# 2025 Year End User Guide | Pro Payroll

**Topic 1: Year End Process**

**Topic 2: Bonus Processing**

**Topic 3: Year End Statutory Forms**

**TIMES SOFTWARE**

**Times Software Sdn Bhd**
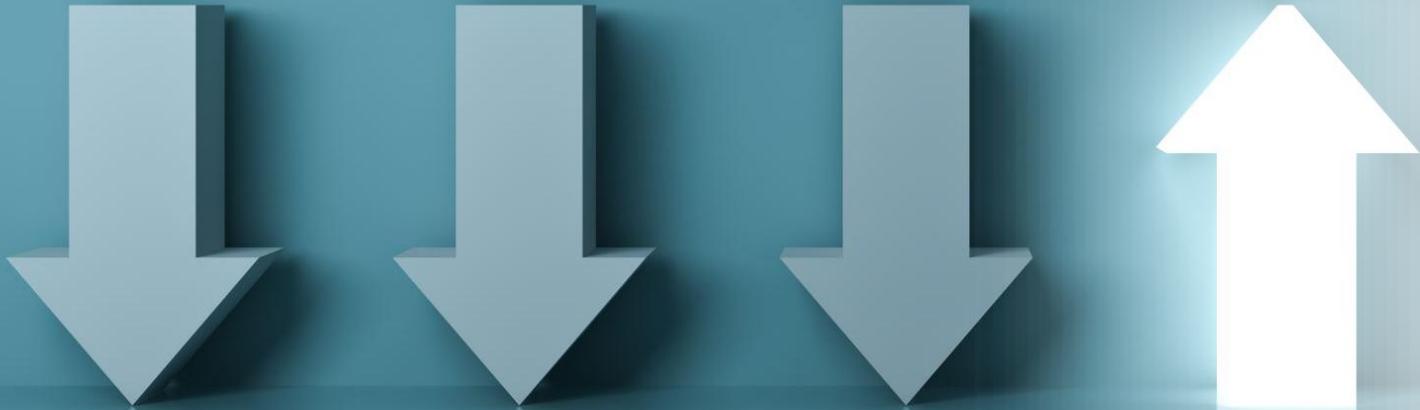Co Reg # 200001007079 (509684-H)
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| Contents | Page |
|---|---|

| Contents | Page |
|---|---|
| **Year End Statutory Forms** | 120 |

# Topic 1: Year End Process

# What is Initialize New Year?

The Initialize New Year process is a mandatory step required to advance the Payroll system to the new year.

When you run Initialize New Year for 2026 in Pro Payroll, the system will:

- ❑ Create the database year for 2026
- ❑ Generate the Employee Working Calendar for 2026

If this process is not completed, users will not be able to run payroll for 2026, resulting in errors and incomplete payroll processing.

Data from previous years and information about resigned employees remain accessible by switching the login period within the same database. There is no need to perform a database restore to view past data.

# Initialize New Year Procedures | Pro Payroll

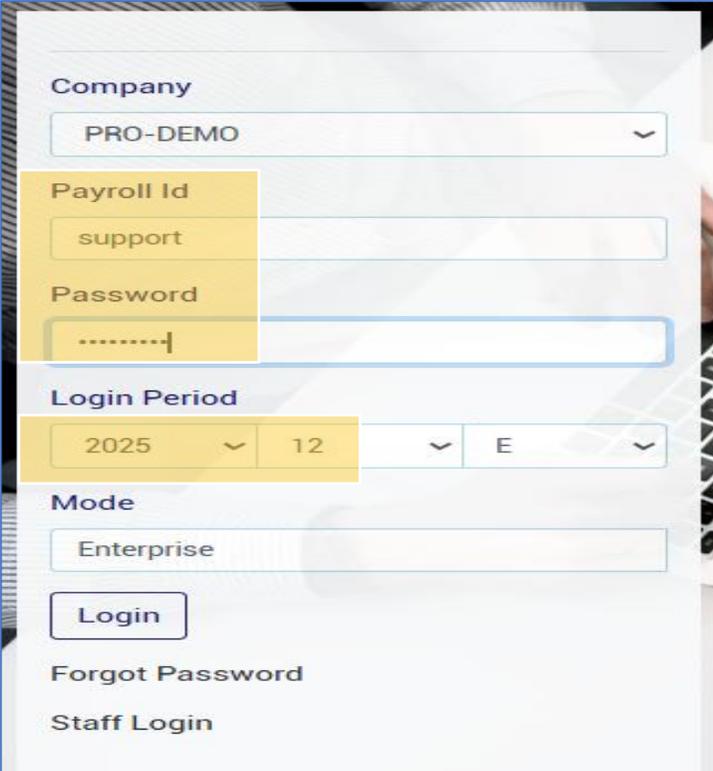If you are ready to advance to 2026, follow the guideline below:

**1**    Open the Pro Payroll system URL.

**2**    Log in to the database which you want to perform the "Initialize New Year" process.

Enter your **'User ID'** and **'Password'**.

Select the period for '**202512**'.

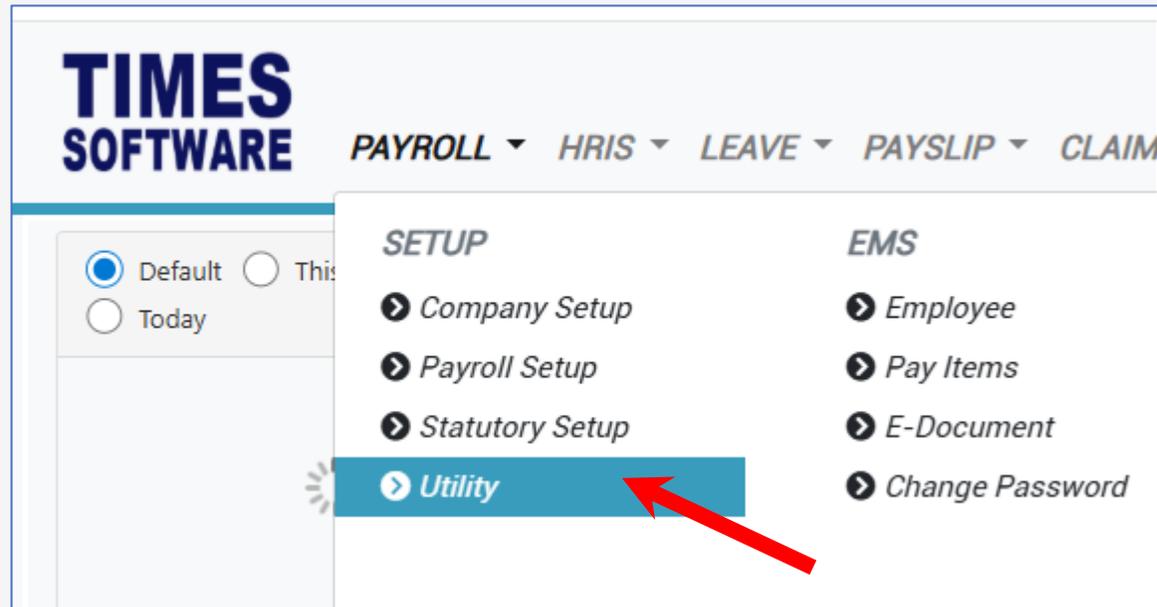<span style="color:red">Note</span>:
- <span style="color:red">The User ID used for Initialize New Year should have access to all employees.</span>
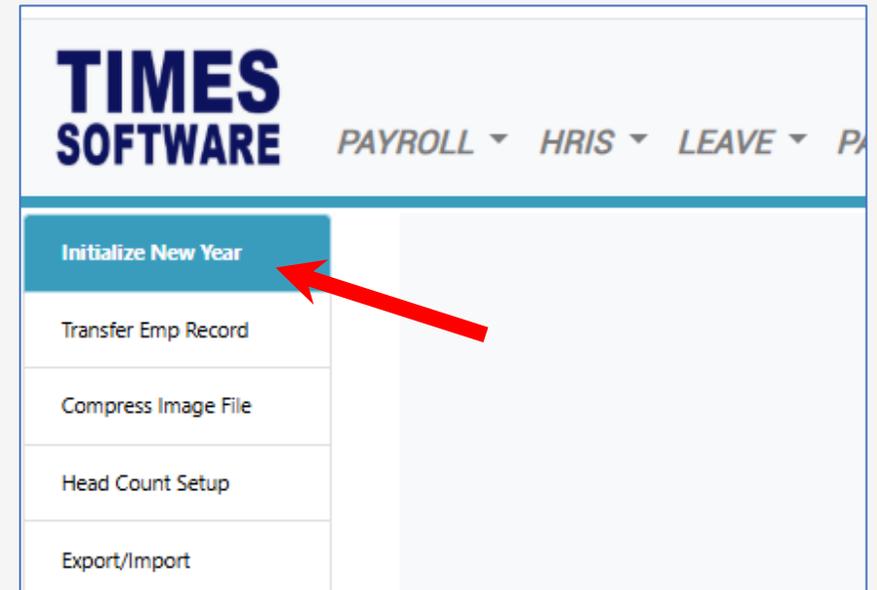- <span style="color:red">There is no need to shut down the Timesolution.</span>

# Initialize New Year Procedures | Pro Payroll

**3**   Navigate to 'Payroll → Setup → **Utility**'.
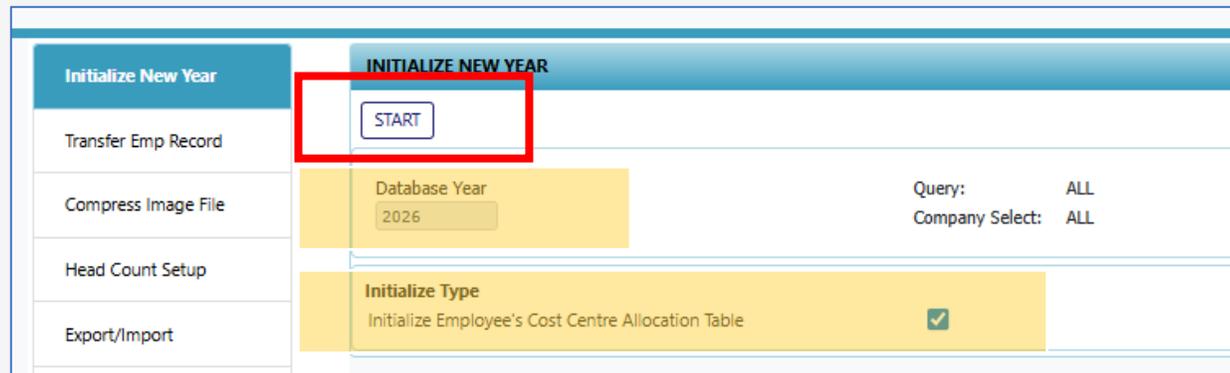
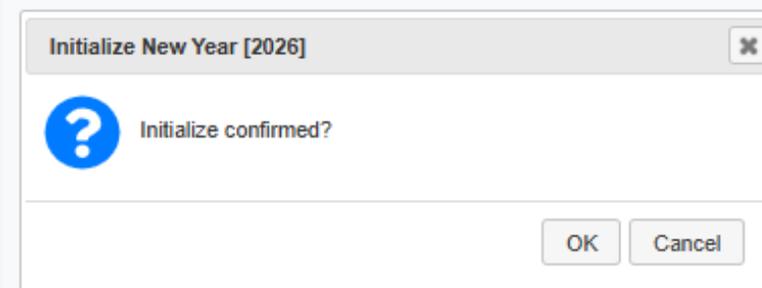**4**   Choose '**Initialize New Year**'.

# Initialize New Year Procedures | Pro Payroll

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

Ensure that the Database Year is '**2026**'.

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

Then, click '**START**'.



**6** Click **'OK'** to proceed to the next screen.

Click **'CANCEL'** to terminate the process.

# Initialize New Year Procedures | Pro Payroll

**Additional Information regarding 'Employee's Cost Centre Allocation Table':**

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

# Initialize New Year Procedures | Pro Payroll

**7** Initialization of the new year is in progress.
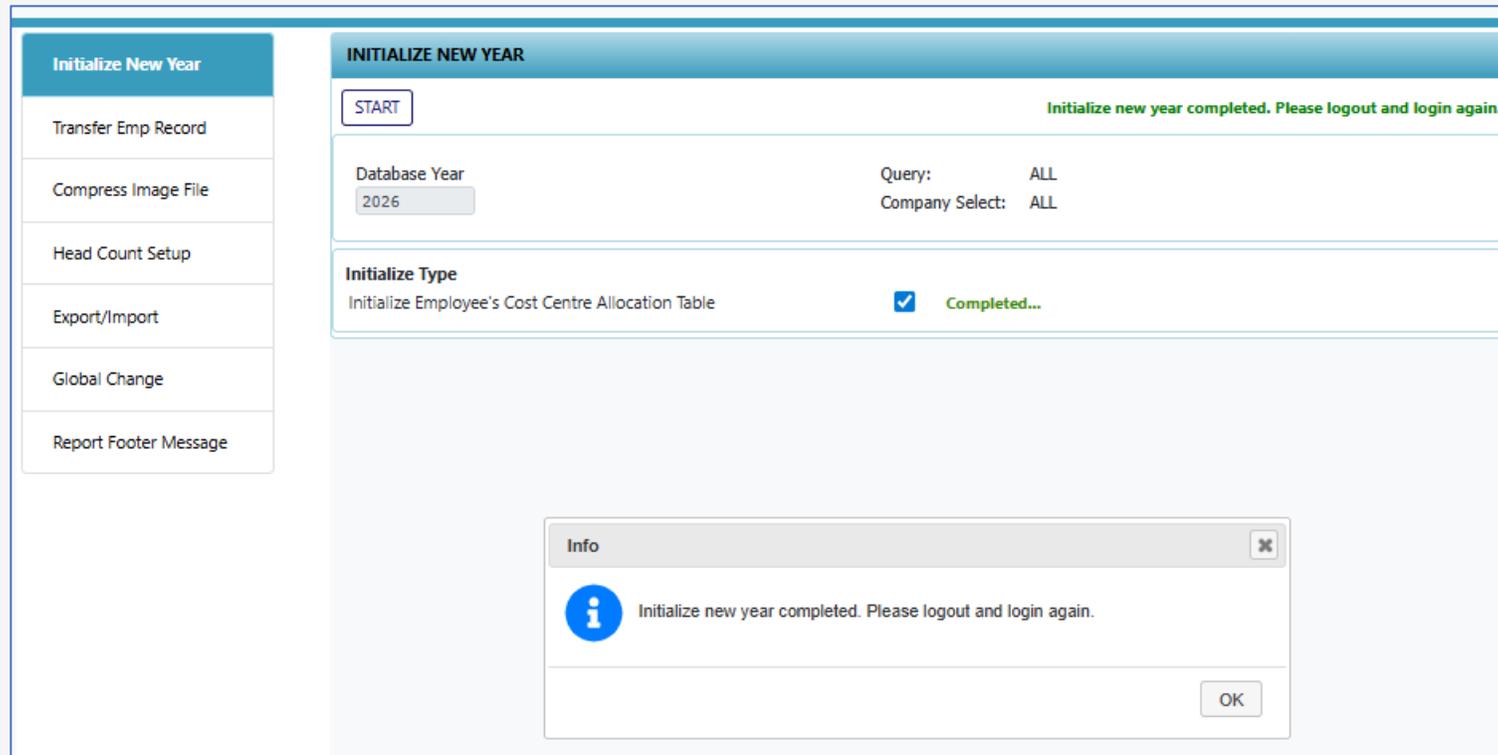
Processing time may vary depending on database size. Do not close the browser or navigate to any other menu during processing.

# Initialize New Year Procedures | Pro Payroll

**8** The initialization of the new year is complete. Please log out and re-log in to the system.

Note: If you have multiple databases, repeat the steps for each additional database.

# Initialize New Year Procedures | Pro Payroll

**How to Confirm the 'Initialize New Year' Process is completed:**

1. Go to 'Payroll → EMS → Employee → **Calendar**' tab.

2. Perform a random check to ensure the **2026 calendar** has been created.

<span style="color:red">Note:
The login year must be set to 2026.</span>

# Key Step Prior to 2026 Payroll Processing

- Before performing the payroll process for January 2026, clients are required to install the **Year-End Payroll Patch Update**.

- This patch update provides **updated statutory requirements** for the year 2026.

Important Notice:
- The software update is exclusively available to customers who have renewed their maintenance service contract with TIMESOFT.
- Please ensure that your contract is active to receive the update.

# Frequently Asked Questions

**Question 1:**

I am not able to log in to 2026. The year is missing from the period drop-down. What should I do?

**Answer:**

- This issue occurs because the "Initialize New Year" process has not been completed in Pro Payroll.

- Please run the **Initialize New Year** function to generate the 2026 year. Once completed, 2026 will appear in the period selection.
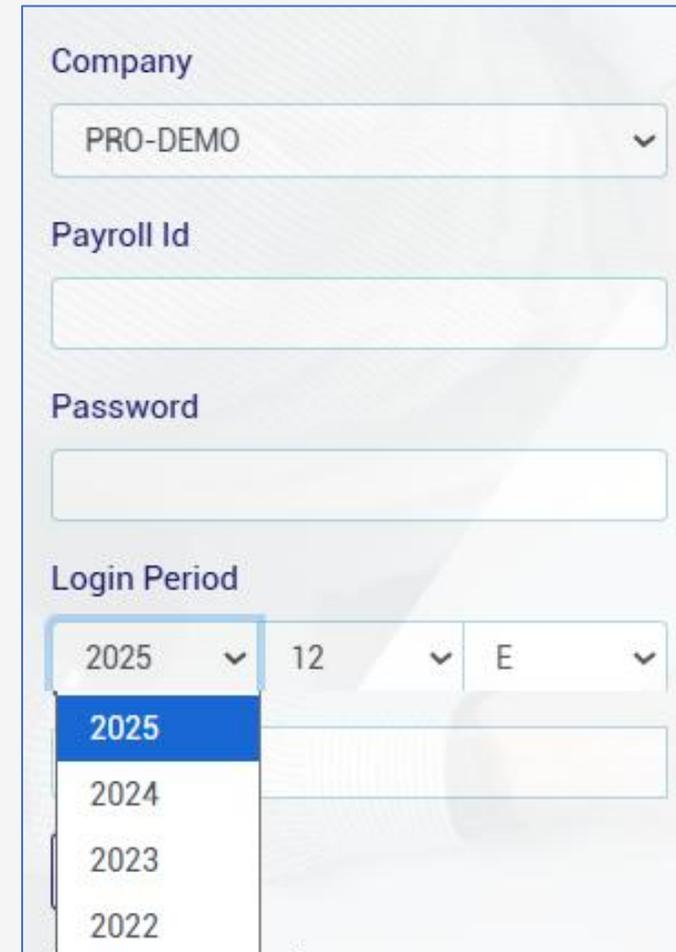
# Frequently Asked Questions

**Question 2:**

Why am I seeing this message when processing payroll for January 2026?

**Answer:**

- This message appears because the **Year-End Payroll Patch Update for 2026** has not been applied.

- Please install the patch to enable payroll processing for the year 2026.

Payroll Engine Data Validation Check/ Error log.
================================

Unable to locate PCB table 2026, please contact Timesoft.

# Frequently Asked Questions

**Question 3:**

I have installed the Year-End Payroll Patch Update.
Why am I still seeing this message when processing
payroll for January 2026?

**Answer:**

- This occurs because the "Initialize New Year" process
  has not been completed in Pro Payroll.

- Please run the **Initialize New Year** function to generate
  the **Employee 2026 Working Calendar**.

Payroll Engine Data Validation Check/ Error log.
================================

Employee working calendar missing.
-------------------------------------------
@1 : Employee Code [U36595] : Calendar is not defined.

@2 : Employee Code [EPF4] : Calendar is not defined.

@3 : Employee Code [abc123] : Calendar is not defined.

@4 : Employee Code [AAAAAAAAA] : Calendar is not defined.

@5 : Employee Code [A001] : Calendar is not defined.

@6 : Employee Code [T002] : Calendar is not defined.

@7 : Employee Code [T001] : Calendar is not defined.

@8 : Employee Code [CS001] : Calendar is not defined.

@9 : Employee Code [T0001] : Calendar is not defined.

@10 : Employee Code [SH0004] : Calendar is not defined.
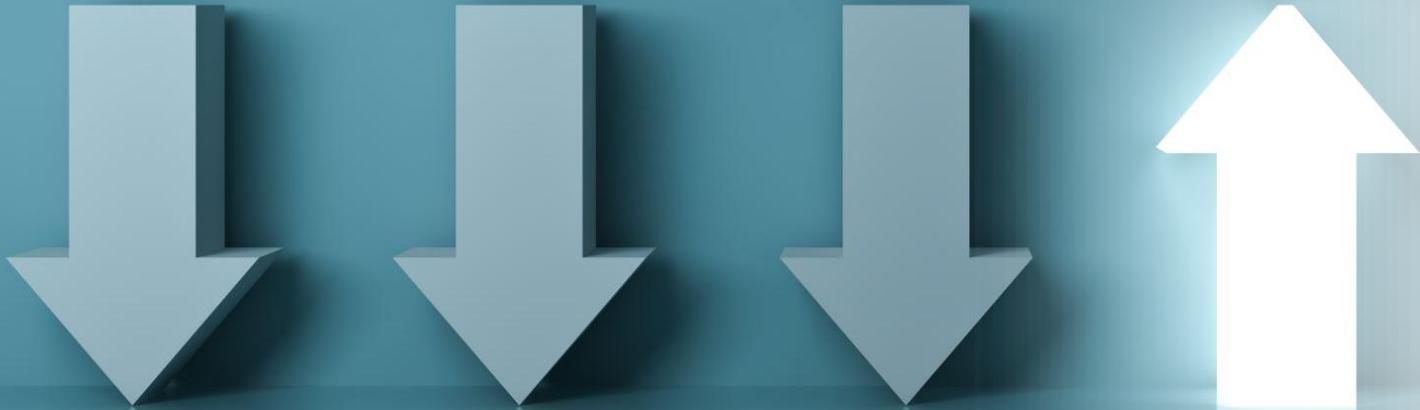
# Topic 2: Bonus Processing

# Bonus Processing

In this topic, you will learn the procedures required to process bonuses effectively.

# Bonus Processing: Core Topics

**1**
- Bonus Processing Flow

**2**
- Bonus Processing Setup

**3**
- Bonus Proration Calculation for Employees with Less Than One-Year of Service

**4**
- Bonus Processing Methods

**5**
- Lock Bonus Cycle

**1**

# Bonus Processing Flow

# Bonus Processing | Overview

**Important Reminder:**

If you want to pay a bonus before the **MID** or **END pay cycle**:

1. First run: Process PAY RECORD

2. Then run: Process BONUS

**Why this is Important:**

- If you skip Process PAY RECORD, the **Normal Remuneration (Y1)** will show as **0.00** in the PCB calculation for the bonus.

- **Y1** includes Basic Wage, Overtime, Monthly Allowances (fixed or variable).

# Bonus Processing | Important Note

**Impact of missing Y1:**

- PCB (tax) in the bonus cycle will be under-deducted.

- The shortfall will be corrected in the END cycle, meaning higher deductions later.
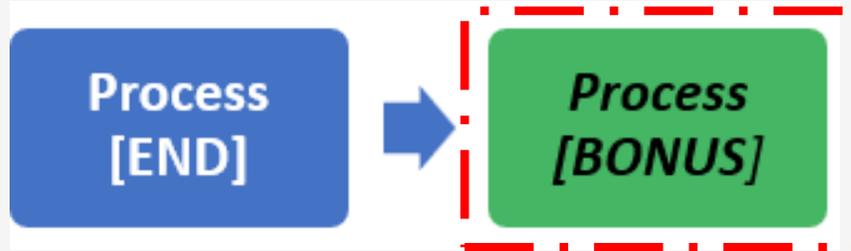
- This can cause employee dissatisfaction.

**<u>Note</u>:**

- If paying a Bonus separately from regular pay, **always** run **Process PAY RECORD before Process BONUS** to ensure correct PCB deductions and prevent employee disputes.
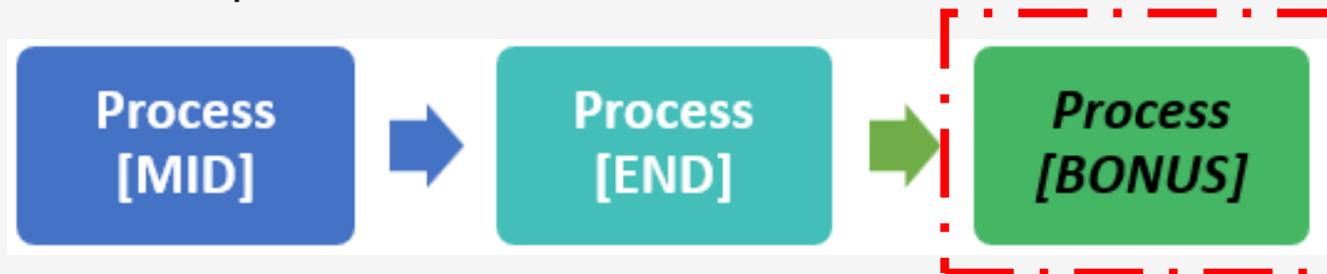
# Bonus Processing Flow

The following guidelines outline various scenarios for bonus processing when the BONUS is not paid along with the regular pay cycle.

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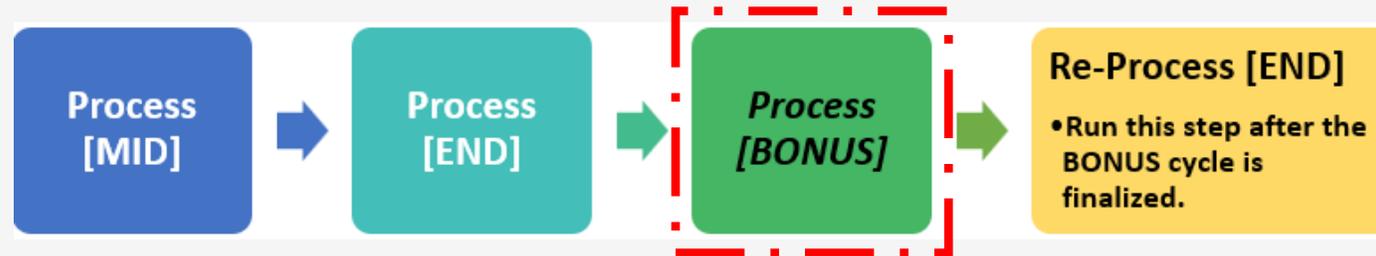(Assuming you do not have MID cycle)



**Note:**
If you plan to import the Bonus amounts from an Excel file, the '*Process [BONUS]*' step is not required and will be replaced by the '**Import**' process.

**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 purpose of processing END is to include **Basic+Fixed Allowance** in the PCB calculation.

Process [MID] → Process [END] → Process [BONUS] → **Re-Process [END]**
- Run this step after the BONUS cycle is finalized.
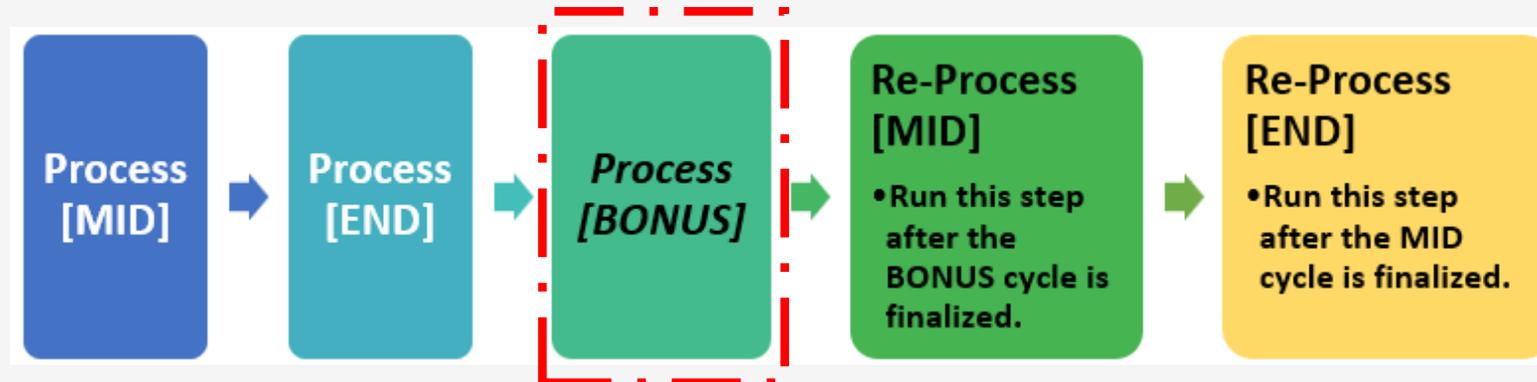
**Note:**
If you plan to import the Bonus amounts from an Excel file, the '***Process [BONUS]***' step is not required and will be replaced by the '**Import**' process.

**4** Pay the [BONUS] before the [MID] and the [END] cycle, follow the process flow below. The purpose of processing MID & END is to include **Basic+Fixed Allowance** in the PCB calculation.
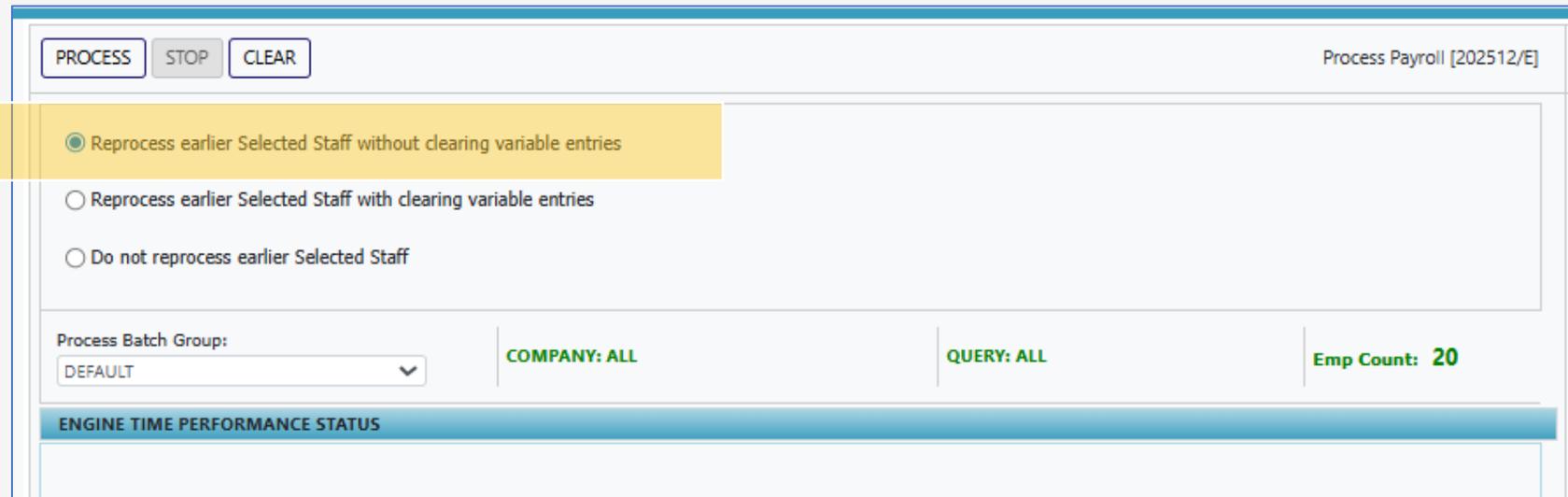
Process [MID] → Process [END] → Process [BONUS] → **Re-Process [MID]**
- Run this step after the BONUS cycle is finalized.
→ **Re-Process [END]**
- Run this step after the MID cycle is finalized.

# Bonus Processing | Important Note

If re-processing the [MID] or [END] cycle, always choose the **1st** option;

"Reprocess earlier selected staff without clearing variable entries"

# PCB Bonus Run | Frequently Asked Questions

| | |
|---|---|
| **Question:** | Why does the PCB in the Bonus cycle show a lower amount than last month, even though the employee received a one-month bonus? |
| **Answer:** | This usually happens if the MID/END cycle was not processed before running the Bonus Record.<br><br>**What to do:**<br>1. Check whether the MID/END cycle has been processed (ignore MID if not applicable).<br><br>2. If not, clear the Bonus cycle.<br><br>3. Follow the correct procedure for processing bonuses:<br>    - Run Process PAY RECORD first<br>    - Then run Process BONUS<br>This ensures the PCB for the bonus cycle is calculated correctly. |

**2**

# Bonus Processing Setup

# Bonus Processing Setup

Navigate to 'Payroll → Process Payroll → **Bonus Record**'.
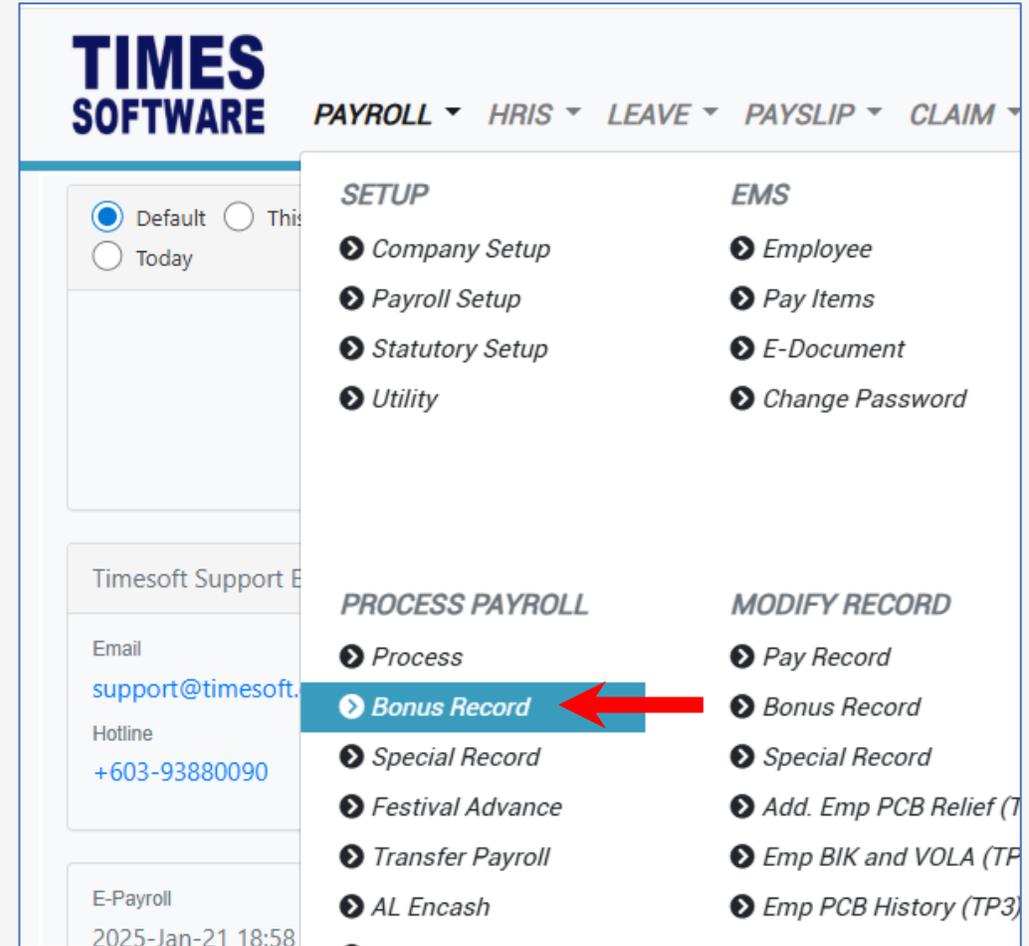
# Bonus Processing Setup

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



We will go through:
- Features and settings in the Bonus Run
- Eligibility criteria
- Other relevant settings or factors affecting the bonus process
- Bonus amount calculation
- Methods of bonus processing

# Bonus Processing Setup | No 1 – Bonus Code



| Bonus Parameter | Important Remarks |
|---|---|
| Select the code you wish to use for Bonus payments from the Bonus Code drop-down, which is populated from the 'Payroll Setup → '**Allowance/Deduction**'. | ▪ It is strongly recommended to use allowance codes that **begin** with "**BONU**" and are **no longer than 12 characters**. <br><br> ▪ Example: "BONU", "BONUS", "BONUSSPE", "BONU2025", etc. <br><br> ▪ Using this naming format allows the system to identify Bonus amounts separately and display them in the **Bonus column** (instead of the Allowances column) in the **Payroll Department Report**. |

# Bonus Processing Setup | 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.

# Bonus Processing Setup | No 1 – Bonus Code

Below is an example of Payroll Reports showing **Bonus amounts** processed using the codes '**BONU**' and '**INC-BONU**'. Any allowance code that **begins with 'BONU'** will have its amount captured under the '**Bonus**' section of the report, rather than under '**Allowances**'.

# Bonus Processing Setup | No 2 – Bonus Method

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

Bonus Code: BONU

Bonus Method: By Calendar
- By Calendar
- By Pay Period
- By Calendar - Periodical

Cut Off Bonus (Mth/Period):

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 | Comments |
|---|---|
| There are three options for selection:<br>• By Calendar<br>• By Pay Period<br>• By Calendar – Periodical | **By Calendar**:<br>Based on the Calendar year<br>Example: 01 Jan 2025 to 31 Dec 2025<br><br>**By Pay Period**:<br>Based on the employee's pay group's period<br>Example: 21 Dec 2024 to 20 Dec 2025<br><br>**By Calendar – Periodical**:<br>Based on the company financial period<br>Example: 01 July 2024 to 30 Jun 2025 |

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

| Calendar Days | | | By Pay Period | | | By Calendar – Periodical | | |
|---|---|---|---|---|---|---|---|---|
| Period 1 | 01/01/2025 | 31/01/2025 | Period 1 | 21/12/2022 | 20/01/2025 | Period 1 | 01/07/2024 | 31/07/2024 |
| Period 2 | 01/02/2025 | 28/02/2025 | Period 2 | 21/01/2025 | 20/02/2025 | Period 2 | 01/08/2024 | 31/08/2024 |
| Period 3 | 01/03/2025 | 31/03/2025 | Period 3 | 21/02/2025 | 20/03/2025 | Period 3 | 01/09/2024 | 30/09/2024 |
| Period 4 | 01/04/2025 | 30/04/2025 | Period 4 | 21/03/2025 | 20/04/2025 | Period 4 | 01/10/2024 | 31/10/2024 |
| Period 5 | 01/05/2025 | 31/05/2025 | Period 5 | 21/04/2025 | 20/05/2025 | Period 5 | 01/11/2024 | 30/11/2024 |
| Period 6 | 01/06/2025 | 30/06/2025 | Period 6 | 21/05/2025 | 20/06/2025 | Period 6 | 01/12/2024 | 31/12/2024 |
| Period 7 | 01/07/2025 | 31/07/2025 | Period 7 | 21/06/2025 | 20/07/2025 | Period 7 | 01/01/2025 | 31/01/2025 |
| Period 8 | 01/08/2025 | 31/08/2025 | Period 8 | 21/07/2025 | 20/08/2025 | Period 8 | 01/02/2025 | 28/02/2025 |
| Period 9 | 01/09/2025 | 30/09/2025 | Period 9 | 21/08/2025 | 20/09/2025 | Period 9 | 01/03/2025 | 31/03/2025 |
| Period 10 | 01/10/2025 | 31/10/2025 | Period 10 | 21/09/2025 | 20/10/2025 | Period 10 | 01/04/2025 | 30/04/2025 |
| Period 11 | 01/11/2025 | 30/11/2025 | Period 11 | 21/10/2025 | 20/11/2025 | Period 11 | 01/05/2025 | 31/05/2025 |
| Period 12 | 01/12/2025 | 31/12/2025 | Period 12 | 21/11/2025 | 20/12/2025 | Period 12 | 01/06/2025 | 30/06/2025 |

# Bonus Processing Setup | No 3 – Cut-Off Bonus (Mth/Period)



| Bonus Parameter | Comments |
|---|---|
| This parameter determines the cut-off period for bonus computation.<br><br>Example:<br><br>■ If setup as 12-2025 for "**Calendar**" method, the system calculates BONUS from 01/01/2025 to 31/12/2025.<br><br>■ In cases where a staff member works less than a year, the system will prorate the bonus accordingly. | <u>Example:</u><br><br>Bonus Method ***By Calendar***<br>Cut off bonus = 12-2025<br><br><br><br>Bonus Method ***By Pay Period***<br>Cut off bonus = 202512<br><br><br><br>Bonus Method ***By Calendar - Periodical***<br>The company's bonus calculation cut off follow company's the financial year.<br><br>■ <u>Example:</u><br>Company's financial year is from July to June.<br>Cut off bonus = 7-2024 to 6-2025<br><br>■ Therefore, employees hired after 30/06/2025 will not receive a bonus.<br><br> |

# Bonus Processing Setup | No 4 – Bonus Factor



| Bonus Parameter | Comments |
|---|---|
| Define the multiplying factor for bonus processing. | If you input as "**0**", the value specified in the 'EMS → Pay Items → '**Bonus Factor**' field will be used for bonus processing.<br><br><br><br>When running "***Process Bonus By Group***" or "***Process Bonus By Individual***", leave the **Bonus Factor** empty. |

# Bonus Processing Setup | No 5 – Bonus Payment By

## Understanding **Base Salary** vs. **New Base Salary** vs. **New Base Salary (Last year)**

| Bonus Code: | BONU |
|---|---|
| Bonus Method | By Calendar |
| Cut Off Bonus (Mth/Period) | 12  2025 |
| Bonus Factor | 1 |
| **Bonus Payment by** | **New Base Salary** |
| Bonus Amount | |
| Pay Cycle | |
| Bonus Calculation By | |
| Service Month Cut Off Day | |
| Process Batch Group: | |

Dropdown options:
- New Base Salary
- Base Salary
- New Base Salary (Last year)
- Fixed Amount
- New Base Salary+ (Svs pt)
- Base Salary + (Svs pt)
- New Base Salary + (Svs pt) Last Year
- Average Paid Salary

Leave Exclusion

- [ ] Exclude NPL          >=
- [ ] Exclude Sick Leave   >=
- [ ] Exclude Annual Leave

### Bonus Run in period 2025-12

Base Salary → OLD SALARY
New Base Salary → NEW SALARY

| PROG CODE | PROG DATE | PAY EFF DATE | OLD SALARY | INCREMENT | NEW SALARY |
|---|---|---|---|---|---|
| ANNU | 02/05/2025 | 02/05/2025 | 3430.00 | 300.00 | 3730.00 |
| FSTART | 08/08/2018 | 08/08/2018 | 3430.00 | 0.00 | 3430.00 |

### Bonus Run in period 2026-02

New Base Salary → NEW SALARY

| PROG CODE | PROG DATE | PAY EFF DATE | OLD SALARY | INCREMENT | NEW SALARY |
|---|---|---|---|---|---|
| MERIT | 01/03/2026 | 01/03/2026 | 3880.00 | 200.00 | 4080.00 |
| MERIT | 01/02/2026 | 01/02/2026 | 3730.00 | 150.00 | 3880.00 |
| ANNU | 02/05/2025 | 02/05/2025 | 3430.00 | 300.00 | 3730.00 |
| FSTART | 08/08/2018 | 08/08/2018 | 3430.00 | 0.00 | 3430.00 |

Base Salary → OLD SALARY
New Base Salary (Last year) → NEW SALARY (3730.00)

Two salary adjustments occur in 2026.
**"New Base Salary (Last Year)"** =
last drawn Basic salary in 2025 > **3730.00**

# Bonus Processing Setup | No 6 – Bonus Amount



| Bonus Parameter | Comments |
|---|---|
| This field is applicable when "**Bonus Payment By**" is set to "**Fixed Amount**". | The value you input in "**Bonus Amount**" represents a fixed bonus amount for all employees in your bonus processing. |

# Bonus Processing Setup | No 7 – Pay Cycle



| Bonus Parameter | Comments |
|---|---|
| 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 Cyle:** Bonus amount is processed separately from the MID/END cycle and placed in the *SPECIAL* cycle. | 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 pay cycle from the Regular pay cycle. |

# Bonus Processing Setup | No 8 – Bonus Calculation By



- The "**Bonus Calculation By**" function is used to prorate an employee's bonus when their service period is less than a full year.

- It ensures the bonus is calculated proportionally based on the employee's actual length of service.

Example:
If an employee has worked only 6 months in the year, the system will prorate the bonus accordingly.

Note:
If "Bonus Payment By" = Fixed Amount, then "Bonus Calculation By" must be set to "None" to avoid unnecessary prorating.

"**Bonus Calculation By**" methods will be explained in detail in the "Section 3":
"*Bonus Proration Calculation for Employees with Less Than One Year of Service*".

# Bonus Processing Setup | No 9 – Service Month Cut-Off Day

| Bonus Parameter | Comments |
|---|---|
| This option is used when "**Service Month**" is selected under "**Bonus Calculation By**" (*see Item #8*). | 0 = No Cut-Off (System code) |
| | 31 = Must work for the complete full month |
| You can specify a **cut-off day** to let the system determine how many days an employee must work in: | Any other number = Days Work |
| | Example: |
| • their first month (for new hires), or | 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. |
| • their final month (for resigned employees) | |
| This is to determine if that month to be counted as a service month in the 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. |
| This setting applies to employees with less than one year of service. | |

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus Code: BONU
Bonus Method: By Calendar
Cut Off Bonus (Mth/Period): 12 2025
Bonus Factor: 1
Bonus Payment by: Fixed Amount
Bonus Amount: 3000
Pay Cycle: Bonus Period
Bonus Calculation By: Service Month
Service Month Cut Off Day: 15

27
28
29
30
31
<=15TH = 1 or > 15TH = 0.5
First Working Days or Last Working Days
Prorate Newly Hired Date & Resigned
>15TH = 0 or <= 15TH = 1 (Newly Hired)

# Bonus Processing Setup | No 10 – Rounding Formula

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



| Rounding Formula | Bonus Amount $2,083.40 | Bonus Amount $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 Processing Setup | No 11 – Leave Exclusion



| Bonus Parameter | Comments |
|---|---|
| This option is applicable when selecting "**Calendar Days**" or "**Working Days**" in "**Bonus Calculation By**" (refer Item #8). | If any checkbox is selected (✓), the system prorates the bonus amount based on the leave type taken by the employee.<br><br>Consequently, the employee will not receive the full bonus amount if there is any NPL/SICK/ANNUAL/ABSENT/HOSP leave. |

# Bonus Processing Setup | No 12 – Exclude Bonus Condition



| Bonus Parameter | Comments |
|---|---|
| This option excludes bonus payment for the following categories of employees:<br><br>▪ Exclude Unconfirmed Staff<br><br>▪ Exclude Employee Hired after the date specified<br><br>▪ Exclude Employee Resigned after the date specified<br><br>▪ Exclude Zero Bonus Amount | Example:<br><br>**"Exclude unconfirmed staff?:**<br>▪ The system checks the employee's "*Confirmation On*" date in 'EMS → **Confirm & Termination**' to determine whether the employee should be excluded under this condition. |

# Bonus Processing Setup | No 13 – Stop



Click '**STOP**' to prevents further processing. The system will prompt a message to confirm whether you want to proceed with canceling the process.

<u>Note</u>:

a. Records already processed before STOP cannot be undone.

b. Some bonuses may still appear in the chosen Pay Cycle.

c. To correct, clear processed records.

# Bonus Processing Setup | No 14 – Clear Record



This '**CLEAR RECORD**' option removes bonus records that were previously processed in the Modify Record section.

# Bonus Processing Setup | No 15 - Trial Run



Click '**TRIAL RUN**' to process the estimated Bonus amount based on the configured settings.

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

# Bonus Processing Setup | No 16 – Process



Click '**PROCESS**' to process the bonus amount to the selected **Pay Cycle**.

**3**

# Bonus Proration Calculation for Employees with Less Than One-Year of Service

# Bonus Proration Calculation | Overview

▪ When an employee has worked less than a full year, the system can **prorate** the bonus so that the employee only receives the portion they are eligible for based on their actual length of service.

▪ Proration ensures that employees who joined mid-year or left before year-end receive a pro-rated bonus rather than the full amount.

**How it works:**

1. The system checks the employee's **Hire Date** and **Resignation Date**.

2. It calculates the employee's service length using one of the following options:
   - Service Months
   - Calendar Days
   - Working Days

3. The bonus is adjusted proportionally based on the chosen calculation method.

# (1) Bonus Calculation By Service Month

| Bonus Parameter | Group | Individual | Update Bonus Factor |
|---|---|---|---|

| | |
|---|---|
| Bonus Code: | BONU |
| Bonus Method | By Calendar |
| Cut Off Bonus (Mth/Period) | 12  2025 |
| Bonus Factor | 1 |
| Bonus Payment by | New Base Salary |
| Bonus Amount | |
| Pay Cycle | End-month Period |
| Bonus Calculation By | Service Month |
| Service Month Cut Off Day | 15 |
| Process Batch Group: | DEFAULT |

Leave Exclusion          Exclude Bonus Condition

**Service Month**

Example:

Hired date = 17/05/2025

Bonus method = By Calendar

Cut Off Bonus = 12-2025

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 months ÷ 12 months) X $2,335.00 = **$1,556.67**

| EmpNo | Name | Type | Base Wage | Factor | Hired Date | Term Date | Service Mth/Days | Working Hrs/Days | BONU |
|---|---|---|---|---|---|---|---|---|---|
| **TEST SDN BHD** | | | | | | | | | |
| **(NONE) NONE** | | | | | | | | | |
| A0019 | ALICEYIP | SN | 2,335.00 | 1 | 17/05/2025 | | 8 | 0.00 | 1,556.67 |

# (2) Bonus Calculation By Calendar Days

| Bonus Code: | BONU | |
|---|---|---|
| Bonus Method | By Calendar | |
| Cut Off Bonus (Mth/Period) | 12 | 2025 |
| Bonus Factor | | 1 |
| Bonus Payment by | New Base Salary | |
| Bonus Amount | | |
| Pay Cycle | End-month Period | |
| Bonus Calculation By | Calendar Days | |
| Process Batch Group: | DEFAULT | |

**Leave Exclusion**

| | Days |
|---|---|
| ☑ Exclude NPL | >= |
| ☐ Exclude Sick Leave | >= |
| ☐ Exclude Annual Leave | >= |
| ☐ Exclude Absent Leave | >= |
| ☐ Exclude Hospitalization Leave | >= |

**Exclude Bonus Condition**

☐ Exclude unconfirmed
☐ Exclude Employee Hired After
☐ Exclude Employee Resigned After
☐ Exclude Zero Bonus Amount

> You can set the number of leave days that will affect the bonus calculations.
> If an employee exceeds this limit, the system will reduce the bonus accordingly.

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

Example:
Hired date = 17/05/2025
Bonus method = By Calendar
Cut Off Bonus = 12-2025
Bonus factor = 1
New Base Salary = $2,335.00
Leave Exclusion – Exclude NPL [No Pay Leave taken in 2025 = 4 days]
Total calendar days in 2025 = 365 days

Bonus calculation as follows:
Actual working calendar days from 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 SDN BHD** | | | | | | | | | |
| **(NONE) NONE** | | | | | | | | | |
| A0019 | ALICEYIP | SN | 2,335.00 | 1 | 17/05/2025 | | 225 | 0.00 | 1,439.38 |

# (3) Bonus Calculation By Working Days

When using this method, the system requires two essential settings to calculate the bonus accurately:

1.  **Employee Working Calendar**
    – which days the employee is scheduled to work.

2.  **Employee Pay Group Setting**
    – the number of working days defined in the pay period (e.g., 5-day week, Mon–Fri).

These two settings are mandatory in addition to other bonus process condition.

# (3) Bonus Calculation By Working Days

**Actual Working Days**

The working days calculation is based on the employee's working calendar in 'Payroll → EMS → Employee → **Calendar**'.

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

F = FULL
H = HALF
O = OFF

# (3) Bonus Calculation By Working Days

**Pay Group**

The "**Total Working Days**" for the working pattern is determined by the employee's Pay Group setting.

Example: If the pay period is 1 Jan to 31 Dec 2025, with Sat & Sun off, total working days = **261 days**.

# (3) Bonus Calculation By Working Days



**Working Days**

Example:
Hired date = 17/05/2025
Bonus method = By Calendar
Cut Off Bonus = 12-2025
Bonus factor = 1
New Basic Salary = $2,335.00
Leave Exclusion – Exclude NPL | No Pay Leave taken in 2025 = 4 days
Total working days for 5 Day/Week working pattern in 2025 = 261 days

Bonus calculation as follows:
Total Working Days in 2025 = 261 days
Actual working days = (10+21+23+21+22+23+20+23) = 163 days
No Pay Leave = 4 days
Total Actual Working Days = **159 days**
(159days ÷ 261days) X $2,335.00 = **$1,422.47**

| EmpNo | Name | Type | Base Wage | Factor Hired Date | Term Date | Service Mth/Days | Working Hrs/Days | BONU |
|---|---|---|---|---|---|---|---|---|
| TEST SDN BHD | | | | | | | | |
| (NONE) NONE | | | | | | | | |
| A0019 | ALICEYIP | SN | 2,335.00 | 1 17/05/2025 | | 159 | 0.00 | 1,422.47 |

# 4

# Bonus Processing Methods

# Bonus Processing Methods

The system offers four (4) methods for processing bonuses.

Choosing the right method ensures that the bonus is calculated accurately and aligned with your company policy, preventing errors or disputes.

1.  Process Standard Bonus Run
    - ❑ Process for all employees with the same bonus factor and conditions.

2.  Process Bonus By Group
    - ❑ The process is based on the criteria codes assigned in
      'EMS → Employee → Career' for each employee.
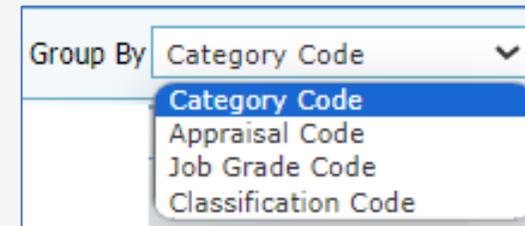


3.  Process Bonus By Individual
    - ❑ Manually enter the bonus factor/amount for each employee.

4.  Import Bonus from CSV / Excel Format
    - ❑ Upload bonus amounts from an external file, Excel format.

# Bonus Processing Methods

Process Payroll → Bonus Record

Regardless of the method you choose to run your Bonus process, you must first refer to the guidelines in the **'Bonus Processing Flow'**.
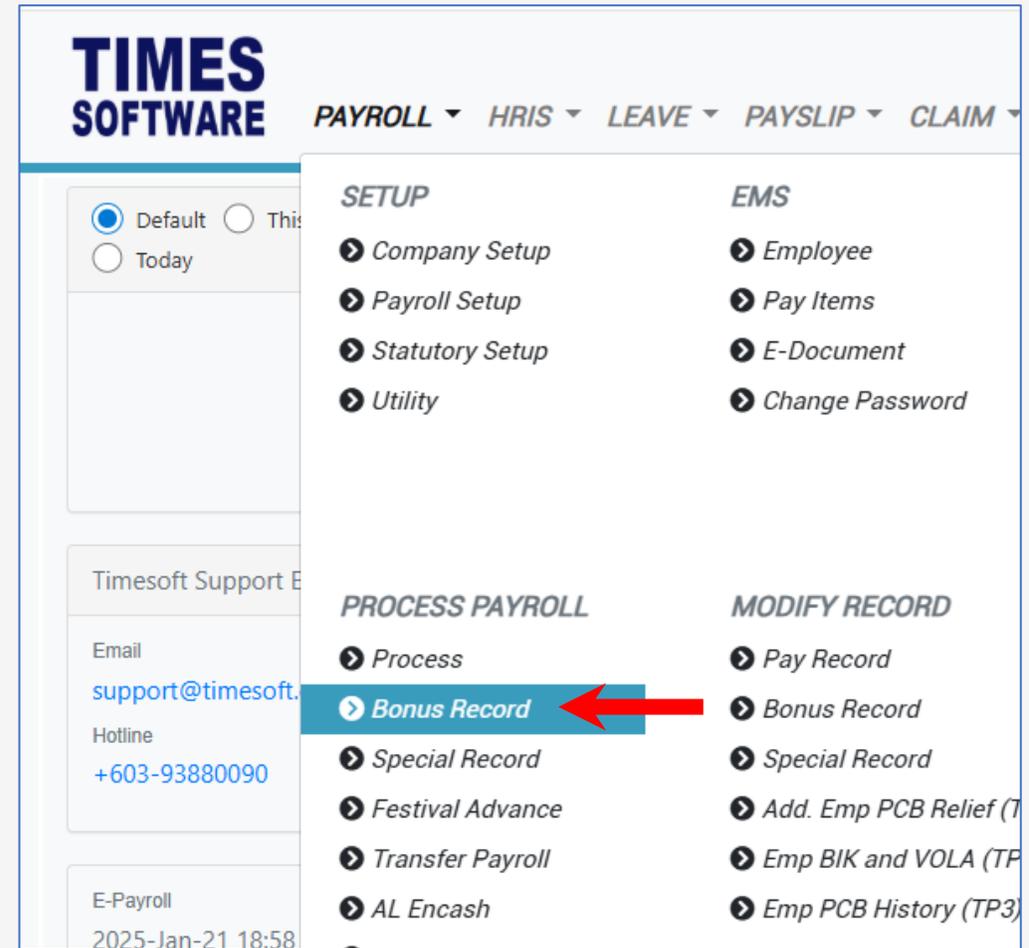
# Method 1

## Process Standard Bonus Run

# 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.

- Prior to processing, verify that no data exists in either the **'Group'** or **'Individual'** tabs.

- If there are any records present, click '**CLEAR RECORD**'.

# Method 1 – Process Standard Bonus Run

- Example of Bonus Processing Conditions with **1-month bonus** for all eligible employees:
- After completing the setup in '**Bonus Parameter**', click '**PROCESS**' to start the bonus processing.

| Field | Configurations |
|---|---|
| Bonus Method | By Calendar |
| Cut off Bonus | 12-2025 |
| Bonus Factor | 1 (month) for all employees |
| Bonus Payment By | New Base Salary (Latest Basic Salary) |
| Bonus payment period | Separately (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'.**

# Method 1 – Process Standard Bonus Run

- When bonus processing is finished, a message will appear at the bottom left: "==Processing finished!==".

- <span style="color:red">Processing time may vary depending on database size. Do not close the browser or navigate to any other menu during processing.</span>

# Method 1 – Process Standard Bonus Run

Below is an example of the bonus report after the 'Process Bonus' run is completed.



If you need to process the bonus for a specific group of employees with a particular criteria, use Payroll → Query → "Ad-hoc Query" or "Query Expert" to filter employees before continuing with the bonus processing.

# Method 1 – Process Standard Bonus Run

- Example of a Processed Bonus Record in "**BONUS (B)**" pay cycle.
- Note: The screenshot shows that the "E" cycle has also been processed.

# Method 2

## Process Bonus By Group

# Method 2 – Process Bonus By Group

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

# Method 2 – Process Bonus By Group

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

**2** Click '**Group**' tab.



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

a. Choose the preferred grouping code to process

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

# Method 2 – Process Bonus By Group

**Important Note:**

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

a. Click **'CLEAR RECORD'**

b. Then, click '**GENERATE RECORD**'.

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

# Method 2 – Process Bonus By Group

**3** 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** after the Bonus Process run.

# Method 2 – Process Bonus By Group

**Note: Bonus Factor vs. Fixed Amount:**

- "**Bonus Factor**" and "**Fixed Amount**" cannot be used together in the same process.

- If **Bonus Factor** is used, the **Fixed Amount** column must remain **0**.

- If **Fixed Amount** is used, then **Bonus Factor** must be set to **0**.

- If these conditions are not met, the system will display an **error message**.

# Method 2 – Process Bonus By Group

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

- If you have multiple types of bonuses to pay within the same bonus payment process, you can use one of the following combinations:

| Process Bonus Option | Bonus Factor | Fix Amount | Variable 1 Amount | Variable 2 Amount |
|---|---|---|---|---|
| 1 | ✓ | | ✓ | ✓ |
| 2 | ✓ | | ✓ | |
| 3 | ✓ | | | ✓ |
| 4 | | ✓ | ✓ | ✓ |
| 5 | | ✓ | ✓ | |
| 6 | | ✓ | | ✓ |

# Method 2 – Process Bonus By Group

- **Example of Process Bonus Option 2 | Bonus Factor + Variable Bonus 1**

- Allowable combinations for processing multiple bonuses within the same process run.



Bonus Factor + Variable Bonus 1

Please be reminded to click this button after completing data input

# Method 2 – Process Bonus By Group

- **Example of Process Bonus Option 4 | Fix Amount + Variable Bonus 1 + Variable Bonus 2**

- Allowable combinations for processing multiple bonuses within the same process run.



Fix Amount + Variable Bonus 1 + Variable Bonus 2

Please be reminded to click this button after completing data input

# Method 2 – Process Bonus By Group

- **Example of Process Bonus Option 5 | Fix Amount + Variable Bonus 1**
- Allowable combinations for processing multiple bonuses within the same process run.



Fix Amount + Variable Bonus 1

Please be reminded to click this button after completing data input

# Method 2 – Processing Bonus Using "Bonus Factor"

After entering the **Bonus Factor** value in the "**Group**" tab (as shown in previous slides), you must configure the relevant process conditions in "**Bonus Parameter**" before clicking the "**PROCESS**" button.

- By Calendar
  *(Field: Bonus Method)*

- Cut-off Month: 12-2025
  *(Field: Cut Off Bonus)*

- Bonus Factor: leave empty
  *(Field: Bonus Factor)*

- Bonus is calculated using the latest Basic Salary *(Field: Bonus Payment By)*

- Bonus is paid separately from the regular payroll cycle *(Field: Pay Cycle)*

- Bonus is calculated based on Calendar Days *(Field: Bonus Calculation By)*

- Bonus will be prorated if NPL is taken *(Field: Leave Exclusion)*

# Method 2 – Processing Bonus Using "Fixed Amount"

After entering the **Fixed Amount** value in the "**Group**" tab (as shown in previous slides), you must configure the relevant process conditions in "**Bonus Parameter**" before clicking the "**PROCESS**" button.

- Field Bonus Method: By Calendar

- Field Cut Off Bonus: 12-2025

- Field Bonus Factor and Bonus Amount: Leave empty

- Field Bonus Payment By: Fixed Amount

- Field Pay Cycle: Bonus-Period

- Field Bonus Calculation By: NONE

# Method 2 – Process Bonus By Group

**4**

- When bonus processing is finished, a message will appear at the bottom left: "==Processing Finished!==".

- Processing time may vary depending on database size. Do not close the browser or navigate to any other menu during processing.

# Method 2 – Process Bonus By Group

**5**

- Below is an example of the bonus report showing "**Bonus Amount (BONU)**" and
- "**Variable Bonus 1 (INC-BONU)**" after the Process Bonus run has been completed.

**ALL**

| BONUS RUN FOR | 01/01/2025 To 31/12/2025 | | PRINT DATE: | 2 |
|---|---|---|---|---|
| PAY BONUS BASED ON | Fixed Amount | | USER ID: | S |
| BONUS PAYMENT METHOD | By Calendar | | | |
| BONUS CODE | BONU | | | |
| BONUS FACTOR | | | | |
| CUT-OFF DAY | 0 | | | |
| QUERY | AD-HOC | | | |

| EmpNo | Name | Type | Base Wage | Factor Hired Date | Term Date | Service Mth/Days | Working Hrs/Days | BONU | INC-BONU | Variable Bonus2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **SMITH GROUP BERHAD** | | | | | | | | | | |
| **(NONE) NONE** | | | | | | | | | | |
| abc123 | ABCCC | SN | 2,809.00 | 1 28/02/2025 | | 0 | 0.00 | 20,000.00 | 3,333.00 | 0.00 |
| QWERTY | QWERTYUIO | SN | 5,000.00 | 1 28/04/2025 | | 0 | 0.00 | 20,000.00 | 3,333.00 | 0.00 |
| | | | | | | Department Total: | | 40,000.00 | 6,666.00 | 0.00 |
| | | | | | | Company Total: | | 40,000.00 | 6,666.00 | 0.00 |
| **TEST SDN BHD** | | | | | | | | | | |
| **(NONE) NONE** | | | | | | | | | | |
| U36595 | ABU BAKAR HELMI | SN | 4,500.00 | 1 07/11/2024 | | 0 | 0.00 | 20,000.00 | 3,333.00 | 0.00 |
| A0019 | ALICEYIP | SN | 2,335.00 | 1 17/05/2025 | | 0 | 0.00 | 20,000.00 | 3,333.00 | 0.00 |
| EPF4 | SAMPLE 4 | SN | 8,201.00 | 1 04/10/2023 | | 0 | 0.00 | 20,000.00 | 3,333.00 | 0.00 |
| | | | | | | Department Total: | | 60,000.00 | 9,999.00 | 0.00 |
| | | | | | | Company Total: | | 60,000.00 | 9,999.00 | 0.00 |

# Method 2 – Process Bonus By Group

**6**
- Example of a Processed Bonus Record in "**Modify Bonus Record (B)**" pay cycle.
- Note: The screenshot shows that the "E" cycle has also been processed.

# Method 3

# Process Bonus By Individual

# Method 3 – Process Bonus By Individual

This method allows you to enter bonus amounts or factors for specific employees who have different bonus factors or amounts.

# Method 3 – Process Bonus By Individual

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



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

**2** Click '**Individual**' tab.

# 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.

   a. Click **'CLEAR RECORD**'
   b. Then, click '**GENERATE RECORD**'.

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

| 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 | 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 | 🗑 |

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

# Method 3 – Process Bonus By Individual

**3** 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** after the Bonus Process run.

| 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 ▶ ⏭ |
|---|---|---|

# Method 3 – Process Bonus By Individual

**<u>Note</u>: Bonus Factor vs. Fixed Amount:**

- "**Bonus Factor**" and "**Fixed Amount**" cannot be used together in the same process.

- If Bonus Factor is used, the Fixed Amount column must remain 0.

- If Fixed Amount is used, then Bonus Factor must be set to 0.

- If these conditions are not met, the system will display an **error message**.

# Method 3 – Process Bonus By Individual

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

- If you have multiple types of bonuses to pay within the same bonus payment process, you can use one of the following combinations:

| Process Bonus Option | Bonus Factor | Fix Amount | Variable 1 Amount | Variable 2 Amount |
|---|---|---|---|---|
| 1 | ✓ | | ✓ | ✓ |
| 2 | ✓ | | ✓ | |
| 3 | ✓ | | | ✓ |
| 4 | | ✓ | ✓ | ✓ |
| 5 | | ✓ | ✓ | |
| 6 | | ✓ | | ✓ |

# Method 3 – Process Bonus By Individual

- **Example of Process Bonus Option 2 | Bonus Factor + Variable Bonus 1**

- Allowable combinations for processing multiple bonuses within the same process run.



Bonus Factor +
Variable Bonus 1

Please be reminded to click this button after completing data input

# Method 3 – Process Bonus By Individual

- **Example of Process Bonus Option 5 | Fix Amount + Variable Bonus 1**

- Allowable combinations for processing multiple bonuses within the same process run.



Fix Amount + Variable Bonus 1

Please be reminded to click this button after completing data input

# Method 3 – Process Bonus By Individual

**4** If employees' bonus factors are already entered in 'Payroll → EMS → Pay Item → **Bonus Factor**' and you want to retrieve them, follow these steps. Otherwise, skip this step.

a. Select '**Retrieve Bonus Factor from EMS**' checkbox.

b. Next, click '**GENERATE RECORD**'. System will generate the employee list with bonus factor from **EMS**.

# Method 3 – Processing Bonus Using "Bonus Factor"

After entering the **Bonus Factor** value in the "**Individual**" tab (as shown in previous slides), you must configure the relevant process conditions in "**Bonus Parameter**" before clicking the "**PROCESS**" button.

- By Calendar
  *(Field: Bonus Method)*

- Cut-off Month: 12-2025
  *(Field: Cut Off Bonus)*

- Bonus Factor: leave empty
  *(Field: Bonus Factor)*

- Bonus is calculated using the latest Basic Salary *(Field: Bonus Payment By)*

- Bonus is paid separately from the regular payroll cycle *(Field: Pay Cycle)*

- Bonus is calculated based on Calendar Days *(Field: Bonus Calculation By)*

- Bonus will be prorated if NPL is taken *(Field: Leave Exclusion)*

# Method 3 – Processing Bonus Using "Fixed Amount"

After entering the **Fixed Amount** value in the "**Individual**" tab (as shown in previous slides), you must configure the relevant process conditions in "**Bonus Parameter**" before clicking the "**PROCESS**" button.

- Field Bonus Method: By Calendar

- Field Cut Off Bonus: 12-2025

- Field Bonus Factor and Bonus Amount: Leave empty

- Field Bonus Payment By: Fixed Amount

- Field Pay Cycle: Bonus-Period

- Field Bonus Calculation By: NONE

# Method 3 – Process Bonus By Individual

**5**

- When bonus processing is finished, a message will appear at the bottom left: "Processing Finished!".

- Processing time may vary depending on database size. Do not close the browser or navigate to any other menu during processing.

# Method 3 – Process Bonus By Individual

**6**

- Below is an example of the bonus report showing "**Bonus Amount (BONU)**" and
- "**Variable Bonus 1 (INC-BONU)**" after the Process Bonus run has been completed.

**ALL**

| | |
|---|---|
| BONUS RUN FOR | 01/01/2025 To 31/12/2025 |
| PAY BONUS BASED ON | Fixed Amount |
| BONUS PAYMENT METHOD | By Calendar |
| BONUS CODE | BONU |
| BONUS FACTOR | |
| CUT-OFF DAY | 0 |
| QUERY | AD-HOC |

PRINT DATE: 2

USER ID: S

| EmpNo | Name | Type | Base Wage | Factor | Hired Date | Term Date | Service Mth/Days | Working Hrs/Days | BONU | INC-BONU | Variable Bonus2 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **SMITH GROUP BERHAD** | | | | | | | | | | | |
| **(NONE) NONE** | | | | | | | | | | | |
| abc123 | ABCCC | SN | 2,809.00 | 1 | 28/02/2025 | | 0 | 0.00 | 20,000.00 | 3,333.00 | 0.00 |
| | QWERTY QWERTYUIO | SN | 5,000.00 | 1 | 28/04/2025 | | 0 | 0.00 | 20,000.00 | 3,333.00 | 0.00 |
| | | | | | | Department Total: | | | 40,000.00 | 6,666.00 | 0.00 |
| | | | | | | Company Total: | | | 40,000.00 | 6,666.00 | 0.00 |
| **TEST SDN BHD** | | | | | | | | | | | |
| **(NONE) NONE** | | | | | | | | | | | |
| U36595 | ABU BAKAR HELMI | SN | 4,500.00 | 1 | 07/11/2024 | | 0 | 0.00 | 20,000.00 | 3,333.00 | 0.00 |
| A0019 | ALICEYIP | SN | 2,335.00 | 1 | 17/05/2025 | | 0 | 0.00 | 20,000.00 | 3,333.00 | 0.00 |
| EPF4 | SAMPLE 4 | SN | 8,201.00 | 1 | 04/10/2023 | | 0 | 0.00 | 20,000.00 | 3,333.00 | 0.00 |
| | | | | | | Department Total: | | | 60,000.00 | 9,999.00 | 0.00 |
| | | | | | | Company Total: | | | 60,000.00 | 9,999.00 | 0.00 |

# Method 3 – Process Bonus By Individual

**7**
- Example of a Processed Bonus Record in "**Modify Bonus Record (B)**" pay cycle.
- Note: The screenshot shows that the "E" cycle has also been processed.

# Method 4

# Import Bonus from Excel File

# Method 4 – Import Bonus from Excel File

**Uploading Bonus Amounts in Bulk**

- If you already know the exact bonus amounts for each employee, you don't need to enter them manually.

- This import method allows you to process bonuses efficiently and accurately for multiple employees at once.

**Steps:**

1. Prepare an Excel file with the bonus amounts.

2. Import the file into the system using the '**DYNAMIC PAYROLL IMPORT**' function.

# Method 4 – Import Bonus from CSV / Excel Format

**Bonus Import File Requirements:**

| No | Category | Requirement |
|---|---|---|
| 1 | File Name | Cannot contain special characters, except for _ (*underscore*) and - (*hyphen*)<br>Only one dot (.) allowed |
| 2 | Worksheet Name | Must be named **Sheet1** |
| 3 | Data Start Row | Row 2 |
| 4 | Data Location | **Column A**: Employee Code; header must be exactly **EMP_NO**<br><br>**Column B**: Bonus Code (example: BONU); header must match the exact bonus allowance code<br><br>Note: If the headers are incorrect, the system will not recognize the data during import. |
| 5 | Amount Column | Numeric values only; maximum 2 decimal points. |
| 6 | General Notes | No duplicate employee codes. One employee per row; each row represent only one employee.<br>The same EMP_NO should not appear multiple times. |

# Method 4 – Import Bonus from CSV / Excel Format

**Sample Import File:**



| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | EMP_NO | BONU | | | |
| 2 | 1001 | 1000 | | | |
| 3 | 1002 | 1500 | | | |
| 4 | 1003 | 1200.5 | | | |
| 5 | 1004 | 5000 | | | |
| 6 | 1005 | 20000 | | | |
| 7 | 1006 | 1688.56 | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |

Import data from '**Row 2**'

Import data on '**Sheet1**'

Sheet1 +

Ready   Accessibility:

# Method 4 – Import Bonus from Excel Format

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

**1** Navigate to 'Payroll → Setup → **Utility**'.
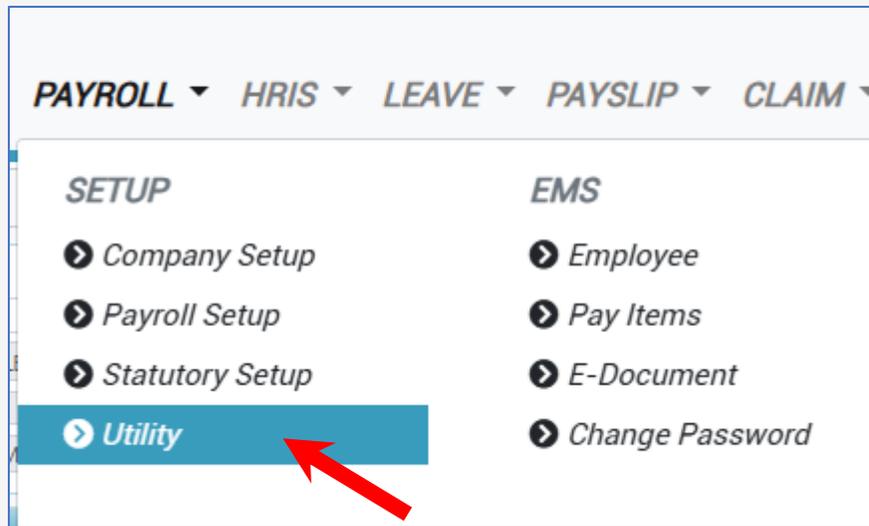
**2** Select '**Export/Import**'.
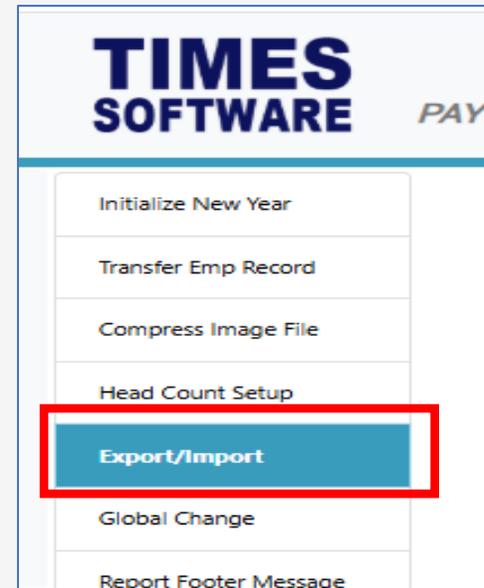
# Method 4 – Import Bonus from Excel Format

**3** Click **'Choose File'** button to select the Excel import file.
Next, check the **'Run'** checkbox.

Click **'START**.'

# Method 4 – Import Bonus from Excel Format

**Error – Invalid Import Filename**

- The filename cannot contain special characters, except: _ (underscore) and - (hyphen).
- The filename can include only one dot (.).
- Failure to follow these rules will cause the system to display an error message during import.
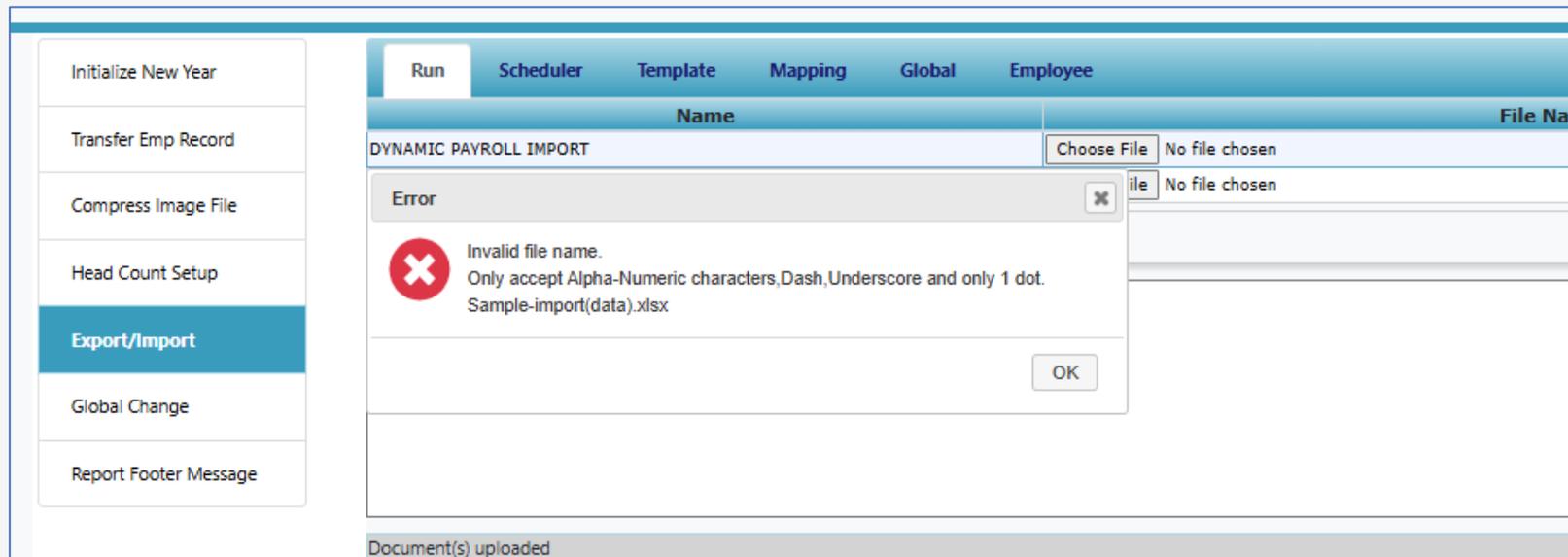
# Method 4 – Import Bonus from Excel Format

**Error – Invalid Column Header**

- If the column headers are incorrect, the system will fail to recognize the data during import.
- Ensure that headers match exactly what the system expects:
  **Column A**: EMP_NO | **Column B**: exact bonus allowance code (e.g., BONU)
- Double-check headers before importing to avoid errors.

# Method 4 – Import Bonus from Excel Format

- Make sure the bonus code you intend to use in the import file has been mapped in the "**DYNAMIC PAYROLL IMPORT**" template.

# Method 4 – Import Bonus from Excel Format

**4** Verify Imported Data:

- Check that the **ROW COUNT** and **EMPLOYEE COUNT** match the expected data in your Excel file.
- If everything is correct, click '**GO TO PROCESS PAYROLL**' to proceed to the next screen.
  Note: Always verify counts before processing to avoid errors.

# Method 4 – Import Bonus from Excel Format

**5** Verify Total Bonus Amount:

- Click '**CHECK SUM**' to confirm that the total bonus amount matches the expected total in your Excel file.

  Tip: Always verify totals before processing to avoid discrepancies.

# Method 4 – Import Bonus from Excel Format

**6** Import Bonus Amount – Select Cycle:

- Choose the **'Cycle'** to which you want to import the bonus amount.
  In this example, we select 'B' cycle to place the bonus in a separate **BONUS pay cycle**.

- Click '**PROCESS**' to proceed with the import.

# Method 4 – Import Bonus from Excel Format

**7** Click '**OK**' to start importing the data.

Click '**Cancel**' to terminate the import process.
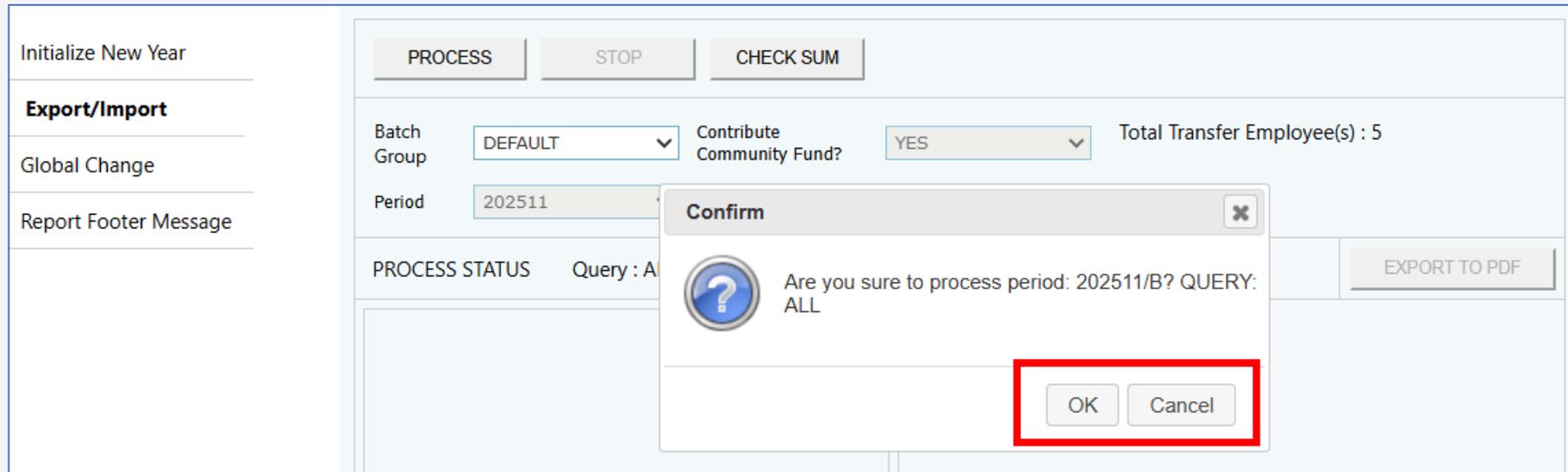
# Method 4 – Import Bonus from Excel Format

**8** After Data Import:

- Once the import is completed, the system will display the process status.

- After completion, verify the data in '**Modify Bonus Record**' to ensure everything is correct.

Processing time may vary depending on database size. Do not close the browser or navigate to another page during the process.

# Method 4 – Import Bonus from Excel Format

**9** Navigate to 'Payroll → Modify Record → **Bonus Record**'.
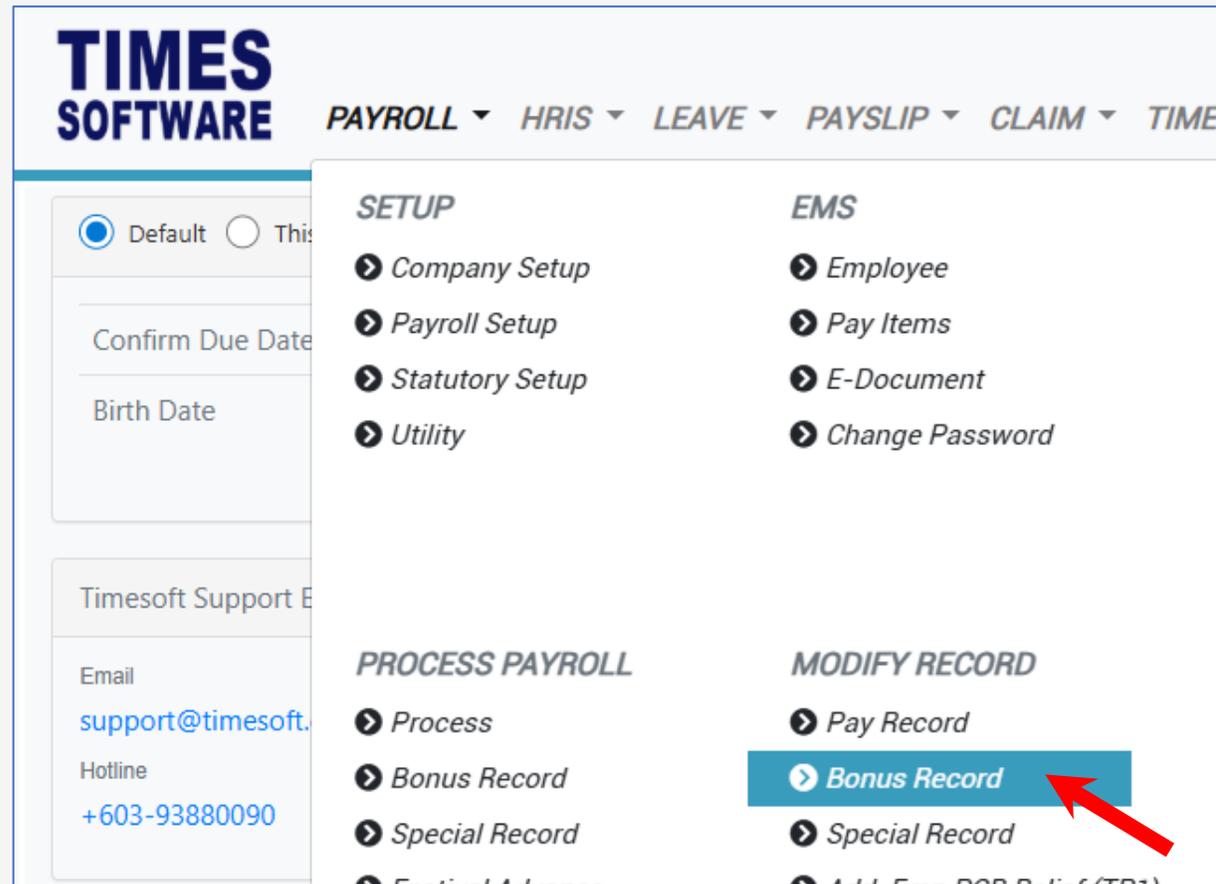
# Method 4 – Import Bonus from Excel Format

**10** Example of a Processed Bonus Record in "**Modify Bonus Record (B)**" pay cycle.

Note: The screenshot shows that the "**E**" cycle has also been processed.

Common Errors when importing bonus amounts into Pro Payroll using Excel files

# Common Errors When Importing Bonus Amount

| No | System return error | Excel File | Mistake |
|----|---------------------|------------|---------|
| 1 | **Error** ☒ <br> Invalid file name. <br> Only accept Alpha-Numeric characters,Dash,Underscore and only 1 dot. <br> (DYNAMIC PAYROLL IMPORT.xls <br><br> OK | bonus (2024).xlsx | **Invalid Filename** <br><br> ( ) characters not allowed <br><br> The import filename contain special characters other than a dot, underscore and hyphen. |
| 2 | Process Complete <br><br> Input string was not in a correct format. Couldn't store <$4,359.75> in VALUE_EE Column.  Expected type is Double. <br> Task Runner <br> Start | EMP_NO / BONU <br> B001 / 10000 <br> D0005 / 3500.5 <br> D006-N / $4359.75 | **Invalid Amounts** <br><br> $ symbol not allowed <br><br> The **'Amount'** column contain non-numeric values. |
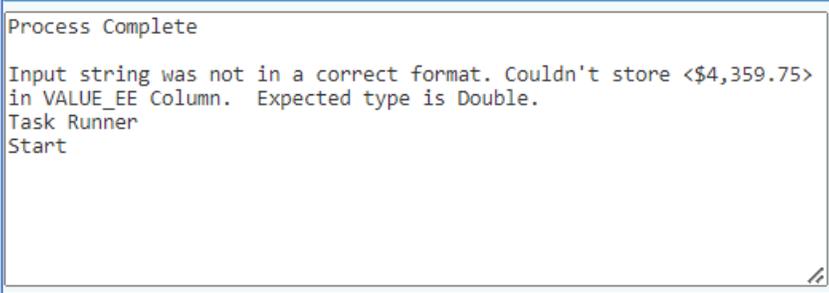
# Common Errors When Importing Bonus Amount

| No | System return error | Excel File | Mistake |
|---|---|---|---|
| 3 | Process Complete<br>Running TCID:1 With ExternalTableName:Sheet1<br>Data Retriever<br>Running PHName:DYNAMIC PAYROLL IMPORT With PLName:DYNAMICEXCEL<br>IMPORT<br><br>Sheet does not exist: "Sheet1"<br>Task Runner<br>Start | EMP_NO / BONU table: B001 10000, D0005 3500.5, D006-N $4359.75 — Sheet2 | **Invalid Worksheet Name**<br><br>Must be named **'Sheet1'**. |
| 4 | Process Complete<br>Running TCID:1 With ExternalTableName:Sheet1<br>Data Retriever<br>Running PHName:DYNAMIC PAYROLL IMPORT With PLName:DYNAMICEXCEL<br>IMPORT<br><br>Column not found : EMP CODE<br>Object reference not set to an instance of an object.<br>Task Runner<br>Start | EMP CODE / BONU table: B001 10000, D0005 3500.5, D006-N 4359.75 — Sheet1 | **Incorrect Headers**<br><br>The header name for Employee Code must be 'EMP_NO' |

# Common Errors When Importing Bonus Amount

| No | System return error | Excel File | Mistake |
|---|---|---|---|
| 5 | Process Complete<br>Running TCID:1 With ExternalTableName:Sheet1<br>Data Retriever<br>Running PHName:DYNAMIC PAYROLL IMPORT With PLName:DYNAMICEXCEL IMPORT<br><br>Column not found : BONU2025<br>Object reference not set to an instance of an object.<br>Task Runner | EMP_NO / BONU2025 table:<br>1001 7000<br>1002 8765<br>1003 3000<br>1004 5000<br>1005 20000 | **Incorrect Headers for Allowance Code**<br><br>The allowance code in **Column B** does not exist in the system.<br><br>Verify that the allowance code exists in 'Payroll → Setup → Payroll Setup → **Allowance/Deduction**'. |
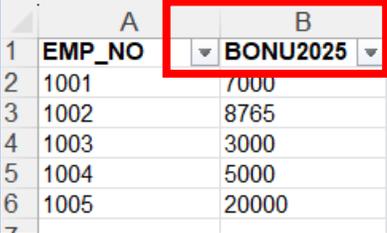
**5**

# Lock Bonus Cycle

# Lock Bonus Cycle

**Recommendation:**

- **Lock the Bonus cycle** once the bonus payment is finalized to prevent accidental re-processing.

- This recommendation applies **only when the Bonus is processed separately** from the regular payroll (i.e., not combined with the Mid/End cycle).

- You may skip this step if the Bonus is combined with the Mid/End pay cycle.

# Lock Bonus Cycle

To lock a cycle, follow these steps:

**1**    Navigate to 'Payroll → Query' → **Lock Period**'.

**2**    Click '**Lock Period by Employee**' tab.
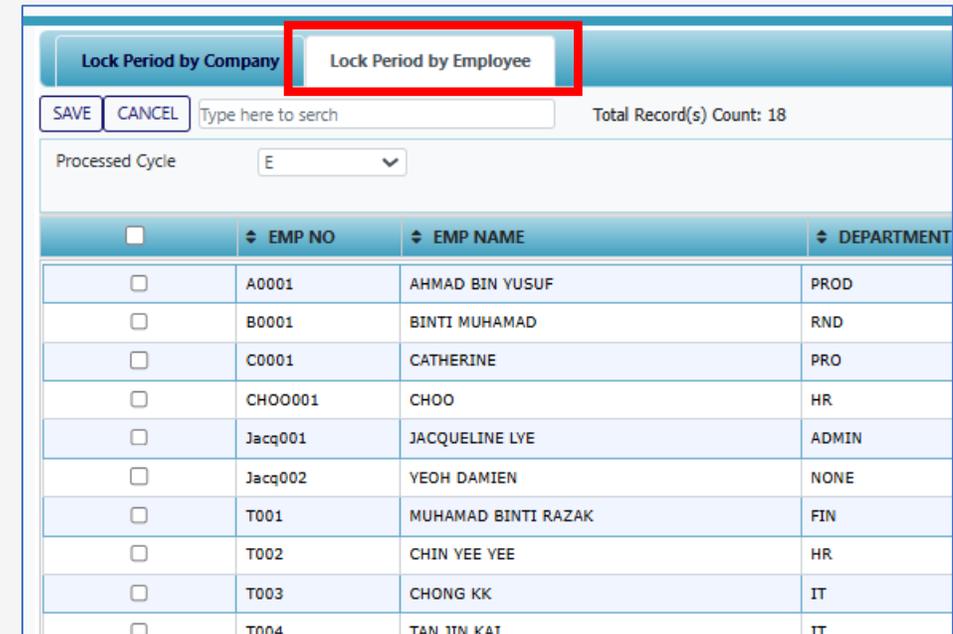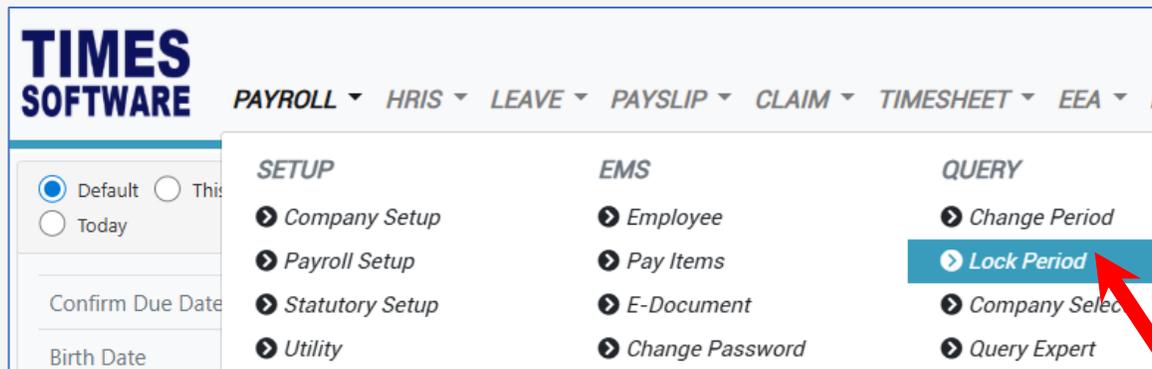
# Lock Bonus Cycle

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



**4** Click ☐ to select all employees.
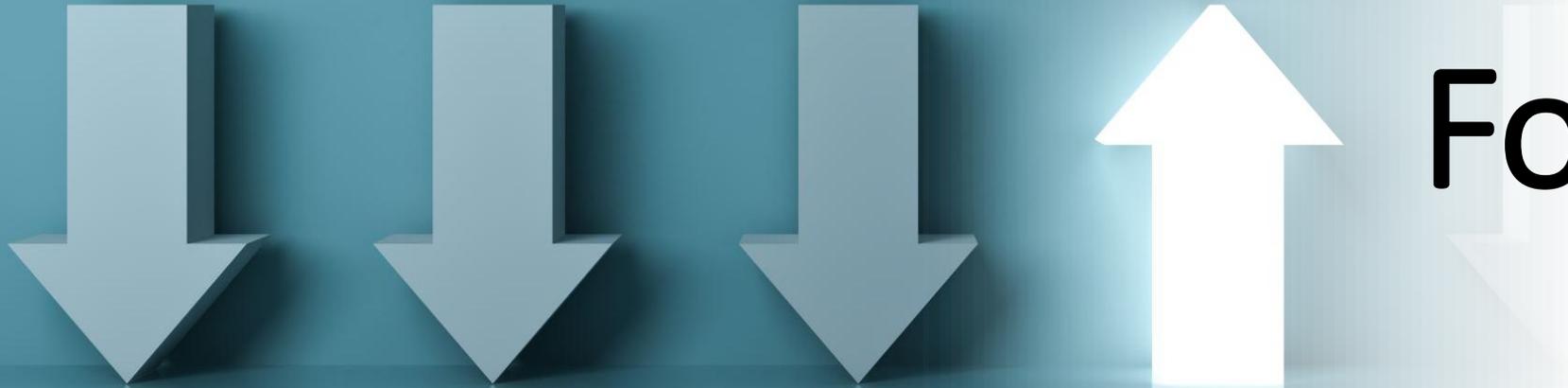
Then click '**SAVE**' to apply the selection

# Lock Bonus Cycle

**Locked Cycle Warning:**

- If a cycle is locked and the user attempts to re-process it, the system will display a warning message.

- This prevents any unintentional re-processing of the Bonus cycle.



Locked records are skipped
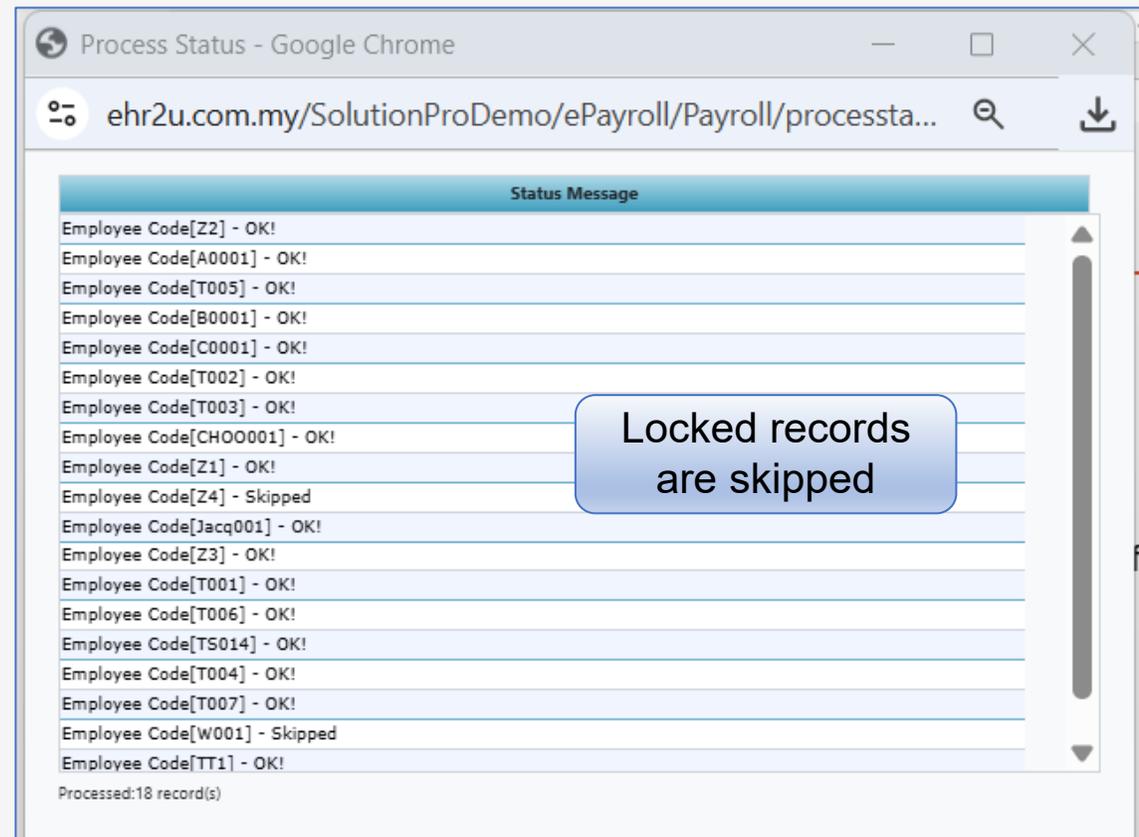
# Year End Statutory Forms

# Year End Statutory Forms: Key Topics

1. Assign Tax Line (EA No.) for Allowance/Deduction Code

2. Key Indicators in EMS

3. Link Employee

4. Import Benefits in Kind

5. Benefits In Kind Data Entry

6. Benefits In Kind Checking

7. Section [F] Reports

8. EA Form

9. Slip Jawapan – PCB(II)

10. Form E / C.P.8D

# Year End Statutory Forms | Employer's Responsibility

**Employee's Statement of Remuneration and Tax Payment**

| Item | Description | Distribution Deadline |
|---|---|---|
| EA Form | Employee Statement of Remuneration | |
| Section F Tax Exempt Appendix | EA Supplementary (Optional) | 28 Feb 2026 |
| PCB2(II) | Tax Payment Statement | |

# Year End Statutory Forms | Employer's Responsibility

## Employer's Return — Form E and e-Data Praisi/C.P.8D

| Item | Description | Submission Deadline / Notes |
|------|-------------|------------------------------|
| **Form E** | Employer's annual declaration to LHDN (IRB)<br><br>▪ number of employees<br><br>▪ employee income details | **31 March 2026**<br><br>Grace Period:<br>1 month (via e-Filing)<br><br>Important Notes:<br><br>▪ Upload e-Data Praisi text file by **25 February 2026**.<br><br>• Employers who submit via e-Data Praisi (Prefill) do not need to complete C.P.8D. |
| **e-Data Praisi (Prefill) / C.P.8D** | | |

# Year End Statutory Forms | Data Praisi (*Prefill*)

**What is Data Praisi (*Prefill)* ?**

- e-Data Praisi (*Prefill*) is a feature provided by LHDN (IRB) that helps simplify employees' income tax filing.

**Purpose:**

- LHDN allows employers to upload their employees' yearly income information directly into the e-Filing platform.

**Benefits:**

- Automatic Prefill for Employees:
  When employees log in to file their tax returns (e.g., e-BE, e-B, e-BT, e-M, e-MT), their income details are automatically populated.

- Reduces Errors:
  Minimizes mistakes that often occur with manual data entry by employee.

# Year End Statutory Forms | To-Do List

**Setups and Reporting**

1. Setup Tax Line (EA No.) for Allowance/Deduction Code
2. Important Indicators in EMS
3. 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 Report

**Distribution / Submission**

1. Section [F] Appendix
2. EA Form
3. Slip Jawapan - PCB(II)
4. Form E / C.P.8D

# Year End Statutory Forms | Important Note

- Please ensure that you log in to the period <mark>202512</mark> when preparing the **2025 Statutory Forms**.

- The accuracy of data in the Year-End Forms depends on your setup.
  Therefore, ensure that the setup is correctly completed before generating the forms to avoid unnecessary repetition or corrections.

| **Frequently Asked Question** |  |
|---|---|
| **Question:** | Can I print 2025 Year-End Forms after initializing 2026? |
| **Answer:** | Yes, you can print the forms at any time.<br>▪ Database restoration is not required to access previous years' data.<br>▪ Please log in to period **202512** to generate the forms. |

**1**

# Assign Tax Line (EA No.) for Allowance / Deduction Code

# Assign Tax Line (EA No.) | Overview

This step involves assigning tax line (EA No.) to the allowance and deduction codes used in the 2025 payroll. Proper assignment ensures that amounts are reflected accurately in both employees' **EA Forms** and **Form E**.

- For **taxable allowances or deductions** that must be reported in EA Form and Form E, it is essential to assign the corresponding **EA No**.

- The system uses the assigned **EA No**. to determine where the allowance or deduction appears in the forms.

- An allowance/deduction without an EA No. will not appear in EA Form or Form E, even if it is used in PCB computation.

Important:
Review and update the Allowance/Deduction Table for 2025 to ensure all necessary codes have the correct EA No. assigned.

# Assign Tax Line (EA No.) | Log in to Pro Payroll

**1** Log in to Pro Payroll period **202512**
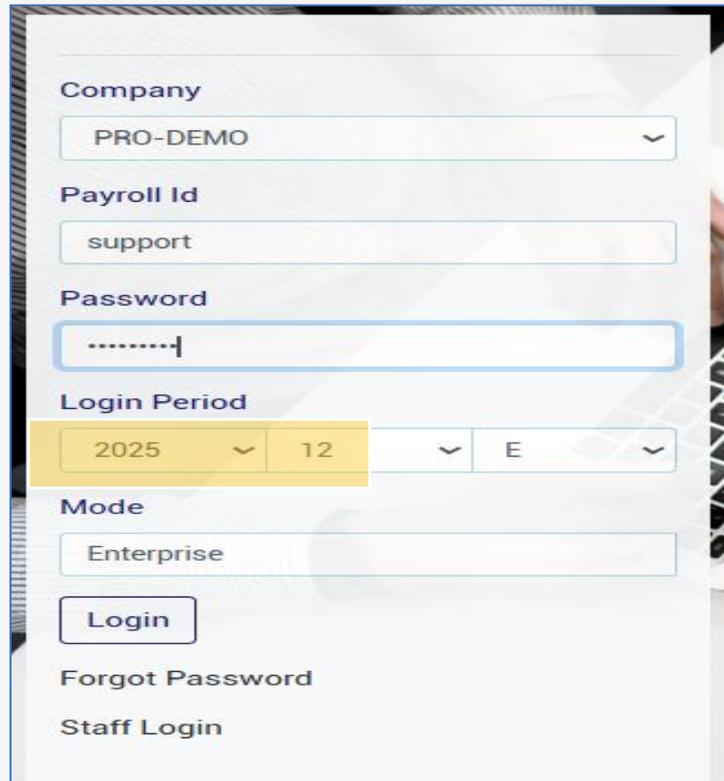
**2** Navigate to 'Payroll → Setup → **Payroll Setup**'
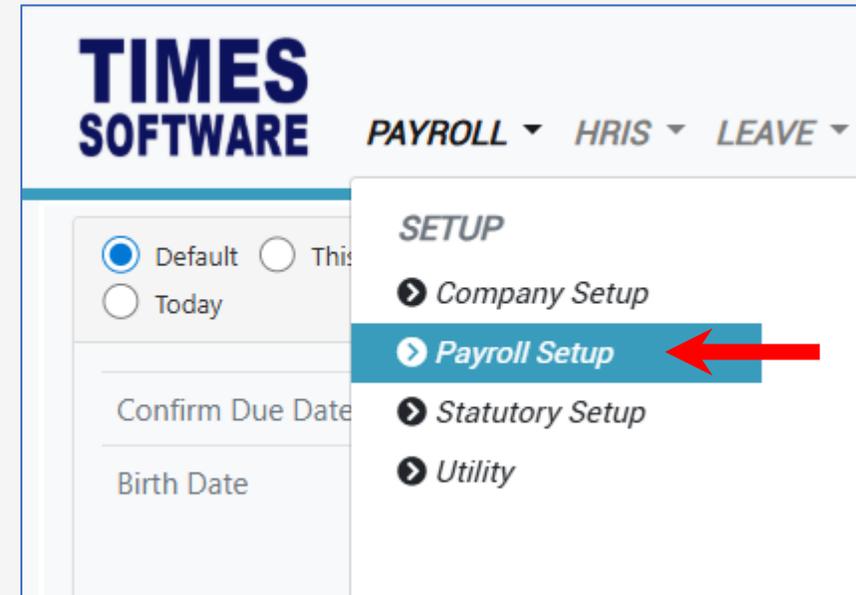
# Assign Tax Line (EA No.) | Review EA No.

**3** In the Allowance/Deduction Table, check that each code has the correct **EA No.** assigned.

Review carefully all taxable allowances and deductions.



| | | CODE | DESCRIPTION | EA NO | EPF | VOL | SOCSO | EIS |
|---|---|---|---|---|---|---|---|---|
| | | &ANLP | ANNUAL LEAVE PAY | 1 | T | | T | |
| | | &NPL | NO PAY LEAVE | 1 | T | | T | |
| | | @$PCB_ER | PCB ( PAID BY EMPLOYER ) | 0 | | | | |
| | | ACTING | Acting Supervisory Allowance | 0 | | | | |
| | | ALLW | ALLOWANCE | 3 | | | | |
| | | ATTEN | ATTENDANCE ALLOWANCE | 3 | | | | |
| | | BACK | BACK PAY OF BASIC | 1 | | | | |
| | | BAOT | BACK PAY OF OVERTIME | 1 | | | | |
| | | BONU | BONUS * | 2 | T | | | |
| | | CP38 | PREVIOUS YEAR TAX DEDUCTION | 0 | | | | |
| | | CP39 | MANUAL INCOME TAX DEDUCTION | 0 | | | | |
| | | CREW | CREW | 3 | | | | |
| | | DENTAL | DENTAL CLAIM | 0 | | | | |
| | | INC-BONU | INCENTIVE BONUS | 2 | T | T | | |

**"0"** indicates that the item is not required to be reported in Form EA / Form E.

# Assign Tax Line (EA No.) | Important Note

- For allowance/deduction codes used in the **2025 payroll** and intended for EA Form/Form E, ensure the '**EA No.**' field is **NOT set** as '**Not Taxable**'.

- For codes not required in EA Form/Form E, **set** the '**EA No.**' field to '**Not Taxable**'.

- Proper mapping ensures accurate reporting and prevents errors in year-end forms.

# Assign Tax Line (EA No.) | Amendment

**4**  To amend the 'EA No.', select the correct item from the '**EA No.' dropdown**.

# Assign Tax Line (EA No.) | Recommendation

To cross-check allowance/deduction codes used in the 2025 payroll, run the 'Payroll → Reports → Payroll Report → **Pay History Report**'.

Print the report with the following selection:
- **Period** = 202501 to 202512
- **Pay Cycle** = Full Month
- **Print By** = All

# Assign Tax Line (EA No.) | Example

**Form EA with Tax Line (EA No.)**

- Suppose an allowance code is assigned **'EA No.' = 3** and is used in 2025 payroll.

- When generating the Form EA for the affected employee, the corresponding amount will appear in **Column 1(C) – Gross tips, perquisites, awards/rewards, or other allowances**.

- This illustrates how the system uses the assigned EA No. to map payroll amounts to the correct line in Form EA.

**2**

# Key Indicators in EMS

# Key Indicators in EMS

There are **four (4) key indicators** in **Payroll → EMS** that must be reviewed before generating Form E / C.P.8D, as they directly affect the results reported in the forms.

| No | Field Name | Location |
|---|---|---|
| 1 | E-Form CP8D Column H-Tax borne by employer Indicator | Payroll → EMS → Pay Items → Statutory Requirement → PCB / Income Tax Info |
| 2 | CP8D Employee Status | Payroll → EMS → Pay Items → Statutory Requirement → PCB / Income Tax Info |
| 3 | Exclude from Form E / C.P.8D | Payroll → EMS → Pay Items → Statutory Requirement → PCB / Income Tax Info |
| 4 | Resignation Reason | Payroll → EMS → Employee → Exit Records |

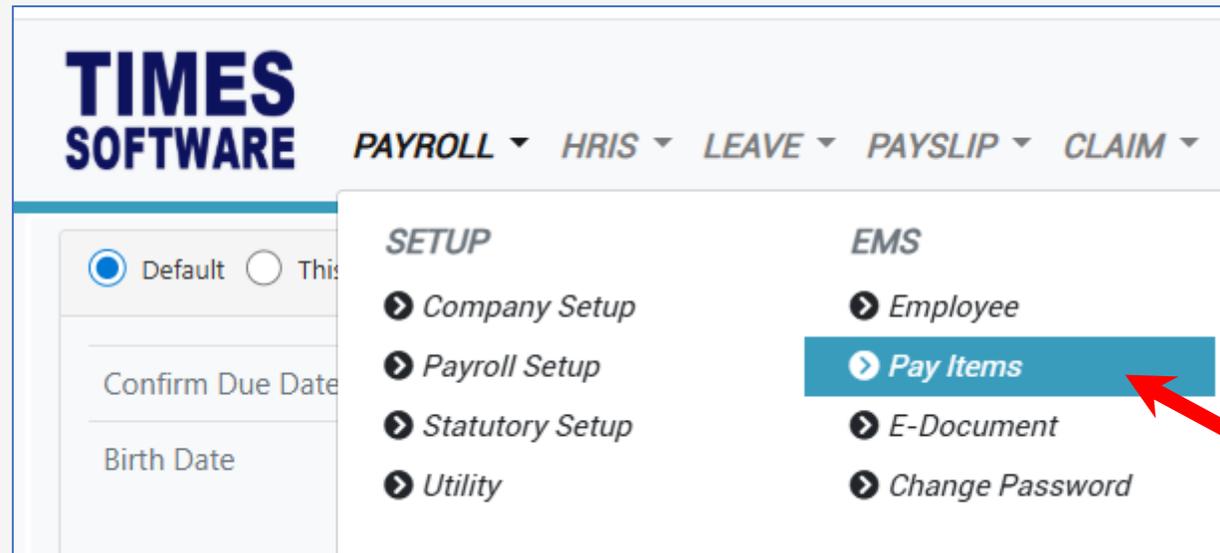# E-Form CP8D Column H - Tax borne by employer Indicator

1 of 4

# E-Form CP8D Column H – Tax borne by employer Indicator

- If there are cases where PCB is borne by the employer, the "**Tax Borne by Employer**" indicator must be set accordingly in EMS.

- If no PCB is borne by the employer, you may disregard this setting.

# E-Form CP8D Column H – Tax borne by employer Indicator

**1**    Navigate to 'Payroll → EMS → **Pay Items**'.

# E-Form CP8D Column H – Tax borne by employer Indicator

**2** Click **Statutory Requirement** tab and navigate to 'PCB / Income Tax Info → **E-Form C.P.8D Column H – Tax Borne by Employer Indicator**'.

**3** Choose "**YES**" if the employee's PCB is borne by the company.



Note:

This setting is purely for reporting purposes in C.P.8D and does not affect payroll computation.

It is only used to mark the affected employee as **"1"= YES or "2"= NO** in **Column H of C.P.8D.**

# E-Form CP8D Column H – Tax borne by employer Indicator

**4** When generating C.P.8D, the system populates the results in **'Column H'** based on the setup in 'EMS'.

| Set up for the Employee | The results generated in C.P.8D, Column H |
|---|---|
| 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 | G | H |
|---|---|---|---|---|---|---|---|
| Bil. | Nama Pekerja | No. Pengenalan Cukai (TIN) | No. Pengenalan / Pasport | Kategori Pekerja | Status Pekerja | Tarikh Persaraan / Tamat Kontrak | Cukai Ditanggung Oleh Majikan (Isikan 1 atau 2) 1 = Ya 2 = Tidak |
| 1 | DAISY AU YONG | | | 3 | 2 | 19-11-2036 | 1 |
| 2 | FELICIA CHIN | | | 1 | 2 | 16-11-2050 | 2 |

Segment of the Form E

# CP8D Employee Status

2 of 4

# CP8D Employee Status

- The status selected here will be reflected in **Column F of C.P.8D**.

- Always set the status based on the employee's latest **status as of 31/12/2025**.

- The default setting is "**Status 2**".

Note:
**Management of the organization** are referred to company directors, co-operative society's board members, association's controlling members and partners of limited liability partnership.

# CP8D Employee Status | Segment of the Form E

2. **Employee Status**

Status 1 : Management of the organization
Status 2 : Permanent
Status 3 : Contract
Status 4 : Part time
Status 5 : Interns
Status 6 : Others

Management of the organization are referred to company directors, cooperative society's board members, association's controlling members and partners of limited liability partnership.

3. Including benefits in kind, value of living accommodation benefit provided and gross remuneration in arrears in respect of preceding years

4. Amount of *zakat* OTHER THAN that paid via monthly salary deduction

5. The column is COMPULSARY to be completed :

    i. Column B – Name of employee

    ii. Column D – Identification / passport no.

    iii. Column E – Category of employee

    iv. Column F – Employee Status

    v. Column G – Date of Retirement / End of Contract

    vi. Column H – Tax borne by employer

6. If the employee does not have an Identification No., this column must be filled with the number 000000000000 (12 digits)

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| No. | Name of employee | Tax Identification No. (TIN) | Identification / passport no. | Category of employee [1] | Employee Status | Date of Retirement / End of Contract | Tax borne by employer (Enter 1 or 2) 1 = Yes 2 = No | Qualifying child relief — No. of children | Qualifying child relief — Total relief | Total gross remuneration [2] | Benefits in kind | Value of living accommodation | Employee share option scheme (ESOS) benefit | Tax exempt allowances / perquisites / gifts / benefits | Total claim for deduction by employee via Form TP1 — Relief | Total claim for deduction by employee via Form TP1 — Zakat [3] | Contribution to Employees Provident Fund | Zakat paid via salary deduction | Total tax deduction — MTD | Total tax deduction — CP38 | Medical insurance paid via salary deduction | SOCSO contribution paid via salary deduction |
| | | | | | | | | | | (RM) | (RM) | (RM) | (RM) | (RM) | (RM) | (RM) | (RM) | (RM) | (RM) | (RM) | (RM) | (RM) |

The status will be captured in Column F

# Exclude from Form E / C.P.8D

3 of 4

# Exclude from Form E / C.P.8D

- This indicator determines whether an employee should be excluded from Form E / C.P.8D.

- The default setting is "NO", meaning employees are included unless specifically excluded.



| Exclude from Form E / C.P.8D Indicator | Which group of employees should be set to YES, and which to NO? | Impact in 'Form E Reference Report' | Impact in 'C.P.8D' |
|---|---|---|---|
| YES | Applicable to cross-company approvers in Timesolution or test employee codes. | Excluded | Excluded |
| NO | Employees that require reporting in the form. | Included | Included |

# Resignation Reason

# Resignation Reason

Navigate to 'Payroll → EMS → **Employee**'.

Click '**Exit Records**'.
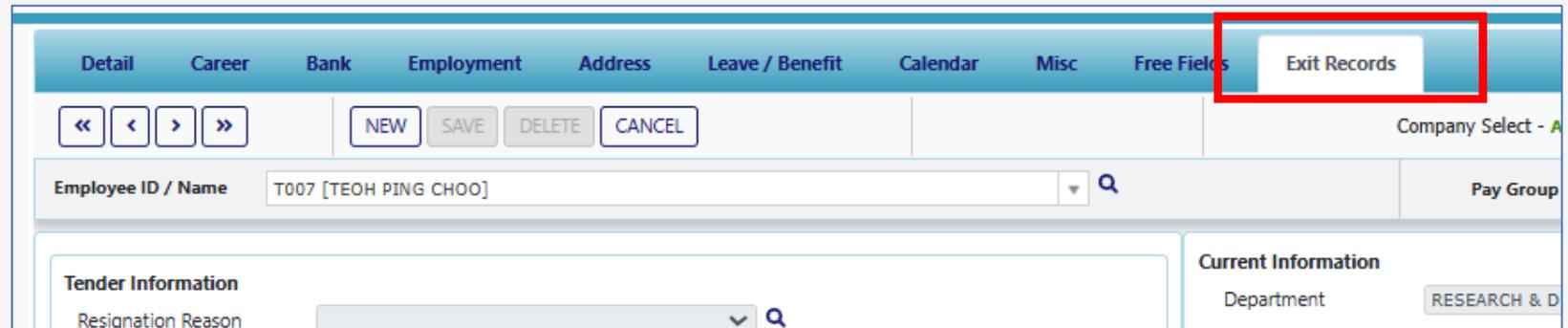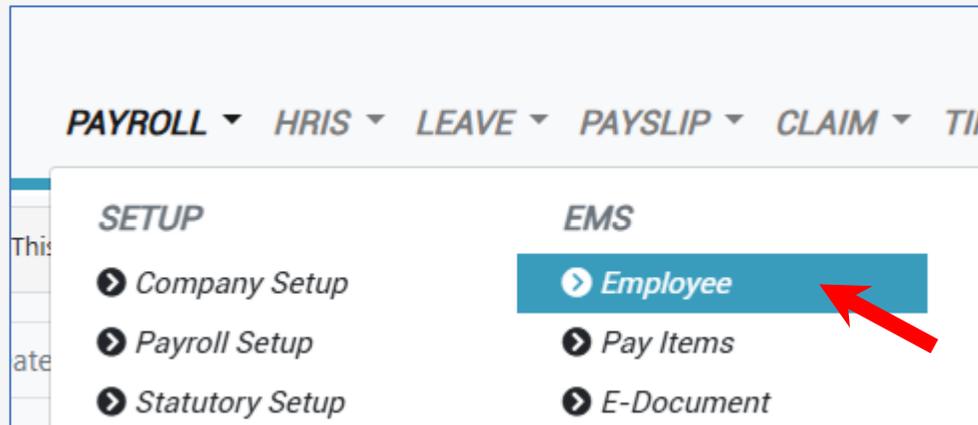
# Resignation Reason

- Inactive employees whose **Resignation Reason** is set to the system code "**LEFT-MY**" will be reported in **Form E – Part A5**.
- "LEFT-MY" is a system-defined code.
- Any other resignation code will not appear in Part A5 of Form E.

# 3

# Link Employee

# Link Employee | Purpose

- This function is used to **merge C.P.8D records** for employees who share the **same New IC Number** or **Passport Number**.

- This ensures that duplicated employee entries are **consolidated** into a single record.

- If your database does not have such cases, you may disregard this step.

# Link Employee | Information Sharing

When uploading the **C.P.8D text file** to LHDN (IRB) e-Filing, LHDN system will automatically check for duplicate employee records **based on New IC Number or Passport Number**.

- If duplicates are detected, the upload will fail, and an error message will be displayed.

- Linking the employees in advance helps prevent this issue and ensures a smooth submission process.



> **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 | Setup

**1**   Log in to Pro Payroll period **202512**



**2** 

- If your database contains multiple companies with **different Employer Tax Reference Numbers**, select the appropriate company for setup using **Query → Company Select**

- If your database has only one company, you may skip this step.

# Link Employee | Setup

**3** Select "**Link Employee**".

- In the Link Employee window, click "**GENERATE**".
- A confirmation message will appear.
- Click "**OK**" to proceed, or "**CANCEL**" to stop the process.
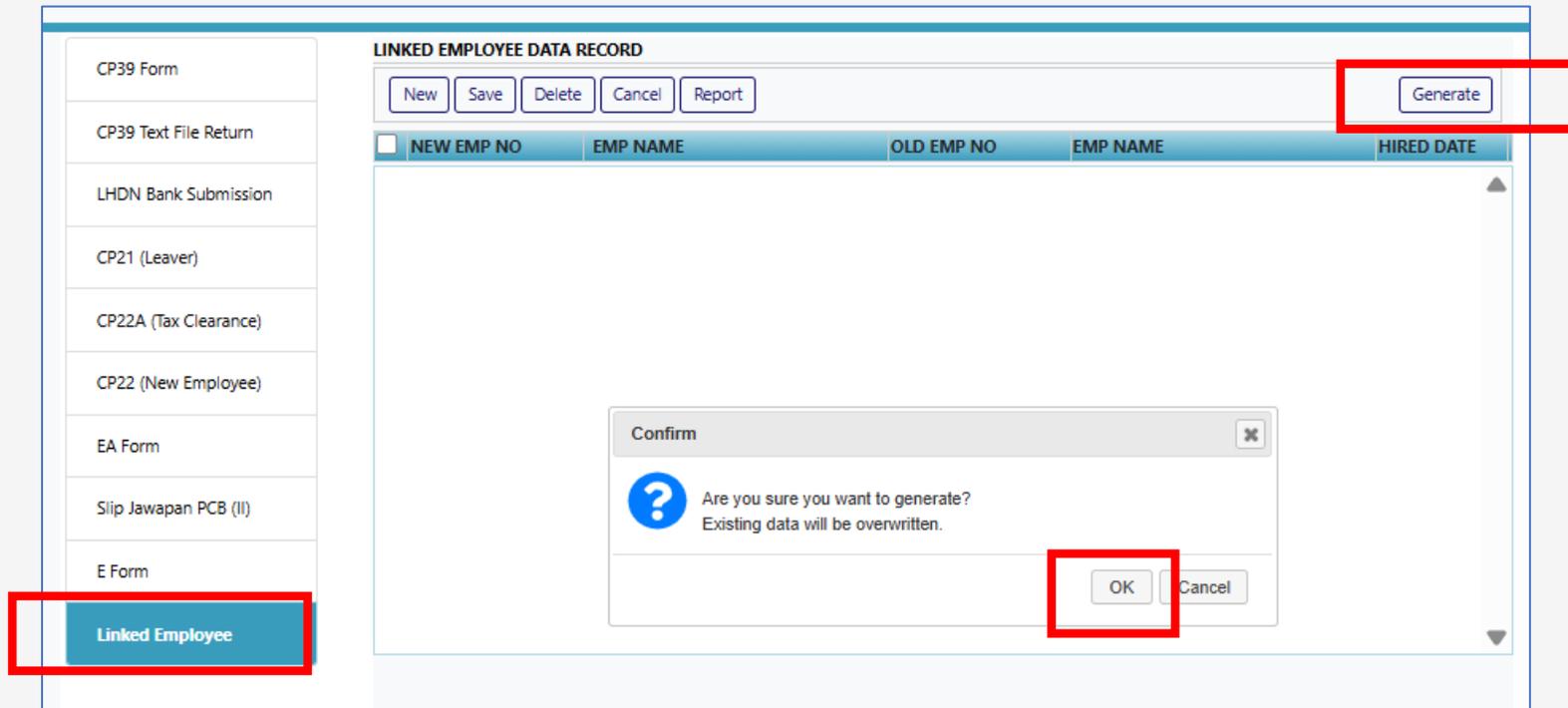
# Link Employee | Setup

**(4)**
- If the system detects any employees with the same **New IC Number or Passport Number**, the duplicated records will be displayed on this screen after you click "**GENERATE**."
- If no duplicate records are found, the system will display a message indicating that no matching entries exist.
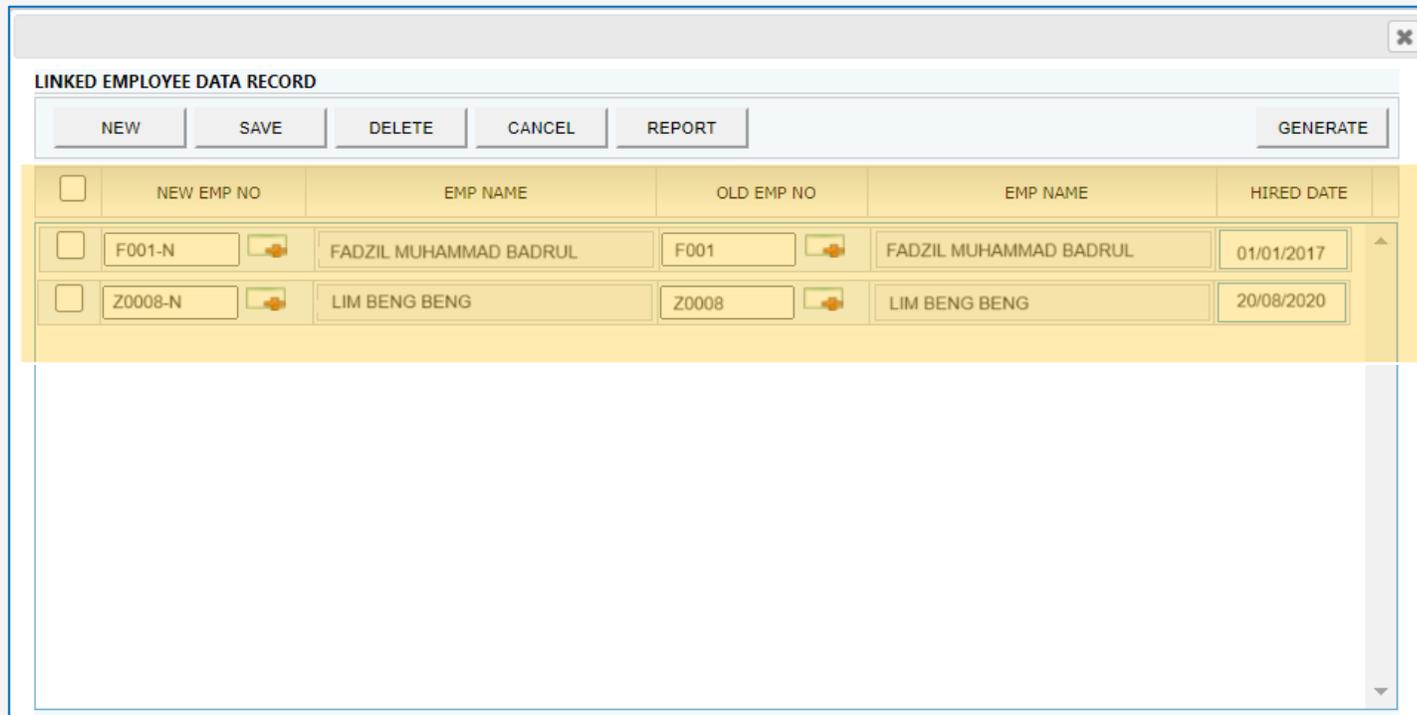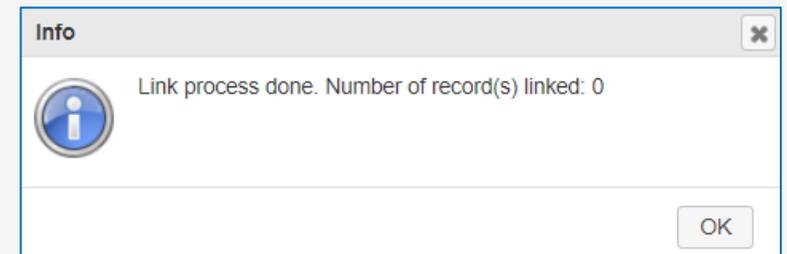
# Link Employee | Example of Merged Records

Below is an example of a C.P.8D text file, illustrating how the system merges employees with identical New IC Numbers or Passport Numbers into a single consolidated record for each affected employee.

**C.P.8D FORM**

| A | | C | D | |
|---|---|---|---|---|
| Bil. | Nama Pekerja | No. Pengenalan Cukai (TIN) | No. Pengenalan / Pasport | K |
| 1 | BALASAMY | | 7654323 | |
| 2 | DAISY AU YONG | | | |
| 3 | FADZIL MUHAMMAD BADRUL | IG1265432345 | 860918093412 | |
| 4 | FADZIL MUHAMMAD BADRUL | IG1265432345 | 860918093412 | |
| 5 | FELICIA CHIN | | | |
| 6 | LIM BENG BENG | SG14341414001 | 620615089876 | |
| 7 | LIM BENG BENG | SG0068569601001 | 620615089876 | |

> This report illustrates the records BEFORE merging

**C.P.8D TEXT FILE**

P3562998709_2024.txt

File    Edit    View

```
DAISY AU YONG|0||3|2|19-11-2036|2|0|0|60000||||0|0|6
FADZIL MUHAMMAD BADRUL|01265432345|860918093412|3|2|
FELICIA CHIN|0||1|2|16-11-2050|2|0|0|132000||||0|0|6
LIM BENG BENG|68569601001|620615089876|3|2|10-12-20
```

Ln 5, Col 52    478    CRLF    UTF-8

> This text file illustrates the records AFTER merging

**4**

# Import
# Benefits In Kind

# Import Benefits In Kind | Overview

This function allows you to **import Benefits In Kind** that are **not processed through Pro Payroll** but still need to be included in Form EA / Form E.

If you do not need to import Benefits In Kind or Tax Exemption data, you may skip this step.

**Import Types and Sequence:**

The import feature includes the following types.
If both are required, they must be performed in the order below:
1. Benefits In Kind
2. Section F (Tax Exempt Appendix)

Data processed through these import functions will be transferred to 'Payroll → Reports → Benefits In Kind → **Benefits In Kind Entry**'.

# Import Benefits In Kind | Import Steps

**1**     Log in to Pro Payroll period **202512**

**2**     Navigate to 'Payroll → Reports → **Benefits In Kind**'.

# Import Benefits In Kind | Import Steps

**3** Select "**Import Benefits In Kind**".

- **Choose** the appropriate **Import Type** from the dropdown menu.
- Click "**Excel import template**" to download the relevant template and prepare your import data.
- To import the data, click "**IMPORT**".

# Import Benefits In Kind | Important Note

1. Use **ONLY** the import template downloaded from the system.

2. **Do not modify** the structure or formatting of the template.

3. Enter data **only in the designated fields**.

4. Changing the template may result in **import errors or incorrect reporting** in Form EA / Form E.

5. File names must not contain special characters (e.g., ! @ # $ % ^ & * ( )).
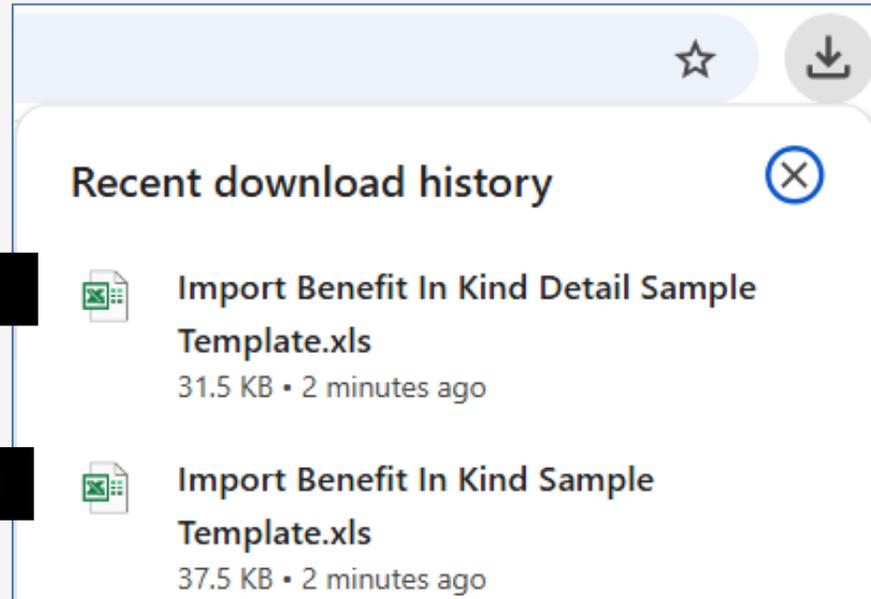
# Type 1

## Import Type: Benefits In Kind

# (1) Import Benefits In Kind | Template Layout

1. Enter the import data in **Sheet1**, starting from **Row 3**.

2. Rows 1 and 2 are for reference only:
   - **Row 1**: Column headers in Malay
   - **Row 2**: Column descriptions in English

3. When importing data for year 2025, update **Column B** in the template to **2025**.

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | EMPCODE | YEAR | 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) Bayara tunggakan |
| 2 | EMPCODE | YEAR | 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) Paymer Arrears |
| 3 | A0000 | 2025 | 1234 | | | | | | | |
| 4 | S0000 | 2025 | | | | | | | | |
| 5 | N0000 | 2025 | | | | | | | | |
| 6 | N0001 | 2025 | | | | | | | | |
| 7 | | | | | | | | | | |

Sheet1    +

# (1) Import Benefits In Kind | Important Note

When importing data, the system will **delete all existing entries** in **Benefits In Kind Entry** for the employee being imported before inserting the new data.

# (1) Import Benefits In Kind | Data Mapping

Data from **Columns K to V** in the import template will be captured in:
- **Form EA** – Section B(3)
- **C.P.8D** – Column L

If you do not need to split the BIK amounts in the import file, you may enter all BIK amounts in **Column K**.

# Type 2

## Import Type: Section [F]

# (2) Import Section [F] | Overview

This function allows you to **import itemized tax-exempt allowances** that are not processed through Pro Payroll but still need to be included in Form EA / Form E.

- Import data will be transferred to 'Payroll → Reports → Benefits In Kind → Benefits In Kind Entry → Section [F] '.
- Imported data will be used to generate the **Section [F] Appendix**.

If there is no need to import tax-exempt allowances, you may skip this step.

# (2) Import Section [F] | Template Layout

1.  Enter the import data in **Sheet1**, starting from **Row 2**.

2.  **Do not delete** or leave **Column A** and **Column B** empty.

3.  When importing data for year 2025, update Column B in the template to **2025**.

4.  Starting from **Column C**, enter the **Allowance Codes** you want to import.
    <u>Note</u>: The Allowance Code must already exist in 'Payroll → Payroll Setup → **Allowance/Deduction**'.

# (2) Import Section [F] | Important Note

When importing data, the system will **delete all existing entries** in **Benefits In Kind Entry Section [F]** for the employee being imported before inserting the new data.

# (2) Import Section [F] | Data Mapping

Data from the import template will be captured in:

- **Form EA** – Section F
- **C.P.8D** – Column O

| 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 | 3,230.00 |
| | 2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) | RM | 113.40 |
| F | JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI | RM | 830.00 |

Form EA

| M | N | O | P | | Q | R | S |
|---|---|---|---|---|---|---|---|
| Value of living accommodation | Employee share option scheme (ESOS) benefit | Tax exempt allowances / perquisites / gifts / benefits | Total claim for deduction by employee via Form TP1 | | | Contribution to Employees Provident Fund | Zakat paid via salary deduction |
| | | | Relief | Zakat [3] | | | |
| (RM) | (RM) | (RM) | (RM) | (RM) | | (RM) | (RM) |

Form C.P.8D

**5**

# Benefits In Kind Data Entry

# Benefits In Kind Entry | Overview

**Manual Entry of Benefits In Kind**

- If you prefer to **manually enter** Benefits In Kind (BIK) instead of using the import feature, you may do so in '**Benefits In Kind Entry**'.

- Skip this step if manual data entry is not required.

All data imported through the 'Import Benefits In Kind' function will also appear in Benefits In Kind Entry.

# Benefits In Kind Entry

**1** Log in to Pro Payroll period **202512**

**2** Navigate to 'Payroll → Reports → **Benefits In Kind**'.

# Benefits In Kind Entry

**3**

- Select '**Benefits In Kind Entry**'.

- Choose the employee from the dropdown.



Choose the employee from the dropdown

# Benefits In Kind Entry

**4** You may begin entering data on this screen.

Note:

If you have previously used the '**Import Benefits In Kind' function**, the imported data will also be displayed on this screen.

# Benefits In Kind Entry | Entering Tax Exemption Amounts

If you need to enter tax exemption amounts that were not processed through Pro Payroll, you may do so in **Section [F]**.

- You may enter **either the total amount** or a **detailed breakdown**.

- To provide a breakdown, click the 🔍 button in Section [F].

Note:
Any data imported using the '**Import Section [F]'** function will be captured in **Section [F] on Page 2**.



You can insert the details here

# Benefits In Kind Entry | Before Adjustments

This example shows the Form EA **BEFORE any adjustments** are made in the Benefits In Kind Entry.

# Benefits In Kind Entry | After Adjustments

This example shows the Form EA **AFTER adjustments** are made in the Benefits In Kind Entry.

- The amount entered in Benefits In Kind Entry is treated as an adjustment to the original data processed through Pro Payroll, it does not replace the existing values.

- A **positive amount** will be **added** to the existing data.

- A **negative amount** will be **deducted** from the existing data.



**Added $5000 in Section B[1]**

**Added $800 in Section F**

# 6

# Benefits In Kind Checking Report

# Benefits In Kind Checking Report | Overview

After completing the following actions, you may proceed to print the **Benefits In Kind Checking Report**:

1. Import Benefits In Kind (via Excel)
2. Benefits In Kind Entry (via manual entry)

It is recommended to print and review this report to ensure the **accuracy** and **completeness** of all Benefits In Kind data.

Skip this step if there is no Benefits In Kind data.

# Benefits In Kind Checking Report

**1** Log in to Pro Payroll period **202512**



**2**
- If your database contains multiple companies with **different Employer Tax Reference Numbers**, select the appropriate company for setup using **Query → Company Select**

- If your database has only one company, you may skip this step.

# Benefits In Kind Checking Report

**3** Navigate to 'Payroll → Reports → **Benefits In Kind**'.
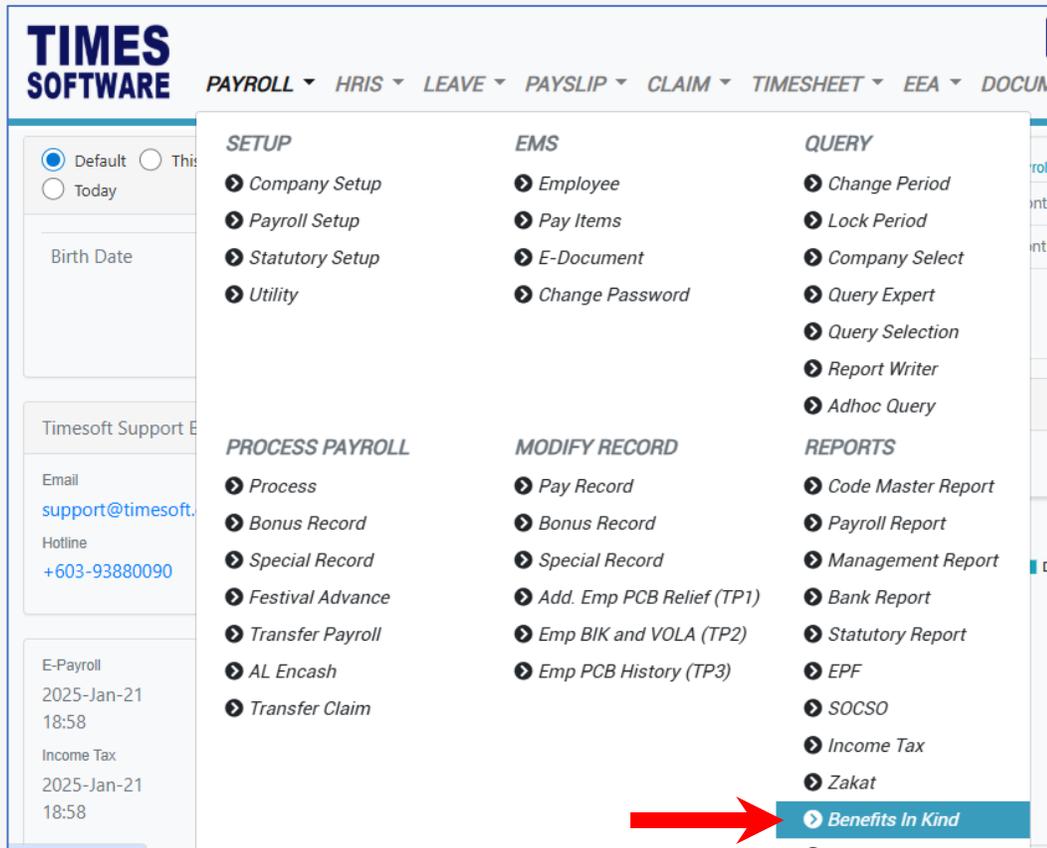
**4** Select '**Benefits In Kind Checking**'.
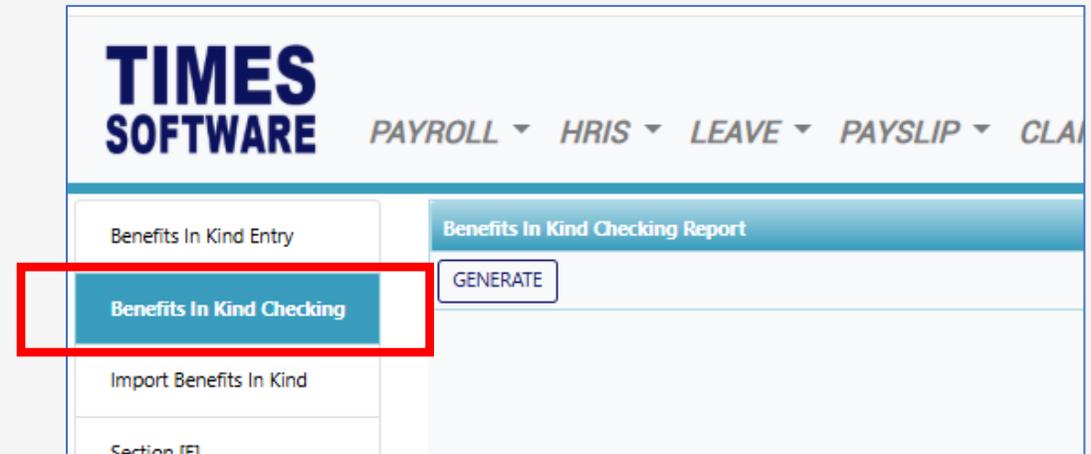
# Benefits In Kind Checking Report

**5** ▪ Click "**GENERATE**" to download the report.

▪ The report will be downloaded as a **compressed ZIP file** containing two separate files. Ensure you extract the ZIP file to access both report files for review.

# (1) Benefits In Kind Checking Report | Example

- **File Name**: BenefitInKindChecking.xlsx

- The file contains data sourced from the **Benefits In Kind Entry** screen.

- Please review the contents to ensure that **all imported and manually entered** Benefits In Kind data is accurate and complete.

| | A | B | AN | AO | AP | AQ | AR | AS |
|---|---|---|---|---|---|---|---|---|
| 1 | TIMESOFT GROUP OF CC | | | | | | | |
| 2 | Benefit In Kind Checking | | | | | | | |
| 3 | | | | | | | | |
| 4 | 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 |
| 5 | 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 |
| 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**. Column headers are provided in both Malay and English for reference.

# (2) Section [F] Checking Report | Example

- **File Name**: Section[TaxExemptAllowances]CheckingReport.xlsx

- The file contains data sourced from **Section [F] of the Benefits In Kind Entry** screen.

- Please review the contents to ensure that all imported or manually entered tax-exempt allowances are accurate and complete.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | TEST SDN BHD | | | | | |
| 2 | Section [Tax Exempt Allowances] Checking Report for 2025 | | | | | |
| 3 | | | | | | |
| 4 | Employee No. | Employee Name | Department | Allowance Code | Allowance Code Description | Amount |
| 5 | A001 | AGNES NG | ADM | MEAL | MEAL | 330.00 |
| 6 | A001 | AGNES NG | ADM | PARKING | PARKING | 500.00 |
| 7 | FW0001 | BELINDA CLAIRE | ADM | MEAL | MEAL | 500.00 |
| 8 | FW0001 | BELINDA CLAIRE | ADM | PARKING | PARKING | 300.00 |
| 9 | BO01 | BADRUL ALI | ADM | MEDICAL | | 555.00 |

If an **Allowance Code** does **not exist** in 'Payroll → Payroll Setup → **Allowance/Deduction**', the description for that code in Column E will be unavailable.

Ensure all Allowance Codes are properly set up in the system to display their descriptions correctly in the report.

# Recap of To-Do List

**Setups and Reporting**

1. Setup Tax Line (EA No.) for Allowance/Deduction Code
2. Important Indicators in EMS
3. 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 Report

**Distribution / Submission**

1. Section [F] Appendix
2. EA Form
3. Slip Jawapan - PCB(II)
4. Form E / C.P.8D

**7**

# Section [F] Reports

# Section [F] Reports | Overview

**Reports Available in Section [F]  Menu**

1. Checking Report

    - Intended for **internal verification** purposes.

    - Contains **detailed records** of tax exemption items only.

2. Appendix

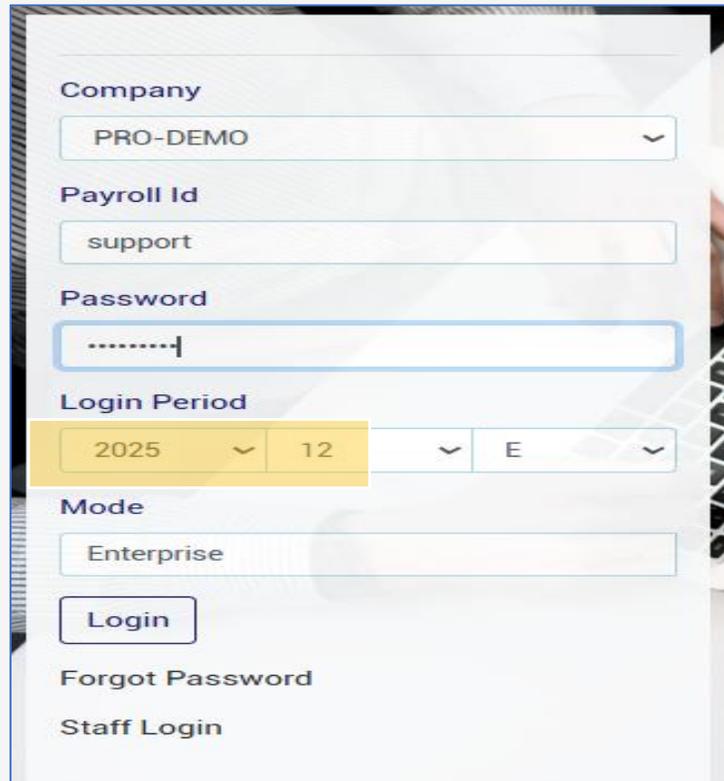    - Serves as a **supplementary document** for Section [F] of Form EA.

    - Providing the exemption amount details to employees is at the company's discretion.

    - This report can be distributed to employees along with Form EA.

Skip this step if there is no Section [F] data.

# Section [F] Reports

**1** Log in to Pro Payroll period **202512**

**2** Navigate to 'Payroll → Reports → **Benefits In Kind**'.

# Section [F] Reports

**3**    Select '**Section [F]**'.

If your database contains multiple companies with different **Employer Tax Reference Numbers**, choose the appropriate number from the "**Income Tax Account No**" dropdown menu.

# Section [F] Reports

**4** There are two reports available in this menu:

1. **CHECKING** – For internal checking purposes.

2. **APPENDIX** – To be distributed to employees if you choose to **share the detailed** amounts reported in **Section [F] of Form EA**.

It is advisable to print and review the report to ensure accuracy and completeness before distributing it to employees.

# (1) Section [F] Reports | Example of Checking Report

The **Checking Report** includes only the **detailed records** of **tax exemption items**, sourced from the following areas:

1. **Processed Through Payroll**
   - Derived from the Modify Record, including any applicable maximum exemption amount.

2. **EA#25**
   - Extracted from the Modify Record, where the **Allowance Code** is linked to the tax line '**EA No. 25**'.

3. **Other Allowances**
   - Obtained from **the Benefits In Kind Entry** screen.

**TEST SDN BHD()**

Date : 27/11/2025
User ID : SUPPORT

Section [Tax Exempt Allowance] Checking Report for 2025

**Employee No : A001**          Name : AGNES NG

*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 | TP3 | Max Exemption | Eligible Exemption |
|-----|-----------|-------------|--------|-----|---------------|--------------------|
| 1. | PETROL | PETROL ALLOWANCE | 7,200.00 | | | |
| Sub Total : | | | 7,200.00 | 2,000.00 | 6,000.00 | 4,000.00 |

*EA#25 Allowances*

| No. | Allow Code | Description | Amount | TP3 | Max Exemption | Eligible Exemption |
|-----|-----------|-------------|--------|-----|---------------|--------------------|
| 1. | MEAL | MEAL | 111.00 | | | |
| Sub Total : | | | 111.00 | 0.00 | 0.00 | 111.00 |

*Others Allowances*

| No. | Allow Code | Description | Amount | TP3 | Max Exemption | Eligible Exemption |
|-----|-----------|-------------|--------|-----|---------------|--------------------|
| 1. | PARKING | PARKING | 500.00 | | | |
| Sub Total : | | | 500.00 | 0.00 | 0.00 | 500.00 |
| Grand Total : | | | 7,811.00 | | | 4,611.00 |

# (2) Section [F] Reports | Example of Appendix

- The **Appendix** report displays **pay items** that are subject to **tax exemption**.

- While the data is similar to the Checking Report, the Appendix report **consolidates all records** and does not group them by data source.

> If the Employer's Contact Information for the Appendix differs from the details used in the monthly submission form, update the information in 'Payroll → Company Setup → **Company Profile**' before generating the Appendix report.

Appendix Section Tax Exempt Allowance of EA

TEST SDN BHD()
Employer's No : 780410106

Employee Code : A001
Employee Name : AGNES NG
Income Tax Reference No :

Tax exempt allowances / perquisites / gifts / benefits exempted from tax for the period 1st January 2025 to 31st December 2025.

| | RM |
|---|---|
| Petrol Card, Petrol Allowance or Travel Allowance and Toll Card for Official Duties | 4,000.00 |
| PARKING | 500.00 |
| MEAL | 111.00 |
| TOTAL | 4,611.00 |

Date : 27/11/2025

Name of Officer : KATHY CHOW
Designation : ADMINISTRATION
Name and Address of Employer : TEST SDN BHD()
8-11, 8th Floor, Wisma UOA II
No 21, Jalan Pinang
Kuala Lumpur
POSTCODE : 50450

This is a computer-generated document

**8**

# EA Form

# EA Form | Overview

- Once all relevant setup and checks have been completed, you may proceed to generate the **Employee's Statement of Remuneration**, commonly known as the **EA Form**.

- Please note that the **deadline** to distribute the **2025 EA** Form to employees is **by 28 February 2026**.

# EA Form

**1** Log in to Pro Payroll period **202512**

**2** Navigate to 'Payroll → Reports → **Income Tax**'.

# EA Form

**3** Select '**EA Form**'.

If your database contains multiple companies with different **Employer Tax Reference Numbers**, choose the appropriate number from the "**Income Tax Account No**" dropdown menu.

# EA Form

**4** Below are the configurations available in the '**EA Form Setup**' screen.

# EA Form

Explanation of each option available in the EA Form Setup screen and their function.

| No | Field | Details |
|----|-------|---------|
| 1 | Version | Choose '**EA Form Format (Pin.2024)**'. Customers will be notified whenever a new Pin version is released by LHDN (IRB) |
| 2 | B.1(c) Details of payment | The description entered here will appear in **EA Form B.1 (c)** |
| 3 | B.1(f) Gratuity date from | The date entered here will appear in **EA Form B.1 (f)** |
| 4 | Printing Date | Specify the date to be printed on the EA Form |



- If the system detects data in **B.1(c) Details of Payment** or **B.1(f) Gratuity Date** entered via the **Benefits In Kind Entry** screen, it will override the details specified in the **EA Form Setup** window.

- Data from the **Benefits In Kind Entry** screen always takes priority.

# EA Form

| No | Field | Details |
|----|-------|---------|
| 5 | Print Serial | Select the checkbox to enable the system to automatically generate serial numbers based on the following employee groups:<br>Group A – Existing employees<br>Group B – New employees<br>Group C – Resigned employees |
| 6 | Include Voluntary | Select the checkbox if the employees' monthly **EPF Voluntary contribution** not combined with the standard contribution in 'Modify Record'. |

# EA Form

| No | Field | Details |
|----|-------|---------|
| 7 | English Version | Select this checkbox to print the EA Form in **English** |
| 8 | EXPORT TO PDF | Generate the **Form EA** and **EA Checklist** in **PDF** format |
| 9 | EXPORT TO EXCEL | Generate the **Form EA** and **EA Checklist** as an **Excel** file |
| 10 | GENERATE E-EA | Generate the **Form EA** for employee access via **TIMES EA** or **Email EA** |
| 11 | CLEAR E-EA | Clear the generated data; it will be **removed from employee view** in TIMES EA |

# EA Form

**5** Both PDF and Excel formats are downloaded as a compressed ZIP file containing two separate files.



The downloaded report is a ZIP file

The ZIP file contains 2 separate files

# EA Form | Example of the EA Checklist

**File Type : EA Check List**

It is recommended to review and verify the contents to ensure accuracy and completeness before distribution.

**TEST SDN BHD**
EA Check List 31st December 2025

Date : 27/11/2025
User ID : SUPPORT

| No | No Siri | No. Cukai Pendapatan | No. K.P | Name Penuh Pekerja | Kategori | Bil anak | Jumlah Saraan Kasar | Tax Exempt | PCB | CP38 | ZAKAT | KWSP | PERKESO | TP1 Relief | TP1 Zakat |
|----|---------|---------------------|---------|--------------------|----------|----------|---------------------|------------|-----|------|-------|------|---------|-----------|-----------|
| 1 | A0001 | | | AGNES NG | 1 | 0 | 37,096.77 | 6,555.00 | 0.00 | 0.00 | 0.00 | 3,912.00 | 113.40 | 7,500.00 | 0.00 |
| 2 | A0002 | IG543212345010 | 800911094444 | BADRUL ALI | 1 | 3 | 52,026.45 | 0.00 | 340.10 | 0.00 | 150.00 | 6,589.00 | 95.55 | 12,850.00 | 0.00 |
| 3 | A0003 | | | BELINDA CLAIRE | 1 | 0 | 98,000.00 | 800.00 | 6,360.00 | 0.00 | 0.00 | 0.00 | 163.50 | 0.00 | 0.00 |
| 4 | A0004 | | | DANSON TEE | 1 | 0 | 34,648.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| 5 | A0005 | IG04312344010 | 681211094512 | FARALIZA AHMAD | 1 | 0 | 53,900.00 | 0.00 | 614.00 | 145.70 | 0.00 | 5,797.00 | 281.40 | 1,500.00 | 250.00 |
| 6 | A0006 | | 890712051298 | JOEE LIM | 1 | 0 | 62,669.94 | 0.00 | 1,480.20 | 0.00 | 0.00 | 6,884.00 | 297.85 | 0.00 | 0.00 |
| 7 | A0007 | | 781231091234 | KELLY LIM | 1 | 0 | 154,166.67 | 0.00 | 19,691.70 | 0.00 | 0.00 | 16,962.00 | 436.80 | 0.00 | 0.00 |
| 8 | A0008 | | 871116107890 | RYAN TENG BO TEE | 2 | 3 | 72,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12,500.00 | 0.00 |
| 9 | A0009 | SG7653456765 | 890123091234 | WAI SAN | 1 | 0 | 31,125.16 | 200.00 | 0.00 | 0.00 | 0.00 | 3,417.00 | 72.70 | 0.00 | 0.00 |
| 10 | B0001 | | | CASSIE | 1 | 0 | 178,500.00 | 3,000.00 | 25,919.85 | 1,858.55 | 0.00 | 19,635.00 | 228.90 | 0.00 | 0.00 |
| 11 | B0002 | | | TERENCE LAU | 1 | 0 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | B0003 | | | YOYO TEH | 1 | 0 | 6,693.68 | 0.00 | 0.00 | 0.00 | 0.00 | 781.00 | 16.45 | 0.00 | 0.00 |
| 13 | C0001 | | 030801030494 | TAN MARINA AMIRAH BINTI TAN AHMAD | 1 | 0 | 64.52 | 0.00 | 0.00 | 0.00 | 0.00 | 9.00 | 0.45 | 0.00 | 0.00 |
| 14 | C0002 | | | TEST001 | 1 | 0 | 14,548.38 | 0.00 | 1,179.20 | 0.00 | 0.00 | 1,602.00 | 59.50 | 0.00 | 0.00 |
| Grand Total | | | | | | 6 | 795,539.97 | 10,555.00 | 55,585.05 | 2,004.25 | 150.00 | 65,588.00 | 1,766.50 | 36,850.00 | 250.00 |

# EA Form | Example of the EA Form

**File Type : EA Form**

It is recommended to review and verify the contents to ensure accuracy and completeness before distribution.

If the Employer's Contact Information for the EA Form differs from the details used in the monthly submission form, update the information in 'Payroll → Company Setup → **Company Profile**' before generating the EA Form.

# EA Form | Additional Information – TP1 Records

The '**TP1**' amount entered in 'Payroll → Modify Record → **Add. Emp PCB Relief (TP1)**' will be reflected in **Form EA Section D5** as follows:

- Records with codes starting with the letter "C" will appear in **Section D5(a)**.
- Records with the code "**D01**" will appear in **Section D5(b)**.

# EA Form | Additional Information – TP1 Records

Expected results as follows:

| D | **JUMLAH POTONGAN** | | |
|---|---|---|---|
| 1. | Potongan cukai bulanan (PCB) yang dibayar kepada LHDNM | | 13,133.25 |
| 2. | Arahan 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 3,000.00 | **TP1 Codes starting with the letter "C"** |
| | (b) Zakat selain yang dibayar melalui potongan gaji bulanan RM | 333.00 | **TP1 Code = "D01"** |
| 6. | Jumlah pelepasan bagi anak yang layak | | 14,000.00 |
| 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 | 20,027.00 |
| 2. | PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) | RM | 468.30 |

Segment of the Form EA

# EA Form | Additional Information – TP2 Records

The '**TP2**' amount entered in 'Payroll → Modify Record → **Emp BIK and VOLA (TP2)**' will be captured in **EA Form Section B as follows**.

- Records with codes from "**B01**" to "**B16**", **except "B12"** will appear in **Section B3**.

- Records with the code "**B12**" will appear in **Section B4**.

- Records with the code "**B17**" will be added to **Section B1 (C)**.

# EA Form | Additional Information – TP2 Records

Expected results as follows:

# 9

# Slip Jawapan – PCB(II)

# Slip Jawapan – PCB(II) | Overview

- The 'Slip Jawapan' is a tax payment statement that shows the Tax and CP38 deduction amounts from January to December.

- It can be distributed together with the EA Form to employees.

# Slip Jawapan – PCB(II)

**1** Log in to Pro Payroll period **202512**



**2** Navigate to 'Payroll → Reports → **Income Tax**'.

# Slip Jawapan – PCB(II)

**3** Select '**Slip Jawapan PCB (II)**'.

If your database contains multiple companies with different **Employer Tax Reference Numbers**, choose the appropriate number from the "**Income Tax Account No**" dropdown menu.

# Slip Jawapan – PCB(II)

**4**
- Enter the **tax payment receipt number** or **bank transaction reference number** in the '**PCB NO. RESIT**' column.
- Enter the **payment date** in the '**PCB TARIKH RESIT**' column.
- Ensure the information is accurate, as it will be reflected in the Slip Jawapan – PCB(II).
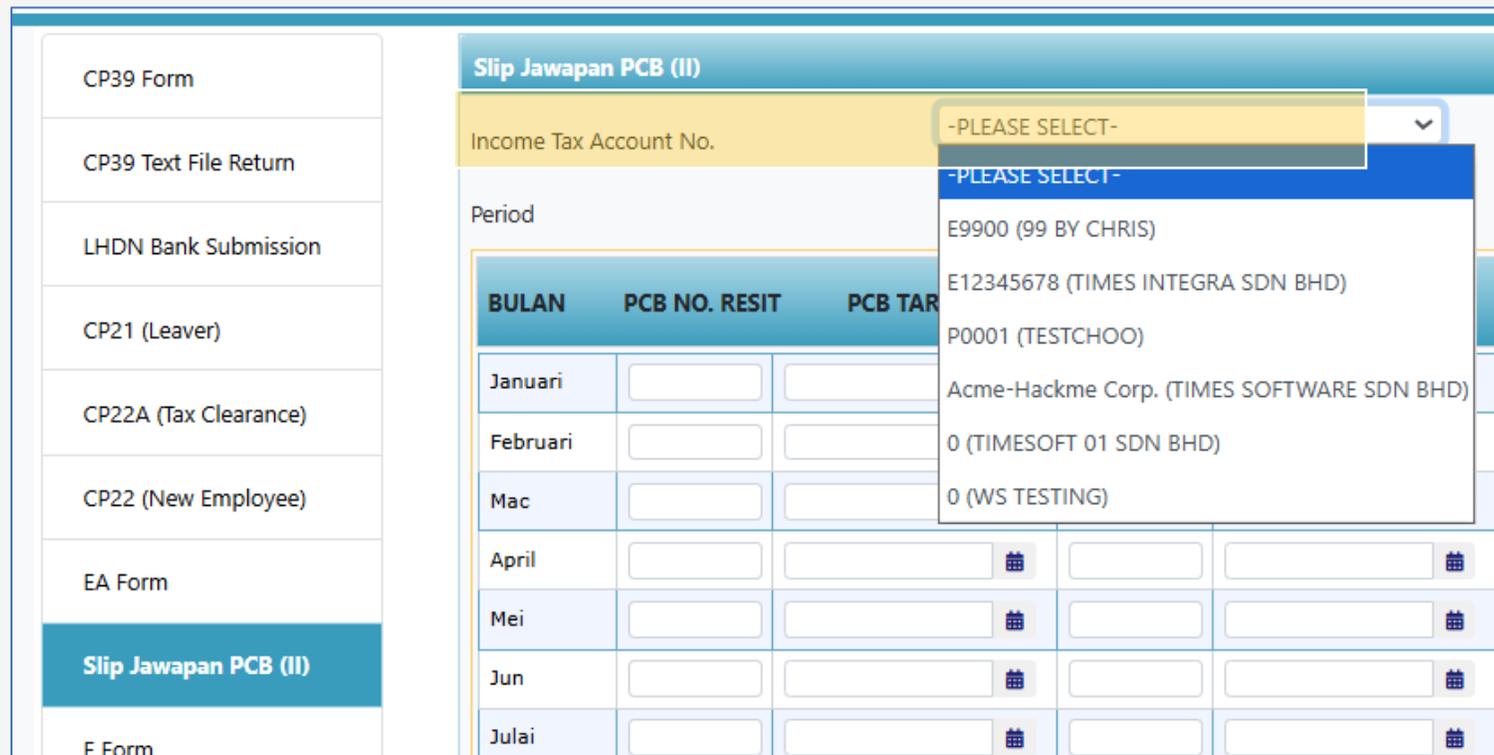


**CP39 Form**

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

Linked Employee

Slip Jawapan PCB (II)

Income Tax Acc No.

Period

| CP39 Trans. Number | CP39 Trans. Date | CP38 Trans. Number | CP38 Trans. Date | Additional CP39 Trans. Number and Trans. Date, if needed |

| BULAN | PCB NO. RESIT | PCB TARIKH RESIT | CP38 NO. RESIT | CP38 TARIKH RESIT | PCB NO. RESIT 2 | PCB TARIKH RESIT 2 |
|---|---|---|---|---|---|---|
| Januari | 02-2024277123 | 11/02/2025 | | | | |
| Februari | 02-2024277456 | 12/03/2025 | | | | |
| Mac | 02-2024277789 | 13/04/2025 | | | | |
| April | 02-2024277012 | 14/05/2025 | | | | |
| Mei | 02-2024277643 | 11/06/2025 | | | | |
| Jun | 02-2024277777 | 15/07/2025 | | | | |
| Julai | 02-2024277984 | 13/08/2025 | | | | |
| Ogos | 02-2024277636 | 13/09/2025 | | | | |
| September | 02-2024277688 | 15/10/2025 | | | | |
| Oktober | 02-2024277252 | 12/11/2025 | | | | |

The receipt details entered in these fields will apply to all employees' Slip Jawapan.

# Slip Jawapan – PCB(II)

**5** After completing the entry of the **Receipt Number and Receipt Date**, you can generate the form.

| Function | Explanation |
|---|---|
| SAVE RECEIPT | Save the receipts data. |
| GENERATE REPORT | Generate the Slip Jawapan in PDF format. |
| GENERATE E-SLIP JAWAPAN | **TIMES EA**:<br>Generate the Slip Jawapan so employees can view and download it directly through the TIMES EA portal.<br><br>**Email EA**<br>Generate the Slip Jawapan to prepare the file for email distribution to employees. |

**6** **Receipt details** will be populated only if the amount is **greater than 0.00**.

If the Employer's Contact Information for the Slip Jawapan – PCB(II) differs from the details used in the monthly submission form, update the information in 'Payroll → Company Setup → **Company Profile**' before generating the Slip Jawapan.

**PENYATA BAYARAN CUKAI OLEH MAJIKAN**

PCB 2(II)-Pin. 2012
Tarikh : 28/11/2025

Kepada:
Ketua Pegawai Eksekutif/Ketua Pengarah Hasil Dalam Negeri
Lembaga Hasil Dalam Negeri Malaysia
Cawangan SEREMNAN

Tuan,
Potongan Cukai Berjadual Tahun : 2025
Nama Pekerja : BELINDA CLAIRE
No. Kad Pengenalan/No. Passpot :
No. Cukai Pendapatan Pekerja : SG65433456-01(0)
No. Pekerja : FW0001
No. Majikan ( E ) : 780410106

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 | 1,012.50 | 0.00 | 02-2024277123 | | 11/02/2025 | |
| Februari | 1,012.50 | 0.00 | 02-2024277456 | | 12/03/2025 | |
| Mac | 1,012.50 | 0.00 | 02-2024277789 | | 13/04/2025 | |
| April | 1,012.50 | 0.00 | 02-2024277012 | | 14/05/2025 | |
| Mei | 887.50 | 374.55 | 02-2024277643 | | 11/06/2025 | |
| Jun | 0.00 | 0.00 | | | | |
| Julai | 764.60 | 0.00 | 02-2024277984 | | 13/08/2025 | |
| Ogos | 0.00 | 0.00 | | | | |
| September | 465.75 | 0.00 | 02-2024277688 | | 15/10/2025 | |
| Oktober | 237.75 | 0.00 | 02-2024277252 | | 12/11/2025 | |
| November | 237.70 | 0.00 | 02-2024277455 | | 13/12/2025 | |
| Disember | 237.70 | 0.00 | 02-2024277962 | | 04/01/2025 | |
| **Jumlah** | **6,881.00** | **374.55** | | | | |

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 SDN BHD
8-11, 8th Floor, Wisma UOA II
No 21, Jalan Pinang
Kuala Lumpur
POSKOD: 50450

**10**

# Form E / C.P.8D

# Form E / C.P.8D | Overview

1.  **Form E** and **C.P.8D** are declaration reports submitted by every employer to the LHDN (IRB).

2.  These reports provide information on the **number of employees** and a **detailed list of employee income particulars**.

3.  Both Form E and C.P.8D must include all individuals associated with the organization, including:

    - Full-time, part-time, contract employees, and interns.

    - Individuals responsible for or engaged in the management of the organization, such as:
        o Company directors
        o Members of co-operative society boards
        o Controlling members of associations
        o Partners of limited liability partnerships

# Form E / C.P.8D

**1** Log in to Pro Payroll period **202512**

**2** Navigate to 'Payroll → Reports → Income Tax'.

# Form E / C.P.8D

**3** Select '**E-Form**'.

If your database contains multiple companies with different **Employer Tax Reference Numbers**, choose the appropriate number from the "**Income Tax Account No**" dropdown menu.

# Form E / C.P.8D

**4** This screen displays all the available options in E Form.

**E Form**

| | |
|---|---|
| Income Tax Account No. | -PLEASE SELECT- ▾ |
| 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) | NO ▾ |
| Form E Reference Report : C.P. 8D | C.P. 8D - Pin. 2024 ▾   ☐ Link Employee? |

☑ Prepare text file submission

| | |
|---|---|
| Submission Format | Data Praisi/e-CP8D (Prefill Data/e-CP8D) ▾ |
| Majikan File Name (Employer File Name) | ☐ |
| Pekerja File Name (Employee File Name) | ☑ |
| | ☐ Include Voluntary? |

GENERATE

# Form E / C.P.8D

**5** Explanation of each option available in the E Form screen.

| Report Option | Explanation |
|---|---|
| Report from A1 to A5 | All reports in this section are intended solely for internal reference and verification. Do not submit these reports to LHDN (IRB). |

# Form E / C.P.8D

| Report Option | Explanation |
|---|---|
| A6 | Select '**E Form Reference Report: Bahagian A (Part A)**' checkbox to display '**A6 - Melaporkan kepada LHDNM (Reported to LHDNM)**' on the screen.<br><br>YES = 1<br>NO = 2 |

# Form E / C.P.8D

**Form E Reference Report: C.P. 8D**

- ▪ Always select the latest format.

**Link Employee?**

- ▪ Select the checkbox to merge records for employees with matching New IC Number or Passport Number.

- ▪ Merging will only work if the 'Link Employee' procedure has been completed.

- ▪ If there are no such instances in your database, or if you do not wish to merge records, leave the checkbox unchecked.

**Include Voluntary?**

- ▪ Select this checkbox if employees' monthly EPF Voluntary amount is not combined with the standard contribution in Modify Record'.

**E Form**

| | |
|---|---|
| Income Tax Account No. | -PLEASE SELECT- |
| 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) | NO |
| Form E Reference Report : C.P. 8D | C.P. 8D - Pin. 2024    ☐ Link Employee? |

☑ Prepare text file submission

| | |
|---|---|
| Submission Format | Data Praisi/e-CP8D (Prefill Data/e-CP8D) |
| Majikan File Name (Employer File Name) | ☐ |
| Pekerja File Name (Employee File Name) | ☐ |
| | ☑ Include Voluntary? |

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**

- Only one format is available.
- Both Prefill and C.P.8D now use the same format.

**Majikan File Name (Employer File Name)**

- Applicable only for submission via Postal Delivery or Hand Delivery to LHDN.

**Pekerja File Name (Employee File Name)**

- For eFiling submission, only the Employee file needs to be uploaded.

# Form E / C.P.8D

**6** When you are ready to generate the forms or text file, click '**GENERATE**'.

Processing time may vary depending on database size. Do not close the browser or navigate to any other menu during processing.

**E Form**

| | |
|---|---|
| Income Tax Account No. | -PLEASE SELECT- |
| 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) | NO |
| Form E Reference Report : C.P. 8D | C.P. 8D - Pin. 2024    ☐ Link Employee? |

☑ Prepare text file submission

| | |
|---|---|
| Submission Format | Data Praisi/e-CP8D (Prefill Data/e-CP8D) |
| Majikan File Name (Employer File Name) | ☐ |
| Pekerja File Name (Employee File Name) | ☐ |
| | ☑ Include Voluntary? |

**GENERATE**

# Form E / C.P.8D

**7** All forms are downloaded as a compressed ZIP file.



The downloaded report is a ZIP file

Example of the ZIP file contents when all reports are selected.

# Form E Reference Report

# Form E Reference Report for "Bahagian A" (Part A)

This report provides the required headcount details to accurately complete the **headcount section** in **Form E** e-Filing.

# Employee list | A1 – No. of employees

**Part A1** – Number of active employees as at 31/12/2025

*Employees (including full time / part time / contract employees and interns) and individuals who are responsible or engaged in the management of the organization (including company directors, co-operative society's board members, association's controlling members and partners of limited liability partnership).*

# Employee list | A2 – No. of employees subjected to MTD

**Part A2** – Number of employees subject to MTD in 2025

# Employee list | A3 – No. of new employees

**Part A3 –** Number of new employees in 2025

# Employee list | A4 – No. of employees who ceased employment / died

**Part A4** – Number of employees ceased employment in 2025

# Employee list | A5 – No of employees who ceased employment and left Malaysia

**Part A5** – Number of employees ceased employment and left Malaysia in 2025

# LHDN eFiling

Based on the generated **Form E Reference Report**, input the headcount into LHDN e-Filing.

# Text File Submission

# Prefill Data / e-CP8D | Employee (Pekerja) File

- The highlighted record below shows employees with no payroll activity.

- To **remove** this records from appearing in **Form E / C.P.8D**, set '***Exclude from Form E / C.P.8D***' to '**YES**' in EMS, as explained in **Topic 3 – Key Indicators**.

# Prefill Data / e-CP8D | Employer (Majikan) File

If you are submitting the e-Data Praisi (Prefill) / C.P.8D text file via e-Filing, the **Employer file does not need to be uploaded**.

The Employer file is required **only for submission via Postal Delivery or Hand Delivery** to LHDN.
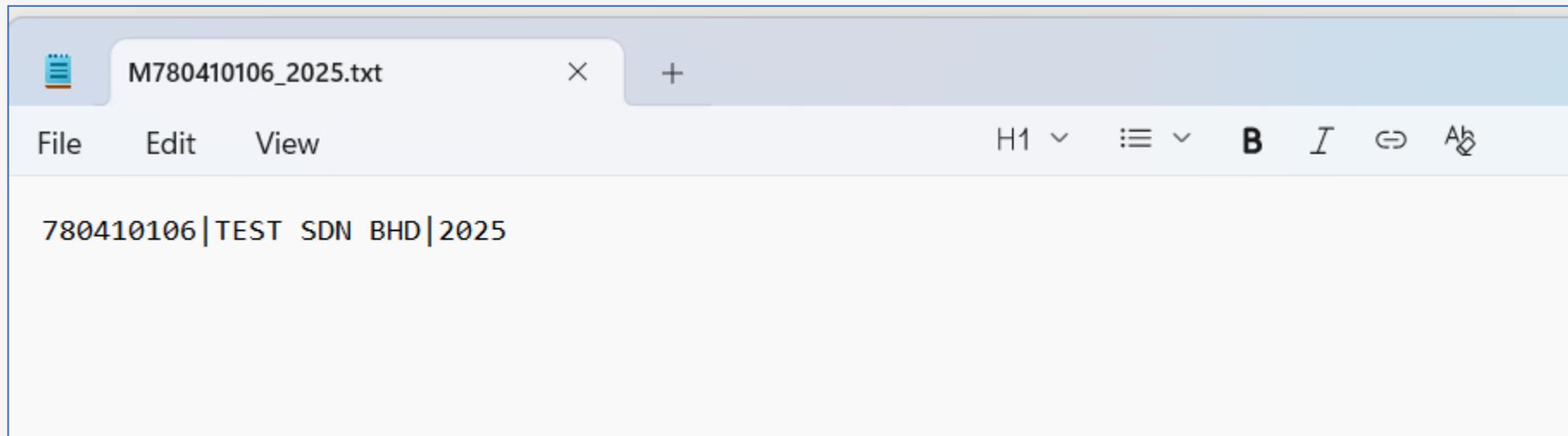
# LHDN eFiling

Only upload the "**Employee (Pekerja)**" file in LHDN e-Filing for **e-Data Praisi / e-CP8D**.
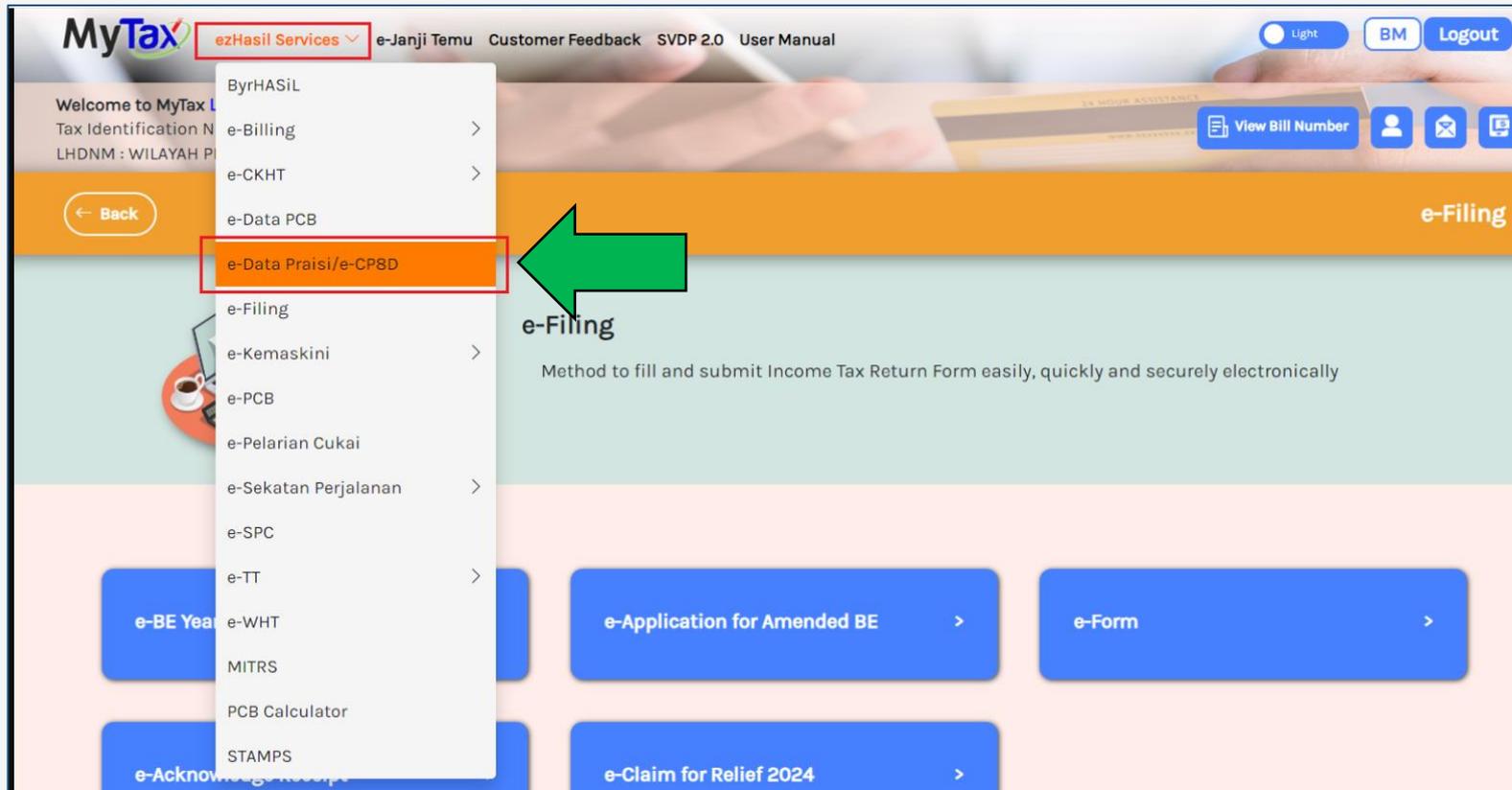
# Form C.P.8D [Internal Reference Only]

# Form C.P.8D | Example

The highlighted record shows an employee with no payroll activity (**Column K = 0**).

To **remove it** from Form E / C.P.8D, go to EMS and set '**Exclude from Form E / C.P.8D**' to '**YES**'.

| A | B | C | D | E | F | G | H | i | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Bil. | Nama Pekerja | No. Pengenalan Cukai (TIN) | No. Pengenalan / Pasport | Kategori Pekerja | Status Pekerja | Tarikh Persaraan/ Tamat Kontrak | Cukai Ditanggung Oleh Majikan (Isikan 1 atau 2) 1 = Ya 2 = Tidak | Pelepasan Anak Yang Layak — Bilangan Anak | Jumlah Pelepasan (RM) | Jumlah Saraan Kasar (RM) | Manfaat Berupa Barangan (RM) | Nilai Tempat Kediaman (RM) | Manfaat Skim Opsyen Saham Pekerja (ESOS) (RM) | Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai (RM) | Jumlah Tuntutan Potongan Oleh Pekerja Melalui Borang TP1 — Pelepasan (RM) | Zakat (RM) | Caruman Kepada Kumpulan Wang Simpanan Pekerja (RM) | Zakat Yang Dibayar Melalui Potongan Gaji (RM) | Jumlah potongan cukai — PCB (RM) | CP 38 (RM) | Insurans perubatan yang dibayar melalui potongan gaji (RM) | Caruman PERKESO yang dibayar melalui potongan gaji (RM) |
| 1 | AGNES NG | | | 1 | 2 | 16-03-2019 | 2 | | 0.00 | 37,096.77 | 0.00 | 0.00 | 0.00 | 6,555.00 | 7,500.00 | 0.00 | 3,912.00 | 0.00 | 0.00 | 0.00 | 0.00 | 113.40 |
| 2 | BADRUL ALI | IG543212345-01(0 | 800911094444 | 1 | 2 | 11-12-2044 | 1 | 3 | 18,000.00 | 52,026.45 | 222.00 | 0.00 | 0.00 | 0.00 | 12,850.00 | 0.00 | 6,589.00 | 150.00 | 340.10 | 90.00 | 0.00 | 95.55 |
| 3 | CASSIE | | | 1 | 2 | 19-07-2044 | 2 | | 0.00 | 178,500.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | 0.00 | 19,635.00 | 0.00 | 25,919.85 | 1,858.55 | 0.00 | 228.90 |
| 4 | DANSON TEE | | | 1 | 2 | 16-05-2021 | 2 | | 0.00 | 34,648.40 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | FARALIZA AHMAD | IG04312344-01(0) | 681211094512 | 1 | 2 | 31-12-2028 | 2 | | 0.00 | 53,900.00 | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 250.00 | 5,797.00 | 0.00 | 614.00 | 145.70 | 0.00 | 281.40 |
| 6 | BELINDA CLAIRE | | | 1 | 2 | 07-12-2042 | 2 | | 0.00 | 100,400.00 | 3,000.00 | 2,400.00 | 0.00 | 800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,816.00 | 0.00 | 0.00 | 163.50 |
| 7 | JOEE LIM | | 890712051298 | 1 | 2 | 25-03-2057 | 2 | | 0.00 | 62,669.94 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,884.00 | 0.00 | 1,480.20 | 0.00 | 0.00 | 297.85 |
| 8 | KELLY LIM | | | 1 | 2 | 14-12-2031 | 2 | | 0.00 | 154,166.67 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,962.00 | 0.00 | 19,691.70 | 0.00 | 0.00 | 436.80 |
| 9 | KENZO MUZUKI | | | | 2 | 30-11-2024 | 2 | | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 192.00 | 0.00 | 0.00 | 0.00 |
| 10 | RYAN TENG BO TEE | | | 2 | 2 | 20-12-2011 | 2 | 3 | 24,000.00 | 72,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 | SERENE LEE | | | 1 | 2 | 15-04-2041 | 2 | | 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 |
| 12 | TERENCE LAU | | | 1 | 2 | 11-07-2044 | 2 | | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | TEST NEW EMPLOYEE FOREIGNER | | | 1 | 2 | 22-12-2055 | 2 | | 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 |
| 14 | TEST001 | | | 1 | 2 | 30-01-2024 | 2 | | 0.00 | 14,548.38 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,602.00 | 0.00 | 1,179.20 | 0.00 | 0.00 | 59.50 |
| 15 | TAN MARINA AMIRAH BINTI TAN AHMAD | | 030801030494 | 1 | 2 | 05-11-2024 | 2 | | 0.00 | 64.52 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.45 |
| 16 | WAI SAN | SG7653456765 | | 1 | 2 | 23-12-2049 | 2 | | 0.00 | 31,125.16 | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 | 0.00 | 3,417.00 | 0.00 | 0.00 | 0.00 | 0.00 | 72.70 |
| 17 | YOYO TEH | | | 1 | 2 | 21-12-2031 | 2 | | 0.00 | 6,693.68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 781.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16.45 |
| | JUMLAH | | | | | | | | 42,000.00 | 807,939.97 | 4,422.00 | 2,400.00 | 0.00 | 10,555.00 | 36,850.00 | 250.00 | 65,588.00 | 150.00 | 56,233.05 | 2,094.25 | 0.00 | 1766.50 |

# Overview of Columns A to Column W in C.P. 8D

# C.P. 8D | Columns B

| Col | Title | Data Mapping |
|-----|-------|--------------|
| B | Nama Pekerja *Name of employee* | Employee Name |

| A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|
| No. | Name of employee | Tax Identification No. (TIN) | Identification / passport no. | Category of employee [1] | Employee Status | Date of Retirement / End of Contract |
| 1 | | | | | | |
| 2 | | | | | | |

**Personal Details**

| Employee ID * | A0001 | ☐ Is Supervisor? ☐ Is HR? |
|---|---|---|

First Name

Middle Name

Last Name

Full Name *   AHMAD BIN YUSUF

Alias

# C.P. 8D | Column C

| Col | Title | Data Mapping |
|-----|-------|--------------|
| C | No Pengenalan Cukai (TIN) *Tax Identification No. (TIN)* | Income Tax No. |

# C.P. 8D | Columns D

| Col | Title | Data Mapping |
|-----|-------|--------------|
| D | No Pengenalan/ Pasport *Identification / passport no.* | Capture IC/Passport No based on the settings of **'ID for Income Tax'**. |

# C.P. 8D | Columns E, F, H

| Col | Title | Data Mapping |
|-----|-------|--------------|
| E | Kategori Pekerja<br>*Category of Employee* | Based on the settings of '**Tax Marital Status**'. |
| F | Status Pekerja<br>*Employee Status* | Based on the settings of '**C.P.8D Employee Status**'. |
| H | *Cukai Ditanggung Oleh Majikan*<br>*Tax borne by employer* | Based on the settings of '**E-Form CP8D Column H - Tax borne by employer Indicator**'. |

# C.P. 8D | Columns G

| Col | Title | Data Mapping |
|---|---|---|
| G | Tarikh Persaraan / Tamat Kontrak<br>*Date of Retirement / End of Contract* | ▪ Capture based on the '**Resignation Date**'.<br>▪ If the 'Resignation Date' is empty, the '**Retirement Date**' will be captured. |

# C.P. 8D | Columns I, J

| Col | Title | Data Mapping |
|-----|-------|--------------|
| I | Bilangan Anak<br>*No of Children* | Actual dependent child count, not the Total Eligible value.<br>Example : Column I = **3** |
| J | Jumlah Pelepasan Anak<br>*Total Relief* | Total Eligible x $2,000.00 per eligibility<br><br>Example:<br>Total Eligible = 9 \| Total child relief = $2,000.00<br>Column J = 9 x $2,000.00 = **$18,000.00** |

# C.P. 8D | Columns K

| Col | Title | Data Mapping |
|-----|-------|--------------|
| K | Jumlah Saraan Kasar *Total gross remuneration* | Total Gross Taxable Remuneration including benefits-in-kind, value of living accommodation benefit and remuneration in arrears in respect of preceding years.<br><br>Data source from the pay items below:<br>❑ System codes such as Basic, TotalNPL, Total Overtime, Total Shift, Total RestDay.<br>❑ Allowance/Deduction codes linked to tax line EA No. from 1 to 23 and 26 to 27.<br>❑ BIK Entry screen in column Part B1, B2, B3 and B4. |

| K | L | M | N |
|---|---|---|---|
| Total gross remuneration [2] | Benefits in kind | Value of living accommodation | Employee share option scheme (ESOS) benefit |
| (RM) | (RM) | (RM) | (RM) |

# C.P. 8D | Columns L, M

| Col | Title | Data Mapping |
|---|---|---|
| L | Manfaat Berupa Barangan<br>*Benefits in kind* | Data source from:<br>❑ Allowance/Deduction codes linked to tax line EA No. from 5 to 16.<br>❑ BIK Entry screen in column Part B.3-Manfaat berupa barangan.<br>❑ TP2 records. |
| M | Nilai Tempat Kediaman<br>*Value of living accommodation* | Data source from:<br>❑ Allowance/Deduction codes linked to tax line EA No. 17.<br>❑ BIK Entry screen on column Part B 4.- Nilai tempat kediaman. |

| K | L | M | N | O |
|---|---|---|---|---|
| Total gross remuneration ² | Benefits in kind | Value of living accommodation | Employee share option scheme (ESOS) benefit | Tax exempt allowances / perquisites / gifts / benefits |
| (RM) | (RM) | (RM) | (RM) | (RM) |

# C.P. 8D | Columns N

| Col | Title | Data Mapping |
|-----|-------|--------------|
| N | Manfaat Skim Opsyen Saham Pekerja (ESOS) *Employee share option scheme (ESOS) benefit* | Data source from: <br> ❑ Allowance/Deduction codes linked to tax line EA No. 26. <br> ❑ BIK Entry screen on column Part B1 - Manfaat Skim Opsyen Saham Pekerja (ESOS). |

| K | L | M | N | O |
|---|---|---|---|---|
| Total gross remuneration [2] | Benefits in kind | Value of living accommodation | Employee share option scheme (ESOS) benefit | Tax exempt allowances / perquisites / gifts / benefits |
| (RM) | (RM) | (RM) | (RM) | (RM) |

# C.P. 8D | Columns O

| Col | Title | Data Mapping |
|-----|-------|--------------|
| O | Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai *Tax exempt allowances / perquisites / gifts / benefits* | Data source from:<br>❑ Allowance/Deduction codes linked to tax line EA No. 25.<br>❑ Tax Exempt Allowance codes linked to Tax Exempt Code (P02 to P07).<br>❑ BIK Entry screen on column Part F - Jumlah Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai. |

| K | L | M | N | O |
|---|---|---|---|---|
| Total gross remuneration [2] | Benefits in kind | Value of living accommodation | Employee share option scheme (ESOS) benefit | Tax exempt allowances / perquisites / gifts / benefits |
| (RM) | (RM) | (RM) | (RM) | (RM) |

# C.P. 8D | Columns P, Q

| Col | Title | Data Mapping |
|-----|-------|--------------|
| P | Jumlah Potongan Dituntut Melalui Borang TP1 – Pelepasan<br>*Total claim for deduction by employee via Form TP1 - Relief* | Data source from TP1 with code C01 to C15. |
| Q | Jumlah Potongan Dituntut Melalui Borang TP1 – Zakat<br>*Total claim for deduction by employee via Form TP1 - Zakat* | Data source from TP1 with code = D01 (Zakat). |

| P | Q | R | S | T | U |
|---|---|---|---|---|---|
| Total claim for deduction by employee via Form TP1 | | Contribution to Employees Provident Fund | Zakat paid via salary deduction | Total tax deduction | |
| Relief<br>(RM) | Zakat [3]<br>(RM) | (RM) | (RM) | MTD<br>(RM) | CP38<br>(RM) |
| | | | | | |

# C.P. 8D | Columns R, S

| Col | Title | Data Mapping |
|-----|-------|--------------|
| R | Caruman Kepada Kumpulan Wang Simpanan Pekerja<br>*Contribution to Employees Provident Fund* | Data source from:<br>☐ Employee EPF processed in Pro Payroll.<br>☐ BIK Entry Screen on column Part E 1. |
| S | Zakat Yang Dibayar Melalui Potongan Gaji<br>*Zakat paid via salary deduction* | Data source from:<br>☐ Employee Zakat processed in Pro Payroll.<br>☐ BIK Entry Screen on column Part D 3. |

| P | Q | R | S | T | U |
|---|---|---|---|---|---|
| Total claim for deduction by employee via Form TP1 | | Contribution to Employees Provident Fund | Zakat paid via salary deduction | Total tax deduction | |
| Relief<br>(RM) | Zakat ³<br>(RM) | (RM) | (RM) | MTD<br>(RM) | CP38<br>(RM) |
| | | | | | |

# C.P. 8D | Columns T, U

| Col | Title | Data Mapping |
|---|---|---|
| T | Jumlah Potongan Cukai PCB<br>*Total MTD tax deduction* | Data source from:<br>☐ Employee PCB processed in Pro Payroll.<br>☐ BIK Entry Screen on column Part D 1. |
| U | Jumlah Potongan Cukai CP38<br>*Total CP38 tax deduction* | Data source from:<br>☐ Employee CP38 processed in Pro Payroll.<br>☐ BIK Entry Screen on column Part D 2. |

| P | Q | R | S | T | U |
|---|---|---|---|---|---|
| Total claim for deduction by employee via Form TP1 | | Contribution to Employees Provident Fund | Zakat paid via salary deduction | Total tax deduction | |
| Relief | Zakat [3] | | | MTD | CP38 |
| (RM) | (RM) | (RM) | (RM) | (RM) | (RM) |
| | | | | | |

# C.P. 8D | Columns V, W

| Col | Title | Data Mapping |
|---|---|---|
| V | Insurans perubatan yang dibayar melalui potongan gaji *Medical insurance paid via salary deduction* | Total amount of medical insurance premium paid by the employee via salary deduction. Deduction amount with code linked to tax line EA No. 51. |
| W | 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 Employee's Social Security Act 1969 and the Employment Insurance System Act 2017 |

| T | U | V | W |
|---|---|---|---|
| Total tax deduction | | Medical insurance paid via salary deduction | SOCSO contiribution paid via salary deduction |
| MTD (RM) | CP38 (RM) | (RM) | (RM) |
| | | | |