YEAR END WORKSHOP
2023 QUIZZES AND ANSWERS

[1] Year End Process for TIMESPAY

1. **Which is the correct process sequence for Initialize New Year?**

   - ● Download and Update the Program then run Initialize New Year
   - ○ Initialize New Year then Download and Update the Program

2. **What are the best practices for storing your backup database?**

   - ○ Same location as the production database.
   - ● Avoid storing backups on the same computer/server as your production database.

3. **What is the login period to select when running Initialize New Year 2024?**

   - ○ 202401
   - ● 202312
   - ○ 202412

4. **Which of the following are not relevant after running Initialize New Year process?**

   - ○ A working calendar for 2024 will be created for the employee.
   - ○ The public holidays for KL/National in 2024 will be added.
   - ● Staff whose Last Payment Date is in 2023 will be visible in the 2024 period.

5. **Before running the "Update TIMESPAY" step, can you process payroll for 2024?**

   - ○ Yes
   - ● No

6. After completing the 'Initialize New Year 2024' process, how can I view records of employees whose last payment date is in 2023?

- ⦿ Switch the login period to 202312.
- ○ Restore the backup database.
- ○ You can't. Please contact Timesoft for necessary configuration.

7. If the Initializing New Year 2024 process is not run, and a user inputs a leave record dated 2024, what error message would the system prompt?
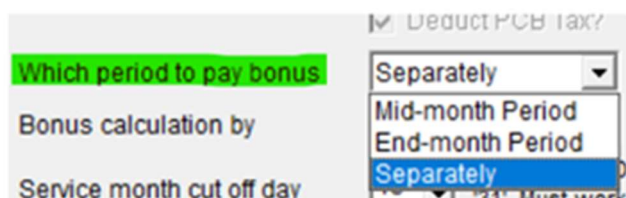
- ○ No error. Leave can be inserted.
- ⦿ Employee calendar is not found.

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[2] Process Bonus

1. The company intends to pay a bonus on 5th February 2024 in payroll period 2024-02. However, the regular salary payment for February 2024 is scheduled to be paid on 29th February 2024. Which bonus process flow is correct in this situation?

○ For Bonus process, run the [BONUS] cycle. When it's time to run Salary process, process the [END] cycle.

◉ For Bonus process, run the [END] cycle then process the [BONUS] cycle. When it's time to run Salary, re-process the [END] cycle.

2. Following up on Question 1, when running the [BONUS] cycle, which option should you choose?

○ Mid-month Period

○ End-month Period

◉ Separately

3. Following up on Question 1, why is the PCB on the bonus payment 0.00, despite no changes in Basic Salary and there being a PCB amount in the January 2024 payroll?

○ The bonus amount should not be paid separately from the regular salary payment.

◉ Missed out on processing the [END] cycle before running the [BONUS] cycle.

4. For employees who haven't completed a full year of service, I would like to prorate the bonus amount based on the number of calendar days. Which "Bonus Calculation By" method should I choose?

Which period to pay bonus	Separately
Bonus calculation by	Service Month
	Service Month
Service month cut off day	Calendar Days
	Working Days
Rounding formula	None

○ Service Month

● Calendar Days

○ Working Days

○ None

5. The company plans to pay a one-month bonus to employees in February 2024. However, there was an increment in January 2024. The bonus calculation, however, is based on the last drawn basic salary in the year 2023. Which "Bonus payment by" option should i choose?

Bonus payment by	Fixed Amount
	New Base Salary
Bonus amount	Base Salary
	New Base Salary (Last year)
	Fixed Amount
Which period to pay bonus	Average Paid Salary

○ New Base Salary

○ Base Salary

● New Base Salary (Last year)

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6. The company plans to pay a one-month bonus to employees in December 2023. The bonus calculation is based on the last drawn basic salary in the year 2023. Which "Bonus payment by" option should i choose?

- ● New Base Salary
- ○ Base Salary
- ○ New Base Salary (Last year)

7. The company plans to distribute bonuses to employees without a specific factor-based calculation. The management has provided individual amounts, and each employee may receive a different sum. Can I import these amounts into the TIMESPAY system?

- ○ No, you can't. The system does not support import.
- ● Yes, you can, Please follow the Method #4 as explained today.
- ○ Yes, you can, Please follow the Method #3 as explained today.

[3.1] Year End Statutory Forms

1. When is the last day employers need to distribute the EA Form 2023 to employees?

○ No deadline

○ 31st March 2024

● 29th February 2024

2. There is one allowance code subject to PCB. Can I leave the EA# empty or set it as '0' in the Allowance/Deduction Table, considering that I have checked the 'PCB' checkbox?

○ Yes, you can. That is sufficient.

● No, you can't. It's necessary to assign an appropriate EA# for the amount to be captured in Form EA/E.

3. I have input some 'TP2' records in the system in 2023. What steps do I need to take before generating 2023 Form EA/E?

○ No action needed.

○ Follow Import Tax Exempt Allowances procedure.

● Follow Import from TP2 procedure.
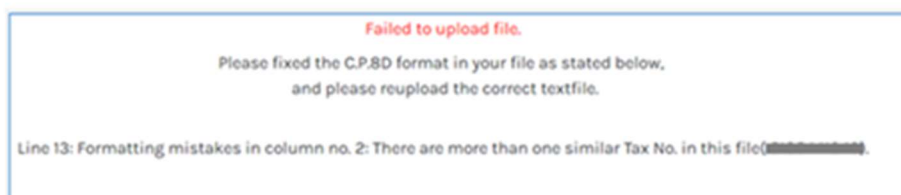
○ Import BIK – via Excel procedure.

4. There are Benefits In Kind that were not input into the system in 2023 but are required to be captured in Form EA/E. Which processes below are not relevant?

● Set up EA# in Allowance/Deduction Table.

○ Use Import Benefit In Kind function to import from Excel file.

○ Manual enter the amount in Benefit In Kind Entry

5. I need to increase the 'Gross Salary' amount in Form EA from $118,000.00 to $123,000.00. What amount should I enter in the 'Benefit In Kind Entry'?

○ 123,000.00

● 5,000.00

6. What steps should I take if I encounter error message below while uploading E-CP8D?

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(▓▓▓▓▓▓▓▓).

○ Delete the duplicate IC/Passport number record in the C.P.8D text file.

● Go to 'Payroll Reports > Government Form > Income Tax > Link Employee' and run the "Link Employee" process.

○ Contact LHDN.

7. The system prompts the error 'Undefined EA# for allowance code.' What does it mean?

○ You have missed out the Import Benefit In Kind step.

○ You have missed out on the Link Employee process.

● You have missed out assigning EA# in the Allowance/Deduction Table.

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[3.2] Year End Statutory Forms

1. I need to update the contact information for Form EA for sub-companies. What should I do?

○ Go to 'Payroll Setup > Sub Company Setup'.

○ Go to 'Company Setup' to update the information.

2. I need to print the tax payment statement displaying the deducted PCB/CP38 amount from January to December. Which report should I print?

○ Form EA

● Slip Jawapan

○ Form E

3. My company has a few directors who are not receiving a salary, but we need to include their records in the C.P.8D Text File. What should I do?

○ You need to manually insert the record in the C.P.8D Text File.

● You need to create the employee record in Update Employee and select the checkbox for 'Always Include in the E-Form C.P.8D.

4. Which C.P8D Text File should I upload to LHDN eFiling?

● Employee File

○ Employer File

○ Both

5. Do I need to submit the A1 to A5 checking reports generated from TIMESPAY to LHDN?

○ Yes, it is mandatory.

● No, A1 to A5 checking reports are used for internal auditing and verification.

6. Which report is suggested for checking to verify the 'Total Gross' in Form E/EA?

○ Pay History Report

○ Payroll Department Report

● C.P.8D Check Listing in E-Form menu