up [No 3 – Cut-Off Bonus (month/period)]

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12	2023	
Bonus Factor			
Bonus Payment by	Fixed Amount		
Bonus Amount	0		
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		

Bonus Parameter	Important Remarks
<b>Cut-Off Bonus (month/period)</b> This parameter determines the cut-off period for bonus computation.	<p><u>Example:</u></p> <p><b>Bonus Method By Calendar</b>                      Cut off bonus = 12-2023</p> <p>Bonus Method: By Calendar                      Cut Off Bonus (Mth/Period): 12 2023</p> <p><b>Bonus Method By Pay Period</b>                      Cut off bonus = 202312</p> <p>Bonus Method: By Pay Period                      Cut Off Bonus (Mth/Period): 202312</p> <p><b>Bonus Method By Calendar - Periodical</b>                      The company's bonus calculation cut off follow company's the financial year.</p> <p><u>Example:</u>                      Company's financial year is from July to June.                      Cut off bonus = 7-2022 to 6-2023                      Therefore, employees hired after 30/06/2023 will not receive a bonus.</p> <p>Bonus Method: By Calendar - Periodical                      Cut Off Bonus (Mth/Period): 7 2022 To 6 2023</p>



## Bonus Parameters Set Up [No 4 – Bonus Factor]

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12	2023	
<b>Bonus Factor</b>			
Bonus Payment by	Fixed Amount		
Bonus Amount	0		
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		

Bonus Parameter	Important Remarks
<b>Bonus Factor</b> Define the multiplying factor for bonus processing.	<p>If you enter 0, the value specified in the 'EMS &gt; Pay Item &gt; Bonus Factor' field will be used for bonus processing.</p> <div> <div>E-Payroll Statutory Requirement Allowances/</div> <div> <div> <div>←</div> <div>→</div> </div> <div>SAVE CANCEL</div> </div> </div> <div>Employee ID / Name</div> <div>D006-N [DONKEY TEE]</div> <div>Pay Group/Type Setting</div> <div> <div>Pay Group</div> <div>STD</div> </div> <div> <div>Pay Type *</div> <div>SN-Mthly Rated-SubjOT [SN</div> </div> <div> <div>Mid Mth Pay</div> <div><input type="checkbox"/> Semi-Month?</div> </div> <div> <div>Mid mth deduct EPF?</div> <div>No</div> </div> <div> <div>Bonus Factor</div> <div>2</div> </div>
	<p>When running "Process Bonus <u>By Group</u>" or "By Individual", enter the Bonus Factor as '0' or leave it empty.</p>

## Bonus Parameters Set Up [No 5 – Bonus Payment By]

Bonus Parameter Group Individual Update Bonus Factor

Bonus Code:

Bonus Method:

Cut Off Bonus (Mth/Period):

Bonus Factor:

**Bonus Payment by:**

Bonus Amount:

Pay Cycle:

Bonus Calculation By:

Service Month Cut Off Day:

The following explains the difference between **New Base Salary**, **Base Salary** and **New Base Salary (Last year)**.

Bonus Run in period **2023-12**

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTRE	COMPANY	OLD SALARY	INCREMENT	NEW SALARY
ANNU	02/05/2023	02/05/2023	NONE	NONE	NONE	NONE	TESTDEL	3430.00	300.00	3730.00
FSTART	08/08/2018	08/08/2018	NONE	NONE	NONE	NONE	TESTDEL	3430.00	0.00	3430.00

Base Salary New Base Salary

Bonus Run in period **2024-02**

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTRE	COMPANY	OLD SALARY	INCREMENT	NEW SALARY
MERIT	01/02/2024	01/02/2024	NONE	NONE	NONE	NONE	TESTDEL	3730.00	150.00	3880.00
ANNU	02/05/2023	02/05/2023	NONE	NONE	NONE	NONE	TESTDEL	3430.00	300.00	3730.00
FSTART	08/08/2018	08/08/2018	NONE	NONE	NONE	NONE	TESTDEL	3430.00	0.00	3430.00

Base Salary New Base Salary

New Base Salary  
(last year)

## Bonus Parameters Set Up [No 6 – Bonus Amount]

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	<input type="text" value="BONU"/>		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12	2023	
Bonus Factor	<input type="text"/>		
Bonus Payment by	Fixed Amount		
Bonus Amount	<input type="text" value="0"/>		
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		

### Bonus Parameter

#### Bonus Amount

This field is applicable when “**Bonus Payment By**” is set to “**Fixed Amount**”. It represents a fixed bonus amount for all employees in your bonus processing.

## Bonus Parameters Set Up [No 7 – Pay Cycle]

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar - Periodical		
Cut Off Bonus (Mth/Period)	7	2022	To 6 2023
Bonus Factor			
Bonus Payment by	Fixed Amount		
Bonus Amount	0		
<b>Pay Cycle</b>	Bonus Period		
Bonus Calculation By	Mid-month Period End-month Period <b>Bonus Period</b> Special Cycle		
Service Month Cut Off Day	Week 1 Week 2 Week 3 Week 4 Week 5		
Process Batch Group:			
Leave Exclusion	<input type="checkbox"/> Exclude NDI		

### Bonus Parameter

#### Pay Cycle

Select the cycle during which to pay the bonus to the employee.

#### Mid-month Period:

Bonus amount add to MID-MONTH cycle.

#### End-month Period:

Bonus amount add to END-MONTH cycle.

#### Bonus Period:

Bonus amount is processed separately from the MID/END cycle and placed in the BONUS cycle.

#### Special Cycle:

Bonus amount is processed separately from the MID/END cycle and placed in the Special cycle.

### Important Remarks

It is recommended to select "Bonus Period" or "Special Cycle" when processing a bonus.

This allows the system to segregate PCB and EPF on the Bonus/Special pay cycle from the Regular pay cycle.

## Bonus Parameters Set Up [No 8 – Service Month Cut-Off Day]

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12	2023	
Bonus Factor			
Bonus Payment by	Fixed Amount		
Bonus Amount	0		
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		

Bonus Parameter	Important Remarks
<b>Service Month Cut-Off Day</b> This option is applicable when selecting the "Service Month" in "Bonus Calculation By"	0 = No Cut-Off (System code) 31 = Must work for the complete full month (System code) Any other number = Regards as Days Work.
Specify a 'cut-off day' to enable the system to determine the number of days an employee needs to work in the first month (for new hires) or the last month (for resigned employees) to be considered as a service month in bonus calculation. This pertains to employees with less than one year of service.	<u>Example:</u> 1) "15": Employee must work at least 15 calendar days in the 1st month from the hired date or last month till the resigned date to count as one service month. Otherwise, disregard in Bonus calculation. 2) "20": Employee must work at least 20 calendar days in the 1st month from the hired date or last month till the resigned date to count as one service month. Otherwise, disregard in Bonus calculation.

## Bonus Parameters Set Up [No 9 – Bonus Calculation By]

The '**Bonus Calculation By**' feature is applicable when an employee works for less than a year, and it involves prorating the bonus amount based on the actual duration of employment.

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12 2023		
Bonus Factor	1		
Bonus Payment by	New Base Salary		
Bonus Amount			
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		
Process Batch Group:	DEFAULT		

### **\*\*Service Month\*\***

Example:

Hired date = 17/05/2023

Bonus method = By Calendar

Cut Off Bonus = 12-2023

Bonus factor = 1

New Base Salary = \$2,335.00

Service Month Cut Off Day = 15

Bonus calculation as follows:

Actual working months = 8 months

$(8 \text{ months} \div 12 \text{ months}) \times \$2,335.00 = \$1,556.67$

Emp.No	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU
TEST IMPORT	(NONE) NONE								
D0005	DANSON TEE	SN	2,335.00	1	17/05/2023		8	0.00	1,556.67



# Bonus Parameters Set Up [No 9 – Bonus Calculation By]

Bonus Parameter Group Individual Update Bonus Factor

Bonus Code: BONU

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 2023

Bonus Factor: 1

Bonus Payment by: New Base Salary

Bonus Amount: 0

Pay Cycle: Bonus Period

**Bonus Calculation By: Calendar Days**

Process Batch Group: DEFAULT

Leave Exclusion

☒ Exclude NPL

☐ Exclude Sick Leave

☐ Exclude Annual Leave

☐ Exclude Absent Leave

☐ Exclude Hospitalization Leave

Exclude Bonus Condition

☐ Exclude unconfirmed staff ?

☐ Exclude Employee Hired After

☐ Exclude Employee Resigned After

☐ Exclude Zero Bonus Amount

You can specify the number of leaves taken to take effect on the bonus

## **\*\*Calendar Days\*\***

Example:

Hired date = 17/05/2023

Bonus method = By Calendar

Cut Off Bonus = 12-2023

Bonus factor = 1

New Base Salary = \$2,335.00

Leave Exclusion – Exclude NPL

[No Pay Leave taken in 2023 = 4 days]

Total calendar days in 2023 = 365 days

Bonus calculation as follows:

Actual calendar days 17/05 to 31/12

= (15+30+31+31+30+31+30+31) – 4 days NPL = **225 days**

(225 days ÷ 365 days) X \$2,335.00 = **\$1,439.38**

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU
TEST IMPORT	(NONE) NONE								
D0005	DANSON TEE	SN	2,335.00	1	17/05/2023		225	0.00	1,439.38

## Bonus Parameters Set Up [No 9 – Bonus Calculation By]

Bonus Parameter Group Individual Update Bonus Factor

Bonus Code:

Bonus Method:

Cut Off Bonus (Mth/Period):

Bonus Factor:

Bonus Payment by:

Bonus Amount:

Pay Cycle:

**Bonus Calculation By:**

Process Batch Group:

Leave Exclusion:

☒ Exclude NPL

☐ Exclude Sick Leave

☐ Exclude Annual Leave

☐ Exclude Absent Leave

☐ Exclude Hospitalization Leave

Exclude Bonus Condition:

☐ Exclude unconfirmed staff ?

☐ Exclude Employee Hired After

☐ Exclude Employee Resigned After

☐ Exclude Zero Bonus Amount

Days

>

>

>

>

>

>

You can specify the number of leaves taken to take effect on the bonus

### **\*\*Working Days\*\***

Example:

Hired date = 17/05/2023

Bonus method = By Calendar

Cut Off Bonus = 12-2023

Bonus factor = 1

New Basic Salary = \$2,335.00

Leave Exclusion – Exclude NPL

[No Pay Leave taken in 2023 = 4 days]

Total working days for 5 Days/Week working pattern in 2023 = 260 days

Bonus calculation as follows:

Actual working days = (11+22+21+23+21+22+22+21) – 4 days NPL = 159 days

(159days ÷ 260days) X \$2,335.00 = \$1,427.94

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU
TEST IMPORT	(NONE) NONE								
D0005	DANSON TEE	SN	2,335.00	1	17/05/2023		159	0.00	1,427.94



# Bonus Parameters Set Up [No 9 – Bonus Calculation By]

## **\*\*Working Days\*\***

Working days calculation is based on the employee's working calendar in 'EMS'.

Dates flagged with 'F' or 'H' will be counted as working days.

F = FULL  
H = HALF  
O = OFF

Calendar

Company Select - TESTDEL Query Select - All

Employee ID / Name: D006-N [DONKEY TEE] Pay Group: STD Head Count - 3

Pay Group Setting: Pay Group: STD [STD] RESET From Date: 01/01/2023 To Date: 31/12/2023 Period: 202312 Total Working's Day: 21

Employee Weekly Setting

	MON	TUE	WED	THU	FRI	SAT	SUN
Week 1	F	F	F	F	F	O	O
Week 2	F	F	F	F	F	O	O

Employee Yearly Calendar

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan 2023	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	
Feb 2023	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F				
Mar 2023	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	
Apr 2023	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O		
May 2023	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	
Jun 2023	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F		
Jul 2023	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	
Aug 2023	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	
Sep 2023	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O		
Oct 2023	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	
Nov 2023	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F		

# Bonus Parameters Set Up [No 10 – Rounding Formula]

The 'Rounding Formula' option allows you to round the bonus amount.

Bonus Parameter Group Individual Update Bonus Factor

Bonus Code:  Bonus Report Order By:

Bonus Method:

Cut Off Bonus (Mth/Period):

Bonus Factor:  default Bonus Factor From Update Employee if '0' bonus factor entered

Bonus Payment by:

Bonus Amount:

Pay Cycle:  **Rounding Formula**

Bonus Calculation By:

Process Batch Group:

Leave Exclusion

☒ Exclude NPL  Days

☐ Exclude Sick Leave

☐ Exclude Annual Leave

☐ Exclude Absent Leave

☐ Exclude Hospitalization Leave

Exclude Bonus Condition

☐ Exclude unconfirmed status

☐ Exclude Employee

Hired After

☐ Exclude Employee

Resigned After

☐ Exclude Zero Bonus Amount

STOP CLEAR RECORD TRIAL RUN PROCESS

Rounding Formula	Bonus Amount	Bonus Amount
	\$2,083.40	\$2,083.55
None	\$2,083.40	\$2,083.55
Round up to Nearest Dollar	\$2,084.00	\$2,084.00
Round down to Nearest Dollar	\$2,083.00	\$2,083.00
>50cts=One dollar or 50cts=50cts or <50cts=0	\$2,083.00	\$2,084.00
>50cts=One dollar or <=50cts=50cts or 0=0	\$2,083.50	\$2,084.00

# Bonus Parameters Set Up [No 11 – Leave Exclusion]

**Bonus Parameter** | Group | Individual | Update Bonus Factor

Bonus Code:  Bonus Report Order By:

Bonus Method:

Cut Off Bonus (Mth/Period):

Bonus Factor:  default Bonus Factor From Update Employee if '0' bonus factor entered

Bonus Payment by:

Bonus Amount:

Pay Cycle:

Bonus Calculation By:  Rounding Formula:

Service Month Cut Off Day:  '0' No Cut off day apply. '31' must work for full complete month

Process Batch Group:

**Leave Exclusion**

☒ Exclude NPL  Days

☐ Exclude Sick Leave

☐ Exclude Annual Leave

☐ Exclude Absent Leave

☐ Exclude Hospitalization Leave

**Exclude Bonus Condition**

☐ Exclude unconfirmed status

☐ Exclude Employee Hired After

☐ Exclude Employee Resigned After

☐ Exclude Zero Bonus Amount

## Bonus Parameter

### Leave Exclusion

This option is applicable when selecting "Calendar Days" or "Working Days" in "Bonus Calculation By".

## Important Remarks

If any checkbox is selected (✓), the system prorates the bonus amount based on the leave type taken by the employee. Consequently, the employee will not receive the full bonus amount if there is any NPL/SICK/ANNUAL/ABSENT/HOSP leave.

# Bonus Parameters Set Up [No 12 – Exclude Bonus Condition]

**Bonus Parameter** | Group | Individual | Update Bonus Factor

Bonus Code:  Bonus Report Order By:

Bonus Method:

Cut Off Bonus (Mth/Period):

Bonus Factor:  default Bonus Factor From Update Employee if '0' bonus factor entered

Bonus Payment by:

Bonus Amount:

Pay Cycle:

Bonus Calculation By:

Service Month Cut Off Day:

Process Batch Group:

**Leave Exclusion**

☒ Exclude NPL  Days

☐ Exclude Sick Leave

☐ Exclude Annual Leave

☐ Exclude Absent Leave

☐ Exclude Hospitalization Leave

**Exclude Bonus Condition**

☐ Exclude unconfirmed staff ?

☐ Exclude Employee Hired After

☐ Exclude Employee Resigned After

☐ Exclude Zero Bonus Amount

STOP CLEAR RECORD TRIAL RUN PROCESS

Bonus Parameter	Important Remarks
<b>Exclude Bonus Condition</b> This option excludes bonus payment for the following categories of employees: <ul style="list-style-type: none"> <li>Exclude Unconfirmed Staff</li> <li>Exclude Employee Hired after the date specified</li> <li>Exclude Employee Resigned after the date specified</li> </ul>	The system verifies the employee's "Confirmation On" date in the 'EMS>Employee>Employment' section to determine the confirmation status for the "Exclude Unconfirmed Staff" condition. <div>                         Confirmation Due <input type="text" value="06/03/2023"/> </div> <div>                         Confirmation On <input type="text" value="07/03/2023"/> </div>



## Bonus Parameters Set Up [No 13 – Stop]

Bonus Parameter Group Individual Update Bonus Factor

Bonus Code: BONU Bonus Report Order By: COMPANY+DEPARTMENT+NAME

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 2023

Bonus Factor: 1 default Bonus Factor From Update Employee if '0' bonus factor entered

Bonus Payment by: New Base Salary

Bonus Amount:

Pay Cycle: Bonus Period Rounding Formula:

Bonus Calculation By: Working Days

Process Batch Group: DEFAULT

Leave Exclusion

	Days
<input checked="" type="checkbox"/> Exclude NPL	>= 4
<input type="checkbox"/> Exclude Sick Leave	>=
<input type="checkbox"/> Exclude Annual Leave	>=
<input type="checkbox"/> Exclude Absent Leave	>=
<input type="checkbox"/> Exclude Hospitalization Leave	>=

Exclude Bonus Condition

☐ Exclude unconfirmed staff ?

☐ Exclude Employee Hired After:

☐ Exclude Employee Resigned After:

☐ Exclude Zero Bonus Amount:

Processing finished!

STOP CLEAR RECORD TRIAL RUN PROCESS

Click **STOP** to terminate the process; however, note that some records may still be processed to the chosen cycle.

The system will prompt a message to confirm whether you want to proceed with canceling the process.

localhost says

Are you sure to stop processing?

OK

Cancel

# Bonus Parameters Set Up [No 14 – Clear Record]

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus Code:

BONU

Bonus Method

By Calendar

Cut Off Bonus (Mth/Period)

122023

Bonus Factor

1

Bonus Payment by

New Base Salary

Bonus Amount

Pay Cycle

Bonus Period

Bonus Calculation By

Working Days

Process Batch Group:

DEFAULT

Leave Exclusion

☒ Exclude NPL

>=

Days4

☐ Exclude Sick Leave

>=

☐ Exclude Annual Leave

>=

☐ Exclude Absent Leave

>=

☐ Exclude Hospitalization Leave

>=

Exclude Bonus Condition

☐ Exclude unconfirmed s

☐ Exclude Employee

Hired After

☐ Exclude Employee

Resigned After

☐ Exclude Zero Bonus

Amount

Bonus Report Order By

COMPANY+DEPARTMENT+NAME

default Bonus Factor From Update Employee if '0' bonus factor entered

Rounding Formula

Bonus Parameter

Important Remarks

Clear Record

This option deletes bonus records processed in the "Modify Record" section.

The system withdraws the bonus amount from the chosen pay cycle.

STOP

CLEAR RECORD

TRIAL RUN

PROCESS

# Bonus Parameters Set Up [No 15 – Trial Run]

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		Bonus Report Order By
Bonus Method	By Calendar		COMPANY+DEPARTMENT+NAME
Cut Off Bonus (Mth/Period)	12 2023		
Bonus Factor	1		default Bonus Factor From Update Employee if '0' bonus factor entered
Bonus Payment by	New Base Salary		
Bonus Amount			
Pay Cycle	Bonus Period		Rounding Formula
Bonus Calculation By	Working Days		
Process Batch Group:	DEFAULT		

Leave Exclusion		Exclude Bonus Condition	
<input checked="" type="checkbox"/> Exclude NPL	>= 4 Days	<input type="checkbox"/> Exclude unconfirmed staff ?	
<input type="checkbox"/> Exclude Sick Leave	>=	<input type="checkbox"/> Exclude Employee	
<input type="checkbox"/> Exclude Annual Leave	>=	Hired After	
<input type="checkbox"/> Exclude Absent Leave	>=	<input type="checkbox"/> Exclude Employee	
<input type="checkbox"/> Exclude Hospitalization Leave	>=	Resigned After	
		<input type="checkbox"/> Exclude Zero Bonus	
		Amount	

STOP	CLEAR RECORD	TRIAL RUN	PROCESS
------	--------------	-----------	---------

## Bonus Parameter

### Trial Run

Click to view/print the estimated Bonus amount based on the configured settings.

## Important Remarks

This is a trial run only; the system does not process the bonus amount in "Modify Pay Record" or "Modify Bonus Record" or "Modify Special Record".

## Bonus Parameters Set Up [No 16 – Process]

Bonus Parameter		Group	Individual	Update Bonus Factor
Bonus Code:	BONU			
Bonus Method	By Calendar			Bonus Report Order By COMPANY+DEPARTMENT+NAME
Cut Off Bonus (Mth/Period)	12 2023			
Bonus Factor		1		default Bonus Factor From Update Employee if '0' bonus factor entered
Bonus Payment by	New Base Salary			
Bonus Amount				
Pay Cycle	Bonus Period			Rounding Formula
Bonus Calculation By	Working Days			
Process Batch Group:	DEFAULT			
<b>Leave Exclusion</b> <input checked="" type="checkbox"/> Exclude NPL >= 4 Days <input type="checkbox"/> Exclude Sick Leave >= <input type="text"/> <input type="checkbox"/> Exclude Annual Leave >= <input type="text"/> <input type="checkbox"/> Exclude Absent Leave >= <input type="text"/> <input type="checkbox"/> Exclude Hospitalization Leave >= <input type="text"/>		<b>Exclude Bonus Condition</b> <input type="checkbox"/> Exclude unconfirmed staff ? <input type="checkbox"/> Exclude Employee Hired After <input type="text"/> <input type="checkbox"/> Exclude Employee Resigned After <input type="text"/> <input type="checkbox"/> Exclude Zero Bonus Amount		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: yellow; padding: 5px; border: 1px solid black;"> <b>Bonus Parameter</b>  <b>Process</b>  Click to process the bonus amount to the selected pay cycle in "Pay Cycle". </div> <div style="display: flex; justify-content: space-around; width: 100%;"> <div>STOP</div> <div>CLEAR RECORD</div> <div>TRIAL RUN</div> <div>PROCESS</div> </div> </div>				

Bonus Parameter	Important Remarks
<b>Process</b> Click to process the bonus amount to the selected pay cycle in "Pay Cycle".	The system processes the bonus amount to either "Modify Pay Record" or "Modify Bonus Record" or "Modify Special Record", depending on the chosen pay cycle.



# **Bonus Processing Methods**

Restricted

# Bonus Processing Methods

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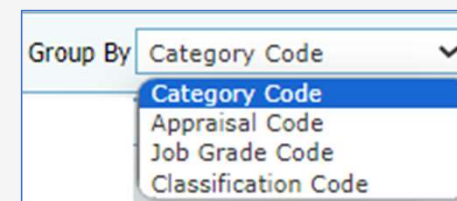
There are four (4) methods that you can use in ePayroll to process bonuses according to your company's bonus processing policy.

## Process Standard Bonus Run

- ☐ Process for all employees with the same bonus factor and conditions.

## Process Bonus By Group

- ☐ Process by one of the 4 available criteria code.  
Criteria codes are assigned in the 'EMS > Employee > Career'.



## Process Bonus By Individual

- ☐ Manually input bonus factor/amount for each employee.

## Import Bonus from Excel Format

- ☐ Upload bonus amounts from an external file i.e., Excel format.

# **Method 1 – Process Standard Bonus Run**

Restricted

## Method 1 – Process Standard Bonus Run

You can use this method to process bonuses if all employees are paid with the same bonus factor and under the same conditions.

Ensure that both the 'Group' and 'Individual' tabs are empty before processing the bonus using this method.

The image displays two screenshots of a software interface for processing bonuses. The left screenshot shows the 'Group' tab selected, and the right screenshot shows the 'Individual' tab selected. Both tabs are highlighted with red boxes. The interface includes fields for 'Variable Bonus 1', 'Variable Bonus 2', and 'Group By', along with buttons for 'GENERATE RECORD' and 'CLEAR RECORD'. The status bar at the bottom of each window indicates 'Total count: 0 record(s)' and 'Page 1 of 0'.

## Method 1 – Process Standard Bonus Run

Below is an example of bonus processing conditions.

Once done on the setup, click '**Process**' to initiate the bonus processing.

Formula	Configurations
Bonus Method	By Calendar
Cut off Bonus	12-2023
Bonus factor for all employees	1 (month)
Bonus Payment By	New Base Salary (Newest Basic Salary)
Bonus payment period	Bonus Period (Split from END pay cycle)
Bonus Calculation by	Calendar Days (Prorate By Calendar Days)
Leave Exclusion	Exclude NPL (Employees on No Pay Leave will not receive the full one-month bonus amount)

Configure the bonus setting as shown here.  
When you are ready to proceed, click '**Process**' to calculate the bonus amount and transfer the bonus records to 'Modify Record > Bonus Record'.

Note:

In this example, we have chosen to process the bonus in a separate cycle i.e., 'Bonus Period'.

Bonus Parameter Group Individual Update Bonus Factor

Bonus Code: BONU Bonus Report Order By: COMPANY+DEPARTMI

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 | 2023

Bonus Factor: 1 default Bonus Factor From Update Employee if '0' bonus factor entered

Bonus Payment by: New Base Salary

Bonus Amount:

Pay Cycle: Bonus Period Rounding Formula:

Bonus Calculation By: Calendar Days

Process Batch Group: DEFAULT

Leave Exclusion:

- ☒ Exclude NPL
- ☐ Exclude Sick Leave
- ☐ Exclude Annual Leave
- ☐ Exclude Absent Leave
- ☐ Exclude Hospitalization Leave

Exclude Bonus Condition:

- ☐ Exclude unconfirmed staff ?
- ☐ Exclude Employee Hired After
- ☐ Exclude Employee Resigned After
- ☐ Zero Bonus Amount

STOP CLEAR RECORD TRIAL RUN **PROCESS**

## Method 1 – Process Standard Bonus Run

Once bonus processing is completed, the message will appear on the bottom left, “Processing finished”.

Note that the processing time may vary depending on the size of your database.

Please DO NOT close the browser or navigate to another page.

The screenshot displays the 'Bonus Parameter' configuration window. The 'Bonus Parameter' tab is selected, showing fields for Bonus Code (BONU), Bonus Method (By Calendar), Cut Off Bonus (12/2023), Bonus Factor (1), Bonus Payment by (New Base Salary), Bonus Amount (0), Pay Cycle (Bonus Period), Bonus Calculation By (Calendar Days), and Process Batch Group (DEFAULT). The 'Leave Exclusion' section includes checkboxes for Exclude NPL (checked), Exclude Sick Leave, Exclude Annual Leave, Exclude Absent Leave, and Exclude Hospitalization Leave, each with a corresponding 'Days' field. The 'Exclude Bonus Condition' section includes checkboxes for Exclude unconfirmed staff?, Exclude Employee (Hired After), Exclude Employee (Resigned After), and Exclude Zero Bonus Amount. At the bottom left, a green message box states 'Processing finished!'. The bottom right contains buttons for STOP, CLEAR RECORD, TRIAL RUN, and PROCESS.

## Method 1 – Process Standard Bonus Run

Here is an example of a bonus report after the processing of bonuses has been completed.

TEST IMPORT

BONUS RUN FOR

01/01/2023 To 31/12/2023

PAY BONUS BASED ON

New Base Salary

BONUS PAYMENT METHOD

By Calendar

BONUS CODE

BONU

BONUS FACTOR

1

CUT-OFF DAY

0

QUERY

ALL

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU
TEST IMPORT									
(NONE) NONE									
B001	BADRUL ALI	SN	3,730.00		1 08/08/2018		365	0.00	3,730.00
D0005	DANSON TEE	SN	2,335.00		1 17/05/2023		225	0.00	1,439.38
D006-N	DONKEY TEE	SN	15,000.00		1 09/10/2023		84	0.00	3,452.05
Department Total:									8,621.43
Company Total:									8,621.43

Before running the 'Process Bonus,' please be reminded to refer to the 'Process Bonus Flow'.

If you need to process the bonus for a specific group of employees with particular criteria, utilize "Adhoc Query" or "Query Expert" to filter employees before continuing with the bonus processing.

# Method 1 – Process Standard Bonus Run

Here is an example of a bonus record processed in 'Bonus' cycle.

⏪ ⏴ ⏵ ⏩
SAVE CANCEL
Total record count: 3
RECALCULATE PRORATE TRIAL CONVERT BANK

**Employee's Information**

Emp No / Name: D006-N [DONKEY TEE] EPF: CLASS1

Department: NONE Hired Date: 09/10/2023 SOC SO: FIRST

Age / DP Child: 62.58 Termination Date: EIS: FIRST

Paid: MONTHLY Last Payment Date: TAX Cat: K1

**Salary Information**

Basic Salary: 15,000.00

Daily Rate: 483.87

Hourly Rate: 78.67

Pay Group / Type: STD 2-SN

**Payroll Information**

Period: 202312

**Cycle / Cycle Run: B E**

Trial Mode: NO

Change Basic: ☐

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS	F	F	T	T				3,452.05
INC-BONU	INCENTIVE BONUS	F	F	T	T				1,000.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				0.00

**EIS Contribution**

EIS Wage: 0.00

EIS EE: 0.00

EIS ER: 0.00

**SOC SO Contribution**

Socso Wage: 0.00

Socso EE: 0.00

Socso ER: 0.00

**HRD & EPF VOL Contribution**

HRD: 0.00

EPF Vol EE: 0.00

EPF Vol ER: 0.00

**EPF Contribution**

EPF Wage: 4,452.05

EPF EE: 0.00

EPF ER: 180.00

**Total Wages**

Total Allowance: 1,000.00

Total Deduction: 0.00

Gross Wage: 4,452.05

Nett Wage: 4,452.05



# **Method 2 – Process Bonus By Group**

Restricted

## Method 2 – Process Bonus By Group

This method enables the processing of bonuses using one of the four available criteria.

Bonus Parameter

Group

Individual

Update Bonus Factor

Variable Bonus 1

Variable Bonus 2

Group By

Category Code

Appraisal Code

Job Grade Code

Classification Code

Description	Hours/Days Worked	Bonus Factor	Fi	Variable Bonus 2
NONE	0.00	0.00000	0.00	0.00
DIRECTOR	0.00	3	0.00	0.00
SENIOR MANAGER	0.00	2	0.00	0.00
MANAGER	0.00	1	0.00	0.00

Detail

Career

Bank

Employment

Address

Leave / Benefit

Calendar

Misc

Free Fields

Exit Records

NEW

SAVE

DELETE

CANCEL

Company Select - TESTDEL

Query Select -

Employee ID / Name

B001 [BADRUL ALI]

Pay Group

STD

Head Count

Progression Data

Progression Date \*

01/02/2024

Change hired

Pay Effective Date \*

01/02/2024

Increment Review Date

Trans/Pro Review Date

Progression Code \*

MERIT INCREMENT [MERIT]

Department \*

NONE [NONE]

Category \*

IT [IT]

Occupation \*

ADMIN MGR [ADM]

Cost Centre \*

NONE [NONE]

Company \*

TEST IMPORT [TESTDEL]

REASONS

REMARK

Old Salary

3,730.00

Increment

150.00

New Salary

3,880.00

Salary Type

MONTHLY

Salary Percent

100 %

Salary Range

NONE [NON]

Section \*

NONE [NONE]

Job Grade \*

NONE [NON]

Appraisal Grade \*

NONE [NONE]

Classification \*

NONE [NONE]

Division \*

NONE [NONE]

GENERATE RECORD

CLEAR RECORD

Total count: 189 record(s)

Page 1 of 18

## Method 2 – Process Bonus By Group

1 The 'Individual' tab must be empty before processing bonuses using this method.

The screenshot shows the 'Individual' tab selected in the 'Bonus Parameter' window. The 'Variable Bonus Code Setting' section is empty, displaying '>>> No Data'. A red arrow points to the 'CLEAR RECORD' button at the bottom right of the window.

You can click on 'CLEAR RECORD' to delete the records

2 Click 'Group' tab.

The screenshot shows the 'Group' tab selected in the 'Bonus Parameter' window. The 'Group By' dropdown is set to 'Category C'. A table lists job categories with their corresponding bonus factors. A red arrow points to the 'Group By' dropdown, and another red arrow points to the 'GENERATE RECORD' button at the bottom left.

Description	Hours/Days Worked	Bonus Factor	Fix Amount
NONE	0.00	0.000000	
DIRECTOR	0.00	3	
SENIOR MANAGER	0.00	2	
MANAGER	0.00	1	

Choose the preferred grouping code to process

After selecting the group code, click to generate the available code list

## Method 2 – Process Bonus By Group

- 3 You can process bonuses using 'Bonus Factor,' 'Fix Amount,' 'Variable Bonus 1 (Amount),' or 'Variable Bonus 2 (Amount)'.

If you have more than one type of bonus to pay within the same process, you can use one of the following combinations.

(i) Bonus Factor and Variable Bonus 1 and/or Variable Bonus 2

Bonus Parameter Group Individual Update Bonus Factor

Variable Bonus 1 INC-BOI Variable Bonus 2 Group By Category Code

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2
DIRECTOR	0.00	0.000000	0.00	0.00	0.00
MANAGER	0.00	0.000000	0.00	0.00	0.00
IT	0.00	2.000000	0.00	1,000.00	0.00

GENERATE RECORD CLEAR RECORD

Total count: 190 record(s) Page 18 of 18

This combination is allowed

Click this button after completing data input

## Method 2 – Process Bonus By Group

(i) Fix amount and Variable Bonus 1 and/or Variable Bonus 2

Bonus Parameter Group Individual Update Bonus Factor

Variable Bonus 1 INC-BOI Variable Bonus 2 Group By Category Code

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2
DIRECTOR	0.00	0.000000	0.00	0.00	0.00
MANAGER	0.00	0.000000	0.00	0.00	0.00
IT	0.00	0.000000	1,000.00	1,000.00	0.00

GENERATE RECORD CLEAR RECORD

Total count: 190 record(s) Page 18 of 18

Click this button after completing data input

This combination is allowed

## Method 2 – Process Bonus By Group

### Note:

- ❑ If you only have one type of bonus payment, leave “Variable Bonus 1” and “Variable Bonus 2” fields empty, otherwise, the bonus amount will return 0.
- ❑ “Bonus Factor” and “Fix Amount” cannot be used in the same process. You will be prompted with the following error message:

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2
DIRECTOR	0.00	0.000000	0.00	0.00	0.00
MANAGER	0.00	0.000000	0.00	0.00	0.00
IT	0.00	0.000000	1,000.00	1,000.00	0.00

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2
NONE	0.00	0.000000	0.00	0.00	0.00
DIRECTOR	0.00	3	2,000.00	0.00	0.00
SENIOR MANAGER	0.00	2	0.00	0.00	0.00
MANAGER	0.00	1	0.00	0.00	0.00

**Warning**

⚠ Either Bonus Factor or Fixed Amount are not zero.

OK

## Method 2 – Process Bonus By Group

An example of processing bonus by 'Bonus Factor'.

If you are using the 'Bonus Factor' method, after completing the data input in 'Group' tab, set up the following in 'Bonus Parameter' tab before initiating the 'Process' button.

Cut-off as at 12-2023. (*Bonus Method and Cut Off Bonus*)

Use latest Basic Salary to calculate Bonus amount. (*Bonus Payment By*)

Bonus is paid separately from the regular payroll cycle. (*Pay Cycle*)

Bonus calculated by Calendar Days. (*Bonus Calculation By*)

Bonus will be prorated if there is NPL taken. (*Leave Exclusion*)

The screenshot shows the 'Bonus Parameter' tab of a software application. The tab is highlighted with a red box. The form contains the following fields and options:

- Bonus Code:** BONU
- Bonus Method:** By Calendar (highlighted with a red box)
- Cut Off Bonus (Mth/Period):** 12 | 2023 (highlighted with a red box)
- Bonus Factor:** 1
- Bonus Payment by:** New Base Salary (highlighted with a red box)
- Bonus Amount:** (empty field)
- Pay Cycle:** Bonus Period (highlighted with a red box)
- Bonus Calculation By:** Calendar Days (highlighted with a red box)
- Process Batch Group:** DEFAULT
- Leave Exclusion:** (highlighted with a red box)
  - ☒ Exclude NPL
  - ☐ Exclude Sick Leave
  - ☐ Exclude Annual Leave
  - ☐ Exclude Absent Leave
  - ☐ Exclude Hospitalization Leave
- Exclude Bonus Condition:**
  - ☐ Exclude unconfirmed staff ?
  - ☐ Exclude
  - Employee Hired After:** (calendar icon)
  - ☐ Exclude
  - Employee Resigned After:** (calendar icon)
  - ☐ Exclude Zero
  - Bonus Amount:** (empty field)
- Bonus Report Order By:** COMPANY+DEPARTMENT+NAME
- default Bonus Factor From Update Employee if '0' bonus factor entered**
- Rounding Formula:** (empty field)

At the bottom of the form, there are four buttons: STOP, CLEAR RECORD, TRIAL RUN, and PROCESS. The PROCESS button is highlighted with a red box.

## Method 2 – Process Bonus By Group

An example of processing bonus by 'Fixed Amount'.

If you are using the 'Fixed Amount' method, after completing the data input in 'Group' tab, set up the following in 'Bonus Parameter' tab before initiating the 'Process' button.

Bonus Method :

By Calendar

Cut Off Bonus:

12-2023

Bonus Factor and Bonus Amount:

Leave empty

Bonus Payment By:

Fixed Amount

Pay Cycle:

Bonus-Period

Bonus Calculation By:

None

Bonus Parameter Group Individual Update Bonus Factor

Bonus Code: BONU

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 2023

Bonus Factor: 1

Bonus Payment by: Fixed Amount

Bonus Amount:

Pay Cycle: Bonus Period

Bonus Calculation By: None

Bonus Report Order By: COMPANY+DEPARTMENT+NAN

default Bonus Factor From Update Employee if '0' bonus factor entered

Rounding Formula:

Process Batch Group: DEFAULT

Exclude Bonus Condition

☒ Exclude unconfirmed staff ?

☐ Exclude

Employee Hired After:

☐ Exclude

Employee Resigned After:

☐ Exclude Zero

Bonus Amount:

Processing finished!

STOP CLEAR RECORD TRIAL RUN PROCESS



## Method 2 – Process Bonus By Group

- 4 Once bonus processing is completed, the message will appear on the bottom left, “Processing finished”.

Note that the processing time may vary depending on the size of your database. Please DO NOT close the browser or navigate to another page.

The screenshot displays the 'Bonus Parameter' tab of a software interface. The 'Bonus Code' is set to 'BONU'. The 'Bonus Method' is 'By Calendar'. The 'Cut Off Bonus (Mth/Period)' is '12' for '2023'. The 'Bonus Factor' is '1'. The 'Bonus Payment by' is 'New Base Salary'. The 'Bonus Amount' is '0'. The 'Pay Cycle' is 'Bonus Period'. The 'Bonus Calculation By' is 'Calendar Days'. The 'Process Batch Group' is 'DEFAULT'. The 'Bonus Report Order By' is 'COMPANY+DEPARTMENT+NAME'. The 'Leave Exclusion' section has 'Exclude NPL' checked. The 'Exclude Bonus Condition' section has 'Exclude unconfirmed staff?' checked. The 'Hired After' and 'Resigned After' fields are empty. The 'Amount' field is empty. The 'Processing finished!' message is displayed in a green box at the bottom left. The 'STOP', 'CLEAR RECORD', 'TRIAL RUN', and 'PROCESS' buttons are at the bottom right.

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12	2023	
Bonus Factor	1		
Bonus Payment by	New Base Salary		
Bonus Amount	0		
Pay Cycle	Bonus Period		
Bonus Calculation By	Calendar Days		
Process Batch Group:	DEFAULT		
Bonus Report Order By	COMPANY+DEPARTMENT+NAME		
default Bonus Factor From Update Employee if '0' bonus factor entered			
Rounding Formula			
Leave Exclusion			
<input checked="" type="checkbox"/> Exclude NPL			
<input type="checkbox"/> Exclude Sick Leave			
<input type="checkbox"/> Exclude Annual Leave			
<input type="checkbox"/> Exclude Absent Leave			
<input type="checkbox"/> Exclude Hospitalization Leave			
Exclude Bonus Condition			
<input type="checkbox"/> Exclude unconfirmed staff ?			
<input type="checkbox"/> Exclude Employee			
Hired After			
<input type="checkbox"/> Exclude Employee			
Resigned After			
<input type="checkbox"/> Exclude Zero Bonus			
Amount			
Processing finished!			
STOP			
CLEAR RECORD			
TRIAL RUN			
PROCESS			

## Method 2 – Process Bonus By Group

5

Here is an example of a bonus report after the processing of bonuses has been completed.

TEST IMPORT

BONUS RUN FOR

01/01/2023 To 31/12/2023

PAY BONUS BASED ON

New Base Salary

BONUS PAYMENT METHOD

By Calendar

BONUS CODE

BONU

BONUS FACTOR

CUT-OFF DAY

0

QUERY

ALL

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU	INC-BONU
TEST IMPORT										
(NONE) NONE										
B001	BADRUL ALI	SN	0.00	1	08/08/2018		365	0.00	0.00	0.00
D0005	DANSON TEE	SN	2,335.00	3	17/05/2023		229	0.00	4,394.92	1,500.00
D006-N	DONKEY TEE	SN	15,000.00	2	09/10/2023		84	0.00	6,904.11	2,000.00
Department Total:									11,299.03	3,500.00
Company Total:									11,299.03	3,500.00
Total Bonus									11,299.03	3,500.00

## Method 2 – Process Bonus By Group

Here is an example of a bonus record processed in 'Bonus' cycle.

⏪ ⏩ ⏴ ⏵
SAVE CANCEL
Total record count: 3
RECALCULATE PRORATE TRIAL CONVERT BANK

**Employee's Information**

Emp No / Name: D006-N [DONKEY TEE] EPF CLASS1

Department: NONE Hired Date: 09/10/2023 SOC SOCSO FIRST

Age / DP Child: 62.58 Termination Date: EIS FIRST

Paid: MONTHLY Last Payment Date: TAX Cat K1

**Salary Information**

Basic Salary: 15,000.00

Daily Rate: 483.87

Hourly Rate: 78.67

Pay Group / Type: STD 2-SN

**Payroll Information**

Period: 202312

Cycle / Cycle Run: B E

Trial Mode: NO

Change Basic: ☐

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS	F	F	T	T				3,452.05
INC-BONU	INCENTIVE BONUS	F	F	T	T				1,000.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				0.00

**EIS Contribution**

EIS Wage: 0.00

EIS EE: 0.00

EIS ER: 0.00

**SOC SOCSO Contribution**

Socso Wage: 0.00

Socso EE: 0.00

Socso ER: 0.00

**HRD & EPF VOL Contribution**

HRD: 0.00

EPF Vol EE: 0.00

EPF Vol ER: 0.00

**EPF Contribution**

EPF Wage: 4,452.05

EPF EE: 0.00

EPF ER: 180.00

**Total Wages**

Total Allowance: 1,000.00

Total Deduction: 0.00

Gross Wage: 4,452.05

Nett Wage: 4,452.05

# **Method 3 – Process Bonus By Individual**

Restricted

## Method 3 – Process Bonus By Individual

You can use this method to process bonuses if employees are paid with different bonus factors or amounts. This method allows entering bonus amounts/factors for specific employees.

The screenshot shows a software interface for processing bonuses by individual. The 'Individual' tab is selected and highlighted with a red box. The interface includes the following elements:

- Tab Bar:** Contains 'Bonus Parameter', 'Group', 'Individual' (selected), and 'Update Bonus Factor'.
- Checkboxes:** 'Retrieve Bonus Factor from EMS ?' and 'Update Bonus Factor to EMS ?' are both unchecked.
- Variable Bonus Code Setting:** A section containing two input fields: 'Variable Bonus 1' and 'Variable Bonus 2'. Each field has a small icon to its right. A save icon and a close icon are located to the right of the 'Variable Bonus 2' field.
- Data Area:** A large empty table area with the text '>>> No Data' at the top left.
- Footer:** Contains 'GENERATE RECORD' and 'CLEAR RECORD' buttons, a status bar showing 'Total count: 0 record(s)', and navigation controls including a 'Page' dropdown and arrows.

## Method 3 – Process Bonus By Individual

1 The 'Group' tab must be empty before processing bonuses using this method.

Variable Bonus 1  Variable Bonus 2  Group By

>>> No Data

GENERATE RECORD CLEAR RECORD

You can click on 'CLEAR RECORD' to delete the records

2 Click 'Individual' tab.

Bonus Parameter Group Individual Update Bonus Factor

Retrieve Bonus Factor from EMS? ☐ Update Bonus Factor to EMS? ☐

Variable Bonus Code Setting

Variable Bonus 1  Variable Bonus 2

Emp No	Employee Name	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2
B001	BADRUL ALI	0.00	0.000000	0.00	0.00	0.00
C0001-R	CARMEN CHEAH	0.00	0.000000	0.00	0.00	0.00
D0005	DANSON TEE	0.00	0.000000	0.00	0.00	0.00
D006-N	DONKEY TEE	0.00	0.000000	0.00	0.00	0.00

GENERATE RECORD CLEAR RECORD

Total count: 4 record(s) Page 1 of 1

## Method 3 – Process Bonus By Individual

### Important Note:

If this is the first time you are processing bonuses for the current year, it is recommended to do the following.

- ☐ Click 'Clear Employee Record'
- ☐ Generate Employee Record'.

This step enables the system to generate an up-to-date employee list.

The screenshot shows a software interface for processing bonuses. At the top, there are tabs: 'Bonus Parameter', 'Group', 'Individual' (highlighted with a red box), and 'Update Bonus Factor'. Below the tabs, there are checkboxes for 'Retrieve Bonus Factor from EMS ?' (checked) and 'Update Bonus Factor to EMS ?' (unchecked). A section titled 'Variable Bonus Code Setting' contains two input fields: 'Variable Bonus 1' and 'Variable Bonus 2'. Below this is a table with the following data:

Emp No	Employee Name	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
B001	BADRUL ALI	0.00	1.500000	0.00	0.00	0.00	
C0001-R	CARMEN CHEAH	0.00	0.000000	0.00	0.00	0.00	
D0005	DANSON TEE	0.00	3.000000	0.00	0.00	0.00	
D006-N	DONKEY TEE	0.00	2.000000	0.00	0.00	0.00	

At the bottom of the interface, there are two buttons: 'GENERATE RECORD' and 'CLEAR RECORD', both highlighted with red boxes. To the right of these buttons, it says 'Total count: 4 record(s)' and 'Page 1 of 1'.

## Method 3 – Process Bonus By Individual

- 3 If your bonus factor is already input in 'EMS > Pay Item > **Bonus Factor**', and you want to retrieve the factor, do the following:
- ☐ Select '**Retrieve Bonus Factor from EMS**' checkbox.
  - ☐ Next, click '**GENERATE RECORD**'.  
System will generate the employee list with bonus factor from EMS.

The screenshot shows the 'E-Payroll' form with the following details:

- Employee ID / Name: D006-N [DONKEY TEE]
- Pay Group/Type Setting:
  - Pay Group: STD
  - Pay Type \*: SN-Mthly Rated-SubjOT [SN]
  - Mid Mth Pay: ☐ Semi-Month?
  - Mid mth deduct EPF?: No
  - Bonus Factor**: 2 (highlighted in green)

The screenshot shows the 'Bonus Parameter' form with the following details:

- Group: Individual
- Update Bonus Factor: ☒ Retrieve Bonus Factor from EMS? ☐ Update Bonus Factor to EMS?
- Variable Bonus Code Setting:
  - Variable Bonus 1: [ ]
  - Variable Bonus 2: [ ]
- Table: >>> No Data
- Buttons: GENERATE RECORD (highlighted with a red arrow), CLEAR RECORD
- Total count: 0 record(s)



## Method 3 – Process Bonus By Individual

- 4 You can process bonuses using 'Bonus Factor,' 'Fix Amount,' 'Variable Bonus 1 (Amount),' or 'Variable Bonus 2 (Amount)'.

If you have more than one type of bonus to pay within the same process, you can use one of the following combinations.

- (i) Bonus Factor and Variable Bonus 1 and/or Variable Bonus 2

The screenshot shows the 'Bonus Parameter' window with the 'Individual' group selected. The 'Variable Bonus Code Setting' section shows 'Variable Bonus 1' set to 'INC-BONU'. The table below lists employees and their bonus details. Red boxes highlight the 'Bonus Factor' and 'Variable Bonus 1' columns. A red arrow points to the 'Update Bonus Factor' button.

Emp No	Employee Name	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2
B001	BADRUL ALI	0.00	1.500000	0.00	1500	0.00
C0001-R	CARMEN CHEAH	0.00	0.000000	0.00	0.00	0.00
D0005	DANSON TEE	0.00	3.000000	0.00	0.00	0.00
D006-N	DONKEY TEE	0.00	2.000000	0.00	2000	0.00

Buttons: GENERATE RECORD, CLEAR RECORD. Total count: 4 record(s). Page 1 of 1.

This combination is allowed

Click this button after completing data input

## Method 3 – Process Bonus By Individual

(i) Fix amount and Variable Bonus 1 and/or Variable Bonus 2

Bonus Parameter Group **Individual** Update Bonus Factor

Retrieve Bonus Factor from EMS ? ☐ Update Bonus Factor to EMS ? ☐

Variable Bonus Code Setting

Variable Bonus 1 INC-BONU Variable Bonus 2

Emp No	Employee Name	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
B001	BADRUL ALI	0.00	0.000000	10000	2500	0.00	
C0001-R	CARMEN CHEAH	0.00	0.000000	0.00	0.00	0.00	
D0005	DANSON TEE	0.00	0.000000	5000	1000	0.00	
D006-N	DONKEY TEE	0.00	0.000000	4500	0.00	0.00	

GENERATE RECORD CLEAR RECORD Total count: 4 record(s) Page 1 of 1

Click this button after completing data input

This combination is allowed

## Method 3 – Process Bonus By Individual

### Note:

- ❑ If you only have one type of bonus payment, leave “Variable Bonus 1” and “Variable Bonus 2” fields empty, otherwise, the bonus amount will return 0.
- ❑ “Bonus Factor” and “Fix Amount” cannot be used in the same process. You will be prompted with the following error message:

Bonus Parameter Group Individual Update Bonus Factor

Retrieve Bonus Factor from EMS ? ☐ Update Bonus Factor to EMS ? ☐

Variable Bonus Code Setting

Variable Bonus 1  Variable Bonus 2

Emp No	Employee Name	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2
B001	BADRUL ALI	0.00	0.000000	10,000.00	0.00	0.00
C0001-R	CARMEN CHEAH	0.00	0.000000	0.00	0.00	0.00
D0005	DANSON TEE	0.00	0.000000	5,000.00	0.00	0.00
D006-N	DONKEY TEE	0.00	0.000000	4,500.00	0.00	0.00

GENERATE RECORD CLEAR RECORD Total count: 4 record(s) Page 1 of 1

Bonus Parameter Group Individual Update Bonus Factor

Retrieve Bonus Factor from EMS ? ☐ Update Bonus Factor to EMS ? ☐

Variable Bonus Code Setting

Variable Bonus 1  Variable Bonus 2

Emp No	Employee Name	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2
B001	BADRUL ALI	0.00	2	0	0.00	0.00
C0001-R	CARMEN CHEAH	0.00	0.000000	0.00	0.00	0.00
D0005	DANSON TEE	0.00	0.000000	5,000.00	0.00	0.00
D006-N	DONKEY TEE	0.00	0.000000	4,500.00	0.00	0.00

Warning

⚠ Either Bonus Factor or Fixed Amount are not zero.

OK

## Method 3 – Process Bonus By Individual

### An example of processing bonus by 'Bonus Factor'.

If you are using the 'Bonus Factor' method, after completing the data input in 'Individual' tab, set up the following in 'Bonus Parameter' tab before initiating the 'Process' button.

Cut-off as at 12-2023. (*Bonus Method and Cut Off Bonus*)

Use latest Basic Salary to calculate Bonus amount. (*Bonus Payment By*)

Bonus is paid separately from the regular payroll cycle. (*Pay Cycle*)

Bonus calculated by Calendar Days. (*Bonus Calculation By*)

Bonus will be prorated if there is NPL taken. (*Leave Exclusion*)

The screenshot displays the 'Bonus Parameter' tab of a software interface. The 'Group' tab is selected, showing the following fields:

- Bonus Code:** BONU
- Bonus Method:** By Calendar
- Cut Off Bonus (Mth/Period):** 12 | 2023
- Bonus Factor:** 1
- Bonus Payment by:** New Base Salary
- Bonus Amount:** (empty field)
- Pay Cycle:** Bonus Period
- Bonus Calculation By:** Calendar Days
- Process Batch Group:** DEFAULT
- Leave Exclusion:** (checkboxes for Exclude NPL, Exclude Sick Leave, Exclude Annual Leave, Exclude Absent Leave, Exclude Hospitalization Leave)
- Exclude Bonus Condition:** (checkboxes for Exclude unconfirmed staff?, Exclude Employee Hired After, Exclude Employee Resigned After, Exclude Zero Bonus Amount)

The 'Individual' and 'Update Bonus Factor' tabs are also visible. The 'PROCESS' button is highlighted in red.

## Method 3 – Process Bonus By Individual

An example of processing bonus by **'Fixed Amount'**.

If you are using the **'Fixed Amount'** method, after completing the data input in **'Individual'** tab, set up in **'Bonus Parameter'** tab before initiating the **'Process'** button.

Bonus Method :

By Calendar

Cut Off Bonus:

12-2023

Bonus Factor and Bonus Amount:

Leave empty

Bonus Payment By:

Fixed Amount

Pay Cycle:

Bonus-Period

Bonus Calculation By:

None

Bonus Parameter Group Individual Update Bonus Factor

Bonus Code: BONU

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 2023

Bonus Factor: 1

Bonus Payment by: Fixed Amount

Bonus Amount:

Pay Cycle: Bonus Period

Bonus Calculation By: None

Bonus Report Order By: COMPANY+DEPARTMENT+NAN

default Bonus Factor From Update Employee if '0' bonus factor entered

Rounding Formula:

Process Batch Group: DEFAULT

Exclude Bonus Condition

☒ Exclude unconfirmed staff ?

☐ Exclude

Employee Hired After:

☐ Exclude

Employee Resigned After:

☐ Exclude Zero

Bonus Amount:

Processing finished! STOP CLEAR RECORD TRIAL RUN PROCESS

## Method 3 – Process Bonus By Individual

- 5 Once bonus processing is completed, the message will appear on the bottom left, “Processing finished”.

Note that the processing time may vary depending on the size of your database. Please DO NOT close the browser or navigate to another page.

The screenshot displays the 'Bonus Parameter' tab of a software interface. The 'Bonus Code' is set to 'BONU'. The 'Bonus Method' is 'By Calendar'. The 'Cut Off Bonus (Mth/Period)' is set to '12' for '2023'. The 'Bonus Factor' is '1'. The 'Bonus Payment by' is 'New Base Salary'. The 'Bonus Amount' is '0'. The 'Pay Cycle' is 'Bonus Period'. The 'Bonus Calculation By' is 'Calendar Days'. The 'Process Batch Group' is 'DEFAULT'. The 'Bonus Report Order By' is 'COMPANY+DEPARTMENT+NAME'. The 'Leave Exclusion' section has 'Exclude NPL' checked. The 'Exclude Bonus Condition' section has 'Exclude unconfirmed staff?' checked. The 'Hired After' and 'Resigned After' fields are empty. The 'Exclude Zero Bonus Amount' checkbox is checked. The 'Processing finished!' message is displayed in a green box at the bottom left. The 'STOP', 'CLEAR RECORD', 'TRIAL RUN', and 'PROCESS' buttons are at the bottom right.

Bonus Parameter		Group	Individual	Update Bonus Factor
Bonus Code:	BONU			
Bonus Method	By Calendar			
Cut Off Bonus (Mth/Period)	12 2023			
Bonus Factor	1			
Bonus Payment by	New Base Salary			
Bonus Amount	0			
Pay Cycle	Bonus Period			
Bonus Calculation By	Calendar Days			
Process Batch Group:	DEFAULT			
Leave Exclusion		Exclude Bonus Condition		
<input checked="" type="checkbox"/> Exclude NPL	>= Days	<input type="checkbox"/> Exclude unconfirmed staff ?		
<input type="checkbox"/> Exclude Sick Leave	>= Days	<input type="checkbox"/> Exclude Employee		
<input type="checkbox"/> Exclude Annual Leave	>= Days	Hired After		
<input type="checkbox"/> Exclude Absent Leave	>= Days	<input type="checkbox"/> Exclude Employee		
<input type="checkbox"/> Exclude Hospitalization Leave	>= Days	Resigned After		
		<input type="checkbox"/> Exclude Zero Bonus Amount		

Processing finished!

STOP CLEAR RECORD TRIAL RUN PROCESS

## Method 3 – Process Bonus By Individual

6

Here is an example of a bonus report after the processing of bonuses has been completed.

TEST IMPORT

BONUS RUN FOR

01/01/2023 To 31/12/2023

PAY BONUS BASED ON

New Base Salary

BONUS PAYMENT METHOD

By Calendar

BONUS CODE

BONU

BONUS FACTOR

CUT-OFF DAY

0

QUERY

ALL

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU	INC-BONU
TEST IMPORT										
(NONE) NONE										
B001	BADRUL ALI	SN	0.00	1	08/08/2018		365	0.00	0.00	0.00
D0005	DANSON TEE	SN	2,335.00	3	17/05/2023		229	0.00	4,394.92	1,500.00
D006-N	DONKEY TEE	SN	15,000.00	2	09/10/2023		84	0.00	6,904.11	2,000.00
Department Total:									11,299.03	3,500.00
Company Total:									11,299.03	3,500.00
Total Bonus									11,299.03	3,500.00



## Method 3 – Process Bonus By Individual

Here is an example of a bonus record processed in 'Bonus' cycle.

⏪ ⏴ ⏵ ⏩
SAVE CANCEL
Total record count: 3
RECALCULATE PRORATE TRIAL CONVERT BANK

**Employee's Information**

Emp No / Name: D006-N [DONKEY TEE] EPF: CLASS1

Department: NONE Hired Date: 09/10/2023 SOC SO: FIRST

Age / DP Child: 62.58 Termination Date: EIS: FIRST

Paid: MONTHLY Last Payment Date: TAX Cat: K1

**Salary Information**

Basic Salary: 15,000.00

Daily Rate: 483.87

Hourly Rate: 78.67

Pay Group / Type: STD 2-SN

**Payroll Information**

Period: 202312

**Cycle / Cycle Run: B** E

Trial Mode: NO

Change Basic: ☐

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS	F	F	T	T				3,452.05
INC-BONU	INCENTIVE BONUS	F	F	T	T				1,000.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				0.00

**EIS Contribution**

EIS Wage: 0.00

EIS EE: 0.00

EIS ER: 0.00

**SOC SO Contribution**

Socso Wage: 0.00

Socso EE: 0.00

Socso ER: 0.00

**HRD & EPF VOL Contribution**

HRD: 0.00

EPF Vol EE: 0.00

EPF Vol ER: 0.00

**EPF Contribution**

EPF Wage: 4,452.05

EPF EE: 0.00

EPF ER: 180.00

**Total Wages**

Total Allowance: 1,000.00

Total Deduction: 0.00

Gross Wage: 4,452.05

Nett Wage: 4,452.05



# **Method 4 – Import Bonus from Excel Format**

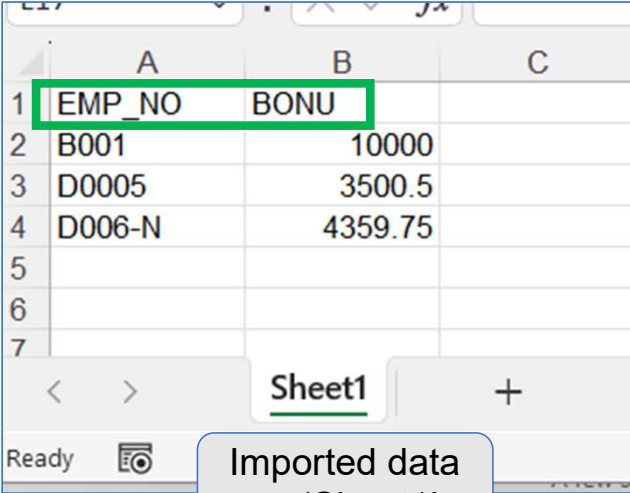
Restricted

## Method 4 – Import Bonus from Excel Format

As an alternative to processing bonuses through the three previously explained methods, you have the option to upload bonus amounts using an Excel file via the '**DYNAMIC PAYROLL IMPORT**' function.

### Import File Requirements:

Item	Guidelines
1	The import filename cannot contain special characters, except for '_' and '-'. Additionally, only one dot is allowed.
2	The 'Amount' column should only contain numeric values.
3	The 'Amount' column should be 2 decimal points only.
4	Data must be placed on the worksheet named 'Sheet1'.
5	Imported data must start from 'Row 2'.
6	Here is an example of an import file with two columns. Column A = EMP_NO (Employee Code) Column B = BONU (Bonus Allowance Code, using 'BONU' in this example). <u>Note:</u> The header name for employee code must be <b>EMP_NO</b> .



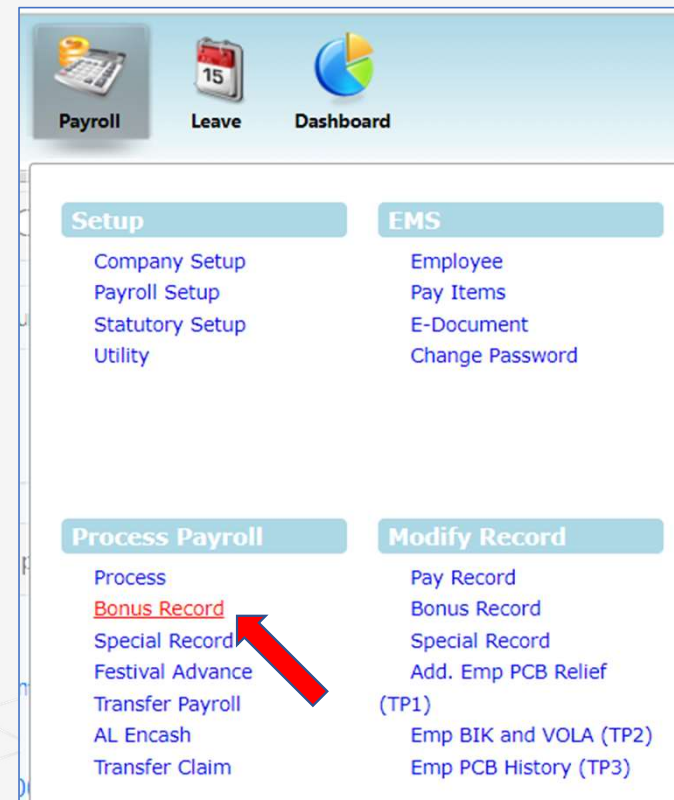
	A	B	C
1	EMP_NO	BONU	
2	B001	10000	
3	D0005	3500.5	
4	D006-N	4359.75	
5			
6			
7			

Imported data on 'Sheet1'

## Method 4 – Import Bonus from Excel Format

If you have prepared the import file and ready to upload, follow the steps below.

- 1 Go to the 'Payroll' module'.  
Navigate to 'Process Payroll' and select the 'Bonus Record'.



## Method 4 – Import Bonus from Excel Format

- 2 Ensure that both the 'Group' and 'Individual' tabs are empty before processing the bonus using this method.

The screenshot shows the 'Group' tab selected in the 'Bonus Parameter' window. The window has tabs for 'Bonus Parameter', 'Group', 'Individual', and 'Update Bonus Factor'. Below the tabs, there are input fields for 'Variable Bonus 1' and 'Variable Bonus 2', and a 'Group By' dropdown menu set to 'Cat'. The main area of the window is empty, displaying '>>> No Data'. At the bottom, there are two buttons: 'GENERATE RECORD' and 'CLEAR RECORD'. A red arrow points from a text box to the 'CLEAR RECORD' button.

You can click on 'CLEAR RECORD' to delete the records

The screenshot shows the 'Individual' tab selected in the 'Bonus Parameter' window. The window has tabs for 'Bonus Parameter', 'Group', 'Individual', and 'Update Bonus Factor'. Below the tabs, there are checkboxes for 'Retrieve Bonus Factor from EMS?' and 'Update Bonus Factor to EMS?'. There are also input fields for 'Variable Bonus 1' and 'Variable Bonus 2'. The main area of the window is empty, displaying '>>> No Data'. At the bottom, there are two buttons: 'GENERATE RECORD' and 'CLEAR RECORD'. A red arrow points from a text box to the 'CLEAR RECORD' button.

You can click on 'CLEAR RECORD' to delete the records

## Method 4 – Import Bonus from Excel Format

- 3 In 'Bonus Parameter' tab, set up as shown below.  
Once done, click 'Process' to initiate the bonus processing

Bonus Method :

By Calendar

Cut Off Bonus:

12-2023

Bonus Factor

Leave empty

Bonus Payment By:

Fixed Amount

Bonus Amount

0

Pay Cycle:

Bonus-Period

Bonus Calculation By:

None

The screenshot shows the 'Bonus Parameter' configuration window. The 'Bonus Parameter' tab is selected. The following fields are highlighted with red boxes:

- Bonus Parameter (Tab)
- Bonus Code: BONU
- Bonus Method: By Calendar
- Cut Off Bonus (Mth/Period): 12, 2023
- Bonus Factor (Empty)
- Bonus Payment by: Fixed Amount
- Bonus Amount: 0
- Pay Cycle: Bonus Period
- Bonus Calculation By: None
- Process Batch Group: DEFAULT
- PROCESS button

Other visible fields include:

- Bonus Report Order By: COMPANY+DEPARTMENT+NAME
- default Bonus Factor From Update Employee if '0' bonus factor entered
- Rounding Formula (Empty)
- Exclude Bonus Condition section with checkboxes for 'Exclude unconfirmed staff?', 'Exclude Employee', 'Hired After', 'Resigned After', and 'Exclude Zero Bonus Amount'.

## Method 4 – Import Bonus from Excel Format

- 4 Once bonus processing is completed, the message will appear on the bottom left, “Processing finished”.

Note that the processing time may vary depending on the size of your database. Please DO NOT close the browser or navigate to another page.

The screenshot displays the 'Bonus Parameter' tab of a software interface. The form includes fields for 'Bonus Code' (BONU), 'Bonus Method' (By Calendar), 'Cut Off Bonus (Mth/Period)' (12, 2023), 'Bonus Factor', 'Bonus Payment by' (Fixed Amount), 'Bonus Amount' (0), 'Pay Cycle' (Bonus Period), 'Bonus Calculation By' (None), and 'Process Batch Group' (DEFAULT). On the right, there are dropdowns for 'Bonus Report Order By' (COMPANY+DEPARTMENT+NAME) and 'Rounding Formula'. Below these are checkboxes for 'Exclude Bonus Condition' (Exclude unconfirmed staff?, Exclude Employee), and date pickers for 'Hired After' and 'Resigned After'. At the bottom, a red box highlights the 'Processing finished!' message, and buttons for 'STOP', 'CLEAR RECORD', 'TRIAL RUN', and 'PROCESS' are visible.

## Method 4 – Import Bonus from Excel Format

- 5 The system processes the bonus with a 0.00 amount, allowing you to import the bonus amount from an Excel file. Now, you can proceed to import the bonus amount from an Excel file.

### TEST IMPORT

BONUS RUN FOR 01/01/2023 To 31/12/2023  
PAY BONUS BASED ON Fixed Amount  
BONUS PAYMENT METHOD By Calendar  
BONUS CODE BONU  
BONUS FACTOR  
CUT-OFF DAY 0  
QUERY ALL

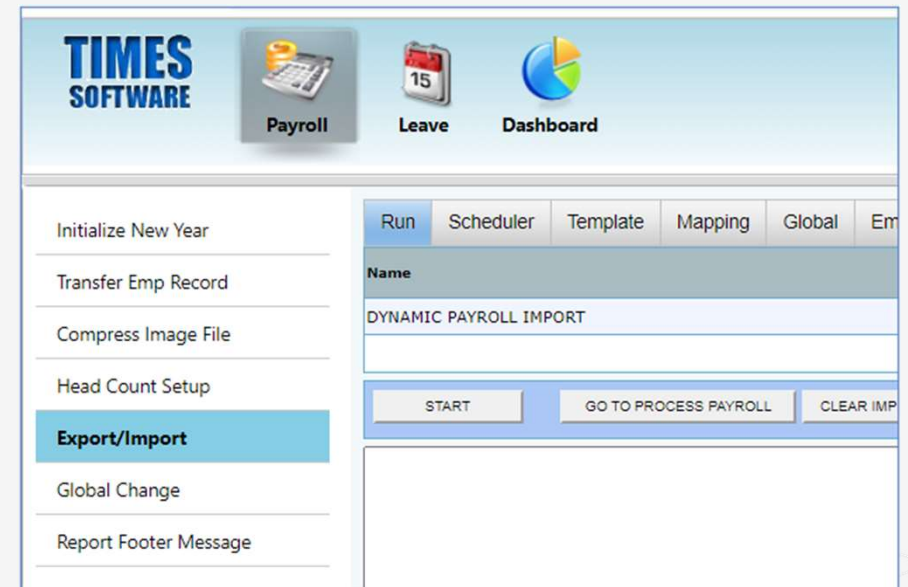
EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU	Variable Bonus1	Variable Bonus2
TEST IMPORT											
(NONE) NONE											
B001	BADRUL ALI	SN	3,730.00	1	08/08/2018		0	0.00	0.00	0.00	0.00
D0005	DANSON TEE	SN	2,335.00	1	17/05/2023		0	0.00	0.00	0.00	0.00
D006-N	DONKEY TEE	SN	15,000.00	1	09/10/2023		0	0.00	0.00	0.00	0.00
Department Total:									0.00	0.00	0.00
Company Total:									0.00	0.00	0.00

## Method 4 – Import Bonus from Excel Format

- 6 Proceed to the 'Payroll' module'.  
Navigate to 'Utility'.



- 7 Select 'Export/Import'.





## Method 4 – Import Bonus from Excel Format

- 8 Click on the 'Choose File' button to select the Excel import file.  
Next, check the 'Run' checkbox.  
Click on 'START.'

The screenshot displays the 'Export/Import' module interface. On the left is a sidebar menu with options: 'Initialize New Year', 'Transfer Emp Record', 'Compress Image File', 'Head Count Setup', 'Export/Import' (highlighted in blue), 'Global Change', and 'Report Footer Message'. The main area has tabs: 'Run' (selected), 'Scheduler', 'Template', 'Mapping', 'Global', and 'Employee'. Below the tabs is a table with the following data:

Name	File Name	Run
DYNAMIC PAYROLL IMPORT	<a href="#">Choose File</a> DYNAMIC ... IMPORT.xls	<input checked="" type="checkbox"/>

Below the table are three buttons: 'START' (highlighted with a red box), 'GO TO PROCESS PAYROLL', and 'CLEAR IMPORT TABLE'.

## Method 4 – Import Bonus from Excel Format

### Important Note:

Please be reminded that the filename for Excel imports **must not contain** special characters, **except** for '**'** and '**-**'. Additionally, there should be only **one dot** in the filename. Failure to adhere to these guidelines will result in the system returning an error message, as shown below.

The screenshot displays the 'Export/Import' module interface. On the left is a sidebar menu with options: Initialize New Year, Transfer Emp Record, Compress Image File, Head Count Setup, **Export/Import** (highlighted), Global Change, and Report Footer Message. The main area has tabs: Run, Scheduler, Template, Mapping, Global, and Employee. Below the tabs is a table with columns: Name, File Name, and Run. The first row shows 'DYNAMIC PAYROLL IMPORT' with 'Choose File' and 'No file chosen' in the File Name column, and a checked 'Run' checkbox. Below this table are buttons: START, GO TO PROCESS PAYROLL, and CLEAR IMPORT TABLE. A 'Task Runner Start' section is present. An 'Error' dialog box is open, displaying a red 'X' icon and the message: 'Invalid file name. Only accept Alpha-Numeric characters,Dash,Underscore and only 1 dot. (DYNAMIC PAYROLL IMPORT.xls)'. At the bottom, a 'Document(s) uploaded' table shows one document.

NO.	DOCUMENT NAME	PERIOD	CYCLE	ROW COUNT	EMPLOYEE COUNT
1	DYNAMIC PAYROLL IMPORT_SUPPORT.xlsx	202312	E	3	3

## Method 4 – Import Bonus from Excel Format

- 9 Verify whether the 'Row Count' and 'Employee Count' match the expected data in the imported Excel file.

If everything is in order, proceed by clicking the 'Go to Process Payroll' button to move to the next screen.

The screenshot displays the 'Dynamic Payroll Import' interface. On the left is a sidebar with navigation options: Initialize New Year, Transfer Emp Record, Compress Image File, Head Count Setup, **Export/Import**, Global Change, and Report Footer Message. The main area has tabs for Run, Scheduler, Template, Mapping, Global, and Employee. The 'Run' tab is active, showing a table with columns 'Name', 'File Name', and 'Run'. A row for 'DYNAMIC PAYROLL IMPORT' shows a 'Choose File' button and 'No file chosen' text, with a checked 'Run' checkbox. Below this are buttons for 'START', 'GO TO PROCESS PAYROLL' (highlighted with a red box), and 'CLEAR IMPORT TABLE'. A log area shows the process completion and data insertion details. At the bottom, a 'Document(s) uploaded' table lists the imported file with its row and employee counts.

NO.	DOCUMENT NAME	PERIOD	CYCLE	ROW COUNT	EMPLOYEE COUNT
1	DYNAMIC PAYROLL_IMPORT_SUPPORT.xlsx	202312	E	3	3

## Method 4 – Import Bonus from Excel Format

- 10 Click 'Check Sum' to verify if the total amount match the expected amount in the imported Excel file.

The screenshot displays the 'Check Sum' interface. On the left is a sidebar with menu items: 'Initialize New Year', 'Transfer Emp Record', 'Compress Image File', 'Head Count Setup', 'Export/Import' (highlighted), 'Global Change', and 'Report Footer Message'. The main area has tabs for 'PROCESS', 'STOP', and 'CHECK SUM' (the last is highlighted with a red box). Below the tabs are input fields for 'Batch Group' (DEFAULT), 'Period' (202312), and 'Cycle'. A 'PROCESS STATUS' section shows 'Query: ALL'. To the right, a 'Check Sum' summary shows 'Total Employee(s) count: 3' and an 'EXPORT DETAILS' button. Below this is a table with columns 'PAY CODE', 'TOTAL AMOUNT', and 'TOTAL FREQUENCY'. The row for 'BONU' shows a 'TOTAL AMOUNT' of 17860.25, which is highlighted with a green box. An Excel preview window is overlaid on the bottom, showing a table with columns A (EMP\_NO) and B (BONU). The data rows are: B001 (10000), D0005 (3500.5), and D006-N (4359.75). The Excel preview's status bar shows 'Average: 5953.416667' and 'Count: Sum: 17860.25', with the sum value highlighted in a green box. A 'Close' button is at the bottom right of the main interface.

PAY CODE	TOTAL AMOUNT	TOTAL FREQUENCY
BONU	17860.25	

A	B
EMP_NO	BONU
B001	10000
D0005	3500.5
D006-N	4359.75

Average: 5953.416667    Count: Sum: 17860.25

## Method 4 – Import Bonus from Excel Format

- 11 Choose the 'Cycle' to which you want to import the bonus amount. In this example, select the 'B' cycle to place the bonus amount in a separate cycle. Next, click 'Process'.

The screenshot displays a software interface for data management. On the left is a sidebar with a menu containing: 'Initialize New Year', 'Transfer Emp Record', 'Compress Image File', 'Head Count Setup', 'Export/Import' (highlighted in blue), 'Global Change', and 'Report Footer Message'. The main area features a top bar with three buttons: 'PROCESS' (highlighted with a red box), 'STOP', and 'CHECK SUM'. Below this, there are several input fields: 'Batch Group' set to 'DEFAULT', 'Period' set to '202312', and 'Contribute Community Fund?' set to 'YES'. A 'Total Transfer Employee(s) : 3' label is on the right. A 'Cycle' dropdown menu is open, showing options 'B', 'E', 'S', 'M', '1', '2', '3', '4', and '5'. The 'B' option is selected and highlighted with a blue bar. A red box also highlights the 'Cycle' dropdown field. At the bottom left of the main area, it says 'PROCESS STATUS' and 'Query : ALL'.

## Method 4 – Import Bonus from Excel Format

- 12 Click 'OK' to initiate the data import or click 'Cancel' to terminate the process.

The screenshot displays a software interface for data import. On the left is a sidebar menu with options: 'Initialize New Year', 'Transfer Emp Record', 'Compress Image File', 'Head Count Setup', 'Export/Import' (highlighted in blue), 'Global Change', and 'Report Footer Message'. The main window has a top bar with 'PROCESS', 'STOP', and 'CHECK SUM' buttons. Below this are input fields for 'Batch Group' (DEFAULT), 'Contribute Community Fund?' (YES), 'Period' (202312), and 'Cycle' (B). A status bar shows 'PROCESS STATUS' and 'Query : ALL'. A 'Total Transfer Employee(s) : 3' label is on the right. A 'Confirm' dialog box is overlaid, asking 'Are you sure to process period: 202312/B? QUERY: ALL'. The 'OK' button in the dialog is highlighted with a red rectangle.

## Method 4 – Import Bonus from Excel Format

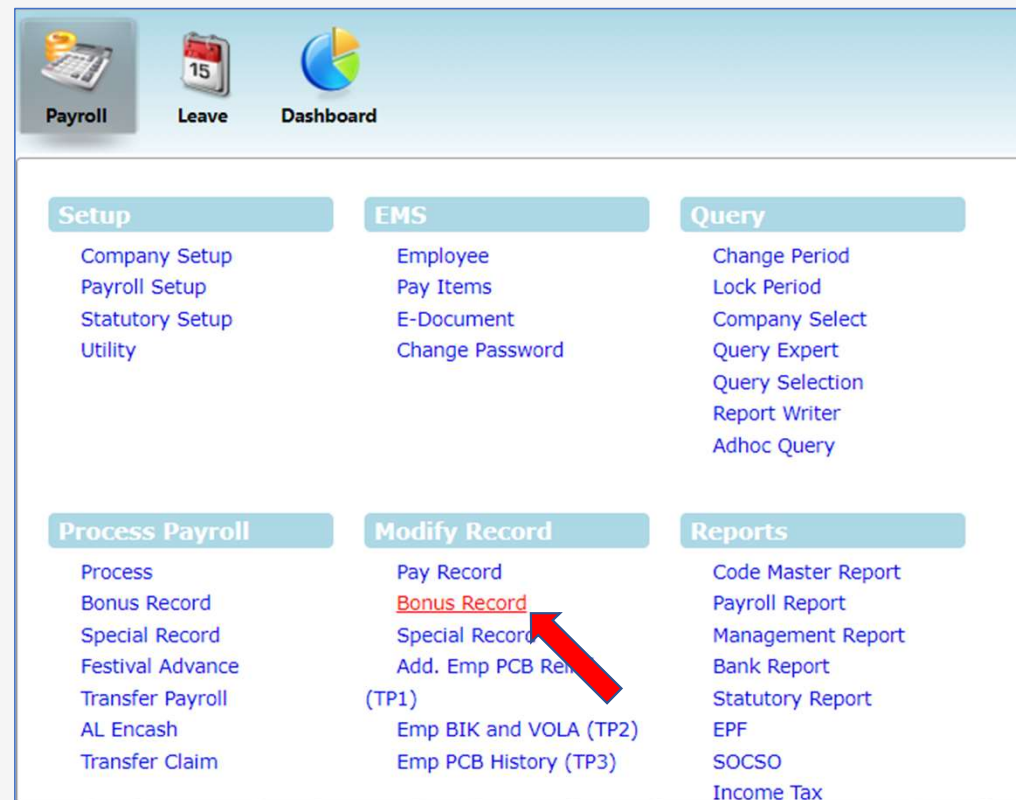
- 13 After the data import is completed, the system will display the process status. Note that the processing time may vary depending on the size of your database. Please DO NOT close the browser or navigate to another page.

You may verify if everything is in order in 'Bonus Record'.

The screenshot displays a web application interface for managing bonus records. On the left is a vertical sidebar with a menu containing the following items: 'Initialize New Year', 'Transfer Emp Record', 'Compress Image File', 'Head Count Setup', 'Export/Import' (highlighted in blue), 'Global Change', and 'Report Footer Message'. The main content area is titled 'PROCESS STATUS' and is divided into several sections. At the top, there are three buttons: 'PROCESS', 'STOP', and 'CHECK SUM'. Below these are input fields for 'Batch Group' (set to 'DEFAULT'), 'Period' (set to '202312'), 'Contribute Community Fund?' (set to 'YES'), and 'Cycle' (set to 'B'). To the right of these fields, it says 'Total Transfer Employee(s) : 0'. A red rectangle highlights the 'PROCESS STATUS' tab. Below this, the 'Query : ALL' section shows a list of employee codes and their status: 'Employee Code[B001] - OK!', 'Employee Code[D0005] - OK!', and 'Employee Code[D006-N] - OK!'. A scrollbar is visible on the right side of this list.

## Method 4 – Import Bonus from Excel Format

- 14 Proceed to the 'Payroll' module.  
Navigate to 'Modify Record' and  
select the 'Bonus Record'.





## Method 4 – Import Bonus from Excel Format

15 Here is an example of a bonus record imported in 'Bonus' cycle.

Navigation: Total record count: 3

**Employee's Information**

Emp No / Name: D006-N [DONKEY TEE] EPF: CLASS1  
 Department: NONE Hired Date: 09/10/2023 SOCSO: FIRST  
 Age / DP Child: 62.58 Termination Date: EIS: FIRST  
 Paid: MONTHLY Last Payment Date: TAX Cat: K1

**Salary Information**

Basic Salary: 15,000.00  
 Daily Rate: 483.87  
 Hourly Rate: 78.67  
 Pay Group / Type: STD 2-SN

**Payroll Information**

Period: 202312  
 Cycle / Cycle Run: B E  
 Trial Mode: NO  
 Change Basic: ☐

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS	F	F	T	T				4,359.75
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				-1,046.35

**EIS Contribution**

EIS Wage: 0.00  
 EIS EE: 0.00  
 EIS ER: 0.00

**SOCSCO Contribution**

Socso Wage: 0.00  
 Socso EE: 0.00  
 Socso ER: 0.00

**HRD & EPF VOL Contribution**

HRD: 0.00  
 EPF Vol EE: 0.00  
 EPF Vol ER: 0.00

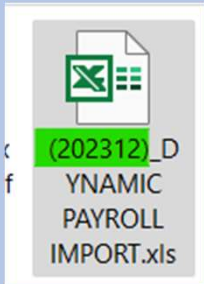
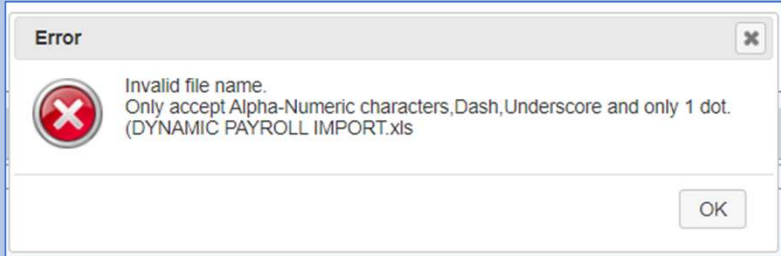
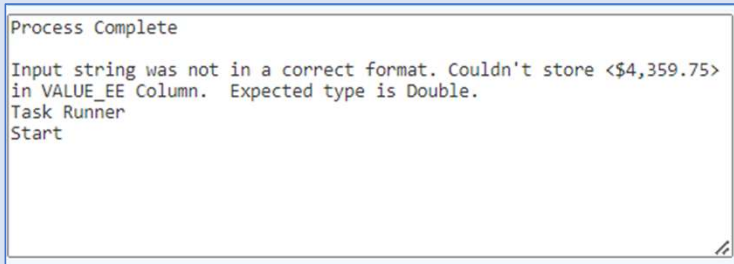
**EPF Contribution**

EPF Wage: 4,359.75  
 EPF EE: 0.00  
 EPF ER: 176.00

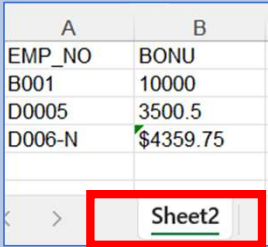
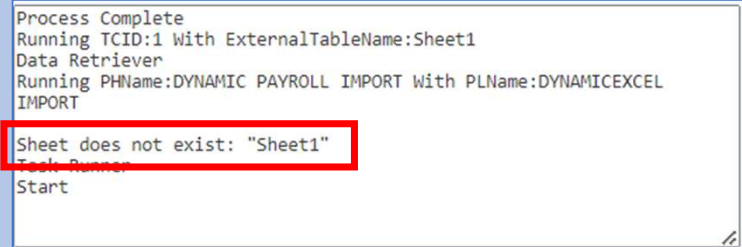
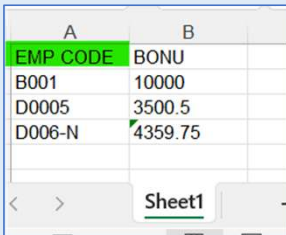
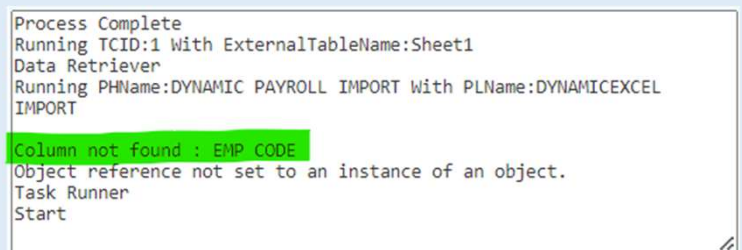
**Total Wages**

Total Allowance: 0.00  
 Total Deduction: 0.00  
 Gross Wage: 4,359.75  
 Nett Wage: 3,313.40

## Four (4) Common Errors When Importing From An Excel File

No	Mistake	Excel File	System return error										
1	The import filename contain special characters other than a dot, underscore and hyphen	  ( ) not allowed											
2	The 'Amount' column contain non-numeric values.	<table border="1"><thead><tr><th>A</th><th>B</th></tr></thead><tbody><tr><td>EMP_NO</td><td>BONU</td></tr><tr><td>B001</td><td>10000</td></tr><tr><td>D0005</td><td>3500.5</td></tr><tr><td>D006-N</td><td>\$4359.75</td></tr></tbody></table> \$ not allowed	A	B	EMP_NO	BONU	B001	10000	D0005	3500.5	D006-N	\$4359.75	
A	B												
EMP_NO	BONU												
B001	10000												
D0005	3500.5												
D006-N	\$4359.75												

# Common Errors When Importing Bonus Amount

No	Mistake	Excel File	System return error
3	Data must be placed on the worksheet named 'Sheet1'.	 <p>Worksheet name must be 'Sheet1'</p>	
4	The header for Employee Code is not 'EMP_NO'	 <p>Employee Code column name must be 'EMP_NO'</p>	

# Lock Bonus Cycle

Restricted

# Lock Bonus Cycle

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It is advisable to lock the Bonus/Special cycle once the bonus payment is finalized to prevent unintentional re-processing.

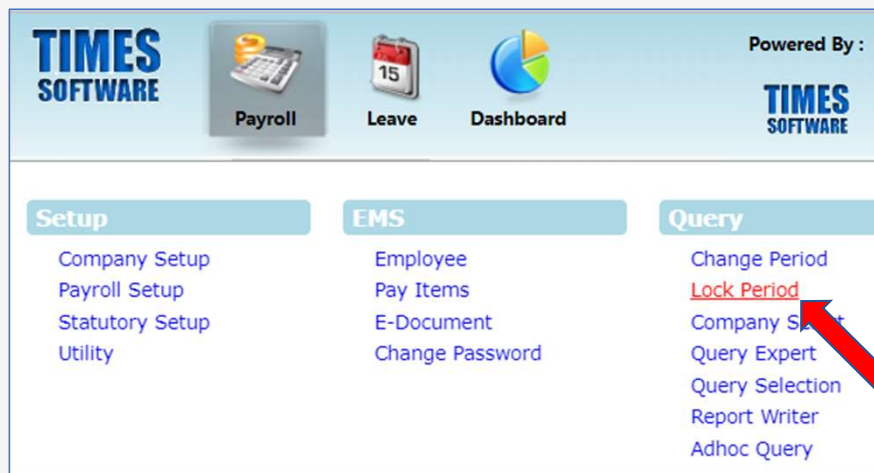
This recommendation assumes that the bonus is processed independently of your regular payroll, not combined with the End/Mid cycle.

Disregard this section if the Bonus is merged with the MID/END pay cycle.

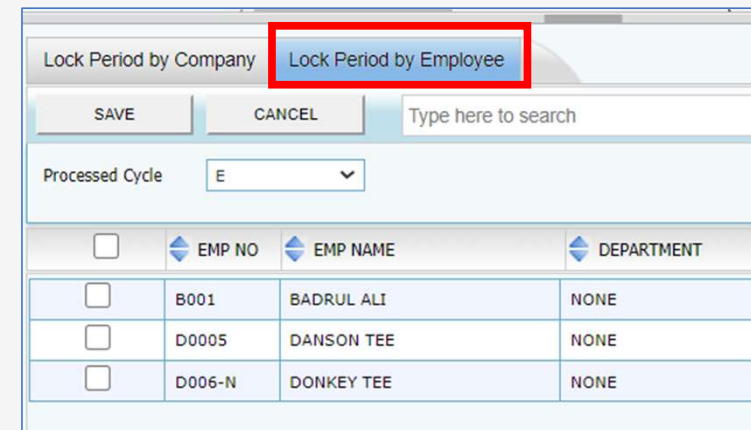
# Lock Bonus Cycle

To lock a cycle, follow these steps:

- 1 Proceed to the 'Payroll' module, navigate to 'Query' and select the 'Lock Period'.

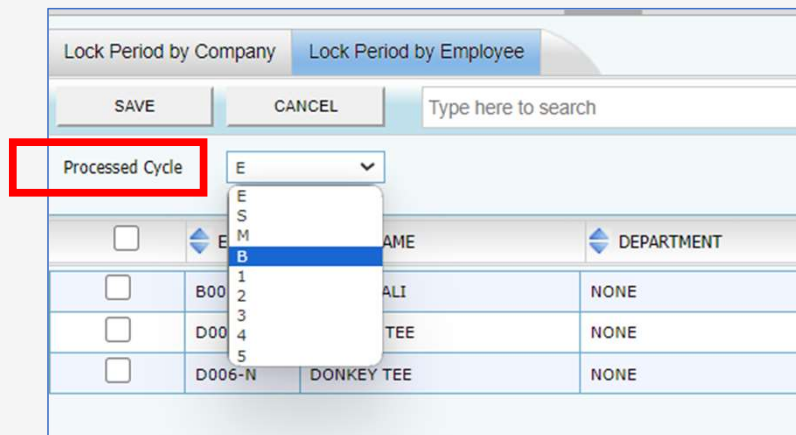


- 2 Click 'Lock Period by Employee' tab.



# Lock Bonus Cycle

- 3 Choose the cycle you want to lock from the 'Processed Cycle' dropdown.



Lock Period by Company Lock Period by Employee

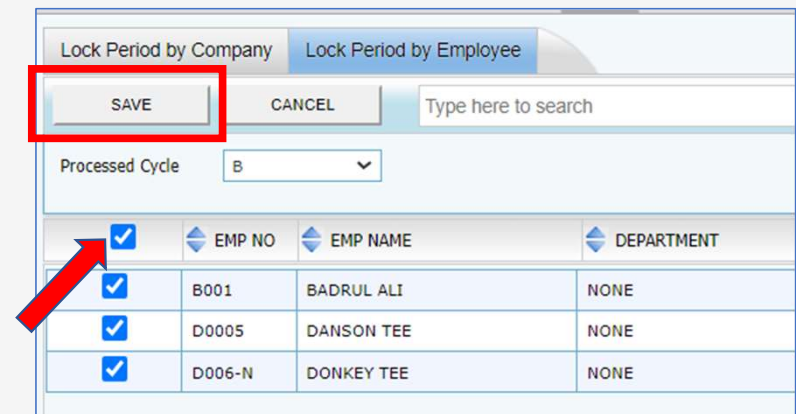
SAVE CANCEL Type here to search

Processed Cycle E

E  
S  
M  
B  
1  
2  
3  
4  
5

	EMP NO	EMP NAME	DEPARTMENT
<input type="checkbox"/>	B001	BADRUL ALI	NONE
<input type="checkbox"/>	D0005	DANSON TEE	NONE
<input type="checkbox"/>	D006-N	DONKEY TEE	NONE

- 4 Select all employees by clicking the checkbox and click 'Save'.



Lock Period by Company Lock Period by Employee

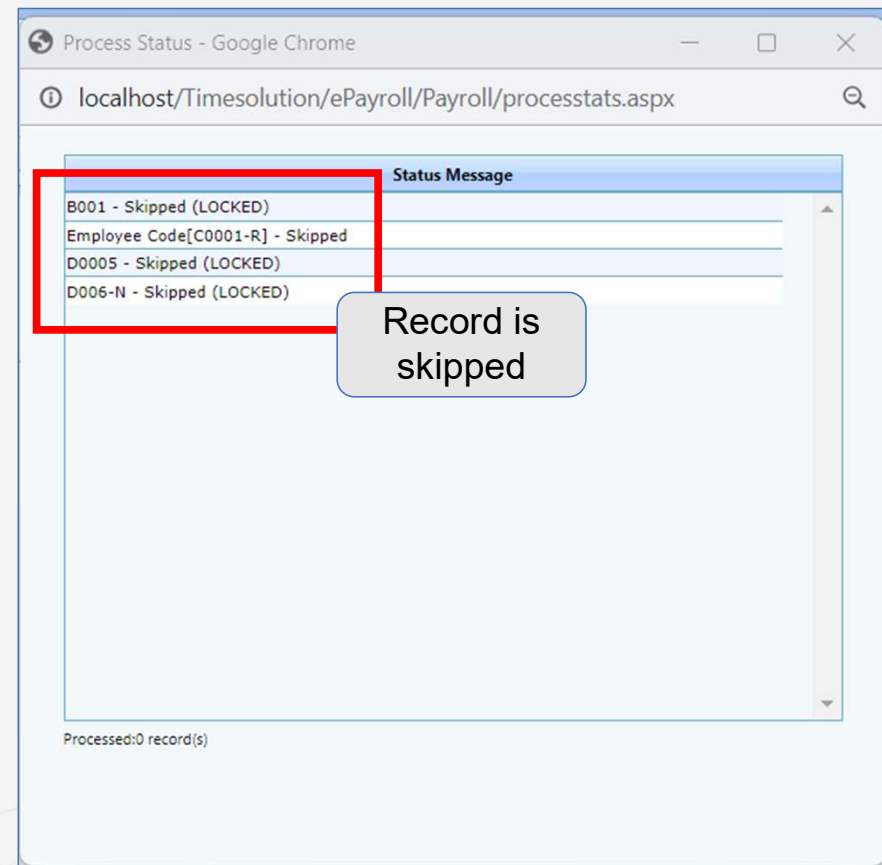
SAVE CANCEL Type here to search

Processed Cycle B

	EMP NO	EMP NAME	DEPARTMENT
<input checked="" type="checkbox"/>	B001	BADRUL ALI	NONE
<input checked="" type="checkbox"/>	D0005	DANSON TEE	NONE
<input checked="" type="checkbox"/>	D006-N	DONKEY TEE	NONE

# Lock Bonus Cycle

The system will return with a message as shown here if the cycle is locked and the user attempts to re-process the cycle. This helps to prevent unintentional re-processing.





# Break

Restricted

# Feature Enhancements

Restricted

# Feature Enhancements

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Here is the summary list of functions in the system that we have enhanced.

PROCESS PAYROLL	FUNCTIONS	REPORTS
PCB Tax Record	Emp BIK and VOLA (TP2)	Employee Recurring Allowance/Deduction
Recurring Deductions	Pay Items - Tax Marital Status	CP39 Form / CP39 Text File
	Allowance/Deduction Setup	CP22A Text File
	Employee - Employer Bank Account	IBG File Transfer

# PROCESS PAYROLL

Restricted

## [No 1] Process Payroll – PCB Tax Record Validation

We have implemented a validation in the 'Process Payroll' to track whether an employee is excluded from PCB calculations.

If during the 'Process Payroll', the system detects that the user has disabled 'Calculate PCB' in 'Pay Items' for employee, an alert report will be generated to indicate the affected employee.

Disabling the system from calculating an employee's PCB even if the employee's taxable wages do not reach the tax threshold is not a common or recommended practice, unless the employee's PCB is managed by a tax agent.

The screenshot displays the 'E-Payroll' system interface, specifically the 'Pay Group/Type Setting' tab. The interface includes the following fields and options:

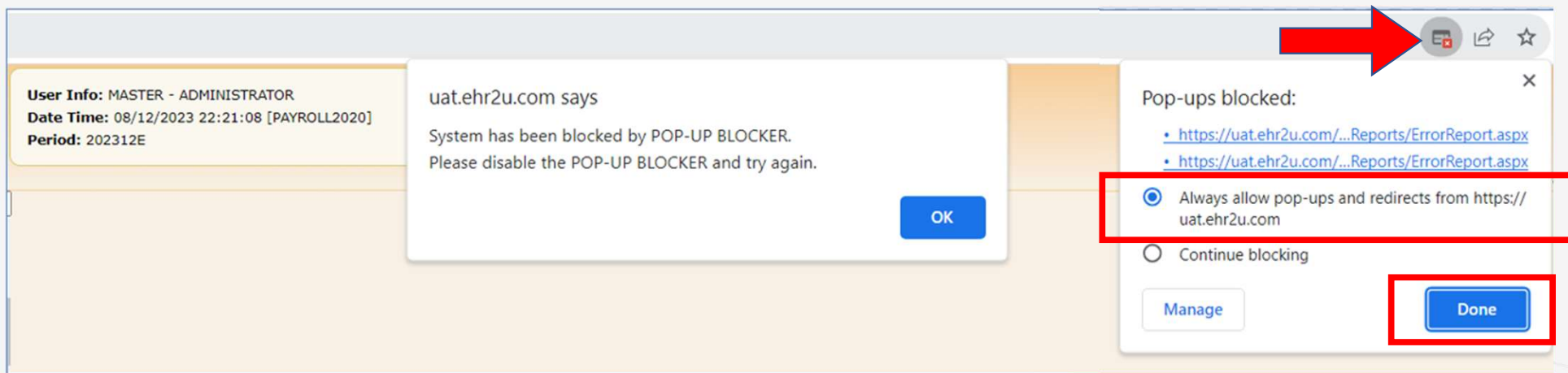
- Employee ID:** L001
- Name:** LEE LEE
- Pay Group/Type Setting:**
  - Pay Group:** 5.0DAYS
  - Batch Group:** DEFAULT
  - Pay Type \*:** SN-Mthly Rated-SubjOT [SN]
  - Mid Mth Pay:** ☒ Semi-Month? 35 % / 0.00
  - Mid mth deduct EPF?:** No
  - Mid mth deduct SOCSO?:**
  - Bonus Factor:**
  - Mid mth deduct EIS?:**
  - Daily Rate Formula:** Working Days/Mth [01]
  - NPL Daily Formula:** Working Days/Mth [01]
  - Festival Advance:**
  - Hrs Worked/Yr:** 2184
  - Working Code:**
  - Days Work/Wk:** 5
  - Working Code Salary Month:**
- Change EPF/SOCSO/EIS?:** ☐ Yes ☒ No
- Calculate HRD?:** ☒ Yes ☐ No
- Calculate PCB?:** ☐ Yes ☒ No

A red box highlights the 'Calculate PCB?' section, with the text: **\*Disable calculate PCB is NOT recommended**

## [No 1] Process Payroll – PCB Tax Record Validation

After payroll processing is completed, the system will generate the exception report. However, if your pop-up blocker is not enabled, you may encounter a message.

To view the error report, please ensure that the 'allow pop-ups' setting in your browser is enabled for the website.



## [No 1] Process Payroll – PCB Tax Record Validation

Here is an example of the Error Report, which explains the periods for which PCB calculation is missing for respective employees.

uat.ehr2u.com/ePayroll-KEN/ePayroll/Reports/ErrorReport.aspx - Google Chrome

uat.ehr2u.com/ePayroll-KEN/ePayroll/Reports/ErrorReport.aspx

**TIMES SOFTWARE SDN BHD 123**  
**PAYROLL ENGINE ERROR REPORT**  
Period: 202312/E  
PRINT DATE: 08/12/2023 22:55  
USER ID: MASTER

TABLE NAME	PAGE NAME	DESCRIPTION
EMPLOYEE	PROCESS.ASPX	Employee# 000009-1 - Missing PCB for 202304, please check income tax run report.
EMPLOYEE	PROCESS.ASPX	Employee# BB001Z - Missing PCB for 202301,202304,202305,202306,202307, please check income tax run report.
EMPLOYEE	PROCESS.ASPX	Employee# L001 - Missing PCB for 202312, please check income tax run report.
EMPLOYEE	PROCESS.ASPX	Employee# T012 - Missing PCB for 202301,202303,202304,202305,202307,202308,202309,202310,202311,202312, please check income tax run report.
EMPLOYEE	PROCESS.ASPX	Employee# TEST002 - Missing PCB for 202301,202303,202304,202305,202306,202307,202308,202309,202310,202311,202312, please check income tax run report.
EMPLOYEE	PROCESS.ASPX	Employee# VOL02 - Missing PCB for 202303,202304,202305,202306,202307,202308,202309,202310,202312, please check income tax run report.

It is crucial to note that the system will still allow the payroll processing to proceed.

# [No 1] Process Payroll – PCB Tax Record Validation

## Additional Information on 'Income Tax Run Report':

This report can help you check for any discrepancies in PCB calculations.

Locate the 'Income Tax Run' report in the 'Reports' menu.

The screenshot shows the main application menu with three tabs: Payroll, Leave, and Dashboard. Below the tabs are three main sections: Setup, EMS, and Query. The Setup section includes Company Setup, Payroll Setup, Statutory Setup, and Utility. The EMS section includes Employee, Pay Items, E-Document, and Change Password. The Query section includes Change Period, Lock Period, Company Select, Query Expert, Query Selection, Report Writer, and Adhoc Query. Below these are three more sections: Process Payroll, Modify Record, and Reports. The Reports section includes Code Master Report, Payroll Report (highlighted with a red arrow), and Management Report.

The screenshot shows the 'Income Tax Run' report configuration window. It has a left sidebar with a list of reports: Allowance/Deduction, NPL/Shift/OT/RESTDAY, Pay History, YTD Detail Report, Payroll Report, Payslip, Pivot Table Report, Income Tax Run (highlighted), Employee PCB Reports, and Payroll Report (New). The main area is titled 'Income Tax Run' and contains fields for 'From/To' (Income Tax Account No. E87654123-01 (TEST IMPORT)), 'Employee From' (B001 - BADRUL ALI), and 'Sort By' (Employee Name). Below these are 'Print' options: Summary Report, Tax Calculation Report, Detail Computation Report, and History Report (selected and highlighted with a red box). At the bottom are buttons for 'EXPORT TO PDF' and 'EXPORT TO EXCEL'.



# [No 1] Process Payroll – PCB Tax Record Validation

Here is an example of the Income Tax Run Report (History Format)

## TEST IMPORT

INCOME TAX RUN HISTORY FOR PERIOD OF 202301 - 202312

Query: ALL

Employee : D006-N

Hired Date : 09/10/2023

Gender : M

Name : DONKEY TEE

Resignation Date :

Marital Status : M

N	Period	Tax Code	Type	Tax Wage	EPF Cont.	TP1 Relief	Cur Relief	K	K1	K2	KT	N	Y	Y1	Y2	YT	D	DU	S	SU	QC	ELP	LP1
1	202311	K1	N	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1	0.00	16,000.00	16,000.00	0.00	9,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00
2	202312	K1	X	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	166,000.00	19,000.00	19,000.00	0.00	9,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
3	202312	K1	B	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	166,000.00	19,000.00	19,000.00	8,719.50	9,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00

\* K1 = Category 1 | KA0 - KA10 = Category 2 | KN0 - KN10 = Category 3

\* P = Total chargeable income for a year exclude

\* M = Amount of first chargeable income for every range of chargeable income a year

\* R = Percentage of tax rates

\* B = Amount of tax on M less tax rebate for individual and spouse (if qualified)

\* Z = Accumulated fee/zakat paid other than fee/zakat for current month

\* X = Accumulated MTD paid for previous month including from previous employment (including MTD on additional remuneration)

\* D = Deduction for individual

\* S = Deduction for spouse

\* DU = Deduction for disabled individual

\* SU = Deduction for disabled spouse

\* QC = Deduction for children

P	M	R	B	Z	X	Gross Tax	Zakat	Nett Tax	Tax Per Year
20,000.00	5,000.00	1	(400.00)	0.00	0.00	0.00	0.00	0.00	(250.00)
173,000.00	100,000.00	24	10,700.00	0.00	27,500.00	720.00	0.00	720.00	28,220.00
181,719.50	100,000.00	24	10,700.00	0.00	27,500.00	2,812.70	0.00	2,812.70	30,312.68

## [No 2] Process Payroll – Recurring Deductions Validation

We have implemented additional validation in the 'Process Payroll' to track whether a resigned employee has any **outstanding deductions**. This is to ensure that HR is aware and can take necessary steps to recover any outstanding deductions from the employee.

Employee ID / Name: C0001-R [CECILIA CHEONG] Pay Group: STD Head Count: 4

Allowance/Deduction

Code: PTPTN Effective Date: 01/01/2023

Description: PTPTN DEDUCTION Payment Date: 01/01/2023

Type: AMT Recurring: 10 Times

Currency: NONE [NONE] End Date: 31/10/2023

Amount: 151.35 Total Amount:

Cycle: END

Employee ID / Name: C0001-R [CECILIA CHEONG]

Tender Information

Resignation Reason: EMPLOYEE RESIGNED & LEFT

Tender Date:

Notice Period / By: 0 MONTH

Resignation Date: 30/11/2023

Last Payment Date: 30/11/2023


CODE	DESCRIPTION	TYPE	CURRENCY	AMOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE	RECURRING	TOTAL AMOUNT	CYCLE
PTPTN	PTPTN DEDUCTION	A	NONE	151.35	01/01/2023	01/01/2023	31/10/2023			
LOAN	STAFF LOAN	A	NONE	-350.00	01/04/2023	01/04/2023	31/03/2024			

'END DATE' is after 'Resignation Date'

## [No 2] Process Payroll – Recurring Deductions Validation

After the completion of 'Process Payroll,' the system generates a validation error if any discrepancies are found.

Please note that the system only validates recurring '**Deductions**' if the 'END DATE' is after the 'Resignation Date'.

<b>PROCESS</b>		<b>STOP</b>	<b>CLEAR</b>	Process Payroll [202311/E]	
 <b>Important Note:</b> Please ensure all resignees are updated before processing the payroll. This is to ensure that salaries and leave encashment are calculated correctly. Press [PROCESS] button to proceed.			Payroll Engine Data Validation Check/ Error log. =====		
Process Batch Group: DEFAULT ▼		COMPANY: TESTDEL	QUERY: ALL	Emp Count: 4	
ENGINE TIME PERFORMANCE STATUS				Recurring allowance end date is invalid. ----- @1 : Employee No: C0001-R. Allowance Code [LOAN] End Date! 31/03/2024	
				*Please update employee data accordingly and re-process the payroll. Remember to double check the affected employee's payroll	

The payroll processing will be aborted by the system, and you will need to change the 'END DATE' to resolve the issue.

## [No 2] Process Payroll – Recurring Deductions Validation

### Additional Information:

You have an option to disable the validation in the payroll processing for specific deduction codes.

Go to 'Setup' and select 'Payroll Setup'.

In the 'Allowance/Deduction', you can select the code to disable the validation.

The screenshot displays the Payroll Setup interface. On the left, the 'Setup' menu is visible, with 'Payroll Setup' highlighted by a red arrow. The main area shows the 'Allowance/Deduction' tab, which contains a list of deduction codes on the left and a form for editing a specific code on the right. The form is for a 'LOAN' code, with a description of 'STAFF LOAN'. A red box highlights the checkbox labeled 'Disable alert message for Deductions in Process Payroll for Resigned Employee', which is checked. A callout box points to this checkbox with the text 'Check the box to disable the validation process'.

**Payroll Setup**

**Setup**

- Company Setup
- Payroll Setup**
- Statutory Setup
- Utility

**EMS**

- Employee
- Pay Items
- E-Document
- Change Password

**Allowance/Deduction**

- Bank Master
- Code Setup
- Cost Centre Allocation
- Employer Bank Setup
- Formula Setup
- IBG Routing Code Setup
- Pay Group Setup
- Pay Group Weekly
- Work Code Setup

**Allowance / Deduction**

SAVE & VIEW LIST CANCEL

Code: LOAN ☐ Is Deduction

Description: STAFF LOAN

CP21/CP22A: Not Taxable

GL Default Identifier:

Payslip Group Code:

Unit: NON

Bahasa Malaysia Description:

☒ Disable alert message for Deductions in Process Payroll for Resigned Employee

☐ \*\*IS BONUS ☐ EPF ☐ VOL ☐ SOCSO

# FUNCTIONS

Restricted

## [No 3] Emp BIK and VOLA (TP2)

We have implemented a validation in the EMS if the system detect TP2 records with period after the Resignation Date.

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

NEW SAVE DELETE CANCEL

Company Select - TESTDEL Query Select - All

Employee ID / Name: C0001-R [CECILIA CHEONG] Pay Group: STD Head Count: -4

**Tender Information**

Resignation Reason: RESIGNED [RESIGN]

Tender Date: [ ]

Notice Period / By: 0 MONTH

**Resignation Date**: 30/11/2023

Last Day of Work: 30/11/2023

Last Payment Date: 30/11/2023

Remark: [ ]

**Withdrawn**

Withdrawn Date: [ ]

**Re-employment Information**

Re-employment: NO

Reason: [ ]

**Current Information**

Department: NONE

Category: IT

Occupation: NONE

Section: NONE

Salary Range: NONE

Hired Date: 14/11/2022

Confirmation Date: 14/02/2023

Retirement Date: 21/11/2028

Age / Service Year: 54 year 11 / 1 Year - 1

## [No 3] Emp BIK and VOLA (TP2)

In 'Modify Record > **Emp BIK and VOLA (TP2)**', the system checks for any TP2 records with a period after the Resignation Date of '30/11/2023.'



**TIMES SOFTWARE**

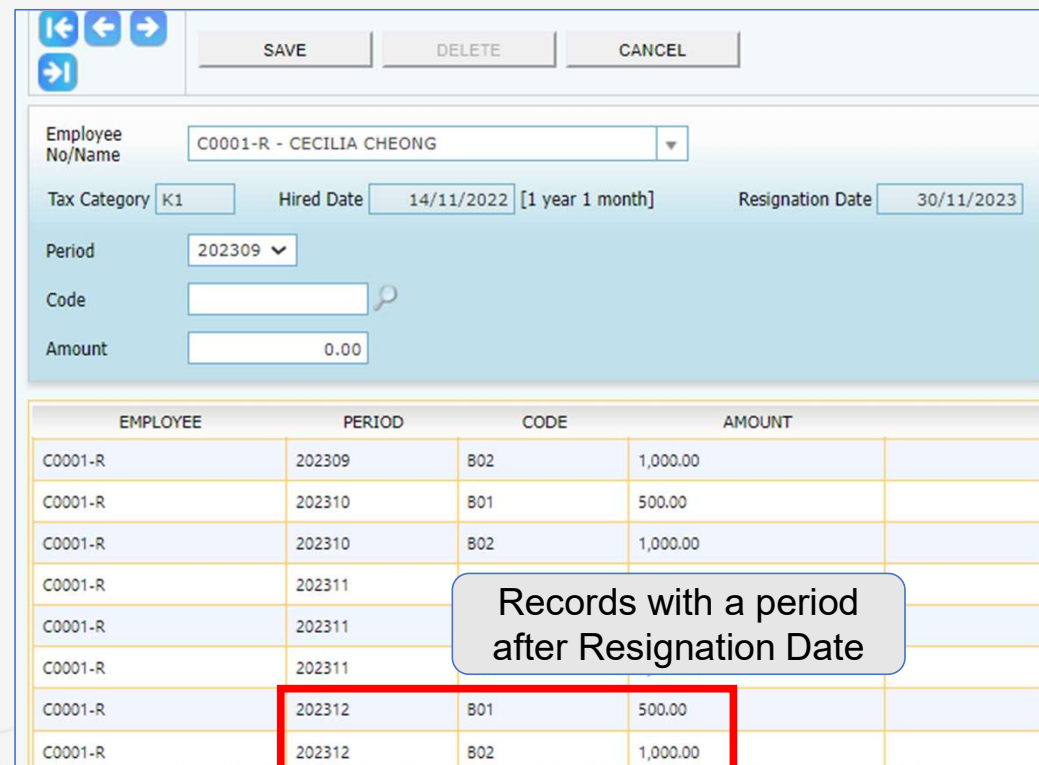
Payroll Leave Dashboard

**Process Payroll**

- Process
- Bonus Record
- Special Record
- Festival Advance
- Transfer Payroll
- AL Encash
- Transfer Claim

**Modify Record**

- Pay Record
- Bonus Record
- Special Record
- Add. Emp PCB Relief
- (TP1) **Emp BIK and VOLA (TP2)**
- Emp PCB History (TP3)



Navigation: < < > >

Buttons: SAVE DELETE CANCEL

Employee No/Name: C0001-R - CECILIA CHEONG

Tax Category: K1 Hired Date: 14/11/2022 [1 year 1 month] Resignation Date: 30/11/2023

Period: 202309

Code:

Amount: 0.00

EMPLOYEE	PERIOD	CODE	AMOUNT
C0001-R	202309	B02	1,000.00
C0001-R	202310	B01	500.00
C0001-R	202310	B02	1,000.00
C0001-R	202311		
C0001-R	202311		
C0001-R	202311		
C0001-R	202312	B01	500.00
C0001-R	202312	B02	1,000.00

Records with a period after Resignation Date



## [No 3] Emp BIK and VOLA (TP2)

The message prompt when you click 'Save' and the system detects TP2 records after the Resignation Date.

The screenshot displays a software interface for managing employee records. At the top, there are tabs for Detail, Career, Bank, Employment, Address, Leave / Benefit, Calendar, Misc, Free Fields, and Exit Records. Below these tabs is a navigation bar with buttons for NEW, SAVE, DELETE, and CANCEL. The 'SAVE' button is highlighted with a red rectangle. To the right of the navigation bar, there are fields for Company Select (TESTDEL) and Query Select (All). The main form area is divided into several sections. The 'Tender Information' section includes fields for Resignation Reason (RESIGNED [RESIGN]), Tender Date, Notice Period / By (0 MONTH), Resignation Date (30/11/2023), Last Payment Date (30/11/2023), and Remark. The 'Current Information' section includes a Department field (NONE). The 'Withdrawn' section includes a Withdrawn Date field. The 'Re-employment Information' section includes a Re-employment Reason field (NO) and a Reason field. An error message dialog box is overlaid on the form, stating: "Error: TP2 records found with a period after the Resignation Date. Please update the record in 'Modify Record > Emp BIK and VOLA (TP2)'." The error message is displayed in a red box with a red 'X' icon. The 'Resignation Date' field is also highlighted with a red rectangle.

Detail	Career	Bank	Employment	Address	Leave / Benefit	Calendar	Misc	Free Fields	Exit Records
NEW SAVE DELETE CANCEL									
Company Select - TESTDEL Query Select - All									
Employee ID / Name: C0001-R [CECILIA CHEONG] Pay Group: STD Head Count - 4									
<b>Tender Information</b>					<b>Current Information</b>				
Resignation Reason: RESIGNED [RESIGN]					Department: NONE				
Tender Date:									
Notice Period / By: 0 MONTH									
Resignation Date: 30/11/2023									
Last Payment Date: 30/11/2023									
Remark:									
<b>Withdrawn</b>					<b>Re-employment Information</b>				
Withdrawn Date:					Re-employment Reason: NO				
					Reason:				
					Retirement Date: 21/11/2028				
					Age / Service Year: 54 year 11 / 1 Year - 1				



# [No 4] Pay Items - Tax Marital Status

In 'EMS > Pay Items > Tax Marital Status', if employee is single with adopted child, please be reminded to select 'DIVORCED / WIDOW / WIDOWER / SINGLE WITH ADOPTED CHILD'.

E-Payroll

Statutory Requirement

Allowances/Deductions

Stop Payment

←

→

↶

↷

SAVE

CANCEL

Employee ID / Name

C0001-R [CECILIA CHEONG]

Statutory Type

☐ EPF / SOCSO / Union / EIS

☒ PCB / Income Tax Info

☐ Registered ID / Bank / Other ACC

☐ Foreigner Info

PCB Setting Income Tax Information

Income Tax Status

RESIDENT

Non Resident tax End Period (YYYYMM)

Returning Expert End Period (YYYYMM)

Tax Marital Status

SINGLE

SINGLE

MARRIED AND SPOUSE NOT WORKING

MARRIED AND SPOUSE WORKING

**DIVORCED/WIDOW/WIDOWER/SINGLE WITH ADOPTED CHILD**

Disabled Individual

Income Tax No.

Employer Income Tax No.

E87654123-01 (TESTDEL)

A	B	C	D	E
No.	Name of employee	Tax Identification No. (TIN)	Identification / passport no.	Category of employee <sup>1</sup>
1				

Code	Category of Employee
1	Category 1 : Single
2	Category 2 : Married and husband or wife is not working
3	Category 3 : Married and husband or wife is working, divorced or widowed or single with adopted child

## [No 5] Allowance/Deduction Setup

In 'Setup > Payroll Setup > Allowance/Deduction', we have updated the 'CP21/CP22A' and 'EA No.' dropdowns from Bahasa Malaysia to English.

## [No 6] Employee - Employer Bank Account

In 'EMS > Employee > Bank', the 'Employer Bank Account' should not be left empty, even if the employee's salary payment method is 'Cash' or 'Cheque'.

When the system detects that the 'Employer Bank Account' is blank, clicking the 'New,' 'Save,' or 'Edit' button will trigger an alert message.

The screenshot displays the 'Employee - Bank' form for employee D0005 [DANSON TEE]. The 'Bank' tab is active. The 'Employer Bank Account' field is empty and highlighted with a green box. A warning dialog box is open, stating 'Error : Employer Bank Account undefined'. The 'Local Bank' table lists three payment methods: AMBANK BERHAD (selected), CASH, and CHEQUE. The 'NEW', 'SAVE', and 'CANCEL' buttons are highlighted with a red box. The 'Edit' button is also highlighted with a red box.

		DEFAULT	BANK NAME	AC				
		<input checked="" type="checkbox"/>	AMBANK BERHAD	8765432234	<input type="text" value="0"/>	<input type="text" value="100"/>	AMB	
		<input type="checkbox"/>	CASH		<input type="text" value="0"/>	<input type="text" value="0"/>	CASH	
		<input type="checkbox"/>	CHEQUE		<input type="text" value="0"/>	<input type="text" value="0"/>	CHEQ	

# REPORTS

Restricted

## [No 7] Employee Recurring Allowance/Deduction Report

Added new a report format layout in 'Employee Info Report > **Recurring Allowance/Deduction**'.

The screenshot shows the TIMES SOFTWARE dashboard. At the top, there are icons for Payroll, Leave, and Dashboard. Below these, there are three main sections: Process Payroll, Modify Record, and Reports. The Reports section is highlighted with a red arrow pointing to 'Employee Info Report'.

Process Payroll	Modify Record	Reports
Process	Pay Record	Code Master Report
Bonus Record	Bonus Record	Payroll Report
Special Record	Special Record	Management Report
Festival Advance	Add. Emp PCB Relief (TP1)	Bank Report
Transfer Payroll	Emp BIK and VOLA (TP2)	Statutory Report
AL Encash	Emp PCB History (TP3)	EPF
Transfer Claim		SOCSSO
		Income Tax
		Zakat
		Benefits In Kind
		EIS
		<b>Employee Info Report</b>
		Audit Trail Report
		Graphic Report

The screenshot shows the 'EMPLOYEE RECURRING ALLOWANCE/DEDUCTION' report configuration screen. It includes fields for 'From/To', 'Employee From', 'Pay Code From', 'Print By', '1st Group By', '2nd Group By', and 'Report Format'. The 'Report Format' dropdown is highlighted with a red box, showing options for 'PORTRAIT' and 'LANDSCAPE'.

EMPLOYEE RECURRING ALLOWANCE/DEDUCTION	
From/To	
Employee From	B001
Pay Code From	LOAN - STAFF LOAN
Print By	
1st Group By	DEPARTMENT
2nd Group By	EMPLOYEE NO
Report Format	PORTRAIT
EXPORT TO PDF	
EXPORT TO EXCEL	

## [No 7] Employee Recurring Allowance/Deduction Report

Here is an example of the new report in 'Landscape' format.

### TEST IMPORT

Print Date : 09/12/2023 13:58  
User ID : SUPPORT

### EMPLOYEE RECURRING ALLOWANCE/DEDUCTION

Employee No : B001 to D006-N  
Allowance Code : CAR to PTPTN  
Group 1 : DEPARTMENT  
Group 2 : EMPLOYEE NO

#### Employee's Allowance / Deduction Details

Emp No	Emp Name	Department	Code	Description	Curr	Amount	Eff.Date	Payment Date	Times	M/E	End Date	Total Amount
C0001-R	CECILIA CHEONG	NONE	LOAN	STAFF LOAN	NONE	350.00	01/04/2023	01/04/2023	12	END	31/03/2024	4,200.00
C0001-R	CECILIA CHEONG	NONE	PTPTN	PTPTN DEDUCTION	NONE	151.35	01/01/2023	01/01/2023	10	END	31/10/2023	1,513.50
D0005	DANSON TEE	NONE	CAR	CAR ALLOWANCE	NONE	1,000.00	01/12/2023	01/12/2023	6	END	31/05/2024	6,000.00
D006-N	DONKEY TEE	NONE	LOAN	STAFF LOAN	NONE	333.00	01/05/2023	01/05/2023	12	END	30/04/2024	3,996.00



## [No 8] Income Tax – CP39 Form / CP39 Text File

Revise the data capturing logic for the **New IC** and **Passport** Number fields in the 'Income Tax > CP39 Form / CP39 Text File'.

**TIMES SOFTWARE**

Payroll Leave Dashboard

**Process Payroll**

- Process
- Bonus Record
- Special Record
- Festival Advance
- Transfer Payroll
- AL Encash
- Transfer Claim

**Modify Record**

- Pay Record
- Bonus Record
- Special Record
- Add. Emp PCB Relief (TP1)
- Emp BIK and VOLA (TP2)
- Emp PCB History (TP3)

**Reports**

- Code Master Report
- Payroll Report
- Management Report
- Bank Report
- Statutory Report
- EPF
- Income Tax
- Zakat
- Benefits In Kind
- EIS
- Employee Info Report
- Audit Trail Report

**CP39 Form**

CP39 Text File Return

LHDN Bank Submission

CP21 (Leaver)

CP22A (Tax Clearance)

CP22 (New Employee)

EA Form

Slip Jawapan PCB (II)

E Form

Pay History Report

**CP39 Form**

Income Tax Account No. E87654123-01 (TEST IMPORT) ▼

Cheque No.

Cheque Date

Bank Branch

Forwarding Address

Sort By Employee Name ▼

EXPORT TO PDF EXPORT TO EXCEL

## [No 8] Income Tax – CP39 Form / CP39 Text File

The data capturing will be based on the '**ID For Income Tax**' selection in 'EMS > Pay Items'.

If **New ID** is selected, the system will capture both the New IC and Old IC in the CP39 Form/CP39 Text File.

If **Passport** is selected, the system will capture the Passport Number in the CP39 Form/CP39 Text File.

This amendment is necessary because customers with Timesolution are inputting employee's Passport Numbers in the New IC field.

E-Payroll Statutory Requirement Allowances/Deductions Stop Payme

Employee ID / Name D006-N [DONKEY TEE]

Statutory Type

☐ EPF / SOCSO / Union / EIS ☐ PCB / Income Tax Info ☒ Registered ID

Registered ID of Statutory Board / Bank

ID for Income Tax **NEW ID** **NEW ID** **OLD ID** **PASSPORT**

ID for Bank NEW ID

ID for ASB NEW ID

ID for EPF NEW ID

ID for Tabung Haji NEW ID

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

Employee ID / Name D006-N [DONKEY TEE]

Pay Group STD

Personal Details

Employee ID \* D006-N ☐ Is Supervisor? ☐ Is HR?

First Name

Middle Name

Issued Date

NRIC \* 610511-10-9871 Old IC 34569123

Passport No. AP43276543



## [No 8] Income Tax – CP39 Form / CP39 Text File

The following is a segment of the CP39 Form.

If 'New ID' is selected for 'ID For Income Tax', the system will leave the Passport Number field empty, even if the user has inputted a Passport Number in the EMS.

BIL.	NO. CUKAI PENDAPATAN	NAMA PENUH PEKERJA (SEPERTI DI KAD PENGENALAN ATAU PASSPORT)	NO. K/P LAMA	NO. K/P BARU	NO. PEKERJA	BAGI PEKERJA ASING NO PASSPORT	KOD NEGARA	JUMLAH POTONGAN CUKAI	
								PCB (RM)	CP38 (RM)
1		DONKEY TEE		610511-10-9871	0006-N			116.75	0.00
								116.75	0.00
								JUMLAH BESAR	116.75

E-Payroll

Statutory Requirement

Allowances/Deductions

Sto

←

→

↶

↷

SAVE

CANCEL

Employee ID / Name

D006-N [DONKEY TEE]

Statutory Type

☐ EPF / SOCSO / Union / EIS

☐ PCB / Income Tax Info

☒ Regis

Registered ID of Statutory Board / Bank

ID for Income Tax

NEW ID

▼

ID for SOCSO

NEW ID

▼

## [No 8] Income Tax – CP39 Form / CP39 Text File

The following is a segment of the CP39 Form.

If 'Passport' is selected for 'ID For Income Tax', the system will leave the New IC and Old IC fields empty, even if the user has inputted this data in the EMS.

BIL.	NO. CUKAI PENDAPATAN	NAMA PENUH PEKERJA (SEPERTI DI KAD PENGENALAN ATAU PASSPORT)	NO. K/P LAMA	NO. K/P BARU	NO. PEKERJA	BAGI PEKERJA ASING NO PASSPORT	KOD NEGARA	JUMLAH POTONGAN CUKAI	
								PCB (RM)	CP38 (RM)
1		DONKEY TEE			D006-N	AP43276543		116.75	0.00
JUMLAH								116.75	0.00
JUMLAH BESAR								116.75	

E-Payroll

Statutory Requirement

Allowances/Deductions

Stop Pa

←

→

↶

↷

SAVE

CANCEL

Employee ID / Name

D006-N [DONKEY TEE]

Statutory Type

☐ EPF / SOCSO / Union / EIS

☐ PCB / Income Tax Info

☒ Registered

Registered ID of Statutory Board / Bank

ID for Income Tax

PASSPORT

▼

ID for SOCSO

NEW ID

▼

ID for EPF

NEW ID

▼

## [No 9] Income Tax – CP22A Text File

The information is extracted from the IRB website for your reference.

The CP22A is an income declaration form that employers submit to the IRBM when an employee leaves the company for tax clearance.

### Cessation of employment / termination of employment / cessation by reason of death:

1. Where the employer is about to cease to employ an employee:

- I. who is chargeable to tax in respect of income from the employment; or
- II. is likely to be chargeable to tax in respect of income from the employment; or
- III. an employee under his employment dies.

the employer is required to furnish Form CP22A / CP22B not less than 30 days before the cessation of employment or not more than 30 days after being informed of death.

2. Form CP22A/ CP22B can be submitted either online or at the IRBM office which handles the employee's income tax number. From 1 January 2024, Form CP22A / CP22B is mandatory to be submitted online through MyTax portal using e-SPC application.

3. However, employer is not required to furnish such form where the income of an employee has been subject to monthly tax deduction (MTD) or where the employee's monthly remuneration is below the minimum amount of income that is subject to MTD provided that the employee will continue working or not retiring from any employment in Malaysia. With effect from 1 December 2023, compliance to the condition in bold is exempted on a concessional basis by KPHDN for employees who resigned / terminated.

## [No 9] Income Tax – CP22A Text File

4. Subject to exemption under paragraph 3, the employer is required to withhold any monies payable to an employee who has ceased or is about to cease to be employed. The employer shall not pay any such money, except with the permission of the IRBM, to or for the benefit of the employee until 90 days after the receipt by the IRBM of the form.

5. The table below is a general guide for employers to determine whether forms CP22A / CP22B notification is required to be submitted:

No.	Service Termination Type	Employee's Yearly Income Subject to Tax ?	Where Employee's Yearly Income Subject to Tax				Subject for Tax Clearance?		
			Scenario 1		Scenario 2		Malaysian Employees	Non - Malaysian Employees	Notice Type (If Yes)
			Monthly Income BELOW the Minimum Amount That Subject to MTD	Employee received compensation / gratuity from termination	Employer Has Made MTD Deduction	Employee received compensation / gratuity from termination			
1	Resigned / Terminated	No					No	No	
		Yes	Yes	Yes			Yes	Yes	CP22A / CP22B
		Yes	Yes	No			No	Yes	CP22A / CP22B
		Yes			Yes	Yes	Yes	Yes	CP22A / CP22B
		Yes			Yes	No	No	Yes	CP22A / CP22B
2	Retired / Death	Yes			No	Yes / No	Yes	Yes	CP22A / CP22B
		No					No	No	
		Yes					Yes	Yes	CP22A / CP22B

### Note:

The information provided is for reference only and is not a substitute for professional advice. Please consult the IRB for more information.

## [No 9] Income Tax – CP22A Text File

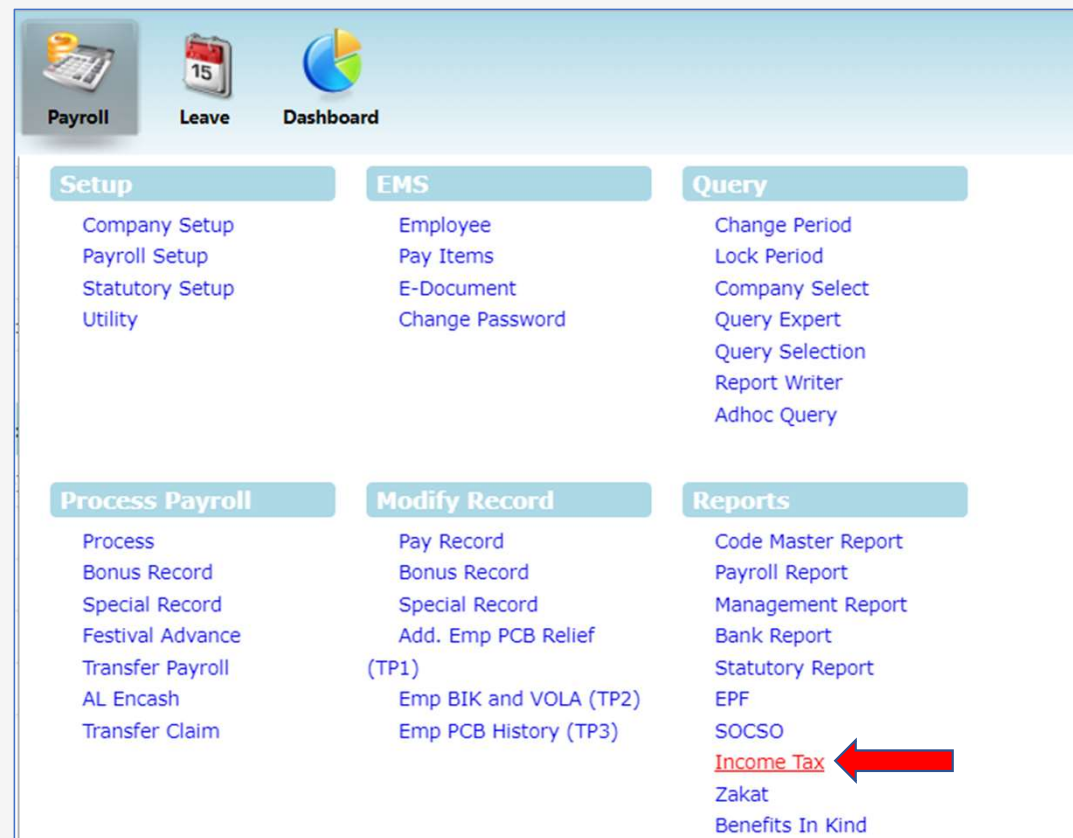
Moving forward, employers can submit **Form CP22A** using a text file via **eSPC** on the IRB website. Below is an example of the **eSPC** login, where the upload function can be found under “**Group application**”.

The image displays two screenshots of the eSPC (Electronic Submission Portal) interface. The top screenshot shows the 'Application of Tax Clearance Letter' page. On the left sidebar, under 'Application', the 'Group application' option is highlighted with a red arrow and a green box. The main content area lists three application types: 'Notification By Employer of Employee's Departure From Malaysia (CP22A)', 'Pemberitahuan Pemberhentian Kerja (SWASTA) (CP22A)', and 'Pemberitahuan Pemberhentian Kerja (KERAJAAN) (CP22B)'. The bottom screenshot shows the 'Muat Naik Data Surat Penyelesaian Cukai (SPC) Individu' page. It provides instructions for uploading documents, including file format (.txt), naming conventions, and file size limits (3MB). The 'Pemberitahuan Pemberhentian Kerja (SWASTA) (CP22A)' option is highlighted with a green box. A red arrow points to the 'Muat Naik Senarai Borang Individu' section, which includes a file upload icon.



## [No 9] Income Tax – CP22A Text File

Form CP22A can be retrieved from Government Form > Income Tax > **CP22A Form**



## [No 9] Income Tax – CP22A Text File

View the CP22A example below. To download the CP22A in a text file, click '**Generate to Text File**'.

CP39 Form

CP39 Text File Return

LHDN Bank Submission

CP21 (Leaver)

**CP22A (Tax Clearance)**

CP22 (New Employee)

EA Form

Slip Jawapan PCB (II)

E Form

Pay History Report

(13) Manfaat dan Skim Pemberian Saham daripada majikan kepada pekerja seperti ESOS, ESPP dan lain-lain.  
*Benefits of stock grant scheme granted by employers to employees e.g ESOS, ESPP, etc,*

Tarikh opsiyen diberi  
*Date of option granted*

Jumlah manfaat (RM)  
*Amount of benefits (RM)*

Tarikh opsiyen boleh dilaksanakan  
*Option exercise date*

Baki yang belum dilaksanakan  
*Outstanding balance*

Tarikh opsiyen dilaksanakan  
*Date of option applied*

Bilangan saham layak  
*Number of eligible shares*

**C. BUTIR-BUTIR PENDAPATAN YANG BELUM DIBAYAR / INCOME OF PRECEDING YEARS NOT DECLARED**

ID	Jenis Pendapatan / Type of Income	Tempoh Diperoleh / Year for Which Paid	Jumlah Pendapatan (RM) / Total Income (RM)	Caruman KWSP Pekerja (RM) / Provident & Pension Fund Contribution (RM)
<div>CLEAR</div> <div>INSERT</div> <div>DELETE</div>				
There is no record found.				

EXPORT TO PDF

EXPORT TO EXCEL

**GENERATE TEXT FILE**

SAVE INFO

DELETE INFO

## [No 9] Income Tax – CP22A Text File

---

### **IMPORTANT NOTE:**

To generate a CP22A text file with accurate information as per IRB requirements, it is crucial to adhere to specific formatting guidelines.

Failure to do so may result in file rejection when uploading to the IRB website.



## [No 9] Income Tax – CP22A Text File

### 1 Termination Code Setup

Go to 'Setup > Payroll Setup'. In Code Setup, select 'Termination'.

The screenshot shows the software interface. On the left, a sidebar menu has 'Payroll' and 'Leave' icons at the top, followed by a 'Setup' section containing 'Company Setup', 'Payroll Setup' (highlighted with a red arrow), 'Statutory Setup', and 'Utility'. The main window is titled 'Code Setup' and has a tabbed interface with 'Code Setup' selected. It includes buttons for 'ADD NEW', 'DELETE', and 'SAVE'. Below these is a dropdown menu showing 'CODE SETUP' and 'TERMINATION' (highlighted with a red box). To the right of the dropdown is a 'Sort By' section with radio buttons for 'CODE' and 'DESCRIPTION' (selected). Below this is a table with columns: 'EDIT', 'CODE', 'DESCRIPTION', 'ACTIVE?', and 'MAP CODE'. The table contains five rows of termination codes: DEMISED, LEFT-MY, NONE, RESIGN, and RETIRED. The 'MAP CODE' column for each row contains the letters D, C, C, C, and R respectively. The 'MAP CODE' column is highlighted with a red box.

EDIT	CODE	DESCRIPTION	ACTIVE?	MAP CODE
<input type="checkbox"/>	DEMISED	DEMISED	<input checked="" type="checkbox"/>	D
<input type="checkbox"/>	LEFT-MY	EMPLOYEE RESIGNED & LEFT MSIA [E-FORM A5]	<input checked="" type="checkbox"/>	C
<input type="checkbox"/>	NONE	NONE	<input checked="" type="checkbox"/>	C
<input type="checkbox"/>	RESIGN	RESIGNED	<input checked="" type="checkbox"/>	C
<input type="checkbox"/>	RETIRED	RETIRED	<input checked="" type="checkbox"/>	R

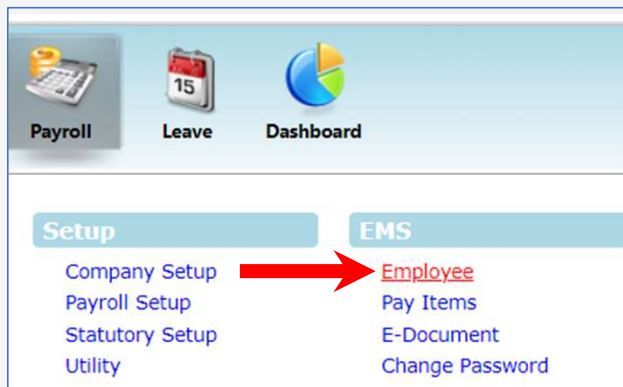
You need to do a one-time setup for the Map Code as per IRB requirements. The Map Code will be captured in the text file.

Medan	Maklumat	Keterangan
11	* Sebab Berhenti Kerja	1. Wajib diisi 2. Contoh pilihan : R = PERSARAAN C = BERHENTI D = KEMATIAN

## [No 9] Income Tax – CP22A Text File

### 2 Employee Resignation Reason

Go to 'EMS > **Employee**'.



Click '**Exit Records**'.

Select '**Resignation Reason**' from the dropdown.

A screenshot of the 'Exit Records' form in the EMS system. The form has a tabbed interface with tabs for 'Detail', 'Career', 'Bank', 'Employment', 'Address', 'Leave / Benefit', 'Calendar', 'Misc', 'Free Fields', and 'Exit Records'. The 'Exit Records' tab is selected. Below the tabs, there are navigation buttons: 'NEW', 'SAVE', 'DELETE', and 'CANCEL'. The 'Employee ID / Name' field is populated with 'C0001-R [CECILIA CHEONG]'. The 'Resignation Reason' dropdown menu is open, showing options: 'RESIGNED [RESIGN]', 'DEMISED [DEMISED]', 'EMPLOYEE RESIGNED & LEFT MSIA [E-FORM A5] [LEFT-MY]', 'NONE [NONE]', and 'RETIRED [RETIRED]'. The 'RESIGNED [RESIGN]' option is selected. The 'Tender Date' field is set to '30/11/2023'. The 'Notice Period / By' field is empty. The 'Resignation Date' field is empty. The 'Last Payment Date' field is empty. The 'Remark' field is empty.

## [No 9] Income Tax – CP22A Text File

### 3 Employee Phone Number

Click 'Address' tab.

Include the country code in the data input.

Detail Career Bank Employment **Address** Leave / Benefit

NEW SAVE DELETE

Employee ID / Name C0001-R [CECILIA CHEONG]

Addresses

☒ EMPLOYEE ☐ OVERSEAS & SPOUSE ☐ EMERGENCY CONTACT

EMPLOYEE ADDRESS

☒ Employee Address

Address 1

Address 2

Address 3

Country MALAYSIA Postal Code

Home Phone No. 60398756780

Mobile No. 60137896312

According to the IRBM text file format, the country code and phone number must be reported in separate columns within the text file. It is crucial to input the country code into the system for accurate reporting. Specifically, the system will record the first two digits in Column 22, while the remaining digits will be recorded in Column 13.

Medan	Maklumat	Keterangan
22	* Kod Telefon Pekerja Yang Berhenti Kerja / Bersara	1. Wajib diisi 2. Contoh : 60 = MALAYSIA 3. Contoh : 62 = INDONESIA
23	* No. Telefon Pekerja Yang Berhenti Kerja / Bersara	1. Wajib diisi 2. Contoh : 121234567 3. Contoh : 222345678900

## [No 9] Income Tax – CP22A Text File

4

### Postcode

Input in Row 5 only.

### Telephone Number

Include the country code in the input.

**TIMES SOFTWARE**

Payroll Leave Dashboard

CP39 Form

CP39 Text File Return

LHDN Bank Submission

CP21 (Leaver)

**CP22A (Tax Clearance)**

CP22 (New Employee)

EA Form

Slip Jawapan PCB (II)

E Form

Pay History Report

c) Alamat surat-menyurat  
c) Mailing Address

BLOCK A12-9-18, GARDEN PARK RESIDE

JALAN BELL, OFF JALAN LINTAS

KUALA LUMPUR

58700

d) No. Telefon  
d) Telephone number

60193809965

**B. BUTIR-BUTIR SARAAN / REMUNERATION DETAILS**

(1) Gaji, Bayaran, Upah dan Bayaran Karja Lebih Masa  
Salary, Fees, Wages and Overtime Pay

(2) Gaji Cuti  
Leave Pay

(3) Komisen atau Bonus  
Commission or Bonus

(4) Ganjaran  
Gratuity

0.00

0.00

0.00

0.00

## [No 10] IBG File Transfer – Multiple Companies With Same Bank A/C

If you have multiple companies in one database sharing the same company bank account number and you want to generate employee records in a single bank file, the new enhancement will be beneficial for you.

What you need to do:

- Ensure that companies sharing the same company bank account number also have the same Employer Bank Code.

The image displays two screenshots of the 'Company Employer Bank' setup screen, illustrating the configuration for multiple companies sharing the same bank account number.

**Top Screenshot:**

- Company Code:** TEST IMPORT SDN BHD [TESTDEL] (highlighted in red)
- Employer Bank Code:** TESTDEL (highlighted in blue)
- Bank ID:** MBB
- Bank Branch:** NON
- Account No:** 514048987654 (highlighted in green)
- Bank Name:** MALAYAN BANKING BERHAD

**Bottom Screenshot:**

- Company Code:** TIMES SOFTWARE PTE LTD [TSPL] (highlighted in red)
- Employer Bank Code:** TESTDEL (highlighted in blue)
- Bank ID:** MBB
- Bank Branch:** NON
- Account No:** 514048987654 (highlighted in green)
- Bank Name:** MALAYAN BANKING BERHAD

## [No 10] IBG File Transfer – Multiple Companies With Same Bank A/C

This is the 'IBG File Transfer' window.

In the 'Employer Bank' dropdown, select the code. For illustration, let's choose 'TESTDEL'.

When generating the bank file, the system will consolidate all employee records that share the same Employer Bank Code in one bank file.

**IBG File Transfer**

Bank Cash Cheque

Bank ID/ Code Listing

**Selection**

Employer Bank: TESTDEL

Pay Cycle: SMITH  
TESTDEL

Bank Format: HLBB BANK SUBMISSION [ConnectFirst]

**Required Details**

Recipient Reference: DEC 2023 SALARY

Beneficiary ID Validation Required ? ☐

GENERATE

Detail Career Bank Employment Address Leave / Benefit Calc

NEW SAVE CANCEL

Employee ID / Name  
D006-N [DONKEY TEE]

**Employer Bank**

Employer Bank Account: TESTDEL 514048987654

**Local Bank**

		DEFAULT	BANK NAME
		<input checked="" type="checkbox"/>	CITIBANK BERHAD
		<input type="checkbox"/>	CASH
		<input type="checkbox"/>	CHEQUE

## [No 10] IBG File Transfer – Multiple Companies With Same Bank A/C

The listing below displays employees from different companies, but the bank file consolidates all employees into a single file.

Line No	Emp No	Emp Name	Bank	Cash	Cheque	TT	Negative	Total
COMPANY : TEST IMPORT SDN BHD								
COST-CENTRE : NONE								
1	B001	BADRUL ALI	3,291.75	0.00	0.00	0.00	0.00	
2	D0005	DANSON TEE	3,033.72	0.00	0.00	0.00	0.00	
COMPANY : TIMES SOFTWARE PTE LTD								
COST-CENTRE : NONE								
3	D006-N	DONKEY TEE	16,379.35	0.00	0.00	0.00	0.00	
Total Employee : 3			22,704.82	0.00	0.00	0.00	0.00	22,704.82
Total Employee Count:			3	0	0	0	0	3

This is  
Bank/Cheq/Cash  
Listing

A	B	C	D	E	F	G
*Payment Mode	*Beneficiary Bank Code	*Beneficiary Account No.	*Beneficiary Name	*Currency	*Amount (RM)	*Recipient Reference
IBG		8765432234	DANSON TEE	MYR	3033.72	DEC 2023 SALARY
IBG		67897654567	DONKEY TEE	MYR	16379.35	DEC 2023 SALARY
IBG		456709834567	BADRUL ALI	MYR	3291.75	DEC 2023 SALARY

This is HLBB  
Bank File

# Break

Restricted



# **Year End Statutory Forms**

Restricted

# Year End Statutory Forms – Employer's Responsibility

---

## Employee's Statement of Remuneration and Tax Payment

Distribute the completed forms to Employees.

### Remuneration Statement:

- EA Form
- Section F Tax Exempt Appendix (EA Supplementary - Optional)

### Tax Payment Statement:

- Slip Jawapan [PCB2(II)]

## Employer's Return

Furnish to LHDN (IRBM).

- Form E
- C.P.8D / Prefill Information (Prais)

(Form E is a declaration report submitted by every employer to inform the Inland Revenue Board (IRB) about the number of employees and the list of employee income details)

# Year End Statutory Forms – Employer's Responsibility

## Employee's Statement of Remuneration and Tax Payment

### Reports > Income Tax

#### CP39 Form

CP39 Text File Return

LHDN Bank Submission

CP21 (Leaver)

CP22A (Tax Clearance)

CP22 (New Employee)

EA Form

Slip Jawapan PCB (II)

### Reports > Benefits In Kind

#### Benefits In Kind Entry

Benefits In Kind Checking

Import Benefits In Kind

Section [F]

## Employee's Statement of Remuneration and Tax Payment

Deadline:

29<sup>th</sup> February 2024

## Employer's Return

### Reports > Income Tax

#### CP39 Form

CP39 Text File Return

LHDN Bank Submission

CP21 (Leaver)

CP22A (Tax Clearance)

CP22 (New Employee)

EA Form

Slip Jawapan PCB (II)

E Form

Pay History Report

## Employer's Return

Deadline:

31st March 2024

Grace Period: 1 month (via e-Filing)

**Note:**

**For e-Data Prais/e-CP8D  
25 February 2024**

# Year End Statutory Forms – To-Do List

---

## Relevant Setups and Reports

1. Set up Tax Line (EA No.) for Allowance/Deduction Code
2. Set up Tax Borne by Employer (C.P.8D)
3. (Optional) Link Employee
4. (Optional) Import Benefits In Kind
5. (Optional) Benefits In Kind Data Entry
6. (Optional) Benefits In Kind Checking
7. (Optional) Section [F] Checking

## Forms Generation (External Use)

8. Section [F] Appendix
9. EA Form
10. Slip Jawapan - PCB2(II)
11. Form E / C.P.8D

# Year End Statutory Forms – To-Do List

---

## **Important Note:**

- ☐ Please be reminded to log in to the period **202312** for the tasks mentioned.
- ☐ The accuracy of data reporting in the Year-End Forms depends on your setup. Therefore, please ensure a proper setup is completed before generating the relevant forms to avoid unnecessary repetition.



### **Frequently Asked Question**

Question:	Can I print 2023 Year-End forms after processing the initialize New Year (2024)?
Answer:	Yes, you can print at any time. Please log in to period 202312 to generate the forms. Database restoration is not required when accessing previous years' data.

# **1. Set Up Tax Line (EA No.) for Allowance/Deduction Code**

## Set Up Tax Line (EA No.) – Introduction

---

This step involves **assigning tax lines (EA No)** to allowance and deduction codes used in the payroll process for the year 2023. This ensures that amounts are reflected accurately in employees' Form EA and employer's Form E.

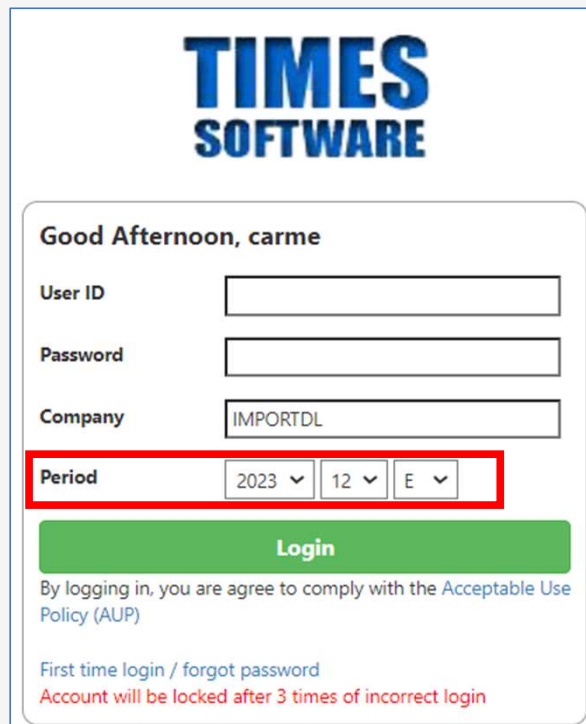
For taxable allowances/deductions that need reporting in the Form EA and Form E, it is essential to assign the corresponding tax line (EA No). The system uses the assigned EA No. to determine the position of the allowance/deduction in the forms.

Note that even if an allowance/deduction is configured for PCB computation, it will not be captured in the relevant forms without an assigned 'EA No'.

Therefore, it is crucial to review and update the necessary setup in the 'Allowance/Deduction' table for the year 2023.

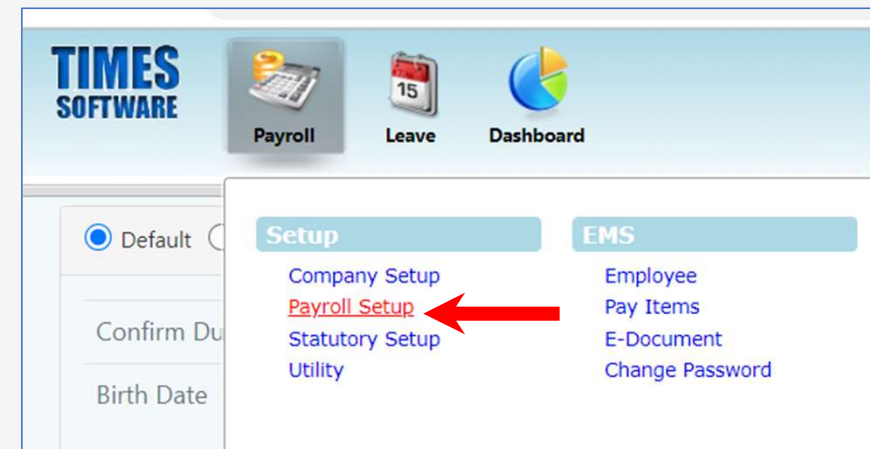
# Set Up Tax Line (EA No.) – Mapping Procedures

- 1 Log in to EPAYROLL for the period '202312'.



The image shows the login interface for Times Software. At the top is the 'TIMES SOFTWARE' logo. Below it, a greeting says 'Good Afternoon, carme'. The login form includes fields for 'User ID', 'Password', and 'Company' (with 'IMPORTDL' entered). The 'Period' field is highlighted with a red box and contains three dropdown menus showing '2023', '12', and 'E'. Below the form is a green 'Login' button. At the bottom, there is a disclaimer: 'By logging in, you agree to comply with the Acceptable Use Policy (AUP)', a link for 'First time login / forgot password', and a warning: 'Account will be locked after 3 times of incorrect login'.

- 2 Click 'Payroll > Setup > Payroll Setup'





## Set Up Tax Line (EA No.) – Mapping Procedures

- 3 In **Allowance/Deduction**, you need to check if the '**EA NO**' for allowance/deduction codes are assigned appropriately. Please review and, if necessary, edit the 'EA NO'.

Allowance/Deduction		Allowance / Deduction										
Bank Master		ADD NEW										
Code Setup		Type to search here										
Cost Centre Allocation		Total Record(s) Count: 19										
Employer Bank Setup		SAVE										
Formula Setup												
IBG Routing Code Setup												
Pay Group Setup												
Pay Group Weekly												
Work Code Setup												
		CODE	DESCRIPTION	EA NO	EPF	VOL	SOC SO	EIS	PCB	ADD PAY	HRD	ACTIVE?
		&ANLP	ANNUAL LEAVE PAY	1	T	T	T	T	T	T		✓
		&NPL	NO PAY LEAVE	1	T	T	T	T	T	T		✓
		@\$PCB_ER	PCB ( PAID BY EMPLOYER )	0								✓
		ACTING	ACTING ALLOWANCE	3	T		T	T	T			✓
		ADDTAX	ADDITIONAL TAX	99								✓
		ADVANCE	ADVANCE	0								✓
		ANLP-GW	ANNUAL LEAVE PAY MINUS GROSS	0						T		✓
		BACK	BACK PAY OF BASIC	1	T	T	T	T	T	T		✓
		BAOT	BACK PAY OF OVERTIME	1			T	T	T	T		✓
		BONU	BONUS	2	T	T			T	T		✓
		CAR	CAR ALLOWANCE	3	T		T	T	T		T	✓
		CP38	PREVIOUS YEAR TAX DEDUCTION	0								✓
		CP39	MANUAL INCOME TAX DEDUCTION	0								✓
		GROOM	GROOMING ALLOWANCE	3								✓
		INC-BONU	INCENTIVE BONUS	2	T	T			T	T		✓
		LOAN	STAFF LOAN	0								✓
		PCB	MONTHLY INCOME TAX DEDUCTION	0								✓

"0" represents  
'Not Taxable'

## Set Up Tax Line (EA No.) – Mapping Procedures

4

To amend the 'EA NO' , select from the 'EA No.' dropdown.

The screenshot displays the 'Allowance/Deduction' setup form. The 'EA No.' dropdown is highlighted with a red box, and its list of options is expanded. The options include 'Not Taxable', 'Gross Salary, Wages, Leave, OT [1]', 'Fees, Director Fees, Comm, Bonus [2]', 'Tips, Perquisites, Allow, Rewards [3]', 'Tax By Employer [4]', 'Value of Car, Petrol [5]', 'Value of Driver [6]', 'Electricity, Water, Phone, Others [7]', 'Semi-furnished [8]', 'Fully-furnished [9]', 'Furniture, Fittings [10]', 'Kitchen Equipment [11]', 'Entertainment, Recreation [12]', 'Household Servant, Gardener [14]', 'Leave Passage [15]', 'Others (Food, Garment) [16]', 'Value of Living Accommodation [17]', 'Refund from Provident/Pension [18]', 'Compensation [19]', and 'Pension [20]'. The 'Gross Salary, Wages, Leave, OT [1]' option is currently selected.

**Allowance/Deduction**

Bank Master

Code Setup

Cost Centre Allocation

Employer Bank Setup

Formula Setup

IBG Routing Code Setup

Pay Group Setup

Pay Group Weekly

Work Code Setup

Allowance / Deduction | Leave Deduction

SAVE & VIEW LIST | CANCEL

Code: &ANLP ☐ Is Deduction

Description: ANNUAL LEAVE PAY

CP21/CP22A: Gross Salary, Wages, Leave, OT [1] ▼

GL Default Identifier:

Payslip Group Code:

Unit: NONE ▼

Bahasa Malaysia Description:

☐ Disable alert message for Deductions in Process

Payroll for Resigned Employee

☐ \*\*IS BONUS ☒ EPF ☒ VOL ☒ SOCSO ☒ EIS ☒ PCB ☒ ADD PAY(YT)

☐ \*\*\*IS ZAKAT ☐ BAITULMAL SARAWAK ☐ OT ☐ RD ☐ NPL ☐ GRP ☐ NON-PAYROLL ITEM

**Note:**

**\*\*Is Bonus** - Tick the check box to exclude the allowance from EPF Wages when determining the Employer EPF Rate of 12% or 13%.  
(As per EPF conditions, Bonus should be excluded.)

**\*\*\*IS ZAKAT** - Tick the check box if the code is a Zakat Deduction code.

## Set Up Tax Line (EA No.) – Mapping Procedures

### Important Note:

For Allowance/Deduction codes used in the 2023 payroll process and intended for inclusion in Form EA/Form E, please ensure that the 'EA No.' column is not designated as 'Not Taxable'.

If a code is not needed for Form EA/Form E, specify the EA No as 'Not Taxable'.

The screenshot shows the 'Allowance / Deduction' setup window. The 'EA No.' dropdown is highlighted with a red box and set to 'Not Taxable'. Other fields include Code (&ANLP), Description (ANNUAL LEAVE PAY), CP21/CP22A (Gross Salary, Wages, Leave, OT [1]), GL Default Identifier, Payslip Group Code, Unit (NONE), and Bahasa Malaysia Description. A checkbox for 'Is Deduction' is present. At the bottom, various checkboxes for tax and social security contributions are shown, with EPF, VOL, SOCSO, EIS, PCB, and ADD PAY(YT) checked.

# Set Up Tax Line (EA No.) – Mapping Procedures

## Tip:

We recommend utilizing the "Pay History Report" to cross-check the codes used.

Print the report with the following selection:

- ☐ Period = 202301 to 202312
- ☐ Pay Cycle = Full Month
- ☐ Print By = All

Allowance/Deduction

NPL/Shift/OT/RESTDAY

**Pay History**

YTD Detail Report

Payroll Report

Payslip

Pivot Table Report

Income Tax Run

Employee PCB Reports

Payroll Report (New)

**PAY HISTORY REPORT**

Generate Report Type

☒ Export PDF ☐ Export Excel ☐ Excel Format ☐ Excel Format (Summary)

From - To

Period From 202301 Period To 202312

Employee From B001 [BADRUL ALI] Employee To D006-N [DONKEY TEE]

Department From ADMIN [ADM] Department To SUPPORT [SUPP]

Cost Centre From CENTRE 1 [CST1] Cost Centre To FINANCE [FIN]

Pay Cycle

☒ Full Month ☐ End Month ☐ Mid Month ☐ Special Period ☐ Bonus Period

Print By

☐ Employee Sort By: EMPLOYEE NO ☐ Whole Company ☒ All ☐ By Department (Detailed-Excel Format) ☐ Department

Excel Format Sumr

1st Group By DEPART

2nd Group By CATEGC

3rd Group By EMPLOY

**ALL**

**PAY HISTORY BY COMPANY From**

Query by Company

**ALL(ALL)**

	EA#
BASIC SALARY	1
NPL DAY-C	1
BONUS	2
CAR ALLOWANCE	0
STAFF LOAN	0
MANUAL INCOME TAX DEDUCTION	0
GROSS WAGES	
EIS WAGE	
EPF WAGE	
SOCSSO WAGE	
EMPLOYEE EIS	
EMPLOYEE EPF	
EMPLOYEE SOCSSO	
NETT WAGES	

# Set Up Tax Line (EA No.) – Mapping Procedures

An example of a Form EA with the relevant Tax Line (EA No.).

## Example:

If you assign an allowance code with 'EA No' as '3' and the code is utilized in 2023, the corresponding amount will be captured in "Column 1(C) - Gross tips, perquisites, awards/rewards, or other allowances", when generating the Form EA for the affected employee.

(C.P.8A - Pin. 2017) MALAYSIA **INCOME TAX** PRIVATE SECTOR Employee's Statement of Remuneration **EA**  
Employee's Income Tax No. \_\_\_\_\_  
Serial No. \_\_\_\_\_ STATEMENT OF REMUNERATION FROM EMPLOYMENT  
Employer's No. E \_\_\_\_\_ FOR THE YEAR ENDED 31 DECEMBER \_\_\_\_\_ LHDNM Branch \_\_\_\_\_

**THIS FORM EA MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSE**

**A PARTICULARS OF EMPLOYEE**

1. Full Name of Employee/Pensioner (Mr./Miss/Madam) \_\_\_\_\_  
2. Job Designation \_\_\_\_\_ 3. Staff No./Payroll No. \_\_\_\_\_  
4. New I.C. No. \_\_\_\_\_ 5. Passport No. \_\_\_\_\_  
6. EPF No. \_\_\_\_\_ 7. SOCSO No. \_\_\_\_\_  
8. Number Of Children \_\_\_\_\_ 9. If the period of employment is less than a year, please state:  
Qualified For Tax Relief \_\_\_\_\_ (a) Date of commencement \_\_\_\_\_  
(b) Date of cessation \_\_\_\_\_

**B EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION**  
(Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)

1. (a) Gross salary, wages or leave pay (including overtime pay) RM **1**  
(b) Gross (including director fees, commission, etc.) RM **2**  
(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment) RM **3**  
(d) Gross remuneration by the employer in respect of his employee RM **4**  
(e) Employee Share Option Scheme (ESOS) benefit RM **26**  
(f) Gratuity for the period from \_\_\_\_\_ to \_\_\_\_\_ RM **27**

2. Details of arrears and others for preceding years paid in the current year  
Type of income (a) **22**  
(b) **23**

3. Benefits in kind (Specify: \_\_\_\_\_) **5 to 16**  
4. Value of living accommodation provided (Address: \_\_\_\_\_) **17**  
5. Refund from unapproved Provident/Pension Fund **18**  
6. Compensation for loss of employment **19**

**C PENSION AND OTHERS**

1. Pension **20**  
2. Annuities or other Periodical Payments **21**  
TOTAL

**D TOTAL DEDUCTION**

1. Monthly Tax Deductions (MTD) remitted to LHDNM **99**  
2. CP 38 Deductions \_\_\_\_\_  
3. Zakat paid via salary deduction \_\_\_\_\_  
4. Total claim for deduction by employee via Form TP1 in respect of:  
(a) Relief RM \_\_\_\_\_  
(b) Zakat other than that paid via monthly salary deduction RM \_\_\_\_\_  
5. Total qualifying child relief \_\_\_\_\_

**E CONTRIBUTIONS PAID BY EMPLOYEE TO APPROVED PROVIDENT/PENSION FUND AND SOCSO**

1. Name of Provident Fund \_\_\_\_\_  
Amount of compulsory contribution paid (state the employee's share of contribution only) RM \_\_\_\_\_  
2. SOCSO : Amount of compulsory contribution paid (state the employee's share of contribution only) RM \_\_\_\_\_

**F TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS** RM **25**

## **2. Set Up Tax Borne by Employer (C.P.8D)**



## Set Up Tax Borne by Employer (C.P.8D)

Effective Form E 2016, employers are mandated to report to LHDN if the employee's PCB is borne by the employer, irrespective of the amount paid.

To accommodate this requirement, follow the steps below:

In 'EMS > Pay Items > Statutory Requirement', locate the field '**E-Form CP8D Column F - Tax borne by employer Indicator**'.

Choose 'Yes' if employee's PCB is borne by the company.

**Note:** There is no calculation associated with this indicator.

The screenshot displays the 'Statutory Requirement' tab in the LHDN EMS system. The employee ID is D006-N [DONKEY TEE]. The 'Statutory Type' is set to 'PCB / Income Tax Info'. The 'E-Form CP8D Column F - Tax borne by employer Indicator' is highlighted with a red box and set to 'YES'. Other fields include 'Income Tax Status' (RESIDENT), 'Tax Marital Status' (SINGLE), and 'Employer Income Tax No.' (NONE (TSPL)).

E-Payroll		Statutory Requirement	Allowances/Deductions	Stop Payment
Company Select - ALL		Query S		
Employee ID / Name D006-N [DONKEY TEE]				
Statutory Type <input type="radio"/> EPF / SOCSO / Union / EIS <input checked="" type="radio"/> PCB / Income Tax Info <input type="radio"/> Registered ID / Bank / Other ACC <input type="radio"/> Foreigner Info				
PCB Setting Income Tax Information				
Income Tax Status	RESIDENT			
Non Resident tax End Period (YYYYMM)				
Returning Expert End Period (YYYYMM)				
Tax Marital Status	SINGLE			
Disabled Individual	NO	Disabled Spouse	NO	
Income Tax No.		Income Tax Branch.		
Employer Income Tax No.	NONE (TSPL)			
Dependent Children The number of children eligible(factor): 0.00				
E-Form CP8D Column F - Tax borne by employer Indicator YES				

## Set Up Tax Borne by Employer (C.P.8D)

When generating Form E, the system populates the value in 'Column F' based on the setup in the 'Pay Items', as explained earlier:

Employee Pay Item setup	The value generated in Form E, Column F
E-Form CP8D Column F - Tax borne by employer Indicator YES	1
E-Form CP8D Column F - Tax borne by employer Indicator NO	2

A	B	C	D	E	F
Bil.	Nama Pekerja	No. Pengenalan Cukai (TIN)	No. Pengenalan / Pasport	Kategori Pekerja	Cukai Ditanggung Oleh Majikan (Isikan 1 atau 2) 1 = Ya 2 = Tidak
1	BADRUL ALI			1	1
2	CECILIA CHEONG			1	1
3	DANSON TEE			1	2



# **3. Link Employee**

Restricted

## Link Employee – Introduction

---

The purpose of the “Link Employee” function is to merge C.P.8D records for employees with matching New IC Number or Passport Number.

If your database does not have instances of this situation, you may disregard this step.

### Information Sharing:

When uploading the C.P.8D text file to IRB eFiling, the system will detect employee records with the same New IC Number or Passport Number. If such duplicates are found, the upload will fail, and an error message will be displayed.

Failed to upload file.

Please fixed the C.P.8D format in your file as stated below,  
and please reupload the correct textfile.

Line 13: Formatting mistakes in column no. 2: There are more than one similar Tax No. in this file(██████████).

# Link Employee – Procedures

- 1 Log in to EPAYROLL for the period '202312'.

**TIMES SOFTWARE**

Good Afternoon, carme

User ID

Password

Company

Period

**Login**

By logging in, you are agree to comply with the Acceptable Use Policy (AUP)

[First time login / forgot password](#)

Account will be locked after 3 times of incorrect login

- 2 If your database contains multiple companies with different Employer Tax Reference Numbers, select the relevant company for setup using 'Query > Company Select'. Skip this step if you have only one company in the database.

**TIMES SOFTWARE** Payroll Leave Dashboard Powered By : **TIMES SOFTWARE**

Setup	EMS	Query
<a href="#">Company Setup</a>	<a href="#">Employee</a>	<a href="#">Change Period</a>
<a href="#">Payroll Setup</a>	<a href="#">Pay Items</a>	<a href="#">Lock Period</a>
<a href="#">Statutory Setup</a>	<a href="#">E-Document</a>	<a href="#">Company Select</a>
<a href="#">Utility</a>	<a href="#">Change Password</a>	<a href="#">Query Expert</a>

## Link Employee – Procedures

3

Choose 'Link Employee'.

In the 'Link Employee' window, click 'Generate'.

The system will display a confirmation message.

Click 'OK' to proceed or 'Cancel' to stop the process.

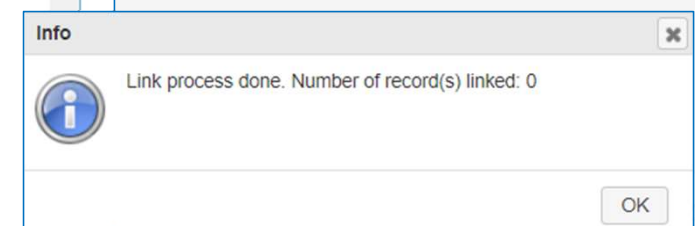
The screenshot displays the 'Link Employee' window. On the left is a sidebar menu with various options: CP39 Form, CP39 Text File Return, LHDN Bank Submission, CP21 (Leaver), CP22A (Tax Clearance), CP22 (New Employee), EA Form, Slip Jawapan PCB (II), E Form, Pay History Report, and 'Link Employee' (highlighted with a red box). The main area is titled 'LINKED EMPLOYEE DATA RECORD' and contains buttons for NEW, SAVE, DELETE, CANCEL, REPORT, and GENERATE (highlighted with a red box). Below these buttons is a table with columns: NEW EMP NO, EMP NAME, OLD EMP NO, EMP NAME, and HIRED DATE. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to generate? Existing data will be overwritten.' with 'OK' and 'Cancel' buttons (the 'OK' button is highlighted with a red box).

## Link Employee – Procedures

- 4 If the system detects an employee with an identical New IC Number or Passport Number, the records will be displayed on this screen after click 'Generate'.

NEW EMP NO	EMP NAME	OLD EMP NO	EMP NAME	HIRED DATE
F001-N	FADZIL MUHAMMAD BADRUL	F001	FADZIL MUHAMMAD BADRUL	01/01/2017
Z0008-N	LIM BENG BENG	Z0008	LIM BENG BENG	20/08/2020

**Note:**  
If no duplicate records are found, the system will prompt a message.



## Link Employee – Procedures

Here is an example of a **C.P.8D text file**, demonstrating how the system merges employees with identical ID numbers into one record for each respective employee.

Report Viewer - PSSBE992346\_2023.txt

Font Size 11 | Print | Setup

C.P.8D TEXT FILE

FADZIL MUHAMMAD BADRUL BIN MUHAMMAD 'ABDUL AHMAZ	00089756801	3 2 0 0
FELICIA CHIN T. KIM	01764457509 P1234567234	2 2 0 0 0 24260   0 15 0 24
JACKIE TEE SOON SIEW	15115510030 5842826 3	2 0 0 0 6000   0 0 0 0 0 0 0
LIM BENG BENG	14341414001 620615087161	2 2 4 8000 39640   0 0 0 0 0 0 3
Lim Jee Gin	06175443090 740301105345	2 2 0 0 0 56000   0 69 0 6160 0 10
SEMI-MONTH	0 1 1 2 0 0 3000   0 13 0 330 0 0 0 0 20	

This example illustrates the records without merging

C.P.8D FORM			
A	B	D	
Bil.	Nama Pekerja	No. Pengenalan Cukai (TIN)	No. Pengenalan / Pasport
1	FADZIL MUHAMMAD BADRUL BIN MUHAMMAD 'ABDUL AHMAD	SG89756801	
2	FADZIL MUHAMMAD BADRUL BIN MUHAMMAD 'ABDUL AHMAD	SG89756801	
3	FELICIA CHIN T. KIM	IG01764457509	P1234567234
4	JACKIE TEE SOON SIEW	IG15115510030	5842826
5	LIM BENG BENG	IG14341414001	620615087161
6	LIM BENG BENG	IG14341414001	620615087161

## **4. Import Benefits-In-Kind**

Restricted

## Import Benefits In Kind – Introduction

---

This function enables the import of Benefits In Kind that are not processed through ePayroll but need to be included in the Form EA / Form E.

The import feature comprises of the following import types:

1. Benefits In Kind
2. Section [F]

If both actions are required, they should be performed in the sequence stated above.

The data processed through these functions will be transferred to 'Reports > Benefits In Kind > Benefits In Kind Entry'.

If there is no need to import Benefits In Kind or Tax Exemption data, you can skip this step and proceed directly to '**Benefit-In-Kind Entry**'.



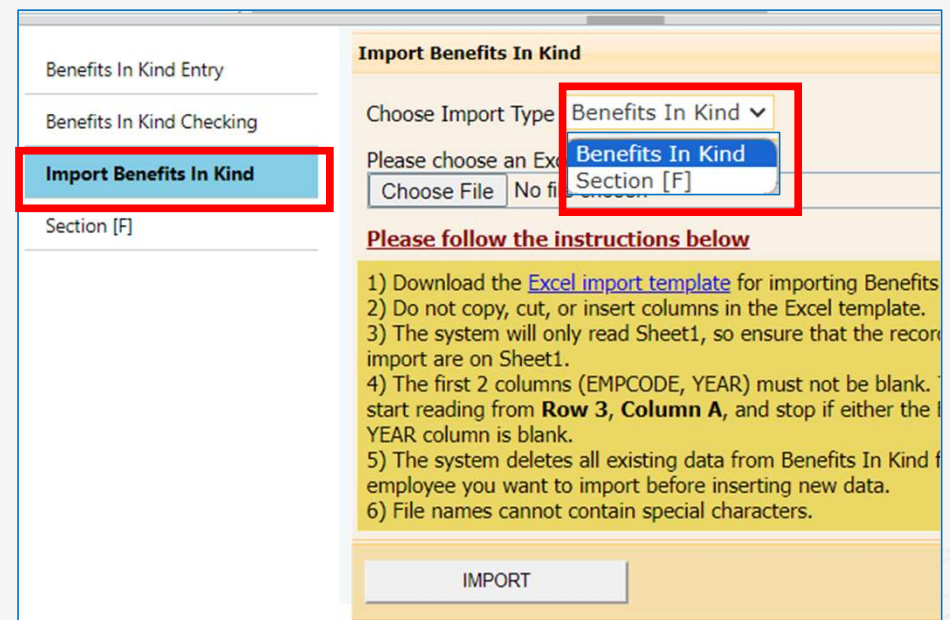
# Import Benefits In Kind – Introduction

Log in to the period '202312'. and navigate to 'Reports> Benefits In Kind'.



Select 'Import Benefits In Kind'.

Choose the import type.



# Import Benefits In Kind

---

## Import Benefits In Kind

Please use ONLY the import template downloaded from the system.

Before importing, kindly read the information below:

- 1 Do not copy, cut, or insert columns in the Excel template.
- 2 The system will only read **Sheet1**, so ensure that the records you want to import are on Sheet1.
- 3 The first 2 columns (**EMPCODE, YEAR**) must not be blank. The system will start reading from **Row 3, Column A**, and stop if either the EMPCODE or YEAR column is blank.
- 4 The system **deletes all existing data** from 'Benefits In Kind Entry' for the employee you want to import before inserting new data.
- 5 File names cannot contain **special characters**.

# Import Benefits In Kind

- 1 Choose Import Type as 'Benefits In Kind'.
- 2 Download the Excel template.

**Import Benefits In Kind**

Choose Import Type **Benefits In Kind** ▼

Please choose an Excel template to import!

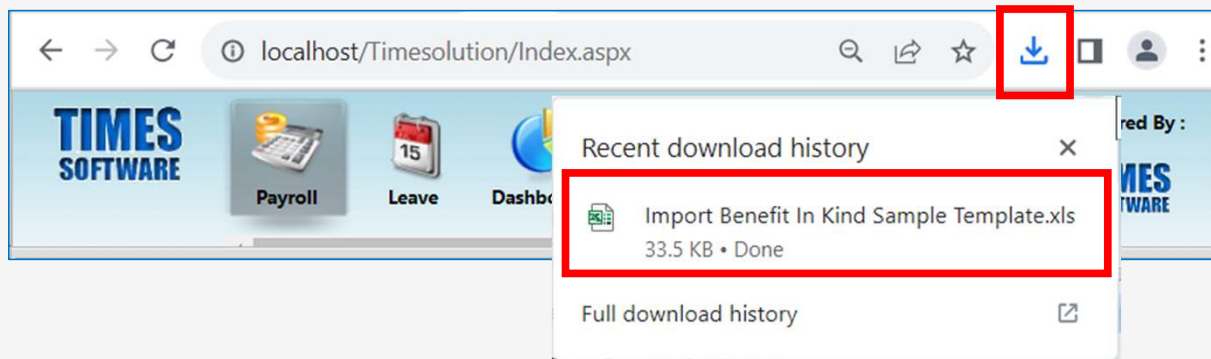
No file chosen

**Please follow the instructions below**

1) Download the [Excel import template](#) for importing Benefits In Kind data.  
2) Do not copy, cut, or insert columns in the Excel template.  
3) The system will only read Sheet1, so ensure that the records you want to import are on Sheet1.  
4) The first 2 columns (EMPCODE, YEAR) must not be blank. The system will start reading from **Row 3, Column A**, and stop if either the EMPCODE or YEAR column is blank.  
5) The system deletes all existing data from Benefits In Kind for the employee you want to import before inserting new data.  
6) File names cannot contain special characters.

## Import Benefits In Kind

- 3 Click to retrieve the downloaded template.
- 4 Then, open the downloaded file.



## Import Benefits In Kind

Here is an example of the import template.

The data is in **Sheet1**. The data is starting from **Row 3**.

**Rows 1** and **2** serve as headers for reference, with Row 1 in Bahasa Malaysia.

Row 2 containing descriptions in English.

1	A	B	C	D	E	F	G	H	I	J	K
	<b>EMPCODE</b>	<b>YEAR</b>	1 Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	1 Fi (termasuk fi pengarah), komisen atau bonus	1 Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain	1 Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	1 Manfaat Skim Opsyen Saham Pekerja (ESOS)	1. Ganjaran	2(a) Bayaran tunggakan	2(b) Bayaran tunggakan	3(a) (i) Nilai dan petrol
2	<b>EMPCODE</b>	<b>YEAR</b>	1 Gross salary, wages or leave pay (including overtime pay)	1 Fees (including director fees), commissions or bonuses	1 Gross tips, perquisites, awards/rewards or other allowances	1 Income tax borne by the employer in respect of his employee	1 Employee Share Option Scheme (ESOS) benefit	1. Gratuity	2(a) Payment In Arrears	2(b) Payment In Arrears	3(a) (i) Value motorcar and petrol
3	TEST001	2023									
4	TEST002	2023		50000							
5											
6											
7											
8											

Sheet1

# Import Benefits In Kind

Data imported from **Column K to V** will be populated in **Form EA Section B(3)** and **Form E Column J**.  
If you do not need to segregate, you can choose to insert all BIK amounts in Column K.

A	B	K	L	M	N	O	P	Q	R	S	T	U	V
EMPCODE	YEAR	3(a) (i) Nilai kereta dan petrol	3(a) (ii) Nilai pemandu	3(b) Elektrik, air, telefon dan kemudahan lain	3(c) (i) Separat lengkap dengan perabot* /penyaman udara* /langsir* /permaidani*, atau	3(c) (ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau	3(c) (iii) Dapur berasingan: Perabot dan kelengkapan	3(c) (iii) Dapur berasingan: Perkakas Dapur	3(c) (iii) Dapur berasingan: Hiburan dan Rekreasi	This column is intended to be left empty	3(d) Pembantu rumah dan tukang kebun	3(e) Manfaat Percutian	3(f) Lain-lain (misalnya makanan dan pakaian)
EMPCODE	YEAR	3(a) (i) Value of motorcar and petrol	3(a) (ii) Value of driver	3(b) Electricity, water, telephone and other benefits	3(c) (i) Semi-furnished with furniture* /air-conditioners* /curtains* /carpets, or	3(c) (ii) Fully-furnished with kitchen equipment, crockery, utensils and appliances, or	3(c) (iii) Furniture and fittings	3(c) (iii) Kitchen equipment	3(c) (iii) Entertainment and recreation	This column is intended to be left empty	3(d) Household servant and gardener	3(e) Benefit of leave passage for travel	3(f) Others (for example food and garments)
TEST001	2023												
TEST002	2023												

## B EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION (Excluding Tax Exempt Allowances / Perquisites / Gifts / Benefits)

- (a) Gross salary, wages or leave pay (including overtime pay)
- (b) Fees (including director fees), commission or bonus
- (c) Gross tips, perquisites, allowances (Details of payment: \_\_\_\_\_)
- (d) Income tax borne by the employee
- (e) Employee Share Option Scheme (ESOS) benefit
- (f) Gratuity for the period from \_\_\_\_\_ to \_\_\_\_\_
- Details of arrears and others for preceding years paid in the current year  
Type of income (a) \_\_\_\_\_  
(b) \_\_\_\_\_

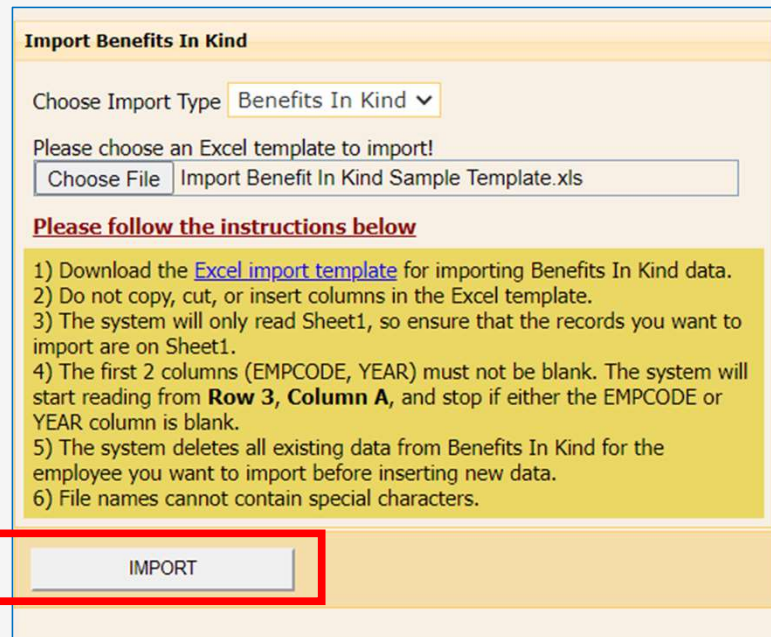
- Benefits in kind (Specify: \_\_\_\_\_)
- Value of living accommodation provided (Address: \_\_\_\_\_)

B	C	D	E	F	G	H	I	J
Name of employee	Tax Identification No. (TIN)	Identification passport no.	Category of employee <sup>1</sup>	Tax borne by employer	Qualifying child relief	Total relief	Total gross remuneration <sup>2</sup>	Benefits in kind
				1 = Yes 2 = No	Number of children	(RM)	(RM)	(RM)



# Import Benefits In Kind

5 Click 'Import' when ready to import data.



**Import Benefits In Kind**

Choose Import Type Benefits In Kind ▾

Please choose an Excel template to import!

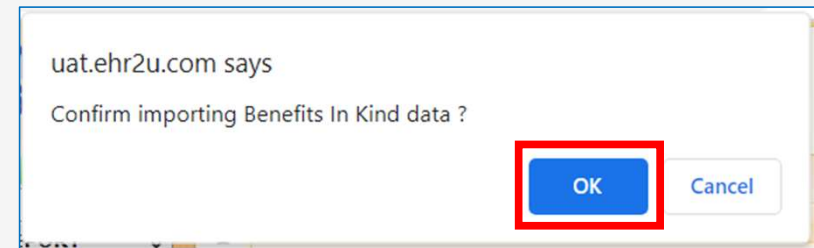
Choose File Import Benefit In Kind Sample Template.xls

**Please follow the instructions below**

1) Download the [Excel import template](#) for importing Benefits In Kind data.  
2) Do not copy, cut, or insert columns in the Excel template.  
3) The system will only read Sheet1, so ensure that the records you want to import are on Sheet1.  
4) The first 2 columns (EMPCODE, YEAR) must not be blank. The system will start reading from **Row 3, Column A**, and stop if either the EMPCODE or YEAR column is blank.  
5) The system deletes all existing data from Benefits In Kind for the employee you want to import before inserting new data.  
6) File names cannot contain special characters.

**IMPORT**

6 Click 'OK' to proceed or 'Cancel' to stop.



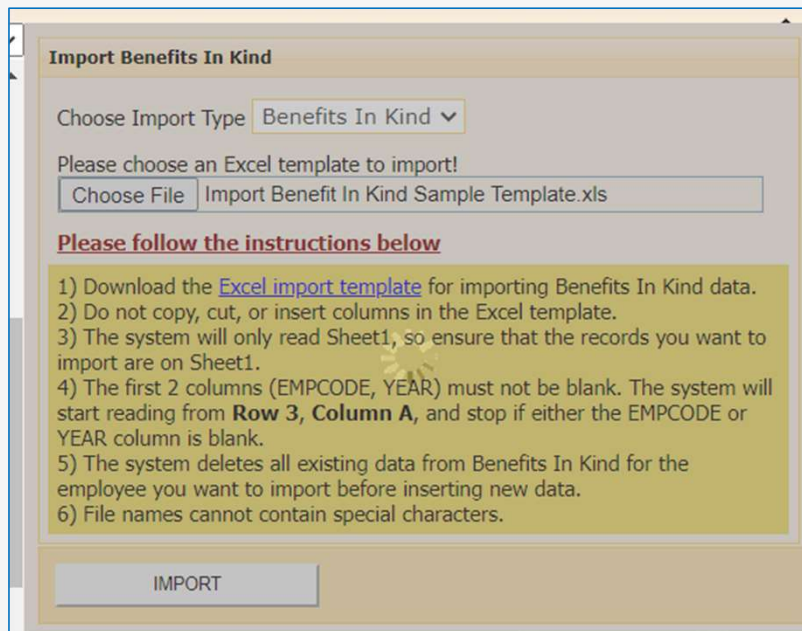
uat.ehr2u.com says

Confirm importing Benefits In Kind data ?

**OK** Cancel

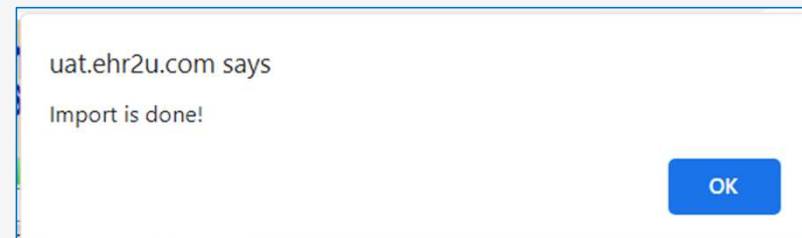
# Import Benefits In Kind

- 7** Importing data in progress.  
The processing time may vary depending on the size of your database.  
Please DO NOT close the browser or navigate to another page.



The screenshot shows a web-based dialog box titled "Import Benefits In Kind". It contains a dropdown menu for "Choose Import Type" set to "Benefits In Kind". Below it, a text prompt says "Please choose an Excel template to import!" followed by a "Choose File" button and a text field containing "Import Benefit In Kind Sample Template.xls". A section titled "Please follow the instructions below" lists six steps: 1) Download the Excel import template; 2) Do not copy, cut, or insert columns; 3) Read only Sheet1; 4) First 2 columns (EMPCODE, YEAR) must not be blank; 5) System deletes existing data; 6) File names cannot contain special characters. An "IMPORT" button is at the bottom.

After the import is completed, the system will prompt message.



The screenshot shows a small white message box with a blue border. It contains the text "uat.ehr2u.com says" and "Import is done!". There is a blue "OK" button in the bottom right corner.

**Important Note:**  
The system deletes all existing data from the 'Benefits In Kind Entry' for the employee you want to import before inserting new data.



## Import Section [F] – Introduction]

---

### **Import Section [F]**

This function enables the import of **tax-exempt allowance** that are not processed through ePayroll but need to be included in the Form EA / Form E and, subsequently, generate the 'Section [F] Appendix'.

## Import Section [F]

---

Please use ONLY the import template downloaded from the system.

Before importing, kindly read the information below:

- 1 The system will only read **Sheet1**, so ensure that the records you want to import are on Sheet1.
- 2 The first 2 columns (**EMPCODE, YEAR**) must not be blank. The system will start reading from Row 2, Column A, and stop if either the EMPCODE or YEAR column is blank.
- 3 Starting from **Column C**, **insert Allowance Codes** that you want to import. The allowance code must exist in the Allowance/Deduction setup.
- 4 The system **deletes all existing data from Section [F]** for the employee you want to import before inserting new data.
- 5 File names cannot contain **special characters**.

## Import Section [F]

- 1 Choose Import Type as 'Section[F]'.  
2 Download the Excel template.

Import Benefits In Kind

Choose Import Type Section [F]

Please choose an Excel template to import!

Choose File

No file chosen

**Please follow the instructions below**

1) Download the [Excel import template](#) for importing Section [F] data.

2) The system will only read Sheet1, so ensure that the records you want to import are on Sheet1.

3) The first 2 columns (EMPCODE, YEAR) must not be blank. The system will start reading from **Row 2, Column A**, and stop if either the EMPCODE or YEAR column is blank.

4) Starting from Column C, insert Allowance Codes that you want to import. The allowance code must exist in the Allowance/Deduction setup.

5) The system deletes all existing data from Section [F] for the employee you want to import before inserting new data.

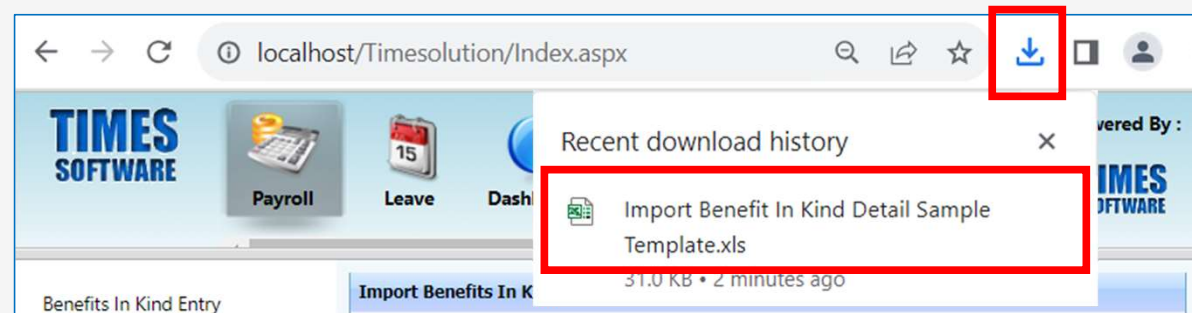
6) File names cannot contain special characters.

IMPORT

## Import Section [F]

---

- 3 Click to retrieve the downloaded template.
- 4 Then, open the downloaded file.



## Import Section [F]

Here is an example of the import template.

The data is in **Sheet1**. And starting from **Row 2**.

Do not delete or leave **Column A** and **Column B** empty.

Starting from **Column C**, insert Allowance Codes that you want to import.

	A	B	C	D	E	F	G	H	I
1	EMPCODE	YEAR	MEAL	PARKING					
2	TEST001	2023	100	55					
3	TEST002	2023		35.6					
4									
5									
6									
7									
8									

## Import Section [F]

5 Click 'Import' when ready to import data.

**Import Benefits In Kind**

Choose Import Type Section [F]

Please choose an Excel template to import!

Choose File No file chosen

**Please follow the instructions below**

1) Download the [Excel import template](#) for importing Section [F] data.  
2) The system will only read Sheet1, so ensure that the records you want to import are on Sheet1.  
3) The first 2 columns (EMPCODE, YEAR) must not be blank. The system will start reading from **Row 2, Column A**, and stop if either the EMPCODE or YEAR column is blank.  
4) Starting from Column C, insert Allowance Codes that you want to import. The allowance code must exist in the Allowance/Deduction setup.  
5) The system deletes all existing data from Section [F] for the employee you want to import before inserting new data.  
6) File names cannot contain special characters.

**IMPORT**

6 Click 'OK' to proceed or 'Cancel' to stop.

uat.ehr2u.com says

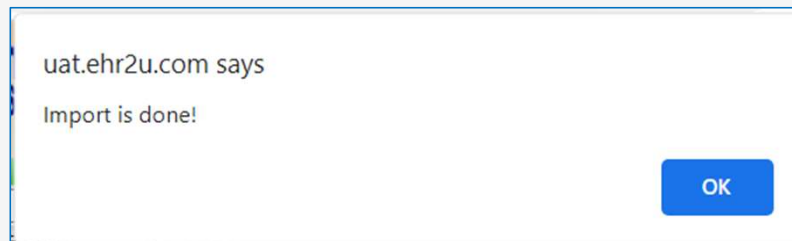
Confirm importing Section [F] data ?

**OK** Cancel

## Import Section [F]

---

- 7 After the import is completed, the system will prompt message.



Important Note:

The system deletes all existing data from 'Benefits In Kind Entry, Section F' for the employee you want to import before inserting new data.

## **5. Benefits In Kind Data Entry**



## Benefits In Kind Entry

---

As an alternative to importing data from Excel to ePayroll, you have the option to manually input the entry.

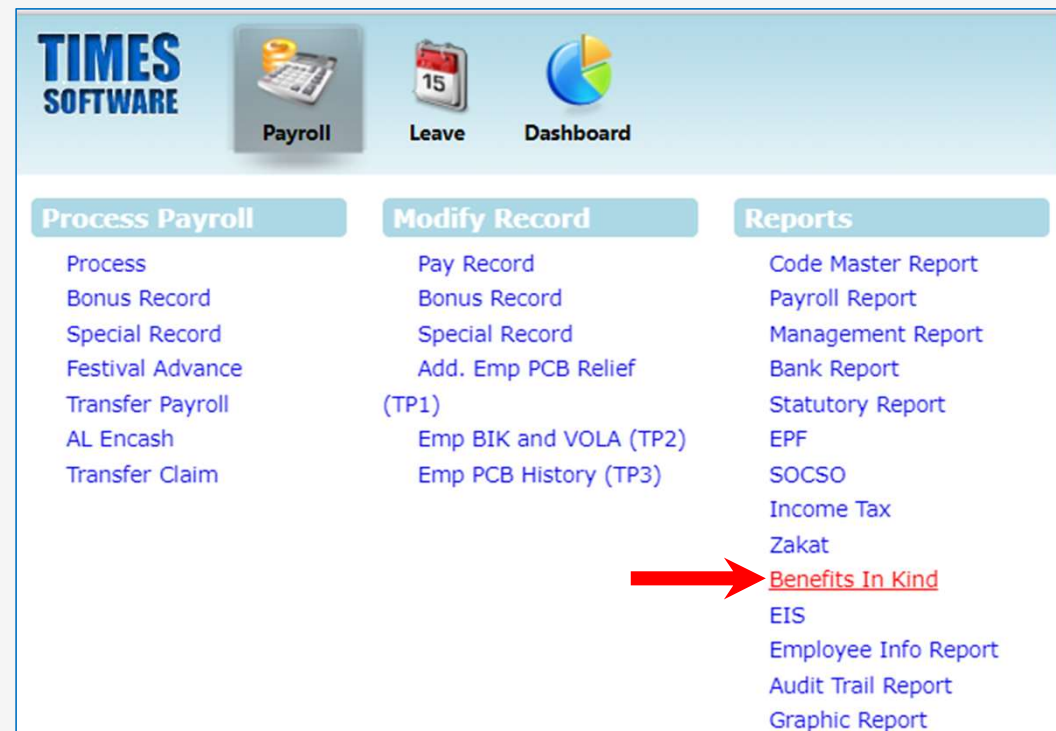
Skip this if you do not require manual data input.

Note that all data imported from 'Import Benefit In Kind' function will be captured in 'Benefit In Kind Entry'.

# Benefits In Kind Entry

Follow these steps for manual data entry:

- 1 Log in to the period '202312'. and navigate to 'Benefits In Kind'.



# Benefits In Kind Entry

2

Select 'Benefits In Kind Entry' and choose the employee code from the dropdown.

The screenshot shows the 'Benefits In Kind Entry' application. On the left, a sidebar contains the menu 'Benefits In Kind Entry', which is highlighted with a red box. Below it are 'Benefits In Kind Checking', 'Import Benefits In Kind', and 'Section [F]'. The main window has a top bar with navigation icons, 'SAVE', 'DELETE', 'CANCEL' buttons, and a 'Total Record Count: 4' indicator. The 'Employee No/Name' dropdown is open, showing a list of employee codes and names, with 'B001 - BADRUL ALI' selected. The main form area contains various input fields for benefits, including 'Gaji kasar, upah atau gaji', 'Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain', 'Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja', 'Manfaat Skim Opsyen Saham Pekerja (ESOS)', 'Ganjaran bagi tempoh dari', 'Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa', and 'Manfaat berupa barangan'.

## Benefits In Kind Entry

3

You can start inputting data on this screen.

Click 'Save' when done.

Click 'Delete' to remove all data from the screen.

The amount entered here is a top-up and does not replace the original data processed through 'Process Payroll'.

### Note:

If you have previously used the 'Import Benefit In Kind' function to import data, the imported data will be displayed in this 'Benefit In Kind Entry' screen.

SAVE DELETE CANCEL Total Record Count: 4

Employee No/Name: C0001-R - CECILIA CHEONG

Page 1 Page 2

[B] PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN

1. Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) 5,000.00

Fi (termasuk fi pengarah), komisen atau bonus 0.00

Tip kasar, perkusit, penerimaan sagu hati atau elaun-elaun lain (Perihal Pembayaran) 0.00

Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja 0.00

Manfaat Skim Opsyen Saham Pekerja (ESOS) 0.00

Ganjaran bagi tempoh dari [ ] hingga [ ] 0.00

2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa

Jenis Bayaran Jumlah Bayaran

(a) 0.00

(b) 0.00

3. Manfaat berupa barangan:

(a) Kereta

(i) Nilai Kereta dan petrol 0.00

(ii) Nilai Pemandu 0.00

(b) Elektrik, air, telefon dan kemudahan lain 0.00

(c) Nilai manfaat rumah tangga:

(i) Separuh lengkap dengan perabot\*/penyaman udara\*/langsir\*/permaidani\*, atau 0.00

(ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau 0.00

## Benefits In Kind Entry

- 4 The data import from the 'Import Section [F]' function is captured here.

Click the lookup button to open the sub-window.

The screenshot displays a software interface for 'Benefits In Kind Entry'. At the top, there are navigation buttons (back, forward, update, delete, cancel) and a 'Total Record Count: 4' indicator. The main form is for 'Employee No/Name' B001 - BADRUL ALI. It is divided into sections: [C] PENCEN DAN LAIIN-LAIN, [D] JUMLAH POTONGAN, [E] CARUMAN YANG WAJIB DIBAYAR, and [F] JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI. A sub-window titled 'Choose Allowance' is open, showing a table with columns CODE, DESCRIPTION, and AMOUNT. The table contains two rows: MEAL (MEAL - MEAL) with amount 500.00 and PARKING (PARKING - PARKING) with amount 1,200.00. A green callout box with the text 'You can insert the record here' points to the bottom of the table. A red arrow points to a magnifying glass icon next to the total amount of 1,700.00 in section [F].

CODE	DESCRIPTION	AMOUNT
MEAL	MEAL - MEAL	500.00
PARKING	PARKING - PARKING	1,200.00

# Benefits In Kind Entry

An example of the 'Form EA' BEFORE editing in the 'Benefit In Kind Entry'.

(C.P.8A-Pin 2022) MALAYSIA

**CUKAI PENDAPATAN**

Penyata Gaji Pekerja SWASTA **EA**

No. Siri A0001  
No. Majikan E E1234567-09

PENYATA SARAAN DARIPADA PENGGAJIAN  
BAGI TAHUN BERAKHIR 31 DISEMBER 2023

No. Pengenal Cukai (TN) Pekerja SG14341414001  
Cawangan LHDNM

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

**A BUTIRAN PEKERJA**

1. Nama Penuh Pekerja/Pesara (Encik/Cik/Puan) .NOTES:- BENEFIT IN KIND ENTRY- 3.3 [Page 73]  
2. Jawatan TECHNICAL & MARKETING DIRECTOR  
3. No. Kakitangan/No Gaji Z0008  
4. No. K.P. Baru 620615089876  
5. No. Pasport  
6. No. KWSP 05590045  
7. No. PERKESO 620615-08-9876  
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai 4  
9. Jika bekerja tidak genap setahun, nyatakan:  
(a) Tarikh mula bekerja  
(b) Tarikh berhenti kerja

**B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN**

Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai

	RM
1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	118,920.00
(b) Fi (termasuk fi pengarah), komisen atau bonus	0.00
(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran)	0.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)	0.00
(f) Ganjaran bagi tempoh dari ..... hingga .....	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis pendapatan (a) .....	
(b) .....	0.00
3. Manfaat berupa barangan (Nyatakan: .....	0.00
4. Nilai tempat kediaman (Alamat: .....	0.00
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00
6. Pampasan kerana kehilangan pekerjaan	0.00
<b>C PENCEN DAN LAIN-LAIN</b>	
1. Pencen	0.00
2. Anuiti atau Bayaran Berkala yang lain	0.00
<b>JUMLAH</b>	<b>118,920.00</b>
<b>D JUMLAH POTONGAN</b>	
1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM	9,004.80
2. Arahkan Potongan CP38 yang dibayar kepada LHDNM	0.00
3. Zakat yang dibayar melalui potongan gaji	0.00
4. Derma / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji	0.00
5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:	
(a) Pelepasan RM .....	
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM .....	
6. Jumlah pelepasan bagi anak yang layak	8,000.00
<b>E CARUMAN YANG DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG SIMPANAN/PENCEN YANG DILULUSKAN DAN PERKESO</b>	
1. Nama Kumpulan Wang: KWSP	
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)	RM 0.00
2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)	RM 0.00
<b>F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI</b>	<b>RM 0.00</b>

# Benefits In Kind Entry

An example of the 'EA Form' **AFTER** editing in the 'Benefit In Kind Entry'.

Note that the amount entered here is a top-up and does not replace the original data processed through 'Process Payroll'.

For example, if the original amount processed through 'Process Payroll' is 118,920.00, inserting 5,000.00 in the Benefit In Kind Entry will result in a new amount of 123,920.00 in the Form EA.

(C.P.8A-Pin 2022) MALAYSIA

**CUKAI PENDAPATAN** **Penyata Gaji Pekerja SWASTA EA**

No. Siri A0001 PENYATA SARAAN DARIPADA PENGGAJIAN No. Pengenal Cukai (TIN) Pekerja SG14341414001  
No. Majikan E E1234567-09 BAGI TAHUN BERAKHIR 31 DISEMBER 2023 Cawangan LHDNM

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

**A BUTIRAN PEKERJA** NOTES: - BENEFIT IN KIND ENTRY: 3.3 [Page 73]

1. Nama Penuh Pekerja/Pesara (Encik/Cik/Puan) ..... 3. No. Kakitangan/No Gaji ..... Z0008  
2. Jawatan TECHNICAL & MARKETING DIRECTOR ..... 5. No. Pasport .....  
4. No. K.P. Baru 620615089876 ..... 7. No. PERKESO 620615-08-9876  
6. No. KWSP 05590045 ..... 9. Jika bekerja tidak genap setahun, nyatakan:  
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai 4 ..... (a) Tarikh mula bekerja .....  
(b) Tarikh berhenti kerja .....

**B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN** RM

Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai

1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) 123,920.00  
(b) Fi (termasuk fi pengarah), komisen atau bonus 0.00  
(c) Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihal pembayaran) 0.00  
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja 0.00  
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS) 0.00  
(f) Ganjaran bagi tempoh dari ..... hingga ..... 0.00

2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa  
Jenis pendapatan (a) ..... 0.00  
(b) ..... 0.00

3. Manfaat berupa barangan (Nyatakan: ..... ) 0.00  
4. Nilai tempat kediaman (Alamat: ..... ) 0.00  
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan 0.00  
6. Pampasan kerana kehilangan pekerjaan 0.00

**C PENCEN DAN LAIN-LAIN**

1. Pencen 0.00  
2. Anuiti atau Bayaran Berkala yang lain 0.00

**JUMLAH** 123,920.00

**D JUMLAH POTONGAN**

1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM 9,004.80  
2. Arahkan Potongan CP38 yang dibayar kepada LHDNM 0.00  
3. Zakat yang dibayar melalui potongan gaji 0.00  
4. Derma / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji 0.00  
5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:  
(a) Pelepasan RM .....  
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM .....  
6. Jumlah pelepasan bagi anak yang layak 8,000.00

**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 0.00  
2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 0.00

**F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI** RM 2,900.00



## **6. Benefits In Kind Checking Report**



## Benefits In Kind Checking Report

---

After completing the import or editing of Benefit In Kind data, you can print the 'Benefit In Kind Checking Report'.

It is advisable to print the report for checking to ensure accuracy and completeness.

# Benefits In Kind Checking Report

- 1 Log in to EPAYROLL for the period '202312'.

**TIMES SOFTWARE**

Good Afternoon, carme

User ID

Password

Company

Period

**Login**

By logging in, you are agree to comply with the Acceptable Use Policy (AUP)

[First time login / forgot password](#)

Account will be locked after 3 times of incorrect login

- 2 If your database contains multiple companies with different Employer Tax Reference Numbers, select the relevant company using 'Query > **Company Select**'.  
Skip this step if you have only one company in the database.

**TIMES SOFTWARE**

Payroll Leave Dashboard

Powered By : **TIMES SOFTWARE**

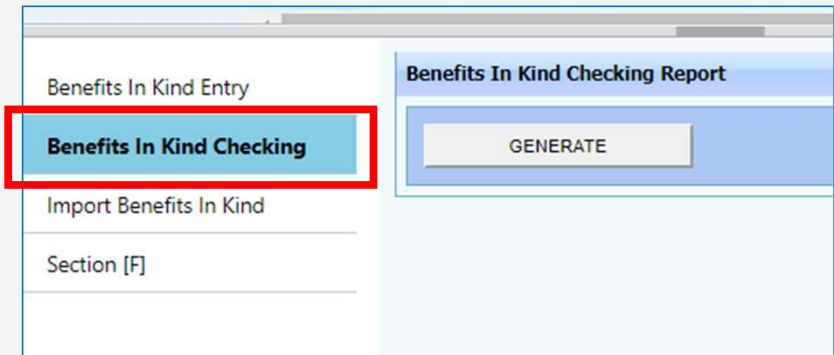
Setup	EMS	Query
<a href="#">Company Setup</a>	<a href="#">Employee</a>	<a href="#">Change Period</a>
<a href="#">Payroll Setup</a>	<a href="#">Pay Items</a>	<a href="#">Lock Period</a>
<a href="#">Statutory Setup</a>	<a href="#">E-Document</a>	<a href="#">Company Select</a>
<a href="#">Utility</a>	<a href="#">Change Password</a>	<a href="#">Query Expert</a>

# Benefits In Kind Checking Report

3 Navigate to 'Benefits In Kind'.



4 Select 'Benefits In Kind Checking'.



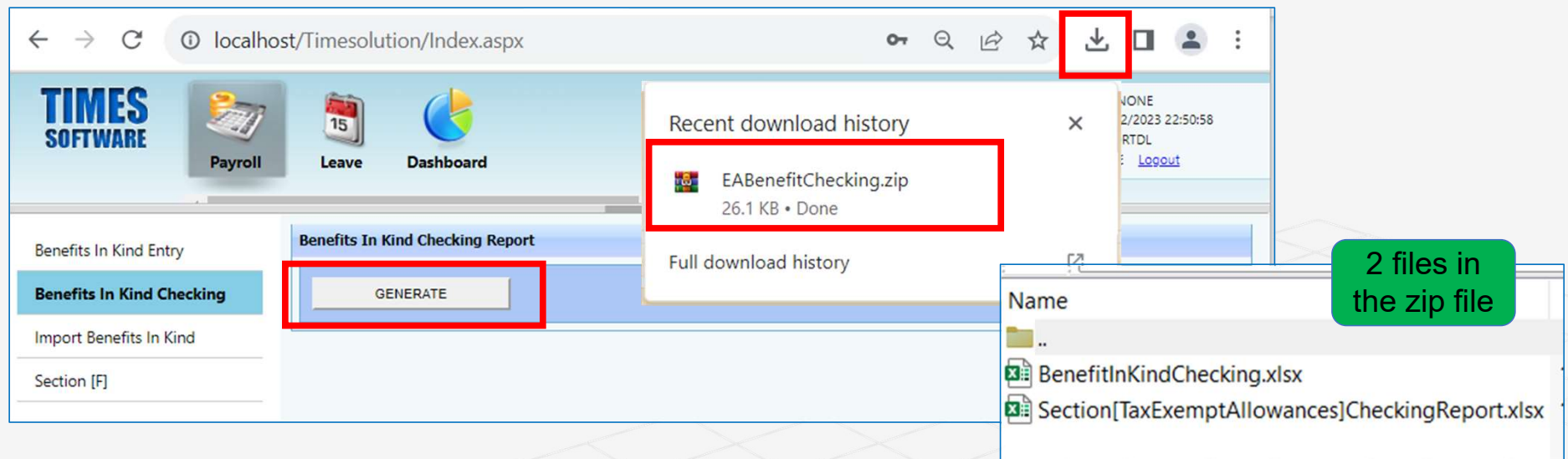
## Benefits In Kind Checking Report

5 Click 'Generate' to download the report in compressed ZIP file.

Click to retrieve the downloaded file.

Next, open the downloaded ZIP file.

There are 2 Excel checking reports in the ZIP file.



# Benefits In Kind Checking Report

Here is an example of the **Benefits In Kind Checking Report**.  
Data source is from the '**Benefit In Kind Entry**' screen.

	A	B	AN	AO	AP	AQ	AR	AS
1	TIMESOFT GROUP OF CC							
2	Benefit In Kind Checking I							
3	YEAR	EMPCODE	2(a) Butiran bayaran tunggakan	2(b) Butiran bayaran tunggakan	Butiran Manfaat berupa barangan	Alamat	Ganjaran bagi tempoh dari	Ganjaran bagi tempoh hingga
4	YEAR	EMPCODE	2(a) Details of arrears	2(b) Details of arrears	Details of Benefits in kind	Address:	Gratuity for the period from	Gratuity for the period to
5								
6	2023	B001				Block A-8-9, Scotts Condo, Jalan Langgiri, Shah Alam		
7	2023	C0001-R						
8								

The report layout is similar to the Import Benefits In Kind template, which includes both BM and English

## Benefits In Kind Checking Report

Another checking report is **Section [TaxExemptAllowances] CheckingReport**.

Data source is from the '**Benefit In Kind Entry, Section [F]**' screen.

If the Allowance Code does not exist in the 'Allowance/Deduction Code setup table, the '**Allowance Code Description**' in **Column E** will be missing.

	A	B	C	D	E	F
1	<b>TIMESOFT GROUP OF COMPANIES</b>					
2	<b>Section [Tax Exempt Allowances] Checking Report for 2023</b>					
3						
4	<b>Employee No.</b>	<b>Employee Name</b>	<b>Department</b>	<b>Allowance Code</b>	<b>Allowance Code Description</b>	<b>Amount</b>
5	B001	BADRUL ALI	NONE	MEAL	MEAL ALLOWANCE	100.00
6	C0001-R	CECILIA CHEONG	HR	MEAL	MEAL ALLOWANCE	220.00
7	A1004	SANZILA GONZA'LEZ	NONE	MEAL	MEAL ALLOWANCE	100.00
8	A1004	SANZILA GONZA'LEZ	NONE	PARKING		100.00
9	A1016	FAIZAL TAHIR	RND	MEAL	MEAL ALLOWANCE	100.00
10	A1016	FAIZAL TAHIR	RND	PARKING		100.00
11						

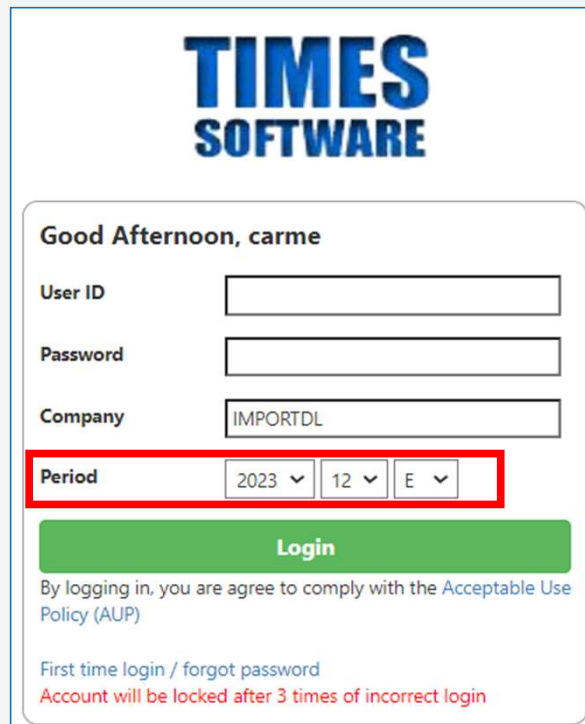
**Note:**

Repeat the steps if there is more than one company in the same database.

# **7. Section [F] Checking**

## Section [F] Checking

- 1 Log in to EPAYROLL for the period '202312'.



The login form for Times Software. It features the company logo at the top. Below it, a greeting "Good Afternoon, carme" is displayed. The form includes input fields for "User ID", "Password", and "Company" (pre-filled with "IMPORTDL"). A "Period" section contains three dropdown menus for year, month, and day, with "2023", "12", and "E" selected respectively. A red rectangle highlights this "Period" section. Below the inputs is a green "Login" button. At the bottom, there is a disclaimer about the Acceptable Use Policy (AUP) and a note about account locking after three incorrect login attempts.

**TIMES SOFTWARE**

Good Afternoon, carme

User ID

Password

Company

Period

**Login**

By logging in, you are agree to comply with the [Acceptable Use Policy \(AUP\)](#)

[First time login / forgot password](#)

Account will be locked after 3 times of incorrect login

- 2 Navigate to 'Benefits In Kind'.



The dashboard interface of Times Software. It features the company logo and navigation icons for "Payroll", "Leave", and "Dashboard". A "Powered By : TIMES SOFTWARE" badge is in the top right. The main content area is divided into three columns: "Process Payroll", "Modify Record", and "Reports". The "Reports" column lists various reports, with "Benefits In Kind" highlighted in red and a red arrow pointing to it.

**TIMES SOFTWARE**

Payroll Leave Dashboard

Powered By : **TIMES SOFTWARE**

Process Payroll	Modify Record	Reports
Process	Pay Record	Code Master Report
Bonus Record	Bonus Record	Payroll Report
Special Record	Special Record	Management Report
Festival Advance	Add. Emp PCB Relief (TP1)	Bank Report
Transfer Payroll	Emp BIK and VOLA (TP2)	Statutory Report
AL Encash	Emp PCB History (TP3)	EPF
Transfer Claim		SOC SO
		Income Tax
		Zakat
		<b>Benefits In Kind</b>
		EIS



## Section [F] Checking

3 Select 'Section [F]'.

Choose the company to generate the report by selecting from the 'Income Tax Account No' dropdown.

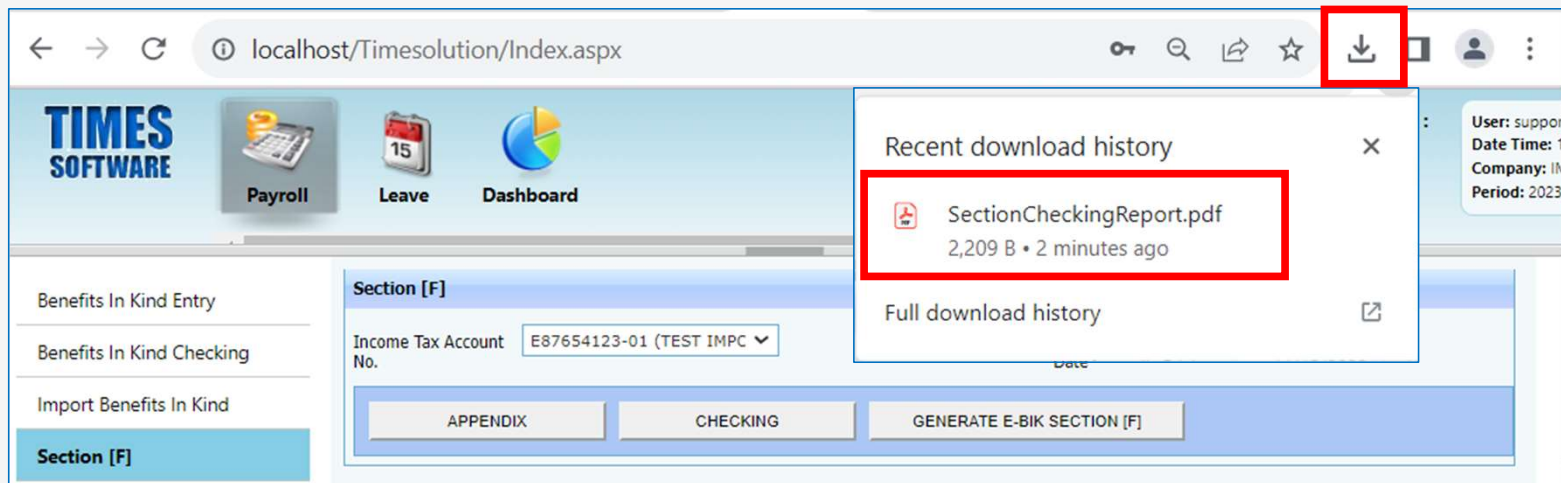
Click 'Checking' to start downloading the PDF file.

The screenshot shows a software interface for 'Section [F]'. On the left is a sidebar menu with three items: 'Benefits In Kind Entry', 'Benefits In Kind Checking', and 'Import Benefits In Kind'. The 'Section [F]' item is highlighted with a red box. The main area is titled 'Section [F]' and contains an 'Income Tax Account No.' dropdown menu, which is also highlighted with a red box. The dropdown menu is open, showing three options: '-PLEASE SELECT-', 'NONE (SMITH GROUP BERHAD)', and 'E87654123-01 (TEST IMPORT SDN BHD)'. To the right of the dropdown is an 'Appendix Print Date' field showing '11/12/2023'. At the bottom of the main area are three buttons: 'APPENDIX', 'CHECKING', and 'GENERATE E-BIK SECTION [F]'. The 'CHECKING' button is highlighted with a red box.

## Section [F] Checking

4 Click to retrieve the downloaded file.

Next, open the downloaded PDF file.



## Section [F] Checking

Here is an example of the checking report.

The report includes all records from the 'Benefit In Kind Entry' screen, specifically 'Section F'.

- ✓ **Process Through Payroll:**  
Derived from the Modify Record with the applicable maximum exemption amount, if any.
- ✓ **EA#25:**  
Extracted from the Modify Record, but the Allowance Code is linked to the tax line 'EA#25'.
- ✓ **Other Allowances:**  
Obtained from the 'Benefit In Kind Entry' that is not processed in Modify Record.

**TEST IMPORT SDN BHD()**  
Section [Tax Exempt Allowance] Checking Report for 2023

Date : 10/12/2023  
User ID : SUPPORT

Employee No : B001      Name : BADRUL ALI

**Process Through Payroll**

Tax Exempt Code : P02      [P02] - PETROL CARD, PETROL ALLOWANCE OR TRAVEL ALLOWANCE AND TOLL CARD FOR OFFICIAL DUTIES  
Max Exemption : 6,000.00

No.	Allow Code	Description	Amount
1.	PETROL	PETROL ALLOWANCE	6,000.00
Sub Total :			6,000.00

**EA#25 Allowances**

No.	Allow Code	Description	Amount
1.	MEAL	MEAL	500.00
Sub Total :			500.00

**Others Allowances**

No.	Allow Code	Description	Amount
1.	PARKING	PARKING	1,200.00
Sub Total :			1,200.00
Grand Total :			7,700.00

## **8. Section [F] Appendix**

Restricted

## Section [F] Appendix

---

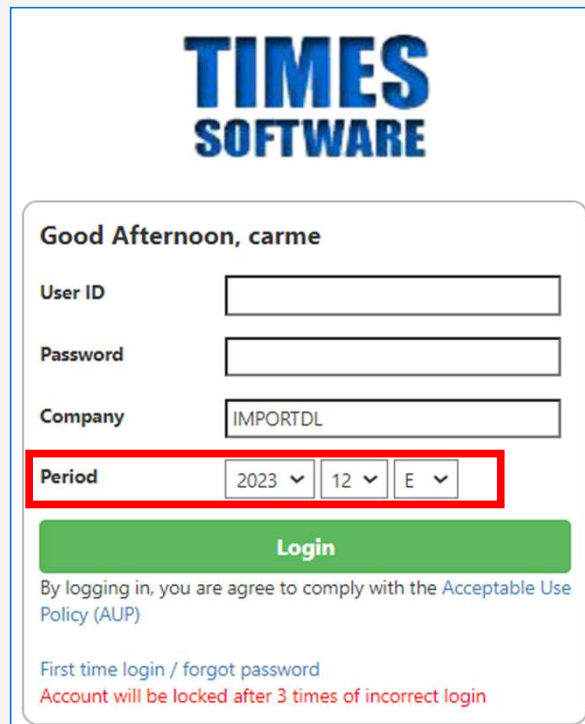
This serves as a **supplementary report** for '**EA Form Section F [Tax Exempt Allowances]**', but it is at the discretion of the company whether to provide the details of the exemption amount to the employees.

This report can be distributed to employees along with the Form EA

**Skip this if it is not applicable to your company.**

## Section [F] Appendix

- 1 Log in to EPAYROLL for the period '202312'.



**TIMES SOFTWARE**

Good Afternoon, carme

User ID

Password

Company

Period

**Login**

By logging in, you are agree to comply with the [Acceptable Use Policy \(AUP\)](#)

[First time login / forgot password](#)

Account will be locked after 3 times of incorrect login

- 2 Navigate to 'Benefits In Kind'.



**TIMES SOFTWARE**

Payroll Leave Dashboard

Powered By : **TIMES SOFTWARE**

Process Payroll	Modify Record	Reports
Process	Pay Record	Code Master Report
Bonus Record	Bonus Record	Payroll Report
Special Record	Special Record	Management Report
Festival Advance	Add. Emp PCB Relief (TP1)	Bank Report
Transfer Payroll	Emp BIK and VOLA (TP2)	Statutory Report
AL Encash	Emp PCB History (TP3)	EPF
Transfer Claim		SOCSCO
		Income Tax
		Zakat
		<b>Benefits In Kind</b>
		EIS

## Section [F] Appendix

3 Select 'Section [F]'.

Choose the company to generate the report by selecting from the 'Income Tax Account No' dropdown.

You may select the date to print on the form. The default date is the system date.

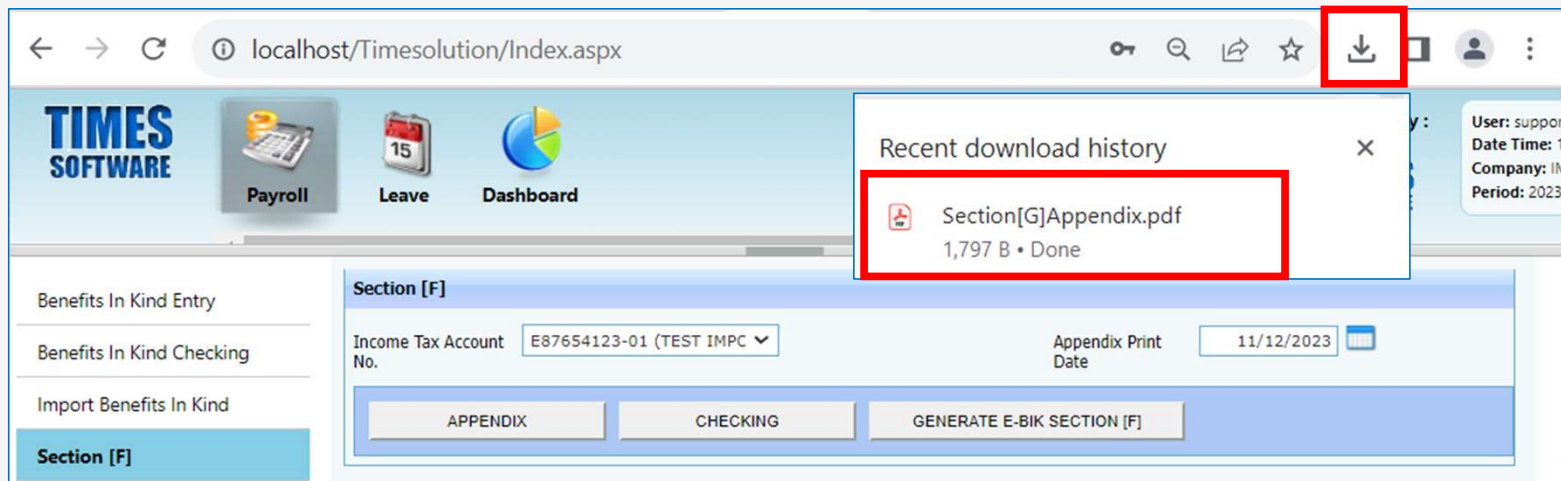
Click 'Appendix' to start downloading the PDF file.

The screenshot shows a web application interface for 'Section [F]'. On the left is a sidebar with a menu containing 'Benefits In Kind Entry', 'Benefits In Kind Checking', 'Import Benefits In Kind', and 'Section [F]'. The 'Section [F]' menu item is highlighted with a red box. The main content area is titled 'Section [F]' and contains several fields and buttons. A red box highlights the 'Income Tax Account No.' dropdown menu, which is currently set to '-PLEASE SELECT-' and shows a list of options: 'NONE (SMITH GROUP BERHAD)', 'E87654123-01 (TEST IMPORT SDN BHD)', and 'NONE (TIMES SOFTWARE PTE LTD)'. Another red box highlights the 'Appendix Print Date' field, which is set to '11/12/2023'. A third red box highlights the 'APPENDIX' button at the bottom of the form. Other buttons visible are 'CHECKING' and 'GENERATE E-BIK SECTION [F]'.

## Section [F] Appendix

4 Click to retrieve the downloaded file.

Next, open the downloaded PDF file to view.





## Section [F] Appendix

- 5 Here is an example of the report featuring pay items that are subject to tax exemption.

If the Employer's Contact Information for the Form EA differs from the monthly submission form, edit the contact details in 'Company Setup' before generating the EA form.

Appendix Section Tax Exempt Allowance of EA	
TEST IMPORT SDN BHD() Employer's No : E87654123-01	
Employee Code	: B001
Employee Name	: BADRUL ALI
Income Tax Reference No	:
Total Allowances / Perquisites / Gifts / Benefits exempted from tax for the period 1st January 2023 to 31st December 2023.	
	RM
PETROL ALLOWANCE	6,000.00
MEAL	500.00
PARKING	1,200.00
	<u>7,700.00</u>
Date : 11/12/2023	Name of Officer : KATHY CHOW Designation : ADMINISTRATION Name and Address of Employer : TEST IMPORT SDN BHD() 8-11, 8th Floor, Wisma UOA II No 21, Jalan Pinang Kuala Lumpur POSTCODE : 50450
This is a computer-generated document	

## 9. EA Form

Restricted

## EA Form

---

Once you have completed all relevant set up and checking, you are ready to generate the employee's statement of remuneration, also known as the 'EA Form'.

Please note that the due date to distribute the Form EA for 2023 to employees is no later than February 29, 2024.

# EA Form

- 1 Log in to EPAYROLL for the period '202312'.

**TIMES SOFTWARE**

Good Afternoon, carme

User ID

Password

Company

Period

**Login**

By logging in, you are agree to comply with the [Acceptable Use Policy \(AUP\)](#)

[First time login / forgot password](#)

Account will be locked after 3 times of incorrect login

- 2 Navigate to 'Income Tax'.

**TIMES SOFTWARE**

Payroll Leave Dashboard

**Process Payroll**

- Process
- Bonus Record
- Special Record
- Festival Advance
- Transfer Payroll
- AL Encash
- Transfer Claim

**Modify Record**

- Pay Record
- Bonus Record
- Special Record
- Add. Emp PCB Relief (TP1)
- Emp BIK and VOLA (TP2)
- Emp PCB History (TP3)

**Reports**

- Code Master Report
- Payroll Report
- Management Report
- Bank Report
- Statutory Report
- EPF
- SOCSO
- Income Tax**
- Zakat
- Benefits In Kind

# EA Form

3 Select 'EA Form'.

Choose the company to generate the Form EA by selecting from the 'Income Tax Account No' dropdown.

CP39 Form

CP39 Text File Return

LHDN Bank Submission

CP21 (Leaver)

CP22A (Tax Clearance)

CP22 (New Employee)

**EA Form**

Slip Jawapan PCB (II)

E Form

Pay History Report

### EA Form Setup

Income Tax Account No. -PLEASE SELECT-

Version -PLEASE SELECT-

B.1 (c) Details of Payment NONE (SMITH GROUP BERHAD)

B.1 (f) Gratuity date From E87654123-01 (TEST IMPORT SDN BHD) To NONE (TIMES SOFTWARE PTE LTD)

Printing Date 11/12/2023

☒ Print Serial? Group A 0000

☐ Include Voluntary? ☐ English version

EXPORT TO PDF EXPORT TO EXCEL GENERATE E-EA CLEAR E-EA

# EA Form

## Explanation on the available options in the EA Setup:

No	Field	Details
1	Version	Choose 'EA Form Format (Pin.2022)'. Note that the currently available version is 'Pin.2022'.
2	B.1(c) Details of payment	The description input here will be reflected in EA Form B.1(c)
3	B.1(f) Gratuity date from	The date input here will be reflected in EA Form B.1 (f)
4	Printing Date	Specify the Print Date to be shown in the form.

### Note:

If the system detects data in fields B.1(c) and B.1(f) input through 'Benefit-In-Kind Entry', the system will ignore the details entered in the 'EA Form Setup' window. Priority data capturing is from the 'Benefit-In-Kind Entry' screen.

## EA Form

No	Field	Details
5	Print Serial	Select the checkbox to enable the system to generate the serial number automatically based on the following grouping: Group A – Existing employee Group B – New employee Group C – Resigned employee
6	Include Voluntary	Select the checkbox if employees' monthly EPF Voluntary amount does not combine with standard contribution in 'Modify Record'.

The screenshot displays the 'EA Form Setup' window. It contains several input fields and checkboxes. The 'Print Serial?' checkbox is checked, and the 'Include Voluntary?' checkbox is unchecked. The 'Group A' dropdown is set to 'Group A' and the '00001' text box contains '00001'. The 'Income Tax Account No.' is set to '-PLEASE SELECT-', 'Version' is 'EA Form Format (Pin.2022)', 'B.1 (c) Details of Payment' is empty, 'B.1 (f) Gratuity date' is set to 'From 11/12/2023 To', and 'Printing Date' is '11/12/2023'. The 'English version' checkbox is also unchecked. At the bottom, there are four buttons: 'EXPORT TO PDF', 'EXPORT TO EXCEL', 'GENERATE E-EA', and 'CLEAR E-EA'.

Income Tax Account No.	-PLEASE SELECT-
Version	EA Form Format (Pin.2022)
B.1 (c) Details of Payment	
B.1 (f) Gratuity date	From 11/12/2023 To
Printing Date	11/12/2023
<input checked="" type="checkbox"/> Print Serial?	Group A 00001
<input type="checkbox"/> Include Voluntary?	<input type="checkbox"/> English version

EXPORT TO PDF EXPORT TO EXCEL GENERATE E-EA CLEAR E-EA

## EA Form

No	Field	Details
7	English Version	Select the checkbox to print the EA FORM in English.
8	EXPORT TO PDF	Generate Form EA and EA Check List in PDF format.
9	EXPORT TO EXCEL	Generate Form EA and EA Check List in Excel file.
10	GENERATE E-EA	Generate Form EA and transfer it to Timesolution EA for employee viewing.
11	CLEAR E-EA	Clear the generated data, and it will be removed from employee view.

The screenshot shows the 'EA Form Setup' window. It contains the following fields and controls:

- Income Tax Account No.**: A dropdown menu with '-PLEASE SELECT-' selected.
- Version**: A dropdown menu with 'EA Form Format (Pin.2022)' selected.
- B.1 (c) Details of Payment**: A text input field.
- B.1 (f) Gratuity date**: Two date pickers labeled 'From' and 'To'.
- Printing Date**: A date picker showing '11/12/2023'.
- Print Serial?**: A checked checkbox.
- Group A**: A dropdown menu.
- 00001**: A text input field.
- Include Voluntary?**: An unchecked checkbox.
- English version**: An unchecked checkbox, highlighted with a red rectangle.

At the bottom, there are four buttons: 'EXPORT TO PDF', 'EXPORT TO EXCEL', 'GENERATE E-EA', and 'CLEAR E-EA'. The first three buttons are highlighted with red rectangles.



# EA Form

- 4 Click 'EXPORT TO PDF' to generate the Form EA and EA Check List.  
Click to retrieve the downloaded ZIP file.  
Next, open the downloaded zip file. There are 2 PDF files in the ZIP file.

The screenshot shows the 'EA Form Setup' page in the Times Software application. The 'EXPORT TO PDF' button at the bottom is highlighted with a red box. A red box also highlights the download icon in the browser's top right corner. A 'Recent download history' window is open, showing a file named 'EAReportsFor\_TESTIMPORTSDNBHD\_.zip' (14.7 KB, 28 minutes ago) with a red box around it. A green callout box points to a file explorer window showing two files: 'EA Form.pdf' and 'EA Check List.pdf', with the text '2 files in the ZIP file'.

Recent download history

EAReportsFor\_TESTIMPORTSDNBHD\_.zip  
14.7 KB • 28 minutes ago

Full download history

2 files in the ZIP file

EA Form Setup

Income Tax Account No. E87654123-01 (TEST IMPORT)

Version EA Form Format (Pin.2022)

B.1 (c) Details of Payment 12348

B.1 (f) Gratuity date From 20/12/2023 To 31/12/2023

Printing Date 11/12/2023

☒ Print Serial? Group A 00001

☐ Include Voluntary? ☐ English version

EXPORT TO PDF EXPORT TO EXCEL GENERATE E-EA CLEAR E-EA

# EA Form

- 5 You can choose to generate the reports in Excel by clicking the 'EXPORT TO EXCEL'. Click to retrieve the downloaded ZIP file. Next, open the downloaded ZIP file. There are 2 Excel files in the ZIP file.

The screenshot displays the 'EA Form Setup' interface in a web browser. The browser address bar shows 'localhost/Timesolution/Index.aspx'. The interface includes a sidebar with navigation links: CP39 Form, CP39 Text File Return, LHDN Bank Submission, CP21 (Leaver), CP22A (Tax Clearance), CP22 (New Employee), **EA Form**, Slip Jawapan PCB (II), and E Form. The main content area is titled 'EA Form Setup' and contains various input fields and buttons. The 'Income Tax Account No.' is set to 'E87654123-01 (TEST IMPORT)'. The 'Version' is 'EA Form Format (Pin.2022)'. The 'B.1 (c) Details of Payment' is '12348'. The 'B.1 (f) Gratuity date' is set from '20/12/2023' to '31/12/2023'. The 'Printing Date' is '11/12/2023'. The 'Print Serial?' checkbox is checked, and the 'Group A' dropdown is set to '00001'. The 'Include Voluntary?' and 'English version' checkboxes are unchecked. At the bottom, there are four buttons: 'EXPORT TO PDF', 'EXPORT TO EXCEL' (highlighted with a red box), 'GENERATE E-EA', and 'CLEAR E-EA'. A 'Recent download history' window is open, showing a file named 'EAReportsFor\_TESTIMPORTSDNBHD\_ (2).zip' (36.6 KB • 1 minute ago) with a red box around it. A green callout box points to the file list, stating '2 files in the ZIP file'. The file list shows two files: 'EA Form.xlsx' and 'EA Check List.xlsx'.

# EA Form

6 Here is an example of the 'EA Form'.

If the Employer's Contact Information for the Form EA differs from the monthly submission form, edit the contact details in 'Company Setup' before generating the EA form.

(C.P.8A - Pin. 2022) MALAYSIA **Penyata Gaji Pekerja SWASTA EA**

No. Siri: A0001 **CUKAI PENDAPATAN** No. Pengenalan Cukai (TIN) Pekerja

No. Majikan E: E87654123-01 PENYATA SARANAN DARIPADA PENGGAJIAN BAGI TAHUN BERAKHIR 31 DISEMBER 2023 Cawangan LHDNM

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

**A BUTIRAN PEKERJA**

1. Nama Penuh Pekerja/Pesara (Encik/Cik/Puan) BADRUL ALI  
2. Jawatan NONE  
3. No. Kakitangan/No Gaji B001  
4. No. K.P. Baru  
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  
(b) Tarikh berhenti kerja

**B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN** RM

(Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)

1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) 7,460.00  
(b) Fi (termasuk fi pengarah), komisen atau bonus 0.00  
(c) Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihal pembayaran 12348) 1,000.00  
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja 0.00  
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS) 0.00  
(f) Ganjaran bagi tempoh dari 20/12/2023 hingga 31/12/2023 0.00  
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa  
Jenis pendapatan (a) 0.00  
(b) 1,000.00  
3. Manfaat berupa barangan 0.00  
4. Nilai tempat kediaman (Alamat) 0.00  
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan 0.00  
6. Pampasan kerana kehilangan pekerjaan 0.00

**C PENCEN DAN LAIN-LAIN**

1. Pencen 0.00  
2. Anuiti atau Bayaran Berkala yang lain 0.00

**JUMLAH 9,460.00**

**D JUMLAH POTONGAN**

1. Potongan Cukai Bulanan (PCB) Tahun Semasa yang dibayar kepada LHDNM 0.00  
2. Arahkan Potongan CP38 yang dibayar kepada LHDNM 0.00  
3. Zakat yang dibayar melalui potongan gaji 0.00  
4. Derma / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji 0.00  
5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:  
(a) Pelepasan RM 356.90  
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM 156.30  
6. Jumlah pelepasan bagi anak yang layak 0.00

**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 824.00  
2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 60.90

**F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI** RM 6,500.00

Tarikh 11/12/2023

This is a computer-generated document

Nama Pegawai: KATHY CHOW  
Jawatan: ADMINISTRATION  
Nama dan Alamat Majikan: TEST IMPORT SDN BHD  
8-11, 8th Floor, Wisma UOA II  
No 21, Jalan Pinang  
Kuala Lumpur  
POSKOD: 50450  
60393880090  
No. Telefon Majikan: 60393880090

## EA Form

The 'TP1' amount input in 'Modify Record > Add. Emp PCB Relief (TP1)' will be captured in 'Form EA Section D5'.

Records with codes starting with the letter "C" will be captured in Section D5(a).

Records with the code "D01" will be captured in Section D5(b).

The screenshot displays the EA Form interface. At the top, there are navigation buttons (back, forward, etc.) and action buttons (NEW, SAVE, DELETE, CANCEL). The form fields include:

- Employee No/Name: B001 - BADRUL ALI
- Refund Code: [empty]
- Doc Date: [empty]
- Tax Category: K1
- Hired Date: 08/08/2018 [5 years 5 months]
- Pay Period: 202300
- Amount: 0.00
- Approval: Yes
- Status: A
- Remarks: [empty]
- Reference: [empty]

Below the form fields is a table with the following data:

CODE	DOC DATE	PERIOD	AMOUNT	
C01	23/11/2023	202311	356.90	[C01] - Medical Treatm
D01	05/12/2023	202312	156.30	[D01] - Zakat or Fitrah

On the right side, there is a green box labeled "Segment of the Form EA" pointing to a section titled "D JUMLAH POTONGAN". This section contains a list of deductions:

- Potongan Cukai Bulanan (PCB) Tahun Semasa yang dibayar kepada LHDNM 0.00
- Arahan Potongan CP38 yang dibayar kepada LHDNM 0.00
- Zakat yang dibayar melalui potongan gaji 0.00
- Derma / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji 0.00
- Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:
  - (a) Pelepasan RM 356.90
  - (b) Zakat selain yang dibayar melalui potongan gaji bulanan RM 156.30
- Jumlah pelepasan bagi anak yang layak 0.00

# EA Form

7 Here is an example of the 'EA Form Checklist'.

TEST IMPORT SDN BHD										Date : 11/12/2023					
EA Check List 31st December 2023										User ID : SUPPORT					
No	No. Cukai	No. K.P	Name Penuh Pekerja	Kategori	Bil anak	Jumlah Saraan	Tax Exempt	PCB	CP38	ZAKAT	KWSP	PERKESO	TP1 Relief	TP1 Zakat	
1	A0001		BADRUL ALI	1	0	9,460.00	6,500.00	0.00	0.00	0.00	824.00	60.90	356.90	156.30	
2	B0001		DANSON TEE	1	0	4,368.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3	C0001		CECILIA CHEONG	1	0	29,000.45	0.00	0.00	0.00	0.00	1,100.00	34.65	0.00	0.00	
Grand Total				0		42,829.17	6,500.00	0.00	0.00	0.00	1,924.00	95.55	356.90	156.30	

## **10. Slip Jawapan - PCB2(II)**

## Slip Jawapan - PCB2(II)

---

The 'Slip Jawapan' is a tax payment statement displaying the deducted tax amount from January to December.

This form can be distributed to employees along with the Form EA.

## Slip Jawapan - PCB2(II)

- 1 Log in to **EPAYROLL** for the period **'202312'**.

**TIMES SOFTWARE**

Good Afternoon, carme

User ID

Password

Company

Period

**Login**

By logging in, you are agree to comply with the [Acceptable Use Policy \(AUP\)](#)

[First time login / forgot password](#)

Account will be locked after 3 times of incorrect login

- 2 Navigate to **'Income Tax'**.

**TIMES SOFTWARE**

Payroll Leave Dashboard

**Process Payroll**

- Process
- Bonus Record
- Special Record
- Festival Advance
- Transfer Payroll
- AL Encash
- Transfer Claim

**Modify Record**

- Pay Record
- Bonus Record
- Special Record
- Add. Emp PCB Relief (TP1)
- Emp BIK and VOLA (TP2)
- Emp PCB History (TP3)

**Reports**

- Code Master Report
- Payroll Report
- Management Report
- Bank Report
- Statutory Report
- EPF
- SOCSO
- Income Tax**
- Zakat



## Slip Jawapan - PCB2(II)

- 3 Select 'Slip Jawapan PCB (II)'.

Choose the company to generate the Form Slip Jawapan PCB (II) by selecting from the 'Income Tax Account No' dropdown.

CP39 Form

CP39 Text File Return

LHDN Bank Submission

CP21 (Leaver)

CP22A (Tax Clearance)

CP22 (New Employee)

EA Form

**Slip Jawapan PCB (II)**

E Form

Pay History Report

**Slip Jawapan PCB (II)**

Income Tax Account No. E87654123-01 (TEST IMPORT SDN BHD)

Period

-PLEASE SELECT-

NONE (SMITH GROUP BERHAD)

E87654123-01 (TEST IMPORT SDN BHD)

NONE (TIMES SOFTWARE PTE LTD)

BULAN	PCB NO.	CP38 NO. RESIT
Januari		
Februari		
Mac		
April		
Mei		
Jun		
Julai		
Ogos		

## Slip Jawapan - PCB2(II)

- 4 Input the tax payment receipt number/bank transaction reference number and payment date into this data entry screen.

**Slip Jawapan PCB (II)**

Income Tax Account No.

Period

BULAN	PCB NO. RESIT	PCB TARIKH RESIT	CP38 NO. RESIT	CP38 TARIKH RESIT	PCB NO. RESIT 2	PCB TARIKH RESIT 2
Januari	<input type="text" value="02-2023277123"/>	<input type="text" value="11/02/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Februari	<input type="text" value="02-2023277456"/>	<input type="text" value="12/03/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mac	<input type="text" value="02-2023277789"/>	<input type="text" value="13/04/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
April	<input type="text" value="02-2023277012"/>	<input type="text" value="14/05/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mei	<input type="text" value="02-2023277643"/>	<input type="text" value="11/06/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Jun	<input type="text" value="02-2023277777"/>	<input type="text" value="15/07/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Julai	<input type="text" value="02-2023277984"/>	<input type="text" value="13/08/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ogos	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
September	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Oktober	<input type="text" value="02-2023277252"/>	<input type="text" value="12/11/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
November	<input type="text" value="02-2023277455"/>	<input type="text" value="13/12/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Disember	<input type="text" value="02-2023277962"/>	<input type="text" value="27/12/2022"/>	<input type="text" value="02-2023277962"/>	<input type="text" value="27/12/2023"/>	<input type="text"/>	<input type="text"/>

**CP39 Trans. Number**

**CP39 Trans. Date**

**CP38 Trans. Number**

**CP38 Trans. Date**

**Additional CP39 Trans. Number and Trans. Date, if needed**

SAVE RECEIPT GENERATE REPORT GENERATE E-SLIP JAWAPAN CANCEL

## Slip Jawapan - PCB2(II)

5

After completing data entry, save the information by clicking 'SAVE RECEIPT'.

Generate the form in PDF by clicking the 'GENERATE REPORT' button.

Generate Slip Jawapan and transfer it to Timesolution EA for employee viewing.

Slip Jawapan PCB (II)

Income Tax Account No.

Period

BULAN	PCB NO. RESIT	PCB TARIKH RESIT	CP38 NO. RESIT	CP38 TARIKH RESIT	PCB NO. RESIT 2	PCB TARIKH RESIT 2
Januari	<input type="text" value="02-2023277123"/>	<input type="text" value="11/02/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Februari	<input type="text" value="02-2023277456"/>	<input type="text" value="12/03/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mac	<input type="text" value="02-2023277789"/>	<input type="text" value="13/04/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
April	<input type="text" value="02-2023277012"/>	<input type="text" value="14/05/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mei	<input type="text" value="02-2023277643"/>	<input type="text" value="11/06/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Jun	<input type="text" value="02-2023277777"/>	<input type="text" value="15/07/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Julai	<input type="text" value="02-2023277984"/>	<input type="text" value="13/08/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ogos	<input type="text" value="02-2023277636"/>	<input type="text" value="13/09/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
September	<input type="text" value="02-2023277688"/>	<input type="text" value="15/10/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Oktober	<input type="text" value="02-2023277252"/>	<input type="text" value="12/11/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
November	<input type="text" value="02-2023277455"/>	<input type="text" value="13/12/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Disember	<input type="text" value="02-2023277962"/>	<input type="text" value="27/12/2022"/>	<input type="text" value="02-2023277962"/>	<input type="text" value="27/12/2023"/>	<input type="text"/>	<input type="text"/>

## Slip Jawapan - PCB2(II)

- 6 After the PDF is generated, click to retrieve the file.  
Next, open the downloaded PDF file to view.

Recent download history

SlipJawapanPCB.pdf  
4.9 KB • Done

Full download history

BULAN	PCB NO. RESIT	PCB TARIKH RESIT	CP38 NO. RESIT	CP38 TARIKH RESIT	PCB NO. RESIT 2	PCB TARIKH RESIT 2
Januari	02-2023277123	11/02/2023				
Februari	02-2023277456	12/03/2023				
Mac	02-2023277789	13/04/2023				
April	02-2023277012	14/05/2023				
Mei	02-2023277643	11/06/2023				
Jun	02-2023277777	15/07/2023				

# Slip Jawapan - PCB2(II)

7 Here is an example of the 'Slip Jawapan'.

If the Employer's Contact Information for the Form EA differs from the monthly submission form, edit the contact details in 'Company Setup' before generating the EA form.

**PENYATA BAYARAN CUKAI OLEH MAJIKAN** PCB 2(II)-Pin. 2012  
Tarikh : 11/12/2023

Kepada:  
Ketua Pegawai Eksekutif/Ketua Pengarah Hasil Dalam Negeri  
Lembaga Hasil Dalam Negeri Malaysia  
Cawangan SHAH ALAM

Tuan,  
Potongan Cukai Berjadual Tahun : 2023  
Nama Pekerja : BADRUL ALI  
No. Kad Pengenalan/No. Passport : 760912-14-8967  
No. Cukai Pendapatan Pekerja : IG543212345-01(0)  
No. Pekerja : B001  
No. Majikan ( E ) : E87654123-01

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	CP38	PCB	CP38	PCB	CP38
Januari	303.40	0.00	02-2023277123		11/02/2023	
Februari	303.40	0.00	02-2023277456		12/03/2023	
Mac	303.40	0.00	02-2023277789		13/04/2023	
April	303.40	0.00	02-2023277012		14/05/2023	
Mei	341.15	0.00	02-2023277643		11/06/2023	
Jun	342.40	0.00	02-2023277777		15/07/2023	
Julai	342.40	0.00	02-2023277984		13/08/2023	
Ogos	342.40	0.00	02-2023277636		13/09/2023	
September	342.40	0.00	02-2023277688		15/10/2023	
Oktober	342.40	0.00	02-2023277252		12/11/2023	
November	319.20	0.00	02-2023277455		13/12/2023	
Disember	1,013.35	1,546.35	02-2023277962	02-2023277962	27/12/2022	27/12/2023
<b>Jumlah</b>	<b>4,599.30</b>	<b>1,546.35</b>				

3. Potongan-potongan yang telah dibuat bagi pendapatan pekerja untuk tahun terdahulu dalam tahun semasa adalah seperti berikut:

Jenis Pendapatan	Bulan	Tahun	Amaun PCB (RM)	No. Resit/ No. Slip Bank/ No. Transaksi	Tarikh Resit/ Tarikh Transaksi

Sekian. Terima Kasih.

Nama Pegawai : KATHY CHOW  
Jawatan : ADMINISTRATION  
No. Telefon : 60393880090  
Nama Dan Alamat Majikan : TEST IMPORT SDN BHD  
8-11, 8th Floor, Wisma UOA II  
No 21, Jalan Pinang  
Kuala Lumpur  
POSKOD: 50450

This is a computer-generated document

# **11. Form E / C.P.8D**

Restricted

## Form E / C.P.8D

---

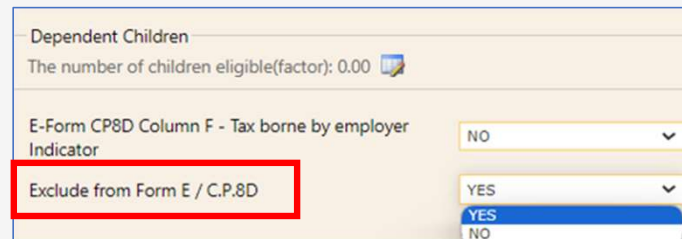
Form E and C.P.8D are declaration reports submitted by every employer to inform the Inland Revenue Board (IRB) about the number of employees and the list of employee income details.

Form E and C.P.8D must contain all particulars of employees, including full-time, part-time, contract employees, and interns, as well as individuals responsible for or engaged in the management of the organization. This includes company directors, cooperative society's board members, association's controlling members, and partners of limited liability partnerships.

## Form E / C.P.8D – Important Note

There are two (2) important indicators in 'EMS > Pay Items' that you need to pay attention to before generating Form E/C.P.8D.

### 1. Exclude from Form E / C.P.8D



Dependent Children  
The number of children eligible(factor): 0.00

E-Form CP8D Column F - Tax borne by employer Indicator

Exclude from Form E / C.P.8D

YES

Exclude from Form E / C.P.8D Indicator	What group of employees should be set YES and NO ?	Will the system capture employee's record in 'Form E Reference Report' ?	Will the system employee's capture record in 'C.P.8D' ?
YES	Applicable to cross-company approvers in Timesolution, test employee codes, etc.	NO	NO
NO	If there is any person, such as a company director, with no payout but requires reporting in the form.	YES	YES



## Form E / C.P.8D – Important Note

### 2. Resignation Reason

If an employee's reason for resignation is designated as 'LEFT-MY,' the headcount will be recorded in the 'E Form Reference Report – Part A6'.

'LEFT-MY' is a **system code**, and the system recognizes only this code to populate in "A6".

The screenshot shows the 'Form E / C.P.8D' interface. The 'Resignation Reason' dropdown menu is open, displaying the following options: DEMISED [DEMISED], EMPLOYEE RESIGNED & LEFT MSIA [E-FORM A5] [LEFT-MY], RESIGNED [RESIGN], and RETIRED [RETIRED]. The option 'EMPLOYEE RESIGNED & LEFT MSIA [E-FORM A5] [LEFT-MY]' is highlighted. The 'Employee ID / Name' field shows 'C0001-R [CECILIA CHEONG]'. The 'Tender Date' is '30/11/2023'.

The screenshot shows the 'Code Setup' table. The 'Code Setup' tab is selected. The table has columns: CODE, DESCRIPTION, and a checkbox. The 'LEFT-MY' code is highlighted in green, with the description 'EMPLOYEE RESIGNED & LEFT MSIA [E-FORM A5]'. The 'TERMINATION' dropdown is also highlighted.

CODE	DESCRIPTION
DEMISED	DEMISED
LEFT-MY	EMPLOYEE RESIGNED & LEFT MSIA [E-FORM A5]
NONE	NONE
RESIGN	RESIGNED
RETIRED	RETIRED

## Form E / C.P.8D

- 1 Log in to EPAYROLL for the period '202312'.

**TIMES SOFTWARE**

Good Afternoon, carme

User ID

Password

Company

Period

**Login**

By logging in, you are agree to comply with the [Acceptable Use Policy \(AUP\)](#)

[First time login / forgot password](#)

Account will be locked after 3 times of incorrect login

- 2 Navigate to 'Income Tax'.

**TIMES SOFTWARE**

Payroll Leave Dashboard

Process Payroll	Modify Record	Reports
Process	Pay Record	Code Master Report
Bonus Record	Bonus Record	Payroll Report
Special Record	Special Record	Management Report
Festival Advance	Add. Emp PCB Relief (TP1)	Bank Report
Transfer Payroll	Emp BIK and VOLA (TP2)	Statutory Report
AL Encash	Emp PCB History (TP3)	EPF
Transfer Claim		SOCSSO
		<a href="#">Income Tax</a>
		Zakat

## Form E / C.P.8D

### 3 Select 'E-Form'.

Choose the company to generate the Form E by selecting from the 'Income Tax Account No' dropdown.

The screenshot shows the 'Form E / C.P.8D' interface. On the left sidebar, the 'E Form' option is highlighted. The main form area is titled 'E Form' and contains the following fields:

- Income Tax Account No.**: A dropdown menu showing 'E87654123-01 (TEST IMPORT SDN BHD)' selected. A red box highlights this dropdown, and a zoomed-in view of the dropdown list is shown to the right, listing options: 'NONE (SMITH GROUP BERHAD)', 'E87654123-01 (TEST IMPORT SDN BHD)', and 'NONE (TIMES SOFTWARE PTE LTD)'.
- E Form Reference Report: Bahagian A (Part A)**: A section containing several employee statistics:
  - A1 - Bilangan Pekerja (No. of employees)
  - A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)
  - A3 - Bilangan Pekerja Baru (No. of new employees)
  - A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)
  - A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)
- A6 - Melaporkan kepada LHDNM (Reported to LHDNM)**: A dropdown menu showing 'YES' selected.
- Form E Reference Report : C.P. 8D**: A dropdown menu showing 'C.P. 8D - Pin. 2022' selected.
- Prepare text file submission**: A checkbox that is checked.
- Submission Format**: A dropdown menu showing 'Data Praisi/e-CP8D (Prefill Data/e-CP8D)' selected.
- Majikan File Name (Employer File Name)**: A text input field with 'M9108951301\_2023.txt' entered.
- Pekerja File Name (Employee File Name)**: A text input field with 'P9108951301\_2023.txt' entered.

## Form E / C.P.8D

### Explanation on the available options in the Form E window:

Field	Details
E Form Reference Report: Bahagian A (Part A)	All reports in this section are intended solely for internal reference and checking. Do not submit to IRBM.
Report from A1 to A5	

The screenshot shows the 'E Form' window. At the top, there is a header 'E Form'. Below it, the 'Income Tax Account No.' is displayed as 'E87654123-01 (TEST IMPORT SDN BHD)'. A list of options follows, each with a checkbox. A red rectangular box highlights the first six items: 'E Form Reference Report: Bahagian A (Part A)', 'A1 - Bilangan Pekerja (No. of employees)', 'A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)', 'A3 - Bilangan Pekerja Baru (No. of new employees)', 'A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)', and 'A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)'. Below these, 'A6 - Melaporkan kepada LHDNM (Reported to LHDNM)' is shown with a 'YES' dropdown menu.

Income Tax Account No.	E87654123-01 (TEST IMPORT SDN BHD) ▼
E Form Reference Report: Bahagian A (Part A)	<input checked="" type="checkbox"/>
A1 - Bilangan Pekerja (No. of employees)	<input checked="" type="checkbox"/>
A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)	<input checked="" type="checkbox"/>
A3 - Bilangan Pekerja Baru (No. of new employees)	<input checked="" type="checkbox"/>
A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)	<input checked="" type="checkbox"/>
A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)	<input checked="" type="checkbox"/>
A6 - Melaporkan kepada LHDNM (Reported to LHDNM)	YES ▼

## Form E / C.P.8D

Field	Details
A6:	If 'YES' is selected, the system will populate '1' in the E Form Reference Report column A6.
	If 'NO' is selected, the system will populate '2' in the E Form Reference Report column A6.

### E Form

Income Tax Account No.

NO

E87654123-01 (TEST IMPORT S

E Form Reference Report: Bahagian A (Part A)

A1 - Bilangan Pekerja (No. of employees)

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)

A3 - Bilangan Pekerja Baru (No. of new employees)

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)

A6 - Melaporkan kepada LHDNM (Reported to LHDNM)

YES

YES

NO

### BAHAGIAN A : MAKLUMAT BILANGAN PEKERJA BAGI TAHUN BERAKHIR 31 DISEMBER 2023

A1	Bilangan pekerja	18	A2	Bilangan pekerja tertakluk kepada PCB	12
A3	Bilangan pekerja baru	9	A4	Bilangan pekerja berhenti	2
A5	Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia	1	A6	Telah melaporkan kepada LHDNM (Jika A5 berkaitan)	1

1 = Ya  
2 = Tidak

### BAHAGIAN A : MAKLUMAT BILANGAN PEKERJA BAGI TAHUN BERAKHIR 31 DISEMBER 2023

A1	Bilangan pekerja	18	A2	Bilangan pekerja tertakluk kepada PCB	12
A3	Bilangan pekerja baru	9	A4	Bilangan pekerja berhenti	2
A5	Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia	1	A6	Telah melaporkan kepada LHDNM (Jika A5 berkaitan)	2

1 = Ya  
2 = Tidak

## Form E / C.P.8D

### Form E Reference Report : C.P. 8D

- ☐ Always select the latest format.

### Link Employee

- ☐ Merge records for employees with matching New IC Number or Passport Number. This applies to Form C.P.8D and C.P.8D Text File.
- ☐ If your database does not have instances of this situation, ignore the checkbox.

**E Form**

Income Tax Account No. E87654123-01 (TEST IMPORT SDN BHD) ▼

E Form Reference Report: Bahagian A (Part A) ☒

A1 - Bilangan Pekerja (No. of employees) ☒

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD) ☒

A3 - Bilangan Pekerja Baru (No. of new employees) ☒

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died) ☒

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia) ☒

A6 - Melaporkan kepada LHDNM (Reported to LHDNM) YES ▼

Form E Reference Report : C.P. 8D C.P. 8D - Pin. 2022 ▼ ☐ Link Employee?

☒ Prepare text file submission

Submission Format Data Praisi/e-CP8D (Prefill Data/e-CP8D) ▼

Majikan File Name (Employer File Name) ☐ M9108951301\_2023.txt

Pekerja File Name (Employee File Name) ☒ P9108951301\_2023.txt

**GENERATE**



## Form E / C.P.8D

### Prepare text file submission

- ☐ Enable this option if you want to generate the C.P.8D text file.

### Submission Format

- ☐ There is only one available format.
- ☐ Both Prefill and C.P.8D now share the same format.

### Majikan File Name (Employer File Name)

- ☐ Not required unless you submit C.P.8D manually.

### Pekerja File Name (Employee File Name)

- ☐ For submission via eFiling, only the 'Employee' file is required to be uploaded.

The screenshot shows the 'E Form' submission interface. The 'Income Tax Account No.' is set to 'E87654123-01 (TEST IMPORT SDN BHD)'. The 'E Form Reference Report: Bahagian A (Part A)' is checked. The 'A1 - Bilangan Pekerja (No. of employees)', 'A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)', 'A3 - Bilangan Pekerja Baru (No. of new employees)', 'A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)', and 'A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)' are all checked. The 'A6 - Melaporkan kepada LHDNM (Reported to LHDNM)' is set to 'YES'. The 'Form E Reference Report : C.P. 8D' is set to 'C.P. 8D - Pin. 2022'. The 'Link Employee?' checkbox is unchecked. The 'Prepare text file submission' checkbox is checked and highlighted with a red box. The 'Submission Format' is set to 'Data Praisi/e-CP8D (Prefill Data/e-CP8D)' and highlighted with a red box. The 'Majikan File Name (Employer File Name)' is set to 'M9108951301\_2023.txt' and highlighted with a red box. The 'Pekerja File Name (Employee File Name)' is set to 'P9108951301\_2023.txt' and highlighted with a red box. The 'GENERATE' button is visible at the bottom.

## Form E / C.P.8D

- 4 Click 'Generate' to start generating the file.

E Form

Income Tax Account No.

E87654123-01 (TEST IMPORT SDN BHD) ▼

E Form Reference Report: Bahagian A (Part A)

☒

A1 - Bilangan Pekerja (No. of employees)

☒

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)

☒

A3 - Bilangan Pekerja Baru (No. of new employees)

☒

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)

☒

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)

☒

A6 - Melaporkan kepada LHDNM (Reported to LHDNM)

YES ▼

Form E Reference Report : C.P. 8D

C.P. 8D - Pin. 2022 ▼

☐ Link Employee?

☒ Prepare text file submission

Submission Format

Data Praisi/e-CP8D (Prefill Data/e-CP8D) ▼

Majikan File Name (Employer File Name)

☐ M9108951301\_2023.txt

Pekerja File Name (Employee File Name)

☒ P9108951301\_2023.txt

GENERATE

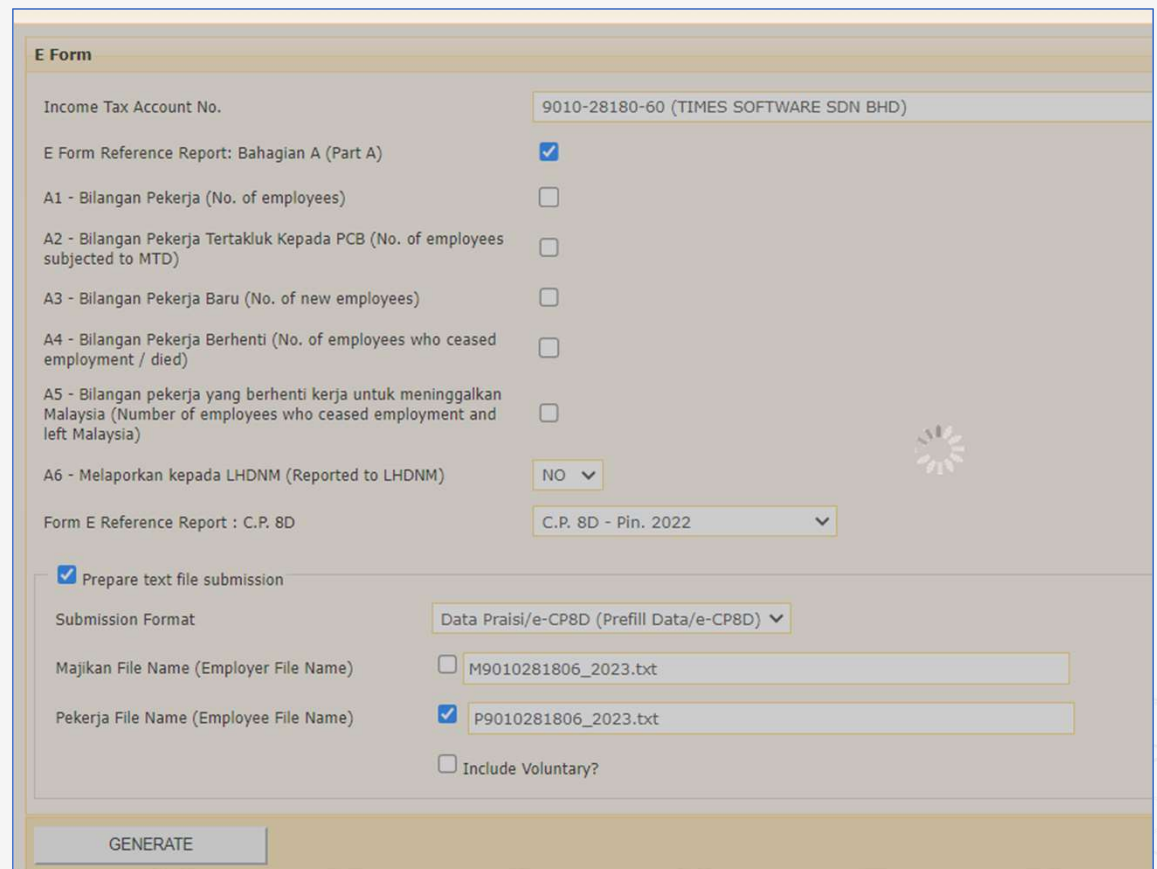


## Form E / C.P.8D

### 5 Data file generation in progress.

The processing time may vary depending on the size of your database.

Please DO NOT close the browser or navigate to another page.



The screenshot shows a web-based form titled "E Form" for generating data files. The form contains several sections with input fields and checkboxes. A loading spinner is visible on the right side of the form, indicating that the data file generation is in progress.

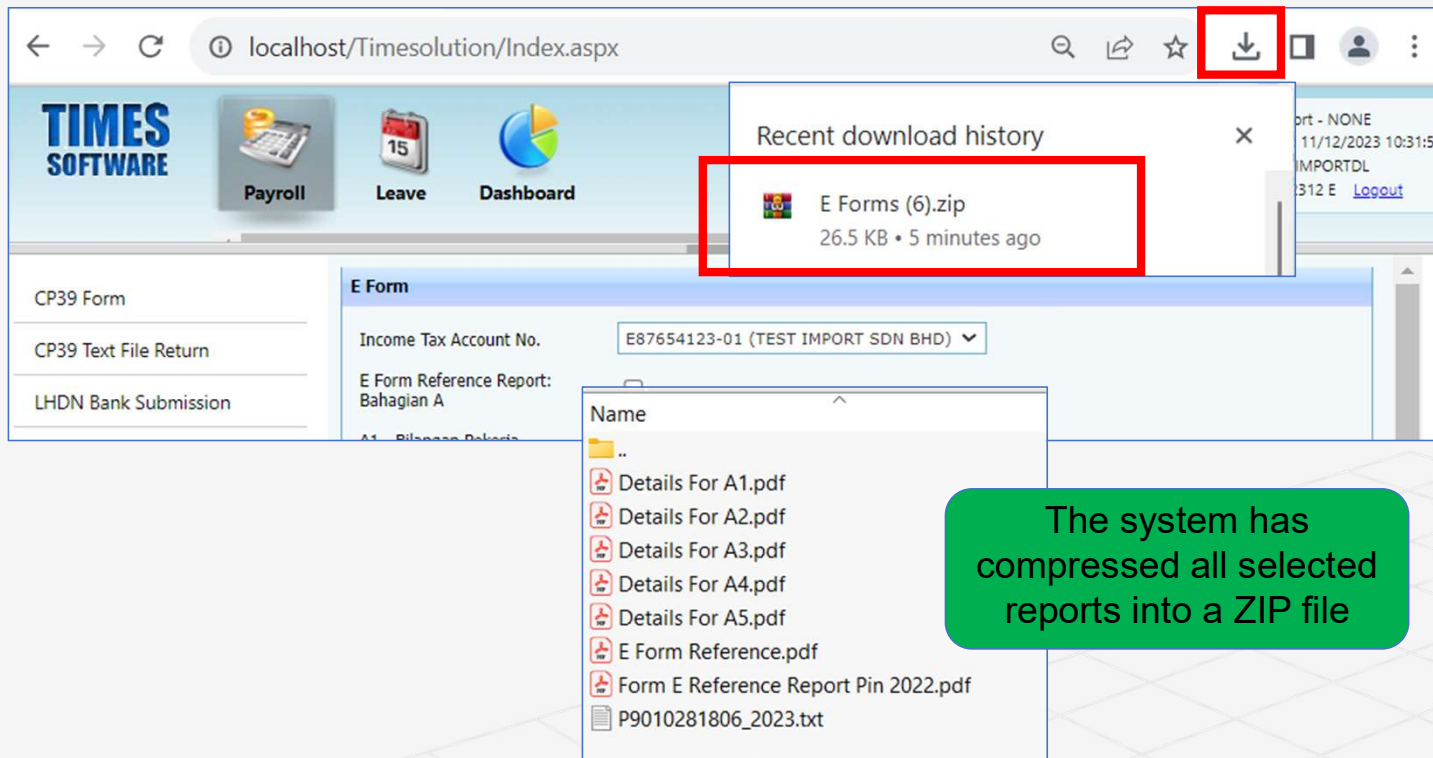
E Form	
Income Tax Account No.	9010-28180-60 (TIMES SOFTWARE SDN BHD)
E Form Reference Report: Bahagian A (Part A)	<input checked="" type="checkbox"/>
A1 - Bilangan Pekerja (No. of employees)	<input type="checkbox"/>
A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)	<input type="checkbox"/>
A3 - Bilangan Pekerja Baru (No. of new employees)	<input type="checkbox"/>
A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)	<input type="checkbox"/>
A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)	<input type="checkbox"/>
A6 - Melaporkan kepada LHDNM (Reported to LHDNM)	NO ▾
Form E Reference Report : C.P. 8D	C.P. 8D - Pin. 2022 ▾
<input checked="" type="checkbox"/> Prepare text file submission	
Submission Format	Data Praisi/e-CP8D (Prefill Data/e-CP8D) ▾
Majikan File Name (Employer File Name)	<input type="checkbox"/> M9010281806_2023.txt
Pekerja File Name (Employee File Name)	<input checked="" type="checkbox"/> P9010281806_2023.txt
	<input type="checkbox"/> Include Voluntary?
<input type="button" value="GENERATE"/>	

## Form E / C.P.8D

6

After the ZIP file is downloaded, click to retrieve the file.

Next, open the downloaded ZIP file.



# **Form E Reference Report**

Restricted

## Form E Reference Report for "Bahagian A" (Part A)

This information is for your reference when entering the head count from A1 to A6 in e-Filing.

**E Form**

Income Tax Account No. E87654123-0

**E Form Reference Report: Bahagian A (Part A)** ☒

A1 - Bilangan Pekerja (No. of employees) ☒

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD) ☒

A3 - Bilangan Pekerja Baru (No. of new employees) ☒

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died) ☒

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia) ☒

A6 - Melaporkan kepada LHDNM (Reported to LHDNM) YES

### TEST IMPORT SDN BHD 2023 Form E Reference Report

#### BAHAGIAN A : MAKLUMAT BILANGAN PEKERJA BAGI TAHUN BERAKHIR 31 DISEMBER 2023

<b>A1</b>	Bilangan pekerja	3	<b>A2</b>	Bilangan pekerja tertakluk kepada PCB	2
<b>A3</b>	Bilangan pekerja baru	1	<b>A4</b>	Bilangan pekerja berhenti	2
<b>A5</b>	Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia	_____	<b>A6</b>	Telah melaporkan kepada LHDNM? (Jika A5 berkaitan)	<input type="checkbox"/> 1 = Ya <input type="checkbox"/> 2 = Tidak

## Employee list for "Bahagian A1–Bilangan pekerja dalam tahun 2023"

Part A1 – Number of employees as of 31st December 2023.

**E Form**

Income Tax Account No. E87654123-03

E Form Reference Report: Bahagian A (Part A) ☒

**A1 - Bilangan Pekerja (No. of employees)** ☒

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD) ☒

A3 - Bilangan Pekerja Baru (No. of new employees) ☒

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died) ☒

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia) ☒

A6 - Melaporkan kepada LHDNM (Reported to LHDNM) YES ▼

### TEST IMPORT SDN BHD Details For A1 - Bilangan Pekerja 2023

Date : 11/12/2023 03:33 PM

User ID : SUPPORT

No.	Employee#	Name	Hired Date	Termination Date	Last Pay Date
1.	B001	BADRUL ALI	08/08/2018		
2.	D0005	DANSON TEE	17/05/2023		
3.	R0001	RYAN TENG BO TEE	06/12/2017		

## Employee list for "Bahagian A2–Bilangan pekerja tertakluk kepada PCB dalam tahun 2023"

### Part A2 – Number of employees subject to MTD in 2023

**E Form**

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A) ☒

A1 - Bilangan Pekerja (No. of employees) ☒

**A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD) ☒**

A3 - Bilangan Pekerja Baru (No. of new employees) ☒

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died) ☒

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia) ☒

A6 - Melaporkan kepada LHDNM (Reported to LHDNM)

#### TEST IMPORT SDN BHD

##### Details for A2 - Bilangan Pekerja Tertakluk Kepada PCB 2023

Date : 11/12/2023 03:33 PM

User ID : SUPPORT

No.	Employee#	Name	Total Tax
1.	B001	BADRUL ALI	4,599.30
2.	C0001-R	CECILIA CHEONG	12,455.00
Total			17,054.30

## Employee list for "Bahagian A3–Bilangan pekerja baru dalam tahun 2023"

### Part A3 – Number of new employees in 2023

**E Form**

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A) ☒

A1 - Bilangan Pekerja (No. of employees) ☒

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD) ☒

**A3 - Bilangan Pekerja Baru (No. of new employees) ☒**

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died) ☒

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia) ☒

A6 - Melaporkan kepada LHDNM (Reported to LHDNM)

#### YEAR END WORKSHOP 2023 A3 - Bilangan pekerja baru 2023

Page : 1 of 1  
Date : 22/11/2023  
User ID : SUPERMAS

No.	Employee	Name	Department Code	Hired Date
1.	T0018	TERRY GAN SONG SING	NONE	22/12/2023
2.	Z0004-C	NOTES - PROCESS BONUS RUN - BONUS CALCULATION BY [Pag	JBM	17/05/2023



## Employee list for "Bahagian A4–Bilangan pekerja yang berhenti kerja dalam tahun 2023"

### Part A4 – Number of employees ceased employment in 2023

**E Form**

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A) ☒

A1 - Bilangan Pekerja (No. of employees) ☒

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD) ☒

A3 - Bilangan Pekerja Baru (No. of new employees) ☒

**A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died) ☒**

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia) ☒

A6 - Melaporkan kepada LHDNM (Reported to LHDNM)

#### TEST IMPORT SDN BHD

Date : 11/12/2023 03:33 PM

#### Details For A4 - Bilangan Pekerja Berhenti 2023

User ID : SUPPORT

No.	Employee#	Name	Department Code	Termination Date
1.	C0001-R	CECILIA CHEONG	SD	30/11/2023
2.	M0001	MUTUSAMY A/L PARAMUGAM	ADM	19/12/2023



## Employee list for “Bahagian A5–Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia dalam tahun 2023”

### Part A5–Number of employees ceased employment and left Malaysia in 2023

**E Form**

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A) ☒

A1 - Bilangan Pekerja (No. of employees) ☒

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD) ☒

A3 - Bilangan Pekerja Baru (No. of new employees) ☒

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died) ☒

**A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)** ☒

A6 - Melaporkan kepada LHDNM (Reported to LHDNM)

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

NEW SAVE DELETE CANCEL

**Employee ID / Name**  
C0001-R [CECILIA CHEONG]

**Tender Information**

Resignation Reason

Demise Date

Notice Period / By

Resignation Date

Last Payment Date

DEEMED [DEEMED]

**EMPLOYEE RESIGNED & LEFT MSIA [E-FORM A5] [LEFT-MY]**

NONE [NONE]

RESIGNED [RESIGN]

RETIRED [RETIRED]

**TIMES SOFTWARE SDN BHD**

**Details For A5 - Bilangan pekerja yg berhenti kerja utk meninggalkan Malaysia 2023**

No.	Employee#	Name	Department Code	Termination Date
1.	C0001-R	CECILIA CHEONG	SD	30/11/2023

Date : 11/12/2023 03:05 PM

User ID : MASTER

# **Prefill/e-C.P.8D Text File Submission Form C.P.8D**

Restricted

## Prefill/e-C.P.8D Text File Submission

### Prefill/e-C.P.8D [Data Praisi/e-C.P.8D]

If you are submitting the C.P.8D text file via eFiling, you can skip generating the Employer file. Only the Employee file needs to be uploaded.

### Majikan File Name (Employer File Name)

File	Edit	View
8765412301 TEST IMPORT SDN BHD 2023		

E Form	
Income Tax Account No.	E87654123-01 (TEST IMPORT SDN)
E Form Reference Report: Bahagian A (Part A)	<input checked="" type="checkbox"/>
A1 - Bilangan Pekerja (No. of employees)	<input checked="" type="checkbox"/>
A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)	<input checked="" type="checkbox"/>
A3 - Bilangan Pekerja Baru (No. of new employees)	<input checked="" type="checkbox"/>
A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)	<input checked="" type="checkbox"/>
A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)	<input checked="" type="checkbox"/>
A6 - Melaporkan kepada LHDNM (Reported to LHDNM)	YES <input type="button" value="v"/>
Form E Reference Report : C.P. 8D	C.P. 8D - Pin. 2022
<input checked="" type="checkbox"/> Prepare text file submission	
Submission Format	Data Praisi/e-CP8D (Prefill Data/e-CP8D) <input type="button" value="v"/>
Majikan File Name (Employer File Name)	<input type="checkbox"/> M8765412301_2023.txt
Pekerja File Name (Employee File Name)	<input checked="" type="checkbox"/> P8765412301_2023.txt
<input type="checkbox"/> Include Voluntary?	

## Prefill/e-C.P.8D Text File Submission

### Pekerja File Name (Employee File Name)

If you are submitting the C.P.8D text file via eFiling, only the Employee file needs to be uploaded.

File Edit View

```
BADRUL ALI|54321234501|760912148967|1|1|3|18000|44550|6500|356|156.30|8844|300.00|3585.95|1546.35|0|415
CECILIA CHEONG|0|1|1|1|2000|129000|19000|0|0|0|12100|0|12455.00|0|0|381
DANSON TEE|0|1|2|0|0|17173|0|0|0|0|0|0|0|0|0
MUTUSAMY A/L PARAMUGAM|0|1|2|0|0|0|0|0|0|0|0|0|0|0|0
RYAN TENG BO TEE|0|2|2|3|24000|0|0|0|0|0|0|0|0|0|0
```

#### E Form

Income Tax Account No.	E87654123-01 (TEST IMPORT SDN)
E Form Reference Report: Bahagian A (Part A)	<input checked="" type="checkbox"/>
A1 - Bilangan Pekerja (No. of employees)	<input checked="" type="checkbox"/>
A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)	<input checked="" type="checkbox"/>
A3 - Bilangan Pekerja Baru (No. of new employees)	<input checked="" type="checkbox"/>
Perhentian (No. of employees who ceased employment)	<input checked="" type="checkbox"/>
Perhentian kerja untuk meninggalkan pekerjaan (Employees who ceased employment and left work)	<input checked="" type="checkbox"/>
DNM (Reported to LHDNM)	YES <input type="button" value="v"/>
C.P. 8D	C.P. 8D - Pin. 2022
<input checked="" type="checkbox"/> Prepare text file submission	
Submission Format	Data Praisi/e-CP8D (Prefill Data/e-CP8D) <input type="button" value="v"/>
Majikan File Name (Employer File Name)	<input type="checkbox"/> M8765412301_2023.txt
Pekerja File Name (Employee File Name)	<input checked="" type="checkbox"/> P8765412301_2023.txt
<input type="checkbox"/> Include Voluntary?	

## Form C.P.8D

Here is an example of **Form E – C.P.8D** with information from **column A to U**.

A	B	C	D	E	F	G	H	I	J	K
Bil.	Nama Pekerja	No. Pengenalan Cukai (TIN)	No. Pengenalan / Pasport	Kategori Pekerja	Cukai Ditanggung Oleh Majikan (Isikan 1 atau 2) 1 = Ya 2 = Tidak	Pelepasan Anak Yang Layak		Jumlah Saraan Kasar	Manfaat Berupa Barangan	Nilai Tempat Kediaman
						Bilangan Anak	Jumlah Pelepasan	(RM)	(RM)	(RM)
1	BADRUL ALI	IG543212345-01(0)	760912148967	1	1	3	18,000.00	44,550.32	0.00	0.00
2	CECILIA CHEONG			1	1	1	2,000.00	129,000.45	0.00	19,000.45
3	DANSON TEE			1	2		0.00	17,173.52	0.00	0.00
4	MUTUSAMY A/L PARAMUGAM			1	2		0.00	0.00	0.00	0.00
5	RYAN TENG BO TEE			2	2	3	24,000.00	0.00	0.00	0.00
Jumlah							44,000.00	190,724.29	0.00	19,000.45

L	M	N	O	P	Q	R		S	T	U
Manfaat Skim Opsyen Saham Pekerja (ESOS)	Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai	Jumlah Tuntutan Potongan Oleh Pekerja Melalui Borang TP1		Caruman Kepada Kumpulan Wang Simpanan Pekerja	Zakat Yang Dibayar Melalui Potongan Gaji	Jumlah potongan cukai		Insurans perubatan yang dibayar melalui potongan gaji	Caruman PERKESO yang dibayar melalui potongan gaji	
		Pelepasan	Zakat			PCB	CP 38			
(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)
0.00	6,500.00	356.90	156.30	8,844.00	300.00	3,585.95	1,546.35	0.00		415.80
0.00	0.00	0.00	0.00	12,100.00	0.00	12,455.00	0.00	0.00		381.15
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	6,500.00	356.90	156.30	20,944.00	300.00	16,040.95	1,546.35	0.00		796.95

# **Understanding The Data Capturing Process From Column A To Column U In C.P.8D**

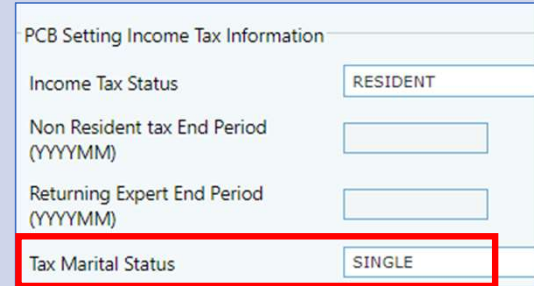
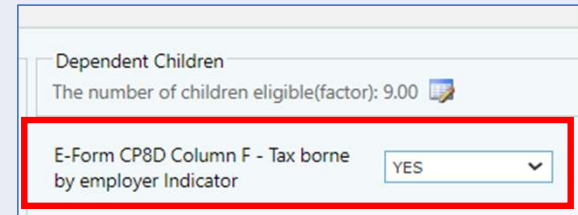
Restricted

## Understanding The Data Capturing Process From Column A To Column U In C.P.8D

---

Col	Title	Descriptions	Remarks
A	Bil No	Running Number.	
B	Nama Pekerja Name of employee	Employee Name.	The name of the employee entered in the 'EMS > Employee'.
C	No Pengenal Cukai (TIN) Tax Identification No. (TIN)	Employee's Income Tax A/C#.	The <b>Income Tax No.</b> of the employee entered in the 'EMS > Pay Items' section.
D	No Pengenal/ Pasport Identification / passport no.	Employee's New IC or Passport No	Based on the ' <b>ID For Income Tax</b> ' type selected in 'EMS > Pay Items'.

## Understanding The Data Capturing Process From Column A To Column U In C.P.8D

Col	Title	Descriptions	Remarks
E	Kategori Pekerja Category of Employee	Employee's Tax Category Kategori 1 : Single Kategori 2 : Married and Spouse not working Kategori 3 : Married Spouse working, divorced or deceased spouse, or single with adopted children	Refer to the setting in 'EMS > Pay Items'  
F	Cukai Ditanggung Oleh Majikan Tax borne by employer 1 = Ya (Yes) 2 = Tidak (No)	'1' if the employee receives benefit from tax borne by his/her employer (tax allowance) or '2' if the employee does not receive this benefit	Capture from settings in 'EMS > Pay Items'.  



## Understanding The Data Capturing Process From Column A To Column U In C.P.8D

Col	Title	Descriptions	Remarks
G	Bilangan Anak No of Children	Number of child relief count updated in Update Employee as of December 2023.	Refer to the 'EMS > Pay Items > Dependent Children Relief <b>headcount</b> . Based on the example below, value reported in Form E = <b>3</b> . It is not capturing based on the Total Eligible = <u>9</u> .

**Employee Dependent Children**

\* No. of children ( own, legitimate child or step child ) based on the category

	100%	50%
(a) Under the age of 18 years	1	0
(b) 18 Years & above and studying(included Certificate/Matriculation)	0	0
(c) Above 18 years and studying full time in diploma level onwards(Malaysia) or Degree level onwards (outside Malaysia)	2	0
(d) Disabled child	0	0
(e) Disabled child studying in diploma or higher level (in Malaysia)/degree or its equivalent (outside Malaysia)	0	0

Total Eligible = 9

YEAR	EFFECTIVE PERIOD	ELIGIBLE
<input checked="" type="checkbox"/> 2023	202312	9

Company Select - ALL

Pay Group STD

Dependent Children  
The number of children eligible(factor): 9.00

E-Form CP8D Column F - Tax borne by employer Indicator: YES

## Understanding The Data Capturing Process From Column A To Column U In C.P.8D

Col	Title	Descriptions	Remarks
H	Jumlah Pelepasan Anak Total Relief	Total child relief amount based on column G but capture Total Eligible. Each Eligibility = \$2,000.00	Example: Total Eligible = 9 Total child relief = \$2,000.00 x 9 = <b>\$18,000.00</b>

A	B	C	D	E	F	G	H
Bil.	Nama Pekerja	No. Pengenalan Cukai (TIN)	No. Pengenalan / Pasport	Kategori Pekerja	Cukai Ditanggung Oleh Majikan (Isikan 1 atau 2) 1 = Ya 2 = Tidak	Pelepasan Anak Yang Layak Bilangan Anak	Jumlah Pelepasan (RM)
1	BADRUL ALI	IG543212345-01(0)	760912148967	1	1	3	18,000.00

## Understanding The Data Capturing Process From Column A To Column U In C.P.8D


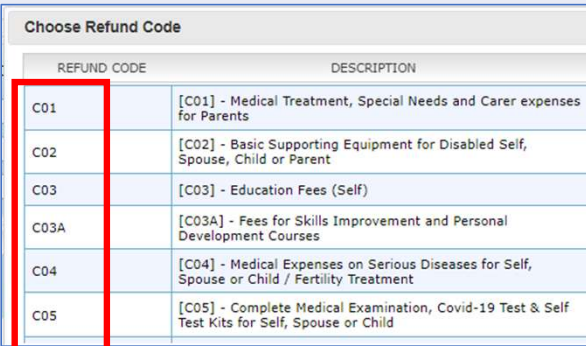
Col	Title	Descriptions
I	Jumlah Saran Kasar Total gross remuneration	<p>Total Gross Taxable Remuneration including benefits-in-kind, value of living accommodation benefit and remuneration in arrears in respect of preceding years.</p> <p>Data source from the pay items below:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> System codes such as Basic, TotalNPL, Total Overtime, Total Shift, Total RestDay.</li> <li><input type="checkbox"/> Allowance/Deduction codes linked to tax line EA No. from 1 to 23 and 26 to 27.</li> <li><input type="checkbox"/> BIK Entry screen in column Part B1, B2, B3 and B4.</li> </ul>
J	Manfaat Berupa Barangan Benefits in kind	<p>Data source from:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allowance/Deduction codes linked to tax line EA No. from 5 to 16.</li> <li><input type="checkbox"/> BIK Entry screen in column Part B.3-Manfaat berupa barangan.</li> </ul>

## Understanding The Data Capturing Process From Column A To Column U In C.P.8D

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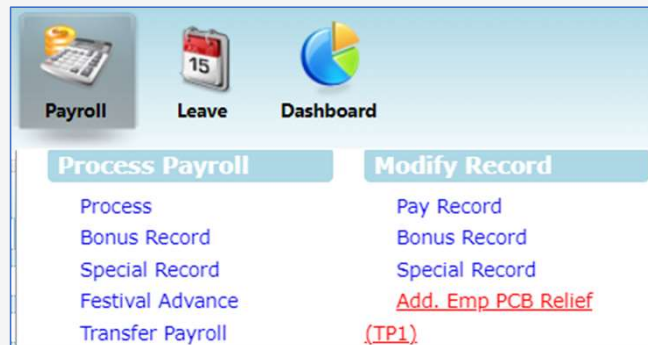
Col	Title	Descriptions
K	Nilai Tempat Kediaman Value of living accommodation	Data source from: <input type="checkbox"/> Allowance/Deduction codes linked to tax line EA No. 17. <input type="checkbox"/> BIK Entry screen on column Part B 4.- Nilai tempat kediaman.
L	Manfaat Skim Opsyen Saham Pekerja (ESOS) Employee share option scheme (ESOS) benefit	Data source from: <input type="checkbox"/> Allowance/Deduction codes linked to tax line EA No. 26. <input type="checkbox"/> BIK Entry screen on column Part B1 - Manfaat Skim Opsyen Saham Pekerja (ESOS).

## Understanding The Data Capturing Process From Column A To Column U In C.P.8D

Col	Title	Descriptions
M	Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai Tax exempt allowances / perquisites / gifts / benefits	<p>Data source from:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allowance/Deduction codes linked to tax line <b>EA No. 25</b>.</li> <li><input type="checkbox"/> Tax Exempt Allowance codes linked to <b>Tax Exempt Code (P02 to P07)</b>.</li> <li><input type="checkbox"/> BIK Entry screen on column <b>Part F</b> - Jumlah Elaun / Perkuisit / Pemberian / Manffat Yang Dikecualikan Cukai.</li> </ul>
N	Jumlah Potongan Dituntut Melalui Borang TP1 – Pelepasan Total claim for deduction by employee via Form TP1	<p>Data source from <b>TP1</b> with code <b>C01 to C14</b>.</p> <div>   </div>

## Understanding The Data Capturing Process From Column A To Column U In C.P.8D

Col	Title	Descriptions
O	Jumlah Potongan Dituntut Melalui Borang TP1 – Zakat Total claim for deduction by employee via Form TP1	Data source from TP1 with code = D01 (Zakat).



Choose Refund Code		
REFUND CODE	DESCRIPTION	MAX REFUND
C12	[C12] - Lifestyle - Books, Printed Materials, Computer, Smartphone, Tablet, Gym, Internet	2,500.00
C12A	[C12A] - Purchase Of Sports Equipment, Rental/Registration Fee to Sport Facilities & Competition	500.00
C13	[C13] - Purchase Of Breastfeeding Equipment (Once in every 2 Years)	1,000.00
C14	[C14] - Child Care Fees to a Registered Child Care Centre / Kindergarten (Aged 6 & below)	3,000.00
C15	[C15] - Expenses on Payment of Electric Vehicle Charging Facilities	2,500.00
D01	[D01] - Zakat or Fitrah	0.00

## Understanding The Data Capturing Process From Column A To Column U In C.P.8D

Col	Title	Descriptions
P	Caruman Kepada Kumpulan Wang Simpanan Pekerja Contribution to Employees Provident Fund	Data source from: <input type="checkbox"/> Employee <b>EPF</b> processed in <b>EPAYROLL</b> . <input type="checkbox"/> BIK Entry Screen on column <b>Part E 1</b> .
Q	Zakat Yang Dibayar Melalui Potongan Gaji Zakat paid via salary deduction	Data source from: <input type="checkbox"/> Employee <b>Zakat</b> processed in <b>EPAYROLL</b> . <input type="checkbox"/> BIK Entry Screen on column <b>Part D 3</b> .
R	Jumlah Potongan Cukai PCB Total MTD tax deduction	Data source from: <input type="checkbox"/> Employee <b>PCB</b> processed in <b>EPAYROLL</b> . <input type="checkbox"/> BIK Entry Screen on column <b>Part D 1</b> .
S	Jumlah Potongan Cukai CP38 Total CP38 tax deduction	Data source from: <input type="checkbox"/> Employee <b>CP38</b> processed in <b>EPAYROLL</b> . <input type="checkbox"/> BIK Entry Screen on column <b>Part D 2</b> .

## Understanding The Data Capturing Process From Column A To Column U In C.P.8D

Col	Title	Descriptions
T	Insurans perubatan yang dibayar melalui potongan gaji Medical insurance paid via salary deduction	Total amount of <b>medical insurance</b> premium <b>paid by the employee</b> via salary deduction. Deduction amount with code linked to tax line <b>EA No. 51</b> .

The screenshot shows a software interface with a list of tax-exempt items. The list is titled 'Gross Salary, Wages, Leave, OT [1]'. The items are listed as follows:

- Semi-furnished [8]
- Fully-furnished [9]
- Furniture, Fittings [10]
- Kitchen Equipment [11]
- Entertainment, Recreation [12]
- Household Servant, Gardener [14]
- Leave Passage [15]
- Others (Food, Garment) [16]
- Value of Living Accommodation [17]
- Refund from Provident/Pension [18]
- Compensation [19]
- Pension [20]
- Annuities, Periodical Payments [21]
- Arrears - Previous Year [22/23]
- Tax Exempt Income [25]
- Share Option [26]
- Gratuity [27]
- Pension/Scheme Contributions (Part 8-1) [50]
- Medical Insurance [51]**
- Additional Tax [52]

The 'Medical Insurance [51]' item is highlighted with a red box. At the bottom of the interface, there are checkboxes for 'EIS' and 'PCB', both of which are checked.



## Understanding The Data Capturing Process From Column A To Column U In C.P.8D

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Col	Title	Descriptions
U	Caruman PERKESO yang dibayar melalui potongan gaji SOCSO contribution paid via salary deduction	Total amount of contribution paid by employee via salary deduction to the Social Security Organization (SOCSO) in accordance with <b>Employee's Social Security Act 1969</b> or the <b>Employment Insurance System Act 2017</b>

# **YEAR END SEMINAR 2023**

## **Q & A Session**

Restricted



END OF SEMINAR

Thank You For  
Your Participation

