

2025 Year End User Guide | Pro Payroll

Topic 1: Year End Process



Topic 2: Bonus Processing



Topic 3: Year End Statutory Forms

**TIMES
SOFTWARE**

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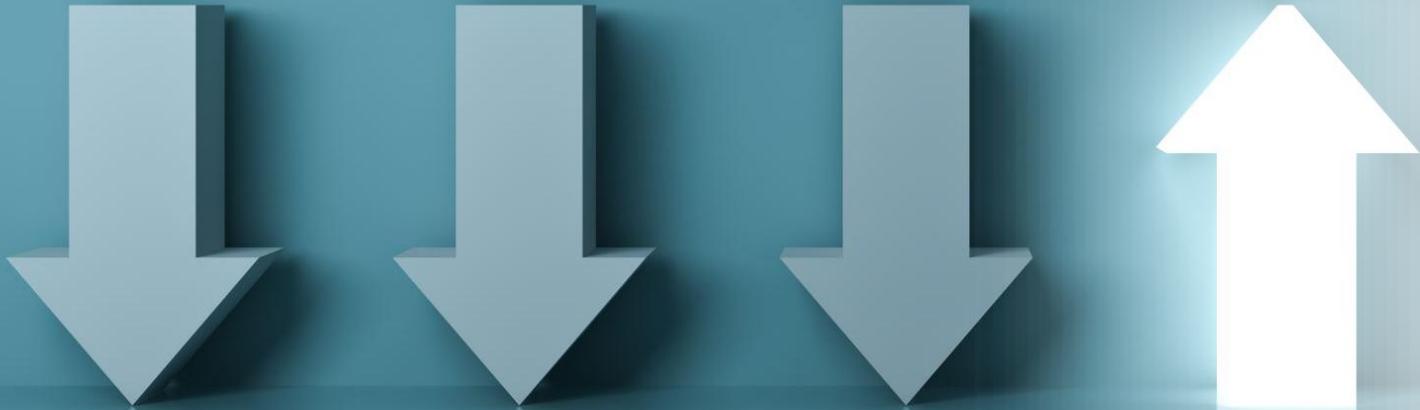
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Topic 1: Year End Process

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:

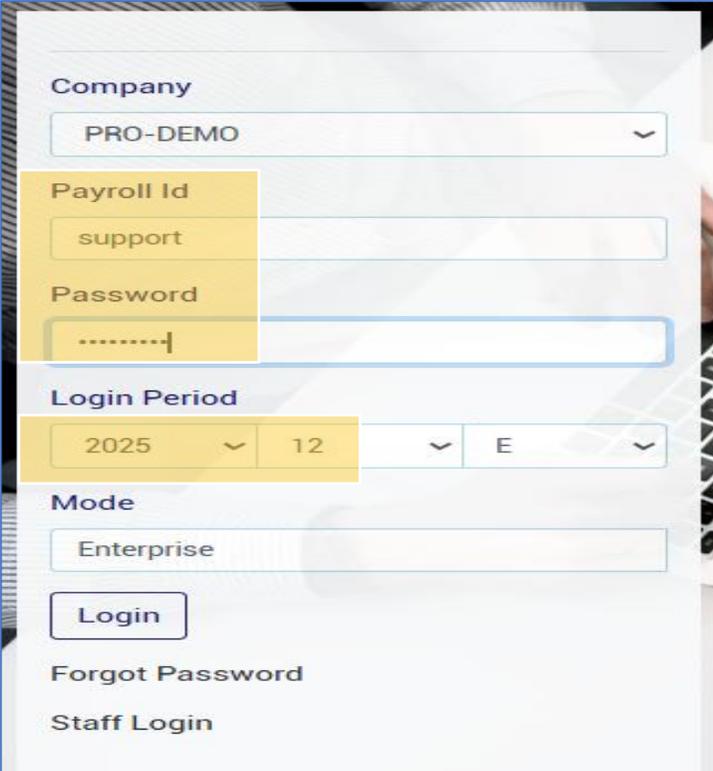
- 1 Open the Pro Payroll system URL.
- 2 Log in to the database which you want to perform the “Initialize New Year” process.

Enter your ‘**User ID**’ and ‘**Password**’.

Select the period for ‘**202512**’.

Note:

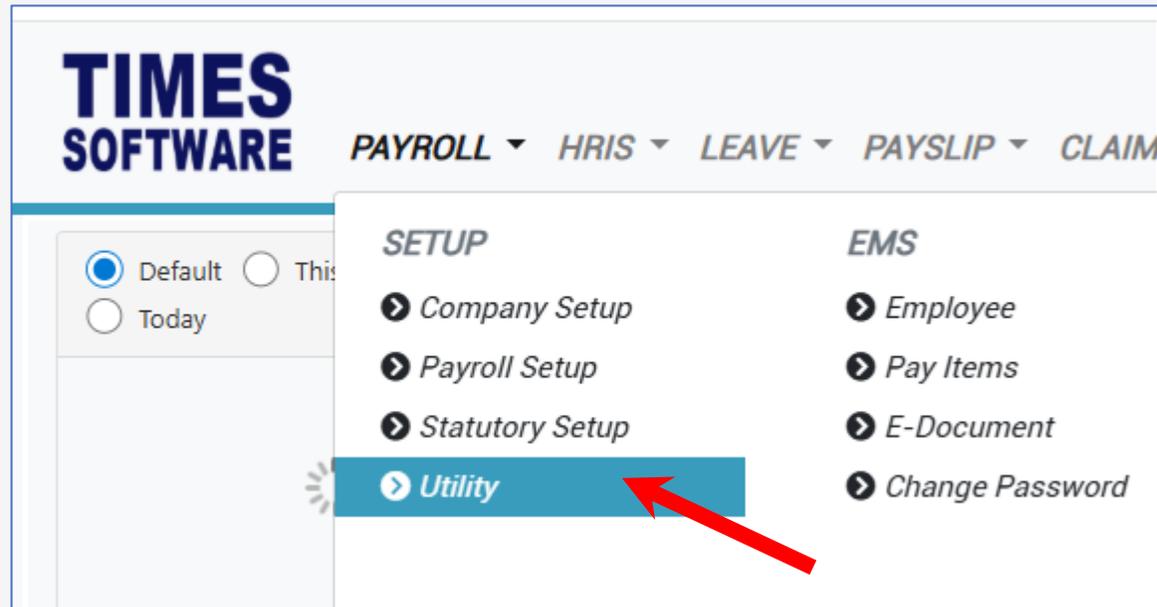
- The User ID used for Initialize New Year should have access to all employees.
- There is no need to shut down the Timesolution.



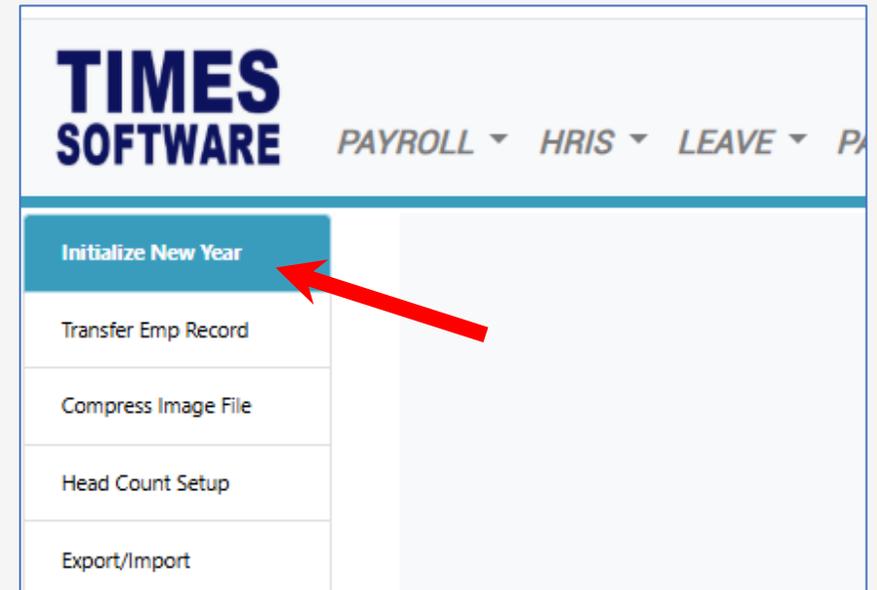
The screenshot shows the login page of the Pro Payroll system. It features a 'Company' dropdown menu set to 'PRO-DEMO'. Below it are input fields for 'Payroll Id' (containing 'support') and 'Password' (masked with dots). The 'Login Period' section includes dropdowns for the year (2025), month (12), and a dropdown with 'E'. The 'Mode' dropdown is set to 'Enterprise'. At the bottom, there is a 'Login' button and links for 'Forgot Password' and 'Staff Login'.

Initialize New Year Procedures | Pro Payroll

3 Navigate to 'Payroll → Setup → **Utility**'.

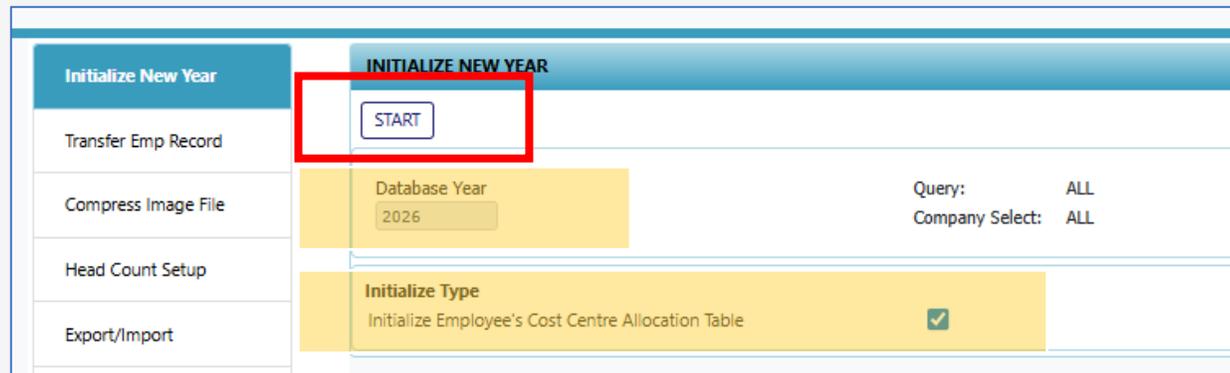


4 Choose '**Initialize New Year**'.



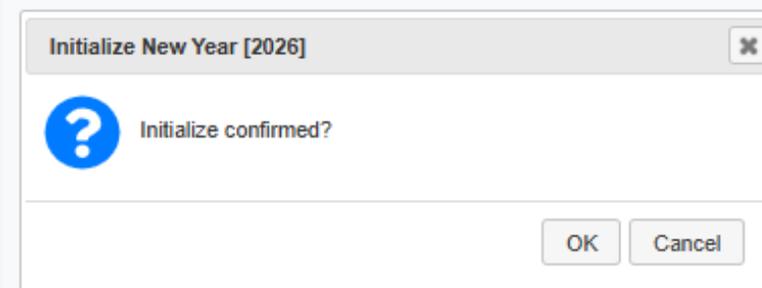
Initialize New Year Procedures | Pro Payroll

- 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**'.



INITIALIZE NEW YEAR	
Transfer Emp Record	START
Compress Image File	Database Year: 2026
Head Count Setup	Query: ALL
Export/Import	Company Select: ALL
	Initialize Type
	Initialize Employee's Cost Centre Allocation Table <input checked="" type="checkbox"/>

- 6 Click '**OK**' to proceed to the next screen.
Click '**CANCEL**' to terminate the process.



Initialize New Year [2026]

? Initialize confirmed?

OK Cancel

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**'.

The screenshot displays the 'TIMES SOFTWARE' interface. The top navigation bar includes 'PAYROLL', 'HRIS', and 'LEA'. A 'SETUP' menu is open, listing options: 'Company Setup', 'Payroll Setup', 'Statutory Setup', 'Utility', and 'Cost Centre Allocation' (highlighted with a red box). The 'Cost Centre Allocation' screen shows the following details:

- Employee No.: A0001
- Employee Name: AHMAD BIN YUSUF
- Period: 202512

EDIT	COST CENTRE CODE	COST CENTRE DESCRIPTION	DEPARTMENT	PERCENT
	NONE	NONE	PROD	100.00

Initialize New Year Procedures | Pro Payroll

7 Initialization of the new year is in progress.

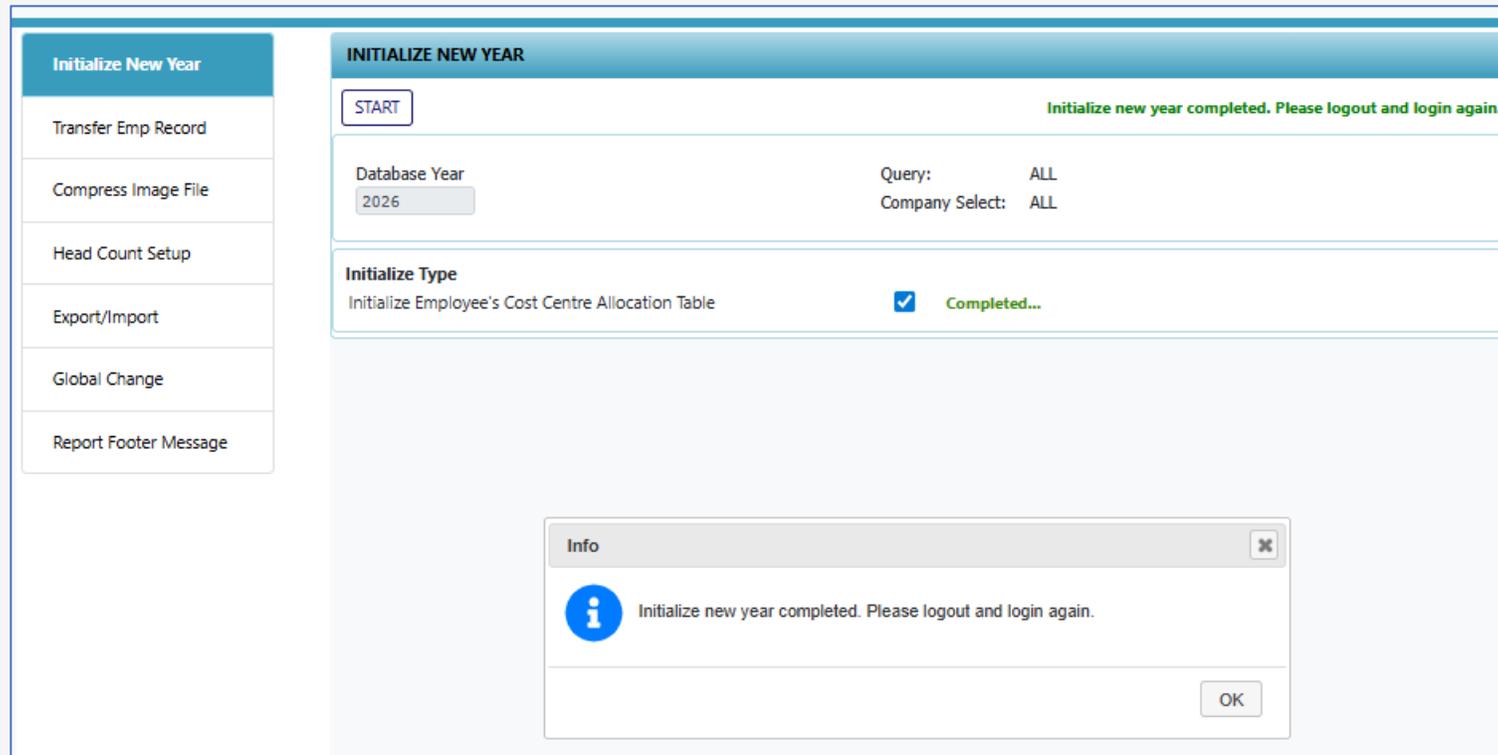
Processing time may vary depending on database size. Do not close the browser or navigate to any other menu during processing.

The screenshot displays the 'INITIALIZE NEW YEAR' web interface. On the left is a sidebar menu with options: 'Initialize New Year' (highlighted), 'Transfer Emp Record', 'Compress Image File', 'Head Count Setup', 'Export/Import', 'Global Change', and 'Report Footer Message'. The main content area has a 'START' button at the top. Below it, the 'Database Year' is set to '2026'. To the right, 'Query:' is set to 'ALL' and 'Company Select:' is set to 'ALL'. Under the 'Initialize Type' section, the option 'Initialize Employee's Cost Centre Allocation Table' is checked with a blue checkbox. A modal dialog box is overlaid on the page, titled 'Please Wait...', featuring a green progress bar at 49%. The dialog text reads: 'Initialize New Year in progress. Please do not close the browser or navigate to another page.' and 'Allowance Generating...'.

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.

Note:
The login year must be set to 2026.

The screenshot displays the 'Calendar' tab for an employee. At the top, there are navigation tabs: Detail, Career, Bank, Employment, Address, Leave / Benefit, **Calendar**, Misc, Free Fields, and Exit Records. Below the tabs, there are navigation buttons (back, forward, save, cancel) and search filters (Company Select - ALL, Query Select - All). The employee information is shown as 'Employee ID / Name: Z4 [CP TWO TWO]'. Below this, there are sections for 'Pay Group Setting' and 'Employee Weekly Setting'. The 'Pay Group Setting' section includes fields for Pay Group (STD [STD]), From Date (01/01/2025), To Date (31/12/2025), and Period (202512). The 'Employee Weekly Setting' section shows a table with columns for days of the week (MON, TUE, WED, THU, FRI, SAT, SUN) and rows for Week 1 and Week 2. The calendar grid below shows months from Jan 2025 to Dec 2025, with days of the week and status indicators (F for Friday, O for other days). A red box highlights the 'Employee Yearly Calendar' section.

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.

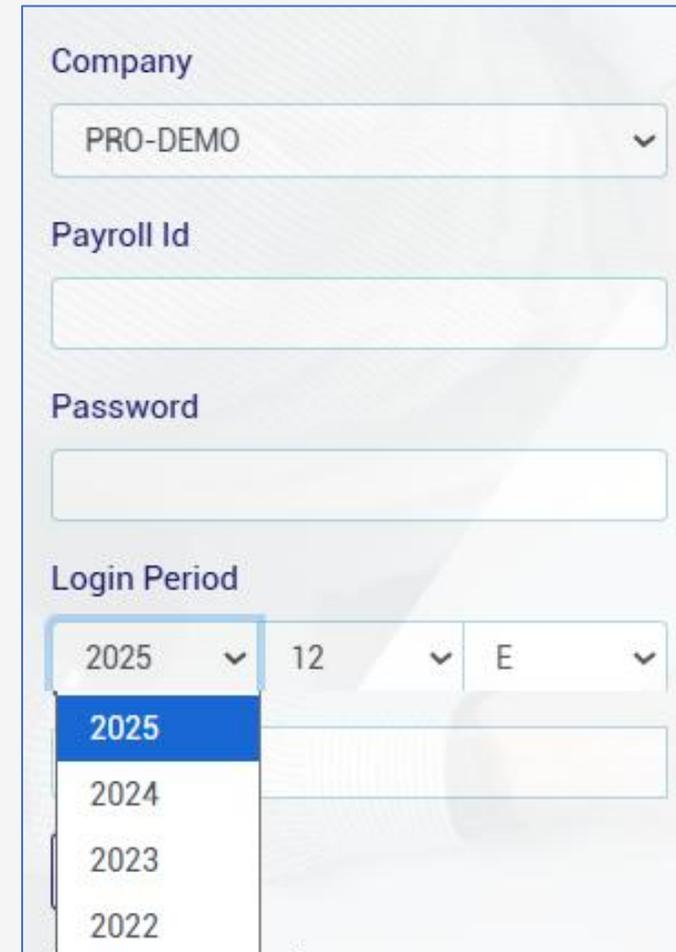
Frequently Asked Questions

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.



The screenshot shows a login form with the following fields:

- Company:** A dropdown menu with "PRO-DEMO" selected.
- Payroll Id:** An empty text input field.
- Password:** An empty password input field.
- Login Period:** A dropdown menu with "2025" selected. The dropdown is open, showing a list of years from 2022 to 2025. The year 2026 is missing from the list.

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:

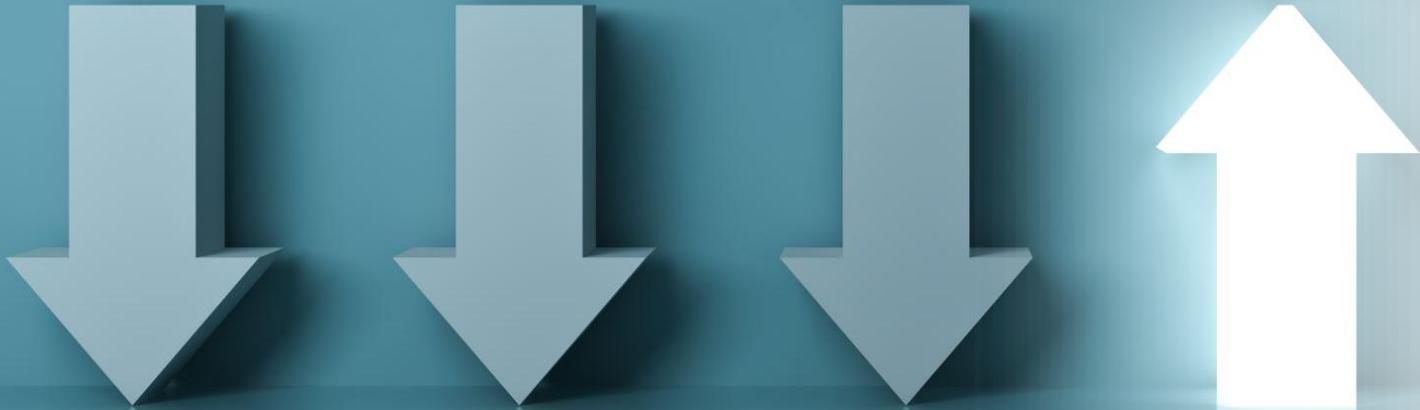
I have installed the Year-End Payroll Patch Update. Why am I still seeing this message when processing payroll for January 2026?

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 [AAAAAAAA] : 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.

The screenshot displays the Times Software interface. At the top, the logo "TIMES SOFTWARE" is visible on the left, and navigation tabs for "PAYROLL", "HRIS", "LEAVE", "PAYSリップ", and "CLAIM" are on the right. Below the logo, there are radio buttons for "Default" (selected) and "Today". To the right of the main menu, there are two columns of options: "SETUP" and "PROCESS PAYROLL". The "PROCESS PAYROLL" column includes "Process", "Bonus Record" (highlighted with a red arrow), "Special Record", "Festival Advance", "Transfer Payroll", and "AL Encash". Other columns include "EMS" and "MODIFY RECORD".

SETUP	PROCESS PAYROLL	EMS	MODIFY RECORD
Company Setup	Process	Employee	Pay Record
Payroll Setup	Bonus Record	Pay Items	Bonus Record
Statutory Setup	Special Record	E-Document	Special Record
Utility	Festival Advance	Change Password	Add. Emp PCB Relief (T
	Transfer Payroll		Emp BIK and VOLA (TP
	AL Encash		Emp PCB History (TP3)

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.

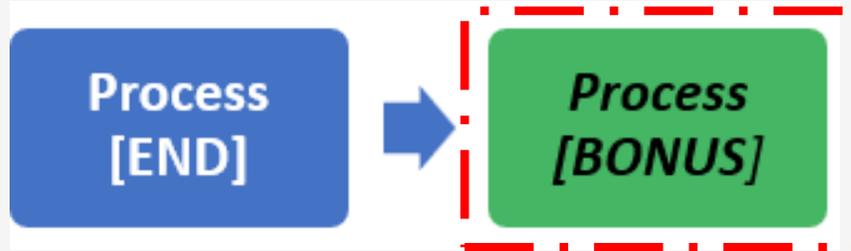
Note:

- 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.

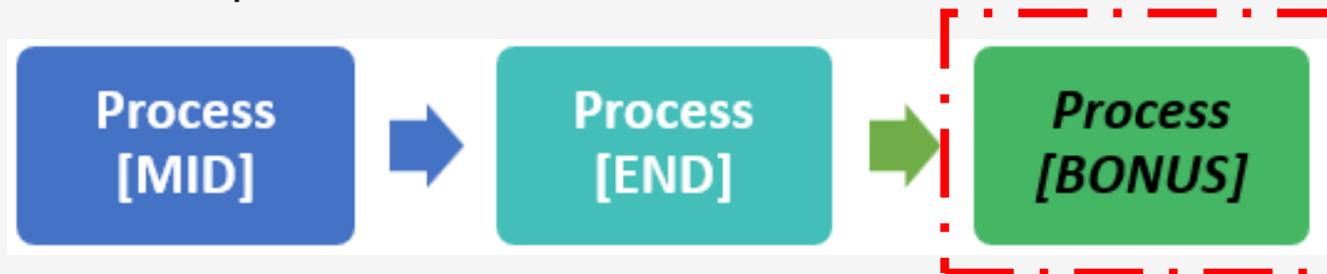
Bonus Processing Flow

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)



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

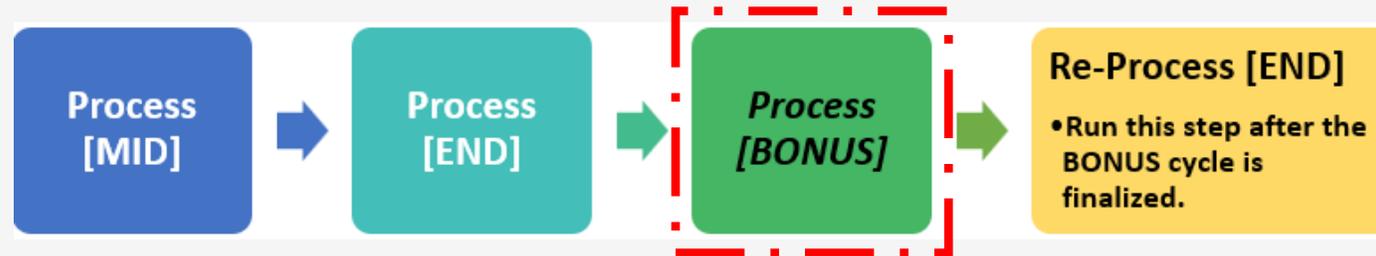


Note:

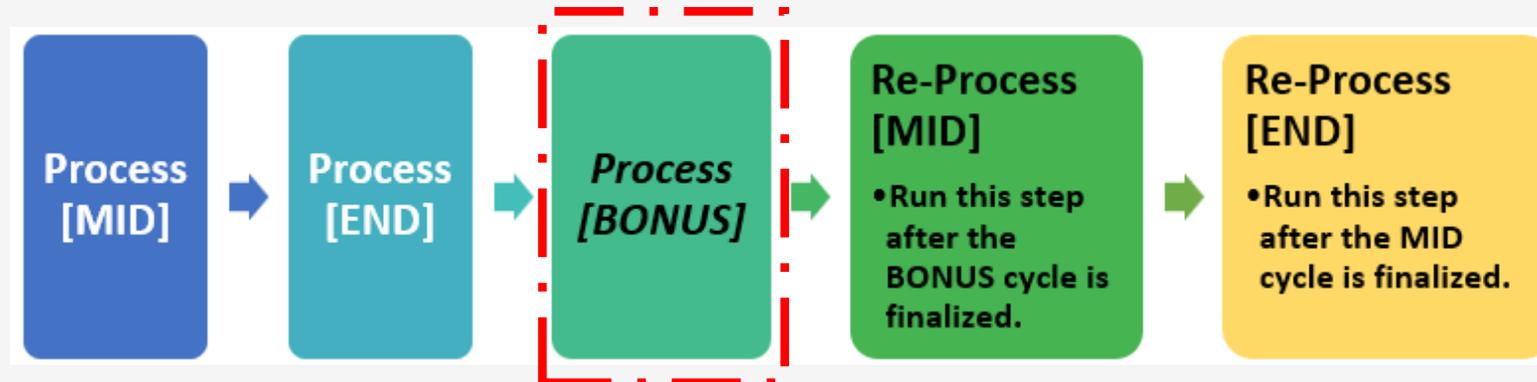
If you plan to import the Bonus amounts from an Excel file, the '**Process [BONUS]**' step is not required and will be replaced by the '**Import**' process.

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.



- 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.

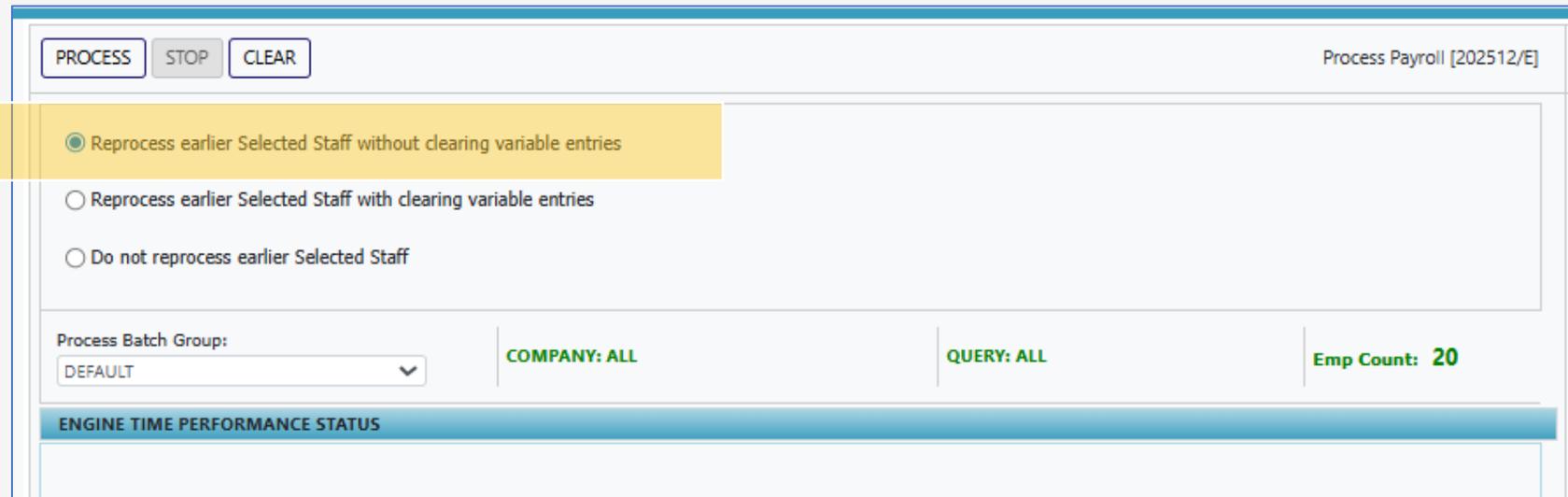


Note:
If you plan to import the Bonus amounts from an Excel file, the '**Process [BONUS]**' step is not required and will be replaced by the 'Import' process.

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”



The screenshot displays the 'Process Payroll [202512/E]' interface. At the top, there are three buttons: 'PROCESS', 'STOP', and 'CLEAR'. Below these, there are three radio button options for reprocessing: 'Reprocess earlier Selected Staff without clearing variable entries' (which is selected and highlighted in yellow), 'Reprocess earlier Selected Staff with clearing variable entries', and 'Do not reprocess earlier Selected Staff'. Below the radio buttons, there is a 'Process Batch Group' dropdown menu set to 'DEFAULT'. To the right of the dropdown, the text 'COMPANY: ALL' and 'QUERY: ALL' is displayed in green. Further right, 'Emp Count: 20' is shown in green. At the bottom of the interface, there is a blue bar with the text 'ENGINE TIME PERFORMANCE STATUS'.

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.

What to do:

1. Check whether the MID/END cycle has been processed (ignore MID if not applicable).
2. If not, clear the Bonus cycle.
3. Follow the correct procedure for processing bonuses:
 - Run Process PAY RECORD first
 - Then run Process BONUS

This ensures the PCB for the bonus cycle is calculated correctly.

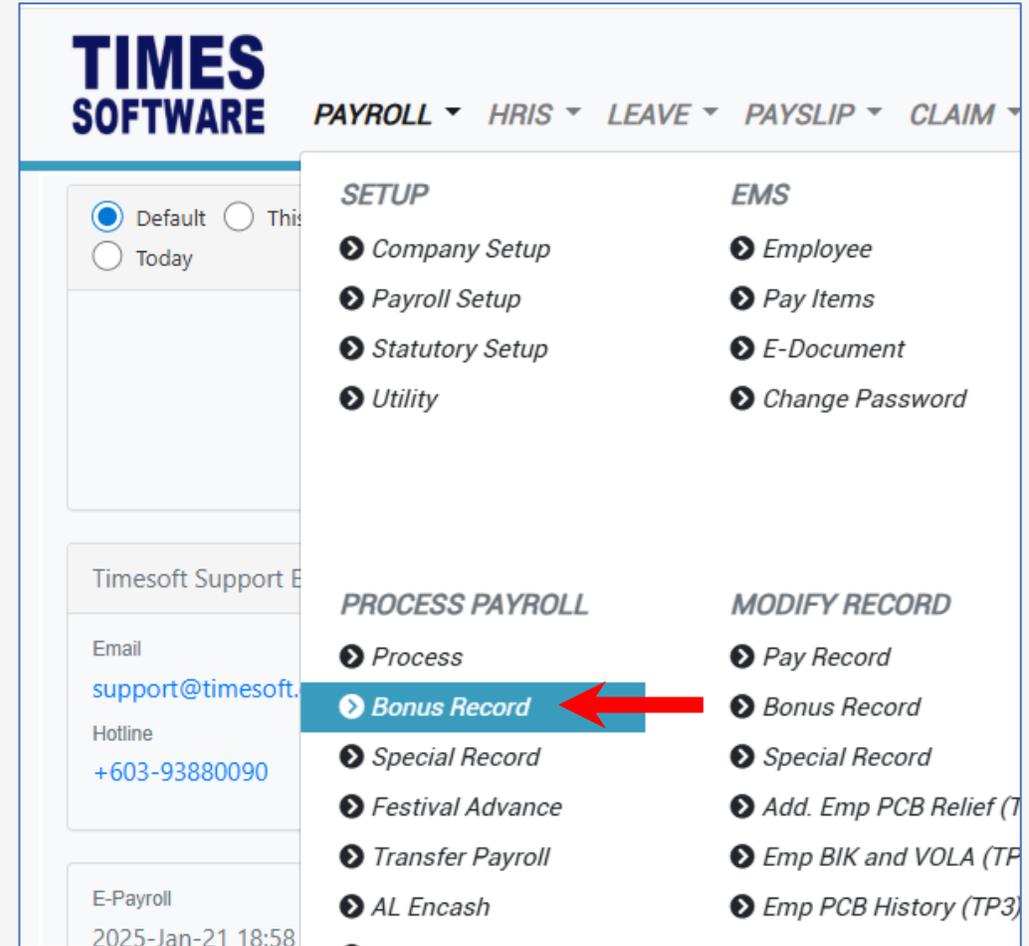


2

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.

The screenshot displays the 'Process Bonus Record' window with the following settings:

- Bonus Parameter:** 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: (highlighted); Pay Cycle: Bonus Period; Bonus Calculation By: Service Month; Service Month Cut Off Day: 15; Process Batch Group: DEFAULT.
- Bonus Report Order By:** COMPANY+DEPARTMENT+NAME
- default Bonus Factor From Update Employee if '0' bonus factor entered**
- Rounding Formula:** (empty)
- '0' No Cut off day apply. '31' must work for full complete month**

Leave Exclusion (Days):

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

Exclude Bonus Condition:

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

Buttons at the bottom: STOP, CLEAR RECORD, TRIAL RUN, PROCESS

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

CODE	DESC
&ANLP	ANN
&NPL	NO P
@\$PCB_ER	PCB
ACTING	Actio

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'.	<ul style="list-style-type: none"> It is strongly recommended to use allowance codes that begin with “BONU” and are no longer than 12 characters. Example: “BONU”, “BONUS”, “BONUSSPE”, “BONU2025”, etc. 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.

The screenshot shows the 'Allowance / Deduction' configuration window. The 'Code' field is set to 'BONU'. The 'Description' field contains 'BONUS *'. The 'EA No.' dropdown is set to 'Fees, Director Fees, Comm, Bonus [2]'. The 'CP21/CP22A' dropdown is set to 'Commission and Bonus [2]'. The 'Unit' is set to 'NONE'. The 'Grosswage' dropdown is set to 'STD – GROSS WAGE NOT AFFECTED BY DEDUCTIC'. The 'Back Pay Allowance' dropdown is empty. The 'Bahasa Malaysia Description' field is empty. The 'Disable alert message for Deductions in Process Payroll for Resigned Employee' checkbox is unchecked. The 'Statutory Settings' section at the bottom has the following checkboxes: **IS BONUS (unchecked), EPF (checked), VOL (checked), SOCSO (unchecked), EIS (unchecked), PCB (checked), ADD PAY(YT) (checked), ADD PAY EPF(KT) (unchecked), HRD (unchecked), ***IS ZAKAT (unchecked), BAITULMAL SARAWAK (unchecked), OT (unchecked), RD (unchecked), NPL (unchecked), GRP (unchecked), and NON-PAYROLL ITEM (unchecked).

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**'.

Employee's Information

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

Department: SUPP Hired Date: 09/10/2023 SOCSO: FIRST

Age / DP Child: 64.67 / 0.00 Termination Date: EIS: FIRST

Paid: MONTHLY Last Payment Date: TAX Cat: K1

Salary Information

Basic Salary: 15,000.00

Daily Rate: 483.87

Hourly Rate: 78.67

Pay Group / Type: STD 2-SN

Payroll Information

Period: 202512

Cycle / Cycle Run: E

Trial Mode: NO

Change Basic:

NPL / Absent

Total: 0.00 NPL/ABSENT

Overtime

Total: 0.00 OVERTIME

Rest Day

Total: 0.00 REST DAY

Shift

Total: 0.00 SHIFT

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BASIC	BASIC SALARY	T	T	T	T	23.0000			15,000.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				-1,580.70
BONU	BONUS	F	F	T	T				2,000.00
INC-BONU	INCENTIVE BONUS	F	F	T	T				1,500.00

Print Date : 23/11/2025 10:16:16 PM

User ID : SUPPORT

		tutions		Net Pay	
D006-N	DONKEY TEE	15,000.00	23.00	15,000.00	16,044.30
	Basic Salary	15,000.00		15,000.00	
	BONUS	2,000.00		2,000.00	
	INCENTIVE BONUS	1,500.00		1,500.00	
	Gross Salary	18,500.00		18,500.00	
	Employer EPF	740.00		740.00	
	Employer SOCSO	74.40		74.40	
	MONTHLY INCOME TAX DEDUC	-2,455.70		-2,455.70	
	Net Pay				16,044.30

Basic	NPL	OT	Shift	Rest Day	Bonus	Allowances	Gross Wages	Deductions	Income Tax	Ee'EPF	Ee'Socso	Ee'EIS	Nett Wages	Er'EPF	Er'Socso	Er'EIS	HRD
15,000.00	0.00	0.00	0.00	0.00	2,000.00	1,500.00	18,500.00	0.00	-2,455.70	0.00	0.00	0.00	16,044.30	740.00	74.40	0.00	0.00

Bonus Processing Setup | No 2 – Bonus Method

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

Bonus Parameter	Comments
There are three options for selection:	<p>By Calendar: Based on the Calendar year <u>Example:</u> 01 Jan 2025 to 31 Dec 2025</p> <ul style="list-style-type: none"> By Calendar By Pay Period By Calendar – Periodical
	<p>By Pay Period: Based on the employee’s pay group’s period <u>Example:</u> 21 Dec 2024 to 20 Dec 2025</p>
	<p>By Calendar – Periodical: Based on the company financial period <u>Example:</u> 01 July 2024 to 30 Jun 2025</p>

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

Calendar Days	By Pay Period	By Calendar – Periodical
Period 1 01/01/2025 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	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12	2025	

Bonus Parameter	Comments																		
<p>This parameter determines the cut-off period for bonus computation.</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> If setup as 12-2025 for “Calendar” method, the system calculates BONUS from 01/01/2025 to 31/12/2025. In cases where a staff member works less than a year, the system will prorate the bonus accordingly. 	<p><u>Example:</u></p> <p>Bonus Method By Calendar Cut off bonus = 12-2025</p> <table border="1"> <tr> <td>Bonus Method</td> <td>By Calendar</td> </tr> <tr> <td>Cut Off Bonus (Mth/Period)</td> <td>12 2025</td> </tr> </table> <p>Bonus Method By Pay Period Cut off bonus = 202512</p> <table border="1"> <tr> <td>Bonus Method</td> <td>By Pay Period</td> </tr> <tr> <td>Cut Off Bonus (Mth/Period)</td> <td>202512</td> </tr> </table> <p>Bonus Method By Calendar - Periodical The company’s bonus calculation cut off follow company’s the financial year.</p> <ul style="list-style-type: none"> <u>Example:</u> Company’s financial year is from July to June. Cut off bonus = 7-2024 to 6-2025 Therefore, employees hired after 30/06/2025 will not receive a bonus. <table border="1"> <tr> <td>Bonus Method</td> <td colspan="4">By Calendar - Periodical</td> </tr> <tr> <td>Cut Off Bonus (Mth/Period)</td> <td>7</td> <td>2024</td> <td>To</td> <td>6 2025</td> </tr> </table>	Bonus Method	By Calendar	Cut Off Bonus (Mth/Period)	12 2025	Bonus Method	By Pay Period	Cut Off Bonus (Mth/Period)	202512	Bonus Method	By Calendar - Periodical				Cut Off Bonus (Mth/Period)	7	2024	To	6 2025
Bonus Method	By Calendar																		
Cut Off Bonus (Mth/Period)	12 2025																		
Bonus Method	By Pay Period																		
Cut Off Bonus (Mth/Period)	202512																		
Bonus Method	By Calendar - Periodical																		
Cut Off Bonus (Mth/Period)	7	2024	To	6 2025															

Bonus Processing Setup | No 4 – Bonus Factor

Bonus Code:	BONU
Bonus Method	By Calendar
Cut Off Bonus (Mth/Period)	12 2025
Bonus Factor	0
Bonus Payment by	New Base Salary
Bonus Amount	
Pay Cycle	Bonus Period
Bonus Calculation By	Service Month
Service Month Cut Off Day	15

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.

Employee ID / Name	D006-N [DONKEY TEE]
Pay Group/Type Setting	
Pay Group	STD
Pay Type *	SN-Mthly Rated-SubjOT [SN]
Mid Mth Pay	<input type="checkbox"/> Semi-Month? 0 % /
Mid mth deduct EPF?	No
Bonus Factor	2

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	New Base Salary
Bonus Calculation By	Base Salary
Service Month Cut Off Day	New Base Salary (Last year)
Process Batch Group:	Fixed Amount
Leave Exclusion	New Base Salary+ (Svs pt)
	Base Salary + (Svs pt)
<input type="checkbox"/> Exclude NPL	>= New Base Salary + (Svs pt) Last Year
<input type="checkbox"/> Exclude Sick Leave	>= Average Paid Salary
<input type="checkbox"/> Exclude Annual Leave	

Bonus Run in period 2025-12

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

Base Salary

New Base Salary

Bonus Run in period 2026-02

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

New Base Salary

New Base Salary (Last year)

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	Group	Individual	Update Bonus Factor
Bonus Code:	<input type="text" value="BONU"/>		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	<input type="text" value="12"/>	<input type="text" value="2025"/>	
Bonus Factor	<input type="text"/>		
Bonus Payment by	Fixed Amount		
Bonus Amount	<input type="text" value="3000"/>		
Pay Cycle	Bonus Period		

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	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	Mid-month Period		
Service Month Cut Off Day	End-month Period		
Process Batch Group:	Bonus Period		
Leave Exclusion	Special Cycle		

Bonus Parameter	Comments
Select the cycle during which to pay the bonus to the employee.	It is recommended to select “ Bonus Period ” or “ Special Cycle ” when processing a bonus.
Mid-month Period: Bonus amount add to <i>MID-MONTH</i> cycle.	This allows the system to segregate PCB and EPF on the Bonus pay cycle from the Regular pay cycle.
End-month Period: Bonus amount add to <i>END-MONTH</i> cycle.	
Bonus Period: Bonus amount is processed separately from the MID/END cycle and placed in the <i>BONUS</i> cycle.	
Special Cyle: Bonus amount is processed separately from the MID/END cycle and placed in the <i>SPECIAL</i> cycle.	

Bonus Processing Setup | No 8 – Bonus Calculation By

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	11	2025	
Bonus Factor	1		
Bonus Payment by	Fixed Amount		
Bonus Amount	0		
Pay Cycle	Bonus Period		
Bonus Calculation By	None		
Process Batch Group:	Service Month Calendar Days Working Days None		

- 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	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 Parameter	Comments
<p>This option is used when “Service Month” is selected under “Bonus Calculation By” (see <i>Item #8</i>).</p> <p>You can specify a cut-off day to let the system determine how many days an employee must work in:</p> <ul style="list-style-type: none"> • their first month (for new hires), or • their final month (for resigned employees) <p>This is to determine if that month to be counted as a service month in the bonus calculation.</p> <p>This setting applies to employees with less than one year of service.</p>	<p>0 = No Cut-Off (System code) 31 = Must work for the complete full month Any other number = Days Work</p> <p><u>Example:</u></p> <ol style="list-style-type: none"> 1) "15": Employee must work at least 15 calendar days in the 1st month from the hired date or last month till the resigned date to count as one service month. Otherwise, disregard in Bonus calculation. 2) "20": Employee must work at least 20 calendar days in the 1st month from the hired date or last month till the resigned date to count as one service month. Otherwise, disregard in Bonus calculation.

Bonus Processing Setup | No 10 – Rounding Formula

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

The screenshot shows the 'Bonus Parameter' configuration window. The 'Rounding Formula' dropdown is highlighted with a red box. The options in the dropdown are:

- None
- Round up to Nearest Dollar
- Round down to Nearest Dollar
- > 50cts=One dollar or 50cts=50cts or < 50cts := 0
- > 50cts=One dollar or <= 50cts=50cts or 0 = 0

Other visible fields include: Bonus Code: BONU, Bonus Method: By Calendar, Bonus Amount: 3000, and Bonus Report Order By: COMPANY+DEPARTMENT+NAME.

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

Bonus Processing Setup | No 11 – Leave Exclusion

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus Code:

Bonus Method:

Cut Off Bonus (Mth/Period):

Bonus Factor:

Bonus Payment by:

Bonus Amount:

Pay Cycle:

Bonus Calculation By:

Service Month Cut Off Day:

Process Batch Group:

Leave Exclusion

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

Exclude Bonus Con

- Exclude uncon
- Exclude Emplo
- Exclude Employee Resigned After
- Exclude Zero Bonus Amount

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.
	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	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		Bonus Report Order B
Bonus Method	By Calendar		COMPANY+DEPART
Cut Off Bonus (Mth/Period)	12	2025	
Bonus Factor	1		default Bonus Factor F factor entered
Bonus Payment by	New Base Salary		
Bonus Amount			
Pay Cycle	Bonus Period		Rounding Formula
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		'0' No Cut off day app month
Process Batch Group:	DEFAULT		
Leave Exclusion		Exclude Bonus Condition	
<input checked="" type="checkbox"/> Exclude NPL	>=		<input checked="" type="checkbox"/> Exclude unconfirmed staff ?
<input type="checkbox"/> Exclude Sick Leave	>=		<input type="checkbox"/> Exclude Employee
<input type="checkbox"/> Exclude Annual Leave	>=		Hired After
<input type="checkbox"/> Exclude Absent Leave	>=		<input type="checkbox"/> Exclude Employee
<input type="checkbox"/> Exclude Hospitalization Leave	>=		Resigned After
			<input type="checkbox"/> Exclude Zero Bonus
			Amount

Bonus Parameter	Comments
This option excludes bonus payment for the following categories of employees:	Example: “Exclude unconfirmed staff?”
<ul style="list-style-type: none"> Exclude Unconfirmed Staff Exclude Employee Hired after the date specified Exclude Employee Resigned after the date specified Exclude Zero Bonus Amount 	<ul style="list-style-type: none"> The system checks the employee’s “Confirmation On” date in ‘EMS → Confirm & Termination’ to determine whether the employee should be excluded under this condition.

Employee ID / Name	A001 [AGNES NG]	Pay Group	STD
Confirmation & Notice (Master Data)			
Hired Date	11/03/2021	Probation Period / By	3 MONTH
Notice Period (For Resignation)	0	Notice By	MONTH
Retired Age (Year)	60	Confirmation Due	10/06/2021
Retirement Date	16/03/2019	Confirmation On	11/06/2021

Bonus Processing Setup | No 13 – Stop

The screenshot shows the 'Bonus Processing Setup' window with the following fields and options:

- Group:** Individual
- Bonus Code:** BONU
- Bonus Method:** By Calendar
- Cut Off Bonus (Mth/Period):** 12 / 2025
- Bonus Factor:** 1
- Bonus Report Order By:** COMPANY+DEPARTMENT+NAME
- Process Batch Group:** DEFAULT
- Leave Exclusion:** Exclude NPL, Sick Leave, Annual Leave, Absent Leave, Hospitalization Leave (with Days input fields).
- Exclude Bonus Condition:** Exclude unconfirmed staff (checked), Exclude Employee (Hired After, Resigned After), Exclude Zero Bonus.

At the bottom of the window, the **STOP** button is highlighted with a red box. Other buttons include CLEAR RECORD, TRIAL RUN, and PROC.

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

Note:

- 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

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus Code:  Bonus Report Order By:

Bonus Method: Bonus Report Order By:

Cut Off Bonus (Mth/Period):

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

Bonus Payment by:

Bonus Amount:

Pay Cycle: Rounding Formula:

Bonus Calculation By:

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

Process Batch Group:

Leave Exclusion

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

Exclude Bonus Condition

Exclude unconfirmed staff ?

Exclude Employee

Hired After

Exclude Employee

Resigned After

Exclude Zero Bonus

Amount

STOP **CLEAR RECORD** **TRIAL RUN** **PROCESS**

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

Bonus Processing Setup | No 15 - Trial Run

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus Code: Bonus Report Order By:

Bonus Method:

Cut Off Bonus (Mth/Period):

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

Bonus Payment by:

Bonus Amount:

Pay Cycle: Rounding Formula:

Bonus Calculation By:

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

Process Batch Group:

Leave Exclusion

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

Exclude Bonus Condition

Exclude unconfirmed staff ?

Exclude Employee

Hired After

Exclude Employee

Resigned After

Exclude Zero Bonus

Amount

STOP **CLEAR RECORD** **TRIAL RUN** **PROCESS**

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

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus Code:  Bonus Report Order By:

Bonus Method: Bonus Report Order By:

Cut Off Bonus (Mth/Period):

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

Bonus Payment by:

Bonus Amount:

Pay Cycle: Rounding Formula:

Bonus Calculation By:

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

Process Batch Group:

Leave Exclusion

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

Exclude Bonus Condition

Exclude unconfirmed staff ?

Exclude Employee 

Hired After 

Exclude Employee 

Resigned After 

Exclude Zero Bonus

Amount

STOP | **CLEAR RECORD** | **TRIAL RUN** | **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**

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

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

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**

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.

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

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan 2025	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	O	F	F	F	F	F	
Feb 2025	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F				
Mar 2025	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	O	F	
Apr 2025	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	
May 2025	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	
Jun 2025	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	
Jul 2025	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	
Aug 2025	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	O	
Sep 2025	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	
Oct 2025	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	
Nov 2025	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	
Dec 2025	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	F	F	F	F	O	F	F	

(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**.

Global Pay Group Setup

Pay Group: **STD** | Year: 2025

Start Date: 01/01/2025 | End Date: 31/12/2025

Day Worked Per Week: 5 | Hour Worked Per Year: 2080.00

Daily Rate Formula: Working Days/Mth [01] | Working Hours: 8

NPL Rate Formula: Working Days/Mth [01] | OT Hour Formula: 44 HOURS/WEEK [2]

Global Weekly Setting

Week 2 | Day 7 | BOTH

Is Alternate Saturday? | Public Holiday as Off Day?

Is Generate Weekly Setting? Only applicable for 'RE-GENERATE'.

Buttons: New, Save, Delete, Cancel, Working Calendar, Re-Generate

PERIOD	START-DATE	MID-DATE	END-DATE	1st-HALF	2nd-HALF	TOTAL
202501	01/01/2025	15/01/2025	31/01/2025	11	12	23
202502	01/02/2025	15/02/2025	28/02/2025	10	10	20
202503	01/03/2025	15/03/2025	31/03/2025	10	11	21
202504	01/04/2025	15/04/2025	30/04/2025	11	11	22
202505	01/05/2025	15/05/2025	31/05/2025	11	11	22
202506	01/06/2025	15/06/2025	30/06/2025	10	11	21

(3) Bonus Calculation By Working Days

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12	2025	
Bonus Factor			
Bonus Payment by	New Base Salary		
Bonus Amount			
Pay Cycle	Bonus Period		
Bonus Calculation By	Working Days		
Process Batch Group:	DEFAULT		
Leave Exclusion		Exclude Bonus Condition	
<input checked="" type="checkbox"/> Exclude NPL	>= 0	<input checked="" type="checkbox"/> Exclude unconfirmed staff ?	
<input type="checkbox"/> Exclude Sick Leave	>=	<input type="checkbox"/> Exclude Employee Hired After	
<input type="checkbox"/> Exclude Annual Leave	>=	<input type="checkbox"/> Exclude Employee Resigned After	
<input type="checkbox"/> Exclude Absent Leave	>=	<input type="checkbox"/> Exclude Zero Bonus Amount	
<input type="checkbox"/> Exclude Hospitalization Leave	>=		

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.

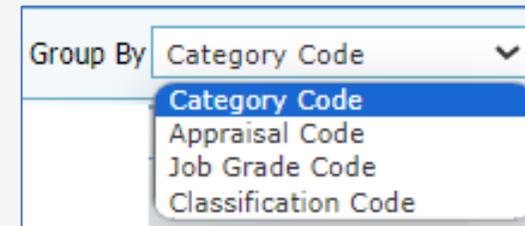
Choosing the right method ensures that the bonus is calculated accurately and aligned with your company policy, preventing errors or disputes.

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.

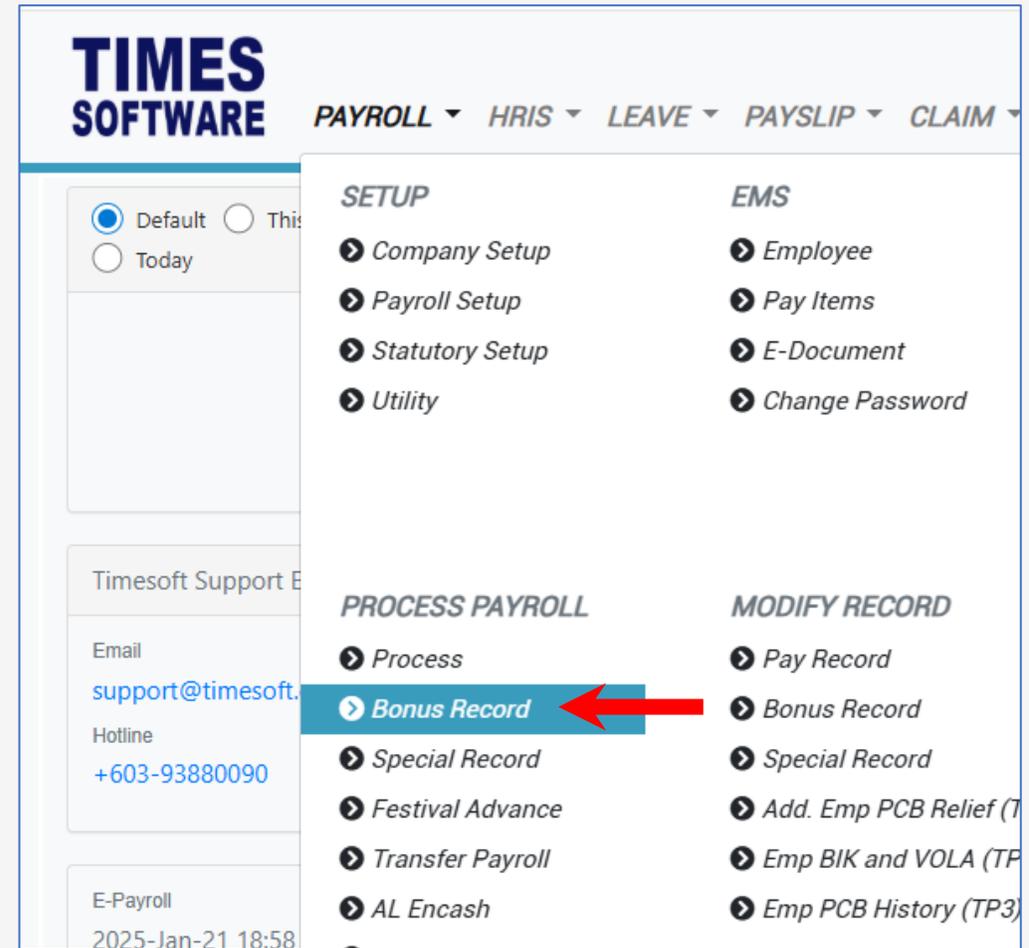
4. Import Bonus from CSV / Excel Format

- 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**'.

The screenshot shows the 'Group' tab selected in the 'Bonus Parameter' interface. The 'Group' tab is highlighted with a red box. The interface includes search fields for 'Variable Bonus 1' and 'Variable Bonus 2', a 'Group By' dropdown menu set to 'Category Code', and a data table area displaying '>>> No Data'. At the bottom, there are 'GENERATE RECORD' and 'CLEAR RECORD' buttons, and a status bar indicating 'Total count: 0 record(s)'.

The screenshot shows the 'Individual' tab selected in the 'Bonus Parameter' interface. The 'Individual' tab is highlighted with a red box. The interface includes checkboxes for 'Retrieve Bonus Factor from EMS?' and 'Update Bonus Factor to EMS?', and search fields for 'Variable Bonus 1' and 'Variable Bonus 2'. The data table area displays '>>> No Data'. At the bottom, there are 'GENERATE RECORD' and 'CLEAR RECORD' buttons, and a status bar indicating 'Total count: 0 record(s)'.

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)

The screenshot shows the 'Bonus Parameter' configuration window. The 'Bonus Method' section is highlighted with a green box, showing 'By Calendar', 'Cut Off Bonus' as '12 2025', and 'Bonus Factor' as '1'. The 'Leave Exclusion' section is also highlighted with a green box, showing 'Exclude NPL' checked. The 'PROCESS' button at the bottom right is highlighted with a red box.

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

The screenshot displays the 'Bonus Parameter' configuration window. The 'Bonus Code' is set to 'BONU', 'Bonus Method' is 'By Calendar', and 'Cut Off Bonus (Mth/Period)' is '12' for '2025'. The 'Bonus Factor' is '1', 'Bonus Payment by' is 'New Base Salary', and 'Pay Cycle' is 'Bonus Period'. The 'Bonus Calculation By' is 'Calendar Days' and 'Process Batch Group' is 'DEFAULT'. The 'Bonus Report Order By' is 'COMPANY+DEPARTMENT+NAME'. The 'Leave Exclusion' section includes 'Exclude NPL' (checked) with a value of '0' days, and other options for Sick Leave, Annual Leave, Absent Leave, and Hospitalization Leave. The 'Exclude Bonus Condition' section includes 'Exclude unconfirmed staff?' (checked), 'Exclude Employee' (unchecked) with a date field, 'Hired After' (unchecked) with a date field, 'Resigned After' (unchecked) with a date field, and 'Exclude Zero Bonus Amount' (unchecked). At the bottom left, a red-bordered box highlights the message 'Processing finished!'. At the bottom right, there are buttons for 'STOP', 'CLEAR RECORD', 'TRIAL RUN', and 'PROCESS'.

Method 1 – Process Standard Bonus Run

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

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU	Variable Bonus1	Variable Bonus2	Employer EPF
ALL												
BONUS RUN FOR			01/01/2025 To 31/12/2025					PRINT DATE: 24/11/2025 12:51 AM				
PAY BONUS BASED ON			New Base Salary					USER ID: SUPPORT				
BONUS PAYMENT METHOD			By Calendar									
BONUS CODE			BONU									
BONUS FACTOR			1									
CUT-OFF DAY			0									
QUERY			AD-HOC									
SMITH GROUP BERHAD												
(NONE) NONE												
abc123	ABCCC	SN	2,809.00	1	28/02/2025		307	0.00	2,362.64	0.00	0.00	312.00
QWERTY	QWERTYUIO	SN	5,000.00	1	28/04/2025		248	0.00	3,397.26	0.00	0.00	442.00
Department Total:									5,759.90	0.00	0.00	754.00
Company Total:									5,759.90	0.00	0.00	754.00
TEST SDN BHD												
(NONE) NONE												
U36595	ABU BAKAR HELMI	SN	4,500.00	1	07/11/2024		365	0.00	4,500.00	0.00	0.00	585.00
A0019	ALICEYIP	SN	2,335.00	1	17/05/2025		225	0.00	1,439.38	0.00	0.00	195.00
EPF4	SAMPLE 4	SN	8,201.00	1	04/10/2023		365	0.00	8,201.00	0.00	0.00	1,219.00
T0001	TERENCE LAU	SN	0.00	1	01/07/2024		365	0.00	0.00	0.00	0.00	0.00
Department Total:									14,140.38	0.00	0.00	1,999.00

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.

Navigation: << < > >> | SAVE CANCEL | Total record count: 18 | RECALCULATE PRORATE TRIAL CONVERT BANK

Employee's Information

Emp No / Name: Z3 [M.[ALLOWANCE]] | EPF: CLASS1 | Department: SALES | Hired Date: 01/01/2024 | SOCSO: FIRST | Age / DP Child: 27.58 | Termination Date: | EIS: FIRST | Paid: SEMI MONTHLY | Last Payment Date: | TAX Cat: K1

Salary Information

Basic Salary: 4,000.00 | Daily Rate: 153.85 | Hourly Rate: 23.08 | Pay Group / Type: STD 2-SN

Payroll Information

Period: 202512 | Cycle / Cycle Run: B E | Change Basic

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS *	F	F	T	T				8,201.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				0.00

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.

TIMES SOFTWARE

Bonus Parameter Group Individual Update Bonus Factor

Variable Bonus 1 Variable Bonus 2 Group By **Category Code** ▼

- Category Code
- Appraisal Code
- Job Grade Code
- Classification Code

>>> No Data

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

Company Select - ALL Query Select - ALL

Employee ID / Name
Z3 [M.[ALLOWANCE]]

Progression Data

Hired Date *	01/01/2024	<input checked="" type="checkbox"/> Change hired date?	Salary	4,000.00
Pay Effective Date *	01/01/2024		Increment	0.00
Increment Review Date			New Salary	4,000.00
Trans/Pro Review Date			Salary Type	MONTHLY Salary Percent 100 %
Progression Code *	FIRST START UPDATE [FSTART]	<input type="button" value="Q"/>	Salary Range	NONE [NONE] <input type="button" value="Q"/>
Department *	SALES DEPARTMENT [SALES]	<input type="button" value="Q"/>	Section *	NONE [NONE] <input type="button" value="Q"/>
Category *	SENIOR EXECUTIVE CATEGORY [SEXEC]	<input type="button" value="Q"/>	Job Grade *	NONE [NONE] <input type="button" value="Q"/> Job Level
Occupation *	SALES MANAGER [SAMGR]	<input type="button" value="Q"/>	Appraisal Grade *	NONE [NONE] <input type="button" value="Q"/>
Cost Centre *	NONE [NONE]	<input type="button" value="Q"/>	Classification *	FIXED RATE AT RM10 [RM10] <input type="button" value="Q"/>
Company *	99 BY CHRIS [99]	<input type="button" value="Q"/>	Division *	NONE [NONE] <input type="button" value="Q"/>
REASONS	<input type="text"/>			
REMARK	<input type="text"/>			

Method 2 – Process Bonus By Group

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

Variable Bonus Code Setting

Variable Bonus 1 Variable Bonus 2

>>> No Data

GENERATE RECORD CLEAR RECORD

Total count: 0 record(s)

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

- 2 Click 'Group' tab.

Bonus Parameter Group Individual Update Bonus Factor

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

Description	Hours/Days Worked	Bonus Factor	Category Code	Variable Bonus 1	Variable Bonus 2	
EXECUTIVE DIRECTOR	0.00		Appraisal Code	3000	0.00	
DIRECTOR	0.00		Job Grade Code	4000	0.00	
SENIOR MANAGER	0.00		Classification Code	5000	0.00	

GENERATE RECORD CLEAR RECORD

Total count: 191 record(s)

Page 1 of 18

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.

- Click '**CLEAR RECORD**'
- Then, click '**GENERATE RECORD**'.

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

Bonus Parameter: **Group** Individual Update Bonus Factor

Variable Bonus 1: INC-BK Variable Bonus 2: Group By: Category

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
NONE	0.00	0.000000	20,000.00	3,333.00	0.00	
EXECUTIVE DIRECTOR	0.00	0.000000	0.00	0.00	0.00	
DIRECTOR	0.00	0.000000	5,000.00	6,666.00	0.00	
SENIOR MANAGER	0.00	0.000000	0.00	0.00	0.00	
MANAGER	0.00	0.000000	0.00	0.00	0.00	

Buttons: **GENERATE RECORD** **CLEAR RECORD**

Total count: 191 record(s) Page 1 of 18

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.

Bonus Parameter Group Individual Update Bonus Factor

Variable Bonus 1 Variable Bonus 2 Group By Category Code

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

GENERATE RECORD CLEAR RECORD Total count: 190 record(s) Page 18 of 18

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**.

The screenshot displays the 'Group' tab of the Bonus Parameter configuration interface. The 'Group By' dropdown is set to 'Category Code'. A table lists three categories: DIRECTOR, SENIOR MANAGER, and MANAGER. The 'DIRECTOR' row is highlighted with a red box, showing a 'Bonus Factor' of 2 and a 'Fix Amount' of 0. A warning dialog box is open at the bottom, stating: 'Warning: Either Bonus Factor or Fixed Amount are not zero.' The dialog has an 'OK' button.

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
DIRECTOR	0.00	2	0	0.00	0.00	🗑️
SENIOR MANAGER	0.00	0.000000	0.00	0.00	0.00	🗑️
MANAGER	0.00	0.000000	0.00	0.00	0.00	🗑️

Warning

⚠️ Either Bonus Factor or Fixed Amount are not zero.

OK

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.

Variable Bonus 1: INC-BONU

Variable Bonus 2: []

Group By: Category Code

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
EXECUTIVE DIRECTOR	0.00	3	0.00	3,000.00	0.00	🗑️
DIRECTOR	0.00	2	0.00	4000	0.00	🗑️
SENIOR MANAGER	0.00	1	0.00	5000	0.00	🗑️

Bonus Factor + Variable Bonus 1

Please be reminded to click this button after completing data input

GENERATE RECORD CLEAR RECORD

Total count: 191 record(s) Page 1 of 18

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.

Variable Bonus 1 INC-BO Variable Bonus 2 MERITB Group By Category Code

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2
EXECUTIVE DIRECTOR	0.00	0.000000	10,000.00	3,000.00	1,000.00
DIRECTOR	0.00	0.000000	8,000.00	4,000.00	1,000.00
SENIOR MANAGER	0.00	0.000000	5,000.00	5,000.00	1,000.00

Fix Amount + Variable Bonus 1 + Variable Bonus 2

Please be reminded to click this button after completing data input

GENERATE RECORD CLEAR RECORD Total count: 183 record(s) Page 1 of 17

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.

Variable Bonus 1: INC-BONU Variable Bonus 2: Group By: Category Code

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
EXECUTIVE DIRECTOR	0.00		10000	3000	0.00	🗑️
DIRECTOR	0.00		8000	4000	0.00	🗑️
SENIOR MANAGER	0.00		5000	5000	0.00	🗑️

Fix Amount + Variable Bonus 1

Please be reminded to click this button after completing data input

GENERATE RECORD CLEAR RECORD Total count: 191 record(s) Page 1 of 18

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*)

The screenshot shows the 'Bonus Parameter' configuration window. The 'Group' tab is selected. The 'Bonus Method' is set to 'By Calendar', and the 'Cut Off Bonus' is set to '12' for the year '2025'. The 'Bonus Factor' field is empty. The 'Bonus Payment by' is set to 'New Base Salary', and the 'Pay Cycle' is 'Bonus Period'. The 'Bonus Calculation By' is 'Calendar Days'. The 'Process Batch Group' is 'DEFAULT'. Under 'Leave Exclusion', 'Exclude NPL' is checked. Under 'Exclude Bonus Condition', 'Exclude unconfirmed staff?' is checked. The 'PROCESS' button is highlighted in red.

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

The screenshot shows the 'Bonus Parameter' configuration window. The 'Group' tab is selected. The 'Bonus Method' is set to 'By Calendar', 'Cut Off Bonus' is '12-2025', 'Bonus Payment by' is 'Fixed Amount', 'Pay Cycle' is 'Bonus Period', and 'Bonus Calculation By' is 'None'. The 'PROCESS' button at the bottom right is highlighted with a red box.

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.

The screenshot displays the 'Bonus Parameter' configuration window. The 'Update Bonus Factor' tab is active. The 'Bonus Code' is set to 'BONU', 'Bonus Method' is 'By Calendar', and 'Cut Off Bonus (Mth/Period)' is '12' for '2025'. The 'Bonus Amount' field is highlighted in yellow. The 'Process Batch Group' is 'DEFAULT'. The 'Exclude Bonus Condition' section includes 'Exclude unconfirmed staff?' (checked), 'Exclude Employee Hired After' (unchecked), 'Exclude Employee Resigned After' (unchecked), and 'Exclude Zero Bonus Amount' (unchecked). At the bottom, there are buttons for 'STOP', 'CLEAR RECORD', 'TRIAL RUN', and 'PROCESS'. A red box highlights the 'Processing Finished!' message in the bottom left corner.

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.

« < > »
SAVE CANCEL
Total record count: 18

RECALCULATE
PRORATE
TRIAL CONVERT
BANK

Employee's Information

Emp No / Name: Z3 [M.[ALLOWANCE]]

Department: SALES | Hired Date: 01/01/2024

Age / DP Child: 27.58 | Termination Date:

Paid: SEMI MONTHLY | Last Payment Date:

Salary Information

Basic Salary: 4,000.00

Daily Rate: 153.85

Hourly Rate: 23.08

Pay Group / Type: STD 2-SN

Payroll Information

Period: 202512

Cycle / Cycle Run: B E

Change Basic:

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS *	F	F	T	T				20,000.00
INC-BONU	INCENTIVE BONUS	F	F	T	T				3,333.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				-1,055.80

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.

The screenshot shows a software interface for managing bonus parameters. At the top, there are four tabs: 'Bonus Parameter', 'Group', 'Individual', and 'Update Bonus Factor'. The 'Individual' tab is selected and highlighted with a red rectangular box. Below the tabs, there are two checkboxes: 'Retrieve Bonus Factor from EMS?' and 'Update Bonus Factor to EMS?'. Underneath these is a section titled 'Variable Bonus Code Setting' containing two input fields: 'Variable Bonus 1' and 'Variable Bonus 2', each with a small icon to its right. A large data table area below is currently empty, displaying '>>> No Data'. At the bottom of the window, there are two buttons: 'GENERATE RECORD' and 'CLEAR RECORD'. To the right of these buttons, it shows 'Total count: 0 record(s)' followed by navigation icons for first, previous, next, and last page, and a 'Page' dropdown menu set to 'of 0'.

Method 3 – Process Bonus By Individual

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

Variable Bonus 1 Variable Bonus 2 Group By

>>> No Data

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

GENERATE RECORD CLEAR RECORD

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

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

Variable Bonus Code Setting

Variable Bonus 1 Variable Bonus 2

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

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

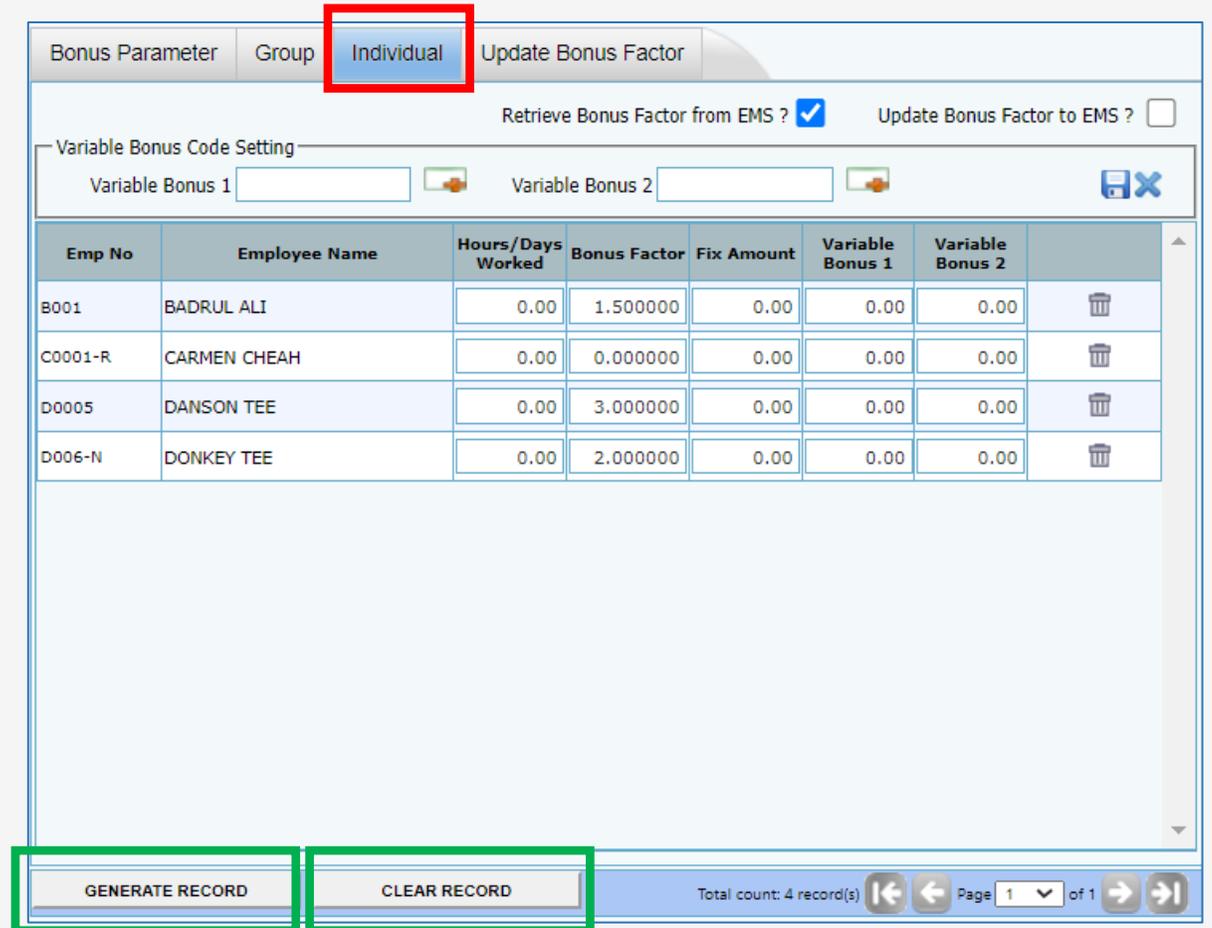
Method 3 – Process Bonus By Individual

Important Note:

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

- Click '**CLEAR RECORD**'
- Then, click '**GENERATE RECORD**'.

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



The screenshot shows a software interface for processing bonuses. At the top, there are tabs for 'Bonus Parameter', 'Group', and 'Individual' (which is highlighted with a red box). To the right of the 'Individual' tab is a button labeled 'Update Bonus Factor'. Below the tabs, there are two checkboxes: 'Retrieve Bonus Factor from EMS?' (checked) and 'Update Bonus Factor to EMS?' (unchecked). Underneath, there is a section for 'Variable Bonus Code Setting' with two input fields for 'Variable Bonus 1' and 'Variable Bonus 2', each with a small icon to its right. The main part of the interface is a table with the following columns: 'Emp No', 'Employee Name', 'Hours/Days Worked', 'Bonus Factor', 'Fix Amount', 'Variable Bonus 1', 'Variable Bonus 2', and a trash icon. The table contains four rows of data:

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

At the bottom of the interface, there are two buttons: 'GENERATE RECORD' and 'CLEAR RECORD', both highlighted with green boxes. To the right of these buttons is a status bar showing 'Total count: 4 record(s)', navigation arrows, and '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

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**.

The screenshot displays the 'Update Bonus Factor' tab in a software interface. At the top, there are input fields for 'Variable Bonus 1' and 'Variable Bonus 2', and a 'Group By' dropdown menu set to 'Category Code'. Below this is a table with columns: 'Description', 'Hours/Days Worked', 'Bonus Factor', 'Fix Amount', 'Variable Bonus 1', 'Variable Bonus 2', and a delete icon. The table contains three rows: 'DIRECTOR', 'SENIOR MANAGER', and 'MANAGER'. A red box highlights the 'DIRECTOR' row, where 'Hours/Days Worked' is 0.00, 'Bonus Factor' is 2, and 'Fix Amount' is 0. Below the table, a 'Warning' dialog box is open, displaying a warning icon and the text: 'Either Bonus Factor or Fixed Amount are not zero.' with an 'OK' button.

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
DIRECTOR	0.00	2	0	0.00	0.00	🗑️
SENIOR MANAGER	0.00	0.000000	0.00	0.00	0.00	🗑️
MANAGER	0.00	0.000000	0.00	0.00	0.00	🗑️

Warning

⚠️ Either Bonus Factor or Fixed Amount are not zero.

OK

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.

The screenshot shows the 'Individual' group selected in the 'Group' dropdown. The 'Variable Bonus Code Setting' section has 'Variable Bonus 1' set to 'INC-BONU'. The table below lists four employees with their respective bonus factors and variable bonuses. A red box highlights the 'Individual' group, and another red box highlights the 'Bonus Factor' and 'Variable Bonus 1' columns. A yellow callout box contains the text 'Bonus Factor + Variable Bonus 1'. A blue callout box with an arrow pointing to a save button contains the text 'Please be reminded to click this button after completing data input'. The bottom of the form shows 'GENERATE RECORD' and 'CLEAR RECORD' buttons, along with a status bar indicating 'Total count: 4 record(s)' and 'Page 1 of 1'.

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

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.

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	10000	2500	0.00	
C0001-R	CARMEN CHEAH	0.00	0.000000	0.00	0.00	0.00	
D0005	DANSON TEE	0.00	0.000000	5000	1000	0.00	
D006-N	DONKEY TEE	0.00	0.000000	4500	0.00	0.00	

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

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.
- Select '**Retrieve Bonus Factor from EMS**' checkbox.
 - Next, click '**GENERATE RECORD**'. System will generate the employee list with bonus factor from **EMS**.

The screenshot shows the 'Update Bonus Factor' form for an individual employee. The 'Employee ID / Name' field contains 'D006-N [DONKEY TEE]'. Under the 'Pay Group/Type Setting' section, the 'Pay Group' is 'STD', 'Pay Type *' is 'SN-Mthly Rated-SubjOT [SN]', 'Mid Mth Pay' is 'Semi-Month?' (unchecked), and 'Mid mth deduct EPF?' is 'No'. The 'Bonus Factor' field is highlighted in green and contains the value '2'. Navigation buttons (back, forward, save, cancel) are visible at the top.

This screenshot shows the 'Update Bonus Factor' form with two annotations. A red arrow points to the 'Retrieve Bonus Factor from EMS?' checkbox, which is checked. A callout box labeled 'a. Select the checkbox' points to this checkbox. Another red arrow points to the 'GENERATE RECORD' button at the bottom of the form. A callout box labeled 'b. Click to generate the employee list' points to this button. The form also shows 'Variable Bonus Code Setting' fields for 'Variable Bonus 1' and 'Variable Bonus 2', and a status bar at the bottom indicating 'Total count: 0 record(s)'.

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*)

The screenshot shows the 'Bonus Parameter' configuration screen. The 'Bonus Method' is set to 'By Calendar', the 'Cut Off Bonus' is '12' for '2025', and the 'Bonus Calculation By' is 'Calendar Days'. The 'Leave Exclusion' section is checked for 'Exclude NPL'. The 'Exclude Bonus Condition' section is checked for 'Exclude unconfirmed staff?'. The 'PROCESS' button is highlighted in green.

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

The screenshot shows the 'Bonus Parameter' configuration window. The 'Individual' tab is selected. The 'Bonus Method' is set to 'By Calendar', 'Cut Off Bonus' is '12/2025', 'Bonus Payment by' is 'Fixed Amount', 'Pay Cycle' is 'Bonus Period', and 'Bonus Calculation By' is 'None'. The 'PROCESS' button at the bottom right is highlighted with a green box.

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.

Bonus Parameter | Group | Individual | Update Bonus Factor

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

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 2025

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

Bonus Payment by: Fixed Amount

Bonus Amount: Rounding Formula

Pay Cycle: Bonus Period

Bonus Calculation By: None

Process Batch Group: DEFAULT

Exclude Bonus Condition

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

STOP CLEAR RECORD TRIAL RUN PROCESS

Processing Finished!

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					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 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.

« < > » SAVE CANCEL Total record count: 18 RECALCULATE PRORATE TRIAL CONVERT BANK

Employee's Information

Emp No / Name: Z3 [M.[ALLOWANCE]] EPF: CLASS1

Department: SALES Hired Date: 01/01/2024 SOCSO: FIRST

Age / DP Child: 27.58 Termination Date: EIS: FIRST

Paid: SEMI MONTHLY Last Payment Date: TAX Cat: K1

Salary Information

Basic Salary: 4,000.00

Daily Rate: 153.85

Hourly Rate: 23.08

Pay Group / Type: STD 2-SN

Payroll Information

Period: 202512

Cycle / Cycle Run: B E

Change Basic

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS *	F	F	T	T				20,000.00
INC-BONU	INCENTIVE BONUS	F	F	T	T				3,333.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				-1,055.80

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 _ (<i>underscore</i>) and - (<i>hyphen</i>) 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 Column B: Bonus Code (example: BONU); header must match the exact bonus allowance code <i>Note: If the headers are incorrect, the system will not recognize the data during import.</i>
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. 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					
12					

Ready Accessibility:  Accessibility: 

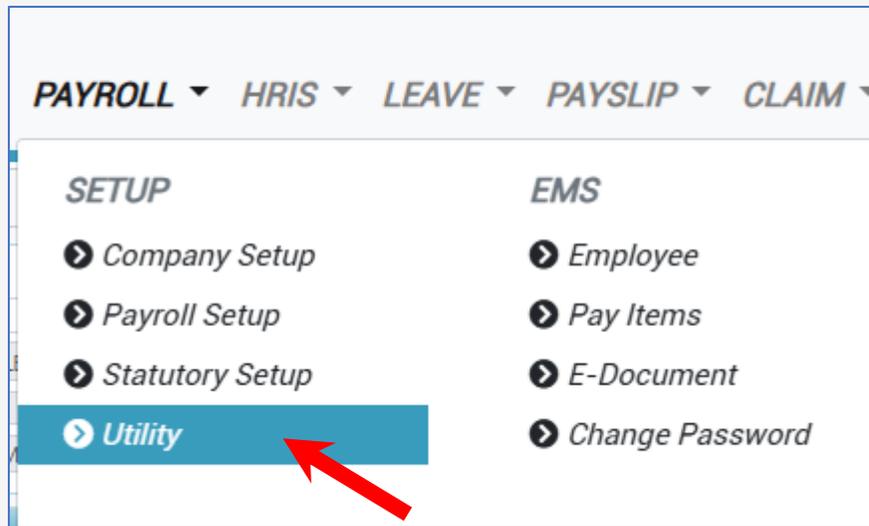
Import data from 'Row 2'

Import data on 'Sheet1'

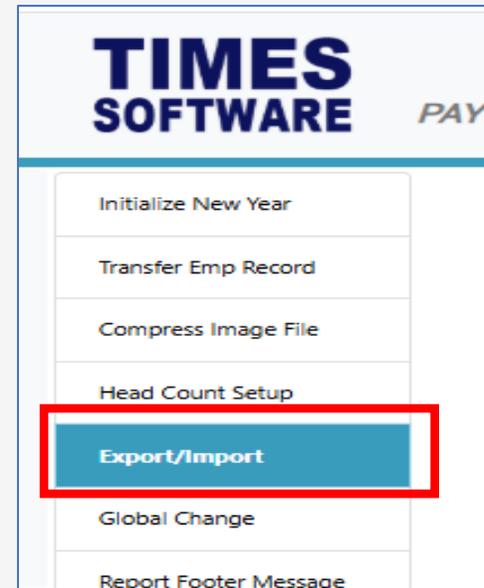
Method 4 – Import Bonus from Excel Format

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

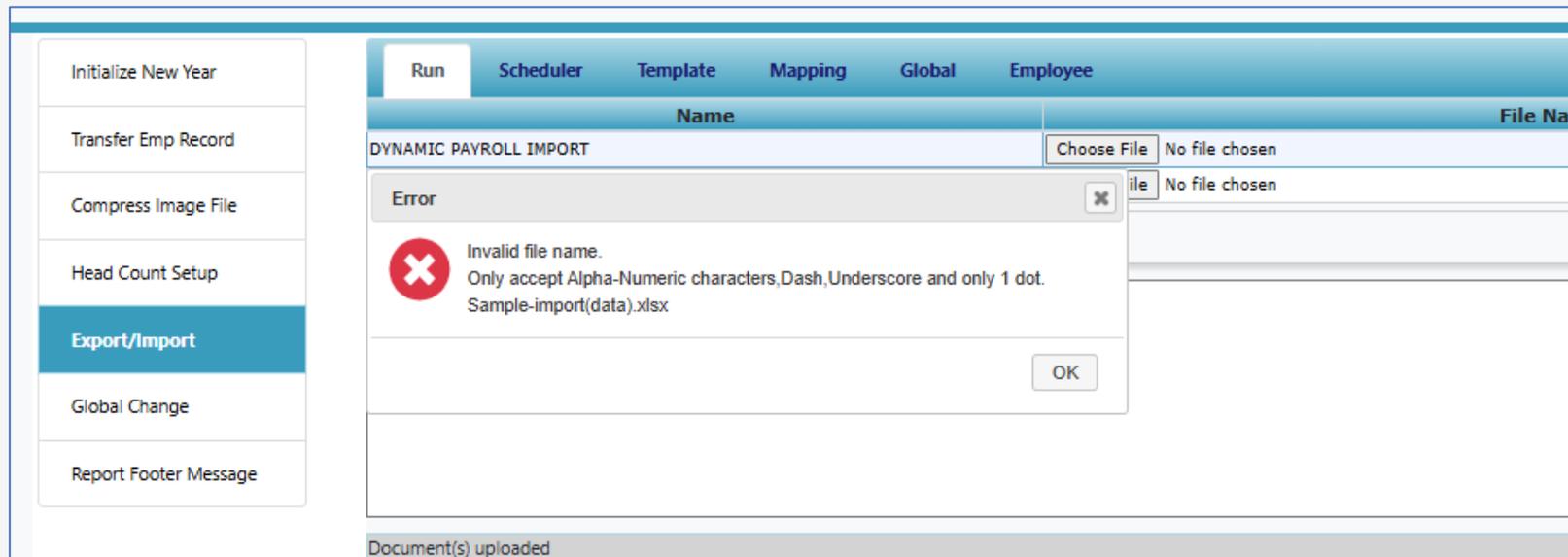
- 3 Click '**Choose File**' button to select the Excel import file.
Next, check the '**Run**' checkbox.
Click '**START**.'

The screenshot displays the Times Software interface for the 'DYNAMIC PAYROLL IMPORT' process. The interface includes a navigation menu with options like 'PAYROLL', 'HRIS', 'LEAVE', 'PAYSリップ', 'CLAIM', 'TIMESHEET', 'EEA', and 'DOCUMENT'. A sidebar on the left lists various functions, with 'Export/Import' selected. The main area shows a table with columns for 'Name', 'File Name', and 'Run'. The 'Run' column contains a checked checkbox. Below the table, there are buttons for 'Start', 'Go To Process Payroll', and 'Clear Import Table'. The 'Start' button is highlighted with a red box. The 'Choose File' button in the 'File Name' column is also highlighted with a red box. The 'Run' checkbox in the 'Run' column is highlighted with a red box.

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.

The screenshot shows a software interface for payroll import. At the top, there are tabs: Run, Scheduler, Template, Mapping, Global, and Employee. Below the tabs, there is a section for 'Name' and 'File Name'. The 'Name' field contains 'DYNAMIC PAYROLL IMPORT' and the 'File Name' field contains 'Choose File' and 'No file chosen'. A 'Run' button with a checkmark is visible. Below this, there are three buttons: 'START', 'GO TO PROCESS PAYROLL', and 'CLEAR IMPORT TABLE'. The main area displays a log of the import process. The log shows 'Process Complete', 'Running TCID:1 With ExternalTableName:Sheet1', 'Data Retriever', and 'Running PHName:DYNAMIC PAYROLL IMPORT With PLName:DYNAMICEXCEL IMPORT'. A red box highlights the error message: 'Column not found : EMP CODE' and 'Column not found : BONU2025'. Below the error message, there is a table with columns A and B. The table contains the following data:

	A	B
1	EMP CODE	BONU2025
2	1001	7000
3	1002	8765
4	1003	3000
5	1004	5000
6	1005	20000
7		

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.

The screenshot displays the 'Template' tab in a software application. The 'Template Header Name' section lists several templates, with 'DYNAMIC PAYROLL IMPORT' highlighted by a red box. Below this, a table shows the mapping of columns for the selected template. The 'Table Name' column is set to '1.Payroll Import' for all rows. The 'Column Name' column lists various payroll items, with 'BONUS 2025 [BONU2025] : F' highlighted by a red box. The 'Column Type' and 'Mapping' columns are currently empty.

Table Name	Column Name	Column Type	Mapping
1.Payroll Import	EMP_NO	char	
1.Payroll Import	ANNUAL LEAVE PAY [&ANLP]		
1.Payroll Import	ANNUAL LEAVE PAY [&ANLP]		
1.Payroll Import	BACK PAY OF BASIC [BACK] :		
1.Payroll Import	BACK PAY OF OVERTIME [BAC		
1.Payroll Import	BONUS 2025 [BONU2025] : F		
1.Payroll Import	MANUAL INCOME TAX DEDUC		

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.

The screenshot displays the 'DYNAMIC PAYROLL IMPORT' interface. At the top, there is a table with columns 'Name', 'File Name', and 'Run'. The 'Name' is 'DYNAMIC PAYROLL IMPORT', 'File Name' is 'Choose File No file chosen', and 'Run' has a checked checkbox. Below this, there are three buttons: 'START', 'GO TO PROCESS PAYROLL' (highlighted with a red box), and 'CLEAR IMPORT TABLE'. The main area contains a log of operations: 'Data to Copy', 'Data Copier', 'Data Collected', 'Running TCID:1 With ExternalTableName:Sheet1', 'Data Retriever', and 'Running PHName:DYNAMIC PAYROLL IMPORT With PLName:DYNAMICEXCEL IMPORT'. A specific log entry states 'Line 447: dsTable2 rowcount= 5'. At the bottom, there is a table titled 'Document(s) uploaded' with the following data:

NO.	DOCUMENT NAME	PERIOD	CYCLE	ROW COUNT	EMPLOYEE COUNT
1	Import_SUPPORT.xlsx	202511	E	5	5

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.

The screenshot illustrates the verification step in the software. The 'CHECK SUM' button is highlighted in red. The 'Check Sum' dialog box shows a total employee count of 5 and a total amount of 43765. The Excel spreadsheet on the right shows a list of employees with their respective bonus amounts, and the status bar at the bottom shows a total sum of 43765. Callouts indicate that the total amount in the software matches the total amount in the Excel file.

PAY CODE	TOTAL AMOUNT	TOTAL FREQUENCY
BONU	43765	

EMP CODE	BONU2025
1001	7000
1002	8765
1003	3000
1004	5000
1005	20000

Method 4 – Import Bonus from Excel Format

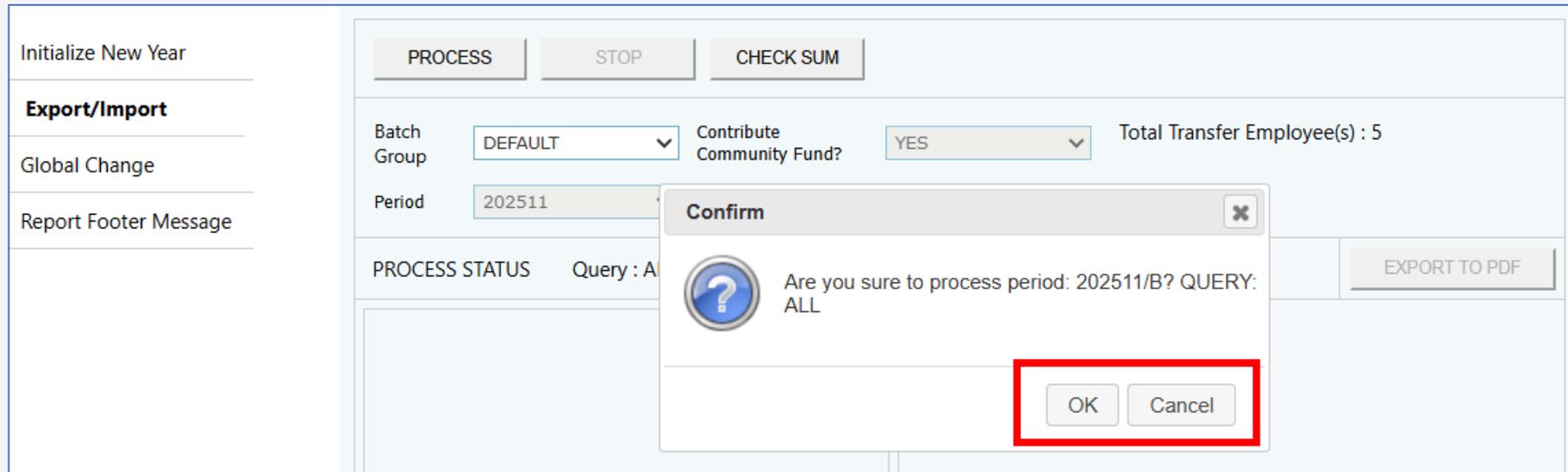
6 Import Bonus Amount – Select Cycle:

- 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.

The screenshot displays the 'Import Bonus' interface. On the left, there are navigation options: 'Initialize New Year', 'Export/Import', 'Global Change', and 'Report Footer Message'. The main area contains several controls: a 'PROCESS' button (highlighted with a red box), 'STOP', and 'CHECK SUM' buttons. Below these are dropdown menus for 'Batch Group' (DEFAULT), 'Contribute Community Fund?' (YES), and 'Period' (202511). The 'Cycle' dropdown menu is highlighted with a green box, and its list is open, showing options E, S, M, B (highlighted in blue), 1, 2, 3, 4, and 5. The 'Total Transfer Employee(s) : 5' is displayed on the right. At the bottom, there is a 'PROCESS STATUS' section with a 'Query : ALL' filter.

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.

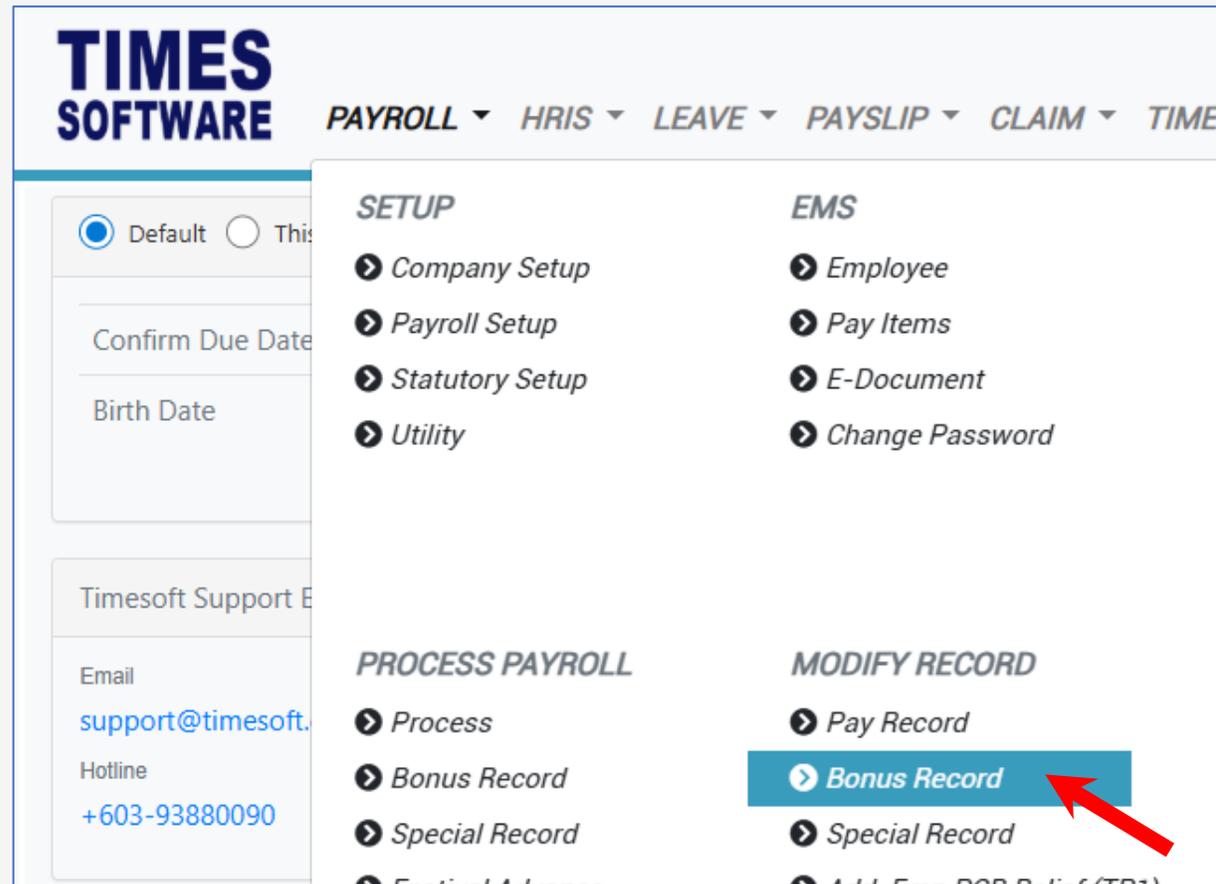
The screenshot shows the 'Export/Import' section of the Pro Payroll system. The interface includes a sidebar with options: 'Initialize New Year', 'Export/Import', 'Global Change', and 'Report Footer Message'. The main area contains a 'PROCESS STATUS' section with a 'Query : ALL' filter and an 'EXPORT TO PDF' button. The process status is displayed in a scrollable list:

- Employee Code[QWERTYU] - OK!
- Employee Code[U36595] - OK!
- Total [5] process done.!

The 'Total [5] process done.!' message is highlighted with a green box. Above the list, there are buttons for 'PROCESS', 'STOP', and 'CHECK SUM'. The form also includes fields for 'Batch Group' (DEFAULT), 'Contribute Community Fund?' (YES), 'Period' (202511), and 'Cycle' (B). The 'Total Transfer Employee(s) : 0' is also displayed.

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.

The screenshot displays the Pro Payroll software interface for a bonus record. At the top, there are navigation buttons (back, forward), 'SAVE' and 'CANCEL' buttons, and a 'Total record count: 18' indicator. On the right side, there are buttons for 'RECALCULATE', 'PRORATE', 'TRIAL CONVERT', and 'BANK'.

The interface is divided into three main sections:

- Employee's Information:** Includes fields for Emp No / Name (Z3 [M.[ALLOWANCE]]), Department (SALES), Age / DP Child (27.58), Paid (SEMI MONTHLY), Hired Date (01/01/2024), Termination Date, Last Payment Date, EPF (CLASS1), SOCSO (FIRST), EIS (FIRST), and TAX Cat (K1).
- Salary Information:** Includes Basic Salary (4,000.00), Daily Rate (153.85), Hourly Rate (23.08), and Pay Group / Type (STD, 2-SN).
- Payroll Information:** Includes Period (202512) and Cycle / Cycle Run (B and E). The 'E' cycle is highlighted with a green box, indicating it has been processed.

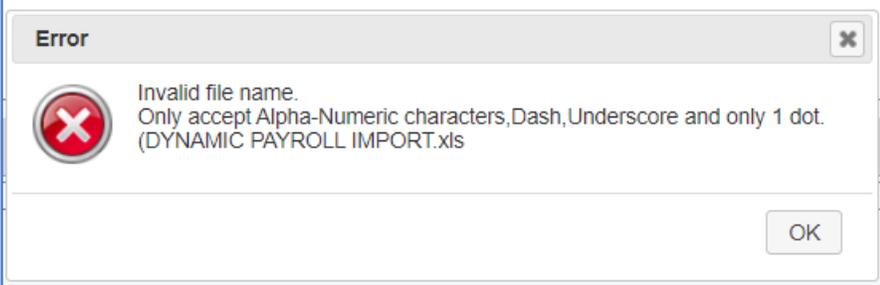
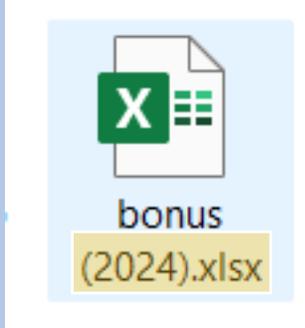
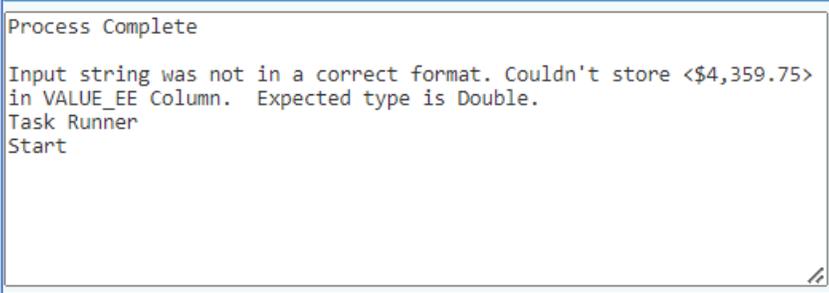
Below these sections is a table with the following columns: CODE, DESCRIPTION, EIS, SOC, EPF, PCB, FREQUENCY, UNIT, RATE, and AMOUNT.

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS *	F	F	T	T				8,201.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				0.00



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

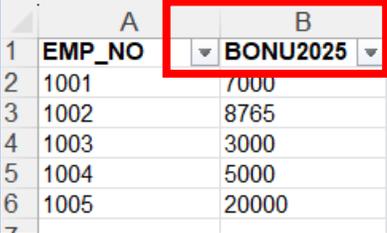
Common Errors When Importing Bonus Amount

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

Common Errors When Importing Bonus Amount

No	System return error	Excel File	Mistake
3	<pre>Process Complete Running TCID:1 With ExternalTableName:Sheet1 Data Retriever Running PHName:DYNAMIC PAYROLL IMPORT With PLName:DYNAMICEXCEL IMPORT Sheet does not exist: "Sheet1" Task Runner Start</pre>		<p>Invalid Worksheet Name</p> <p>Must be named 'Sheet1'.</p>
4	<pre>Process Complete Running TCID:1 With ExternalTableName:Sheet1 Data Retriever Running PHName:DYNAMIC PAYROLL IMPORT With PLName:DYNAMICEXCEL IMPORT Column not found : EMP_CODE Object reference not set to an instance of an object. Task Runner Start</pre>		<p>Incorrect Headers</p> <p>The header name for Employee Code must be 'EMP_NO'</p>

Common Errors When Importing Bonus Amount

No	System return error	Excel File	Mistake																								
5	<pre>Process Complete Running TCID:1 With ExternalTableName:Sheet1 Data Retriever Running PHName:DYNAMIC PAYROLL IMPORT With PLName:DYNAMICEXCEL IMPORT Column not found : BONU2025 Object reference not set to an instance of an object. Task Runner Start</pre>	 <table border="1"><thead><tr><th></th><th>A</th><th>B</th></tr></thead><tbody><tr><td>1</td><td>EMP_NO</td><td>BONU2025</td></tr><tr><td>2</td><td>1001</td><td>7000</td></tr><tr><td>3</td><td>1002</td><td>8765</td></tr><tr><td>4</td><td>1003</td><td>3000</td></tr><tr><td>5</td><td>1004</td><td>5000</td></tr><tr><td>6</td><td>1005</td><td>20000</td></tr><tr><td>7</td><td></td><td></td></tr></tbody></table>		A	B	1	EMP_NO	BONU2025	2	1001	7000	3	1002	8765	4	1003	3000	5	1004	5000	6	1005	20000	7			<p>Incorrect Headers for Allowance Code</p> <p>The allowance code in Column B does not exist in the system.</p> <p>Verify that the allowance code exists in 'Payroll → Setup → Payroll Setup → Allowance/Deduction'.</p>
	A	B																									
1	EMP_NO	BONU2025																									
2	1001	7000																									
3	1002	8765																									
4	1003	3000																									
5	1004	5000																									
6	1005	20000																									
7																											



5

Lock Bonus Cycle

Lock Bonus Cycle

Recommendation:

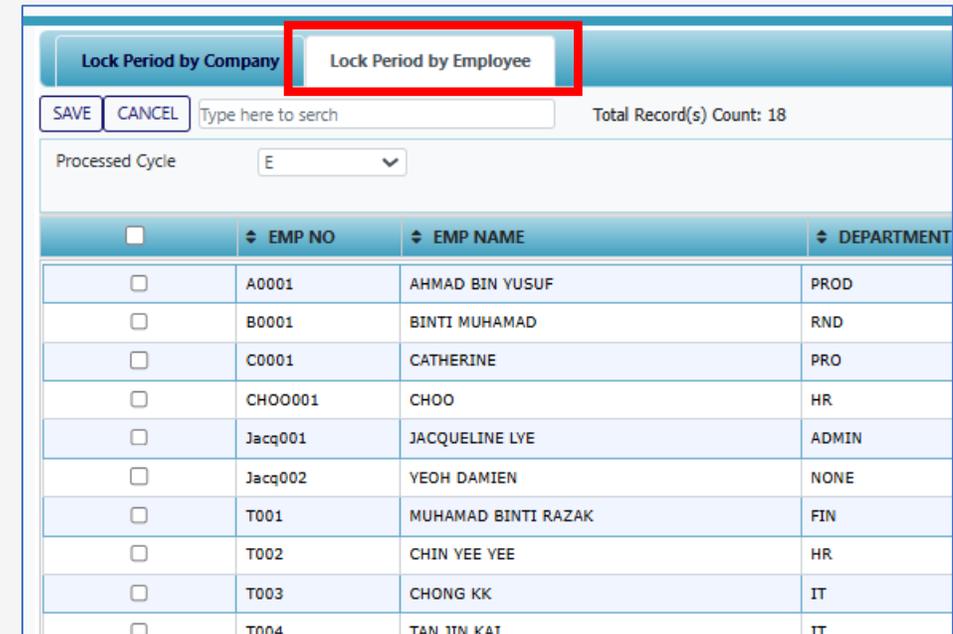
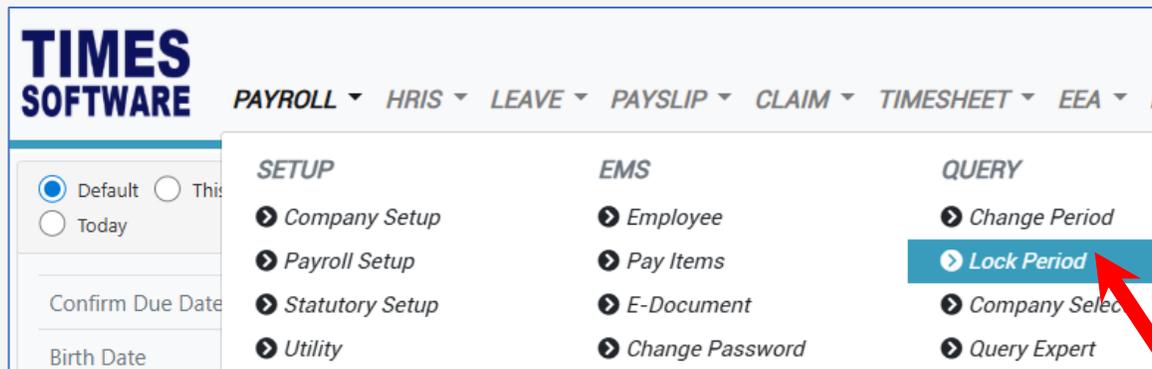
- **Lock the Bonus cycle** once the bonus payment is finalized to prevent accidental re-processing.
- This recommendation applies **only when the Bonus is processed separately** from the regular payroll (i.e., not combined with the Mid/End cycle).
- You may skip this step if the Bonus is combined with 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.

The screenshot shows the 'Lock Period by Employee' interface. At the top, there are two tabs: 'Lock Period by Company' and 'Lock Period by Employee'. Below the tabs are 'SAVE' and 'CANCEL' buttons, a search field labeled 'Type here to serch', and a 'Total Record(s)' label. The 'Processed Cycle' dropdown menu is open, showing a list of options: E, S, M, B, C, 1, 2, 3, 4, 5, and T004. The 'E' option is selected. Below the dropdown is a table with columns for 'EMP NO', 'EMP NAME', and 'DEPARTMENT'. The table contains the following data:

EMP NO	EMP NAME	DEPARTMENT
A0001	AHMAD BIN YUSUF	PROD
B0001	BINTI MUHAMAD	RND
C0001	CATHERINE	PRO
CH0001	CHOO	HR
Jacq001	JACQUELINE LYE	ADMIN
Jacq002	YEOH DAMIEN	NONE
T001	MUHAMAD BINTI RAZAK	FIN
T004	TAN JIN KAI	

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

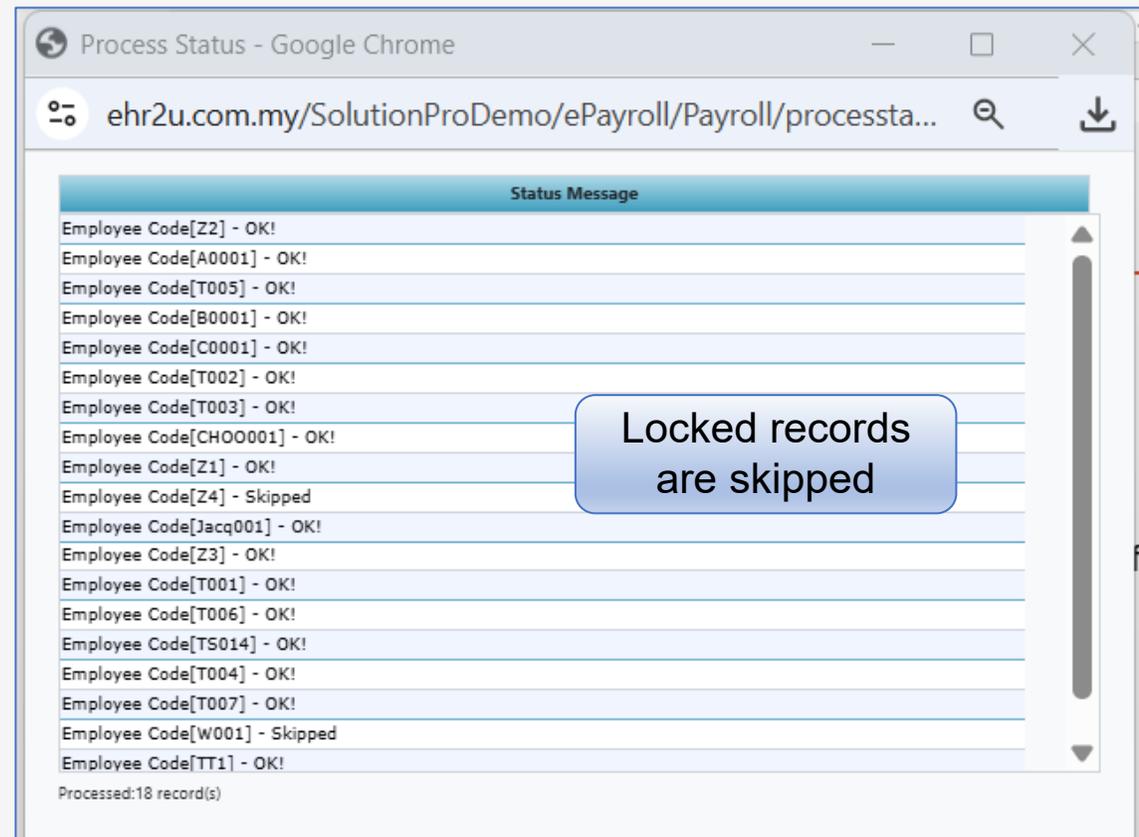
The screenshot shows the 'Lock Period by Employee' interface. The 'Processed Cycle' dropdown is set to 'E'. The 'SAVE' button is highlighted with a red box. A red arrow points to the first checkbox in the table. The table contains the following data:

EMP NO	EMP NAME	DEPARTMENT
A0001	AHMAD BIN YUSUF	PROD
B0001	BINTI MUHAMAD	RND
C0001	CATHERINE	PRO
CH0001	CHOO	HR
Jacq001	JACQUELINE LYE	ADMIN
Jacq002	YEOH DAMIEN	NONE
T001	MUHAMAD BINTI RAZAK	FIN

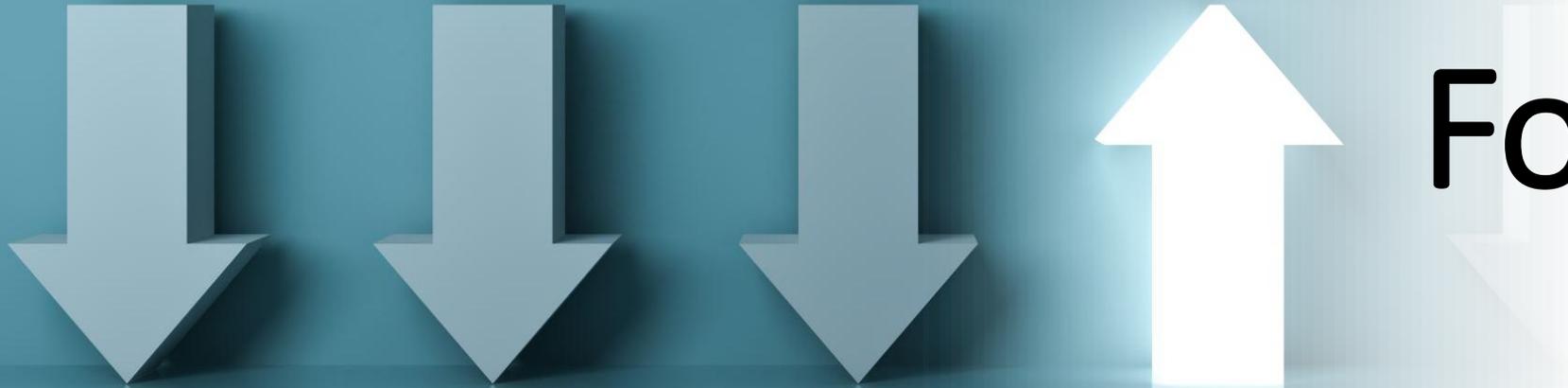
Lock Bonus Cycle

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.



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	28 Feb 2026
Section F Tax Exempt Appendix	EA Supplementary (Optional)	
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) <ul style="list-style-type: none">▪ number of employees▪ employee income details	31 March 2026 Grace Period: 1 month (via e-Filing) Important Notes: <ul style="list-style-type: none">▪ Upload e-Data Praisi text file by 25 February 2026.• 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 **202512** 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.

- Database restoration is not required to access previous years' data.
- 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**.

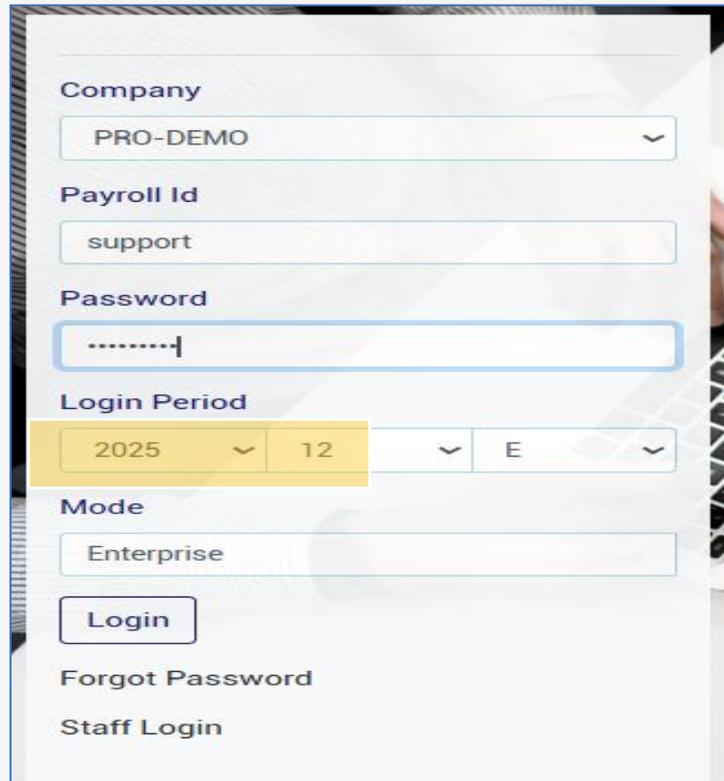
- For **taxable allowances or deductions** that must be reported in EA Form and Form E, it is essential to assign the corresponding **EA No.**
- The system uses the assigned **EA No.** to determine where the allowance or deduction appears in the forms.
- An allowance/deduction without an EA No. will 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

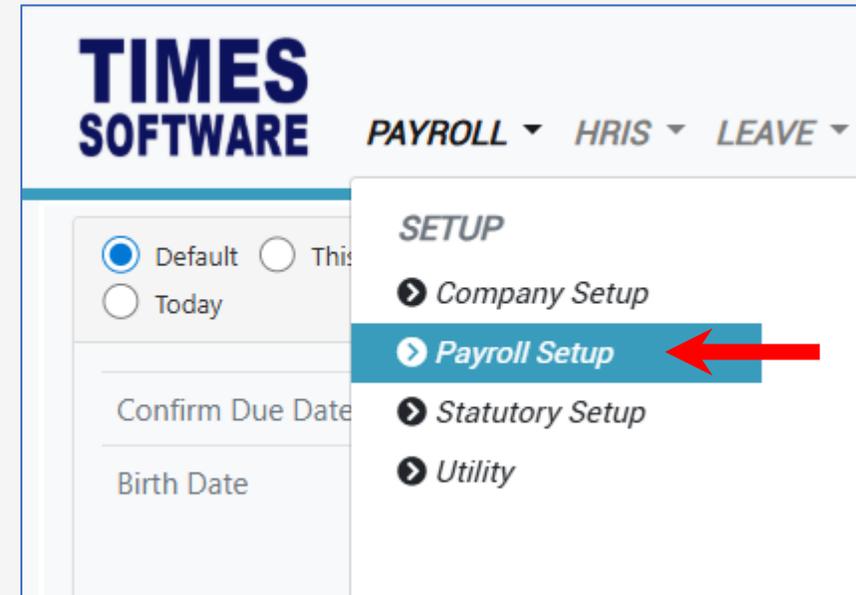
1 Log in to Pro Payroll period **202512**



The screenshot shows the login interface for Pro Payroll. It includes the following fields and options:

- Company:** A dropdown menu with "PRO-DEMO" selected.
- Payroll Id:** A text input field containing "support".
- Password:** A text input field with masked characters ".....".
- Login Period:** A date selector showing "2025" for the year and "12" for the month, with a dropdown arrow next to the year.
- Mode:** A text input field containing "Enterprise".
- Buttons:** "Login", "Forgot Password", and "Staff Login".

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.

Allowance/Deduction		Allowance / Deduction		Leave Deduction			
CODE	DESCRIPTION	EA NO	PF	VOL	SOCSO	EIS	P
<input checked="" type="checkbox"/>	<input type="checkbox"/>	&ANLP	ANNUAL LEAVE PAY	1	T		T
<input checked="" type="checkbox"/>	<input type="checkbox"/>	&NPL	NO PAY LEAVE	1	T		T
<input checked="" type="checkbox"/>	<input type="checkbox"/>	@\$PCB_ER	PCB (PAID BY EMPLOYER)	0			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ACTING	Acting Supervisory Allowance	0			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALLW	ALLOWANCE	3			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ATTEN	ATTENDANCE ALLOWANCE	3			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BACK	BACK PAY OF BASIC	1			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BAOT	BACK PAY OF OVERTIME	1			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BONU	BONUS *	2	T		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CP38	PREVIOUS YEAR TAX DEDUCTION	0			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CP39	MANUAL INCOME TAX DEDUCTION	0			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CREW	CREW	3			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DENTAL	DENTAL CLAIM	0			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.

The screenshot shows a software interface for configuring an allowance or deduction. The main form has the following fields:

- Code: BONU
- Description: BONUS *
- CP21/CP22A: Not Taxable
- Unit: NONE

The 'EA No.' field is highlighted with a red box and is set to 'Fees, Director Fees, Comm, Bonus [2]'. A dropdown menu is open for this field, showing 'Not Taxable' as the selected option. Other options in the dropdown include 'Gross Salary, Wages, Leave, OT [1]', 'Fees, Director Fees, Comm, Bonus [2]', 'Tips, Perquisites, Allow, Rewards [3]', 'Tax By Employer [4]', 'Value of Car, Petrol [5]', 'Value of Driver [6]', and 'Electricity, Water, Phone, Others [7]'.

Assign Tax Line (EA No.) | Amendment

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

The screenshot displays the 'Leave Deduction' form with the 'EA No.' dropdown menu open. The dropdown menu is highlighted with a red box and shows the following options:

- Not Taxable
- Gross Salary, Wages, Leave, OT [1]
- Fees, Director Fees, Comm, Bonus [2]
- Tips, Perquisites, Allow, Rewards [3]
- Tax By Employer [4]
- Value of Car, Petrol [5]
- Value of Driver [6]
- Electricity, Water, Phone, Others [7]

The form fields are as follows:

Field	Value
Code	BONU
Is Deduction	<input type="checkbox"/>
Description	BONUS *
CP21/CP22A	Not Taxable
GL Default Identifier	
Payslip Group Code	
Unit	NONE
Bahasa Malaysia Description	
Disable alert message for Deductions in Process	<input type="checkbox"/>

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

PAY HISTORY REPORT

Generate Report Type

Export PDF Export Excel Excel Format Excel Format (Summary)

From - To

Period From: 202501 Period To: 202512

Employee From: A0001 [AHMAD BIN YUSUF] Employee To: Z4 [CP TWO TWO]

Department From: ADMINISTRATIVE DEPARTMENT [ADMIN] Department To: SALES DEPARTMENT [SALES]

Cost Centre From: NONE [NONE] Cost Centre To: NONE [NONE]

Pay Cycle

Full Month Week 1

End Month Week 2

Mid Month Week 3

Special Period Week 4

Bonus Period Week 5

Print By

Employee Sort By: EMPLOYEE NO

Whole Company

All

By Department (Detailed-Excel Format) Department

By Cost Centre (Detailed-Excel Format) Cost Centre

Excel Format Summary

1st Group By: DEPAR

2nd Group By: CATEG

3rd Group By: EMPLO

ALL

PAY HISTORY BY COMPANY From

Query by Company

ALL(ALL)

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

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.

(C.P.8A - Pin. 2017) MALAYSIA PRIVATE SECTOR Employee's Statement of Remuneration **EA**
INCOME TAX Employee's Income Tax No. _____

Serial No. _____ STATEMENT OF REMUNERATION FROM EMPLOYMENT
Employer's No. E _____ FOR THE YEAR ENDED 31 DECEMBER _____ LHDNM Branch _____

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

A PARTICULARS OF EMPLOYEE

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

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

	RM
1. (a) Gross salary, wages or leave pay (including overtime pay)	1
(b) Gross gratuity for the period from _____ to _____	2
(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment: _____)	3
(d) Income Tax borne by the Employer in respect of his Employee	4
(e) Employee Share Option Scheme (ESOS) benefit	26
(f) Gratuity for the period from _____ to _____	27
2. Details of arrears and others for preceding years paid in the current year	
Type of income (a) _____	22
(b) _____	23
3. Benefits in kind (Specify: _____)	5 to 16
4. Value of living accommodation provided (Address: _____)	17
5. Refund from unapproved Provident/Pension Fund	18
6. Compensation for loss of employment	19

C PENSION AND OTHERS

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

TOTAL

D TOTAL DEDUCTION

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

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

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

F TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS

	RM 25
--	-------



2

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

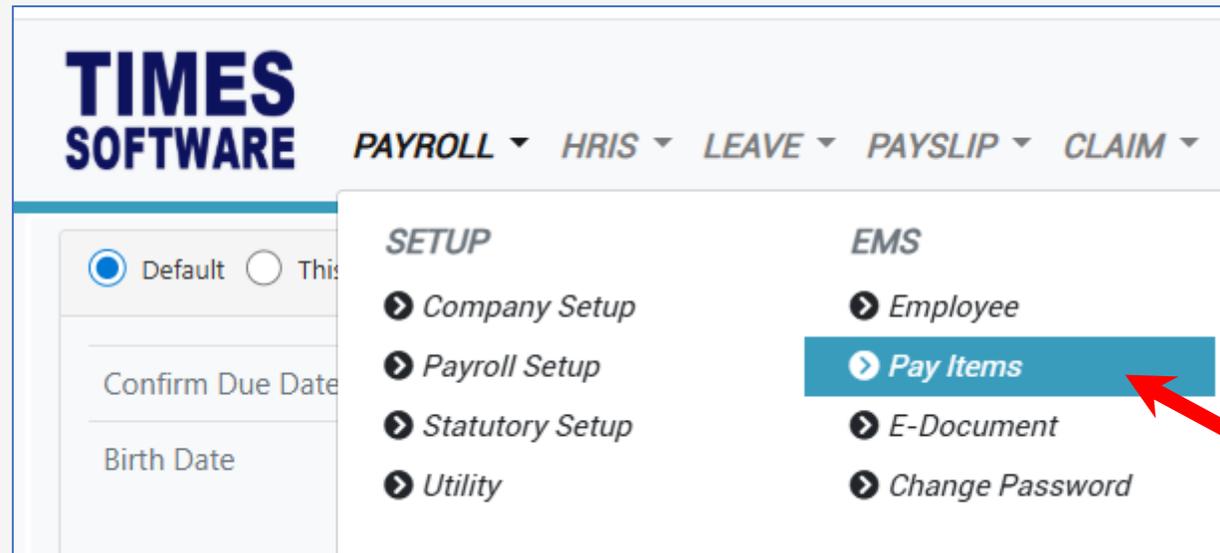
1 of 4

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.

The screenshot displays the 'Statutory Requirement' tab in the E-Form CP8D interface. The 'Statutory Type' section has 'PCB / Income Tax Info' selected. The 'PCB Setting Income Tax Information' section includes fields for Income Tax Status (RESIDENT), Tax Marital Status (SINGLE), and Employer Income Tax No. (E9900 (99)). The 'E-Form CP8D Column H - Tax borne by employer Indicator' dropdown menu is open, showing 'YES' selected.

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 <input type="text" value="YES"/>	1
E-Form CP8D Column F - Tax borne by employer Indicator <input type="text" value="NO"/>	2

Segment of the Form E

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

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.

The screenshot shows the 'Statutory Requirement' tab of the CP8D Employee Status form. The 'Statutory Type' section has 'PCB / Income Tax Info' selected and highlighted with a red box. Below it is the 'PCB Setting Income Tax Information' section with various dropdowns and input fields. To the right is the 'Dependent Children' section. At the bottom right, the 'CP8D Employee Status' dropdown is open, showing a list of status options: Status 1: Management of the organization, Status 2: Permanent, Status 3: Contract, Status 4: Part time, Status 5: Interns, and Status 6: Others. 'Status 2: Permanent' is currently selected.

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		Total gross remuneration ² (RM)	Benefits in kind (RM)	Value of living accommodation (RM)	Employee share option scheme (ESOS) benefit (RM)	Tax exempt allowances / perquisites / gifts / benefits (RM)	Total claim for deduction by employee via Form TP1		Contribution to Employees Provident Fund (RM)	Zakat paid via salary deduction (RM)	Total tax deduction		Medical insurance paid via salary deduction (RM)	SOCSO contribution paid via salary deduction (RM)	
								No. of children	Total relief (RM)						Relief (RM)	Zakat ³ (RM)			MTD (RM)	CP38 (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.

The screenshot shows a software interface with the following sections:

- Statutory Type:** Radio buttons for EPF / SOCSO / Union / EIS, **PCB / Income Tax Info** (highlighted with a red box), Registered ID / Bank / Other ACC, and Foreigner Info.
- PCB Setting Income Tax Information:**
 - Income Tax Status: RESIDENT
 - Non Resident tax End Period (YYYYMM): [Empty]
 - Returning Expert End Period (YYYYMM): [Empty]
 - Tax Marital Status: SINGLE
 - Disabled Individual: NO
 - Disabled Spouse: NO
 - Income Tax No.: [Empty]
 - Income Tax Branch: [Empty]
- Dependent Children:**
 - The number of children eligible(factor): 0.00
 - E-Form CP8D Column H - Tax borne by employer Indicator: NO
 - CP8D Employee Status: Status 2: Permanent
 - Exclude from Form E / C.P.8D: NO (selected in the open dropdown menu)

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

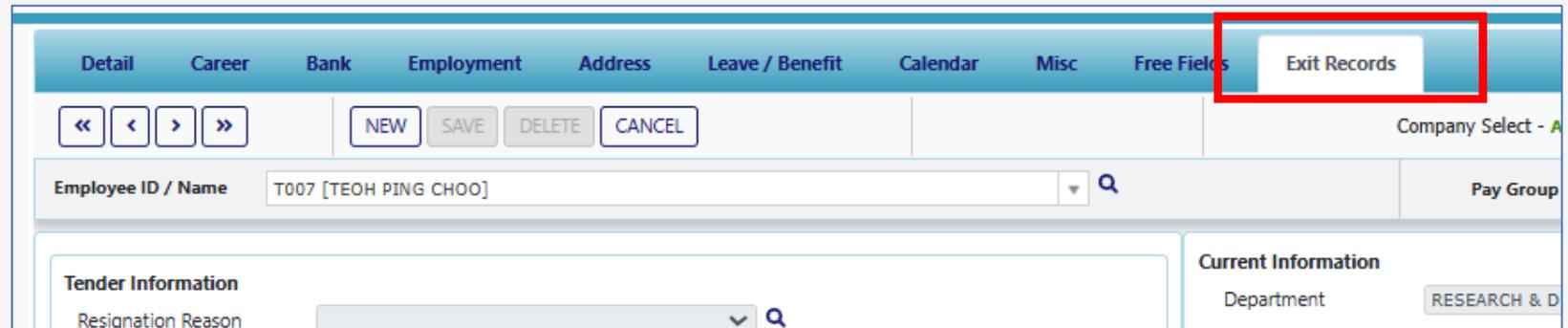
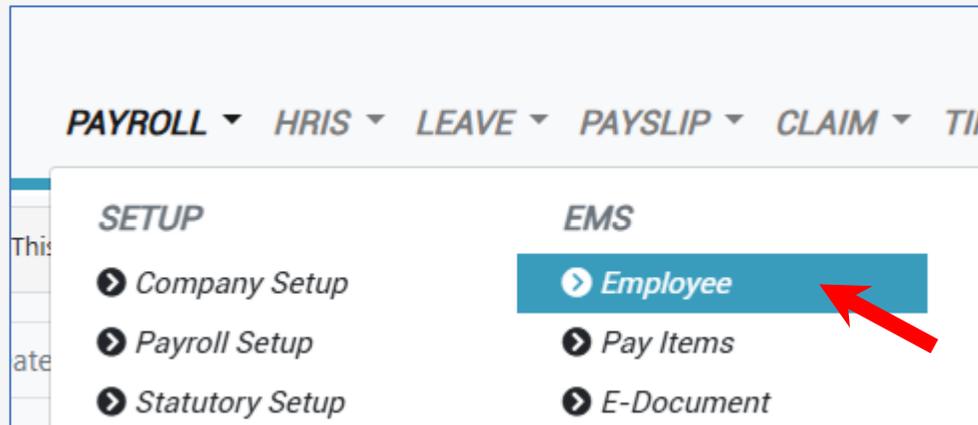
Resignation Reason

4 of 4

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.

The screenshot displays the Pro Payroll system interface. At the top, there are tabs for Detail, Career, Bank, Employment, Address, and Leave / Benefit. Below these are navigation buttons (back, forward, new, save, delete, cancel). The Employee ID / Name field shows 'W001 [TEST EPF]'. The Tender Information section includes a dropdown for Resignation Reason, which is currently set to 'RESIGNED [RESIGN]'. A red box highlights the 'LEFT MALAYSIA [LEFT-MY]' option in the dropdown. Other fields include Tender Date, Notice Period / By, Resignation Date, Last Day of Work, Last Payment Date, and Remark.

Form E details include:

- Name: _____
- Employer's No.

PART A: INFORMATION ON NUMBER OF EMPLOYEES FOR THE YEAR ENDED 31 DECEMBER 2023

A1	Number of employees as at 31/12/2023	<input type="text"/>	A2	Number of employees subjected to MTD	<input type="text"/>
A3	Number of new employees	<input type="text"/>	A4	Number of employees who ceased employment / died	<input type="text"/>
A5	Number of employees who ceased employment and left Malaysia	<input type="text"/>	A6	Reported to LHDNM (If A5 is applicable)	<input type="checkbox"/> 1 = Yes <input type="checkbox"/> 2 = No



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.

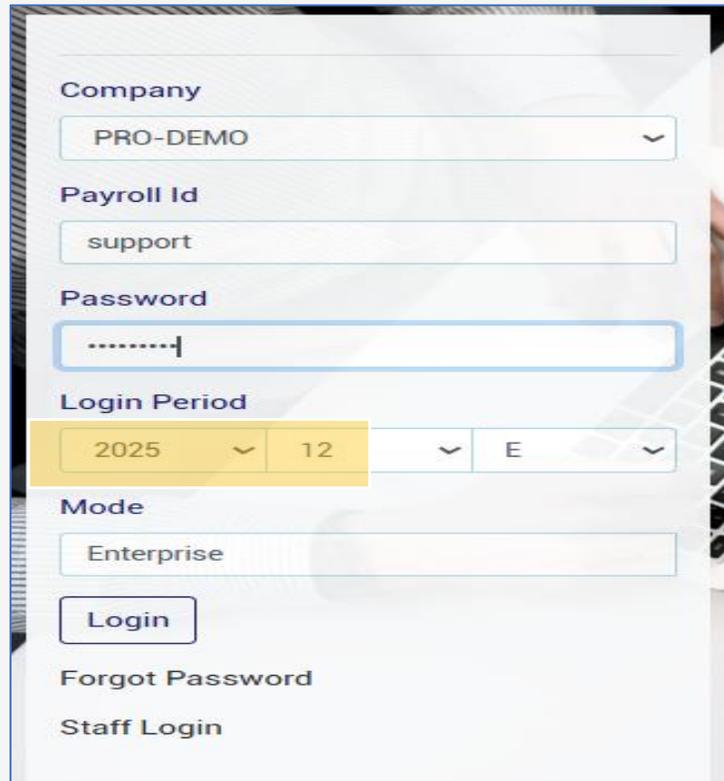
Failed to upload file.

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

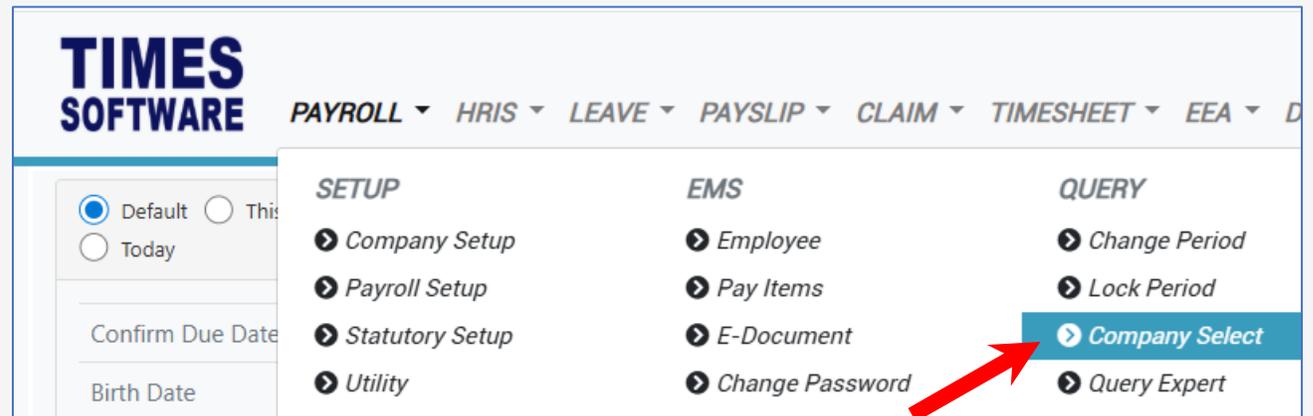
- 1 Log in to Pro Payroll period **202512**



The screenshot shows a login form with the following fields and options:

- Company:** A dropdown menu with "PRO-DEMO" selected.
- Payroll Id:** A text input field containing "support".
- Password:** A text input field with masked characters ".....".
- Login Period:** A section with two dropdowns: the first is set to "2025" and the second to "12".
- Mode:** A dropdown menu with "Enterprise" selected.
- Buttons:** "Login", "Forgot Password", and "Staff Login".

- 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.

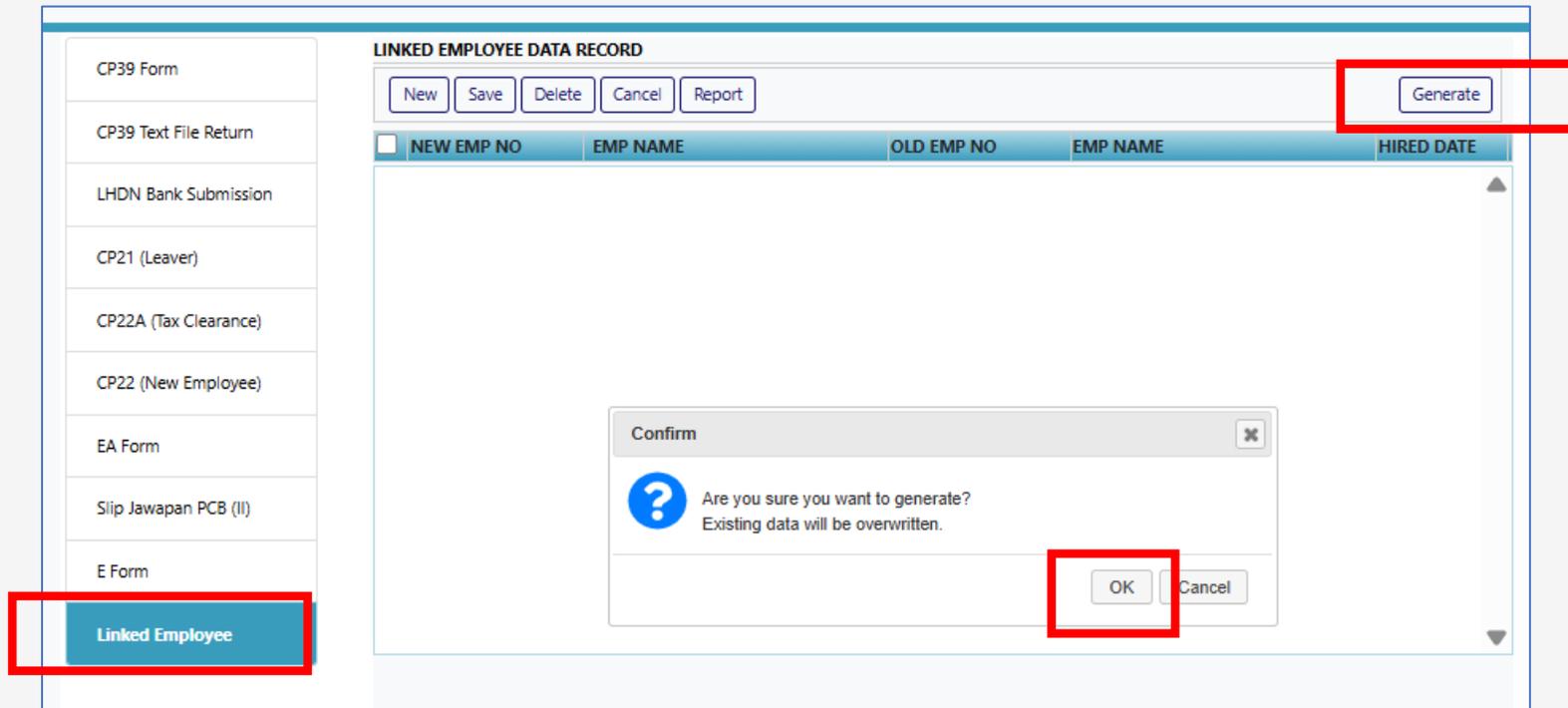


The screenshot shows the Times Software navigation menu with the following structure:

- TIMES SOFTWARE** (Logo)
- Navigation tabs: **PAYROLL**, **HRIS**, **LEAVE**, **PAYSLIP**, **CLAIM**, **TIMESHEET**, **EEA**, **D**
- Menu categories:
 - SETUP**
 - Company Setup
 - Payroll Setup
 - Statutory Setup
 - Utility
 - EMS**
 - Employee
 - Pay Items
 - E-Document
 - Change Password
 - QUERY**
 - Change Period
 - Lock Period
 - Company Select** (highlighted with a red arrow)
 - Query Expert

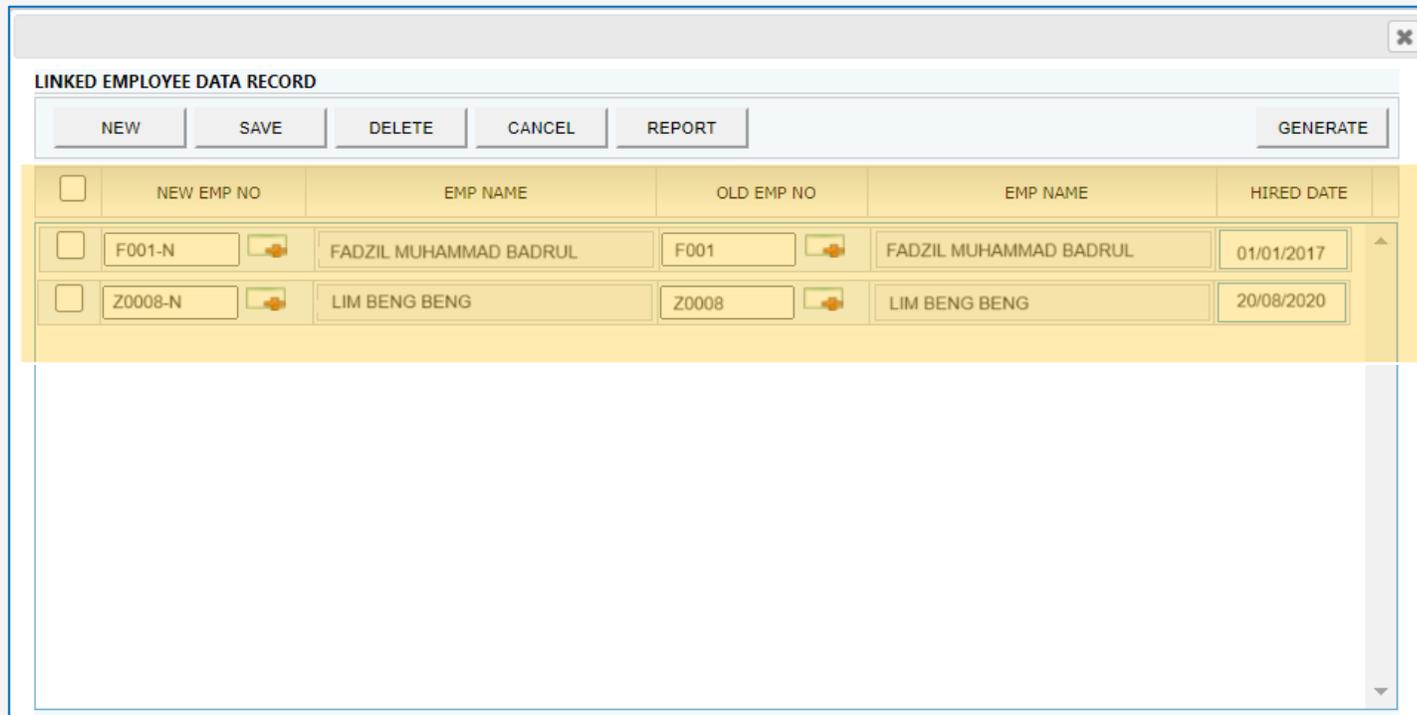
Link Employee | Setup

- 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.

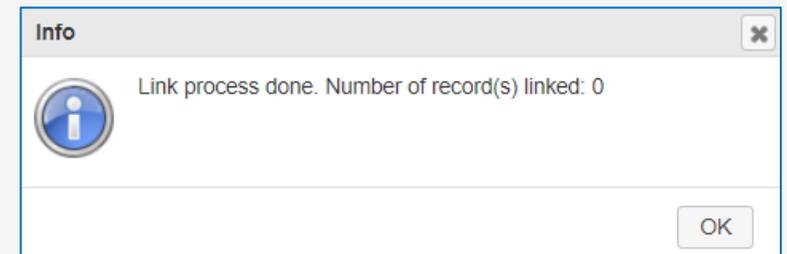


Link Employee | Setup

- 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.



<input type="checkbox"/>	NEW EMP NO	EMP NAME	OLD EMP NO	EMP NAME	HIRED DATE
<input type="checkbox"/>	F001-N	FADZIL MUHAMMAD BADRUL	F001	FADZIL MUHAMMAD BADRUL	01/01/2017
<input type="checkbox"/>	Z0008-N	LIM BENG BENG	Z0008	LIM BENG BENG	20/08/2020



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		C	D
Bil.	Nama Pekerja	No. Pengenalan Cukai (TIN)	No. Pengenalan / Pasport
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	SG068569601001	620615089876

This report illustrates the records BEFORE merging

```
P3562998709_2024.txt C.P.8D TEXT FILE
File Edit View
DAISY AU YONG|0||3|2|19-11-2036|2|0|0|60000|||0|0|€
FADZIL MUHAMMAD BADRUL|01265432345|860918093412|3|2|
FELICIA CHIN|0||1|2|16-11-2050|2|0|0|132000|||0|0|€
LIM BENG BENG|68569601001|620615089876|3|2|10-12-202
Ln 5, Col 52 | 478 c | 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.

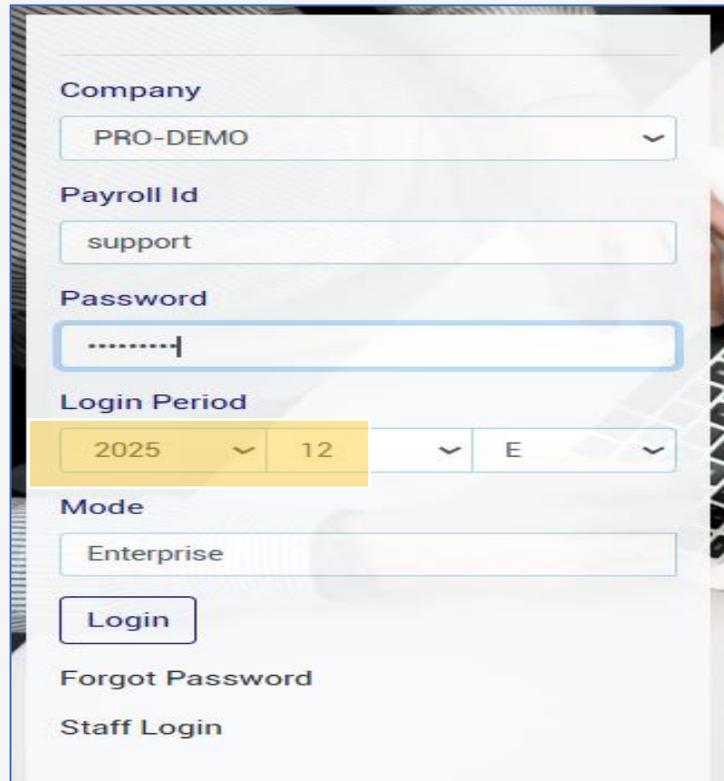
If both are required, they must be performed in the order below:

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**'.

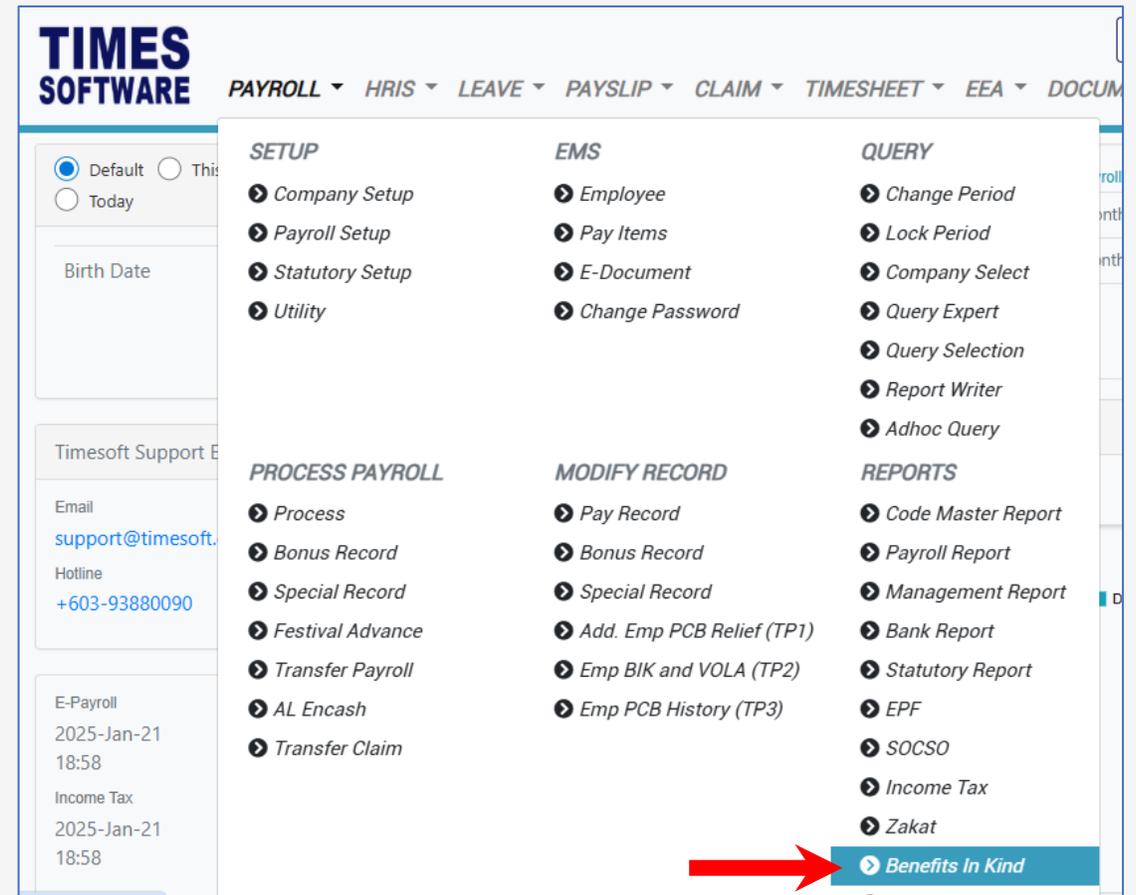
Import Benefits In Kind | Import Steps

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



The screenshot shows the login interface for Pro Payroll. It includes a 'Company' dropdown menu set to 'PRO-DEMO', a 'Payroll Id' text field with 'support', a 'Password' field with masked characters, and a 'Login Period' section with '2025' and '12' selected. Below these are 'Mode' (Enterprise), a 'Login' button, and links for 'Forgot Password' and 'Staff Login'.

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



The screenshot displays the 'TIMES SOFTWARE' navigation menu. The 'PAYROLL' dropdown is open, showing sub-menus: 'SETUP', 'PROCESS PAYROLL', 'EMS', 'MODIFY RECORD', and 'QUERY'. A red arrow points to the 'Benefits In Kind' option under the 'QUERY' sub-menu.

SETUP	EMS	QUERY
Company Setup	Employee	Change Period
Payroll Setup	Pay Items	Lock Period
Statutory Setup	E-Document	Company Select
Utility	Change Password	Query Expert

PROCESS PAYROLL	MODIFY RECORD	REPORTS
Process	Pay Record	Code Master Report
Bonus Record	Bonus Record	Payroll Report
Special Record	Special Record	Management Report
Festival Advance	Add. Emp PCB Relief (TP1)	Bank Report
Transfer Payroll	Emp BIK and VOLA (TP2)	Statutory Report
AL Encash	Emp PCB History (TP3)	EPF
Transfer Claim		SOCSCO
		Income Tax
		Zakat
		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**”.

Benefits In Kind Entry

Benefits In Kind Checking

Import Benefits In Kind

Section [F]

Import Benefits In Kind

Choose Import Type Benefits In Kind ▾

Please choose an Excel file to import

Choose File No file selected

Benefits In Kind

Section [F]

Please follow the instructions below

- 1) Download the [Excel import template](#) for importing Benefits In Kind data.
- 2) Do not copy, cut, or insert columns in the Excel template.
- 3) The system will only read Sheet1, so ensure that the records you want to import are on Sheet1.
- 4) The first 2 columns (EMPCODE, YEAR) must not be blank. The system will start reading from **Row 3, Column A**, and stop if either the EMPCODE or YEAR column is blank.
- 5) The system deletes all existing data from Benefits In Kind for the employee you want to import before inserting new data.
- 6) File names cannot contain special characters.

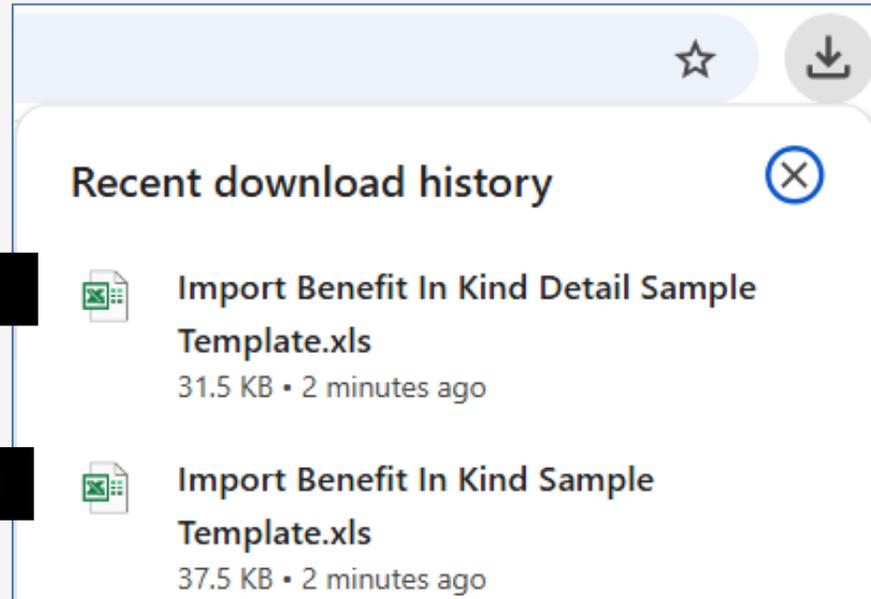
IMPORT

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., ! @ # \$ % ^ & * ()).

Section [F]

Benefits In Kind



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 sugu 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										
8										

(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.

The screenshot displays the 'Benefits In Kind Entry' interface for employee A0001 - AHMAD BIN YUSUF. The interface includes a sidebar with navigation options: 'Benefits In Kind Entry' (selected), 'Benefits In Kind Checking', 'Import Benefits In Kind', and 'Section [F]'. The top bar features navigation buttons (back, forward, double back, double forward), 'SAVE', 'DELETE', and 'CANCEL' buttons, and a 'Total Record Count: 11' indicator. The main area shows the employee's name and a page selector (Page 1 selected, Page 2 available). The data entry section is titled '[B] PENDAPATAN PENGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN' and contains the following fields:

Description	Value
1. Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	1,234.00
Fi (termasuk fi pengarah), komisen atau bonus	0.00
Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihal Pembayaran)	0.00
Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
Manfaat Skim Opsyen Saham Pekerja (ESOS)	100.85
Ganjaran bagi tempoh [] [] hi [] [] dari [] n [] g [] g [] a []	678.82
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis Bayaran	Jumlah Bayaran
a. []	0.00

(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**.

A	B	K	L	M	N	O	P	Q	R	S	T	U	V
EMPCODE	YEAR	3(a) (i) Nilai kereta dan petrol	3(a) (ii) Nilai pemandu	3(b) Elektrik, air, telefon dan kemudahan lain	3(c) (i) Separuh lengkap dengan perabot* /penyaman udara* /langsir* /permaidani*, atau	3(c) (ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau	3(c) (iii) Butiran berasingan: Perabot dan kelengkapan	3(c) (iii) Butiran berasingan: Perkakas Dapur	3(c) (iii) Butiran berasingan: Hiburan dan Rekreasi	This column is intended to be left empty	3(d) Pembantu rumah dan tukang kebun	3(e) Manfaat Tambang Percutian	3(f) Lain-lain (misalnya makanan dan pakaian)
EMPCODE	YEAR	3(a) (i) Value of motorcar and petrol	3(a) (ii) Value of driver	3(b) Electricity, water, telephone and other benefits	3(c) (i) Semi-furnished with furniture* /air-conditioners* /curtains* /carpets, or	3(c) (ii) Fully-furnished with kitchen equipment, crockery, utensils and appliances, or	3(c) (iii) Furniture and fittings	3(c) (iii) Kitchen equipment	3(c) (iii) Entertainment and recreation	This column is intended to be left empty	3(d) Household servant and gardener	3(e) Benefit of leave passage for travel	3(f) Others (for example food and garments)

(b) Date of cessation

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

- (a) Gross salary, wages or leave pay (including overtime pay)
- (b) Fees (including director fees), commission or bonus
- (c) Gross tips, perquisites, awards / rewards or other allowances (Details of payment: _____)
- (d) Income tax borne by the _____ employee
- (e) Employee Share Option **Form EA**
- (f) Gratuity for the period from _____ to _____
- Details of arrears and others for preceding years paid in the current year
 - _____
 - _____
- Benefits in kind (Specify: _____)
- Value of living accommodation provided (Address: _____)

G	H	I	J	K	L
Date of Retirement / End of Contract	Tax borne (Enter 1 or 2)	Qualifying relief	Total gross remuneration	Benefits in kind	
	1 = Yes 2 = No	No. of children Total relief (RM)	(RM)	(RM)	

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.
Note: The Allowance Code must already exist in 'Payroll → Payroll Setup → **Allowance/Deduction**'.

	A	B	C	D	E	F	G
1	EMPCODE	YEAR	AWARD	MEAL	PARKING		
2	A0000	2025	100	200			
3	S0000	2025		150.34			
4	N0000	2025			400		
5	N0001	2025	600				
6							
7							
8							
9							

(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.

Benefits In Kind Checking

Import Benefits In Kind

Section [F]

Page 1 Page 2

[C] PENCEN DAN LAIIN-LAIN

1. Pencen 0.00

2. Anuiti atau Bayaran 0.00

Choose Allowance

CODE &ANLP - ANNUAL LEAVE PAY

AMOUNT 0.00

ADD

[D] JUMLAH POTONGAN

CODE	DESCRIPTION	AMOUNT	
MEAL	MEAL - MEAL ALLOWANCE	300.00	X

1. Potongan Cukai B 0.00

2. Arahan Potongan 0.00

3. Zakat yang dibayar 0.00

4. Jumlah turunkan p 0.00

a. Pelepasan 0.00

b. Zakat selain y 0.00

5. Jumlah pelepasan 0.00

[E] CARUMAN YANG

1. Amaun caruman y 0.00

2. PERKESO: Amaun 0.00

OK

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

1. Jumlah Elaun / Perkuisit / Pemberian / Manffat Yang Dikecualikan Cukai 300.00

(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
	Nama Pegawai: KATHY CHOW	

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
(RM)	(RM)	(RM)	Relief (RM)	Zakat ³ (RM)	(RM)	(RM)

Form C.P.8D



5

Benefits In Kind Data Entry

Benefits In Kind Entry | Overview

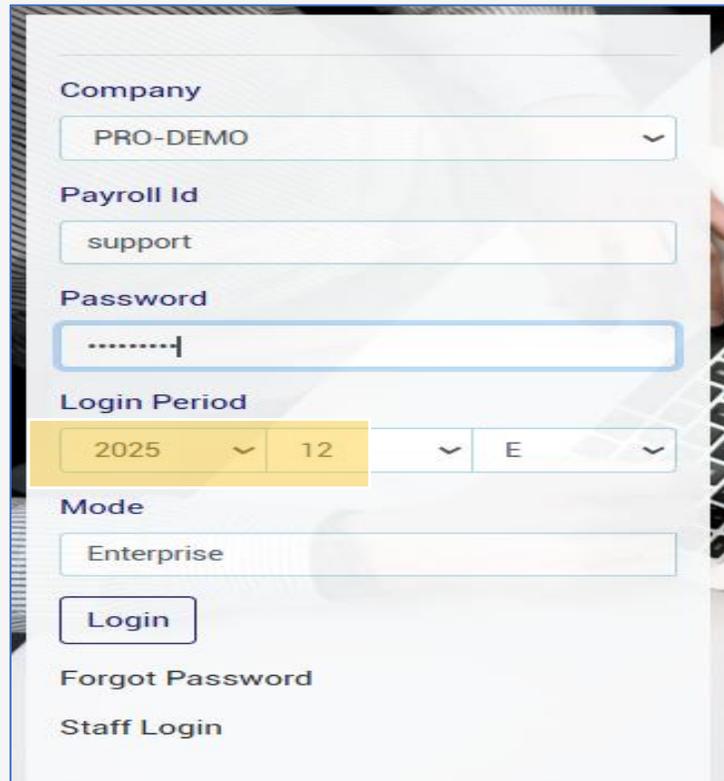
Manual Entry of Benefits In Kind

- 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

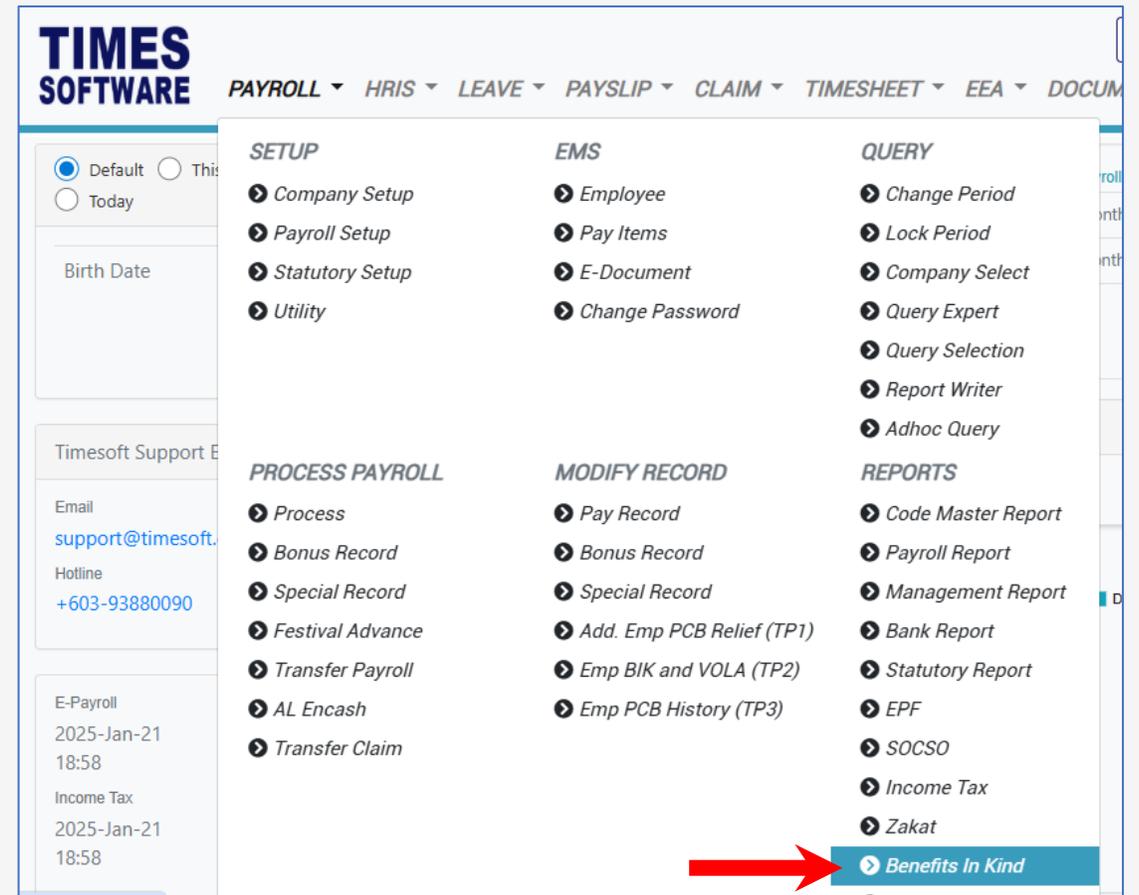
1 Log in to Pro Payroll period **202512**



The screenshot shows the login interface for Pro Payroll. It includes the following fields and options:

- Company:** A dropdown menu with "PRO-DEMO" selected.
- Payroll Id:** A text input field containing "support".
- Password:** A text input field with masked characters ".....".
- Login Period:** A dropdown menu showing "2025" and "12" (highlighted in yellow), and a radio button for "E".
- Mode:** A text input field containing "Enterprise".
- Login:** A button to submit the login information.
- Forgot Password** and **Staff Login** links are located below the login button.

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



The screenshot shows the navigation menu of the Times Software application. The menu is organized into several categories:

- SETUP**
 - Company Setup
 - Payroll Setup
 - Statutory Setup
 - Utility
- EMS**
 - Employee
 - Pay Items
 - E-Document
 - Change Password
- QUERY**
 - Change Period
 - Lock Period
 - Company Select
 - Query Expert
 - Query Selection
 - Report Writer
 - Adhoc Query
- PROCESS PAYROLL**
 - Process
 - Bonus Record
 - Special Record
 - Festival Advance
 - Transfer Payroll
 - AL Encash
 - Transfer Claim
- MODIFY RECORD**
 - Pay Record
 - Bonus Record
 - Special Record
 - Add. Emp PCB Relief (TP1)
 - Emp BIK and VOLA (TP2)
 - Emp PCB History (TP3)
- REPORTS**
 - Code Master Report
 - Payroll Report
 - Management Report
 - Bank Report
 - Statutory Report
 - EPF
 - SOCSCO
 - Income Tax
 - Zakat
 - Benefits In Kind** (highlighted with a red arrow)

Benefits In Kind Entry

- 3
 - Select '**Benefits In Kind Entry**'.
 - Choose the employee from the dropdown.

The screenshot shows the 'Benefits In Kind Entry' application interface. On the left, a sidebar contains a menu with 'Benefits In Kind Entry' highlighted in a red box, along with 'Benefits In Kind Checking', 'Import Benefits In Kind', and 'Section [F]'. The main area features a top navigation bar with 'SAVE', 'DELETE', and 'CANCEL' buttons. Below this, there are navigation arrows and a page indicator showing 'Page 1'. The 'Employee No/Name' field is set to 'A0001 - AHMAD BIN YUSUF'. A dropdown menu is open, displaying a list of employees: 'A0001 - AHMAD BIN YUSUF' (highlighted in blue), 'B0001 - BINTI MUHAMAD', 'C0001 - CATHERINE', 'Jacq001 - JACQUELINE LYE', 'Jacq002 - YEOH DAMIEN', 'T001 - MUHAMAD BINTI RAZAK', 'T002 - CHIN YEE YEE', 'T004 - TAN JIN KAI', 'T005 - AVA...', and 'T006 - MU...'. A blue callout box with the text 'Choose the employee from the dropdown' points to the dropdown menu. The bottom of the interface shows a small 'g' icon.

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.

Category	Value
1. Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	1,234.00
Fi (termasuk fi pengarah), komisen atau bonus	0.00
Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal Pembayaran)	0.00
Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
Manfaat Skim Opsyen Saham Pekerja (ESOS)	100.85
Ganjaran bagi tempoh dari [] hingga []	678.82
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis Bayaran	Jumlah Bayaran
a. []	0.00
b. []	0.00
3. Manfaat berupa barangan:	
a. Kereta	
i. Nilai Kereta dan petrol	0.00
ii. Nilai Pemandu	0.00

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**.

Benefits In Kind Checking

Page 1 Page 2

[C] PENCEN DAN LAIIN-LAIN

1. Pencen 0.00

2. Anuiti atau Bayaran 0.00

Choose Allowance

CODE: &ANLP - ANNUAL LEAVE PAY

AMOUNT: 0.00

ADD

[D] JUMLAH POTONGAN

CODE	DESCRIPTION	AMOUNT	
MEAL	MEAL - MEAL ALLOWANCE	300.00	X

[E] CARUMAN YANG

1. Amaun caruman y

2. PERKESO: Amaun

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

1. Jumlah Elaun / Perkuisit / Pemberian / Manffat Yang Dikecualikan Cukai 300.00

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.

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN	
A BUTIRAN PEKERJA	
1. Nama Penuh Pekerja/Pesara (Encik/Cik/Puan)	BELINDA CLAIRE
2. Jawatan	NONE
3. No. Kakitangan/No Gaji	FW0001
4. No. K.P. Baru	
5. No. Pasport	
6. No. KWSP	
7. No. PERKESO	
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai	
9. Jika bekerja tidak genap setahun, nyatakan:	
(a) Tarikh mula bekerja	
(b) Tarikh berhenti kerja	
B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN (Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)	
1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	RM 60,000.00
(b) Fi (termasuk fi pengarah), komisen atau bonus	0.00
(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran)	0.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)	0.00
(f) Ganjaran bagi tempoh dari _____ hingga _____	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis pendapatan (a) _____	
(b) _____	0.00
3. Manfaat berupa barangan (Nyatakan: _____)	0.00
4. Nilai tempat kediaman (Alamat: _____)	0.00
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00
6. Pampasan kerana kehilangan pekerjaan	0.00
C PENCEN DAN LAIN-LAIN	
1. Pencen	0.00
2. Anuiti atau Bayaran Berkala yang lain	0.00
JUMLAH	60,000.00
D JUMLAH POTONGAN	
1. Potongan cukai bulanan (PCB) yang dibayar kepada LHDNM	1,610.00
2. Arahan Potongan CP38 yang dibayar kepada LHDNM	0.00
3. Zakat yang dibayar melalui potongan gaji	0.00
4. Dema / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji	0.00
5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:	
(a) Pelepasan RM _____	
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM _____	
6. Jumlah pelepasan bagi anak yang layak	0.00
E CARUMAN YANG DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG SIMPANAN/PENCEN YANG DILULUSKAN DAN PERKESO	
1. Nama Kumpulan Wang: KWSP	
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)	RM 0.00
2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)	RM 163.50
F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI	
	RM 0.00

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.

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

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (Encik/Cik/Puan) BELINDA CLAIRE
 2. Jawatan NONE
 3. No. Kakitangan/No Gaji FW0001
 4. No. K.P. Baru
 5. No. Pasport
 6. No. KWSP
 7. No. PERKESO
 8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai
 9. Jika bekerja tidak genap setahun, nyatakan:
 (a) Tarikh mula bekerja
 (b) Tarikh berhenti kerja

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

	RM
1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	65,000.00
(b) Fi (termasuk fi pengarah), komisen atau bonus	0.00
(c) Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (RM)	0.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)	0.00
(f) Ganjaran bagi tempoh dari _____ hingga _____	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis pendapatan (a) _____	
(b) _____	0.00
3. Manfaat berupa barangan (Nyatakan: _____)	0.00
4. Nilai tempat kediaman (Alamat: _____)	0.00
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00
6. Pampasan kerana kehilangan pekerjaan	0.00
JUMLAH	65,000.00

C PENCEN DAN LAIN-LAIN

1. Pencen	0.00
2. Anuiti atau Bayaran Berkala yang lain	0.00
JUMLAH	0.00

D JUMLAH POTONGAN

1. Potongan cukai bulanan (PCB) yang dibayar kepada LHDNM	1,610.00
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 _____	
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM _____	
6. Jumlah pelepasan bagi anak yang layak	0.00

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

1. Nama Kumpulan Wang: KWSP	RM	0.00
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)	RM	163.50
2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)	RM	800.00

F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN

RM	800.00
----	--------



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**:

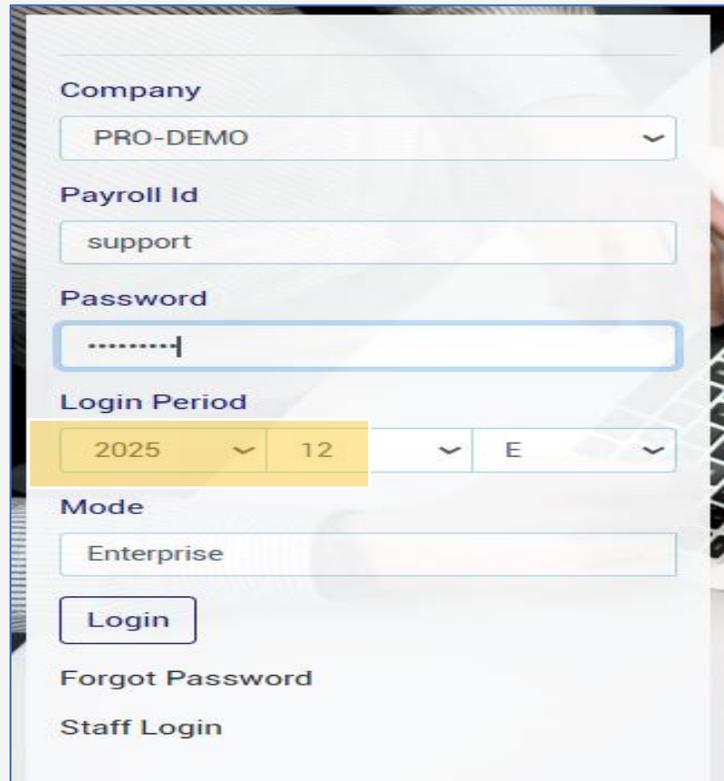
1. Import Benefits In Kind (via Excel)
2. Benefits In Kind Entry (via manual entry)

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

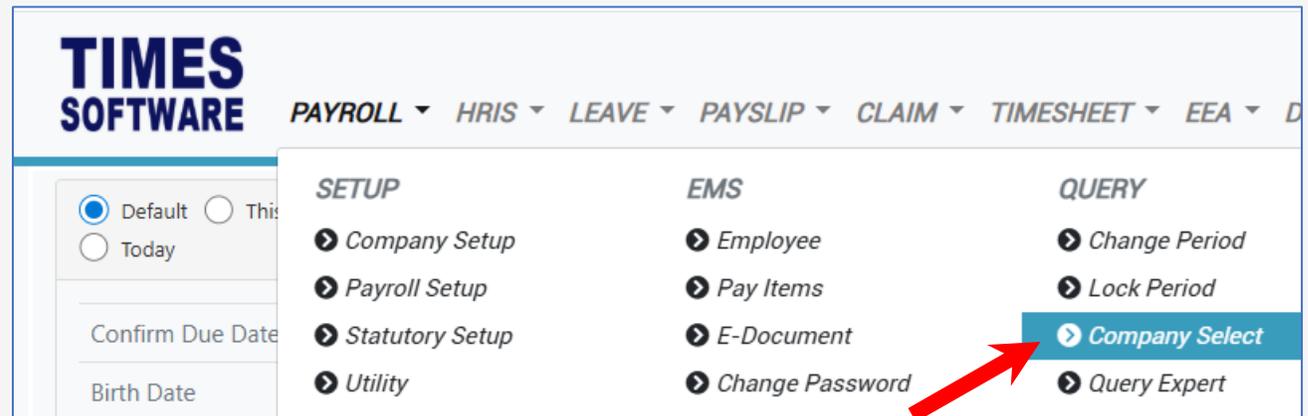
1 Log in to Pro Payroll period **202512**



The screenshot shows the login interface for Pro Payroll. It includes the following fields and options:

- Company:** A dropdown menu with "PRO-DEMO" selected.
- Payroll Id:** A text input field containing "support".
- Password:** A text input field with masked characters ".....".
- Login Period:** A section with two dropdowns: the first is set to "2025" and the second to "12".
- Mode:** A dropdown menu with "Enterprise" selected.
- Buttons:** "Login", "Forgot Password", and "Staff Login".

- 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.

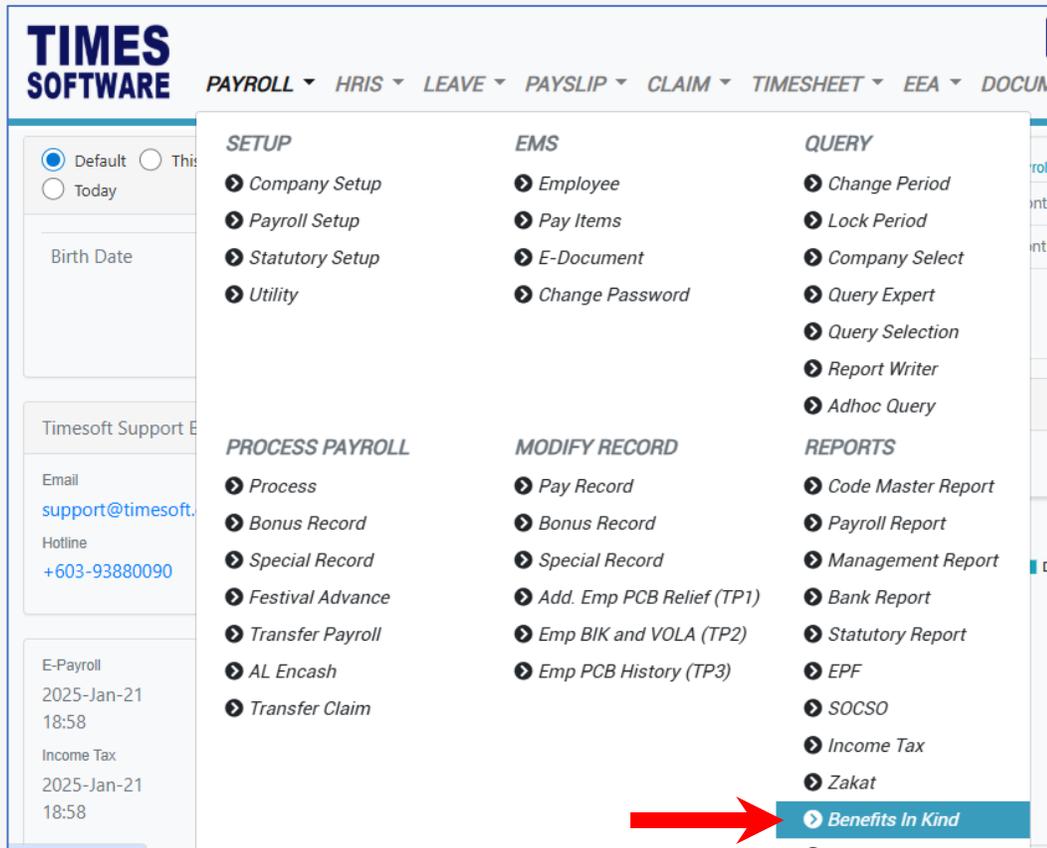


The screenshot shows the navigation menu for Times Software. The menu is organized into three columns: SETUP, EMS, and QUERY. A red arrow points to the "Company Select" option in the QUERY column.

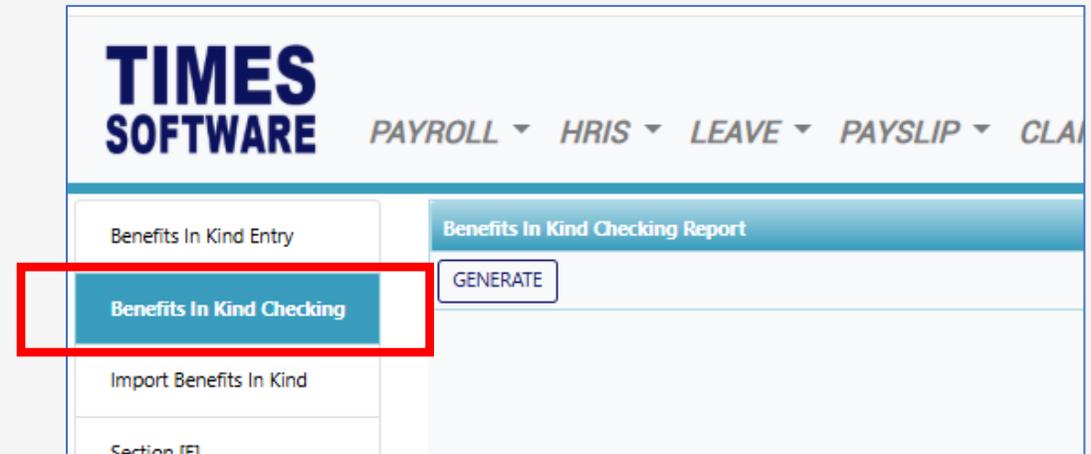
SETUP	EMS	QUERY
<input checked="" type="radio"/> Default <input type="radio"/> This	<input checked="" type="radio"/> Employee	<input checked="" type="radio"/> Change Period
<input type="radio"/> Today	<input checked="" type="radio"/> Pay Items	<input checked="" type="radio"/> Lock Period
Confirm Due Date	<input checked="" type="radio"/> E-Document	<input checked="" type="radio"/> Company Select
Birth Date	<input checked="" type="radio"/> Change Password	<input checked="" type="radio"/> Query Expert

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.

The screenshot displays the Times Software web application interface. On the left, a sidebar menu includes 'Benefits In Kind Entry', 'Benefits In Kind Checking', 'Import Benefits In Kind', and 'Section (F)'. The 'Benefits In Kind Checking' option is selected, and a red box highlights the 'Benefits In Kind Checking Report' button with a 'GENERATE' sub-button. To the right, a 'Recent download history' window shows a folder named 'EABenefitChecking.zip' (14.9 KB, Done). A callout box points to this folder with the text: 'The downloaded report is a ZIP file'. Below this, a 'Full download history' window shows a list of files: '..' (folder), 'BenefitInKindChecking.xlsx', and 'Section[TaxExemptAllowances]CheckingReport.xlsx'. A callout box points to these files with the text: 'There are 2 Excel files in the zip file'.

(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 I							
3								
	YEAR	EMPCODE	2(a) Butiran bayaran tunggakan	2(b) Butiran bayaran tunggakan	Butiran Manfaat berupa barangan	Alamat	Ganjaran bagi tempoh dari	Ganjaran bagi tempoh hingga
4	YEAR	EMPCODE	2(a) Details of arrears	2(b) Details of arrears	Details of Benefits in kind	Address:	Gratuity for the period from	Gratuity for the period to
5								
6	2023	B001				Block A-8-9, Scotts Condo, Jalan Langgiri, Shah Alam		
7	2023	C0001-R						
8								

The report layout is **similar** to the 'Import Benefits In Kind' template. 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	B001	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.

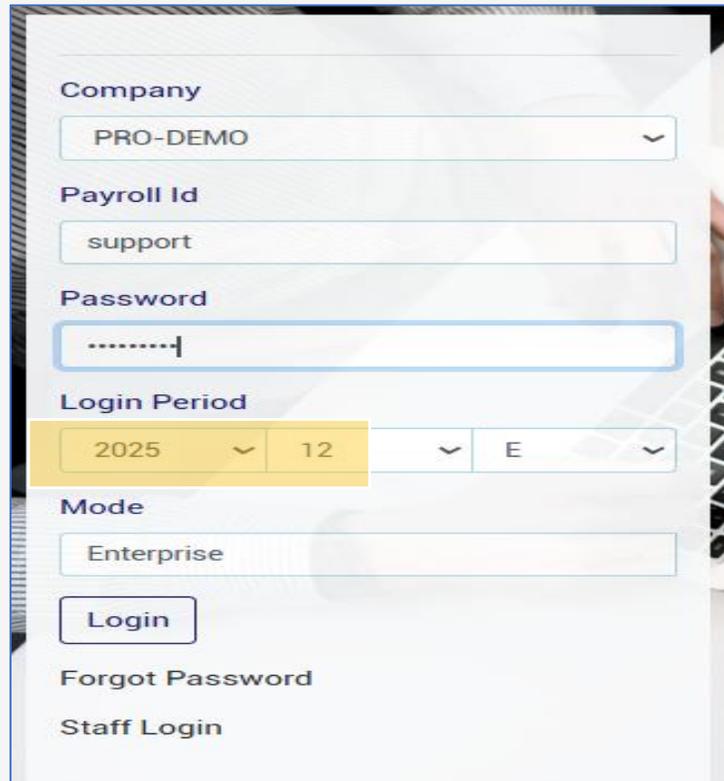
2. Appendix

- 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

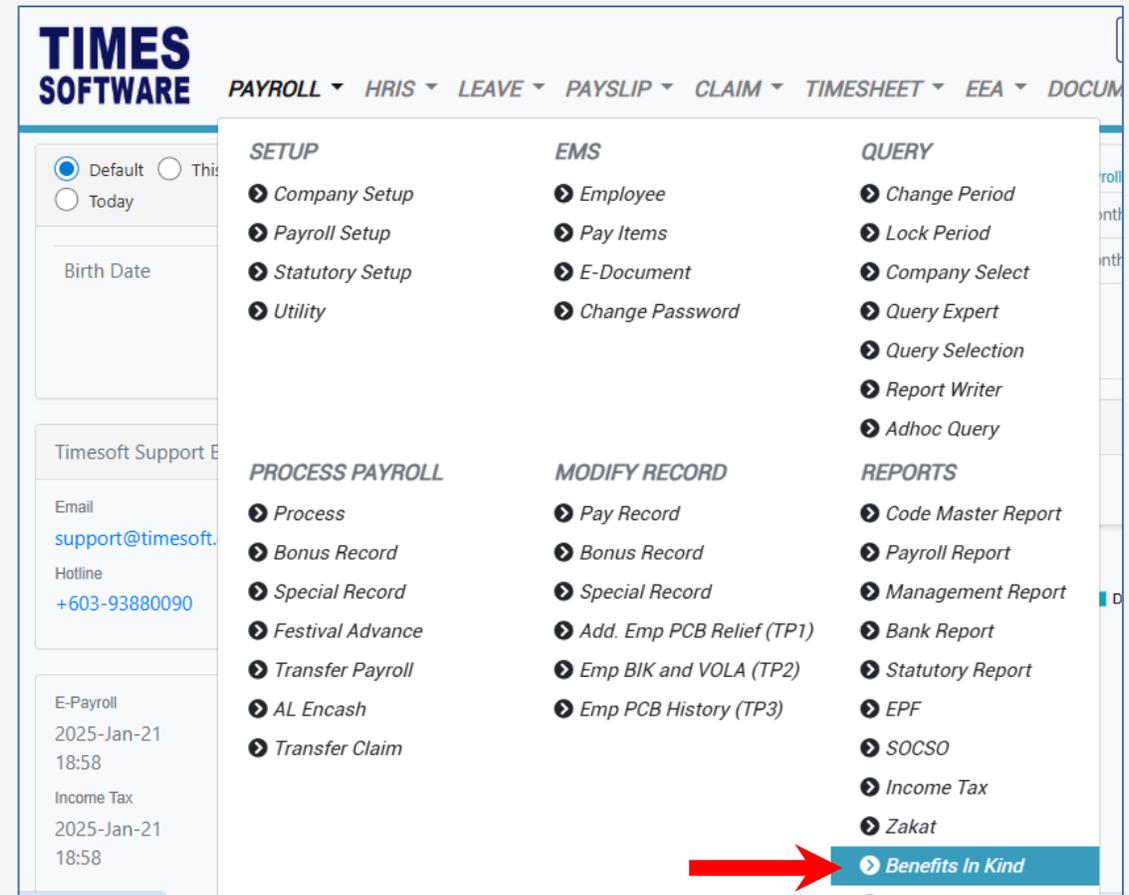
1 Log in to Pro Payroll period **202512**



The screenshot shows the login interface for Pro Payroll. It includes the following fields and options:

- Company:** A dropdown menu with "PRO-DEMO" selected.
- Payroll Id:** A text input field containing "support".
- Password:** A text input field with masked characters ".....".
- Login Period:** A date selector showing "2025" for the year and "12" for the month, with a dropdown arrow on the right.
- Mode:** A text input field containing "Enterprise".
- Login:** A button to submit the login information.
- Forgot Password** and **Staff Login** links are located below the login button.

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



The screenshot displays the navigation menu of the Times Software application. The menu is organized into several categories:

- NAVIGATION:** PAYROLL, HRIS, LEAVE, PAYSIP, CLAIM, TIMESHEET, EEA, DOCUM.
- SETUP:** Company Setup, Payroll Setup, Statutory Setup, Utility.
- EMS:** Employee, Pay Items, E-Document, Change Password.
- QUERY:** Change Period, Lock Period, Company Select, Query Expert, Query Selection, Report Writer, Adhoc Query.
- PROCESS PAYROLL:** Process, Bonus Record, Special Record, Festival Advance, Transfer Payroll, AL Encash, Transfer Claim.
- MODIFY RECORD:** Pay Record, Bonus Record, Special Record, Add. Emp PCB Relief (TP1), Emp BIK and VOLA (TP2), Emp PCB History (TP3).
- REPORTS:** Code Master Report, Payroll Report, Management Report, Bank Report, Statutory Report, EPF, SOCSO, Income Tax, Zakat, **Benefits In Kind** (highlighted with a red arrow).

Section [F] Reports

3 Select 'Section [F]'.

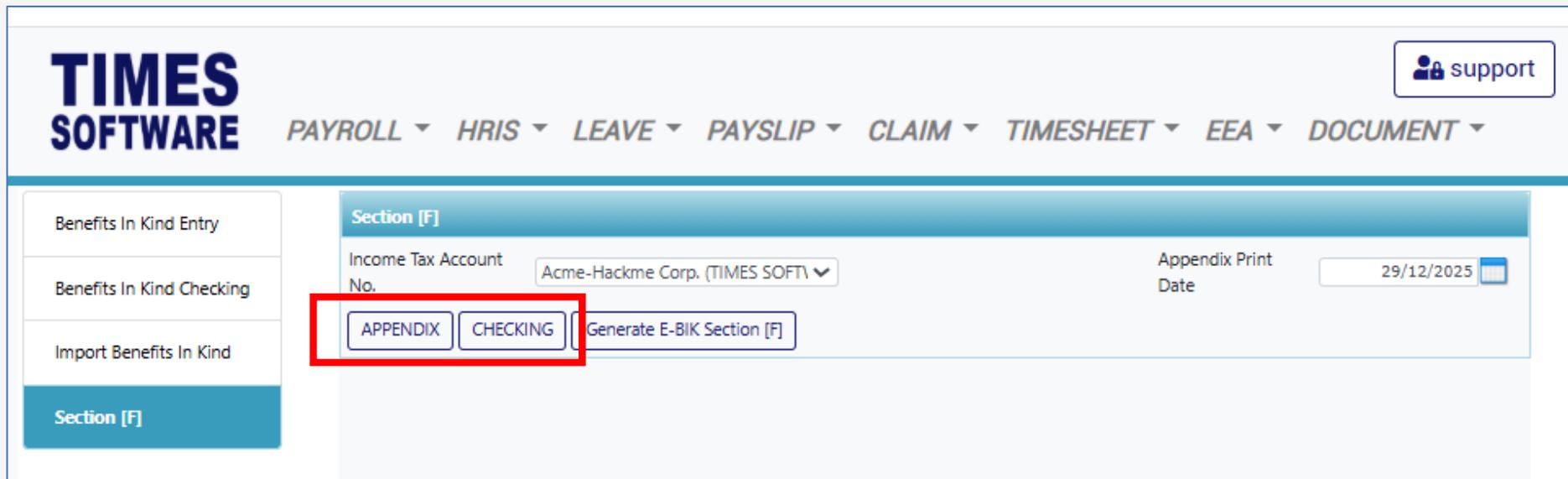
If your database contains multiple companies with different **Employer Tax Reference Numbers**, choose the appropriate number from the “**Income Tax Account No**” dropdown menu.

The screenshot displays the TIMES SOFTWARE interface. At the top left is the logo 'TIMES SOFTWARE'. To its right is a navigation menu with items: PAYROLL, HRIS, LEAVE, PAYSLIP, CLAIM, TIMESHEET, EEA, and DOCUMENT. In the top right corner, there is a 'support' button with a user icon. On the left side, there is a sidebar with three menu items: 'Benefits In Kind Entry', 'Benefits In Kind Checking', and 'Import Benefits In Kind'. The 'Section [F]' option is highlighted with a red rectangular box. The main content area is titled 'Section [F]' and contains a form. The form has a yellow background for the 'Income Tax Account No.' field, which is a dropdown menu currently showing 'Acme-Hackme Corp. (TIMES SOFT)'. To the right of this field is an 'Appendix Print Date' field with the value '29/12/2025' and a calendar icon. Below the form are three buttons: 'APPENDIX', 'CHECKING', and 'Generate E-BIK Section [F]'.

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.



The screenshot displays the TIMES SOFTWARE interface. At the top left is the logo "TIMES SOFTWARE". To the right is a "support" button with a user icon. Below the logo is a navigation bar with dropdown menus for "PAYROLL", "HRIS", "LEAVE", "PAYSLIP", "CLAIM", "TIMESHEET", "EEA", and "DOCUMENT". On the left side, there is a sidebar menu with options: "Benefits In Kind Entry", "Benefits In Kind Checking", "Import Benefits In Kind", and "Section [F]". The main content area is titled "Section [F]" and contains the following fields and buttons:

- "Income Tax Account No." with a dropdown menu showing "Acme-Hackme Corp. (TIMES SOFT)".
- "Appendix Print Date" with a date input field showing "29/12/2025" and a calendar icon.
- Three buttons: "APPENDIX", "CHECKING", and "Generate E-BIK Section [F]". The "APPENDIX" and "CHECKING" buttons are highlighted with a red rectangular box.

(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
Section [Tax Exempt Allowance] Checking Report for 2025						User ID : SUPPORT
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.	
	<u>RM</u>
Petrol Card, Petrol Allowance or Travel Allowance and Toll Card for Official Duties	4,000.00
PARKING	500.00
MEAL	111.00
TOTAL	<u><u>4,611.00</u></u>
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	



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**

The screenshot shows the login interface for Pro Payroll. It includes the following fields and options:

- Company:** A dropdown menu with "PRO-DEMO" selected.
- Payroll Id:** A text input field containing "support".
- Password:** A text input field with masked characters ".....".
- Login Period:** A date selector with "2025" and "12" highlighted in yellow, and a dropdown menu showing "E".
- Mode:** A text input field containing "Enterprise".
- Login:** A button to submit the login information.
- Forgot Password** and **Staff Login** links are located below the login button.

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

The screenshot shows the navigation menu of the Times Software application. The menu is organized into several categories:

- Navigation Bar:** PAYROLL ▾ HRIS ▾ LEAVE ▾ PAYSリップ ▾ CLAIM ▾ TIMESHEET ▾ EEA ▾ DOCUM
- Left Sidebar:** Benefits In Kind Entry, Benefits In Kind Checking, Import Benefits In Kind, Section [F]
- SETUP:**
 - Company Setup
 - Payroll Setup
 - Statutory Setup
 - Utility
- EMS:**
 - Employee
 - Pay Items
 - E-Document
 - Change Password
- QUERY:**
 - Change Period
 - Lock Period
 - Company Select
 - Query Expert
 - Query Selection
 - Report Writer
 - Adhoc Query
- PROCESS PAYROLL:**
 - Process
 - Bonus Record
 - Special Record
 - Festival Advance
 - Transfer Payroll
 - AL Encash
 - Transfer Claim
- MODIFY RECORD:**
 - Pay Record
 - Bonus Record
 - Special Record
 - Add. Emp PCB Relief (TP1)
 - Emp BIK and VOLA (TP2)
 - Emp PCB History (TP3)
- REPORTS:**
 - Code Master Report
 - Payroll Report
 - Management Report
 - Bank Report
 - Statutory Report
 - EPF
 - SOCSCO
 - Income Tax** (highlighted with a red arrow)

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.

The screenshot displays the 'EA Form Setup' interface within the TIMES SOFTWARE application. The left sidebar shows a list of options, with 'EA Form' highlighted. The main content area is titled 'EA Form Setup' and contains several fields and a dropdown menu. The 'Income Tax Account No.' dropdown menu is open, showing a list of options. The 'Print Serial?' checkbox is checked. The 'Include Voluntary?' and 'English version' checkboxes are unchecked. At the bottom, there are buttons for 'EXPORT TO PDF', 'EXPORT TO EXCEL', 'Generate E-EA', and 'Clear E-EA'.

Field	Value / Options
Income Tax Account No.	-PLEASE SELECT- E9900 (99 BY CHRIS) E12345678 (TIMES INTEGRA SDN BHD) P0001 (TESTCHOO) Acme-Hackme Corp. (TIMES SOFTWARE SDN BHD) 0 (TIMESOFT 01 SDN BHD) 0 (WS TESTING)
Version	-PLEASE SELECT-
B.1 (c) Details of Payment	
B.1 (f) Gratuity date	
Printing Date	
Print Serial?	<input checked="" type="checkbox"/>
Include Voluntary?	<input type="checkbox"/>
English version	<input type="checkbox"/>

EA Form

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

The screenshot displays the 'EA Form Setup' interface. On the left is a sidebar menu with the following items: CP39 Form, CP39 Text File Return, LHDN Bank Submission, CP21 (Leaver), CP22A (Tax Clearance), CP22 (New Employee), EA Form (highlighted in blue), and Slip Jawapan PCB (II). The main content area is titled 'EA Form Setup' and contains the following fields and controls:

- Income Tax Account No.: -PLEASE SELECT- (dropdown)
- Version: EA Form Format (Pin.2023) (dropdown)
- B.1 (c) Details of Payment: (text input)
- B.1 (f) Gratuity date: From (calendar icon) To (calendar icon)
- Printing Date: 29/12/2025 (calendar icon)
- Print Serial?: (checkbox)
- Include Voluntary?: (checkbox)
- English version: (checkbox)
- Group A: (dropdown)
- 00001: (text input)

At the bottom of the main area are four buttons: EXPORT TO PDF, EXPORT TO EXCEL, Generate E-EA, and Clear E-EA.

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

EA Form Setup

Income Tax Account No. -PLEASE SELECT-

Version EA Form Format (Pin.2023)

B.1 (c) Details of Payment

B.1 (f) Gratuity date From

Printing Date 29/12/2025

Print Serial?

Group A

- 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: Group A – Existing employees Group B – New employees 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'.

The screenshot displays the 'EA Form Setup' window. It contains several fields and checkboxes:

- Income Tax Account No.**: A dropdown menu showing '-PLEASE SELECT-'.
- Version**: A dropdown menu showing 'EA Form Format (Pin.2023)'.
- B.1 (c) Details of Payment**: An empty text input field.
- B.1 (f) Gratuity date**: A date selection field with a calendar icon, currently showing 'From'.
- Printing Date**: A date selection field with a calendar icon, currently showing '29/12/2025'.
- Print Serial?**: A checkbox that is checked (highlighted in yellow).
- Include Voluntary?**: A checkbox that is unchecked (highlighted in yellow).
- English version**: A checkbox that is unchecked.
- Group A**: A dropdown menu showing 'Group A'.

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

The screenshot displays the 'EA Form Setup' window with the following fields and controls:

- Income Tax Account No.: -PLEASE SELECT- (dropdown)
- Version: EA Form Format (Pin.2023) (dropdown)
- B.1 (c) Details of Payment: (text input)
- B.1 (f) Gratuity date: From (calendar icon) To (calendar icon)
- Printing Date: 29/12/2025 (calendar icon)
- Print Serial?: (checkbox)
- Include Voluntary?: (checkbox)
- English version: (checkbox)

At the bottom, there are four buttons: EXPORT TO PDF, EXPORT TO EXCEL, Generate E-EA, and Clear E-EA.

EA Form

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

The screenshot displays the 'EA Form Setup' page in the Times Software application. The interface includes a sidebar with navigation options like 'CP39 Form', 'CP39 Text File Return', 'LHDN Bank Submission', 'CP21 (Leaver)', 'CP22A (Tax Clearance)', 'CP22 (New Employee)', 'EA Form', 'Slip Jawapan PCB (II)', and 'E Form'. The main content area is titled 'EA Form Setup' and contains several form fields: 'Income Tax Account No.' (dropdown), 'Version' (dropdown set to 'EA Form Format (Pin.2023)'), 'B.1 (c) Details of Payment' (text input), 'B.1 (f) Gratuity date' (date range), 'Printing Date' (calendar set to 29/12/2025), 'Print Serial?' (checkbox checked), and 'Include Voluntary?' (checkboxes for 'Include' and 'English version'). At the bottom, there are buttons for 'EXPORT TO PDF', 'EXPORT TO EXCEL', 'Generate E-EA', and 'Clear E-EA'. A red box highlights the 'EXPORT TO PDF' and 'EXPORT TO EXCEL' buttons.

Overlaid on the screenshot are two callout boxes:

- A green box pointing to the 'Recent download history' window, which shows a file named 'EAReportsFor_TESTSDNBHD_.zip' (67.8 KB, Done). The text inside the box reads: "The downloaded report is a ZIP file".
- A white box with a green border pointing to a file list window. The list has columns for 'Name' and 'Type'. It contains two entries: 'EA Check List.pdf' (Adobe Acrobat Document) and 'EA Form.pdf'. A green box below this list reads: "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													Date	: 27/11/2025	
EA Check List 31st December 2025													User ID	: SUPPORT	
No	No. Cukai	No. K.P	Name Penuh Pekerja	Kategori	Bi 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.

(C.P.8A - Pin. 2024) MALAYSIA **Penyata Gaji Pekerja SWASTA EA**

CUKAI PENDAPATAN
PENYATA SARAAN DARIPADA PENGGAJIAN
BAGI TAHUN BERAKHIR 31 DISEMBER 2025 No. Pengenal Cukai (TIN) Pekerja
LHDNM Negeri :

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

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (Encik/Cik/Puan)	ABU BAKAR HELMI	3. No. Kakitangan/No Gaji	U36595
2. Jawatan	NONE	5. No. Pasport	
4. No. K.P. Baru	000714100709	7. No. PERKESO	000714100709
6. No. KWSP	22775023	9. Jika bekerja tidak genap setahun, nyatakan:	
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai	7	(a) Tarikh mula bekerja	
		(b) Tarikh berhenti kerja	

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

	RM
1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	53,800.00
(b) Fi (termasuk fi pengarah), komisen atau bonus	58,765.00
(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran)	1,200.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)	0.00
(f) Ganjaran bagi tempoh dari _____ hingga _____	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis pendapatan (a) _____	
(b) _____	18,000.00
3. Manfaat berupa barangan (Nyatakan: _____)	7,500.00
4. Nilai tempat kediaman (Alamat: _____)	8,800.00
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00
6. Pampasan kerana kehilangan pekerjaan	0.00

C PENCEN DAN LAIN-LAIN

1. Pencen	0.00
2. Anuiti atau Bayaran Berkala yang lain	0.00

JUMLAH 146,065.00

D JUMLAH POTONGAN

1. Potongan cukai bulanan (PCB) yang dibayar kepada LHDNM	13,133.25
2. Arahkan Potongan CP38 yang dibayar kepada LHDNM	0.00
3. Zakat yang dibayar melalui potongan gaji	0.00
4. Derma / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji	0.00
5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:	
(a) Pelepasan RM 3,000.00	
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM 333.00	
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 488.30

F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI RM 6,000.00

Nama Pegawai	KATHY CHOW
Jawatan	ADMINISTRATION
Nama dan Alamat Majikan	TEST SDN BHD
	8-11, 8th Floor, Wisma UOA II
	No 21, Jalan Pinang
	Kuala Lumpur
	POSKOD : 50450
No. Telefon Majikan	6039388000

Tarikh 28/11/2025

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)**.

Modify Record

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

Employee No/Name: U36595 - ABU BAKAR HELMI
Refund Code:
Doc Date:
Category: K1
Hired Date: 07/11/2024 [1 year 2 months]
Resignation Date:
Last Payment Date:
Period: 202512
Amount: 0.00
Approval: Yes
Status: A

CODE	DOC DATE	PERIOD	AMOUNT	REMARKS	REFERENCE
C01B		202511	3,000.00	[C01B] - Dental treatment	
D01		202511	333.00	[D01] - Zakat or Levy for Umrah/Pilgrimage	

EA Form Section D5(a)
EA Form Section D5(b)

EA Form | Additional Information – TP1 Records

Expected results as follows:

D JUMLAH POTONGAN		Segment of the Form EA	
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” TP1 Code = “D01”
	(b) Zakat selain yang dibayar melalui potongan gaji bulanan	RM 333.00	
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

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)**.

The screenshot shows the 'Modify Record' interface. The employee details are: Employee No/Name: U36595 - ABU BAKAR HELMI, Tax Category: K1, Hired Date: 07/11/2024 [1 year 2 months], Resignation Date: (empty), Last Paym: (empty), Period: 202512, Code: (empty), Amount: 0.00. The table below shows the records:

EMPLOYEE	PERIOD	CODE	AMOUNT	DESCRIPTION
U36595	202512	B05	5,500.00	[B05] - Fully Furnished with Kitchen Equipment (Lengkap dengan Perkakas Dapur) EA B3
U36595	202512	B12	6,800.00	[B12] - Value of Living Accomodation (Nilai Tempat Kediaman) EA B4
U36595	202512	B17	2,000.00	[B17] - Other Benefits (Lain-lain Manfaat) EA B1 (C)

The 'Modify Record' menu is shown on the right, with options: Pay Record, Bonus Record, Special Record, Add. Emp PCB Relief (TP1), Emp BIK and VOLA (TP2), and Emp PCB History (TP3).

EA Form | Additional Information – TP2 Records

Expected results as follows:

		(b) Tarikh bernenti kerja
B	PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN	
	(Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)	RM
1.	(a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	53,800.00
	(b) Fi (termasuk fi pengarah), komisen atau bonus	58,765.00
	(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran TP2 Code = "B17")	1,200.00
	(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
	(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)	0.00
	(f) Ganjaran bagi tempoh dari _____ hingga _____	0.00
2.	Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
	Jenis pendapatan (a) _____	
	(b) _____	18,000.00
3.	Manfaat berupa barangan (Nyatakan: TP2 Codes from B01" to "B16", except "B12")	7,500.00
4.	Nilai tempat kediaman (Alamat: TP2 Code = "B12")	6,800.00
5.	Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00
6.	Pampasan kerana kehilangan pekerjaan	0.00



9

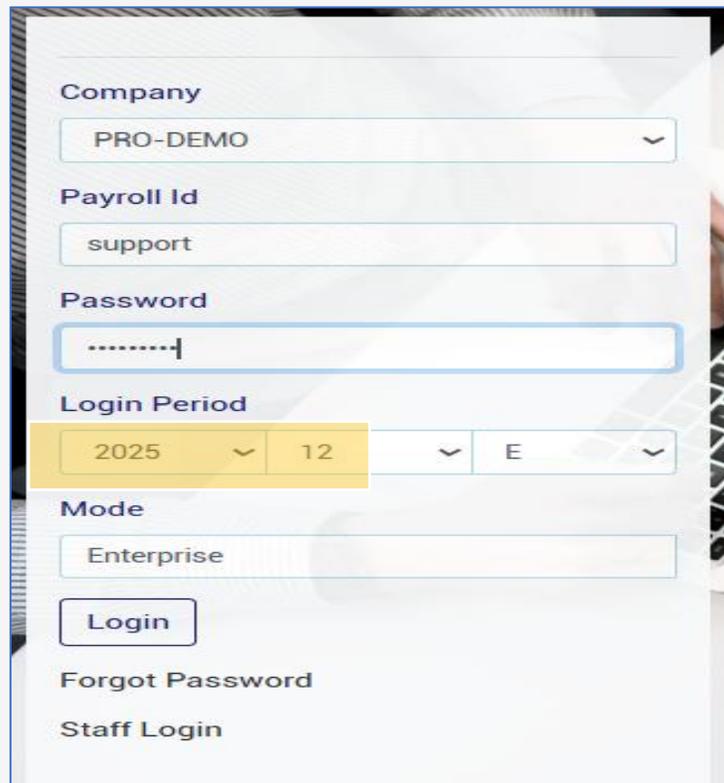
Slip Jawapan – PCB(II)

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)

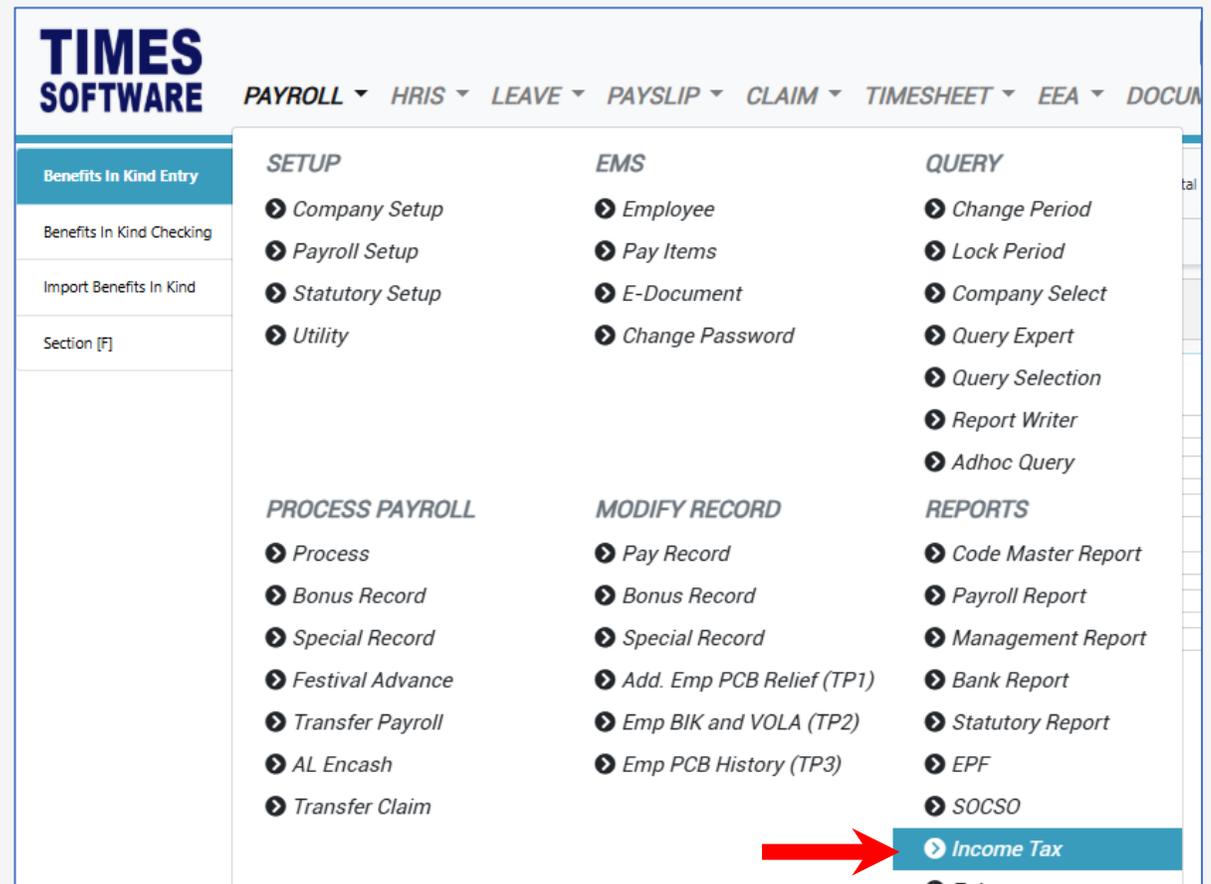
1 Log in to Pro Payroll period **202512**



The screenshot shows the login interface for Pro Payroll. It includes the following fields and options:

- Company:** A dropdown menu with "PRO-DEMO" selected.
- Payroll Id:** A text input field containing "support".
- Password:** A text input field with masked characters ".....".
- Login Period:** A date selector showing "2025" for the year and "12" for the month, with a dropdown arrow on the right.
- Mode:** A dropdown menu with "Enterprise" selected.
- Login:** A button to submit the login information.
- Forgot Password** and **Staff Login** links are located below the login button.

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



The screenshot displays the navigation menu of the Times Software application. The menu is organized into several categories:

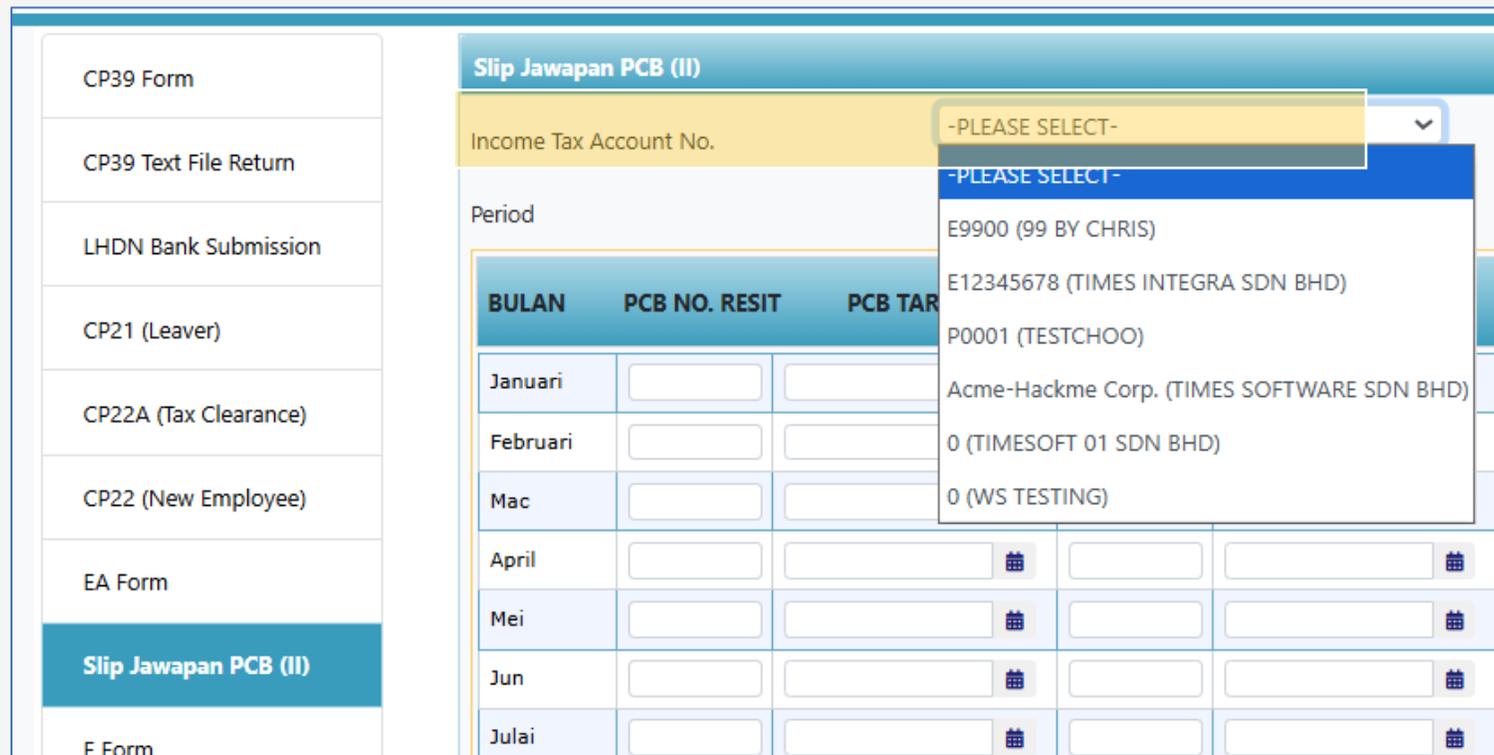
- Navigation Bar:** Includes "PAYROLL", "HRIS", "LEAVE", "PAYSIP", "CLAIM", "TIMESHEET", "EEA", and "DOCUM".
- Left Sidebar:** Lists "Benefits In Kind Entry", "Benefits In Kind Checking", "Import Benefits In Kind", and "Section [F]".
- SETUP:** Includes "Company Setup", "Payroll Setup", "Statutory Setup", and "Utility".
- EMS:** Includes "Employee", "Pay Items", "E-Document", and "Change Password".
- QUERY:** Includes "Change Period", "Lock Period", "Company Select", "Query Expert", "Query Selection", "Report Writer", and "Adhoc Query".
- PROCESS PAYROLL:** Includes "Process", "Bonus Record", "Special Record", "Festival Advance", "Transfer Payroll", "AL Encash", and "Transfer Claim".
- MODIFY RECORD:** Includes "Pay Record", "Bonus Record", "Special Record", "Add. Emp PCB Relief (TP1)", "Emp BIK and VOLA (TP2)", and "Emp PCB History (TP3)".
- REPORTS:** Includes "Code Master Report", "Payroll Report", "Management Report", "Bank Report", "Statutory Report", "EPF", and "SOCSO".

A red arrow points to the "Income Tax" option in the "REPORTS" section, which is highlighted in blue.

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.



The screenshot displays the 'Slip Jawapan PCB (II)' form. On the left is a sidebar menu with options: CP39 Form, CP39 Text File Return, LHDN Bank Submission, CP21 (Leaver), CP22A (Tax Clearance), CP22 (New Employee), EA Form, Slip Jawapan PCB (II) (highlighted), and E Form. The main form area has a title bar 'Slip Jawapan PCB (II)'. Below it, the 'Income Tax Account No.' field is highlighted in yellow and has a dropdown menu open. The dropdown menu lists several options: '-PLEASE SELECT-', '-PLEASE SELECT-', E9900 (99 BY CHRIS), E12345678 (TIMES INTEGRA SDN BHD), P0001 (TESTCHOO), Acme-Hackme Corp. (TIMES SOFTWARE SDN BHD), 0 (TIMESOFT 01 SDN BHD), and 0 (WS TESTING). Below the dropdown is the 'Period' section, which is a table with columns 'BULAN', 'PCB NO. RESIT', and 'PCB TAR'. The rows represent months from Januari to Julai, with input fields for each month and calendar icons.

BULAN	PCB NO. RESIT	PCB TAR
Januari	<input type="text"/>	<input type="text"/>
Februari	<input type="text"/>	<input type="text"/>
Mac	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>
Mei	<input type="text"/>	<input type="text"/>
Jun	<input type="text"/>	<input type="text"/>
Julai	<input type="text"/>	<input type="text"/>

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).

The screenshot shows the 'Slip Jawapan PCB (II)' form. On the left is a sidebar with various forms like CP39 Form, CP21, CP22, EA Form, and Slip Jawapan PCB (II). The main area is a table with columns for BULAN, PCB NO. RESIT, PCB TARIKH RESIT, CP38 NO. RESIT, CP38 TARIKH RESIT, PCB NO. RESIT 2, and PCB TARIKH RESIT 2. The rows represent months from Januari to Oktober. Green callouts point to the PCB NO. RESIT and PCB TARIKH RESIT columns, and a yellow callout points to the CP38 columns.

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				

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: Generate the Slip Jawapan so employees can view and download it directly through the TIMES EA portal. Email EA Generate the Slip Jawapan to prepare the file for email distribution to employees.

Oktober	<input type="text"/>					
November	<input type="text"/>					
Disember	<input type="text"/>					

Slip Jawapan – PCB(II) | Example of the Slip Jawapan

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 SEREMBAN

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

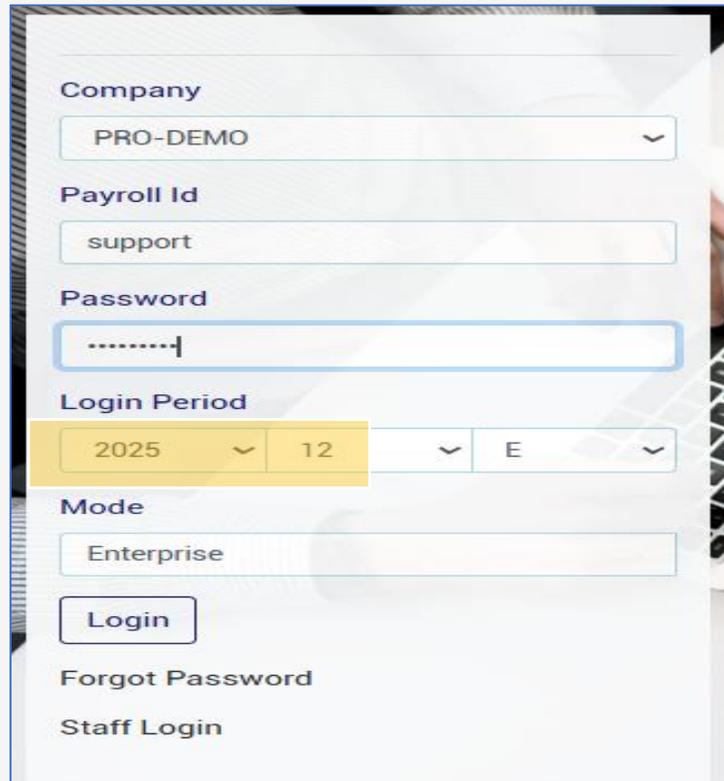
Form E / C.P.8D

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:
 - Company directors
 - Members of co-operative society boards
 - Controlling members of associations
 - Partners of limited liability partnerships

Form E / C.P.8D

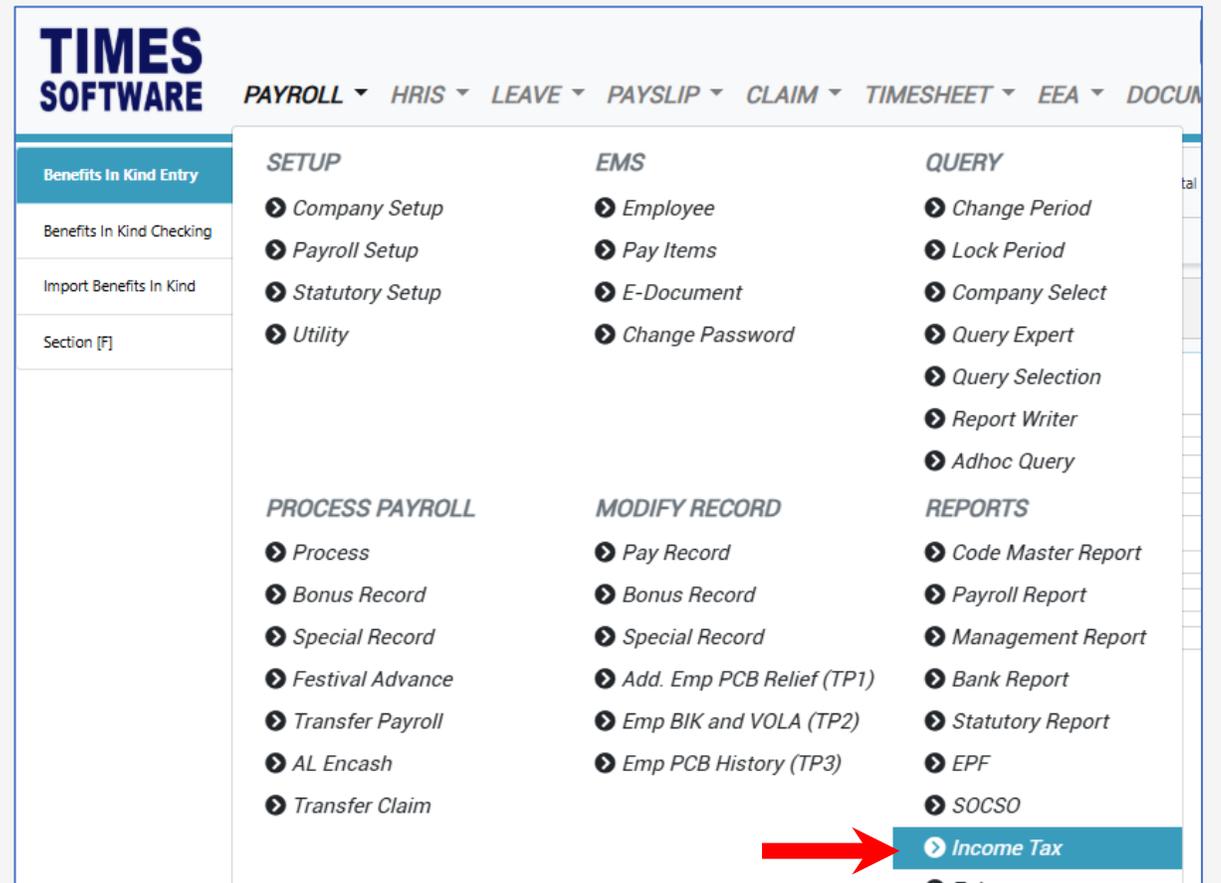
1 Log in to Pro Payroll period **202512**



The screenshot shows the login interface for Pro Payroll. It includes the following fields and options:

- Company:** A dropdown menu with "PRO-DEMO" selected.
- Payroll Id:** A text input field containing "support".
- Password:** A text input field with masked characters ".....".
- Login Period:** A date selector with "2025" and "12" highlighted in yellow, and a dropdown menu showing "E".
- Mode:** A text input field containing "Enterprise".
- Login:** A button to submit the login information.
- Forgot Password** and **Staff Login** links are located below the login button.

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



The screenshot shows the navigation menu of the Times Software application. The menu is organized into several categories:

- Navigation Bar:** Includes "PAYROLL", "HRIS", "LEAVE", "PAYSIP", "CLAIM", "TIMESHEET", "EEA", and "DOCUM".
- Left Sidebar:** Lists "Benefits In Kind Entry", "Benefits In Kind Checking", "Import Benefits In Kind", and "Section [F]".
- SETUP:** Includes "Company Setup", "Payroll Setup", "Statutory Setup", and "Utility".
- EMS:** Includes "Employee", "Pay Items", "E-Document", and "Change Password".
- QUERY:** Includes "Change Period", "Lock Period", "Company Select", "Query Expert", "Query Selection", "Report Writer", and "Adhoc Query".
- PROCESS PAYROLL:** Includes "Process", "Bonus Record", "Special Record", "Festival Advance", "Transfer Payroll", "AL Encash", and "Transfer Claim".
- MODIFY RECORD:** Includes "Pay Record", "Bonus Record", "Special Record", "Add. Emp PCB Relief (TP1)", "Emp BIK and VOLA (TP2)", and "Emp PCB History (TP3)".
- REPORTS:** Includes "Code Master Report", "Payroll Report", "Management Report", "Bank Report", "Statutory Report", "EPF", and "SOCSO".

A red arrow points to the "Income Tax" option in the "REPORTS" section, which is highlighted in blue.

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.

CP39 Text File Return	Income Tax Account No.	-PLEASE SELECT-
LHDN Bank Submission	E Form Reference Report: Bahagian A (Part A)	-PLEASE SELECT-
CP21 (Leaver)	A1 - Bilangan Pekerja (No. of employees)	E9900 (99 BY CHRIS)
CP22A (Tax Clearance)	A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)	E12345678 (TIMES INTEGRA SDN BHD)
CP22 (New Employee)	A3 - Bilangan Pekerja Baru (No. of new employees)	P0001 (TESTCHOO)
EA Form	A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)	Acme-Hackme Corp. (TIMES SOFTWARE SDN BHD)
Slip Jawapan PCB (II)	A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)	0 (TIMESOFT 01 SDN BHD)
E Form	A6 - Melaporkan kepada LHDNM (Reported to LHDNM)	0 (WS TESTING)
	Form E Reference Report : C.P. 8D	NO
		C.P. 8D - Pin. 2023
		<input type="checkbox"/> Link Employee?
	Prepare text file submission	

Form E / C.P.8D

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

E Form

Income Tax Account No.	<input type="text" value="-PLEASE SELECT-"/>
E Form Reference Report: Bahagian A (Part A)	<input type="checkbox"/>
A1 - Bilangan Pekerja (No. of employees)	<input type="checkbox"/>
A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)	<input type="checkbox"/>
A3 - Bilangan Pekerja Baru (No. of new employees)	<input type="checkbox"/>
A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)	<input type="checkbox"/>
A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)	<input type="checkbox"/>
A6 - Melaporkan kepada LHDNM (Reported to LHDNM)	<input type="text" value="NO"/>
Form E Reference Report : C.P. 8D	<input type="text" value="C.P. 8D - Pin. 2024"/> <input type="checkbox"/> Link Employee?

Prepare text file submission

Submission Format

Majikan File Name (Employer File Name)

Pekerja File Name (Employee File Name)

Include Voluntary?

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).

The screenshot shows the 'E Form' interface with the following fields and options:

- Income Tax Account No. (Text input): 0 (TIMESOFT 01 SDN BHD)
- E Form Reference Report: Bahagian A (Part A) (Checkbox):
- A1 - Bilangan Pekerja (No. of employees) (Checkbox):
- A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD) (Checkbox):
- A3 - Bilangan Pekerja Baru (No. of new employees) (Checkbox):
- A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died) (Checkbox):
- A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia) (Checkbox):
- A6 - Melaporkan kepada LHDNM (Reported to LHDNM) (Text input): NO
- Form E Reference Report : C.P. 8D (Text input): C.P. 8D - Pin. 2023
- Link Employee? (Checkbox):

Form E / C.P.8D

Report Option Explanation

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

E Form

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A)

A1 - Bilangan Pekerja (No. of employees)

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)

A3 - Bilangan Pekerja Baru (No. of new employees)

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)

A6 - Melaporkan kepada LHDNM (Reported to LHDNM)

Form E Reference Report : C.P. 8D

Link Employee?

PART A: INFORMATION ON NUMBER OF EMPLOYEES FOR THE YEAR ENDED 31 DECEMBER 2023

<p>A1 Number of employees as at 31/12/2023 <input style="width: 100px;" type="text"/></p> <p>A3 Number of new employees <input style="width: 100px;" type="text"/></p> <p>A5 Number of employees who ceased employment and left Malaysia <input style="width: 100px;" type="text"/></p>	<p>A2 Number of employees subjected to MTD <input style="width: 100px;" type="text"/></p> <p>A4 Number of employees who ceased employment / died <input style="width: 100px;" type="text"/></p> <p>A6 Reported to LHDNM (If A5 is applicable) <input type="checkbox"/> 1 = Yes 2 = No</p>
--	--

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'.

The screenshot displays the 'E Form' interface with the following elements:

- Income Tax Account No.**: A dropdown menu with the value '-PLEASE SELECT-'.
- E Form Reference Report: Bahagian A (Part A)**: A checkbox that is currently unchecked.
- A1 - Bilangan Pekerja (No. of employees)**: A checkbox that is currently unchecked.
- A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)**: A checkbox that is currently unchecked.
- A3 - Bilangan Pekerja Baru (No. of new employees)**: A checkbox that is currently unchecked.
- A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)**: A checkbox that is currently unchecked.
- A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)**: A checkbox that is currently unchecked.
- A6 - Melaporkan kepada LHDNM (Reported to LHDNM)**: A dropdown menu with the value 'NO'.
- Form E Reference Report : C.P. 8D**: A dropdown menu with the value 'C.P. 8D - Pin. 2024'.
- Link Employee?**: A checkbox that is currently unchecked.
- Prepare text file submission**: A checkbox that is checked.
- Submission Format**: A dropdown menu with the value 'Data Prais/e-CP8D (Prefill Data/e-CP8D)'.
- Majikan File Name (Employer File Name)**: A text input field with a checkbox to its left.
- Pekerja File Name (Employee File Name)**: A text input field with a checkbox to its left.
- Include Voluntary?**: A checkbox that is checked.
- GENERATE**: A button at the bottom left of the form.

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.

The screenshot displays the 'E Form' submission interface. It includes the following fields and options:

- Income Tax Account No.**: A dropdown menu currently showing '-PLEASE SELECT-'.
- E Form Reference Report: Bahagian A (Part A)**: A checkbox that is unchecked.
- A1 - Bilangan Pekerja (No. of employees)**: A checkbox that is unchecked.
- A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)**: A checkbox that is unchecked.
- A3 - Bilangan Pekerja Baru (No. of new employees)**: A checkbox that is unchecked.
- A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)**: A checkbox that is unchecked.
- A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)**: A checkbox that is unchecked.
- A6 - Melaporkan kepada LHDNM (Reported to LHDNM)**: A dropdown menu currently showing 'NO'.
- Form E Reference Report : C.P. 8D**: A dropdown menu currently showing 'C.P. 8D - Pin. 2024'.
- Link Employee?**: A checkbox that is unchecked.
- Prepare text file submission**: A checkbox that is checked.
- Submission Format**: A dropdown menu currently showing 'Data Praisi/e-CP8D (Prefill Data/e-CP8D)'.
- Majikan File Name (Employer File Name)**: A checkbox that is unchecked, followed by an empty text input field.
- Pekerja File Name (Employee File Name)**: A checkbox that is unchecked, followed by an empty text input field.
- Include Voluntary?**: A checkbox that is checked.
- GENERATE**: A button at the bottom left of the form.

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.

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)

Form E Reference Report : C.P. 8D Link Employee?

Prepare text file submission

Submission Format

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 screenshot shows a web browser window with the URL `ehr2u.com.my/SolutionProDemo/Home/Index`. The browser's download history pop-up is open, showing a recent download of `E Forms.zip` (34.1 KB). A green callout box points to this entry with the text: "The downloaded report is a ZIP file".

The file explorer window is open to the `Downloads` folder, showing the contents of `E Forms.zip`. The files listed are:

Name	Type
Details For A1.pdf	Adobe Acrobat Document
Details For A2.pdf	Adobe Acrobat Document
Details For A3.pdf	Adobe Acrobat Document
Details For A4.pdf	Adobe Acrobat Document
Details For A5.pdf	Adobe Acrobat Document
E Form Reference.pdf	Adobe Acrobat Document
Form E Reference Report Pin 2024.pdf	Adobe Acrobat Document
P780410106_2025.txt	Text Document

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**.

E Form

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A)

A1 - Bilangan Pekerja (No. of employees)

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)

A3 - Bilangan Pekerja Baru (No. of new employees)

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)

TEST SDN BHD

2024 Form E Reference Report

BAHAGIAN A : MAKLUMAT BILANGAN PEKERJA BAGI TAHUN BERAKHIR 31 DISEMBER 2024

A1 Bilangan pekerja	14	A2 Bilangan pekerja tertakluk kepada PCB	8
A3 Bilangan pekerja baru	5	A4 Bilangan pekerja berhenti	3
A5 Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia	1	A6 Telah melaporkan kepada LHDNM? (Jika A5 berkaitan)	1

1 = Ya
2 = Tidak

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).

E Form

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A)

A1 - Bilangan Pekerja (No. of employees)

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)

A3 - Bilangan Pekerja Baru (No. of new employees)

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)

TEST SDN BHD Date : 28/11/2025 03:39 PM

Details For A1 - Bilangan Pekerja 2025 User ID : SUPPORT

No.	Employee#	Name	Hired Date	Termination Date	Last Pay Date
1.	U36595	ABU BAKAR HELMI	07/11/2024		
2.	A001	AGNES NG	11/03/2021		
3.	A0019	ALICEYIP	17/05/2025		
4.	B001	BADRUL ALI MOHAMMAD BIN AHMAD HISHAMUDIN FIKRI BADAWI	08/08/2018		
5.	FW0001	BELINDA CLAIRE	21/12/2023		
6.	CS001	CASSIE	19/02/2024		
7.	DAILY	DAILY RATED	02/01/2025		
8.	D0005	DANSON TEE	17/05/2023		
9.	F0005	FARALIZA AHMAD	18/10/2023		
10.	INTERN	INTERN	03/03/2025		
11.	J001	JOEE LIM	08/03/2023		
12.	K0001	KELLY LIM	15/12/2023		
13.	R0001	RYAN TENG BO TEE	06/12/2017		
14.	EPF4	SAMPLE 4	04/10/2023		
15.	SECTION_F	SECTION_F	12/03/2024		
16.	S001	SERENE LEE	01/11/2023		
17.	T0001	TERENCE LAU	01/07/2024		
18.	T002	TEST NEW EMPLOYEE FOREIGNER	01/12/2024		
19.	T001	TEST NEW EMPLOYEE LOCAL	01/12/2024		

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

Part A2 – Number of employees subject to MTD in 2025

E Form

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A)

A1 - Bilangan Pekerja (No. of employees)

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)

A3 - Bilangan Pekerja Baru (No. of new employees)

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)

TEST SDN BHD

Date : 28/11/2025 03:39 PM

Details for A2 - Bilangan Pekerja Tertakluk Kepada PCB 2025

User ID : SUPPORT

No.	Employee#	Name	Total Tax
1.	A001	AGNES NG	2,316.05
2.	CS001	CASSIE	32,775.00
3.	F0005	FARALIZA AHMAD	888.40
4.	FW0001	BELINDA CLAIRE	6,881.00
5.	K0001	KELLY LIM	6,930.00
6.	SECTION_F	SECTION_F	30,650.00
7.	U36595	ABU BAKAR HELMI	13,133.25
8.	WS001	WAI SAN	755.95
9.	Y0001	12345678901234567890123456789012345678901234567890 234567890	362.10
Total			94,691.75

Employee list | A3 – No. of new employees

Part A3 – Number of new employees in 2025

E Form

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A)

A1 - Bilangan Pekerja (No. of employees)

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)

A3 - Bilangan Pekerja Baru (No. of new employees)

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)

A5 - Bilangan pekerja yang berhenti kerana meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)

TEST SDN BHD Date : 28/11/2025 03:39 PM

Details For A3 - Bilangan Pekerja Baru 2025 User ID : SUPPORT

No.	Employee#	Name	Department Code	Hired Date
1.	A0019	ALICEYIP	NONE	17/05/2025
2.	DAILY	DAILY RATED	NONE	02/01/2025
3.	INTERN	INTERN	NONE	03/03/2025

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

Part A4 – Number of employees ceased employment in 2025

E Form

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A)

A1 - Bilangan Pekerja (No. of employees)

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)

A3 - Bilangan Pekerja Baru (No. of new employees)

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia)

TEST SDN BHD

Date : 28/11/2025 05:52 PM

Details For A4 - Bilangan Pekerja Berhenti 2025

User ID : SUPPORT

No.	Employee#	Name	Department Code	Termination Date
1.	WS001	WAI SAN	ADM	30/06/2025
2.	Y0001	YO YO POON	ANG_NKF	22/05/2025

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

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

E Form

Income Tax Account No.

E Form Reference Report: Bahagian A (Part A)

A1 - Bilangan Pekerja (No. of employees)

A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD)

A3 - Bilangan Pekerja Baru (No. of new employees)

A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died)

A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (number of employees who ceased employment and left Malaysia)

TEST SDN BHD Date : 28/11/2025 05:55 PM

Details For A5 - Bilangan pekerja yg berhenti kerja utk meninggalkan Malaysia 2025 User ID : SUPPORT

No.	Employee#	Name	Department Code	Termination Date
1.	Y0001	YO YO POON	ANG_NKF	22/05/2025

Detail Career Bank Employment Address

Navigation: << < > >> [NEW] [SAVE] [DELETE] [C]

Employee ID / Name

Tender Information

Resignation Reason:

Tender Date:

Resignation Reason = LEFT-MY

LHDN eFiling

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

LHDN MALAYSIA BM Logout

1
2

RETURN FORM OF EMPLOYER
UNDER SUBSECTION 83(1) OF INCOME TAX ACT 1967
This form is prescribed under section 152 of the Income Tax Act 1967

e-E REMUNERATION FOR THE YEAR 2023

INFORMATION ON NUMBER OF EMPLOYEES FOR THE YEAR ENDED 31 DECEMBER 2024

Number of employees as at 31/12/2024 info	<input type="text" value="A1"/>	Number of employees subjected to MTD	<input type="text" value="A2"/>
Number of new employees	<input type="text" value="A3"/>	Number of employees who ceased employment / died	<input type="text" value="A4"/>
Number of employees who ceased employment and left Malaysia	<input type="text" value="A5"/>	Reported to LHDNM info	<input type="text" value="-- Please Select -- A6"/>

Next

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**.

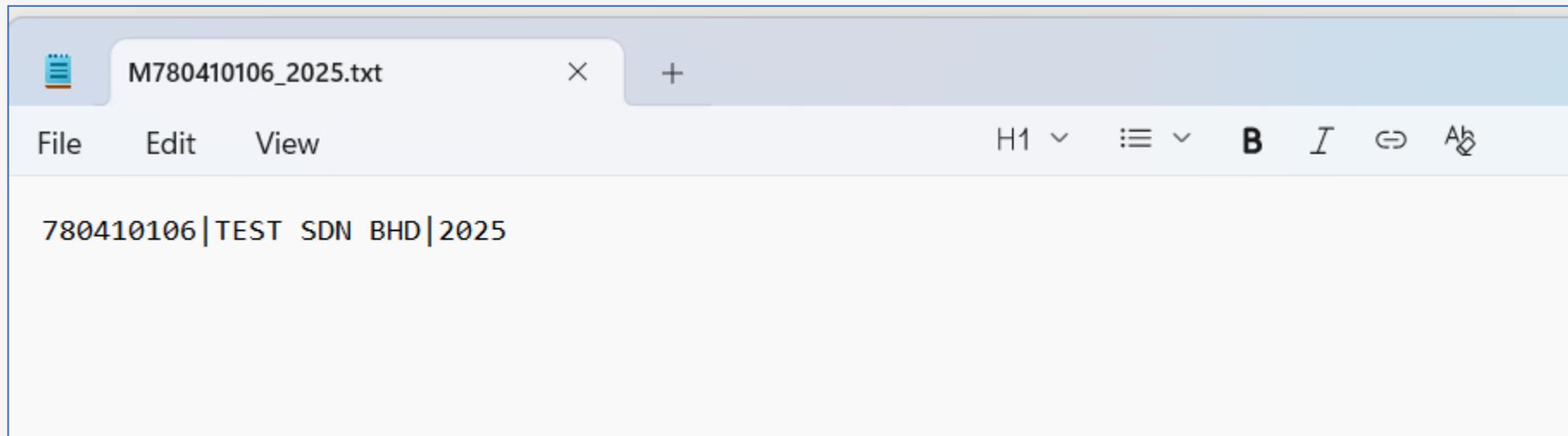
```
File Edit View
AGNES NG|0|1|2|16-03-2019|2|0|0|37096|||6555|7500|0|3912|0|0|0|113
BADRUL ALI|54321234501|800911094444|1|2|11-12-2044|1|3|18000|52026|222||0|12850|0|6589|150.00|340.10|90.00|0|95
CASSIE|0|1|2|19-07-2044|2|0|0|178500|||3000|0|0|19635|0|25919.85|1858.55|0|228
DANSON TEE|0|1|2|16-05-2021|2|0|0|34648|||0|2500|0|0|0|0|0|0
FARALIZA AHMAD|04312344010|681211094512|1|2|31-12-2028|2|0|0|53900|1200||0|1500|250.00|5797|0|614.00|145.70|0|281
BELINDA CLAIRE|0|1|2|07-12-2042|2|0|0|100400|3000|2400|800|0|0|0|6816.00|0|0|163
JOEE LIM|0|890712051298|1|2|25-03-2057|2|0|0|62669|||0|0|0|6884|0|1480.20|0|0|297
KELLY LIM|0|1|2|14-12-2031|2|0|0|154166|||0|0|0|16962|0|19691.70|0|0|436
KENZO MUZUKI|0|0|2|30-11-2024|2|0|0|10000|||0|0|0|0|192.00|0|0|0
RYAN TENG BO TEE|0|2|2|20-12-2011|2|3|24000|72000|||0|12500|0|0|0|0|0|0
SERENE LEE|0|1|2|15-04-2041|2|0|0|0|||0|0|0|0|0|0|0|0
TERENCE LAU|0|1|2|11-07-2044|2|0|0|100|||0|0|0|0|0|0|0|0
TEST NEW EMPLOYEE FOREIGNER|0|1|2|22-12-2055|2|0|0|0|||0|0|0|0|0|0|0|0
TEST001|0|1|2|30-01-2024|2|0|0|14548|||0|0|0|1602|0|1179.20|0|0|59
TAN MARINA AMIRAH BINTI TAN AHMAD|0|030801030494|1|2|05-11-2024|2|0|0|64|||0|0|0|9|0|0|0|0|0
WAI SAN|7653456765|1|2|23-12-2049|2|0|0|31125|||200|0|0|3417|0|0|0|0|72
YOYO TEH|0|1|2|21-12-2031|2|0|0|6693|||0|0|0|781|0|0|0|0|16
```

Ln 1, Col 1 | 1,325 characters | 100% | Windows (CRLF) | UTF-8

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

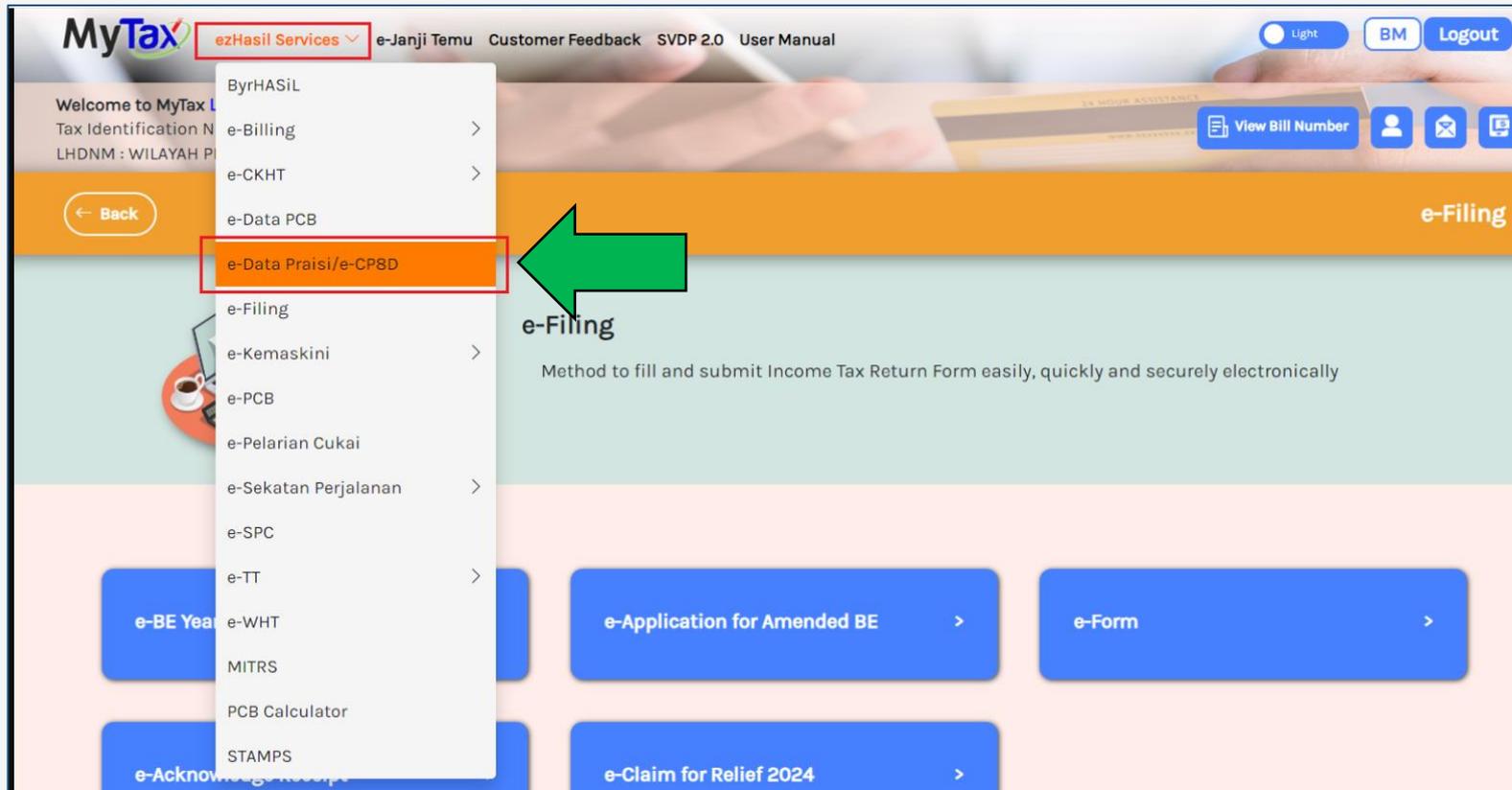
If you are submitting the e-Data Praisi (Prefill) / C.P.8D text file via e-Filing, the **Employer file does not need to be uploaded.**

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 Prais** / **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 Bil.	B Nama Pekerja	C No. Pengenalan Cukai (TIN)	D No. Pengenalan / Pasport	E Kategori Pekerja	F Status Pekerja	G Tarikh Persaraan/ Tamat Kontrak	H Cukai Ditanggung Oleh Majikan (Isikan 1 atau 2) 1 = Ya 2 = Tidak	I Pelepasan Anak Yang Layak		K Jumlah Saraan Kasar (RM)	L Manfaat Berupa Barangan (RM)	M Nilai Tempat Kediaman (RM)	N Manfaat Skim Opsyen Saham Pekerja (ESOS) (RM)	O Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai (RM)	P Jumlah Tuntutan Potongan Oleh Pekerja Melalui Borang TP1		R Caruman Kepada Kumpulan Wang Simpanan Pekerja (RM)	S Zakat Yang Dibayar Melalui Potongan Gaji (RM)	T Jumlah potongan cukai		V Insurans perubatan yang dibayar melalui potongan gaji (RM)	W Caruman PERKESO yang dibayar melalui potongan gaji (RM)
								J Bilangan Anak	J Jumlah Pelepasan (RM)						Q Pelepasan (RM)	Q Zakat (RM)			U PCB (RM)	U CP 38 (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)	881211094512	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	62,869.94	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	1,802.00	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	SG7853456765		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	6,893.88	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 <i>Name of employee</i>	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 * Is Supervisor? Is HR?

First Name

Middle Name

Last Name

Full Name *

Alias

C.P. 8D | Column C

Col	Title	Data Mapping
C	No Pengenalan Cukai (TIN) <i>Tax Identification No. (TIN)</i>	Income Tax No.

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						

E-Payroll
Statutory Requirement
Allowances/Deductions
Sto

<<
<
>
>>

Employee ID / Name A0001 [AHMAD BIN YUSUF]

Statutory Type

EPF / SOCSO / Union / EIS
 PCB / Income Tax Info
 Registered ID / Bank / O

PCB Setting Income Tax Information

Income Tax Status RESIDENT

Non Resident tax End Period (YYYYMM)

Returning Expert End Period (YYYYMM)

Tax Marital Status SINGLE

Disabled Individual NO ▼

Income Tax No. SG234567898-01(0)

Employer Income Tax No.

C.P. 8D | Columns D

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

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						

The screenshot shows the 'E-Payroll' system interface. The 'Statutory Requirement' tab is active. The 'Employee ID / Name' field contains 'A0001 [AHMAD BIN YUSUF]'. Under the 'Statutory Type' section, the 'Registered ID of Statutory Board / Bank' option is selected. A dropdown menu is open, showing options: 'NEW ID', 'NEW ID', 'OLD ID', and 'PASSPORT'.

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

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

Statutory Type

EPF / SOCSO / Union / EIS
 PCB / Income Tax Info
 Registered ID / Bank / Other ACC
 Foreigner Info

PCB Setting Income Tax Information

Income Tax Status: RESIDENT

Non Resident tax End Period (YYYYMM):

Returning Expert End Period (YYYYMM):

Tax Marital Status: SINGLE

Disabled Individual: NO Disabled Spouse: NO

Dependent Children

The number of children eligible(factor): 0.00

E-Form CP8D Column H - Tax borne by employer Indicator: NO

CP8D Employee Status: Status 2: Permanent

Exclude from Form E / C.P.8D: NO

E	F	G	H
Category of employee ¹	Employee Status	Date of Retirement End of Contract	Tax borne by employer (Enter 1 or 2) 1 = Yes 2 = No

C.P. 8D | Columns G

Col	Title	Data Mapping
G	Tarikh Persaraan / Tamat Kontrak <i>Date of Retirement / End of Contract</i>	<ul style="list-style-type: none"> ▪ Capture based on the 'Resignation Date'. ▪ If the 'Resignation Date' is empty, the 'Retirement Date' will be captured.

E	F	G	H
Category of employee ¹	Employee Status	Date of Retirement / End of Contract	Tax borne by employer (Enter 1 or 2) 1 = Yes 2 = No

Detail Career Bank Employment Address

NEW SAVE DELETE CANCEL

Employee ID / Name Z4 [CP TWO TWO]

Tender Information

Resignation Reason RESIGNED [RESIGN]

Tender Date

Notice Period / By 0 MONTH

Resignation Date 01/07/2025

Last Day of Work 01/07/2025

Last Payment Date 01/07/2025

Detail Career Bank Employment Address Leave / Benefit Calendar Misc

NEW SAVE DELETE CANCEL

Employee ID / Name Z4 [CP TWO TWO]

Confirmation & Notice (Master Data)

Hired Date 02/06/2025

Notice Period (For Resignation) 0 Notice By MONTH

Retired Age (Year) 60 Retirement Date 01/07/2025

C.P. 8D | Columns I, J

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

G	H	i	J	K
Tarikh Persaraan/ Tamat Kontrak	Cukai Ditanggung Oleh Majikan (Isikan 1 atau 2) 1 = Ya 2 = Tidak	Pelepasan Anak Yang Layak		Jumlah Saraan Kasar
		Bilangan Anak	Jumlah Pelepasan	
			(RM)	(RM)
11-12-2044	1	3	18,000.00	52,026.45

Employee Dependent Children

* No. of children (own, legitimate child or step child) based on the category

	100%	50%
(a) Under the age of 18 years	<input type="text" value="1"/>	<input type="text" value="0"/>
(b) 18 Years & above and studying(included Certificate/Marticulation)	<input type="text" value="0"/>	<input type="text" value="0"/>
(c) Above 18 years and studying full time in diploma level onwards(Malaysia) or Degree level onwards (outside Malaysia)	<input type="text" value="2"/>	<input type="text" value="0"/>
(d) Disabled child	<input type="text" value="0"/>	<input type="text" value="0"/>
(e) Disabled child studying in diploma or higher level (in Malaysia)/degree or its equivalent (outside Malaysia)	<input type="text" value="0"/>	<input type="text" value="0"/>

Total Eligible 9

YEAR	EFFECTIVE PERIOD	ELIGIBLE
<input checked="" type="checkbox"/> 2025	202512	9

C.P. 8D | Columns K

Col	Title	Data Mapping
K	Jumlah Saraan Kasar <i>Total gross remuneration</i>	<p>Total Gross Taxable Remuneration including benefits-in-kind, value of living accommodation benefit and remuneration in arrears in respect of preceding years.</p> <p>Data source from the pay items below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> System codes such as Basic, TotalNPL, Total Overtime, Total Shift, Total RestDay. <input type="checkbox"/> Allowance/Deduction codes linked to tax line EA No. from 1 to 23 and 26 to 27. <input type="checkbox"/> 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 <i>Benefits in kind</i>	Data source from: <ul style="list-style-type: none"> <input type="checkbox"/> Allowance/Deduction codes linked to tax line EA No. from 5 to 16. <input type="checkbox"/> BIK Entry screen in column Part B.3-Manfaat berupa barangan. <input type="checkbox"/> TP2 records.
M	Nilai Tempat Kediaman <i>Value of living accommodation</i>	Data source from: <ul style="list-style-type: none"> <input type="checkbox"/> Allowance/Deduction codes linked to tax line EA No. 17. <input type="checkbox"/> BIK Entry screen on column Part B 4.- Nilai tempat kediaman.

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) <i>Employee share option scheme (ESOS) benefit</i>	Data source from: <ul style="list-style-type: none"> <input type="checkbox"/> Allowance/Deduction codes linked to tax line EA No. 26. <input type="checkbox"/> BIK Entry screen on column Part B1 - Manfaat Skim Opsyen Saham Pekerja (ESOS).

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 <i>Tax exempt allowances / perquisites / gifts / benefits</i>	Data source from: <ul style="list-style-type: none"> <input type="checkbox"/> Allowance/Deduction codes linked to tax line EA No. 25. <input type="checkbox"/> Tax Exempt Allowance codes linked to Tax Exempt Code (P02 to P07). <input type="checkbox"/> 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 <i>Total claim for deduction by employee via Form TP1 - Relief</i>	Data source from TP1 with code C01 to C15.
Q	Jumlah Potongan Dituntut Melalui Borang TP1 – Zakat <i>Total claim for deduction by employee via Form TP1 - Zakat</i>	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 (RM)	Zakat ³ (RM)	(RM)	(RM)	MTD (RM)	CP38 (RM)

C.P. 8D | Columns R, S

Col	Title	Data Mapping
R	Caruman Kepada Kumpulan Wang Simpanan Pekerja <i>Contribution to Employees Provident Fund</i>	Data source from: <input type="checkbox"/> Employee EPF processed in Pro Payroll . <input type="checkbox"/> BIK Entry Screen on column Part E 1 .
S	Zakat Yang Dibayar Melalui Potongan Gaji <i>Zakat paid via salary deduction</i>	Data source from: <input type="checkbox"/> Employee Zakat processed in Pro Payroll . <input type="checkbox"/> 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 (RM)	Zakat ³ (RM)	(RM)	(RM)	MTD (RM)	CP38 (RM)

C.P. 8D | Columns T, U

Col	Title	Data Mapping
T	Jumlah Potongan Cukai PCB <i>Total MTD tax deduction</i>	Data source from: <input type="checkbox"/> Employee PCB processed in Pro Payroll. <input type="checkbox"/> BIK Entry Screen on column Part D 1 .
U	Jumlah Potongan Cukai CP38 <i>Total CP38 tax deduction</i>	Data source from: <input type="checkbox"/> Employee CP38 processed in Pro Payroll. <input type="checkbox"/> 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 (RM)	Zakat ³ (RM)			MTD (RM)	CP38 (RM)

C.P. 8D | Columns V, W

Col	Title	Data Mapping
V	Insurans perubatan yang dibayar melalui potongan gaji <i>Medical insurance paid via salary deduction</i>	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 <i>SOCSSO contribution paid via salary deduction</i>	Total amount of contribution paid by employee via salary deduction to the Social Security Organization (SOCSSO) 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	SOCSSO contribution paid via salary deduction
MTD (RM)	CP38 (RM)	(RM)	(RM)