

# 2024 Year End User Guide for EPAYROLL

---

Year End Process

---

Bonus Processing

---

Year End Statutory Forms

---

**TIMES  
SOFTWARE**

**Times Software Sdn Bhd**

Co Reg # 200001007079 (509684-H)

8-11, 8th Floor, Wisma UOA II,

No 21, Jalan Pinang, 50450 Kuala Lumpur

Tel: +6 03 9388 0090

Website: [www.timesoft.com.my](http://www.timesoft.com.my)

<b>Contents</b>	<b>Page</b>
<b>Year End Process</b>	5
Step 1 – Download and Update EPAYROLL	6
▪ Information Sharing : Database Backup	20
Step 2 – Initialize New Year	24
▪ Initialize New Year for EPAYROLL	26
▪ Initialize New Year for TIMES Leave	36
▪ Initialize New Year for TIMES Timesheet	70
<b>Process Bonus</b>	80
Bonus Processing Flow	84
Process Bonus Setup	88
Overview of the Bonus Proration Calculation for Employees with Less Than One Year of Service	109
Bonus Processing Methods	115
▪ Method 1 – Process Standard Bonus Run	118
▪ Method 2 – Process Bonus By Group	124
▪ Method 3 – Process Bonus By Individual	138
▪ Method 4 – Import Bonus from CSV / Excel Format	153
Lock Bonus Cycle	169

<b>Contents</b>	<b>Page</b>
<b>Year End Statutory Forms</b>	175
1. Set Up Tax Line (EA No.) for Allowance / Deduction Code	182
2. Important Indicators in EMS	190
3. Link Employee	204
4. Import Benefit In Kind	210
5. Benefits In Kind Data Entry	224
6. Benefits In Kind Checking Report	232
7. Section [F]	239
8. EA Form	246
9. Slip Jawapan - PCB2(II)	259
10. Form E / C.P.8D	266
▪ Form E Reference Report	277
▪ Text File Submission Format	284
▪ Form C.P.8D [Internal Reference]	287
▪ Overview of Columns A to Column W in C.P. 8D	289

# Year End Process

# Year-End Process

---

There are 2 steps involves in this process:



**Download and Update EPAYROLL**



**Initialize New Year 2025**

# Step 1 - Download and Update EPAYROLL

**Important Note:**  
This step is not applicable to  
customers whose EPAYROLL  
system is on a SaaS  
subscription with TIMESOFT.

# Download and Update EPAYROLL

---

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

- ✓ Enhance the functionality of EPAYROLL.
- ✓ Update statutory requirements for 2025.

The software update is exclusively available to customers who have renewed their maintenance service contract with TIMESOFT. Please ensure that your contract with TIMESOFT is active.

# Download and Update EPAYROLL

---

The download URL for the EPAYROLL software update is included in the email notification sent to customers.

This notification will be sent before **31<sup>st</sup> December 2024** or within 7 days of receiving the statutory specifications from IRBM, whichever comes first.

## Users with Windows 10 and above: Windows 10

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



**Note:** This assumes your browser is set to 'Ask where to save each file before downloading.'  
If not, the file will be automatically saved to the default 'Downloads' folder on your PC.

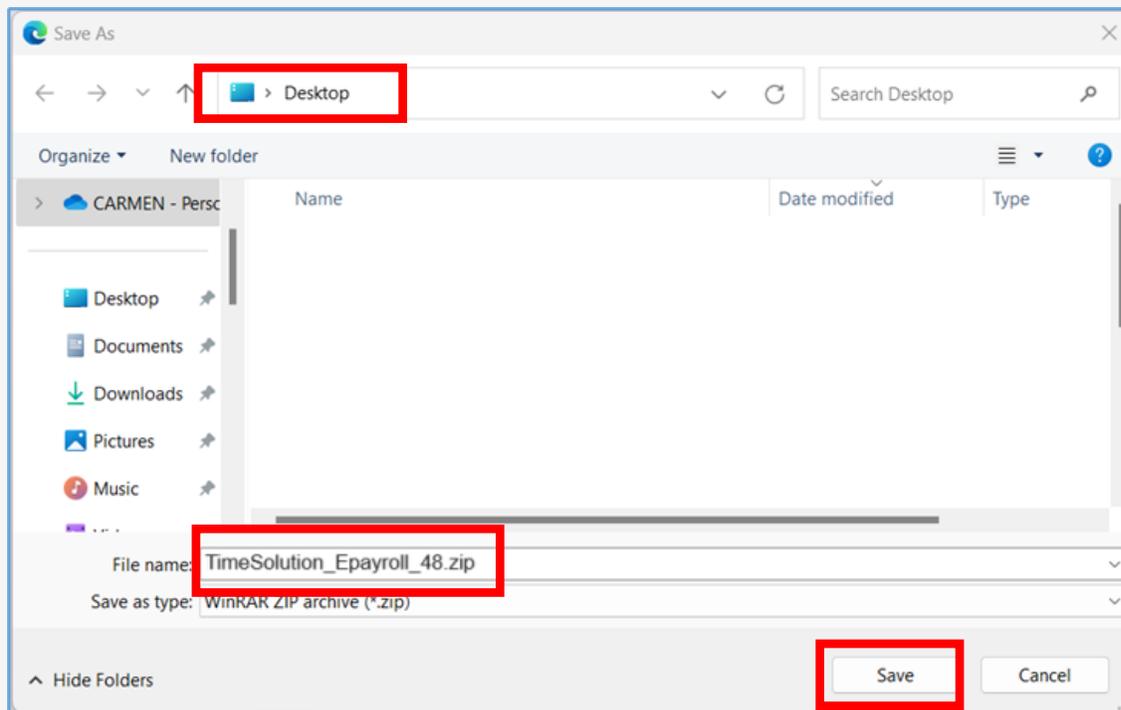
# Download and Update EPAYROLL

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

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

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

Copy the downloaded file to Webserver.

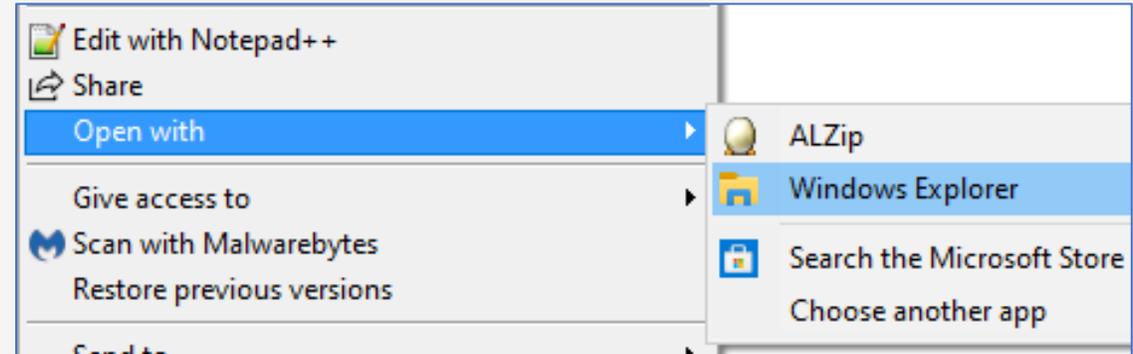


The EPAYROLL Software Update download is complete.

You can now proceed to the next step:  
**Install EPAYROLL Software Update.**

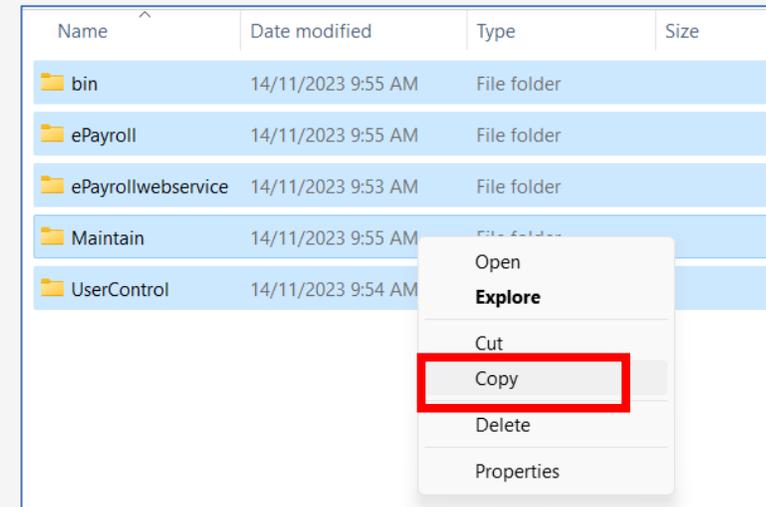
# Install EPAYROLL Software Update

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



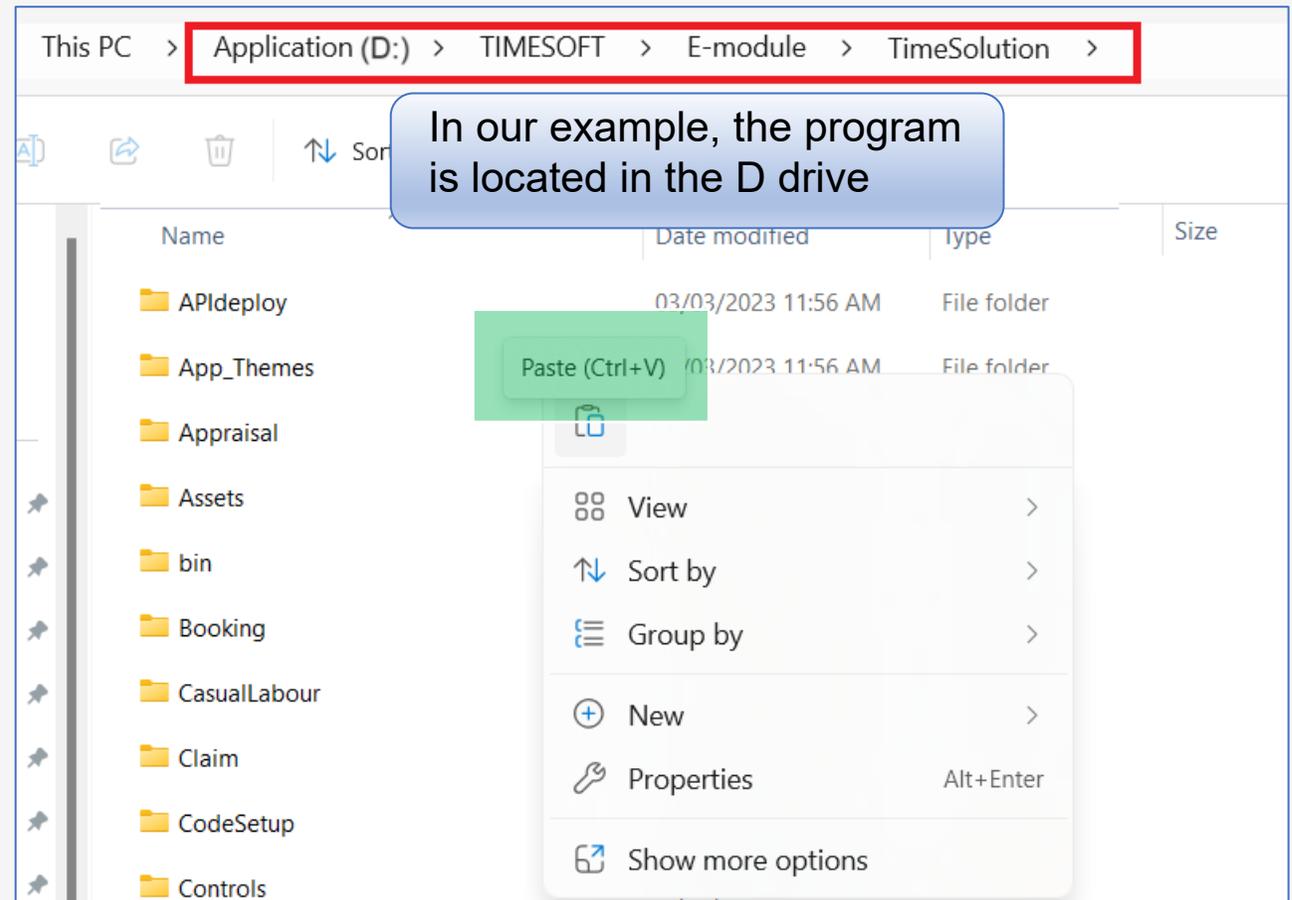
2 Press **Ctrl+A** on the keyboard to highlight all the files.

Right-click on the selection, then click **Copy**.



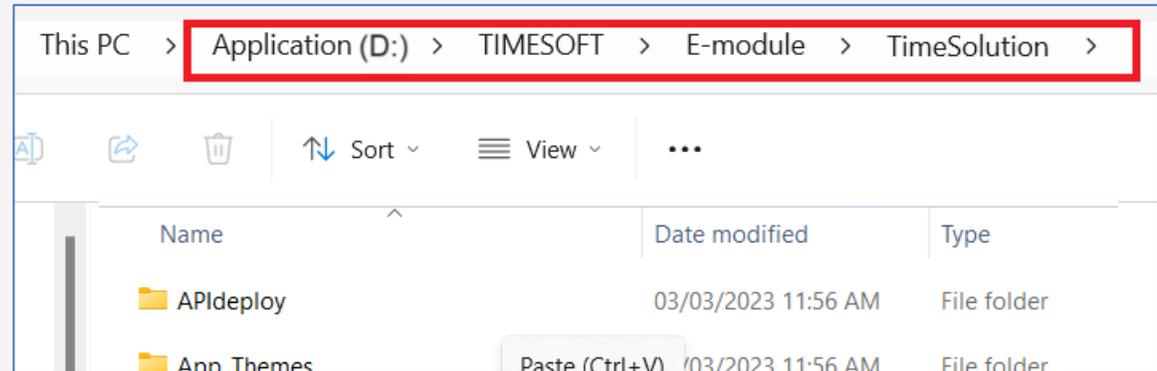
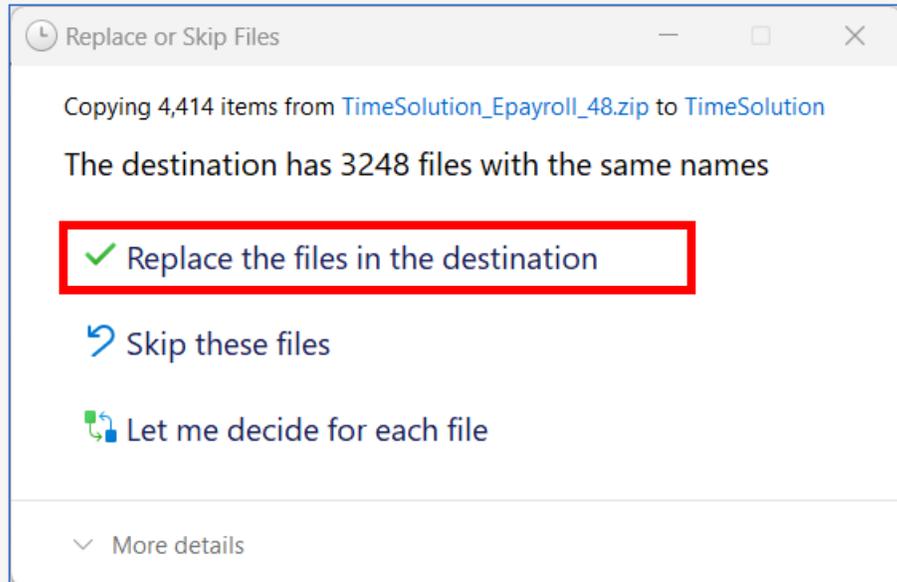
# Install EPAYROLL Software Update

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



# Install EPAYROLL Software Update

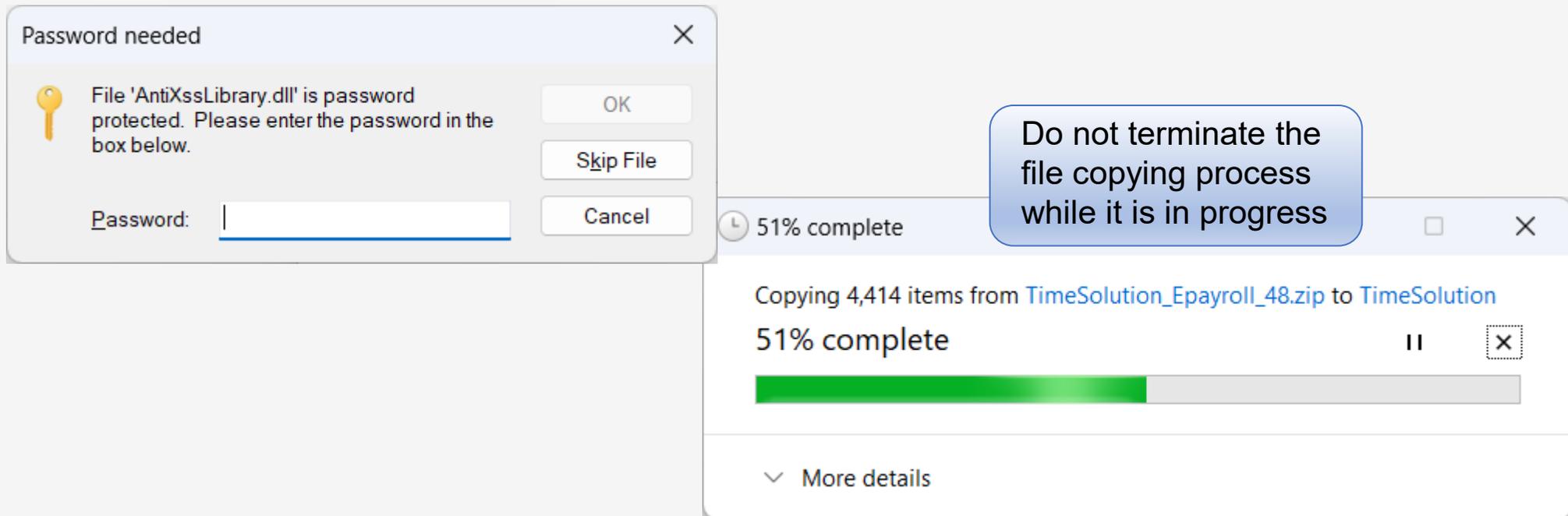
- 4 The system will prompt a message indicating the need to replace existing files. Click 'Replace the files in the destination' to ensure that the patch files overwrite the existing ones. This action will apply the copied patch files to the program directory.



# Install EPAYROLL Software Update

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

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



# Install EPAYROLL Software Update

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

The screenshot displays the EPAYROLL system interface. At the top, there are radio buttons for 'Default' (selected), 'This Month', and 'Today'. Below this, there are several data fields: 'Birth Date' with a value of '4', 'Company Selected', 'Query Selected' (ALL), 'User Access' (No), 'Hide Wage' (No), 'Subscribed Count', 'Available Count', 'Employee No', and 'Password Expired' (2028). A central dialog box is open, displaying the message 'Script updating in progress. Please do not close the browser or navigate to another page' and 'Updating script. Please wait...'. A blue callout box with the text 'Do not close the screen while updating is in progress' is overlaid on the dialog. At the bottom, there is a progress bar and a table with columns for 'E-Payroll', 'Payroll Engine', 'Income Tax', and 'DB Script Version', all showing the date '2024-Nov-15 11:05'. A bar chart is also visible at the bottom right, with a y-axis labeled '0.0' and an x-axis labeled 'Department' with categories 'Hr' and 'None'.

# Install EPAYROLL Software Update

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

The screenshot displays the EPAYROLL software interface. A modal dialog box is open in the center, titled "Script update is completed." The dialog contains the following text:

Script update is completed.

Current version of the database is updated.  
=====

Release Note: Oct2024  
=====

Enhancement List:

- PAYR-76: Add TS\_VERSION\_DTL table to capture log when auto run script failed
- PAYR-99: New EMS Address UI for SG Payroll
- PAYR-127: User Setup - user email field as mandatory.
- PAYR-135: Audit Log capture company code for Lock Period by Company
- PAYR-85: CR Multi-Currency Pivot Table Report add DOB and Hired Date info.  
CR\_20240909164105
- PAYR-121: CPF Return Report (Landscape) add SDF amount field
- PAYR-106: Auto Prompt report add download feature for "This Month" and "Today" at Dashboard
- PAYR-125: Payroll License Count - Update license count based on LicenseCountCompany

The background interface shows various filters and data. At the top, there are radio buttons for "Default", "This Month", and "Today". Below that, a "Birth Date" field shows the value "4". To the right, there are sections for "Company Selected", "Query Selected" (ALL), "User Access" (No), "Hide Wage" (No), "Subscribed Count", "Available Count", "Employee No", and "Password Expired". At the bottom, there is a bar chart with the x-axis labeled "Department" and categories "Hr" and "None". The y-axis ranges from 0.0 to 2.5. The "Hr" bar is at approximately 2.5, and the "None" bar is at approximately 1.5.

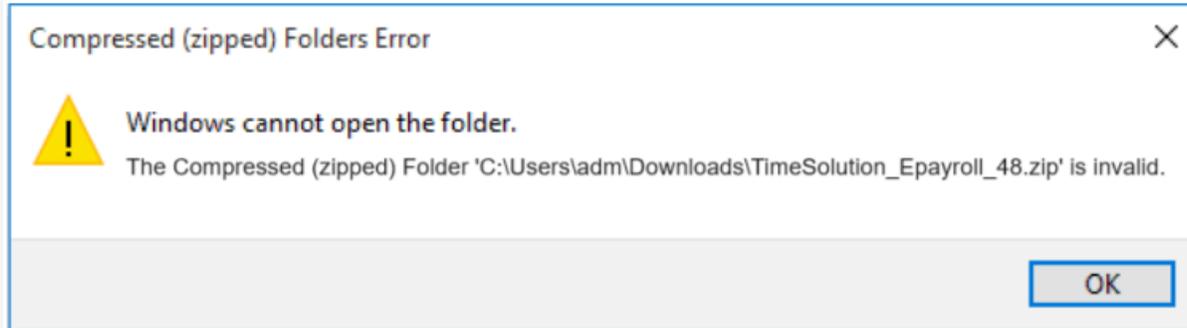


## Common Errors When Performing EPAYROLL Software Update and How to Troubleshoot

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

---

## Error:



## Possible causes:

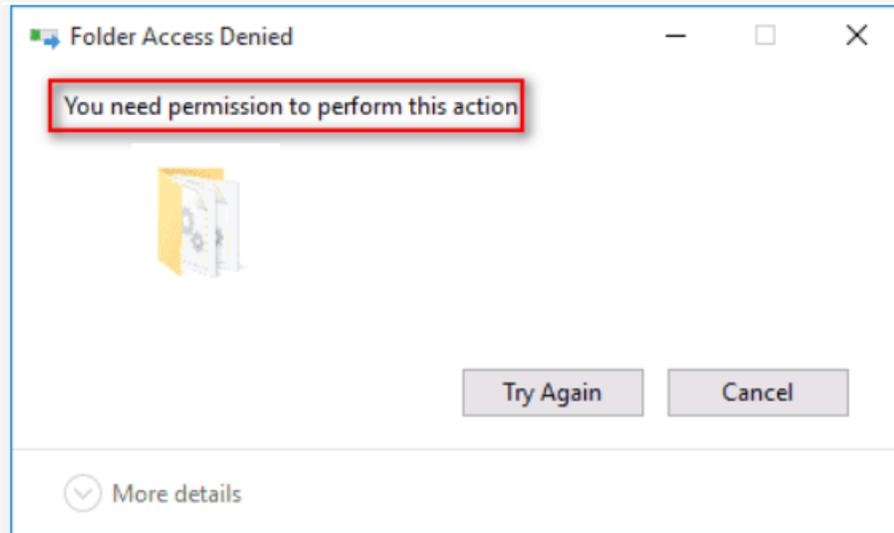
The ZIP file you downloaded is corrupted.

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

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

---

### Error:



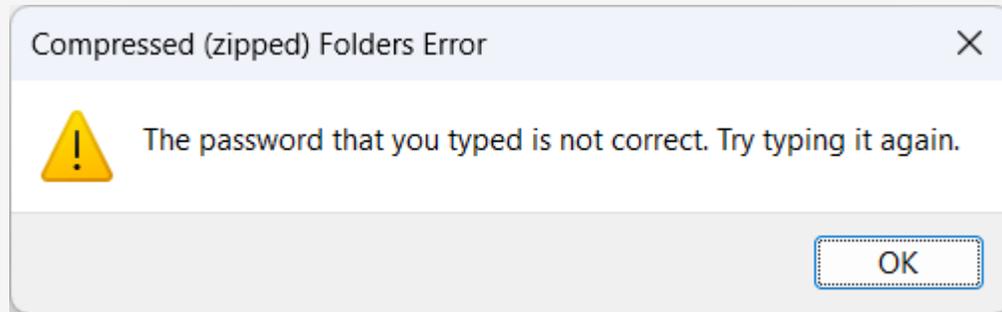
### Possible causes:

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

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

---

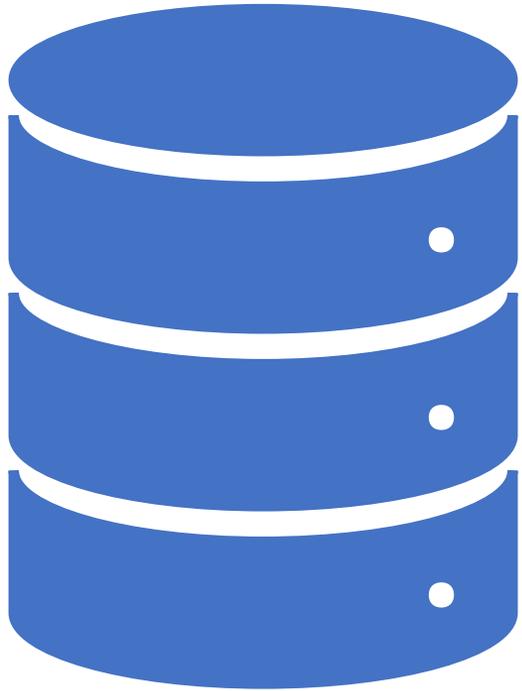
## Error:



## Possible causes:

Invalid password entered.

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



## Information Sharing : Database Backup

# Database Backup

---

## Importance of Regular Database Backups

We would like to take this opportunity to raise awareness about the importance of database backups. While not mandatory, they are essential for data protection.

Database backups are vital to prevent data loss, as databases contain valuable and often irreplaceable information. Regular backups help protect against accidental deletion, corruption, hardware malfunctions, viruses, ransomware, and other unforeseen events.

We have received several reports of clients' servers and PCs being affected by ransomware and lacking proper backups. To mitigate the risk of data loss, we strongly recommend regularly backing up your database. Without a backup, all your data could be permanently lost in the event of an attack.

# Best Practices for Database Backups

---

Here are some recommendations for effective database backup:

## Frequency of Backups:

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

## Backup Storage:

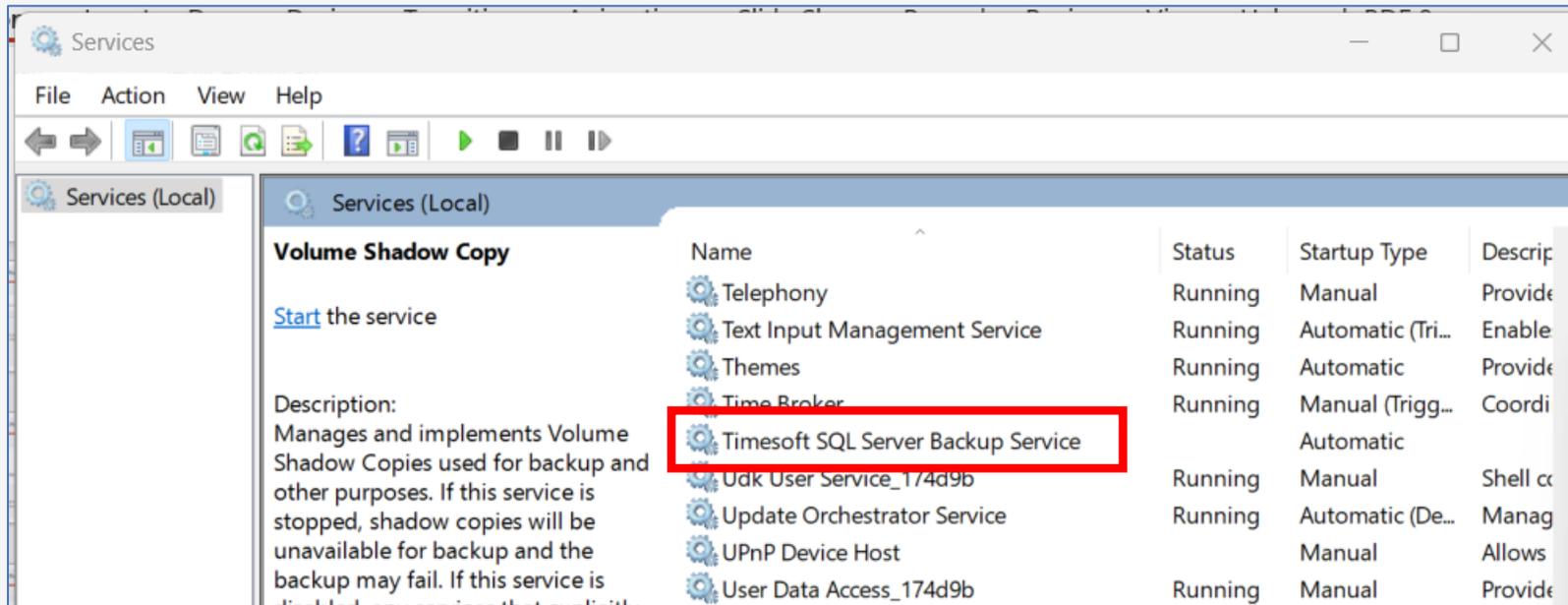
- It is recommended to back up your data to an external HDD/CD/USB, avoiding the use of the same drive as the production database.

## Location of Backups:

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

# Best Practices for Database Backups

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



However, if the backup files are stored on the same server as the production database, ensure that the auto-backup files are regularly moved to a separate location for safekeeping.

**We recommend discussing this matter with your IT administrator to ensure proper backup management.**

# Step 2 – Initialize New Year 2025

# Topics on Initialize New Year 2025

1

Initialize New Year for EPAYROLL

2

Initialize New Year for TIMES Leave

- Initialize Leave
- Leave Calculation
- Public Holiday Setup
- Carry Forward Leave Methods

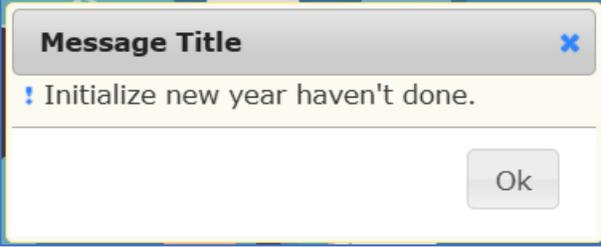
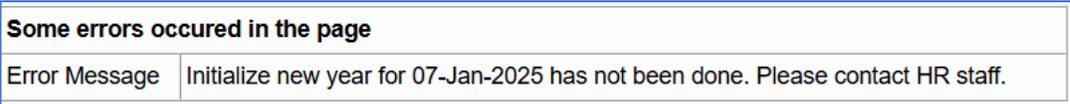
3

Initialize New Year for TIMES Timesheet

# Initialize New Year for EPAYROLL

# Initialize New Year

## Frequently Asked Questions if initialization for the New Year is not completed:

<p><b>Question 1:</b> Why is this message displayed when attempting to log in to the period 2025? <b>Answer:</b> The “Initialize New Year” process has not been done. Ensure that employees who resigned in December 2024 is updated before initiating the process.</p>	
<p><b>Question 2:</b> Why am I seeing this message when processing payroll for 2025? <b>Answer:</b> The patch for the year 2025 has not been applied yet.</p>	
<p><b>Question 3:</b> Why do I encounter this message when input leave records for 2025? <b>Answer:</b> The “Initialize New Year” process has not been completed yet</p>	

# What is Initialize New Year?

---

The Initialize New Year process is a mandatory step for advancing Payroll, Leave, Claim, and Timesheet to the year 2025.

Failure to complete this step will prevent users from running the payroll process, and employees will be unable to apply for leave in 2025 through the Leave module.

When you run Initialize New Year for the year **2025**, the following actions take place:

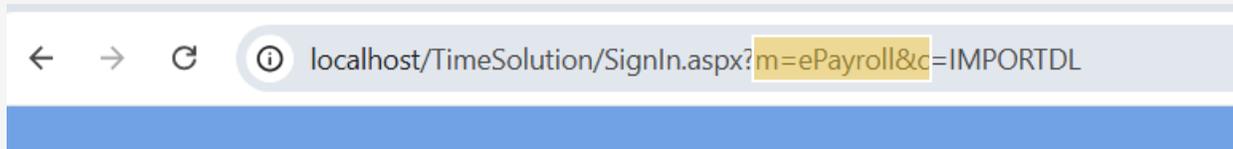
- A database year for 2025 is created.
- The Employee 2025 working calendar is created.
- 2025 public holidays for KL/National are added.
- Resigned employees from 2024 are hidden in the 2025 login.
- All parameter settings in Company Setup, Payroll Setup, Leave Setup are copied from 2024 to 2025.
- Any unused annual leave days from 2024 are carried forward to 2025.

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 | EPAYROLL

If you are ready to advance to 2025, follow the guideline below:

- 1 Open the EPAYROLL system URL. Below is an example of the EPAYROLL URL.



- 2 Log in to the database where you want to perform the “Initialize New Year” process.

Enter your ‘User ID’ and ‘Password’.

Select the period for ‘202412’.

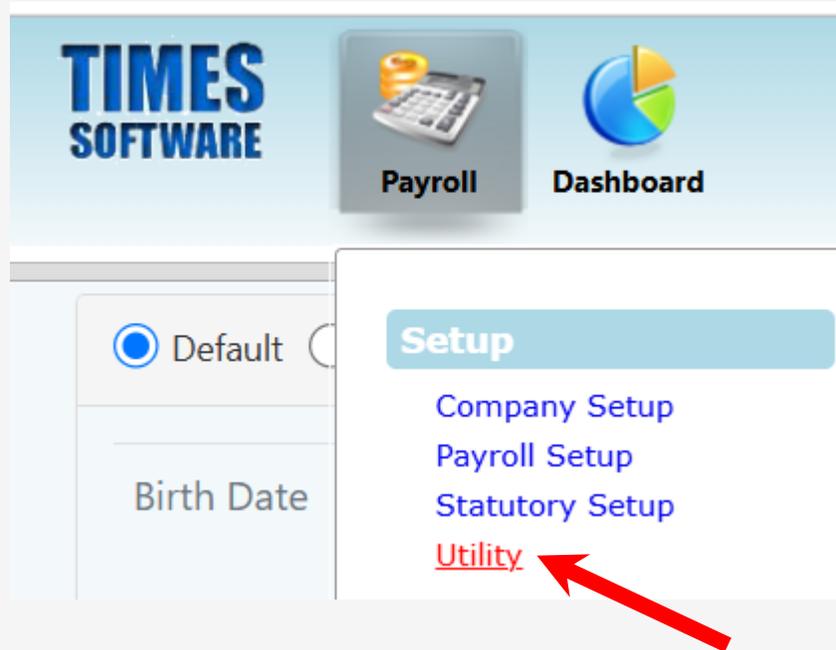
### Note:

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

A screenshot of the 'Login to TimeSolution' web form. The form has a title 'Login to TimeSolution' and a radio button for 'ALL'. Below are four input fields: 'User ID', 'Password', 'Company' (with 'IMPORTDL' entered), and 'Period' (with '2024', '12', and 'E' selected in dropdown menus). A green 'Login' button is at the bottom. Below the button, there is a disclaimer: 'By logging in, you are agree to comply with the Acceptable Use Policy (AUP)'. At the bottom, there are links for 'First time login / forgot password' and a warning: 'Account will be locked after 5 times of incorrect login'.

# Initialize New Year Procedures | EPAYROLL

3 Navigate to Payroll → Setup → 'Utility'.

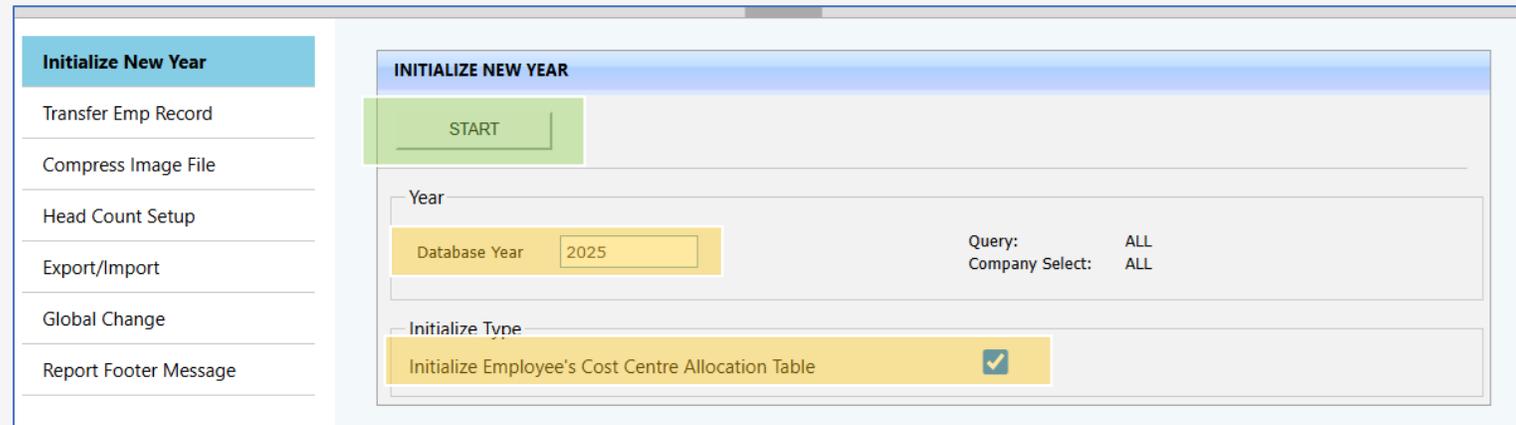


4 Choose 'Initialize New Year'.



# Initialize New Year Procedures | EPAYROLL

- 5 The 'Initialize New Year' window will appear on the screen.  
Ensure that the Database Year is '2025'.  
Keep the 'Initialize Employee's Cost Centre Allocation Table' checkbox checked.  
Then, click 'Start'.



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



# Initialize New Year Procedures | EPAYROLL

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

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

The screenshot shows the 'Cost Centre Allocation' setup screen in the EPAYROLL system. The interface includes a 'Payroll' icon and a 'Setup' menu with options like 'Company Setup', 'Payroll Setup', 'Statutory Setup', and 'Utility'. The 'Cost Centre Allocation' screen displays fields for 'Employee No.' (A001), 'Employee Name' (AGNES NG), and 'Period' (202412). Below these fields is a table with columns for 'EDIT', 'COST CENTRE CODE', 'COST CENTRE DESCRIPTION', 'DEPARTMENT', and 'PERCENT'. The table contains one entry: COST-A, COST CENTER A, ADM, 100.00.

EDIT	COST CENTRE CODE	COST CENTRE DESCRIPTION	DEPARTMENT	PERCENT
	COST-A	COST CENTER A	ADM	100.00

# Initialize New Year Procedures | EPAYROLL

7 Initialization of the new year is in progress.

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

The screenshot displays the EPAYROLL system interface during the 'INITIALIZE NEW YEAR' procedure. On the left, a navigation menu lists various options, with 'Initialize New Year' highlighted. The main content area shows the 'INITIALIZE NEW YEAR' form with a 'START' button. A green message at the top right of the form reads 'Initialize new year completed. Please logout and login again.' Below this, the 'Year' section contains a 'Database Year' field set to '2025', and 'Query:' and 'Company Select:' both set to 'ALL'. A 'Please Wait...' dialog box is overlaid on the form, containing the text: 'Initialize New Year in progress. Please do not close the browser or navigate to another page.' Below the dialog box, the text 'EmpServ Generating...' is visible.

# Initialize New Year Procedures | EPAYROLL

8

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

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

The screenshot displays the EPAYROLL system interface. On the left is a sidebar menu with the following items: 'Initialize New Year' (highlighted in blue), 'Transfer Emp Record', 'Compress Image File', 'Head Count Setup', 'Export/Import', 'Global Change', and 'Report Footer Message'. The main window is titled 'INITIALIZE NEW YEAR' and contains a 'START' button. A green message reads: 'Initialize new year completed. Please logout and login again.' Below this, there are input fields for 'Year', 'Database Year' (set to 2025), 'Query:' (set to ALL), and 'Company Select:' (set to ALL). An 'Info' dialog box is overlaid on the main window, featuring an information icon and the message: 'Initialize new year completed. Please logout and login again.' with an 'OK' button.

# Initialize New Year Procedures | EPAYROLL

To confirm if the 'Initialize New Year' process is completed:  
Navigate to 'Payroll → EMS → Employee → **Calendar**' tab.  
Perform a random check to verify if the calendar for 2025 has been created.

**Note:**  
The login year must be set to 2025

Employee ID / Name: WS001 [WAI SAN] | Pay Group: STD | Head Count: -

Pay Group Setting: Pay Group: STD [STD] | RESET | From Date: 01/01/2025 | To Date: 31/12/2025 | Period: 202501 | Total Working's Day: 23

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

Employee Yearly Calendar

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

# Initialize New Year for TIMES Leave

# Initialize New Year Procedures | TIMES Leave

---

After initializing the New Year for EPAYROLL, the next crucial step is to initialize the New Year for TIMES Leave module.

Failure to complete this step will prevent the creation of employees' leave entitlement for 2025 and the carryover of any unused annual leave days from 2024 to 2025.

This step should be completed after initializing the New Year for EPAYROLL.

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

# Initialize New Year Procedures | TIMES Leave

---

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

Example:

## **Leave Period:**

The company's leave period follows the company's financial year from **April 2024** to **March 2025**.

## **Initialize Process:**

The Initialize New Year process must be done twice; once in period **202412** and another in period **202503**.

# Important Note Before Initialize New Year for Leave

---

For customers using Leave module, please ensure that all pending annual leave requests are approved before running the Initialize New Year process.

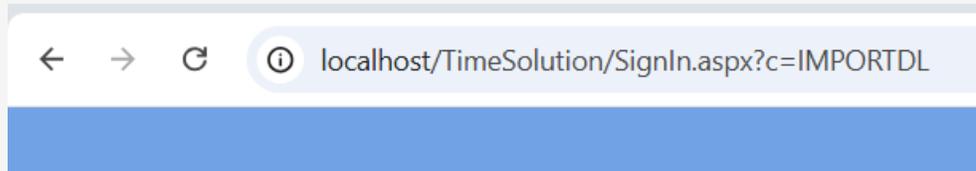
Pending leave requests will not be deducted from the annual leave balance.

If you previously ran the Initialize New Year process in 2024, it is recommended to repeat the process in January 2025 after approving all pending 2024 leave records.

**This ensures the system re-calculates carry-forward leave balances accurately.**

# Initialize New Year Procedures | TIMES Leave

1 Open the URL for Timesolution. Below is an example of the Timesolution URL.

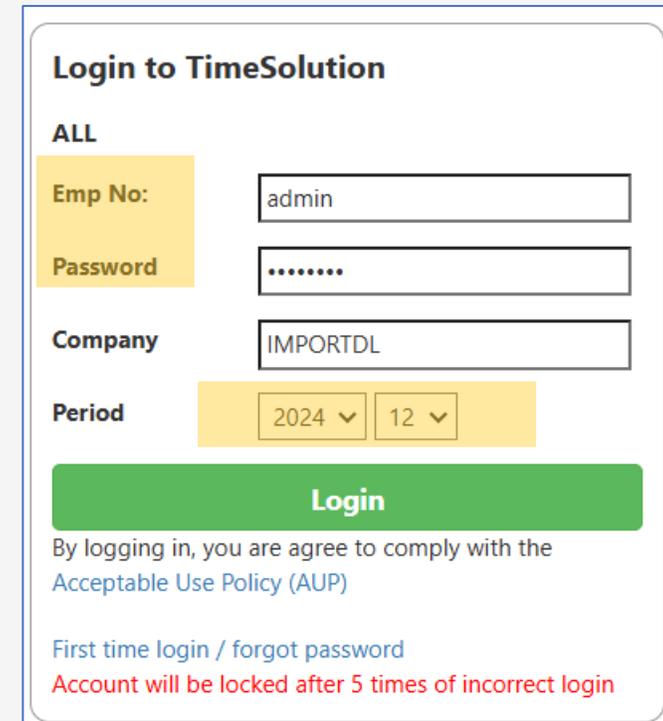


2 Log in to the database where you want to perform the Initialize New Year for **Leave**.

3 Log in as **'ADMIN'** or **any login ID** with permission access to the initialize function.

**The login ID used for Initialize New Year must have access to all employees**

4 Choose the period for **'202412'**.

A screenshot of a login form titled 'Login to TimeSolution'. The form is enclosed in a rounded rectangle with a blue border. It contains the following fields: 'ALL' (text), 'Emp No:' (text input with 'admin'), 'Password' (password input with dots), 'Company' (text input with 'IMPORTDL'), and 'Period' (two dropdown menus with '2024' and '12'). Below the fields is a green 'Login' button. At the bottom, there is a disclaimer: 'By logging in, you are agree to comply with the Acceptable Use Policy (AUP)'. Below that are links for 'First time login / forgot password' and a warning: 'Account will be locked after 5 times of incorrect login'.

# Initialize New Year Procedures | TIMES Leave

5 Navigate to 'Leave → Administrator → **Initialize New Year**'.

The screenshot displays the TIMES SOFTWARE interface. At the top, there is a navigation bar with icons for Document, Leave, PaySlip, EA, TimeSheet, Hris, and System. Below this, the main content area is divided into sections. On the left, there is a sidebar with filters for Department, Employee, Leave Type, and Status. The main area is split into two columns: 'HR' and 'Administrator'. The 'Administrator' column contains a list of options, with 'Initialize New Year' highlighted in red and a red arrow pointing to it. A calendar icon showing 'JUL 15' is also visible in the top right of the main area.

**Leave** >> **HR** >> **View Leave**

Department: - ALL -  
Employee: AGNES NG [A00...]  
Leave Type: - ALL -  
Status: - ALL -

<input type="checkbox"/>	Status	Leave
+ <input type="checkbox"/>	Approved	EMERGENCY LEAVE
+ <input type="checkbox"/>	Approved	SICK LEAVE

**HR**

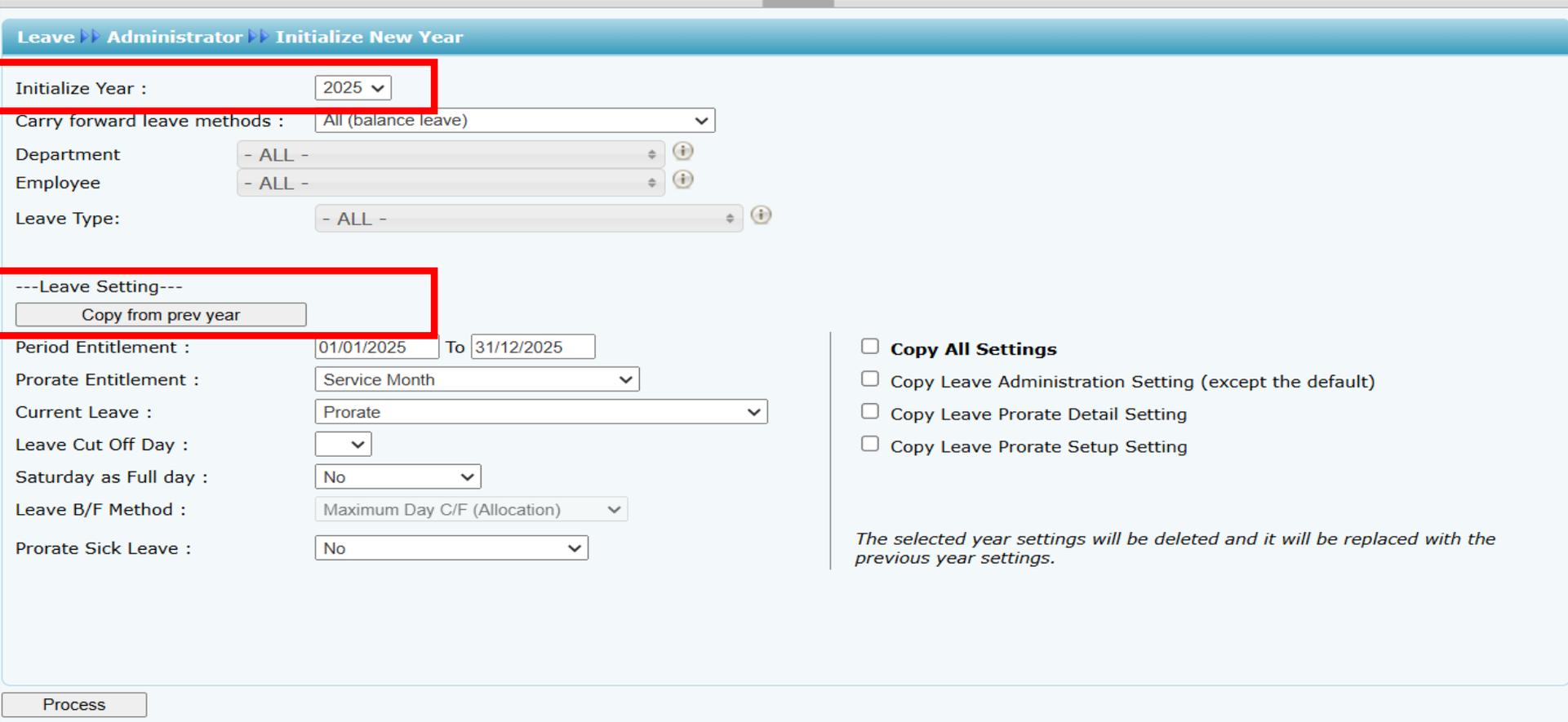
- Apply Leave
- Approve Leave
- View Leave
- Calendar
- Yearly Calendar
- Report

**Administrator**

- Leave Code Setup
- Leave Policy Setup
- Leave Policy
- Approval Setup
- Cc Group Setup
- Param Setup
- Mail Log
- Public Holiday Setup
- Work Day Setup
- Leave Setting
- Leave Allocation
- Prorate Setup
- Prorate Details
- Leave Adjustment
- Leave Calculation
- Leave Entitlement
- Initialize New Year**

# Initialize New Year Procedures | TIMES Leave

6 Ensure that the Initialize Year is set to '2025'.



Leave >> Administrator >> Initialize New Year

Initialize Year : 2025

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type: - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2025 To 31/12/2025

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day :

Saturday as Full day : No

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

Prorate Sick Leave : No

Copy All Settings

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

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

Process

# Initialize New Year Procedures | TIMES Leave

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

If you allow employees to apply for leave in 2025 before closing 2024, it is recommended to use the "None" method. This helps avoid issues if an employee applies for leave in 2024 after the carry-forward process.

We will explain the 'Carry Forward Leave Methods' in a later section.

The screenshot shows the 'Leave Administrator Initialize New Year' configuration window. The 'Carry forward leave methods' dropdown menu is open, displaying the following options: 'All (balance leave)', 'One year (without B/F)', 'Maximum days C/F (manual)', 'Maximum days C/F (allocation)', 'None', 'Maximum days C/F (by percentage)', and 'Maximum days C/F (allocation by service year)'. The 'None' option is currently selected and highlighted in blue. Other visible fields include 'Initialize Year' set to 2025, 'Department' and 'Employee' both set to '- ALL -', 'Leave Type' set to 'None', 'Period Entitlement' set to 'Service Month', 'Prorate Entitlement' set to 'Prorate', 'Leave Cut Off Day' with a calendar icon, 'Saturday as Full day' set to 'No', 'Leave B/F Method' set to 'Maximum Day C/F (Allocation)', and 'Prorate Sick Leave' set to 'No'.

# Initialize New Year Procedures | TIMES Leave

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

Leave >> Administrator >> Initialize New Year

Initialize Year : 2025

Carry forward leave methods : All (balance leave)

Department - ALL -

Employee - ALL -

Leave Type: - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2025 To 31/12/2025

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day :

Saturday as Full day : No

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

Prorate Sick Leave : No

Copy All Settings

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

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

# Initialize New Year Procedures | TIMES Leave

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

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

Leave Administrator Initialize New Year

Initialize Year : 2025

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type: - ALL -

Filter: Enter keywords

---Leave Setting---

Copy from prev year

Period Entitlement :

Prorate Entitlement :

Current Leave :

Leave Cut Off Day :

Saturday as Full day :

Leave B/F Method :

Copy All Settings

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

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

# Initialize New Year Procedures | TIMES Leave

- 10 The system displays the 'Leave Settings' for 2024, which will be duplicated to 2025 upon initializing the Leave process. Adjust the settings if necessary.

Leave >> Administrator >> Initialize New Year

Initialize Year : 2025 ▾

Carry forward leave methods : All (balance leave) ▾

Department : - ALL - ⓘ

Employee : - ALL - ⓘ

Leave Type: - ALL - ⓘ

---

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2025 To 31/12/2025

Prorate Entitlement : Service Month ▾

Current Leave : Prorate ▾

Leave Cut Off Day : ▾

Saturday as Full day : No ▾

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

Prorate Sick Leave : No ▾

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

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

# Initialize New Year Procedures | TIMES Leave

## 11 Copy from prev year:

Click the button if you want to duplicate the settings from 2024.

## 12 Copy All Setting:

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

## 13 Click 'Process' to start the Leave initialization.

Leave Administrator Initialize New Year

Initialize Year : 2025

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type : - ALL -

**Copy from prev year**

Period Entitlement : 01/01/2025 To 31/12/2025

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day :

Saturday as Full day : No

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

Prorate Sick Leave : No

**Copy All Settings**

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

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

**Process**

# Initialize New Year Procedures | TIMES Leave

14 Initialization of the new year is in progress.

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

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

Leave Administrator Initialize New Year

Initialize Year : 2025

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type: - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2025 To 31/12/2025

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day : 15

Saturday as Full day : No

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

Prorate Sick Leave : No

Please wait . . . .

Copy All Settings

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

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

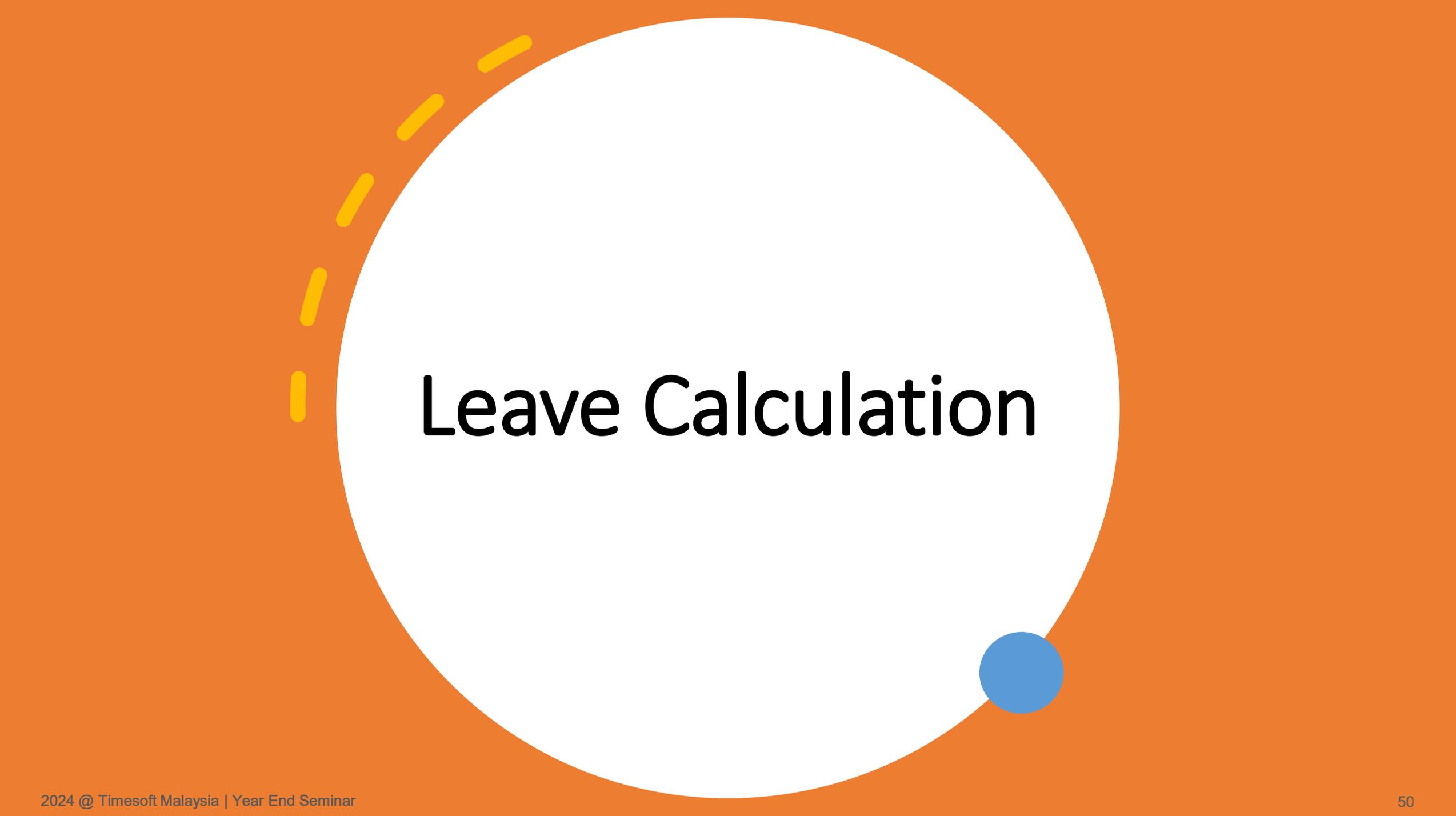
Process

# Initialize New Year Procedures | TIMES Leave

15 After completing the process, a message will appear.

The screenshot displays the 'Initialize New Year' configuration window. The 'Initialize Year' is set to 2025. Under '---Leave Setting---', the 'Copy from prev year' button is highlighted. The 'Period Entitlement' is set from 01/01/2025 to 31/12/2025, and 'Prorate Entitlement' is set to 'Service Month'. A 'Message Title' dialog box with the text 'Done.' and an 'Ok' button is centered over the form. At the bottom left, a 'Process' button is visible.

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



# Leave Calculation

# Initialize New Year Procedures | Leave Calculation

After completing the leave initialization, it's essential to run the 'Leave Calculation' process.

Failure to do so will result in no entitlement for leave types other than the 'ANNU' leave code.

To initiate this process:

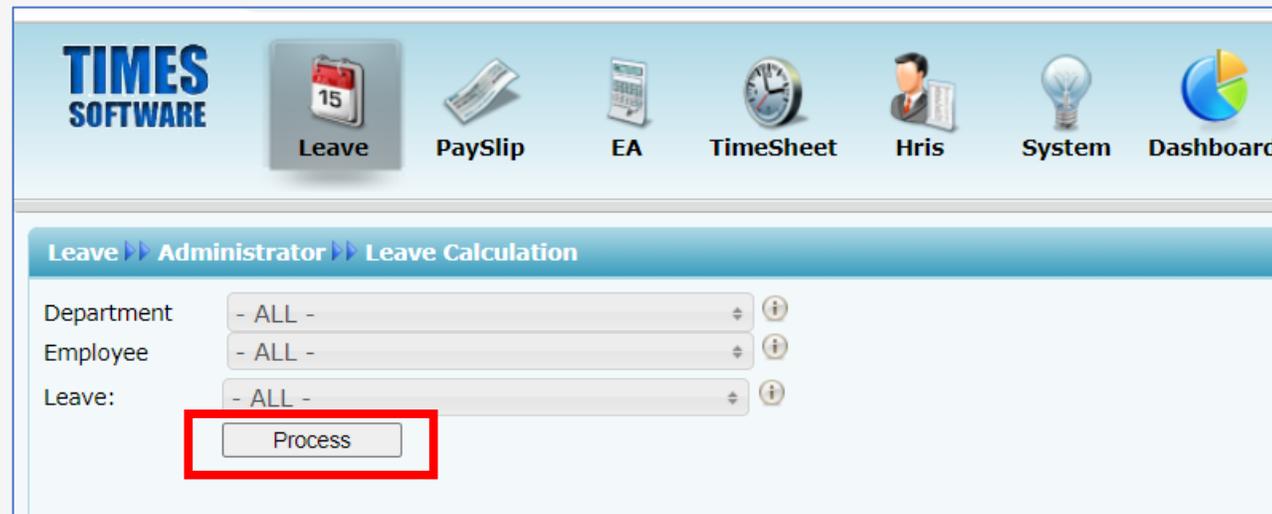
Navigate to 'Leave → Administrator → Leave Calculation'.  
Ensure that the login period is set to 202501.

The screenshot displays the TIMES SOFTWARE HR Administrator interface. The top navigation bar includes icons for Leave, PaySlip, EA, TimeSheet, and Hris. The main content area is divided into two columns: HR and Administrator. The HR column lists options like Apply Leave, Approve Leave, View Leave, Calendar, Yearly Calendar, and Report. The Administrator column lists various setup and management options, including Leave Code Setup, Leave Policy Setup, Leave Policy, Approval Setup, Cc Group Setup, Param Setup, Mail Log, Public Holiday Setup, Work Day Setup, Leave Setting, Leave Allocation, Prorate Setup, Prorate Details, Leave Adjustment, Leave Calculation (highlighted with a red arrow), Leave Entitlement, Initialize New Year, Batch Update, Bf Cut Off, and Import Data.

# Initialize New Year Procedures | Leave Calculation

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

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



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

# Initialize New Year Procedures | Leave Calculation

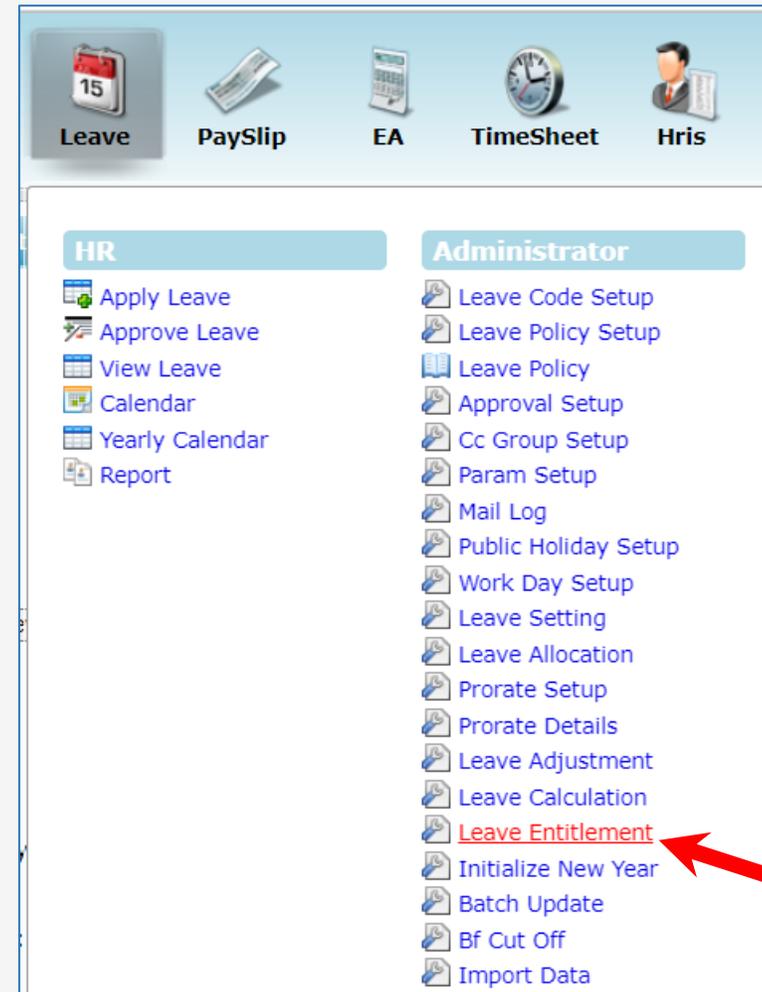
Please note that the processing time may vary depending on the size of your database. **DO NOT** close the browser or navigate to another page during the processing.

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

The screenshot displays the TIMES SOFTWARE interface for the 'Leave Calculation' process. The navigation bar at the top includes icons for Leave, PaySlip, EA, TimeSheet, Hris, System, and Dashboard. The main content area shows the 'Leave Calculation' form with dropdown menus for Department, Employee, and Leave, and a 'Process' button. A progress bar at the bottom indicates 'Processing Employee D006-N'. A red box highlights the 'Process Completed.' message, and a blue callout box states 'The leave recalculation process is completed'. A 'Please wait . . . .' message is visible at the bottom center.

# Initialize New Year Procedures | Leave Entitlement

To confirm the completion of the 'Initialize Leave' process:  
Navigate to 'Leave → Administrator → **Leave Entitlement**'.



# Initialize New Year Procedures | Leave Entitlement

Choose the Year as '2025'.

Leave >> Administrator >> Leave Entitlement

Department: - ALL - ⓘ  
Employee: AGNES NG [A001] ⓘ

Year: 2025

**Emp No:** A001    **Company:** TESTDEL    **Hired:** 11/03/2021    **Effective:** 11/03/2021    **Work Duration:** 3 Years 8 Months 25 Days  
**Name:** AGNES NG    **Department:** ADM    **Lv Scheme:** STD    **Old Scheme:**    **Termination Date:**  ✕

	Leave Code	Full	B/F	Adjust	Forfeit	Entitle	Total	Taken	Balance
+	ABSENT		0	0	0				
+	ANNU	14	18.5	0	0	14	32.5	0	32.5
+	CHILD	3	0	0	0	3	3	0	3
+	COMP	10	0	0	0	10	10	0	10
+	EL		0	0	0				
+	EXAM		0	0	0				
+	HOSP	60	0	0	0	60	60	0	60
+	LIEU	0	0	0	0	0	0	0	0
+	LIEU_APY		0	0	0				
+	MARRIAGE	3	0	0	0	3	3	0	3

# Initialize New Year Procedures | Leave Entitlement

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

Leave Administrator Leave Entitlement

Department: - ALL -  
Employee: AGNES NG [A001]  
Year: 2025 [v] [Export] [Recalculate]

Emp. No.: A001 Company: TESTDEL Hired: 11/03/2021 Effective: 11/03/2021 Work Duration: 3 Years 8 Months 25 Days  
Name: AGNES NG Department: ADM Lv Scheme: STD Old Scheme: Termination Date: [ ] x

	ANNU	14	18.5	0	0	14	32.5	0	32.5
Month/Year	Period	Cycle	B/F	Adjust	Forfeit	Entitle	Total	Taken	Balance
Jan/2025	2025	01	18.5	0	0	1	19.5	0	19.5
Feb/2025	2025	02	18.5	0	0	2	20.5	0	20.5
Mar/2025	2025	03	18.5	0	0	3	21.5	0	21.5
Apr/2025	2025	04	18.5	0	0	5	23.5	0	23.5
May/2025	2025	05	18.5	0	0	6	24.5	0	24.5
Jun/2025	2025	06	18.5	0	0	7	25.5	0	25.5
Jul/2025	2025	07	18.5	0	0	8	26.5	0	26.5
Aug/2025	2025	08	18.5	0	0	9	27.5	0	27.5
Sep/2025	2025	09	18.5	0	0	10	28.5	0	28.5
Oct/2025	2025	10	18.5	0	0	12	30.5	0	30.5
Nov/2025	2025	11	18.5	0	0	13	31.5	0	31.5
Dec/2025	2025	12	18.5	0	0	14	32.5	0	32.5

# Initialize New Year Procedures | Leave Entitlement

Here is another example of a leave entitlement: the 'COMP' leave code.

Leave Administrator Leave Entitlement

Department: - ALL -  
Employee: AGNES NG [A001]  
Year: 2025 [Export] [Recalculate]

Emp No: A001 Company: TESTDEL Hired: 11/03/2021 Effective: 11/03/2021 Work Duration: 3 Years 8 Months 25 Days  
Name: AGNES NG Department: ADM Lv Scheme: STD Old Scheme: Termination Date: [ ] X

Leave Code	Days	0	0	0	0	10	10	0	10
Month/Year	Period	Cycle	B/F	Adjust	Forfeit	Entitle	Total	Taken	Balance
- COMP		10	0	0	0	10	10	0	10
Jan/2025	2025	01	0	0	0	10	10	0	10
Feb/2025	2025	02	0	0	0	10	10	0	10
Mar/2025	2025	03	0	0	0	10	10	0	10
Apr/2025	2025	04	0	0	0	10	10	0	10
May/2025	2025	05	0	0	0	10	10	0	10
Jun/2025	2025	06	0	0	0	10	10	0	10
Jul/2025	2025	07	0	0	0	10	10	0	10
Aug/2025	2025	08	0	0	0	10	10	0	10
Sep/2025	2025	09	0	0	0	10	10	0	10
Oct/2025	2025	10	0	0	0	10	10	0	10
Nov/2025	2025	11	0	0	0	10	10	0	10
Dec/2025	2025	12	0	0	0	10	10	0	10



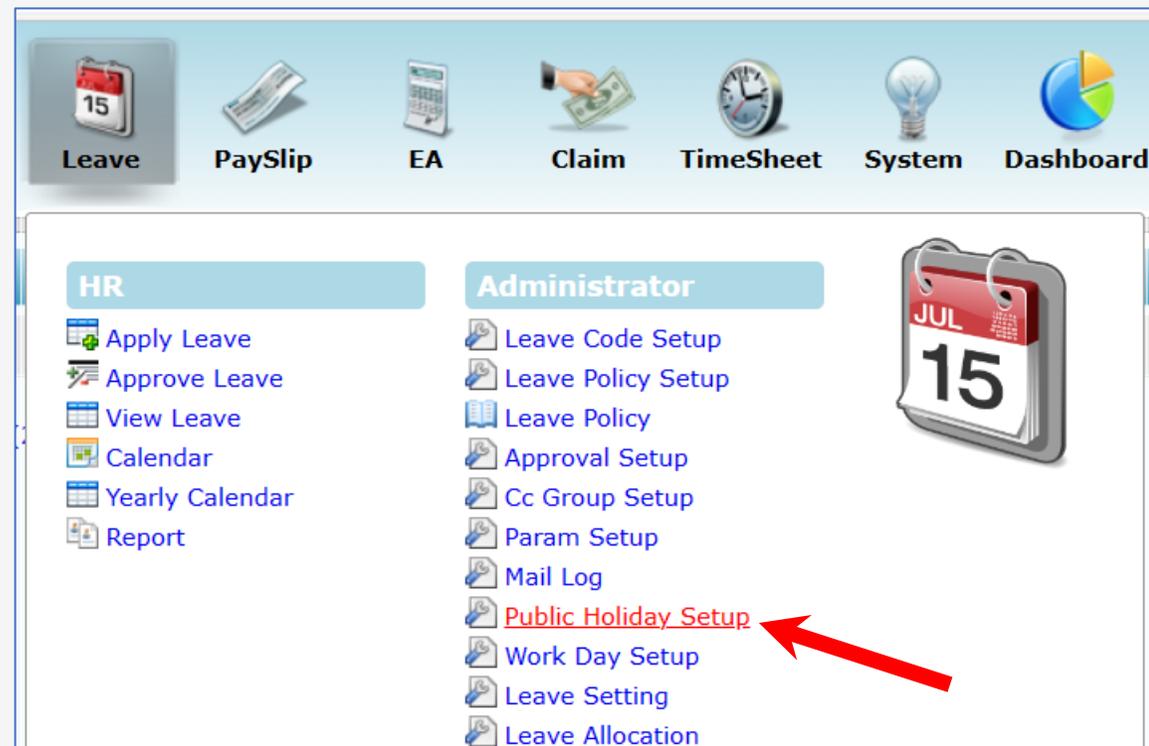
# Public Holidays Setup

# Initialize New Year Procedures | Public Holidays Setup

As explained in the previous section, the system only adds 2025 public holidays for KL/National. If you have other 'Public Holiday' types, you will need to set them up manually.

Navigate to 'Leave → Administrator → **Public Holiday Setup**'.

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



# Initialize New Year Procedures | Public Holidays Setup

- 1 Choose the 'Year' as '2025'.
- 2 You can use the 'Copy' function to duplicate the public holidays from one to another.

Source:

Choose the code to **copy from**.

'Default' refers to the KL/National public holidays added by the system.

Target:

Choose the code to **copy to**.

After duplicating, you can make any necessary amendments.

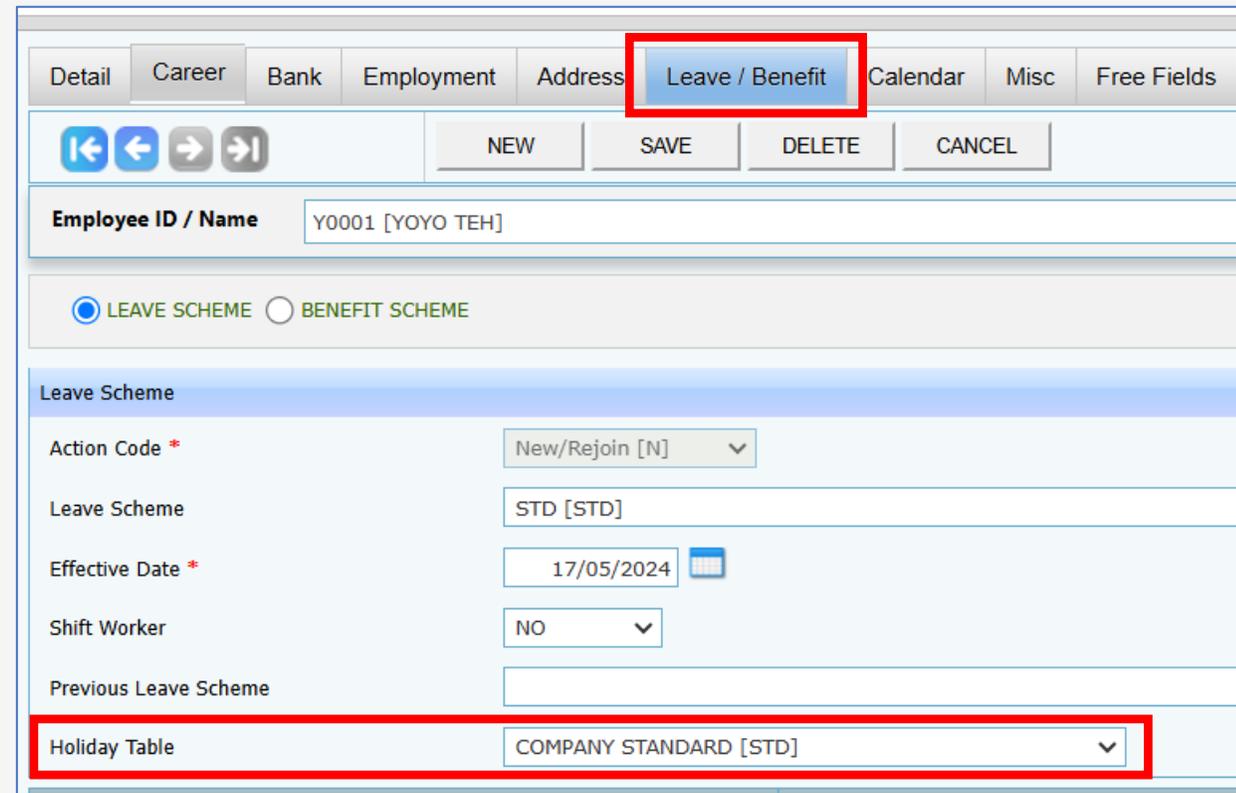
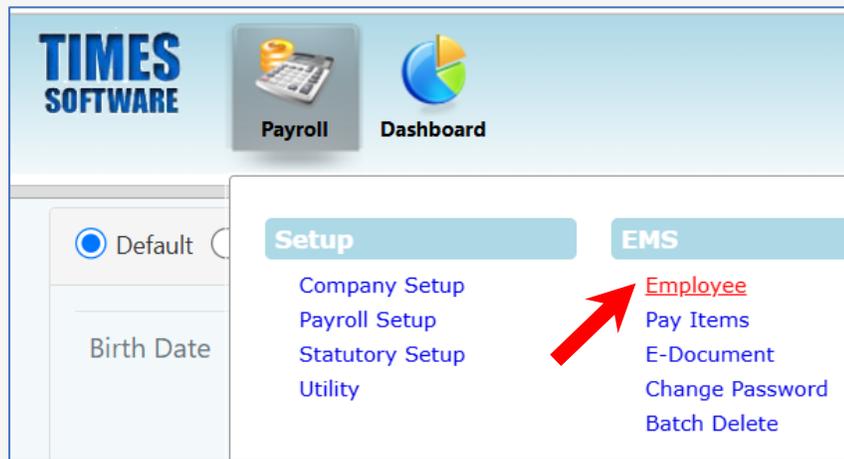
The screenshot shows the 'Public Holiday Setup' interface. At the top, there is a navigation bar with 'Leave >> Administrator >> Public Holiday Setup'. Below this, there are several input fields: 'Year:' with a dropdown menu set to '2025', 'Public Holiday:' with a dropdown menu set to '- ALL -', 'Source:' with a dropdown menu set to '- DEFAULT -', and 'Target:' with a dropdown menu set to '- DEFAULT -'. A 'Copy' button is visible next to the 'Target:' field. Below these fields is a table with the following columns: 'Date', 'Description', and 'Holiday Table'. The table contains the following rows:

Date	Description	Holiday Table
01/01/2025	New Year	
29/01/2025	CNY Day 1	
30/01/2025	CNY Day 2	
01/02/2025	FT Day	
11/02/2025	Thaipusam	
18/03/2025	Nuzul Al-Quran	
31/03/2025	Hari Raya Day 1	
01/04/2025	Hari Raya Day 2	
01/05/2025	Labour Day	
12/05/2025	Wesak Day	
02/06/2025	Agong Birthday	
07/06/2025	Hari Raya Qurban	
27/06/2025	Awal Muharam	
31/08/2025	National Day	
01/09/2025	National Day Replacement	
05/10/2025	Nabi Muhammad Birthday	

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

# Initialize New Year Procedures | Public Holidays Setup

To check if an employee is assigned a Holiday Table code:  
Navigate to 'Payroll → EMS → Employee → **Leave/Benefit**' tab.





# Carry Forward Leave Methods

# Initialize New Year Procedures | Carry forward leave methods

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

Leave >> Administrator >> Initialize New Year

Initialize Year : 2025

Carry forward leave methods : All (balance leave)

Department - ALL

Employee - ALL

Leave Type: Copy from prev year

---Leave Setting---

Period Entitlement : 01/01/2025 To 31/12/2025

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day : 15

Saturday as Full day : No

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

Prorate Sick Leave : No

# Initialize New Year Procedures | Carry forward leave methods

## 1. All (balance leave):

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

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

# Initialize New Year Procedures | Carry forward leave methods

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

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

Note that any unutilized Earned Leave from the previous year (2023) will be forfeited.

If B/F from 2023 is equal to or greater than the YTD Taken in 2024, the carry forward to 2025 will be equal to the 2024 YTD Entitlement.

Example:

B/F 2023 = 3 days | 2024 Taken = 2 days | The remaining 1 day not utilized will be forfeited.

System will carry forward Entitle 2024 (13 days) to 2025 instead of 14 days.

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

# Initialize New Year Procedures | Carry forward leave methods

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

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

Leave >> Administrator >> Initialize New Year

Initialize Year : 2025

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

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

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

Expected results based on the above setting.

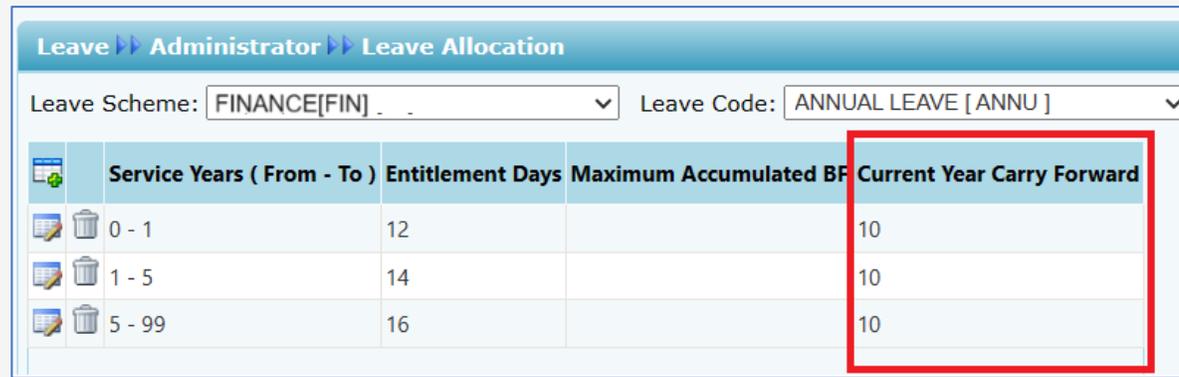
The system carries forward **6 days** to 2025, despite the 2024 balance being 14 days.

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

# Initialize New Year Procedures | Carry forward leave methods

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

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



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

Expected results based on the above setting.

The system carries forward **10 days** to 2025, despite the 2024 balance being 14 days.



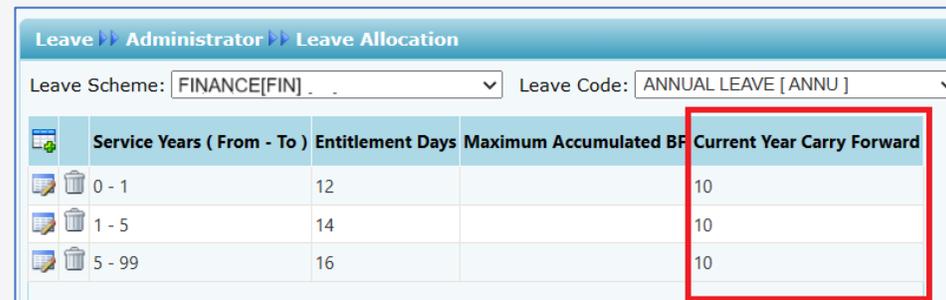
<b>Current Year</b>	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
<b>Following Year</b>	Full: 14	B/F: 10	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 11	Taken: 0	Balance: 11

# Initialize New Year Procedures | Carry forward leave methods

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

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

The value setup in the "Current Year Carry Forward" column relates to a percentage.



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

Expected results based on the above setting.

The system carries forward **1.3 days** to 2025, despite the 2024 balance being 14 days.



<b>Current Year</b>	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
<b>Following Year</b>	Full: 14	B/F: 1.3	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 2.3	Taken: 0	Balance: 2.3

# Initialize New Year Procedures | Carry forward leave methods

## 6. **None:**

Any unused annual leave from the current year will not be carried forward to the next year. It will be forfeited.

The B/F in the following year's leave record will display '0', indicating no unused leave has been carried forward.

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

# Initialize New Year for TIMES Timesheet

# Initialize New Year Procedures | TIMES Timesheet

---

After initializing the New Year for EPAYROLL, the next crucial step is to initialize the New Year for the TIMES Timesheet module.

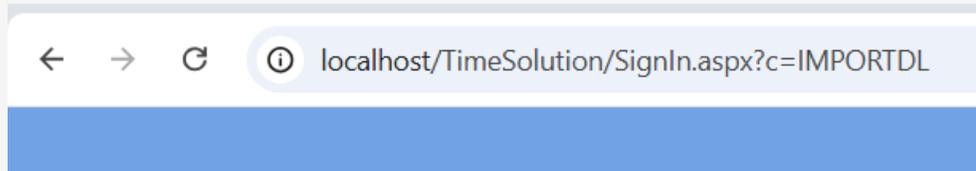
Failure to complete this step will prevent the creation of employees' shift schedules for 2025.

This step must be performed after initializing the New Year for EPAYROLL.

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

# Initialize New Year Procedures | TIMES Timesheet

- 1 Open the URL for Timesolution. Below is an example of the Timesolution URL.



- 2 Log in to the database where you want to perform the Initialize New Year for **Timesheet**.
- 3 Log in as **'ADMIN'** or **any login ID** with permission access to the initialize function.  
**The login ID used for Initialize New Year must have access to all employees**
- 4 Choose the period for **'202412'**.

### Login to TimeSolution

ALL

**Emp No:**

**Password:**

**Company:**

**Period:**

**Login**

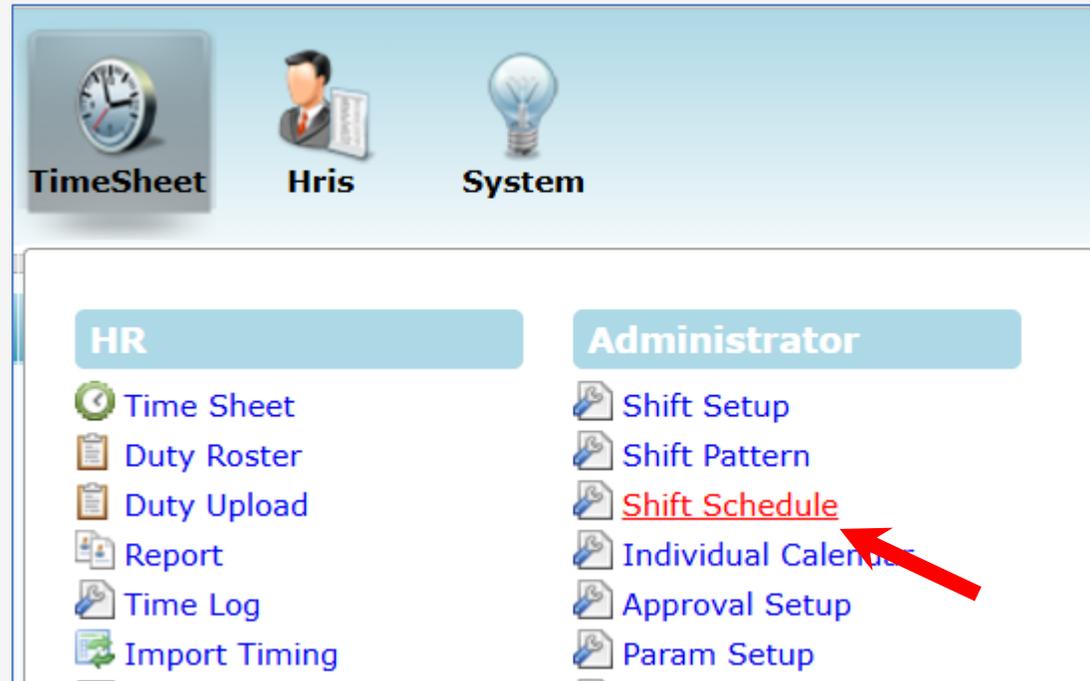
By logging in, you agree to comply with the [Acceptable Use Policy \(AUP\)](#)

[First time login / forgot password](#)

**Account will be locked after 5 times of incorrect login**

# Initialize New Year Procedures | TIMES Timesheet

5 Navigate to 'Timesheet → Administrator → Shift Schedule'.



# Initialize New Year Procedures | TIMES Timesheet

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

Keep the settings as 'ALL' for the following:

- Department
- Employee
- Shift Pattern
- Gender

**Date Range:**

Set to '01/01/2025' to '31/12/2025'.

Main x Shift Schedule x

TimeSheet >> Administrator >> Shift Schedule

Work Group 4 selected

Department - ALL -

Employee - ALL -

Shift Pattern - ALL -

Date Range 01/12/2025 To 31/12/2025

Gender All

Query Save Process Upload Export

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

Show Page 1 of 2 Pages

First Prev Next Last

# Initialize New Year Procedures | TIMES Timesheet

7 Select the checkbox for all employees.

Click 'Save'.

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

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

The screenshot displays the 'Shift Schedule' configuration page in the TIMES Timesheet Administrator. The page includes several filter fields: Work Group (4 selected), Department (- ALL -), Employee (- ALL -), Shift Pattern (- ALL -), Date Range (01/12/2025 To 31/12/2025), and Gender (All). Below these fields are buttons for Query, Save, Process, Upload, and Export. A table lists employees with checkboxes selected for all. The table columns are Emp No, Emp Name, Work group search..., and Shift pattern search... The table data is as follows:

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

At the bottom of the page, there is a 'Show Page 1 of Pages' indicator and navigation links (First, Prev, Next, Last). A yellow box highlights the 'Records Per Page' dropdown menu, which is set to 100.

# Initialize New Year Procedures | TIMES Timesheet

## 8 Processing in progress.

Note that processing times may vary, depending on the size of your data.

Ensure not to close the browser or navigate to another page during the processing.

TimeSheet >> Administrator >> Shift Schedule

Work Group: 4 selected  
Department: - ALL -  
Employee: - ALL -  
Shift Pattern: - ALL -  
Date Range: 01/12/2025 To 31/12/2025  
Gender: All

Query Save Process Upload Export

Processing Employee (022, Office Staff, ADMIN)

<input checked="" type="checkbox"/>	Emp No	Emp Name	Work group search...	Shift
-------------------------------------	--------	----------	----------------------	-------

The shift scheduling initialization is completed

TimeSheet >> Administrator >> Shift Schedule

Work Group: 4 selected  
Department: - ALL -  
Employee: - ALL -  
Shift Pattern: - ALL -  
Date Range: 01/12/2025 To 31/12/2025  
Gender: All

Query Save Process

Process Completed.

# Initialize New Year Procedures | TIMES Timesheet

9

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

Note:

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

The screenshot shows the 'Shift Schedule' page in the TIMES Timesheet Administrator. The breadcrumb trail is 'TimeSheet >> Administrator >> Shift Schedule'. The filters are: Work Group (4 selected), Department (- ALL -), Employee (- ALL -), Shift Pattern (- ALL -), Date Range (01/12/2025 To 31/12/2025), and Gender (All). Buttons for Query, Save, Process, Upload, and Export are visible. The 'Process' button is highlighted with a red box. A red arrow points from a callout box labeled 'Process for all pages' to the 'Process' button. Below the filters is a table with columns: Emp No, Emp Name, Work group search..., and Shift pattern search... The table contains 9 rows of employee data, all with checkboxes selected in the first column. The first row is 001 AJAMES TEONG, and the last row is 020 KARE. The page number '1 of 9 Pages' is shown at the bottom left, and navigation links 'First Prev Next Last' are at the bottom right.

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

# Initialize New Year Procedures | TIMES Timesheet

- 10 Now that the initialization of the Timesheet is completed for the year 2025, it is advisable to verify its status.

Navigate to 'Timesheet → Administrator → **Individual Calendar**'.



# Initialize New Year Procedures | TIMES Timesheet

11 Choose the employee code.

Set the date range from 01/01/2025 to 31/12/2025.

Click 'Save', then click 'Query'.

The system will display the employee list for the selected date range.

Verify that the 'Workgroup' and 'Shift' fields contain the expected data. If the data is in order, the Timesheet initialization process is complete.

TimeSheet >> Administrator >> Individual Calendar

Work Group - ALL -  
Department - ALL -  
Employee A.JAMES TEONG [001] [DEFAULT]  
Date Range 01/12/2025 To 31/12/2025

Query Save

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

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

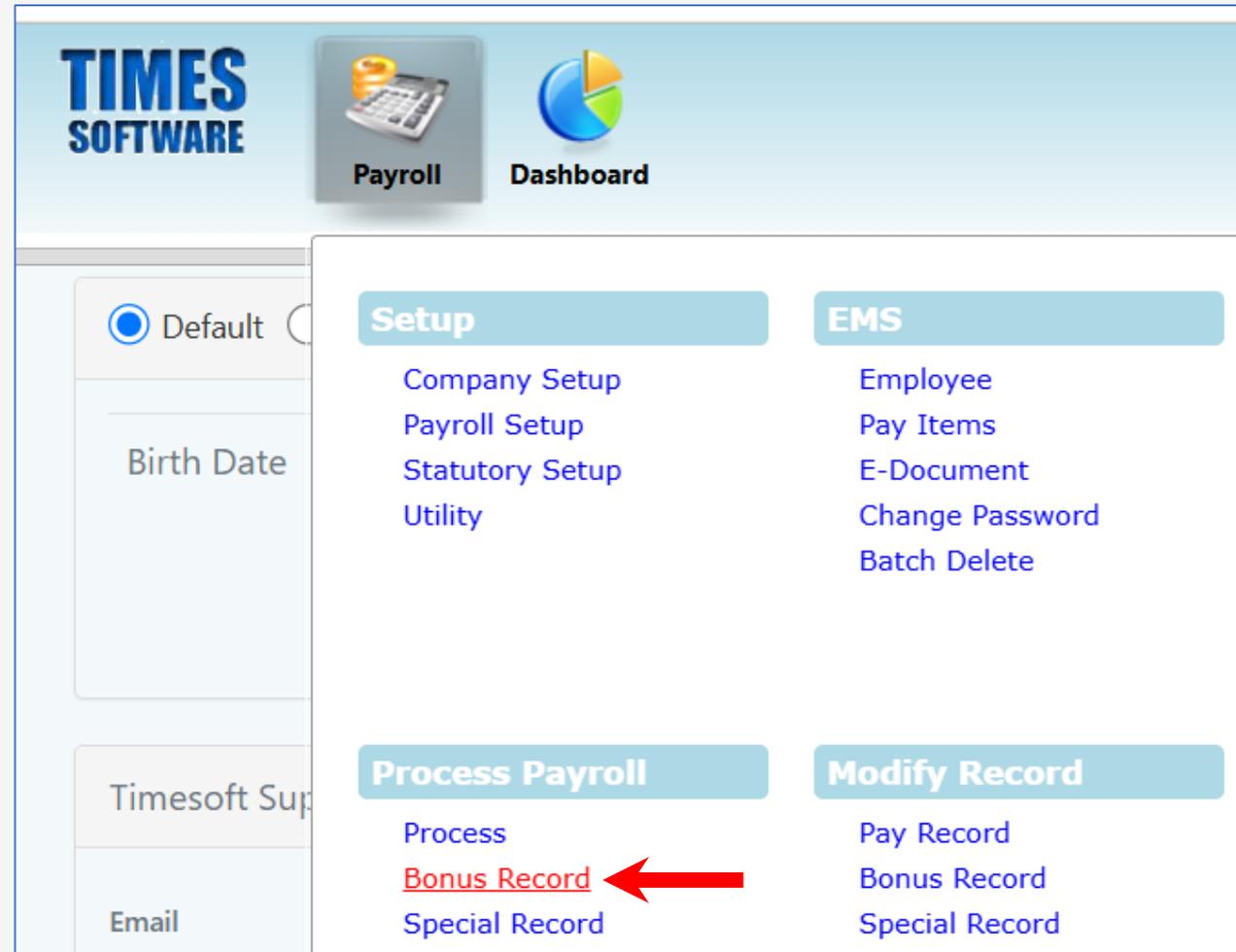
# Process Bonus

# Topics on Bonus

- 1 Bonus Processing Flow
- 2 Process Bonus Setup
- 3 Bonus Processing Methods
- 4 Bonus Proration Calculation for Employees with Less Than 1 Year of Service
- 5 Lock Bonus Cycle

# Process Bonus

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



# Process Bonus | Important Note

---

Please be reminded that if you wish to pay a [BONUS] before the [MID] or [END] cycle, **you must first run 'Process PAY RECORD' and then 'Process BONUS'**. Failure to do so will result in the Normal Remuneration (Y1), which includes Basic Wage + Fixed Allowance, being recorded as **0.00** in the PCB Computation By Formula. This impacts the PCB calculation in the bonus pay cycle..

The term 'Y1' (Normal Remuneration) is an essential component of the PCB computation formula. It comprises Basic Wages, Overtime, and any monthly allowances, whether fixed or variable.

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

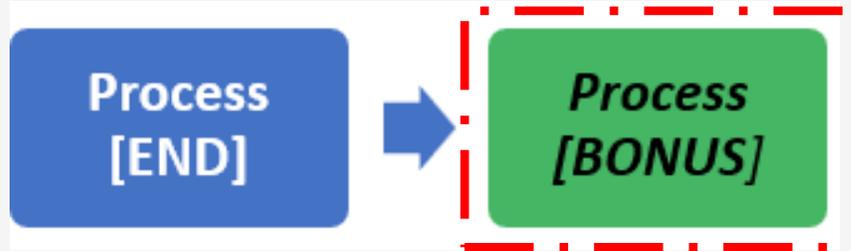
If Y1 is missing, the employees' PCB amount in the BONUS cycle will be under-deducted, leading to a shortfall that will be corrected in the END cycle. This could result in employee dissatisfaction due to higher tax deductions in the END cycle.

To prevent unnecessary disputes over PCB deductions, it is advisable to follow the correct Process Bonus steps..

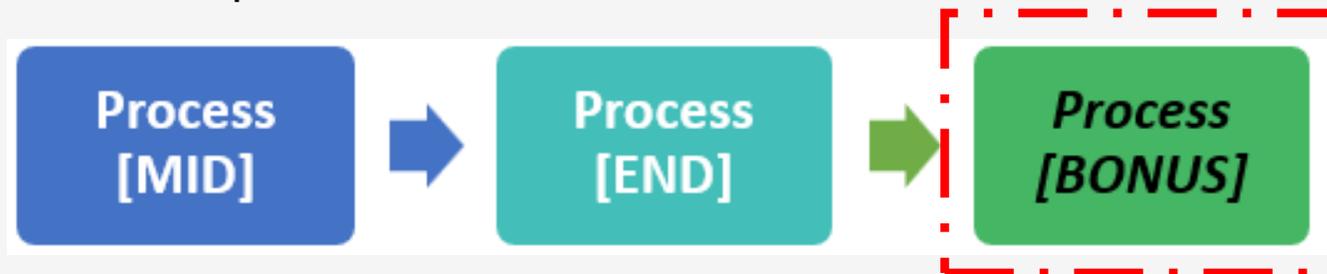
# Bonus Processing Flow

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.

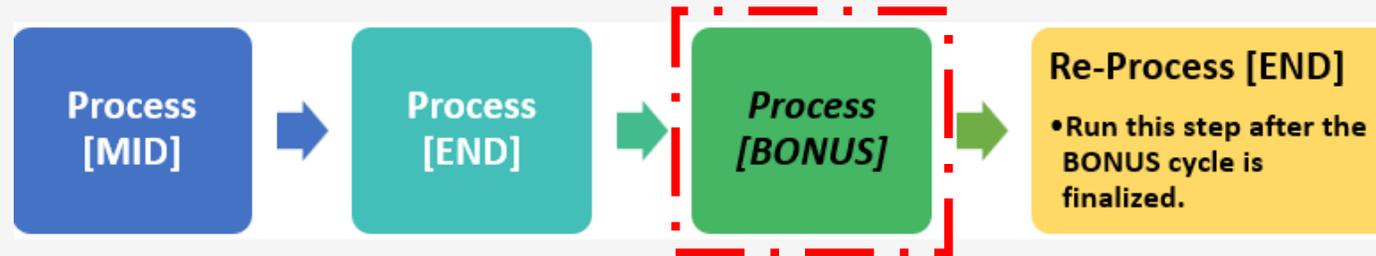


Note:

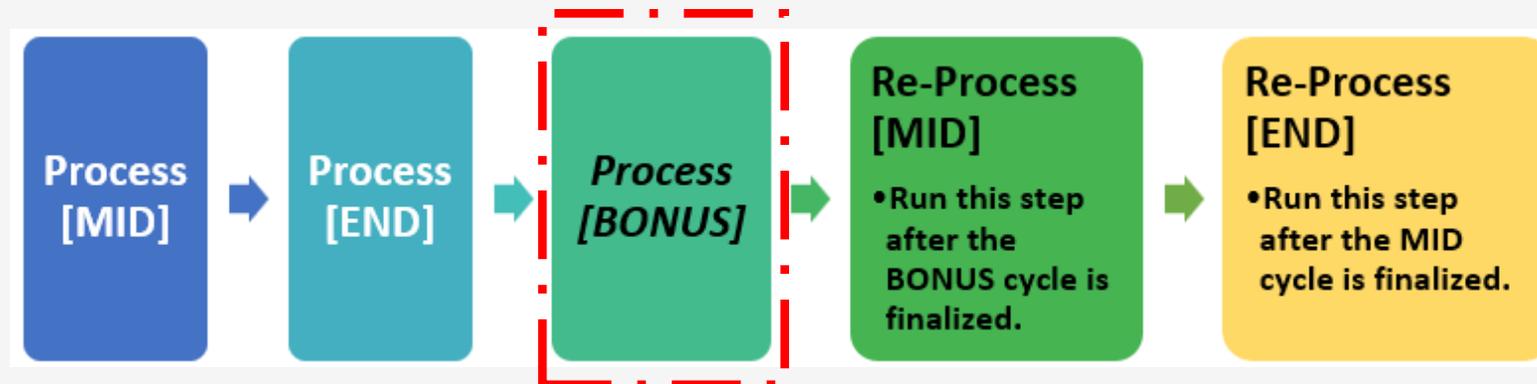
If you plan to import the Bonus amounts from an Excel file, the '**Process [BONUS]**' step is not required and will be replaced by the '**Import**' process.

# Bonus Processing Flow

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



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



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 **first** option;  
“**Reprocess earlier selected staff without clearing variable entries**”

The screenshot displays the 'Process Payroll [202412/E]' interface. At the top, there are three buttons: 'PROCESS', 'STOP', and 'CLEAR'. Below these buttons, 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'. At the bottom of the form, there are filters: 'Process Batch Group: DEFAULT', 'COMPANY: ALL', 'QUERY: ALL', and 'Emp Count: 21'. A grey bar at the very bottom contains the text 'ENGINE TIME PERFORMANCE STATUS'.

# PCB Bonus Run: Frequently Asked Questions

---

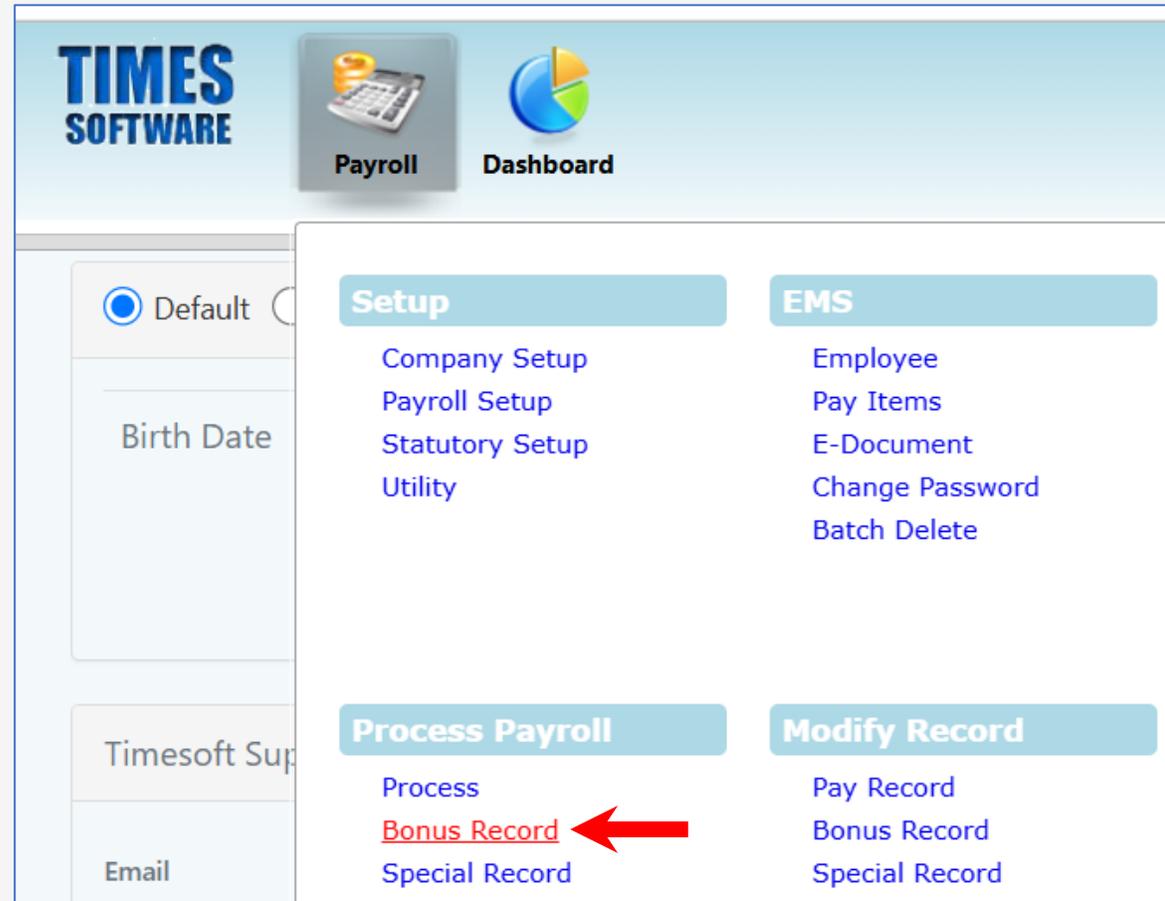
**Question:** Why does the PCB in the Bonus cycle show a lower amount than last month's PCB, even though the employee received a one-month bonus?

**Answer:** It is possible that the MID/END cycle was not processed before running the [Bonus Record]. Verify if the MID/END cycle process was completed.  
If it was not, clear the BONUS cycle and follow the correct procedure for processing bonuses.

# Process Bonus Setup

# Process Bonus Setup

Navigate to 'Payroll → Process Payroll  
→ **Bonus Record**'.



# Process Bonus 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 in Times Software Payroll. The interface includes a header with the Times Software logo and 'Payroll' icon, and a user information box on the right. The main area is divided into several sections for configuration:

- General Settings:** Bonus Code (BONU), Bonus Method (By Calendar), Cut Off Bonus (12/2024), Bonus Factor (1), Bonus Payment by (New Base Salary), Bonus Amount (highlighted in yellow), Pay Cycle (Bonus Period), Bonus Calculation By (Service Month), Service Month Cut Off Day (15), and Process Batch Group (DEFAULT).
- Reporting:** Bonus Report Order By (COMPANY+DEPARTMENT+NAME) and Rounding Formula (empty).
- Leave Exclusion:** A list of checkboxes for excluding NPL, Sick Leave, Annual Leave, Absent Leave, and Hospitalization Leave, each with a 'Days' input field.
- Exclude Bonus Condition:** A list of checkboxes for excluding unconfirmed staff, employees hired after a certain date, employees resigned after a certain date, and zero bonus amounts.

At the bottom of the window, there are four buttons: STOP, CLEAR RECORD, TRIAL RUN, and PROCESS.

We will explain on the features and settings in the Bonus Run, also covering aspects such as bonus amount calculation, eligibility criteria, the methods of bonus distribution, and any other relevant settings or factors influencing the bonus process.

# Process Bonus Setup | No 1 – Bonus Code

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12	2024	
Bonus Factor	1		
Bonus Payment by	New Base Salary		

Bonus Parameter	Important Remarks
<p><b>Bonus Code</b> Select the code you wish to use for Bonus payments from the Bonus Code drop-down, which is populated from the Payroll → Payroll Setup → Allowance/Deduction.</p>	<p>It is strongly recommended to use a code with leading characters of "BONU" and a maximum of 8 characters. For instance: "BONU", "BONUS", "BONUSSPE", "BONU2024", etc. By doing so, the system will be able to distinguish the Bonus amount from other allowances in the Payroll Department Report, capturing it in the Bonus column instead of Allowances.</p>

The screenshot shows the Times Software interface. At the top, there are icons for 'Payroll' and 'Dashboard'. Below this is a navigation menu with the following items: 'Allowance/Deduction', 'Bank Master', 'Code Setup', and 'Cost Centre Allocation'. The 'Allowance/Deduction' item is highlighted with a red box. To the right of this menu is a 'Setup' sub-menu with the following options: 'Company Setup', 'Payroll Setup', 'Statutory Setup', and 'Utility'. The 'Payroll Setup' option is highlighted with a red arrow.

# Process Bonus Setup | No 1 – Bonus Code

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

**Employee's Information**

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

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

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

Paid: MONTHLY Last Payment Date: TAX Cat: K1

**Salary Information**

Basic Salary: 15,000.00

Daily Rate: 483.87

Hourly Rate: 78.67

Pay Group / Type: STD 2-SN

**Payroll Information**

Period: 202412

Cycle / Cycle Run: B E

Trial Mode: NO

Change Basic:

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

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

**Month : Bonus Period**

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

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

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

# Process Bonus 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' setup form. The 'Code' field is 'BONU' and 'Deduction' is checked. The 'Description' is 'BONUS'. The 'CP21/CP22A' dropdown is set to 'Commission and Bonus [2]'. The 'EA No.' dropdown is set to 'Fees, Director Fees, C'. The 'Tax Exempt Code' is empty. The 'GRP Formula' is empty. The 'Grosswage' dropdown is set to 'STD - GROSS WAGE'. The 'Back Pay Allowance' dropdown is empty. The 'Unit' is set to 'NONE'. The 'Bahasa Malaysia Description' is empty. The 'Disable alert message for Deductions in Process Payroll for Resigned Employee' checkbox is unchecked. The statutory settings at the bottom are:  \*\*IS BONUS,  EPF,  VOL,  SOCSO,  EIS,  PCB,  ADD PAY(YT),  ADD PAY EPF(KT),  HRD,  \*\*\*IS ZAKAT,  BAITULMAL SARAWAK,  OT,  RD,  NPL,  GRP,  NON-PAYROLL ITEM.

# Process Bonus 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	Important Remarks
<b>Bonus Method</b> There are three options for selection: <ul style="list-style-type: none"> <li>By Calendar</li> <li>By Pay Period</li> <li>By Calendar – Periodical</li> </ul>	<b>By Calendar:</b> Based on the Calendar year <u>Example:</u> 01 Jan 2024 to 31 Dec 2024  <b>By Pay Period:</b> Based on the employee's pay group's period <u>Example:</u> 21 Dec 2023 to 20 Dec 2024  <b>By Calendar – Periodical:</b> Based on the company financial period <u>Example:</u> 01 July 2023 to 30 Jun 2024

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



Calendar Days	By Pay Period	By Calendar – Periodical
Period 1 01/01/2024 31/01/2024	Period 1 21/12/2023 20/01/2024	Period 1 01/07/2023 31/07/2023
Period 2 01/02/2024 28/02/2024	Period 2 21/01/2024 20/02/2024	Period 2 01/08/2023 31/08/2023
Period 3 01/03/2024 31/03/2024	Period 3 21/02/2024 20/03/2024	Period 3 01/09/2023 30/09/2023
Period 4 01/04/2024 30/04/2024	Period 4 21/03/2024 20/04/2024	Period 4 01/10/2023 31/10/2023
Period 5 01/05/2024 31/05/2024	Period 5 21/04/2024 20/05/2024	Period 5 01/11/2023 30/11/2023
Period 6 01/06/2024 30/06/2024	Period 6 21/05/2024 20/06/2024	Period 6 01/12/2023 31/12/2023
Period 7 01/07/2024 31/07/2024	Period 7 21/06/2024 20/07/2024	Period 7 01/01/2024 31/01/2024
Period 8 01/08/2024 31/08/2024	Period 8 21/07/2024 20/08/2024	Period 8 01/02/2024 28/02/2024
Period 9 01/09/2024 30/09/2024	Period 9 21/08/2024 20/09/2024	Period 9 01/03/2024 31/03/2024
Period 10 01/10/2024 31/10/2024	Period 10 21/09/2024 20/10/2024	Period 10 01/04/2024 30/04/2024
Period 11 01/11/2024 30/11/2024	Period 11 21/10/2024 20/11/2024	Period 11 01/05/2024 31/05/2024
Period 12 01/12/2024 31/12/2024	Period 12 21/11/2024 20/12/2024	Period 12 01/06/2024 30/06/2024

# Process Bonus 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	2024	
Bonus Factor	1		
Bonus Payment by	New Base Salary		
Bonus Amount			
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		

Bonus Parameter	Important Remarks
<p><b>Cut-Off Bonus (month/period)</b> This parameter determines the cut-off period for bonus computation.</p> <p><u>Example:</u> If setup as 12-2024 for “Calendar” method, the system calculates BONUS from 01/01/2024 to 31/12/2024. In cases where a staff member works less than a year, the system will prorate the bonus accordingly.</p>	<p><u>Example:</u> <b>Bonus Method <u>By Calendar</u></b> Cut off bonus = 12-2024</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Bonus Method: By Calendar</p> <p>Cut Off Bonus (Mth/Period): 12 2024</p> </div> <p><b>Bonus Method <u>By Pay Period</u></b> Cut off bonus = 202412</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Bonus Method: By Pay Period</p> <p>Cut Off Bonus (Mth/Period): 202412</p> </div> <p><b>Bonus Method <u>By Calendar - Periodical</u></b> The company’s bonus calculation cut off follow company’s the financial year.</p> <p><u>Example:</u> Company’s financial year is from July to June. Cut off bonus = 7-2023 to 6-2024 Therefore, employees hired after 30/06/2024 will not receive a bonus.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Bonus Method: By Calendar - Periodical</p> <p>Cut Off Bonus (Mth/Period): 7 2023 To 6 2024</p> </div>

# Process Bonus Setup | No 4 – Bonus Factor

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12	2024	
Bonus Factor			1
Bonus Payment by	New Base Salary		
Bonus Amount			
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		

Bonus Parameter	Important Remarks																											
<p><b>Bonus Factor</b> Define the multiplying factor for bonus processing.</p>	<p>If you enter 0, the value specified in the 'Payroll → EMS → Pay Items → Bonus Factor' field will be used for bonus processing.</p> <div data-bbox="1528 496 2242 1082" data-label="Form"> <table border="1"> <thead> <tr> <th>E-Payroll</th> <th>Statutory Requirement</th> <th>Allowances/Deductions</th> </tr> </thead> <tbody> <tr> <td colspan="3"> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="↶"/> <input type="button" value="↷"/> <input type="button" value="SAVE"/> <input type="button" value="CANCEL"/> </td> </tr> <tr> <td colspan="2"><b>Employee ID / Name</b></td> <td>T0001 [TERENCE LAU]</td> </tr> <tr> <td colspan="3"><b>Pay Group/Type Setting</b></td> </tr> <tr> <td>Pay Group</td> <td colspan="2">STD</td> </tr> <tr> <td>Pay Type *</td> <td colspan="2">SN-Mthly Rated-SubJOT [SN]</td> </tr> <tr> <td>Mid Mth Pay</td> <td><input type="checkbox"/> Semi-Month?</td> <td>0 %</td> </tr> <tr> <td>Mid mth deduct EPF?</td> <td colspan="2">No</td> </tr> <tr> <td>Bonus Factor</td> <td colspan="2">2.5</td> </tr> </tbody> </table> </div> <p>When using "Process Bonus By Group" or "By Individual", the Bonus Factor must be set to '0' or leave it empty.</p>	E-Payroll	Statutory Requirement	Allowances/Deductions	<input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="↶"/> <input type="button" value="↷"/> <input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>			<b>Employee ID / Name</b>		T0001 [TERENCE LAU]	<b>Pay Group/Type Setting</b>			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	2.5	
E-Payroll	Statutory Requirement	Allowances/Deductions																										
<input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="↶"/> <input type="button" value="↷"/> <input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>																												
<b>Employee ID / Name</b>		T0001 [TERENCE LAU]																										
<b>Pay Group/Type Setting</b>																												
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	2.5																											

# Process Bonus Setup | No 5 – Bonus Payment By

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

Bonus Run in period **2024-12**

PROG CODE	PROG DATE	PAY EFF DATE	OLD SALARY	INCREMENT	NEW SALARY
ANNU	02/05/2024	02/05/2024	3430.00	300.00	3730.00
FSTART	08/08/2018	08/08/2018	3430.00	0.00	3430.00

Annotations: A red arrow labeled 'Base Salary' points to the 'OLD SALARY' value of 3430.00 in the ANNU row. A purple arrow labeled 'New Base Salary' points to the 'NEW SALARY' value of 3730.00 in the ANNU row.

Bonus Run in period **2025-02**

PROG CODE	PROG DATE	PAY EFF DATE	OLD SALARY	INCREMENT	NEW SALARY
<b>MERIT</b>	<b>01/02/2025</b>	<b>01/02/2025</b>	<b>3730.00</b>	<b>150.00</b>	<b>3880.00</b>
ANNU	02/05/2024	02/05/2024	3430.00	300.00	3730.00
FSTART	08/08/2018	08/08/2018	3430.00	0.00	3430.00

Annotations: A red arrow labeled 'Base Salary' points to the 'OLD SALARY' value of 3730.00 in the MERIT row. A purple arrow labeled 'New Base Salary' points to the 'NEW SALARY' value of 3880.00 in the MERIT row. A green arrow labeled 'New Base Salary (last year)' points to the 'NEW SALARY' value of 3730.00 in the ANNU row.

# Process Bonus 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="2024"/>	
Bonus Factor	<input type="text" value="1"/>		
Bonus Payment by	Fixed Amount		
Bonus Amount	<input type="text" value="0"/>		
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		

## Bonus Parameter

### Bonus Amount

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

# Process Bonus 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	2024	
Bonus Factor	1		
Bonus Payment by	Fixed Amount		
Bonus Amount	0		
Pay Cycle	Bonus Period		
Bonus Calculation By	Mid-month Period		
Service Month Cut Off Day	End-month Period		
Process Batch Group:	<div style="background-color: #0056b3; color: white; padding: 2px;">Bonus Period</div>		
Leave Exclusion	Special Cycle		

## Bonus Parameter

### Pay Cycle

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

### Mid-month Period:

Bonus amount add to MID-MONTH cycle.

### End-month Period:

Bonus amount add to END-MONTH cycle.

### Bonus Period:

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

### Special Cycle:

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

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

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

# Process Bonus 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)	12	2024	
Bonus Factor	1		
Bonus Payment by	New Base Salary		
Bonus Amount			
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day			

- Service Month
- Calendar Days
- Working Days
- None

The "Bonus Calculation By" function is designed to prorate an employee's bonus when their service period within the company is less than a full year.

This feature ensures that the bonus amount is calculated proportionally based on the actual length of time the employee has worked during the year. For example, if an employee has only worked for six months of the year, the bonus calculation will adjust accordingly.

**Note:**

If the "Bonus Payment by" option is set to "Fixed Amount", the "Bonus Calculation By" option should be set to "None".

# Process Bonus 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	2024	
Bonus Factor	1		
Bonus Payment by	New Base Salary		
Bonus Amount			
Pay Cycle	Bonus Period		
Bonus Calculation By	Service Month		
Service Month Cut Off Day	15		

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	Important Remarks
<p><b>Service Month Cut-Off Day</b>                      This option is applicable when “Bonus Calculation By” is set to “Service Month”</p> <p>Specify a ‘cut-off day’ from the dropdown list to enable the system to determine the number of days an employee needs to work in the first month (for new hires) or the last month (for resigned employees) to be considered as a service month in bonus calculation.</p> <p>This pertains to employees with less than one year of service.</p>	<p><u>Example:</u></p> <p>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.</p> <p>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.</p>

# Process Bonus Setup | No 10 – Rounding Formula

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

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

- Bonus Code: BONU
- Bonus Method: By Calendar
- Cut Off Bonus (Mth/Period): 12 | 2024
- Bonus Factor: 1
- Bonus Payment by: Fixed Amount
- Bonus Amount: 0
- Pay Cycle: Bonus Period
- Bonus Calculation By: Service Month
- Service Month Cut Off Day: 15
- Process Batch Group: DEFAULT
- Exclude Bonus Condition:  Exclude unconfirmed staff ?
- Exclude Employee Hired:
- Exclude Employee Resigned After:
- Exclude Zero Bonus Amount:

Rounding Formula	Bonus Amount	Bonus Amount
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

# Process Bonus Setup | No 11 – Leave Exclusion

Bonus Parameter		Group	Individual	Update Bonus Factor	Bonus Parameter	Important Remarks
Bonus Code:					<b>Leave Exclusion</b> This option is applicable when selecting "Calendar Days" or "Working Days" in "Bonus Calculation By".	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 Method						
Cut Off Bonus (Mth/Period)						
Bonus Factor						
Bonus Payment by						
Bonus Amount						
Pay Cycle				Bonus Period		
Bonus Calculation By				Service Month		
Service Month Cut Off Day						
Process Batch Group:						
<b>Leave Exclusion</b>						
<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	>=					
<b>Exclude Bonus Con</b>						
<input checked="" type="checkbox"/> Exclude uncom						
<input type="checkbox"/> Exclude Emplo						
<input type="checkbox"/> Exclude Employee Resigned After						
<input type="checkbox"/> Exclude Zero Bonus Amount						

Bonus Period

Service Month

Service Month

Calendar Days

Working Days

None

# Process Bonus Setup | No 12 – Exclude Bonus Condition

Bonus Parameter		Group	Individual	Update Bonus Factor
Bonus Code:	BONU			
Bonus Method	By Calendar			
Cut Off Bonus (Mth/Period)	12	2024		
Bonus Factor				
Bonus Payment by	New Base Salary			
Bonus Amount				
Pay Cycle	Bonus Period			
Bonus Calculation By	Service Month			
Service Month Cut Off Day	15			
Process Batch Group:	DEFAULT			
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 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	>=			

Bonus Parameter	Important Remarks												
<b>Exclude Bonus Condition</b> This option excludes bonus payment for the following categories of employees: <ul style="list-style-type: none"><li>Exclude Unconfirmed Staff</li><li>Exclude Employee Hired after the date specified</li><li>Exclude Employee Resigned after the date specified</li><li>Exclude Zero Bonus Amount</li></ul>	"Exclude Unconfirmed Staff" condition: The system checks the employee's "Confirmation On" date in the 'Payroll → EMS → Employee → Employment' tab to determine the confirmation status. <table border="1"><tr><td>Probation Period / By</td><td>3</td><td>MONTH</td><td>▼</td></tr><tr><td>Confirmation Due</td><td>08/06/2022</td><td></td><td></td></tr><tr><td>Confirmation On</td><td>09/06/2022</td><td></td><td></td></tr></table>	Probation Period / By	3	MONTH	▼	Confirmation Due	08/06/2022			Confirmation On	09/06/2022		
Probation Period / By	3	MONTH	▼										
Confirmation Due	08/06/2022												
Confirmation On	09/06/2022												

# Process Bonus Setup | No 13 – Stop

**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:

Bonus Report Order By:

default Bonus Factor From Update Em entered

Rounding Formula:

'0' No Cut off day apply. '31' must wo

**Leave Exclusion**

Exclude NPL >=  Days

Exclude Sick Leave >=  Days

Exclude Annual Leave >=  Days

Exclude Absent Leave >=  Days

Exclude Hospitalization Leave >=  Days

**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 **STOP** to terminate the process; however, note that some records may still be processed to the chosen cycle. The system will prompt a message to confirm whether you want to proceed with canceling the process.

localhost says

Are you sure to stop processing?

**OK** | Cancel

# Process Bonus Setup | No 14 – Clear Record

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

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

Bonus Method: By Calendar Bonus Report Order By: COMPANY+DEPARTMENT+NAME

Cut Off Bonus (Mth/Period): 12 | 2024

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

Bonus Payment by: New Base Salary

Bonus Amount:

Pay Cycle: Bonus Period

Bonus Calculation By: Service Month

Service Month Cut Off Day: 15

Process Batch Group: DEFAULT

**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"/>

Bonus Parameter	Important Remarks
<b>Clear Record</b> This option deletes bonus records processed in the "Modify Record" section.	The system withdraws the bonus amount from the chosen pay cycle.

Exclude Employee Hired After:  

Exclude Employee Resigned After:  

Exclude Zero Bonus Amount

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

# Process Bonus Setup | No 15 - Trial Run

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

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

Bonus Method: By Calendar Bonus Report Order By: COMPANY+DEPARTMENT+NAME

Cut Off Bonus (Mth/Period): 12 | 2024

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

Bonus Payment by: New Base Salary

Bonus Amount:  

Pay Cycle: Bonus Period

Bonus Calculation By: Service Month

Service Month Cut Off Day: 15

Process Batch Group: DEFAULT

Bonus Parameter	Important Remarks
<b>Trial Run</b> Click to view/print 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 Pay Record" or "Modify Bonus Record" or "Modify Special Record".

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 Employee Hired After  

Exclude Employee Resigned After  

Exclude Zero Bonus Amount

STOP CLEAR RECORD **TRIAL RUN** PROCESS

# Process Bonus 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:

Bonus Calculation By:

Service Month Cut Off Day:

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"/>

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

Exclude Employee Hired After  

Exclude Employee Resigned After  

Exclude Zero Bonus Amount

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

# Bonus Calculation By Service Month

When an employee works for less than a year, prorating the bonus amount based on the actual duration of employment.

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

Example:

Hired date = 17/05/2024

Bonus method = By Calendar

Cut Off Bonus = 12-2024

Bonus factor = 1

New Base Salary = \$2,335.00

Service Month Cut Off Day = 15

Bonus calculation as follows:

Actual working months = **8 months**

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

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Service Mth/Days	Working Hrs/Days	BONU
Y0001	YOYO TEH	SN	2,335.00	1	17/05/2024	8	0.00	1,556.67

# Bonus Calculation By Calendar Days

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

Bonus Code: BONU

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 | 2024

Bonus Factor: 1

Bonus Payment by: New Base Salary

Bonus Amount: [Empty]

Pay Cycle: Bonus Period

**Bonus Calculation By: Calendar Days**

Process Batch Group: DEFAULT

Leave Exclusion:

- Exclude NPL >= [Days]
- Exclude Sick Leave >= [Days]
- Exclude Annual Leave >= [Days]
- Exclude Absent L
- Exclude Hospitaliz

Exclude Bonus Condition:

- Exclude unconfirmed staff ?
- Exclude Employee Hired
- After
- Exclude Employee

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

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

Example:

Hired date = 17/05/2024

Bonus method = By Calendar

Cut Off Bonus = 12-2024

Bonus factor = 1

New Base Salary = \$2,335.00

Leave Exclusion – Exclude NPL

[No Pay Leave taken in 2024 = 4 days]

Total calendar days in 2024 = 366 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 ÷ 366 days) X \$2,335.00 = **\$1,435.45**

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Service Mth/Days	Working Hrs/Days	BONU
Y0001	YOYO TEH	SN	2,335.00	1	17/05/2024	225	0.00	1,435.45

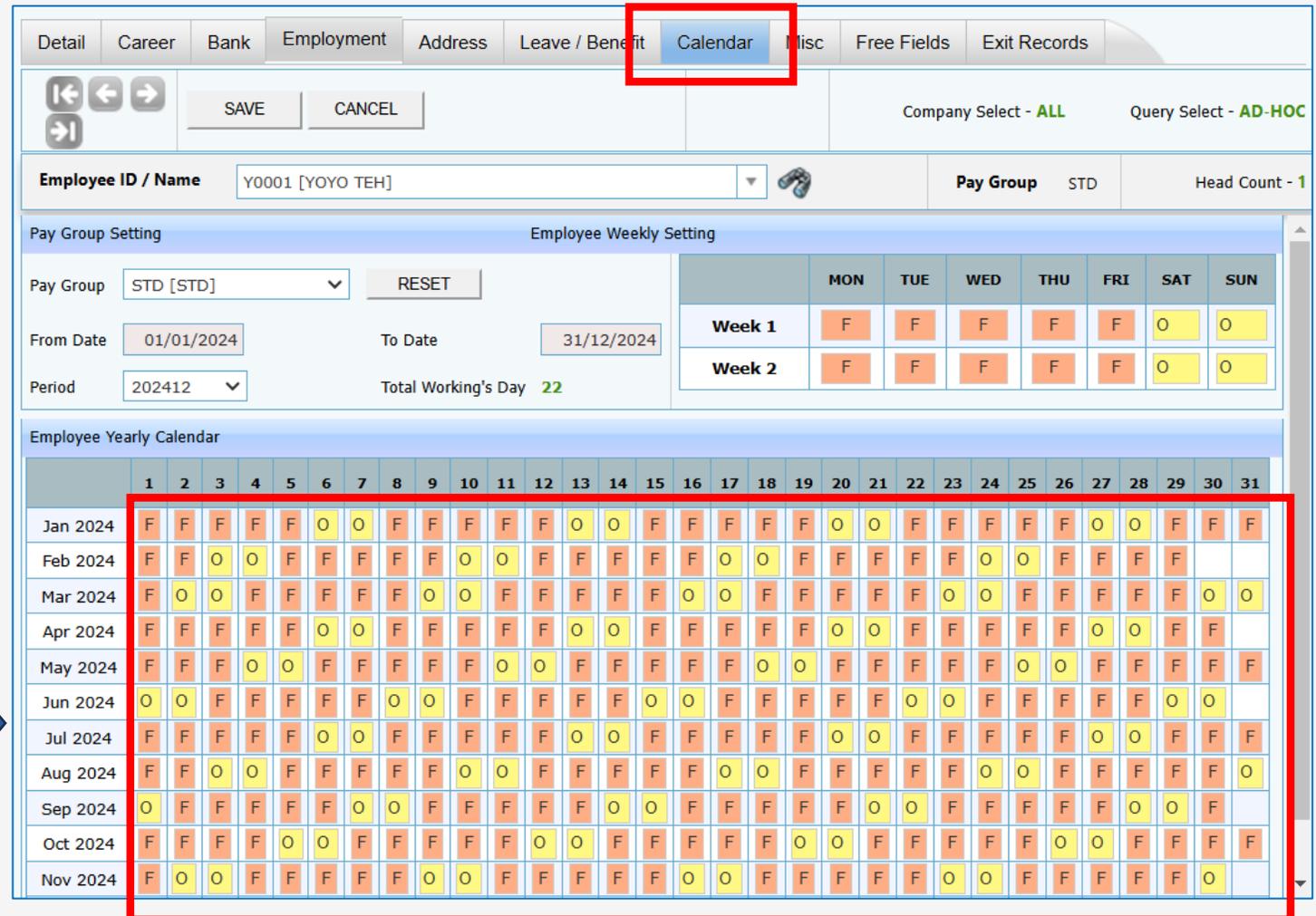
# Bonus Calculation By Working Days

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

Actual 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

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

	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 2024	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F
Feb 2024	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F			
Mar 2024	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	O	O	
Apr 2024	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	
May 2024	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	
Jun 2024	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	
Jul 2024	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	
Aug 2024	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	
Sep 2024	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	
Oct 2024	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	
Nov 2024	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O		

# Bonus Calculation By Working Days

## \*\*Pay Group\*\*

The “**Total Working Days**” for the working pattern is determined by the employee’s Pay Group setting.

- Allowance/Deduction
- Bank Master
- Code Setup
- Cost Centre Allocation
- Formula Setup
- IBG Routing Code Setup
- Pay Group Setup**
- Pay Group Weekly
- Work Code Setup

### Global Pay Group Setup

Pay Group	STD	Year	2024
Start Date	01/01/2024	End Date	31/12/2024
Day Worked Per Week	5	Hour Worked Per Year	2288.00
Daily Rate Formula	Base Pay/Calendar Days [06]	Working Hours	8
NPL Rate Formula	Base Pay/Calendar Days [06]	OT Hour Formula	HOURS/YEAR - USER DEFINED [1]

### 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'.

	MON	TUE	WED	THU	FRI	SAT	SUN
1	FULL	FULL	FULL	FULL	FULL	OFF	OFF
2	FULL	FULL	FULL	FULL	FULL	OFF	OFF

NEW SAVE DELETE CANCEL
WORKING CALENDAR RE-GENERATE

PERIOD	START-DATE	MID-DATE	END-DATE	1st-HALF	2nd-HALF	TOTAL
202401	01/01/2024	15/01/2024	31/01/2024	11	12	23
202402	01/02/2024	15/02/2024	29/02/2024	11	10	21
202403	01/03/2024	15/03/2024	31/03/2024	11	10	21
202404	01/04/2024	15/04/2024	30/04/2024	11	11	22
202405	01/05/2024	15/05/2024	31/05/2024	11	12	23
202406	01/06/2024	15/06/2024	30/06/2024	10	10	20
202407	01/07/2024	15/07/2024	31/07/2024	11	12	23
202408	01/08/2024	15/08/2024	31/08/2024	11	11	22

# 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 | 2024

Bonus Factor: 1

Bonus Payment by: New Base Salary

Bonus Amount:

Pay Cycle: Bonus Period

**Bonus Calculation By: Working Days**

Process Batch Group: DEFAULT

**Leave Exclusion**

Exclude NPL >=  Days

Exclude Sick Leave >=

Exclude Annual Leave >=

Exclude Absence >=

Exclude Holiday >=

**Exclude Bonus Condition**

Exclude unconfirmed staff ?

Exclude Employee Hired After

Exclude Employee After

Exclude Employee After Zero Bonus

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

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

Example:

Hired date = 17/05/2024

Bonus method = By Calendar

Cut Off Bonus = 12-2024

Bonus factor = 1

New Basic Salary = \$2,335.00

Leave Exclusion – Exclude NPL | No Pay Leave taken in 2024 = 4 days

Total working days for 5 Day/Week working pattern in 2024 = 262 days

## Bonus calculation as follows:

Total Working Days in 2024 = 262 days

Actual working days = (11+20+23+22+21+23+21+22) = 163 days

No Pay Leave = 4 days

Total Actual Working Days = **159 days**

(159days ÷ 262days) X \$2,335.00 = **\$1,417.04**

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Service Mth/Days	Working Hrs/Days	BONU
Y0001	YOYO TEH	SN	2,335.00	1	17/05/2024	159	0.00	1,417.04

# Overview of the Bonus Processing Methods

# Bonus Processing Methods

---

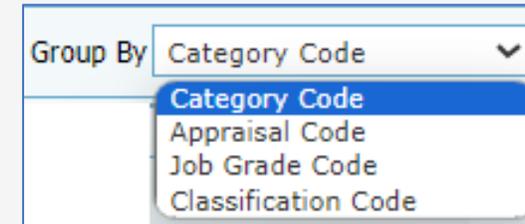
There are four (4) methods for processing bonuses, allowing you to align with your company's bonus processing policy.

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

Regardless of the method you choose, please refer to the guidelines in the 'Bonus Processing Flow'



The screenshot shows the 'Payroll' menu in the Times Software interface. The menu is organized into several categories:

- Setup**
  - Company Setup
  - Payroll Setup
  - Statutory Setup
  - Utility
- EMS**
  - Employee
  - Pay Items
  - E-Document
  - Change Password
  - Batch Delete
- Query**
  - Change Period
  - Lock Period
  - Company Select
  - Query Expert
  - Query Selection
  - Report Writer
  - Adhoc Query
- Process Payroll**
  - Process
  - Bonus Record** (highlighted with a red arrow)
  - 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

# 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 interface includes a 'Variable Bonus Code Setting' section with two input fields for 'Variable Bonus 1' and 'Variable Bonus 2', each with a dropdown arrow. A 'Group By' dropdown menu is set to 'Category C'. The main data area is empty and displays '>>> No Data'. At the bottom, there are buttons for 'GENERATE RECORD' and 'CLEAR RECORD', and a status bar showing 'Total count: 0 record(s)' and navigation controls.

The screenshot shows the 'Individual' tab selected in the Bonus Parameter interface. The interface includes a 'Variable Bonus Code Setting' section with two input fields for 'Variable Bonus 1' and 'Variable Bonus 2', each with a dropdown arrow. There are also checkboxes for 'Retrieve Bonus Factor from EMS?' and 'Update Bonus Factor to EMS?'. The main data area is empty and displays '>>> No Data'. At the bottom, there are buttons for 'GENERATE RECORD' and 'CLEAR RECORD', and a status bar showing 'Total count: 0 record(s)' and navigation controls.

# Method 1 – Process Standard Bonus Run

Below is an example of bonus processing conditions.

Once you have done on the setup in 'Bonus Parameter', click '**Process**' to initiate the bonus processing.

Formula	Configurations
Bonus Method	By Calendar
Cut off Bonus	12-2024
Bonus factor for all employees	1 (month)
Bonus Payment By	New Base Salary (Newest Basic Salary)
Bonus payment period	Bonus Period (Split from END pay cycle)
Bonus Calculation by	Calendar Days (Prorate By Calendar Days)
Leave Exclusion	Exclude NPL <i>(Employees with No Pay Leave will not receive the full one-month bonus amount)</i>

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'.

The screenshot shows the 'Bonus Parameter' configuration window. The 'Process' button at the bottom right is highlighted with a red box. The interface includes the following fields and options:

- Bonus Code:** BONU
- Bonus Method:** By Calendar
- Cut Off Bonus (Mth/Period):** 12 | 2024
- Bonus Factor:** 1
- Bonus Payment by:** New Base Salary
- Bonus Amount:** (Empty field)
- Pay Cycle:** Bonus Period
- Bonus Calculation By:** Calendar Days
- Process Batch Group:** DEFAULT
- Bonus Report Order By:** COMPANY+DEPARTMENT
- Leave Exclusion:**
  - Exclude NPL
  - Exclude Sick Leave
  - Exclude Annual Leave
  - Exclude Absent Leave
  - Exclude Hospitalization Leave
- Exclude Bonus Condition:**
  - Exclude unconfirmed staff ?
  - Exclude
  - Exclude
  - Exclude Zero Bonus Amount

# Method 1 – Process Standard Bonus Run

Once bonus processing is completed, a message will appear at the bottom left: **“Processing finished!”**.

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

The screenshot displays the 'Bonus Parameter' configuration window. The 'Update Bonus Factor' tab is active. The form includes the following fields and options:

- Bonus Code:** BONU
- Bonus Method:** By Calendar
- Cut Off Bonus (Mth/Period):** 12 / 2024
- Bonus Factor:** 1
- Bonus Payment by:** New Base Salary
- Bonus Amount:** (highlighted in yellow)
- Pay Cycle:** Bonus Period
- Bonus Calculation By:** Calendar Days
- Process Batch Group:** DEFAULT
- Bonus Report Order By:** COMPANY+DEPARTMENT
- default Bonus Factor From Update Employee if '0' bonus factor entered:** (empty)
- Rounding Formula:** (empty)

**Leave Exclusion:**

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

**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.

A red box highlights the message **Processing finished!** at the bottom left of the window.

# Method 1 – Process Standard Bonus Run

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

The screenshot shows a web browser window with the URL localhost/TimeSolution/ePayroll/Reports/ProcessReport.aspx. The report title is 'TEST SDN BHD'. It displays parameters for the bonus run, including the period (01/01/2024 To 31/12/2024), payment method (By Calendar), and query (ALL). A table lists employee details and bonus amounts. The 'Department Total' row shows a total bonus of 26,177.62 and an Employer EPF of 1,749.00.

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU	Variable Bonus1	Variable Bonus2	Employer EPF
<b>TEST IMPORT SDN BHD</b>												
<b>(ADM) ADMIN</b>												
A001	AGNES NG	SN	2,500.00		1 11/03/2021		366	0.00	2,500.00	0.00	0.00	325.00
FW0001	BELINDA CLAIRE	SN	10,000.00		1 21/12/2023		366	0.00	10,000.00	0.00	0.00	0.00
D0005	DANSON TEE	SN	2,335.00		1 17/05/2023		366	0.00	2,328.62	0.00	0.00	94.00
F0005	FARALIZA AHMAD	SN	3,400.00		1 18/10/2023		366	0.00	3,400.00	0.00	0.00	374.00
J001	JOEE LIM	SN	5,049.00		1 08/03/2023		366	0.00	5,049.00	0.00	0.00	579.00
WS001	WAI SAN	SN	2,900.00		1 09/03/2022		366	0.00	2,900.00	0.00	0.00	377.00
<b>Department Total:</b>									<b>26,177.62</b>	<b>0.00</b>	<b>0.00</b>	<b>1,749.00</b>

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

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

← ↶ ↷ →

Total record count: 14

**Employee's Information**

Emp No / Name: Y0001 [YOYO TEH]  EPF: CLASS1

Department: NONE Hired Date: 17/05/2024 SOCSO: FIRST

Age / DP Child: 53 Termination Date: EIS: FIRST

Paid: MONTHLY Last Payment Date: TAX Cat: K1

**Salary Information**

Basic Salary: 2,335.00

Daily Rate: 75.32

Hourly Rate: 12.25

Pay Group / Type: STD 2-SN

**Payroll Information**

Period: 202412

**Cycle / Cycle Run: B**

Trial Mode: NO

Change Basic:

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS	F	F	T	T				1,435.45
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				0.00

**EIS Contribution**

EIS Wage: 0.00

EIS EE: 0.00

EIS ER: 0.00

**SOCSCO Contribution**

Socso Wage: 0.00

Socso EE: 0.00

Socso ER: 0.00

**HRD & EPF VOL Contribution**

HRD: 0.00

EPF Vol EE: 0.00

EPF Vol ER: 0.00

**EPF Contribution**

EPF Wage: 1,435.45

EPF EE: -167.00

EPF ER: 144.00

**Total Wages**

Total Allowance: 0.00

Total Deduction: 0.00

Gross Wage: 1,435.45

Nett Wage: 1,268.45

# 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.

The screenshot displays the 'Bonus Parameter' configuration screen. The 'Group' tab is active, and the 'Group By' dropdown menu is open, highlighting 'Category Code'. A red arrow points to this option. Below the dropdown is a table with columns: Description, Hours/Days Worked, Bonus Factor, and Variable Bonus 2.

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

The right-hand pane shows the 'Progression Data' for Employee ID B001 [BADRUL ALI]. The 'Category' field is highlighted in yellow and set to 'IT [IT]'. Other fields include Progression Date (01/02/2024), Pay Effective Date (01/02/2024), and Old Salary (3,730.00).

# Method 2 – Process Bonus By Group

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

Retrieval Bonus Factor from EMS?  Update Bonus Factor to EMS?

Variable Bonus Code Setting

Variable Bonus 1  Variable Bonus 2

>>> No Data

GENERATE RECORD CLEAR RECORD

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

- 2 Click 'Group' tab.

Variable Bonus 1 INC-BO1 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

- 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

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

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

Bonus Parameter | Group | Individual | Update Bonus Factor

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	🗑️

GENERATE RECORD | CLEAR RECORD

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

**Bonus Factor + Variable Bonus 1**

Please be reminded to click this button after completing data input

# Method 2 – Process Bonus By Group

## Example of Process Bonus Option 4

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

Bonus Parameter | Group | Individual | Update Bonus Factor

Variable Bonus 1 INC-BOT | 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

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

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

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 – Process Bonus By Group

Bonus Factor” and “Fix Amount” cannot be used in the same process.

For example:

If **Bonus Factor** has a value other than 0, you are not allowed to input anything in the **Fix Amount** column. Similarly, if you input a value in the **Fix Amount** column, the **Bonus Factor** must be set to 0.

If this condition is not met, the system will display the following error message:

The screenshot shows a software interface for managing bonus parameters. At the top, there are tabs for "Bonus Parameter", "Group", "Individual", and "Update Bonus Factor". Below the tabs, there are input fields for "Variable Bonus 1" and "Variable Bonus 2", and a "Group By" dropdown menu set to "Category Code".

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	

A warning dialog box is displayed in the foreground with the following text:

**Warning**

⚠ Either Bonus Factor or Fixed Amount are not zero.

OK

# Method 2 – Process Bonus By Group | Bonus Factor

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

Cut-off as at 12-2024. (**Bonus Method and Cut Off Bonus**)

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

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

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

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

If you are using the **'Bonus Factor'** method, complete the data input in the **'Group'** tab, then set up the required details in the **'Bonus Parameter'** before clicking the **'Process'** button.

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus Code: BONU

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 | 2024

Bonus Factor

Bonus Payment by: New Base Salary

Bonus Amount

Pay Cycle: Bonus Period

Bonus Calculation By: Calendar Days

Process Batch Group: DEFAULT

Leave Exclusion

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

Exclude Bonus Condition

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

STOP | CLEAR RECORD | TRIAL RUN | PROCESS

# Method 2 – Process Bonus By Group | Fixed Amount

An example of processing bonus by 'Fixed Amount'.

Bonus Method :

By Calendar

Cut Off Bonus:

12-2024

Bonus Factor and Bonus Amount:

Leave empty

Bonus Payment By:

Fixed Amount

Pay Cycle:

Bonus-Period

Bonus Calculation By:

None

If you are using the 'Fixed Amount' method, complete the data input in the 'Group' tab, then set up the required details in the 'Bonus Parameter' before clicking the 'Process' button.

The screenshot shows the 'Bonus Parameter' configuration window. The 'Bonus Payment by' dropdown is set to 'Fixed Amount' and is highlighted with a red box. The 'Process Batch Group' is set to 'DEFAULT'. The 'Exclude Bonus Condition' section includes checkboxes for 'Exclude unconfirmed staff?', 'Exclude Employee Hired After', 'Exclude Employee Resigned After', and 'Zero Bonus Amount'. The 'PROCESS' button at the bottom right is also highlighted with a red box.

# Method 2 – Process Bonus By Group

4

Once bonus processing is completed, a message will appear at the bottom left: **“Processing finished!”**.

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

**DO NOT** close the browser or navigate to another page during this process.

The screenshot displays the 'Bonus Parameter' configuration window. The 'Group' tab is selected. The 'Update Bonus Factor' sub-tab is active. The main configuration area includes fields for Bonus Code (BONU), Bonus Method (By Calendar), Cut Off Bonus (12/2024), Bonus Factor, Bonus Payment by (New Base Salary), Bonus Amount, Pay Cycle (Bonus Period), Bonus Calculation By (Calendar Days), and Process Batch Group (DEFAULT). The 'Exclude Bonus Condition' section contains several checkboxes and date pickers. At the bottom, there are buttons for STOP, CLEAR RECORD, TRIAL RUN, and PROCESS. A red box highlights the message 'Processing finished!' in the bottom left corner.

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus Code:	BONU		
Bonus Method	By Calendar		
Cut Off Bonus (Mth/Period)	12   2024		
Bonus Factor			default Bonus Factor From Update Employee if '0' bonus factor entered
Bonus Payment by	New Base Salary		
Bonus Amount			
Pay Cycle	Bonus Period		Rounding Formula
Bonus Calculation By	Calendar Days		
Process Batch Group:	DEFAULT		

**Leave Exclusion**

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

**Exclude Bonus Condition**

<input type="checkbox"/> Exclude unconfirmed staff ?	
<input type="checkbox"/> Exclude	
Employee Hired After	[ ]
<input type="checkbox"/> Exclude	
Employee Resigned After	[ ]
<input type="checkbox"/> Exclude	
Zero Bonus Amount	

**Buttons:** STOP, CLEAR RECORD, TRIAL RUN, PROCESS

**Message:** Processing finished!

# Method 2 – Process Bonus By Group

- 5 Here is an example of a bonus report with “Variable Bonus 1” after the processing of bonuses has been completed.

EMS Employment BasePage Features - Google Chrome  
localhost/TimeSolution/ePayroll/Reports/ProcessReport.aspx

**TEST IMPORT SDN BHD**

**BONUS RUN FOR** 01/01/2024 To 31/12/2024  
**PAY BONUS BASED ON** New Base Salary  
**BONUS PAYMENT METHOD** By Calendar  
**BONUS CODE** BONU  
**BONUS FACTOR**  
**CUT-OFF DAY** 0  
**QUERY** ALL

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU	INC-BONU
<b>TEST IMPORT SDN BHD</b>										
<b>(ADM) ADMIN</b>										
A001	AGNES NG	SN	2,500.00	2	11/03/2021		366	0.00	5,000.00	5,000.00
FW0001	BELINDA CLAIRE	SN	10,000.00	2	21/12/2023		366	0.00	20,000.00	5,000.00
F0005	FARALIZA AHMAD	SN	3,400.00	2	18/10/2023		366	0.00	6,800.00	5,000.00
J001	JOEE LIM	SN	5,049.00	2	08/03/2023		366	0.00	10,098.00	5,000.00
WS001	WAI SAN	SN	2,900.00	2	09/03/2022		366	0.00	5,800.00	5,000.00
Department Total:									47,698.00	25,000.00

# Method 2 – Process Bonus By Group

6

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

← → ↶ ↷

SAVE CANCEL Total record count: 14

RECALCULATE PRORATE TRIAL CONVERT BANK

**Employee's Information**

Emp No / Name: Y0001 [YOYO TEH] EPF: CLASS1

Department: NONE Hired Date: 17/05/2024 SOC SO: FIRST

Age / DP Child: 53 Termination Date:

Paid: MONTHLY Last Payment Date:

EIS: FIRST TAX Cat: K1

**Salary Information**

Basic Salary: 2,335.00

Daily Rate: 75.32

Hourly Rate: 12.25

Pay Group / Type: STD 2-SN

**Payroll Information**

Period: 202412

Cycle / Cycle Run: B E

Final Mode:

Change Basic:

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS	F	F	T	T				2,870.90
INC-BONU	INCENTIVE BONUS	F	F	T	T				5,000.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				0.00

**EIS Contribution**

EIS Wage: 0.00

EIS EE: 0.00

EIS ER: 0.00

**SOC SO Contribution**

Socso Wage: 0.00

Socso EE: 0.00

Socso ER: 0.00

**HRD & EPF VOL Contribution**

HRD: 0.00

EPF Vol EE: 0.00

EPF Vol ER: 0.00

**EPF Contribution**

EPF Wage: 7,870.90

EPF EE: -871.00

EPF ER: 912.00

**Total Wages**

Total Allowance: 5,000.00

Total Deduction: 0.00

Gross Wage: 7,870.90

Nett Wage: 6,999.90

# 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 with a tabbed menu at the top containing 'Bonus Parameter', 'Group', 'Individual', and 'Update Bonus Factor'. The 'Individual' tab is 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' which contains two input fields: 'Variable Bonus 1' and 'Variable Bonus 2', each with a small icon to its right. A data grid below this section displays '>>> No Data'. At the bottom of the interface, 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 (back, forward, search) and a page indicator 'Page [dropdown] of 0'.

# Method 3 – Process Bonus By Individual

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

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

Variable Bonus 1  Variable Bonus 2  Group By Cal

>>> No Data

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

GENERATE RECORD CLEAR RECORD

- 2 Click 'Individual' tab.

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

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

Variable Bonus Code Setting

Variable Bonus 1  Variable Bonus 2

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

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

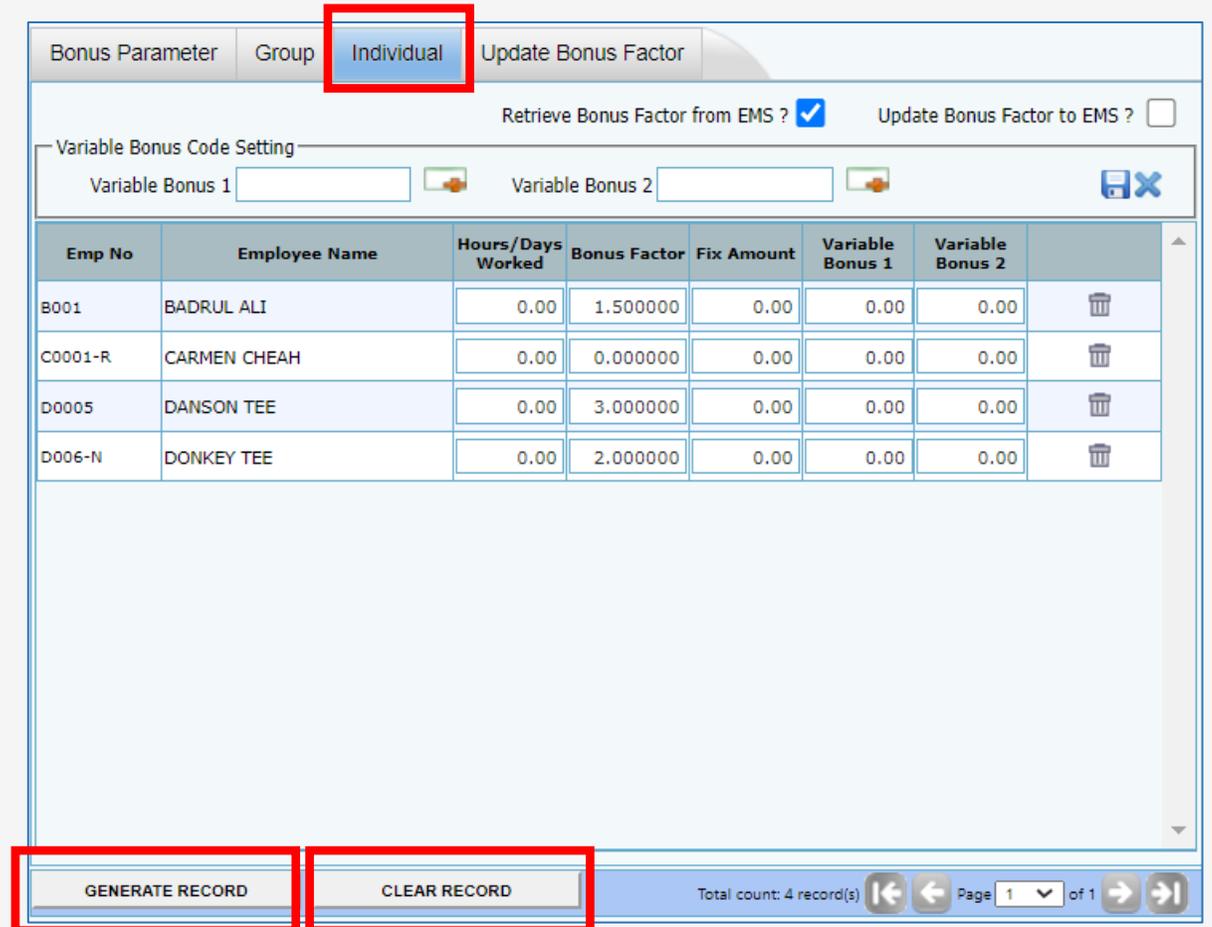
# Method 3 – Process Bonus By Individual

## Important Note:

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

- Click 'Clear Employee Record'
- Then, click 'Generate Employee 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 are two input fields for 'Variable Bonus 1' and 'Variable Bonus 2', each with a small icon to its right. A table with the following columns is displayed: 'Emp No', 'Employee Name', 'Hours/Days Worked', 'Bonus Factor', 'Fix Amount', 'Variable Bonus 1', and 'Variable Bonus 2'. The table contains four rows of data. At the bottom of the interface, there are two buttons: 'GENERATE RECORD' and 'CLEAR RECORD', both highlighted with red boxes. To the right of these buttons, there is a status bar showing 'Total count: 4 record(s)', navigation arrows, 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	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	

# 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

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

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

The screenshot shows a software interface for processing bonuses by individual. The 'Individual' group is selected. The table displays the following data:

Emp No	Employee Name	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
B001	BADRUL ALI	0.00	1.500000	0.00	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	

Annotations in the image include:

- A red box around the 'Individual' group button.
- Red boxes around the 'Bonus Factor' and 'Variable Bonus 1' columns.
- A yellow callout box pointing to the 'Bonus Factor' and 'Variable Bonus 1' columns with the text: "Bonus Factor + Variable Bonus 1".
- A blue callout box pointing to the save button with the text: "Please be reminded to click this button after completing data input".

The interface also includes a 'Variable Bonus Code Setting' section with 'Variable Bonus 1' set to 'INC-BONU'. At the bottom, there are buttons for 'GENERATE RECORD' and 'CLEAR RECORD', and a status bar showing 'Total count: 4 record(s)' and 'Page 1 of 1'.

# Method 3 – Process Bonus By Individual

## Example of Process Bonus Option 5

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	

**Fix Amount + Variable Bonus 1**

Please be reminded to click this button after completing data input

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

# Method 3 – Process Bonus By Individual

Bonus Factor” and “Fix Amount” cannot be used in the same process.

For example:

If **Bonus Factor** has a value other than 0, you are not allowed to input anything in the **Fix Amount** column. Similarly, if you input a value in the **Fix Amount** column, the **Bonus Factor** must be set to 0.

If this condition is not met, the system will display the following error message:

The screenshot shows a software interface for processing bonuses. At the top, there are tabs for "Bonus Parameter", "Group", "Individual", and "Update Bonus Factor". Below the tabs, there are checkboxes for "Retrieve Bonus Factor from EMS ?" and "Update Bonus Factor to EMS ?". There are also input fields for "Variable Bonus 1" and "Variable Bonus 2".

The main 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 first row of the table is highlighted with a red box, indicating the error message. The "Bonus Factor" column contains the value "2" and the "Fix Amount" column contains the value "0".

A warning dialog box is displayed over the table, with the text: "Warning: Either Bonus Factor or Fixed Amount are not zero." The dialog box has an "OK" button.

Emp No	Employee Name	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
A001	AGNES NG	0.00	2	0	0.00	0.00	🗑️
B001	BADRUL ALI				0.00	0.00	🗑️
CS001	CASSIE				0.00	0.00	🗑️
D0005	DANSON TEE				0.00	0.00	🗑️
D006-N	DONKEY TEE				0.00	0.00	🗑️
F0005	FARALIZA AHMAD				0.00	0.00	🗑️
FW0001	BELINDA CLAIRE				0.00	0.00	🗑️
J001	JOEE LIM	0.00	0.000000	0.00	0.00	0.00	🗑️

# 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 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 'Update Bonus Factor to EMS?' (unchecked), 'Variable Bonus Code Setting' fields, and a 'No Data' message in the main area.

# Method 3 – Process Bonus By Individual | Bonus Factor

An example of processing bonus by 'Bonus Factor'.

Cut-off as at 12-2024.

Bonus Method and Cut Off Bonus (Mth/Period)

Use latest Basic Salary to calculate Bonus amount.

Bonus Payment by

Bonus is paid separately from the regular payroll cycle.

Pay Cycle

Bonus calculated by Calendar Days.

Bonus Calculation By

Bonus will be prorated if there is NPL taken.

Leave Exclusion | Exclude NPL

If you are using the 'Bonus Factor' method, complete the data input in the 'Individual' tab, then set up the above required details in the 'Bonus Parameter' before clicking the 'Process' button.

Bonus Parameter Group Individual Update Bonus Factor

Bonus Code: BONU

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 2024

Bonus Factor

Bonus Payment by: New Base Salary

Bonus Amount

Pay Cycle: Bonus Period

Bonus Calculation By: Calendar Days

Process Batch Group: DEFAULT

Leave Exclusion

Exclude NPL

Exclude Sick Leave

Exclude Annual Leave

Exclude Absent Leave

Exclude Hospitalization Leave

Exclude Bonus Condition

Exclude unconfirmed staff ?

Exclude Employee Hired After

Exclude Employee Resigned After

Zero Bonus Amount

STOP CLEAR RECORD TRIAL RUN PROCESS

# Method 3 – Process Bonus By Individual | Fixed Amount

An example of processing bonus by 'Fixed Amount'.

Bonus Method :

By Calendar

Cut Off Bonus:

12-2024

Bonus Factor and Bonus Amount:

Leave empty

Bonus Payment By:

Fixed Amount

Pay Cycle:

Bonus-Period

Bonus Calculation By:

None

If you are using the 'Fixed Amount' method, complete the data input in the 'Individual' tab, then set up the required details in the 'Bonus Parameter' before clicking the 'Process' button.

The screenshot shows the 'Bonus Parameter' configuration window. The 'Bonus Parameter' tab is selected. The 'Bonus Code' is 'BONU'. The 'Bonus Method' is 'By Calendar'. The 'Cut Off Bonus (Mth/Period)' is '12/2024'. The 'Bonus Factor' is empty. The 'Bonus Payment by' is 'Fixed Amount'. The 'Bonus Amount' is '0'. The 'Pay Cycle' is 'Bonus Period'. The 'Bonus Calculation By' is 'None'. The 'Process Batch Group' is 'DEFAULT'. The 'Exclude Bonus Condition' section has three checkboxes: 'Exclude unconfirmed staff?' (unchecked), 'Exclude Employee Hired After' (unchecked), and 'Exclude Employee Resigned After' (unchecked). The 'Zero Bonus Amount' checkbox is also unchecked. The 'PROCESS' button is highlighted with a red box.

# Method 3 – Process Bonus By Individual

5

Once bonus processing is completed, a message will appear at the bottom left: **“Processing finished!”**.

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

**DO NOT** close the browser or navigate to another page during this process.

Bonus Parameter Group Individual Update Bonus Factor

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

Bonus Method: By Calendar

Cut Off Bonus (Mth/Period): 12 2024

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

Bonus Payment by: New Base Salary

Bonus Amount:

Pay Cycle: Bonus Period Rounding Formula:

Bonus Calculation By: Calendar Days

Process Batch Group: DEFAULT

Leave Exclusion

Exclude NPL >= Days

Exclude Sick Leave >= Days

Exclude Annual Leave >= Days

Exclude Absent Leave >= Days

Exclude Hospitalization Leave >= Days

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 Here is an example of a bonus report with “Variable Bonus 1” after the processing of bonuses has been completed.

EMS Employment BasePage Features - Google Chrome  
localhost/TimeSolution/ePayroll/Reports/ProcessReport.aspx

**TEST IMPORT SDN BHD**

**BONUS RUN FOR** 01/01/2024 To 31/12/2024  
**PAY BONUS BASED ON** New Base Salary  
**BONUS PAYMENT METHOD** By Calendar  
**BONUS CODE** BONU  
**BONUS FACTOR**  
**CUT-OFF DAY** 0  
**QUERY** ALL

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU	INC-BONU
<b>TEST IMPORT SDN BHD</b>										
<b>(ADM) ADMIN</b>										
A001	AGNES NG	SN	2,500.00	2	11/03/2021		366	0.00	5,000.00	5,000.00
FW0001	BELINDA CLAIRE	SN	10,000.00	2	21/12/2023		366	0.00	20,000.00	5,000.00
F0005	FARALIZA AHMAD	SN	3,400.00	2	18/10/2023		366	0.00	6,800.00	5,000.00
J001	JOEE LIM	SN	5,049.00	2	08/03/2023		366	0.00	10,098.00	5,000.00
WS001	WAI SAN	SN	2,900.00	2	09/03/2022		366	0.00	5,800.00	5,000.00
<b>Department Total:</b>									<b>47,698.00</b>	<b>25,000.00</b>

# Method 3 – Process Bonus By Individual

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

← → ↶ ↷

SAVE CANCEL

Total record count: 14

RECALCULATE PRORATE TRIAL CONVERT BANK

**Employee's Information**

Emp No / Name: Y0001 [YOYO TEH] EPF: CLASS1

Department: NONE Hired Date: 17/05/2024 SOCSO: FIRST

Age / DP Child: 53 Termination Date:

Paid: MONTHLY Last Payment Date:

EIS: FIRST TAX Cat: K1

**Salary Information**

Basic Salary: 2,335.00

Daily Rate: 75.32

Hourly Rate: 12.25

Pay Group / Type: STD 2-SN

**Payroll Information**

Period: 202412

Cycle / Cycle Run: B E

Final Mode:

Change Basic:

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS	F	F	T	T				2,870.90
INC-BONU	INCENTIVE BONUS	F	F	T	T				5,000.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				0.00

**EIS Contribution**

EIS Wage: 0.00

EIS EE: 0.00

EIS ER: 0.00

**SOCSCO Contribution**

Socso Wage: 0.00

Socso EE: 0.00

Socso ER: 0.00

**HRD & EPF VOL Contribution**

HRD: 0.00

EPF Vol EE: 0.00

EPF Vol ER: 0.00

**EPF Contribution**

EPF Wage: 7,870.90

EPF EE: -871.00

EPF ER: 912.00

**Total Wages**

Total Allowance: 5,000.00

Total Deduction: 0.00

Gross Wage: 7,870.90

Nett Wage: 6,999.90

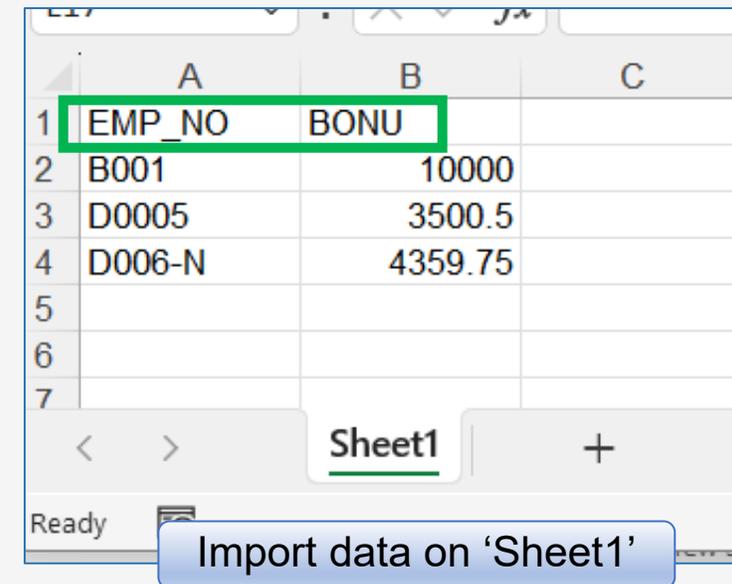
# Method 4 – Import Bonus from Excel Format

# Method 4 – Import Bonus from CSV / Excel Format

If you already know the exact bonus amounts for each employee, instead of entering them manually into the system, you have the option to upload those amounts in bulk. This can be done by preparing a file in Excel and importing it into the system via the **'DYNAMIC PAYROLL IMPORT'** function.

## Import File Requirements:

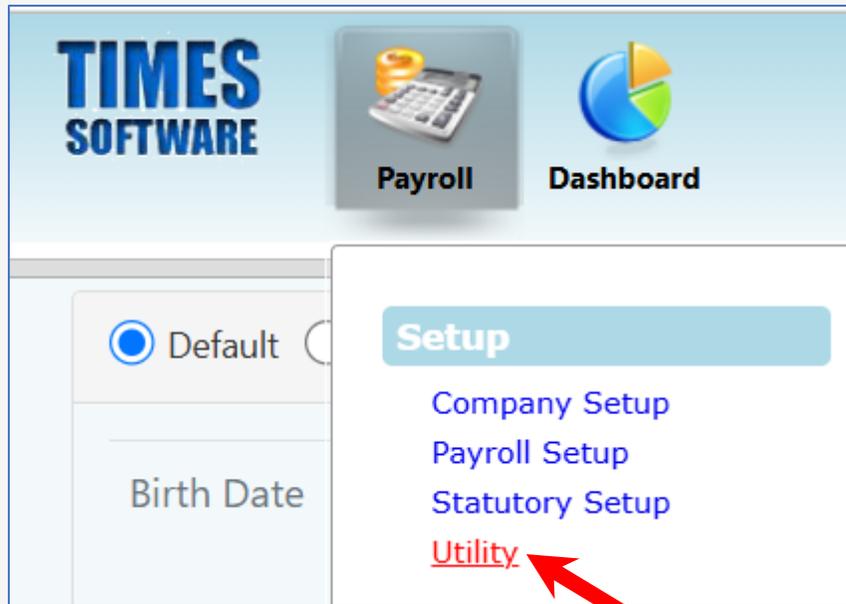
Item	Guidelines
1	The import filename cannot contain special characters, except for '_' and '-'. Additionally, only one dot is allowed.
2	The 'Amount' column should only contain numeric values.
3	The 'Amount' column should be 2 decimal points only.
4	Data must be placed on the worksheet named 'Sheet1'.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



# 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 a software interface with a left-hand navigation menu and a main content area. The navigation menu includes options like 'Initialize New Year', 'Transfer Emp Record', 'Compress Image File', 'Head Count Setup', 'Export/Import' (highlighted in blue), 'Global Change', and 'Report Footer Message'. The main content area has a top navigation bar with tabs: 'Run' (selected), 'Scheduler', 'Template', 'Mapping', 'Global', and 'Employee'. Below this is a table with columns 'Name', 'File Name', and 'Run'. The table contains one row: 'DYNAMIC PAYROLL IMPORT', 'DYNAMIC ... IMPORT.xls', and a checked checkbox. A 'Choose File' button is positioned between the 'Name' and 'File Name' columns. Below the table are three buttons: 'START' (highlighted with a red box), 'GO TO PROCESS PAYROLL', and 'CLEAR IMPORT TABLE'.

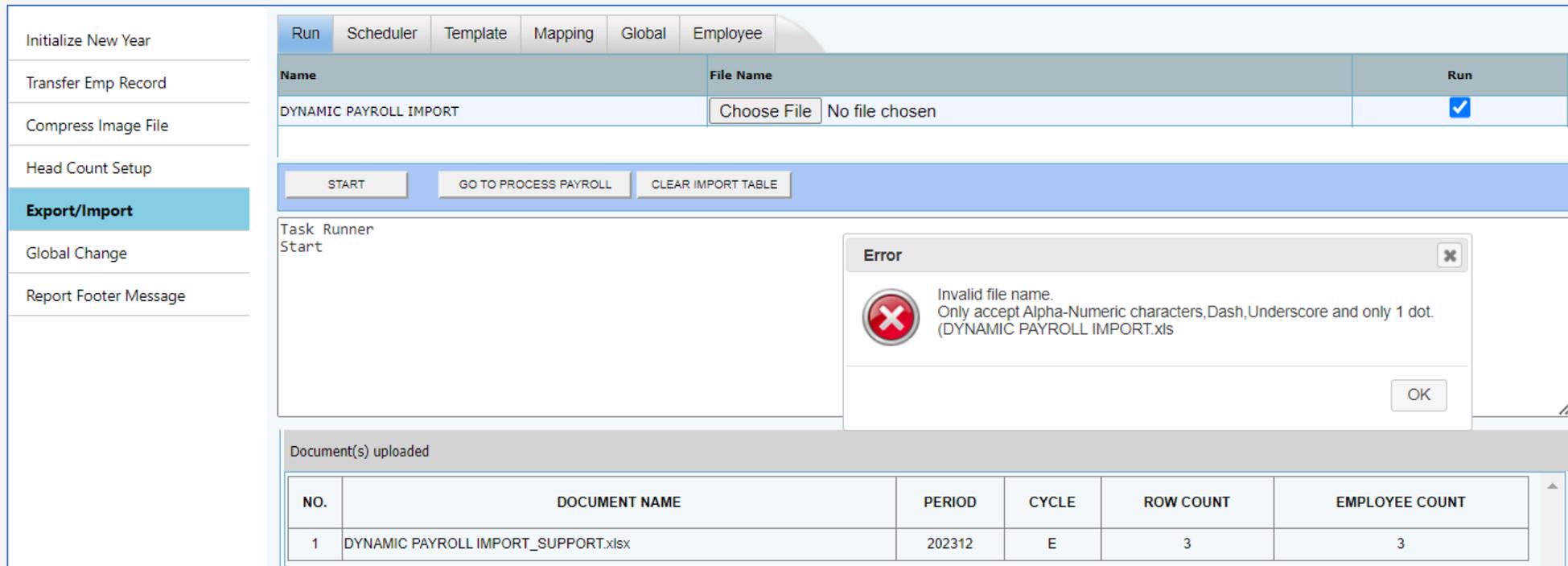
Name	File Name	Run
DYNAMIC PAYROLL IMPORT	DYNAMIC ... IMPORT.xls	<input checked="" type="checkbox"/>

# Method 4 – Import Bonus from Excel Format

## Important Note:

Ensure that the filename for Excel imports does not contain special characters, except for **'\_'** and **'-'**. Additionally, the filename should include only one dot ('.').

Failure to follow these guidelines will result in the system displaying an error message, as shown below.



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

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

# Method 4 – Import Bonus from Excel Format

- 4 Verify whether the 'Row Count' and 'Employee Count' match the expected data in the Excel file. If everything is in order, proceed by clicking the 'Go to Process Payroll' button to move to the next screen.

The screenshot displays a software interface with a sidebar on the left containing menu items like 'Initialize New Year', 'Transfer Emp Record', 'Compress Image File', 'Head Count Setup', 'Export/Import', 'Global Change', and 'Report Footer Message'. The main area has tabs for 'Run', 'Scheduler', 'Template', 'Mapping', 'Global', and 'Employee'. A table lists 'DYNAMIC PAYROLL IMPORT' with a 'Choose File' button and a 'Run' checkbox. Below this are buttons for 'START', 'GO TO PROCESS PAYROLL' (highlighted), and 'CLEAR IMPORT TABLE'. A log window shows the following text:

```
Process Complete
Inserting row: 'SUPPORT', 'P_HTRX', 'BONU', '10000', 'B001', '0', null, 'SGD', 'DYNAMIC PAYROLL
IMPORT_SUPPORT.xlsx', null, 'ALLOWANCE', null, null, '202312', 'E', null, null,
Inserting row: 'SUPPORT', 'P_HTRX', 'BONU', '3500.5', 'D0005', '0', null, 'SGD', 'DYNAMIC PAYROLL
IMPORT_SUPPORT.xlsx', null, 'ALLOWANCE', null, null, '202312', 'E', null, null,
Inserting row: 'SUPPORT', 'P_HTRX', 'BONU', '4359.75', 'D006-N', '0', null, 'SGD', 'DYNAMIC PAYROLL
IMPORT_SUPPORT.xlsx', null, 'ALLOWANCE', null, null, '202312', 'E', null, null,
```

Below the log, a 'Document(s) uploaded' table is shown:

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

# Method 4 – Import Bonus from Excel Format

- 5 Click 'Check Sum' to verify if the total amount matches the expected amount in the Excel file.

The screenshot displays a software interface for processing data. On the left, a sidebar lists various functions, with 'Export/Import' selected. The main window has a 'CHECK SUM' button highlighted in red. Below it, 'Batch Group' is set to 'DEFAULT' and 'Period' to '202412'. The 'PROCESS STATUS' is 'Query : ALL'. On the right, a 'Check Sum' summary shows 'Total Employee(s) count: 3' and an 'EXPORT DETAILS' button. A table below shows the following data:

PAY CODE	TOTAL AMOUNT	TOTAL FREQUENCY
BONU	17860.25	

An Excel spreadsheet is overlaid on the interface, showing the following data:

A	B	C	D
1	EMP_NO	BONU	
2	B001	10000	
3	D0005	3500.5	
4	D006-N	4359.75	
5			
6			
7			
8			

The Excel spreadsheet's status bar shows 'Average: 5953.416667' and 'Count: Sum: 17860.25', with the sum value highlighted in green.

# Method 4 – Import Bonus from Excel Format

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

The screenshot shows a software interface with a sidebar on the left containing menu items: Initialize New Year, Transfer Emp Record, Compress Image File, Head Count Setup, Export/Import (highlighted), Global Change, and Report Footer Message. The main area contains several controls: a 'PROCESS' button (highlighted with a red box), 'STOP' and 'CHECK SUM' buttons, a 'Batch Group' dropdown (DEFAULT), a 'Period' dropdown (202412), a 'Contribute Community Fund?' dropdown (YES), and a 'Cycle' dropdown (highlighted with a red box) showing a list of options: E, S, M, B (selected), 1, 2, 3, 4, 5. Below these controls, there is a 'PROCESS STATUS' section with 'Query : ALL' and a 'Period' label.

# Method 4 – Import Bonus from Excel Format

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

The screenshot displays a software interface with a confirmation dialog box. The main interface includes buttons for 'PROCESS', 'STOP', and 'CHECK SUM'. Below these are dropdown menus for 'Batch Group' (DEFAULT), 'Period' (202412), 'Contribute Community Fund?' (YES), and 'Cycle' (B). A status bar shows 'PROCESS STATUS' and 'Query : ALL'. A table area is visible but empty. A dialog box titled 'Confirm' is overlaid, asking 'Are you sure to process period: 202412/B? QUERY: ALL'. The 'OK' and 'Cancel' buttons in the dialog are highlighted with a red box. An 'EXPORT TO PDF' button is also visible on the right side of the main interface.

# Method 4 – Import Bonus from Excel Format

8 After the data import is completed, the system will display the process status.

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

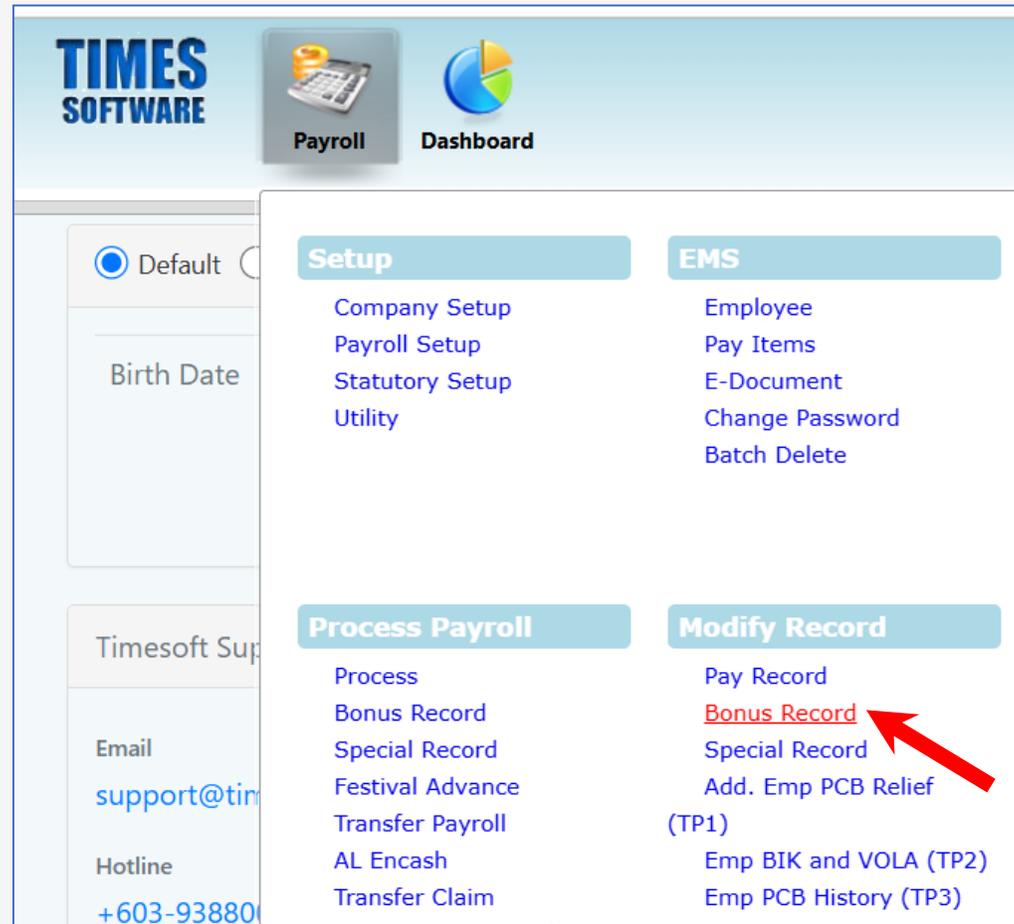
**DO NOT** close the browser or navigate to another page during this process.

Once completed, you can verify the data in '**Bonus Record**' to ensure everything is in order.

Initialize New Year	<input type="button" value="PROCESS"/>			<input type="button" value="STOP"/>	<input type="button" value="CHECK SUM"/>
Transfer Emp Record	Batch Group	DEFAULT	Contribute Community Fund?	YES	Total Transfer Employee(s) : 0
Compress Image File	Period	202412	Cycle	B	
Head Count Setup	<b>PROCESS STATUS</b>		Query : ALL		
<b>Export/Import</b>	Employee Code[B001] - OK!				
Global Change	Employee Code[D0005] - OK!				
Report Footer Message	Employee Code[D006-N] - OK!				

# Method 4 – Import Bonus from Excel Format

- 9 Navigate to 'Payroll → Modify Record → **Bonus Record**'.



# Method 4 – Import Bonus from Excel Format

10 Here is an example of a bonus record imported to 'Bonus' cycle.

← → ↶ ↷

SAVE CANCEL

Total record count: 14

RECALCULATE PRORATE TRIAL CONVERT BANK

**Employee's Information**

Emp No / Name: Y0001 [YOYO TEH] EPF: CLASS1

Department: NONE Hired Date: 17/05/2024 SOCSCO: FIRST

Age / DP Child: 53 Termination Date: EIS: FIRST

Paid: MONTHLY Last Payment Date: TAX Cat: K1

**Salary Information**

Basic Salary: 2,335.00

Daily Rate: 75.32

Hourly Rate: 12.25

Pay Group / Type: STD 2-SN

**Payroll Information**

Period: 202412

**Cycle / Cycle Run: B E**

Trial Mode: NO

Change Basic:

CODE	DESCRIPTION	EIS	SOC	EPF	PCB	FREQUENCY	UNIT	RATE	AMOUNT
BONU	BONUS	F	F	T	T				2,870.90
INC-BONU	INCENTIVE BONUS	F	F	T	T				5,000.00
PCB	MONTHLY INCOME TAX DEDUCTION	F	F	F	F				0.00

**EIS Contribution**

EIS Wage: 0.00

EIS EE: 0.00

EIS ER: 0.00

**SOCSCO Contribution**

Socso Wage: 0.00

Socso EE: 0.00

Socso ER: 0.00

**HRD & EPF VOL Contribution**

HRD: 0.00

EPF Vol EE: 0.00

EPF Vol ER: 0.00

**EPF Contribution**

EPF Wage: 7,870.90

EPF EE: -871.00

EPF ER: 912.00

**Total Wages**

Total Allowance: 5,000.00

Total Deduction: 0.00

Gross Wage: 7,870.90

Nett Wage: 6,999.90

A decorative graphic on the left side of the slide. It features a large, thick blue arc that curves from the top left towards the bottom right. Inside this arc, there are three blue icons: a wrench, a screwdriver, and a pencil, all arranged in a circular pattern. The background is white with green and blue curved accents at the top and bottom edges.

## Common Errors when importing bonus amounts into EPAYROLL using Excel files

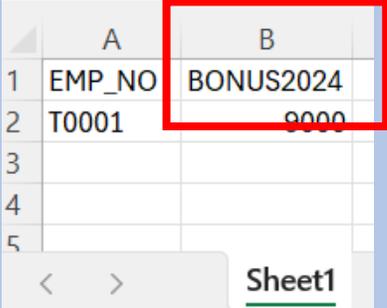
# Common Errors When Importing Bonus Amount

No	System return error	Excel File	Mistake										
1	<p>Error Invalid file name. Only accept Alpha-Numeric characters, Dash, Underscore and only 1 dot. (DYNAMIC PAYROLL IMPORT.xls)</p>	<p>bonus (2024).xlsx</p>	<p>( ) characters not allowed</p> <p>The import filename contain special characters other than a dot, underscore and hyphen</p>										
2	<p>Process Complete Input string was not in a correct format. Couldn't store &lt;\$4,359.75&gt; in VALUE_EE Column. Expected type is Double. Task Runner Start</p>	<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>\$ 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>		The data must be placed on the worksheet named 'Sheet1'.
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>		The header name for Employee Code must be 'EMP_NO'

# 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 : BONUS2024 Object Reference not set to an instance of an object. Task Runner Start</pre>		<ol style="list-style-type: none"><li>1. The allowance code defined in Column B does not exist in Payroll → Setup → Payroll Setup → <b>Allowance/Deduction.</b></li><li>2. The allowance code defined in Column B does not exist in Payroll → Setup → Utility → Export/Import → Template tab → <b>DYNAMIC PAYROLL IMPORT template setup.</b></li></ol>

# Lock Bonus Cycle

# Lock Bonus Cycle

---

It is recommended to lock the Bonus cycle once the Bonus payment is finalized to prevent unintentional re-processing.

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

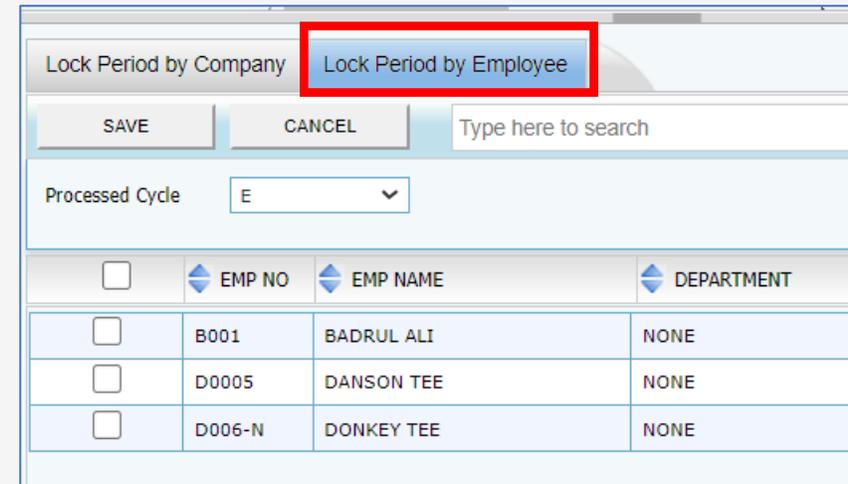
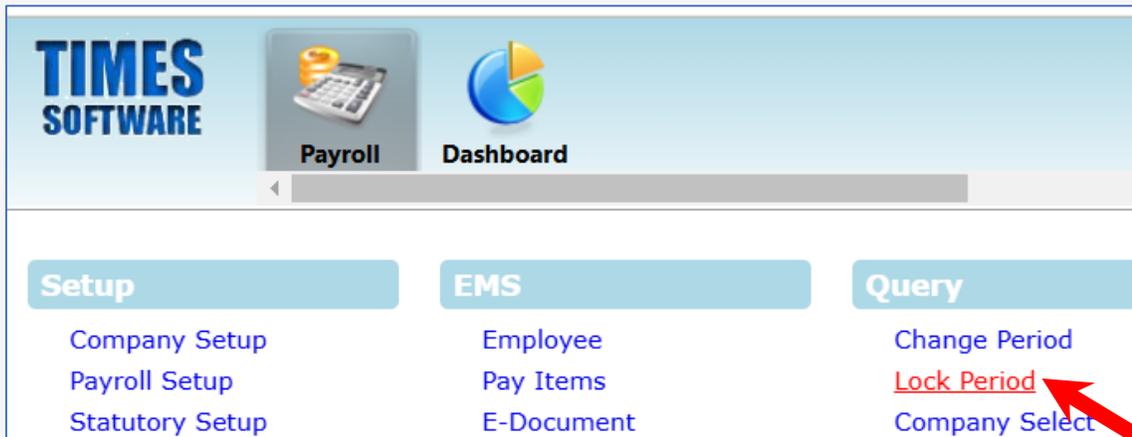
You can disregard this step if the Bonus is combined with the Mid/End pay cycle.

# 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 buttons for 'SAVE' and 'CANCEL', and a search field labeled 'Type here to search'. The 'Processed Cycle' dropdown menu is open, showing options: E, S, M, B (highlighted), 1, 2, 3, 4, 5. Below the dropdown is a table with columns for EMP NO, EMP NAME, and DEPARTMENT.

EMP NO	EMP NAME	DEPARTMENT
	ALI	NONE
	TEE	NONE
D006-N	DONKEY TEE	NONE

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

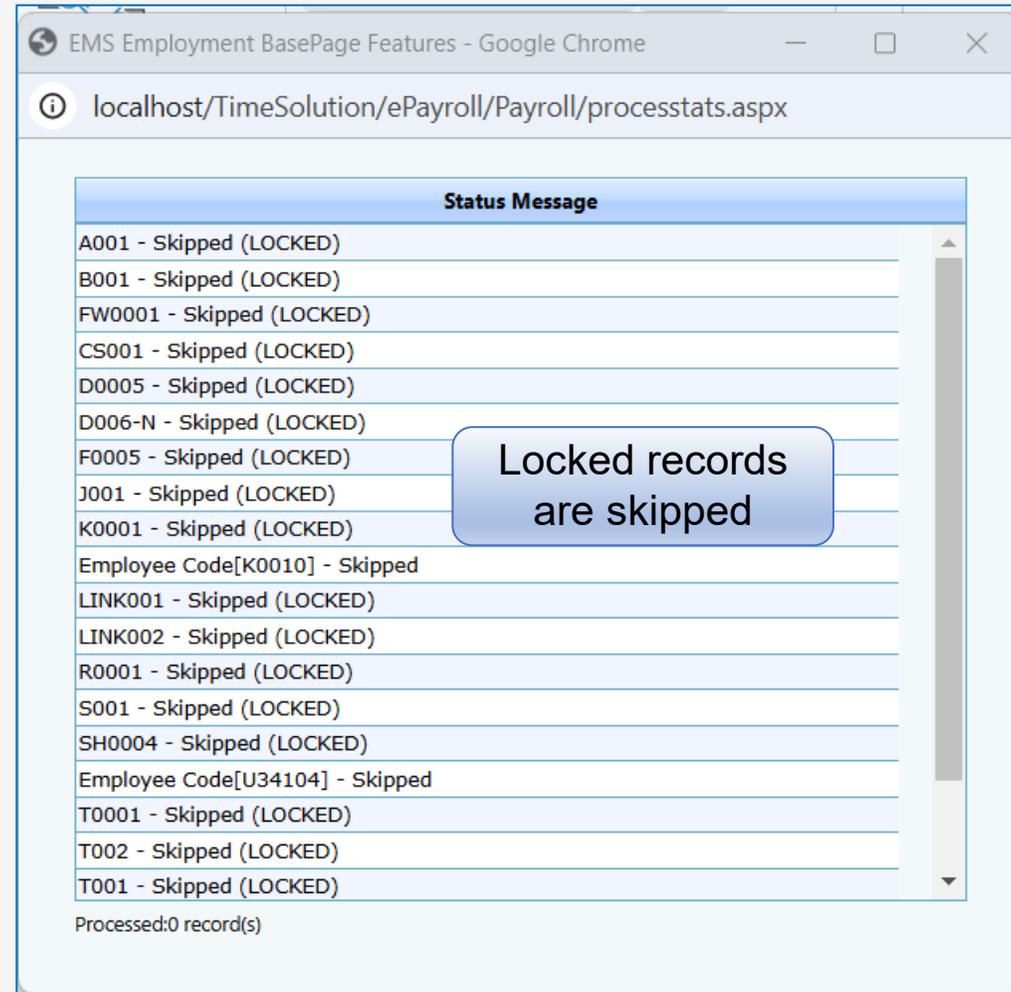
The screenshot shows the 'Lock Period by Employee' interface. The 'Processed Cycle' dropdown is set to 'B'. The 'SAVE' button is highlighted with a red box. A red arrow points to the checkbox in the first row of the table, which is also highlighted in yellow. All checkboxes in the table are checked.

EMP NO	EMP NAME	DEPARTMENT
	BADRUL ALI	NONE
D0005	DANSON TEE	NONE
D006-N	DONKEY TEE	NONE

# Lock Bonus Cycle

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

This helps to prevent unintentional re-processing.



The screenshot shows a web browser window with the URL `localhost/TimeSolution/ePayroll/Payroll/processtats.aspx`. The page displays a table titled "Status Message" with the following rows:

Status Message
A001 - Skipped (LOCKED)
B001 - Skipped (LOCKED)
FW0001 - Skipped (LOCKED)
CS001 - Skipped (LOCKED)
D0005 - Skipped (LOCKED)
D006-N - Skipped (LOCKED)
F0005 - Skipped (LOCKED)
J001 - Skipped (LOCKED)
K0001 - Skipped (LOCKED)
Employee Code[K0010] - Skipped
LINK001 - Skipped (LOCKED)
LINK002 - Skipped (LOCKED)
R0001 - Skipped (LOCKED)
S001 - Skipped (LOCKED)
SH0004 - Skipped (LOCKED)
Employee Code[U34104] - Skipped
T0001 - Skipped (LOCKED)
T002 - Skipped (LOCKED)
T001 - Skipped (LOCKED)

At the bottom of the table, it says "Processed:0 record(s)". A blue callout box with the text "Locked records are skipped" is overlaid on the table.



# Information Sharing

[Details to be shared in the seminar]

# Year End Statutory Fo

# Year End Statutory Forms | Employer's Responsibility

Employee's Statement of Remuneration and Tax Payment	Deadline
<p>Distribute the following completed forms to employees:</p> <p><b><u>Remuneration Statement:</u></b></p> <ul style="list-style-type: none"><li>▪ EA Form</li><li>▪ Section F Tax Exempt Appendix (EA Supplementary - Optional)</li></ul> <p><b><u>Tax Payment Statement:</u></b></p> <ul style="list-style-type: none"><li>▪ Slip Jawapan [PCB2(II)]</li></ul>	<p>On or before 28 February 2025</p>

# Year End Statutory Forms | Employer's Responsibility

Employer's Return	Deadline for Form E and C.P.8D
<p>Furnish to LHDN (IRBM):</p> <ul style="list-style-type: none"><li>▪ Form E</li><li>▪ C.P.8D / Data Praisi (<i>Prefill</i>)</li></ul> <p>(Form E is a declaration report submitted by every employer to inform the Inland Revenue Board (IRB) about the number of employees and the list of employee income details)</p>	<p>31st March 2025 Grace Period: 1 month (via e-Filing)</p> <p><b>Note for e-Data Praisi (<i>Prefill</i>) submission:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Upload the text file by 25 February 2025.</li><li><input type="checkbox"/> Employers who have submitted information via e-Data Praisi (<i>Prefill</i>) before the deadline are no longer required to complete and furnish C.P.8D.</li></ul>

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

---

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

The e-Data Praisi (*Prefill*) is a feature from the LHDN to simplify income tax filing for employees.

### **Purpose:**

It allows employers to upload employees' income details directly to the LHDN e-Filing system.

### **Benefits:**

- Employees' income details are automatically populated in their tax return forms (e.g., e-BE, e-B, e-BT, e-M, or e-MT).
- Employee shall verify and amend the prefilled particulars, if necessary.

# Topics on Year End Statutory Forms

- 1 Setup Tax Line (EA No.) for Allowance/Deduction Code
- 2 Important 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]
- 8 EA Form
- 9 Slip Jawapan - PCB2(II)
- 10 Form E / C.P.8D

# Year End Statutory Forms | To-Do List

Relevant Setups and Reports	Forms Generation (External)
<ol style="list-style-type: none"><li>1. Setup Tax Line (EA No.) for Allowance/Deduction Code</li><li>2. Important Indicators in EMS</li><li>3. Link Employee</li><li>4. (Optional) Import Benefits in Kind</li><li>5. (Optional) Benefits In Kind Data Entry</li><li>6. (Optional) Benefits In Kind Checking</li><li>7. (Optional) Section (F) Checking Report</li></ol>	<ol style="list-style-type: none"><li>8. Section [F] Appendix</li><li>9. EA Form</li><li>10. Slip Jawapan - PCB2(II)</li><li>11. Form E / C.P.8D</li></ol>

# Year End Statutory Forms

---

## Important Note:

- ❑ Please be reminded to log in to the period **202412**
- ❑ The accuracy of data reporting in the Year-End Forms depends on your setup. Therefore, please ensure a proper setup is completed before generating the relevant forms to avoid unnecessary repetition.



## Frequently Asked Question

### Question:

Can I print 2024 Year-End forms after initialize New Year to 2025?

### Answer:

Yes, you can print at any time.  
Please log in to period 202412 to generate the forms.  
Database restoration is not required when accessing previous years' data.

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

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

---

This step involves **assigning tax lines (EA No.)** to allowance and deduction codes used in the payroll process for the year 2024. This ensures that amounts are reflected accurately in employees' EA forms and Form E.

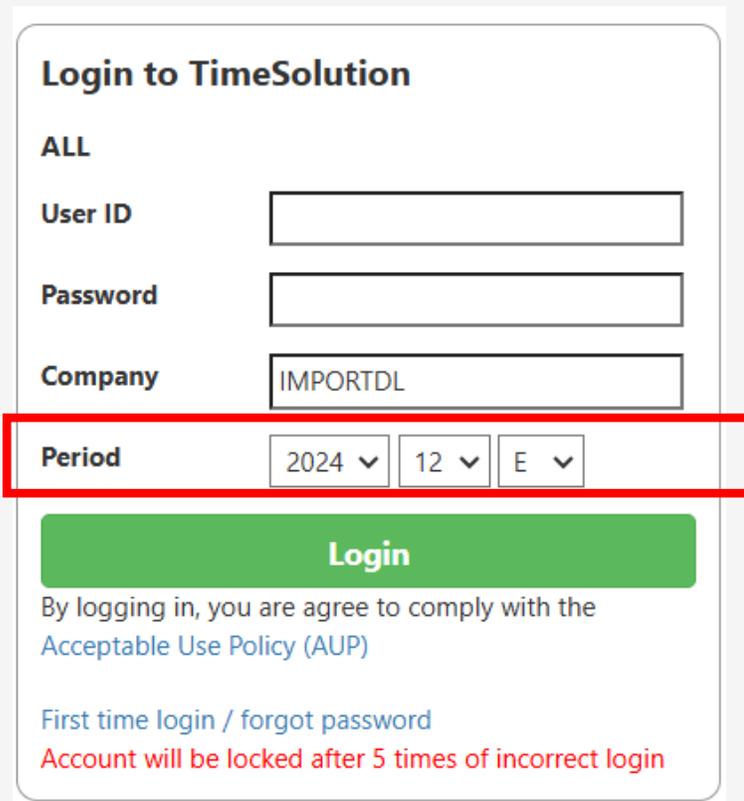
For taxable allowances/deductions that need reporting in the EA Form and Form E, it is essential to assign the corresponding tax line (EA No.). The system uses the assigned 'EA No.' to determine the position of the allowance/deduction in the forms.

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

**Therefore, it is crucial to review and update the necessary setup in the Allowance/Deduction Table for the year 2024.**

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

- 1 Log in to **EPAYROLL** for the period **'202412'**.



**Login to TimeSolution**

ALL

User ID

Password

Company

Period

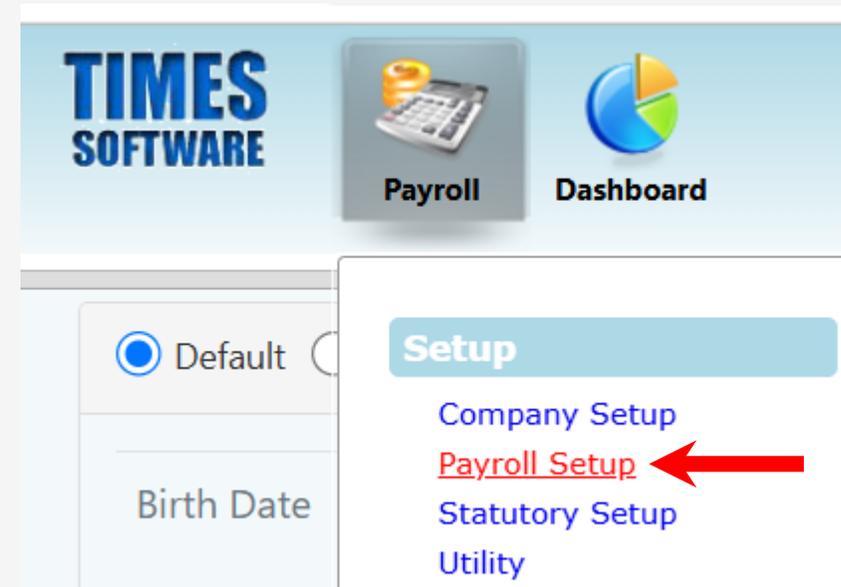
**Login**

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

[First time login / forgot password](#)

**Account will be locked after 5 times of incorrect login**

- 2 Navigate to 'Payroll → Setup → **Payroll Setup**'



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

3

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

Allowance / Deduction		Leave Deduction								
ADD NEW		Type to search here	Total Record(s) Count: 19	SAVE						
CODE	DESCRIPTION	EA NO	EPF	VOL	SOCSSO	EIS	PCB	ADD PAY	HRD	ACTIVE?
&ANLP	ANNUAL LEAVE PAY	1	T	T	T	T	T	T		<input checked="" type="checkbox"/>
&NPL	NO PAY LEAVE	1	T	T	T	T	T	T		<input checked="" type="checkbox"/>
@\$PCB_ER	PCB ( PAID BY EMPLOYER )	0								<input checked="" type="checkbox"/>
ACTING	ACTING ALLOWANCE	3	T		T	T	T			<input checked="" type="checkbox"/>
ADDTAX	ADDITIONAL TAX	99								<input checked="" type="checkbox"/>
ADVANCE	ADVANCE	0						T		<input checked="" type="checkbox"/>
ANLP-GW	ANNUAL LEAVE PAY MINUS GROSS	0								<input checked="" type="checkbox"/>
BACK	BACK PAY OF BASIC	1	T	T	T	T	T	T		<input checked="" type="checkbox"/>
BAOT	BACK PAY OF OVERTIME	1			T	T	T	T		<input checked="" type="checkbox"/>
BONU	BONUS	2	T	T			T	T		<input checked="" type="checkbox"/>
CAR	CAR ALLOWANCE	3	T		T	T	T		T	<input checked="" type="checkbox"/>
CP38	PREVIOUS YEAR TAX DEDUCTION	0								<input checked="" type="checkbox"/>
CP39	MANUAL INCOME TAX DEDUCTION	0								<input checked="" type="checkbox"/>
GROOM	GROOMING ALLOWANCE	3								<input checked="" type="checkbox"/>
INC-BONU	INCENTIVE BONUS	2	T	T			T	T		<input checked="" type="checkbox"/>
LOAN	STAFF LOAN	0								<input checked="" type="checkbox"/>
PCB	MONTHLY INCOME TAX DEDUCTION	0								<input checked="" type="checkbox"/>

“0” represents  
‘Not Taxable’

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

## Important Note:

For Allowance/Deduction codes used in the 2024 payroll process and intended for inclusion in Form EA/Form E, please ensure that the 'EA No.' field is not mapped as 'Not Taxable'.

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

The screenshot shows a software interface for setting up a tax line. The interface is divided into two tabs: 'Allowance / Deduction' and 'Leave Deduction'. The 'Allowance / Deduction' tab is active. At the top, there are two buttons: 'SAVE & VIEW LIST' and 'CANCEL'. Below the buttons, there are several input fields and dropdown menus. The 'Code' field contains '&ANLP'. The 'Description' field contains 'ANNUAL LEAVE PAY'. The 'CP21/CP22A' dropdown menu is set to 'Gross Salary, Wages, Leave, OT [1]'. The 'GL Default Identifier' field is empty. The 'Payslip Group Code' field is empty. The 'Unit' dropdown menu is set to 'NONE'. The 'Bahasa Malaysia Description' field is empty. The 'EA No.' dropdown menu is highlighted with a red box and set to 'Not Taxable'. The 'Tax Exempt Code' field is empty. The 'GRP Formula' dropdown menu is set to 'Base Pay/26 [03]'. The 'Grosswage' dropdown menu is set to 'STD - GROSS WAGE NOT A'. The 'Back Pay Allowance' dropdown menu is empty. At the bottom, there are several checkboxes for different tax and deduction items: \*\*IS BONUS, EPF, VOL, SOCSO, EIS, PCB, ADD PAY(YT), ADD PAY EPF(KT), HRD, \*\*\*IS ZAKAT, BAITULMAL SARAWAK, OT, RD, NPL, GRP, and NON-PAYROLL ITEM. The checkboxes for EPF, VOL, SOCSO, EIS, PCB, and ADD PAY(YT) are checked.

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

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

The screenshot shows a software interface for setting up a tax line. The main window is titled 'Allowance / Deduction' and has tabs for 'Allowance / Deduction' and 'Leave Deduction'. The 'Allowance / Deduction' tab is active. The interface includes a sidebar on the left with various setup options, a main form area, and a dropdown menu for 'EA No.'.

**Allowance/Deduction**

Bank Master

Code Setup

Cost Centre Allocation

Employer Bank Setup

Formula Setup

IBG Routing Code Setup

Pay Group Setup

Pay Group Weekly

Work Code Setup

Allowance / Deduction | Leave Deduction

SAVE & VIEW LIST | CANCEL

Code: &ANLP  Is Deduction

Description: ANNUAL LEAVE PAY

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

GL Default Identifier:

Payslip Group Code:

Unit: NONE

Bahasa Malaysia Description:

Disable alert message for Deductions in Process

Payroll for Resigned Employee

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

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

**Note:**

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

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

EA No. | Gross Salary, Wages, Leave, (

Not Taxable

- Gross Salary, Wages, Leave, OT [1]
- Fees, Director Fees, Comm, Bonus [2]
- Tips, Perquisites, Allow, Rewards [3]
- Tax By Employer [4]
- Value of Car, Petrol [5]
- Value of Driver [6]
- Electricity, Water, Phone, Others [7]
- Semi-furnished [8]
- Fully-furnished [9]
- Furniture, Fittings [10]
- Kitchen Equipment [11]
- Entertainment, Recreation [12]
- Household Servant, Gardener [14]
- Leave Passage [15]
- Others (Food, Garment) [16]
- Value of Living Accommodation [17]
- Refund from Provident/Pension [18]
- Compensation [19]
- Pension [20]

# Set Up Tax Line (EA No.) | Tips

## Tips:

We recommend using the Payroll → Reports → Payroll Report → "Pay History Report" to cross-check the codes used.

Print the report with the following selection:

- Period = 202401 to 202412
- 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: 202401   Period To: 202412

Employee From: A001 [AGNES NG]   Employee To: Y0001 [YOYO TEH]

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

Cost Centre From: ANGKASA NKF [ANGKASANKF]   Cost Centre To: NONE [NONE]

Pay Cycle

Full Month    End Month    Mid Month    Special Period    Bonus Period

Print By

Employee Sort By: EMPLOYEE NO

Whole Company

All

By Department (Detailed-Excel Format)    Department

By Cost Centre (Detailed-Excel Format)    Cost Centre

Excel Format Summary

1st Group By: DEPARTMENT

2nd Group By: CATEGORY

3rd Group By: EMPLOYEE NO

**ALL PAY HISTORY BY COMPANY From**

Query by Company

**ALL(ALL)**

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

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

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

## Example:

If you assign an allowance code with 'EA No.' as '3' and the code is utilized in 2024, the corresponding amount will be captured in "Column 1(C) - Gross tips, perquisites, awards/rewards, or other allowances", when generating the Form EA for the affected employee.

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

**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 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
<b>C PENSION AND OTHERS</b>	
1. Pension	20
2. Annuities or other Periodical Payments	21
<b>TOTAL</b>	
<b>D TOTAL DEDUCTION</b>	
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	
<b>E CONTRIBUTIONS PAID BY EMPLOYEE TO APPROVED PROVIDENT/PENSION FUND AND SOCSO</b>	
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 _____
<b>F TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS</b>	RM 25

## 2. Important Indicators in EMS

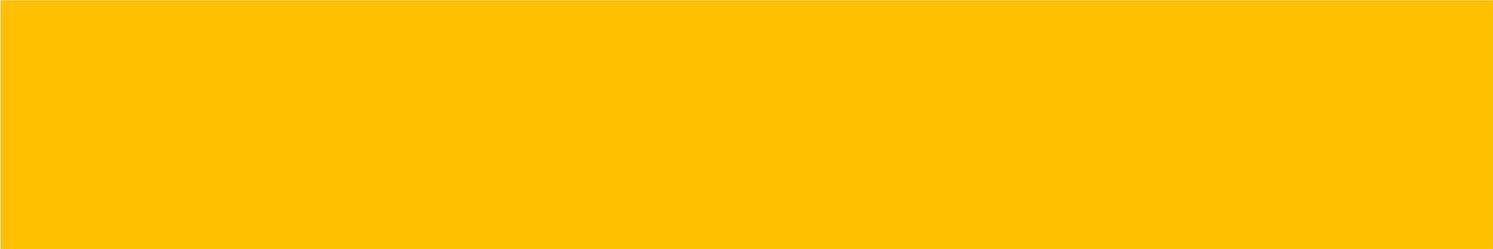
# Important Indicators in EMS

There are four (4) important indicators in '**Payroll** → **EMS**' that you must review before generating **Form E/C.P.8D**, as they will impact the results in the form.

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



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

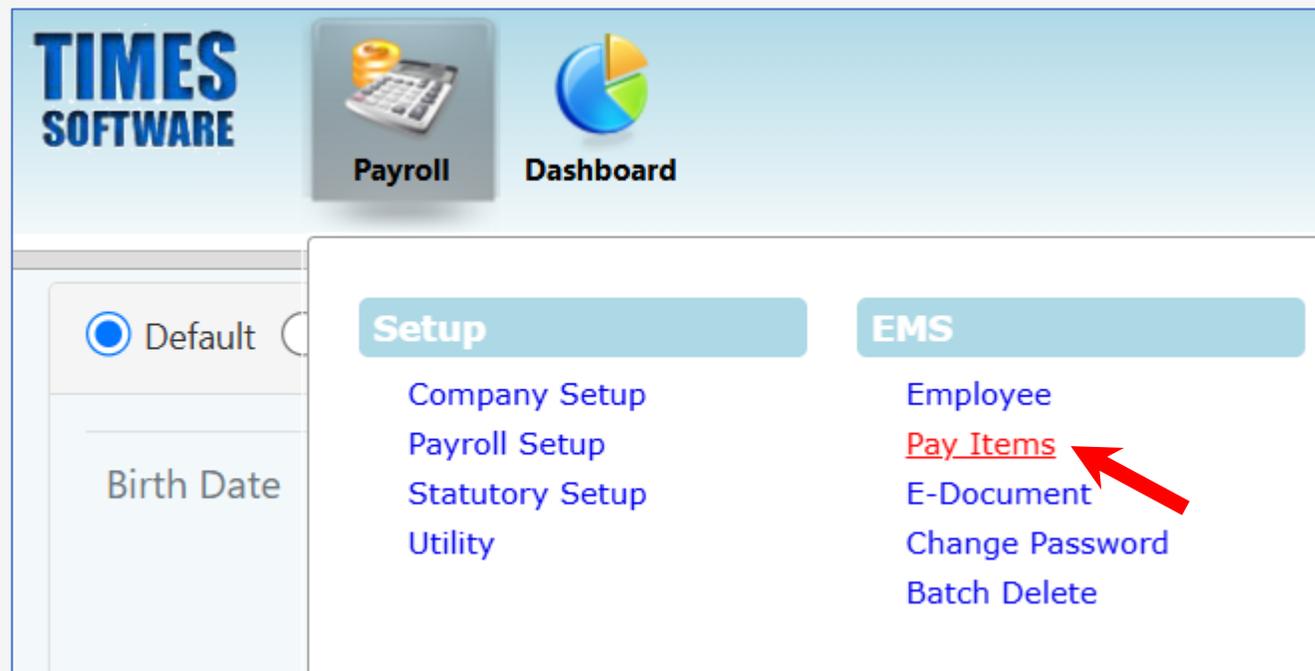


# E-Form CP8D Column H-Tax borne by employer Indicator

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

To accommodate this requirement, follow the steps below:

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



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

- 2 Locate the field 'E-Form CP8D Column H- Tax borne by employer Indicator' in 'Statutory Requirement → PCB / Income Tax Info' tab.
- 3 Choose 'YES' if employee's PCB is borne by the company. The default setting is "NO".

The screenshot displays the 'E-Form CP8D' interface. The 'Statutory Requirement' tab is selected and highlighted with a red box. Below the tab, the 'Employee ID / Name' field contains 'Y0001 [YOYO TEH]'. The 'Statutory Type' section has 'PCB / Income Tax Info' selected with a radio button, also highlighted with a red box. The 'PCB Setting Income Tax Information' section includes fields for 'Income Tax Status' (RESIDENT), 'Non Resident tax End Period (YYYYMM)', 'Returning Expert End Period (YYYYMM)', and 'Tax Marital Status' (SINGLE). The 'Dependent Children' section shows 'The number of children eligible(factor): 0.00'. The 'E-Form CP8D Column H - Tax borne by employer Indicator' dropdown menu is open, showing 'YES' selected. Other dropdowns for 'CP8D Employee Status' and 'Exclude from Form E / C.P.8D' are also visible.

## Note:

There is no calculation associated with this indicator.  
It is only used to mark the affected employee as "1" or "2" 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'.

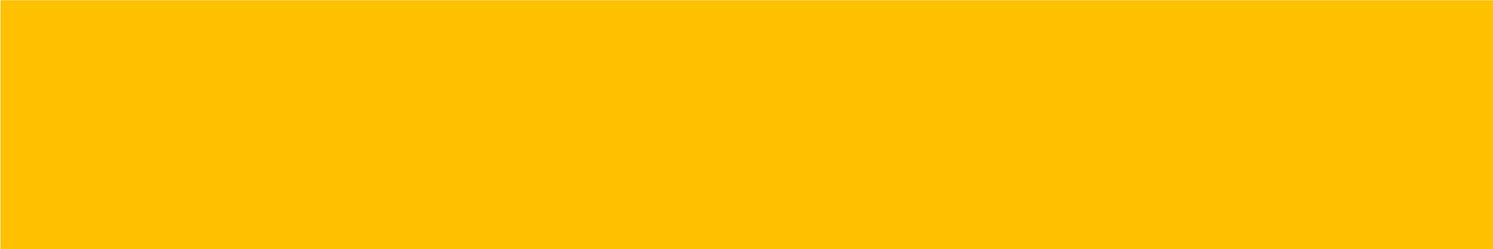
Set up for the Employee	The results generated in C.P.8D, Column H
E-Form CP8D Column F - Tax borne by employer Indicator <input type="text" value="YES"/>	1
E-Form CP8D Column F - Tax borne by employer Indicator <input type="text" value="NO"/>	2

A	B	C	D	E	F	G	H
Bil.	Nama Pekerja	No. Pengenalan Cukai (TIN)	No. Pengenalan / Pasport	Kategori Pekerja	Status Pekerja	Tarikh Persaraan / Tamat Kontrak	Cukai Ditanggung Oleh Majikan (Isikan 1 atau 2) 1 = Ya 2 = Tidak
1	DAISY AU YONG			3	2	19-11-2036	1
2	FELICIA CHIN			1	2	16-11-2050	2

Segment of the Form E



## 2. CP8D Employee Status



# CP8D Employee Status

The status set here will be reflected in **Column F of C.P.8D**. Always select the employee's latest status as of 31/12/2024. **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 displays the 'Statutory Requirement' tab of the CP8D Employee Status form. The employee ID is B001 [BADRUL ALI]. The 'Statutory Type' is set to 'PCB / Income Tax Info', which is highlighted with a red box. The 'PCB Setting Income Tax Information' section includes the following fields:

- Income Tax Status: RESIDENT
- Non Resident tax End Period (YYYYMM):
- Returning Expert End Period (YYYYMM):
- Tax Marital Status: SINGLE
- Disabled Individual: NO
- Disabled Spouse: NO
- Income Tax No.: IG543212345-01(0)
- Income Tax Branch: SHAH ALAM
- Employer Income Tax No.: E87654123-01 (TE)

The 'Dependent Children' section shows 'The number of children eligible(factor): 9.00'. The 'E-Form CP8D Column F - Tax borne by employer Indicator' is set to YES. The 'CP8D Employee Status' dropdown is set to 'Status 2: Permanent', and a list of status options is visible below it:

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

# CP8D Employee Status

## 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

Segment of  
the Form E

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 <sup>1</sup>	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 <sup>2</sup>  (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 <sup>3</sup>  (RM)			MTD  (RM)	CP38  (RM)			



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



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

The purpose of this indicator is to specify whether to exclude the employee from Form E/C.P.8D.  
 The default setting is “NO”.

The screenshot shows a form titled 'Statutory type' with four radio button options: 'EPF / SOCSO / Union / EI' (unselected), 'PCB / Income Tax Info' (selected and highlighted with a red box), 'Registered ID / Bank / Other ACC' (unselected), and 'Foreigner Info' (unselected). Below this, there are two main sections: 'PCB Setting Income Tax Information' and 'Dependent Children'. The 'PCB Setting Income Tax Information' section includes dropdowns for 'Income Tax Status' (RESIDENT), 'Tax Marital Status' (SINGLE), and 'Disabled Individual' (NO), along with text boxes for 'Non Resident tax End Period (YYYYMM)' and 'Returning Expert End Period (YYYYMM)', and a 'Disabled Spouse' dropdown (NO). The 'Dependent Children' section includes a text box for 'The number of children eligible(factor): 9.00', a dropdown for 'E-Form CP8D Column F - Tax borne by employer Indicator' (YES), and a dropdown for 'CP8D Employee Status' (Status 2: Permanent). At the bottom right, there is a dropdown menu for 'Exclude from Form E / C.P.8D' with options NO, YES, and NO.

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



## 4. Resignation Reason



# Resignation Reason

- 1 Navigate to 'Payroll → EMS → **Employee**'.  
Click '**Exit Records**'.

The screenshot displays the Times Software interface. At the top left is the 'TIMES SOFTWARE' logo. Below it are icons for 'Payroll' (a calculator) and 'Dashboard' (a pie chart). A sidebar on the left shows 'Default' selected and 'Birth Date' below it. The main content area is divided into two sections: 'Setup' and 'EMS'. Under 'Setup', there are links for 'Company Setup', 'Payroll Setup', 'Statutory Setup', and 'Utility'. Under 'EMS', there are links for 'Employee', 'Pay Items', and 'E-Document'. A red arrow points to the 'Employee' link. Below the 'EMS' section is a horizontal menu with tabs: 'Detail', 'Career', 'Bank', 'Employment', 'Address', 'Leave / Benefit', 'Calendar', 'Misc', 'Free Fields', and 'Exit Records'. The 'Exit Records' tab is highlighted with a red box. Below the menu are navigation arrows (back, forward, search) and buttons for 'NEW', 'SAVE', 'DELETE', and 'CANCEL'. At the bottom, there is a field for 'Employee ID / Name' containing 'B001 [BADRUL ALI]' and a section for 'Tender Information'.

# Resignation Reason

Inactive employees with the resignation reason set to the code 'LEFT-MY' will be reported in Form E – Part A5. Note that 'LEFT-MY' is a system code, and any other codes selected will not impact this Part A5.

The image shows a software interface with a dropdown menu for 'Resignation Reason' and a separate window for 'Form E - Part A: INFORMATION ON NUMBER OF EMPLOYEES FOR THE YEAR ENDED 31 DECEMBER 2023'.

**Resignation Reason Dropdown:**

- EMPLOYEE RESIGNED & LEFT MSIA
- DEMISED [DEMISED]
- EMPLOYEE RESIGNED & LEFT MSIA [E-FORM A5] [LEFT-MY]
- NONE [NONE]
- RESIGNED [RESIGN]
- RETIRED [RETIRED]

**Form E - Part A: INFORMATION ON NUMBER OF EMPLOYEES FOR THE YEAR ENDED 31 DECEMBER 2023**

Name \_\_\_\_\_ Employer's No. **E** \_\_\_\_\_

**A1** Number of employees as at 31/12/2023 \_\_\_\_\_

**A2** Number of employees subjected to MTD \_\_\_\_\_

**A3** Number of new employees \_\_\_\_\_

**A4** Number of employees who ceased employment / died \_\_\_\_\_

**A5** Number of employees who ceased employment and left Malaysia \_\_\_\_\_

**A6** Reported to LHDNM (If A5 is applicable)  1 = Yes  
 2 = No

# 3. Link Employee

# Link Employee | Introduction

---

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

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

## Information Sharing:

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

**Failed to upload file.**

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

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

# Link Employee | Procedures

- 1 Log in to **EPAYROLL** for the period '202412'.

**Login to TimeSolution**

ALL

User ID

Password

Company

Period

**Login**

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

[First time login / forgot password](#)

Account will be locked after 5 times of incorrect login

- 2 If your database contains multiple companies with different Employer Tax Reference Numbers, select the relevant company for setup using 'Query → **Company Select**'.  
Skip this step if you have only one company in the database.

**TIMES SOFTWARE** Payroll Dashboard **Powered By: TIMES SOFTWARE**

Setup	EMS	Query
Company Setup	Employee	Change Period
Payroll Setup	Pay Items	Lock Period
Statutory Setup	E-Document	<u>Company Select</u>
Utility	Change Password	Query Expert

# Link Employee | Procedures

- 3 Choose 'Link Employee'.  
In the 'Link Employee' window, click 'Generate'.  
The system will display a confirmation message.  
Click 'OK' to proceed or 'Cancel' to stop the process.

The screenshot displays the 'LINKED EMPLOYEE DATA RECORD' window. On the left, a sidebar menu lists various forms, with 'Link Employee' highlighted at the bottom. The main window contains a toolbar with buttons for 'NEW', 'SAVE', 'DELETE', 'CANCEL', 'REPORT', and 'GENERATE'. The 'GENERATE' button is highlighted with a red box. Below the toolbar is a table with columns: 'NEW EMP NO', 'EMP NAME', 'OLD EMP NO', 'EMP NAME', and 'HIRED DATE'. A confirmation dialog box titled 'Confirm' is overlaid on the table, asking 'Are you sure you want to generate? Existing data will be overwritten.' The 'OK' button in the dialog is also highlighted with a red box.

NEW EMP NO	EMP NAME	OLD EMP NO	EMP NAME	HIRED DATE
------------	----------	------------	----------	------------

# Link Employee | Procedures

- 4 If the system detects an employee with an identical New IC Number or Passport Number, the records will be displayed on this screen after click 'Generate'.

<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

**Note:**  
If no duplicate records are found, the system will prompt a message.

Info

Link process done. Number of record(s) linked: 0

OK

# Link Employee | Example

Here is an example of a **C.P.8D text file**, demonstrating how the system merges employees with identical ID numbers into a single record for each respective employee.

A	C.P.8D FORM		C	D
Bil.	Nama Pekerja	No. Pengenalan Cukai (TIN)	No. Pengenalan / Pasport	K
1	BALASAMY		7654323	
2	DAISY AU YONG			
3	FADZIL MUHAMMAD BADRUL	IG1265432345	860918093412	
4	FADZIL MUHAMMAD BADRUL	IG1265432345	860918093412	
5	FELICIA CHIN			
6	LIM BENG BENG	SG14341414001	620615089876	
7	LIM BENG BENG	SG068569601001	620615089876	

This example illustrates the records without 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|e
FADZIL MUHAMMAD BADRUL|01265432345|860918093412|3|2|
FELICIA CHIN|0||1|2|16-11-2050|2|0|0|132000|||0|0|e
LIM BENG BENG|68569601001|620615089876|3|2|10-12-202
Ln 5, Col 52 | 478 | CRLF | UTF-8
```

This example illustrates the records after merging

# 4. Import Benefits In Kind

# Import Benefits In Kind | Introduction

---

This function enables the import of Benefits In Kind that are not processed through EPAYROLL but need to be included in the Form EA / Form E.

If there is no need to import Benefits In Kind or Tax Exemption data, you can skip this step and proceed directly to '**Benefits-In-Kind Entry**'.

The import feature comprises of the following import types. If both import actions are required, they should be performed in the sequence stated below.

1. Benefits In Kind
2. Section [F]

The data processed through these functions will be transferred to 'Payroll → Reports → Benefits In Kind → Benefits In Kind Entry'.

# Import Benefits In Kind

- 1 Log in to **EPAYROLL** for the period **'202412'**.

### Login to TimeSolution

ALL

User ID

Password

Company

Period

[Login](#)

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

[First time login / forgot password](#)

Account will be locked after 5 times of incorrect login

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

The screenshot shows the Times Software interface. At the top, there are icons for 'Payroll' and 'Dashboard'. Below this, there are three main sections: 'Setup', 'EMS', and 'Query'. Under 'Setup', there are links for 'Company Setup', 'Payroll Setup', 'Statutory Setup', and 'Utility'. Under 'EMS', there are links for 'Employee', 'Pay Items', 'E-Document', 'Change Password', and 'Batch Delete'. Under 'Query', there are links for 'Change Period', 'Lock Period', 'Company Select', 'Query Expert', 'Query Selection', 'Report Writer', and 'Adhoc Query'. Below these, there are three more sections: 'Process Payroll', 'Modify Record', and 'Reports'. Under 'Process Payroll', there are links for 'Process', 'Bonus Record', 'Special Record', 'Festival Advance', 'Transfer Payroll', 'AL Encash', 'Transfer Claim', and 'Long Service Award'. Under 'Modify Record', there are links for 'Pay Record', 'Bonus Record', 'Special Record', 'Add. Emp PCB Relief (TP1)', 'Emp BIK and VOLA (TP2)', and 'Emp PCB History (TP3)'. Under 'Reports', there are links for 'Code Master Report', 'Payroll Report', 'Management Report', 'Bank Report', 'Statutory Report', 'EPF', 'SOCSO', 'Income Tax', 'Zakat', and 'Benefits In Kind'. A red arrow points to the 'Benefits In Kind' link.

# Import Benefits In Kind

3 Select 'Import Benefits In Kind'.

Choose the 'Import Type' from the dropdown menu.

Click 'Excel import template' to download the relevant import template.

Click 'Import' to start importing the data

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

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.

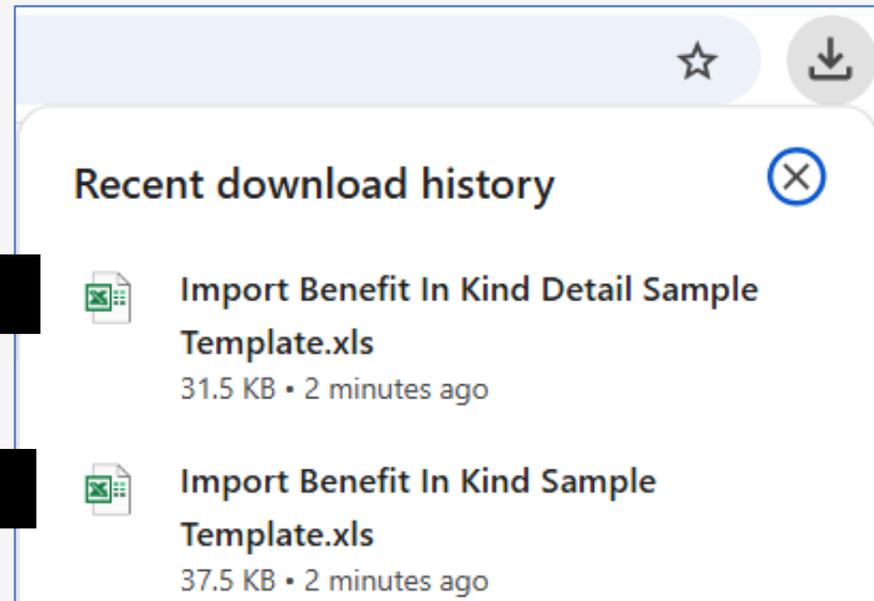
**IMPORT**

# Import Benefits In Kind | Import Template

Please use ONLY the import template downloaded from the system.

**Section [F]**

**Benefits In Kind**



# Import Type : Benefits In Kind

# Import Benefits In Kind | Import Template

Here is an example of the **Benefits In Kind import template**.

The import data must be placed in **Sheet1**, starting from **Row 3**.

**Rows 1 and 2** serve as headers for reference:

- **Row 1** contains headers in Malay.
- **Row 2** contains descriptions in English.

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) Bayaran tunggakan	3(a) (i) Nilai dan petrol
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) Payment In Arrears	3(a) (i) Value motorcar and petrol
3	TEST001	2023									
4	TEST002	2023		50000							
5											
6											
7											
8											

# Import Benefits In Kind | Important Note

---

Before importing, kindly read the information below:

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

# Import Benefits In Kind | Example of the Import Results

Import data from **Column K to V** will be captured in **Form EA Section B(3)** and **C.P.8D Column [L]**.  
 If you do not need to split the BIK in the import file, you can choose to insert all BIK amounts in Column K.

A	B	K	L	M	N	O	P	Q	R	S	T	U	V
EMPCODE	YEAR	3(a) (i) Nilai kereta dan petrol	3(a) (ii) Nilai pemandu	3(b) Elektrik, air, telefon dan kemudahan lain	3(c) (i) Sepatut lengkap dengan perabot* /penyaman udara* /langsir* /permaidani*, atau	3(c) (ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau	3(c) (iii) Dapur berasingan: Perabot dan kelengkapan	3(c) (iii) Dapur berasingan: Perkakas Dapur	3(c) (iii) Dapur berasingan: Hiburan dan Rekreasi	This column is intended to be left empty	3(d) Pembantu rumah dan tukang kebun	3(e) Manfaat 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)
TEST001	2023												
TEST002	2023												

(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, allowances (Details of payment: \_\_\_\_\_)
- (d) Income tax borne by the employee
- (e) Employee Share Option Scheme (ESOS) benefit
- (f) Gratuity for the period from \_\_\_\_\_ to \_\_\_\_\_
- Details of arrears and others for preceding years paid in the current year
  - Type of income (a) \_\_\_\_\_
  - (b) \_\_\_\_\_
- Benefits in kind (Specify: \_\_\_\_\_)
- Value of living accommodation provided (Address: \_\_\_\_\_)

Form EA

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

Form C.P.8D

# Import Type : Section [F]

# Import Section [F] | Introduction

---

This function enables the import of **tax-exempt allowances** that are not processed through EPAYROLL but need to be included in Form EA/Form E and, subsequently, generate the '**Section [F] Appendix**'.

# Import Section [F] | Import Template

Here is an example of the import template:

- The import data must be placed in **Sheet1**, starting from **Row 2**.
- Do not delete or leave **Column A** and **Column B** empty.
- Starting from **Column C**, insert the Allowance Codes you want to import.

	A	B	C	D	E	F	G	H	I	J
1	EMPCODE	YEAR	MEAL	PARKING	MEDICAL					
2	A0000	2024	100	200						
3	S0000	2025		200						
4	N0000	2026			400					
5	N0001	2027	600							
6										
7										
8										
9										
10										
11										
12										
13										

# Import Section [F] | Important Note

---

Before importing, kindly read the information below:

1. The system will only read **Sheet1**, so ensure that the records you want to import are on Sheet1.
2. The first 2 columns (**EMPCODE, YEAR**) must not be blank. The system will start reading from **Row 2, Column A**, and stop if either the EMPCODE or YEAR column is blank.
3. Starting from **Column C**, **insert Allowance Code** that you want to import.  
**Note: The allowance code must exist in the 'Payroll → Payroll Setup → Allowance/Deduction'.**
4. File names cannot contain **special characters**.
5. Import data will be transferred to 'Payroll → Reports → Benefits In Kind → Benefits In Kind Entry → Section [F]'.
6. The system **deletes all existing data from Benefits In Kind Entry Section [F]** for the employee you want to import before inserting new data.

# Import Section [F] | Example of the Import Results

Import data from will be captured in **Form EA Section F** and **C.P.8D Column [O]**.

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 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 SHAW  
 ADMINISTRATION

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 <sup>3</sup> (RM)	(RM)	(RM)

Form C.P.8D

# 5. Benefits In Kind Data Entry

# Benefits In Kind Entry | Introduction

---

If you prefer to manually enter Benefits In Kind data instead of using the import feature, you can do so in the 'Benefits In Kind Entry'.

Skip this if you do not require manual data input.

**Note:** All data imported using the 'Import Benefits In Kind' function will also be captured here.

# Benefits In Kind Entry

1 Log in to **EPAYROLL** for the period **'202412'**.

### Login to TimeSolution

ALL

User ID

Password

Company

Period

[Login](#)

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

[First time login / forgot password](#)

Account will be locked after 5 times of incorrect login

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

The screenshot shows the Times Software interface. At the top, there are icons for 'Payroll' and 'Dashboard'. Below this, there are three main sections: 'Setup', 'EMS', and 'Query'. Under 'Setup', there are links for 'Company Setup', 'Payroll Setup', 'Statutory Setup', and 'Utility'. Under 'EMS', there are links for 'Employee', 'Pay Items', 'E-Document', 'Change Password', and 'Batch Delete'. Under 'Query', there are links for 'Change Period', 'Lock Period', 'Company Select', 'Query Expert', 'Query Selection', 'Report Writer', and 'Adhoc Query'. Below these, there are three more sections: 'Process Payroll', 'Modify Record', and 'Reports'. Under 'Process Payroll', there are links for 'Process', 'Bonus Record', 'Special Record', 'Festival Advance', 'Transfer Payroll', 'AL Encash', 'Transfer Claim', and 'Long Service Award'. Under 'Modify Record', there are links for 'Pay Record', 'Bonus Record', 'Special Record', 'Add. Emp PCB Relief (TP1)', 'Emp BIK and VOLA (TP2)', and 'Emp PCB History (TP3)'. Under 'Reports', there are links for 'Code Master Report', 'Payroll Report', 'Management Report', 'Bank Report', 'Statutory Report', 'EPF', 'SOCSO', 'Income Tax', 'Zakat', and 'Benefits In Kind'. A red arrow points to the 'Benefits In Kind' link.

# Benefits In Kind Entry

3 Select 'Benefits In Kind Entry'.

The screenshot displays the Times Software Payroll Dashboard. The 'Benefits In Kind Entry' menu item is highlighted with a red box. The main interface shows a dropdown menu for selecting an employee, with 'B001 - BADRUL ALI' selected. A blue callout box points to the dropdown with the text 'choose the employee from the dropdown'.

**TIMES SOFTWARE**  
Payroll Dashboard

**Benefits In Kind Entry**

Benefits In Kind Checking  
Import Benefits In Kind  
Section [F]

Employee No/Name: B001 - BADRUL ALI

Page 1 Page 2

[B] PENDAPATAN PENGAJIAN, MANFAAT  
1. Gaji kasar, upah atau gaji cuti  
Fi (termasuk fi pengarah), kom  
Tip kasar, perkuisit, penerimaa  
Cukai Pendapatan yang dibaya  
Manfaat Skim Opsyen Saham f  
Ganjaran bagi tempoh dari  
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa

SAVE DELETE CANCEL

B001 - BADRUL ALI  
A001 - AGNES NG  
B001 - BADRUL ALI  
CS001 - CASSIE  
D0005 - DANSON TEE  
D006-N - DONKEY TEE  
F0005 - FARALIZA AHMAD  
FW0001 - BELINDA C  
J001 - JOEE LIM  
K0001 - KELLY LIM  
K0010 - KFNZO MUZU

choose the employee from the dropdown

# Benefits In Kind Entry

- 4 You can start inputting data on this screen.

**Note:**

If you have previously used the 'Import Benefits In Kind' function to import data, the uploaded data will be displayed on this screen.

**TIMES SOFTWARE** Payroll Dashboard Powered By **TIMES SOFTWARE**

Benefits In Kind Entry

Benefits In Kind Checking

Import Benefits In Kind

Section [F]

SAVE DELETE CANCEL Total Record Count: 22

Employee No/Name FW0001 - BELINDA CLAIRE

Page 1 Page 2

[B] PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN

1. Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) 5,000.00

Fi (termasuk fi pengarah), komisen atau bonus 0.00

Tip kasar, 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) 0.00

Ganjaran bagi tempoh dari [ ] hingga [ ] 0.00

2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa

Jenis Bayaran	Jumlah Bayaran
(a) [ ]	0.00
(b) [ ]	0.00

3. Manfaat berupa barangan: [ ]

(a) Kereta

(i) Nilai Kereta dan petrol 0.00

# Benefits In Kind Entry

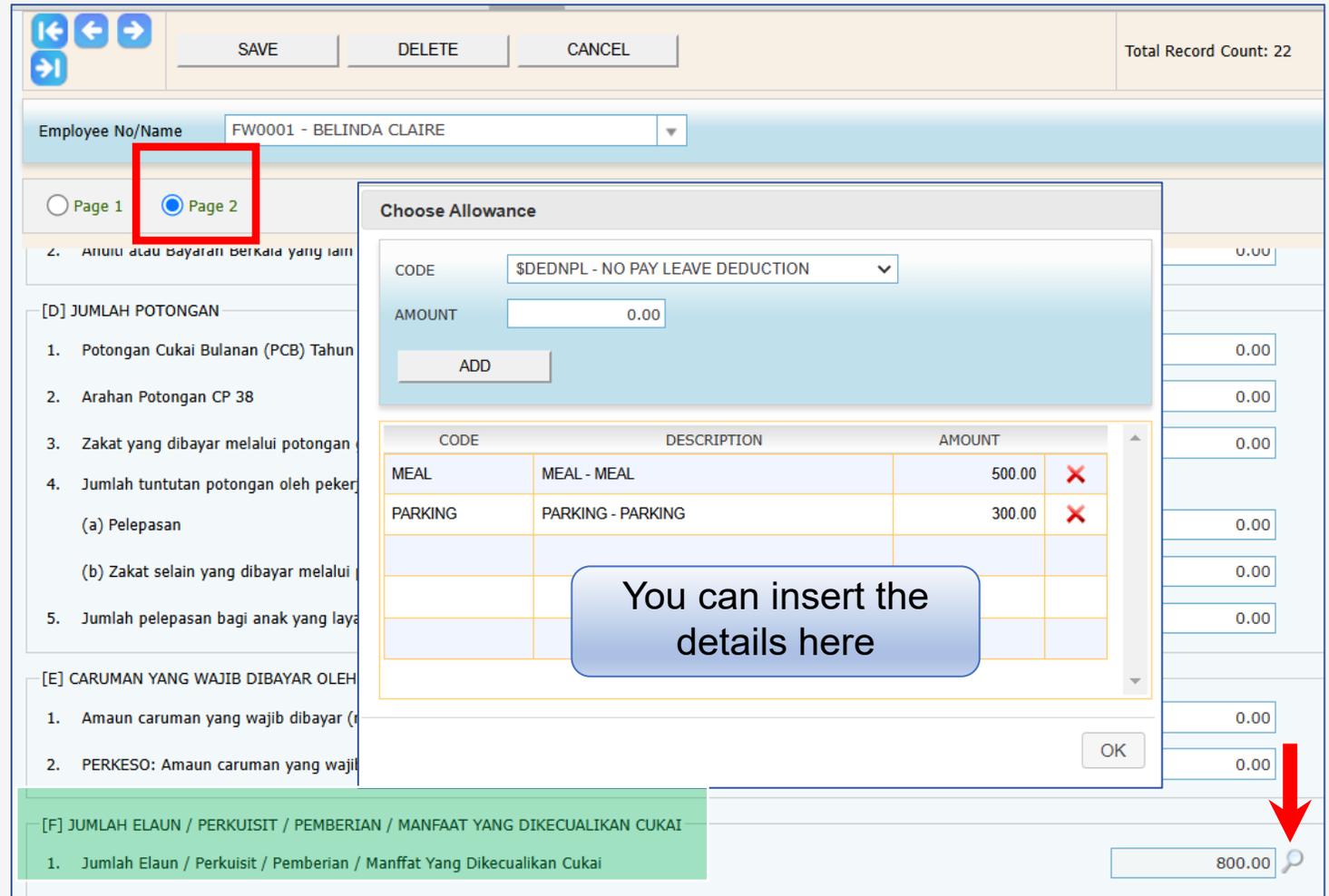
If you need to enter the tax exemption amount not processed through EPAYROLL, you can do so in Section [F].

You can either enter the total amount or provide a breakdown.

To enter a breakdown, click the  button in Section [F].

## Note:

The data imported using the 'Import Section [F]' function is captured on Section [F] located on Page 2.



The screenshot displays the EPAYROLL system interface for entering tax exemption amounts. The main window shows the employee details for FW0001 - BELINDA CLAIRE. A red box highlights the 'Page 2' tab. A 'Choose Allowance' dialog box is open, showing a table with columns for CODE, DESCRIPTION, and AMOUNT. The table contains two entries: MEAL (500.00) and PARKING (300.00), both marked with a red 'X'. A blue callout box with the text 'You can insert the details here' is overlaid on the table. The main window also shows a list of sections, with Section [F] highlighted in green. A red arrow points to the magnifying glass icon next to the 800.00 amount in Section [F].

Employee No/Name: FW0001 - BELINDA CLAIRE

Page 1 Page 2

4. Amaun atau Bayaran Berkala yang lain

[D] JUMLAH POTONGAN

- Potongan Cukai Bulanan (PCB) Tahun
- Arahan Potongan CP 38
- Zakat yang dibayar melalui potongan
- Jumlah tuntutan potongan oleh pekerja  
(a) Pelepasan  
(b) Zakat selain yang dibayar melalui
- Jumlah pelepasan bagi anak yang layak

[E] CARUMAN YANG WAJIB DIBAYAR OLEH

- Amaun caruman yang wajib dibayar (r
- PERKESO: Amaun caruman yang wajib

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

- Jumlah Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai

800.00 

# Benefits In Kind Entry

An example of the 'Form EA' **BEFORE** editing in the 'Benefits In Kind Entry'.

(C.P.8A - Pin. 2023) MALAYSIA **Penyata Gaji Pekerja SWASTA EA**

**CUKAI PENDAPATAN**  
PENYATA SARAAN DARIPADA PENGAJIAN  
BAGI TAHUN BERAKHIR 31 DISEMBER 2024

No. Siri: A0003 No. Pengenalan Cukai (TIN) Pekerja  
No. Majikan E: E87654123-01 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) <u>BELINDA CLAIRE</u>	3. No. Kakitangan/No Gaji <u>FW0001</u>
2. Jawatan <u>NONE</u>	5. No. Pasport _____
4. No. K.P. Baru _____	7. No. PERKESO _____
6. No. KWSP _____	9. Jika bekerja tidak genap setahun, nyatakan:
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai _____	(a) Tarikh mula bekerja _____
	(b) Tarikh berhenti kerja _____

**B PENDAPATAN PENGAJIAN, 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)	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) _____	0.00
(b) _____	0.00
3. Manfaat berupa barangan (Nyatakan: _____)	0.00
4. Nilai tempat kediaman (Alamat: _____)	0.00
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00
6. Pampasan kerana kehilangan pekerjaan	0.00
<b>C PENCEN DAN LAIN-LAIN</b>	
1. Pencen	0.00
2. Anuiti atau Bayaran Berkala yang lain	0.00
<b>JUMLAH</b>	<b>60,000.00</b>
<b>D JUMLAH POTONGAN</b>	
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
<b>E CARUMAN YANG DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG SIMPANAN/PENCEN YANG DILULUSKAN DAN PERKESO</b>	
1. Nama Kumpulan Wang: <u>KWSP</u>	
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
<b>F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI</b>	<b>RM 0.00</b>

# Benefits In Kind Entry

An example of the 'Form EA' AFTER editing in the 'Benefits In Kind Entry'.

## Note:

The amount entered in the 'Benefits in Kind Entry' serves as an addition to the original data processed through EPAYROLL and does not replace it.

- If a positive amount is entered, it will be added to the existing data.
- If a negative amount is entered, it will be deducted from the existing data.

(C.P.8A - Pin. 2023) MALAYSIA **Penyata Gaji Pekerja SWASTA EA**

**CUKAI PENDAPATAN**  
PENYATA SARAAN DARIPADA PENGGAJIAN  
BAGI TAHUN BERAKHIR 31 DISEMBER 2024

No. Siri: A0003 No. Pengenalanan Cukai (TIN) Pekerja  
No. Majikan E: E87654123-01 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) 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 sagu hati atau elaun-elaun lain (f)	0.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)	0.00
(f) Ganjaran bagi tempoh dari _____ hingga _____	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis pendapatan (a) _____	
(b) _____	0.00
3. Manfaat berupa barangan (Nyatakan: _____)	0.00
4. Nilai tempat kediaman (Alamat: _____)	0.00
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00
6. Pampasan kerana kehilangan pekerjaan	0.00
<b>JUMLAH</b>	<b>65,000.00</b>

**C PENCEN DAN LAIN-LAIN**

1. Pencen	0.00
2. Anuiti atau Bayaran Berkala yang lain	0.00
<b>JUMLAH</b>	<b>0.00</b>

**D JUMLAH POTONGAN**

1. Potongan cukai bulanan (PCB) yang dibayar kepada LHDNM	1,610.00
2. Arahkan Potongan CP38 yang dibayar kepada LHDNM	0.00
3. Zakat yang dibayar melalui potongan gaji	0.00
4. Derma / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji	0.00
5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:	
(a) Pelepasan RM _____	
(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: <u>KWSP</u>	RM	0.00
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)		
2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian p	RM	163.50
<b>JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN</b>	RM	800.00

**F**

# 6. Benefits In Kind Checking Report

# Benefits In Kind Checking Report

---

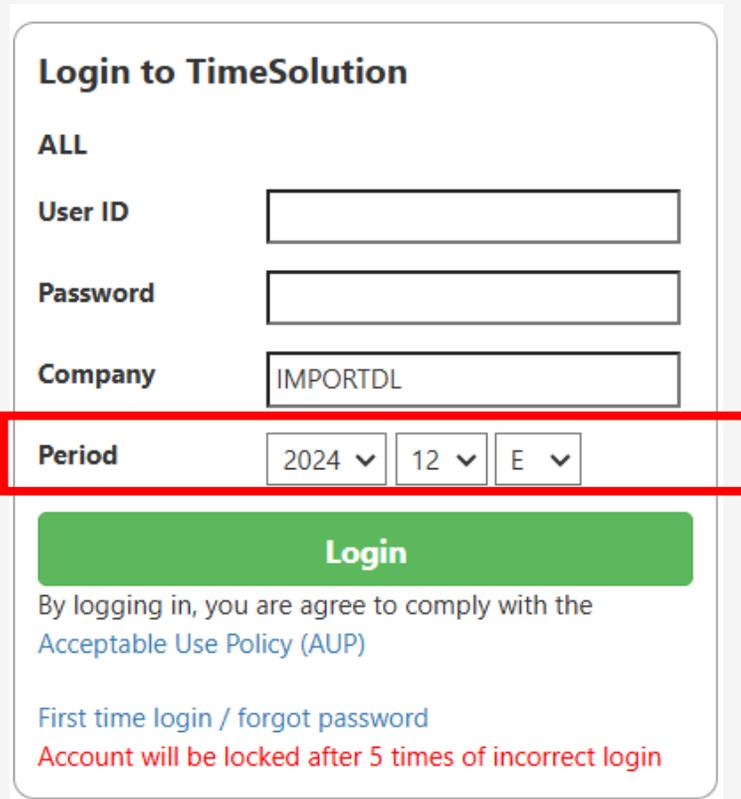
After completing the following actions, you can print the 'Benefits In Kind Checking Report'.

- Import Benefits In Kind (via Excel)
- Benefits In Kind Entry (via manual entry)

It is advisable to print the report for checking to ensure accuracy and completeness.

# Benefits In Kind Checking Report

- 1 Log in to **EPAYROLL** for the period '202412'.



**Login to TimeSolution**

ALL

User ID

Password

Company

**Period**

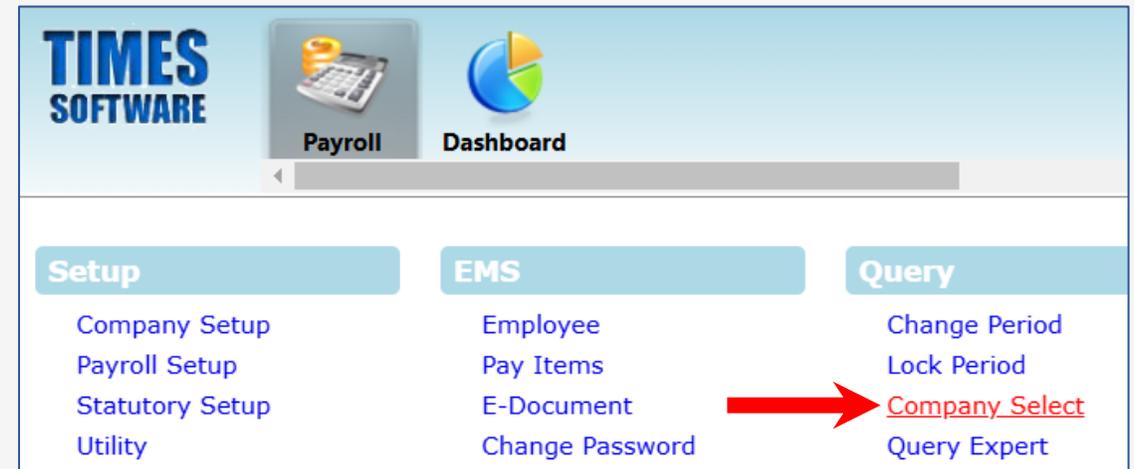
**Login**

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

[First time login / forgot password](#)

Account will be locked after 5 times of incorrect login

- 2 If your database includes multiple companies with different Employer Tax Reference Numbers, select the relevant company from 'Payroll → Query → **Company Select**'.  
Skip this step if you have only one company in the database.



**TIMES SOFTWARE**

Payroll Dashboard

**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

# 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 files.

The screenshot displays a web application interface for 'TIMES SOFTWARE'. The main content area is titled 'Benefits In Kind Checking Report' and features a prominent 'GENERATE' button, which is highlighted with a red rectangular box. To the left, a sidebar contains navigation options: 'Benefits In Kind Entry', 'Benefits In Kind Checking' (the active page), 'Import Benefits In Kind', and 'Section [F]'. Above the main content, there are icons for 'Payroll' and 'Dashboard'. A 'Recent download history' window is open, showing a file named 'EABenefitChecking.zip' (14.9 KB) with a status of 'Done'. A callout box points to this entry with the text 'The downloaded file is a zip file'. Below the download history, a file explorer window shows the contents of the zip file, listing two Excel files: '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'.

# Benefits In Kind Checking Report

**File Name : BenefitInKindChecking.xlsx**

Here is an example of the file contents.

The data source is from the 'Benefit In Kind Entry' screen.

	A	B	AN	AO	AP	AQ	AR	AS
1	TIMESOFT GROUP OF CC							
2	Benefit In Kind Checking I							
3								
	<b>YEAR</b>	<b>EMPCODE</b>	2(a) Butiran bayaran tunggakan	2(b) Butiran bayaran tunggakan	Butiran Manfaat berupa barangan	Alamat	Ganjaran bagi tempoh dari	Ganjaran bagi tempoh hingga
4	<b>YEAR</b>	<b>EMPCODE</b>	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, with the file headers provided in Malay and English.

# Benefits In Kind Checking Report

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

Here is an example of the file contents.

The data source is from 'Section [F]' of the 'Benefit In Kind Entry' screen.

	A	B	C	D	E	F
1	TEST SDN BHD					
2	Section [Tax Exempt Allowances] Checking Report for 2024					
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 the Allowance Code does not exist in the 'Payroll → Payroll Setup → Allowance/Deduction' table, the description for the Allowance Code in Column E will be unavailable.

# 7. Section [F]

# Section [F] | Introduction

---

There are two reports in this menu:

## 1. Checking Report

- This report is intended for internal checking purposes..
- It includes only the detailed records of tax exemption items.

## 2. Appendix

- Appendix report serves as a supplementary document for **Section [F] of Form EA**, but it is at the company's discretion whether to provide the exemption amount details to the employees.
- This report can be distributed to employees along with Form EA.

If it is not applicable to your company, you may skip this step.

# Section [F]

- 1 Log in to **EPAYROLL** for the period **'202412'**.

### Login to TimeSolution

ALL

User ID

Password

Company

**Period**

[Login](#)

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

[First time login / forgot password](#)

Account will be locked after 5 times of incorrect login

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

**TIMES SOFTWARE**  

Payroll Dashboard

Setup	EMS	Query
<a href="#">Company Setup</a>	<a href="#">Employee</a>	<a href="#">Change Period</a>
<a href="#">Payroll Setup</a>	<a href="#">Pay Items</a>	<a href="#">Lock Period</a>
<a href="#">Statutory Setup</a>	<a href="#">E-Document</a>	<a href="#">Company Select</a>
<a href="#">Utility</a>	<a href="#">Change Password</a>	<a href="#">Query Expert</a>
	<a href="#">Batch Delete</a>	<a href="#">Query Selection</a>
		<a href="#">Report Writer</a>
		<a href="#">Adhoc Query</a>

Process Payroll	Modify Record	Reports
<a href="#">Process</a>	<a href="#">Pay Record</a>	<a href="#">Code Master Report</a>
<a href="#">Bonus Record</a>	<a href="#">Bonus Record</a>	<a href="#">Payroll Report</a>
<a href="#">Special Record</a>	<a href="#">Special Record</a>	<a href="#">Management Report</a>
<a href="#">Festival Advance</a>	<a href="#">Add. Emp PCB Relief (TP1)</a>	<a href="#">Bank Report</a>
<a href="#">Transfer Payroll</a>	<a href="#">Emp BIK and VOLA (TP2)</a>	<a href="#">Statutory Report</a>
<a href="#">AL Encash</a>	<a href="#">Emp PCB History (TP3)</a>	<a href="#">EPF</a>
<a href="#">Transfer Claim</a>		<a href="#">SOCSCO</a>
<a href="#">Long Service Award</a>		<a href="#">Income Tax</a>
		<a href="#">Zakat</a>
		<a href="#">Benefits In Kind</a>
		<a href="#">EIS</a>

# Section [F]

3 Select 'Section [F]'.

If your database includes multiple companies with different Employer Tax Reference Numbers, choose the company to generate the report by selecting from the 'Income Tax Account No' dropdown menu. Skip this step if it is not relevant.

The screenshot displays the 'Section [F]' interface. On the left, a sidebar menu includes 'Benefits In Kind Entry', 'Benefits In Kind Checking', 'Import Benefits In Kind', and 'Section [F]', which is highlighted with a red border. The main area features a header 'Section [F]' and a form with the following elements:

- 'Income Tax Account No.' dropdown menu: Currently set to '-PLEASE SELECT-', with a dropdown list showing options: '-PLEASE SELECT-', 'NONE (SHIN ENTERPRISE)', 'NONE (SMITH GROUP BERHAD)', 'E87654123-01 (TEST SDN BHD)', and '09876545 (TIMES SOFTWARE PTE LTD)'.
- 'Appendix Print Date' field: Set to '04/12/2024'.
- 'APPENDIX' button: A button with a blue border.
- 'GENERATE E-BIK SECTION [F]' button: A button with a blue border.

# Section [F]

- 4 There are two reports in this menu:
- **Checking** (for internal checking purposes).
  - **Appendix** (to be distributed to employees if you would like to share the details of **Section [F]** of **Form EA**).

The screenshot displays the 'Section [F]' interface. On the left, a sidebar menu includes 'Benefits In Kind Entry', 'Benefits In Kind Checking', 'Import Benefits In Kind', and 'Section [F]' (which is selected). The main content area features a header 'Section [F]' and two input fields: 'Income Tax Account No.' with the value 'E87654123-01 (TEST SDN BHD)' and 'Appendix Print Date' with the value '03/12/2024'. Below these fields, three buttons are present: 'APPENDIX', 'CHECKING', and 'GENERATE E-BIK SECTION [F]'. A red rectangular box highlights the 'APPENDIX' and 'CHECKING' buttons.

It is advisable to print the report for checking to ensure accuracy and completeness before distributing to the employees.

# Section [F] | Checking Report

Here is an example of the **Checking** report.

The report includes only the detailed records of tax exemption items from the following sources:

## Process Through Payroll:

Derived from the Modify Record with the applicable maximum exemption amount, if any.

## EA#25:

Extracted from the Modify Record, but the Allowance Code is linked to the tax line 'EA No. 25'.

## Other Allowances:

Obtained from the 'Benefits In Kind Entry' screen.

TEST SDN BHD()			Date : 03/12/2024
Section [Tax Exempt Allowance] Checking Report for 2024			User ID : SUPPORT
Employee No : A001		Name : AGNES NG	
<b>Process Through Payroll</b>			
Tax Exempt Code : P02		[P02] - PETROL CARD, PETROL ALLOWANCE OR TRAVEL ALLOWANCE AND TOLL CARD FOR OFFICIAL DUTIES	
Max Exemption : 6,000.00			
No.	Allow Code	Description	Amount
1.	PETROL	PETROL ALLOWANCE	6,000.00
<b>Sub Total :</b>			<b>6,000.00</b>
<b>EA#25 Allowances</b>			
No.	Allow Code	Description	Amount
1.	MEAL	MEAL	55.00
<b>Sub Total :</b>			<b>55.00</b>
<b>Others Allowances</b>			
No.	Allow Code	Description	Amount
1.	PARKING	PARKING	500.00
<b>Sub Total :</b>			<b>500.00</b>
<b>Grand Total :</b>			<b>6,555.00</b>

# Section [F] | Appendix Report

Here is an example of the **Appendix** report featuring pay items subject to tax exemption.

The data in this report is similar to the 'Checking Report', but in this version, the system consolidates all records without grouping them by data source.

If the Employer's Contact Information for the Appendix differs from the monthly submission form, edit the contact details in 'Payroll → Company Setup → **Company Profile**' before generating the form.

Appendix Section Tax Exempt Allowance of EA

TEST SDN BHD()  
Employer's No : E87654123-01

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

Total Allowances / Perquisites / Gifts / Benefits exempted from tax for the period 1st January 2024 to 31st December 2024.

	RM
PETROL ALLOWANCE	6,000.00
MEAL	55.00
PARKING	500.00
	<u>6,555.00</u>

Date : 03/12/2024

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

This is a computer-generated document

# 8. EA Form

# EA Form

---

Once you have completed all relevant set up and checking, you are ready to generate the employee's statement of remuneration, also known as the 'EA Form'.

Please note that the due date to distribute the Form EA for 2024 to employees is no later than 28 February 2025.

# EA Form

- 1 Log in to **EPAYROLL** for the period **'202412'**.

### Login to TimeSolution

ALL

User ID

Password

Company

**Period**

**Login**

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

[First time login / forgot password](#)

**Account will be locked after 5 times of incorrect login**

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

**TIMES SOFTWARE**  

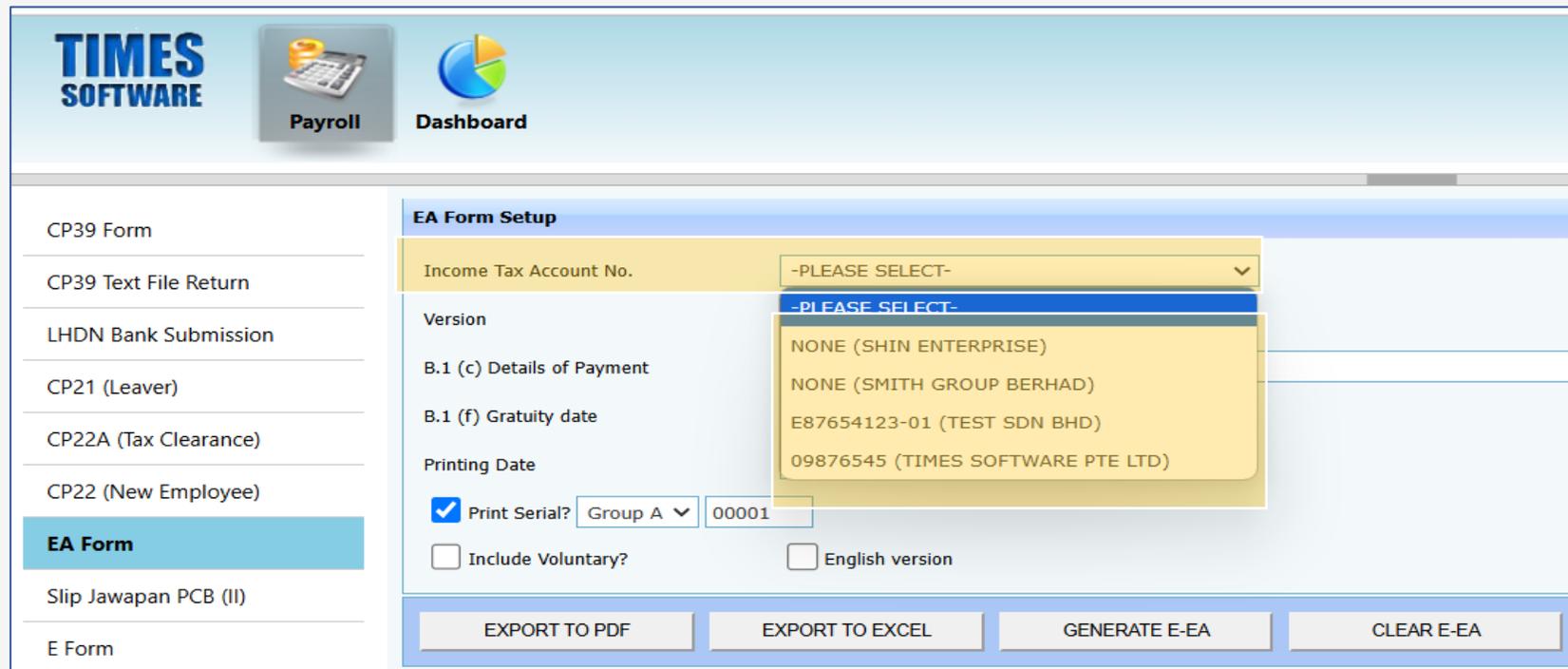
Payroll Dashboard

- Setup**
  - Company Setup
  - Payroll Setup
  - Statutory Setup
  - Utility
- EMS**
  - Employee
  - Pay Items
  - E-Document
  - Change Password
  - Batch Delete
- 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
  - Long Service Award
- 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
  - SOCOSO
  - Income Tax**
  - Zakat
  - Benefits In Kind

# EA Form

## 3 Select 'EA Form'.

If your database includes multiple companies with different Employer Tax Reference Numbers, choose the company to generate the report by selecting from the 'Income Tax Account No' dropdown menu. Skip this step if it is not relevant..



The screenshot shows the 'EA Form Setup' interface. On the left is a navigation 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), and E Form. The main area is titled 'EA Form Setup' and contains the following fields:

- Income Tax Account No.**: A dropdown menu currently showing '-PLEASE SELECT-'. The dropdown list is open, showing the following options:
  - NONE (SHIN ENTERPRISE)
  - NONE (SMITH GROUP BERHAD)
  - E87654123-01 (TEST SDN BHD)
  - 09876545 (TIMES SOFTWARE PTE LTD)
- Version**: A dropdown menu currently showing '-PLEASE SELECT-'.
- B.1 (c) Details of Payment**: A text input field.
- B.1 (f) Gratuity date**: A text input field.
- Printing Date**: A text input field.
- Print Serial?**: A checked checkbox.
- Group A**: A dropdown menu showing 'Group A'.
- 00001**: A text input field.
- Include Voluntary?**: An unchecked checkbox.
- English version**: An unchecked checkbox.

At the bottom of the form are four buttons: EXPORT TO PDF, EXPORT TO EXCEL, GENERATE E-EA, and CLEAR E-EA.

# EA Form

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

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

- Income Tax Account No.**: A dropdown menu currently showing '-PLEASE SELECT-'.
- Version**: A dropdown menu currently showing 'EA Form Format (Pin.2023)'.
- B.1 (c) Details of Payment**: A large empty text input field.
- B.1 (f) Gratuity date**: Two date pickers labeled 'From' and 'To'.
- Printing Date**: A date picker currently showing '04/12/2024'.
- Print Serial?**: A checked checkbox, followed by a dropdown menu showing 'Group A' and a text input field containing '00001'.
- Include Voluntary?**: An unchecked checkbox.
- English version**: An unchecked checkbox.

At the bottom of the form, there are four buttons: 'EXPORT TO PDF', 'EXPORT TO EXCEL', 'GENERATE E-EA', and 'CLEAR E-EA'.

# EA Form

## Explanation of available options in the EA Form Setup:

No	Field	Details
1	Version	Choose 'EA Form Format (Pin.2023)'. We will notify customers if a new Pin version is released by LHDN.
2	B.1(c) Details of payment	The description input here will be reflected in EA Form B.1(c)
3	B.1(f) Gratuity date from	The date input here will be reflected in EA Form B.1 (f)
4	Printing Date	Specify the date to be printed on the form.

The screenshot shows the 'EA Form Setup' window with the following fields:

- Income Tax Account No.: -PLEASE SELECT-
- Version: EA Form Format (Pin.2023)
- B.1 (c) Details of Payment: [Empty text input field]
- B.1 (f) Gratuity date: From [Empty date input field] To [Empty date input field]
- Printing Date: 04/12/2024

If the system detects data in fields B.1(c) and B.1(f) entered through the 'Benefits In Kind Entry' screen, it will ignore the details specified in the 'EA Form Setup' window.

Data from the 'Benefit In Kind Entry' screen will take priority.

# EA Form

No	Field	Details
5	Print Serial	Select the checkbox to enable the system to generate the serial number automatically based on the following grouping: Group A – Existing employee Group B – New employee Group C – Resigned employee
6	Include Voluntary	Select the checkbox if employees' monthly EPF Voluntary amount does not combine with standard contribution in 'Modify Record'.

**EA Form Setup**

Income Tax Account No.

Version

B.1 (c) Details of Payment

B.1 (f) Gratuity date From  To

Printing Date

Print Serial?

Include Voluntary?  English version?

# EA Form

No	Field	Details
7	English Version	Select the 'English Version' checkbox to print the EA Form in English.
8	EXPORT TO PDF	Generate Form EA and EA Check List in PDF format.
9	EXPORT TO EXCEL	Generate Form EA and EA Check List in Excel file
10	GENERATE E-EA	Generate Form EA for employee access in TIMES EA / Email EA
11	CLEAR E-EA	Clear the generated data, and 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.:** A dropdown menu currently 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:** Two date pickers labeled 'From' and 'To'.
- Printing Date:** A date picker showing '04/12/2024'.
- Print Serial?:** A checked checkbox, followed by a dropdown menu set to 'Group A' and a text input field containing '0000'.
- Include Voluntary?:** An unchecked checkbox, followed by a yellow button labeled 'English version'.

At the bottom of the window, there are four yellow action 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 files.

The screenshot shows the 'EA Form Setup' page in a web browser. The browser address bar shows 'localhost/TimeSolution/Index.aspx'. The page has a navigation menu on the left with 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 'EA Form' option is selected. The main content area is titled 'EA Form Setup' and contains several fields: 'Income Tax Account No.' (E87654123-01 (TEST SDN BHI)), 'Version' (EA Form Format (Pin.2023)), 'B.1 (c) Details of Payment', 'B.1 (f) Gratuity date' (From and To fields), 'Printing Date' (04/12/2024), 'Print Serial?' (checked, Group A, 00001), 'Include Voluntary?' (unchecked), and 'English version' (unchecked). At the bottom, there are four buttons: 'EXPORT TO PDF', 'EXPORT TO EXCEL', 'GENERATE E-EA', and 'CLEAR E-EA'. A 'Recent download history' window is open, showing a file named 'EAReportsFor\_TESTSDNBHD\_.zip' (48.9 KB, Done). A callout box points to this window with the text 'The downloaded file is a zip file'. Another callout box points to the file list in the download history, which shows two files: 'EA Check List.pdf' (Adobe Acrobat Document) and 'EA Form.pdf' (Adobe Acrobat Document). A callout box points to this list with the text 'There are 2 Excel files in the zip file'.

# EA Form | Example of the EA Checklist

## File Type : EA Check List

Here is an example of the checklist. It is advisable to verify it to ensure accuracy and completeness.

TEST SDN BHD													Date : 04/12/2024		
EA Check List 31st December 2024													User ID : SUPPORT		
No	No Siri	No. Cukai Pendapatan	No. K.P	Name Penuh Pekerja	Kategori	Bil anak	Jumlah Saraan Kasar	Tax Exempt	PCB	CP38	ZAKAT	KWSP	PERKESO	TP1 Relief	TP1 Zakat
1	A0001			AGNES NG	1	0	37,096.77	6,555.00	0.00	0.00	0.00	3,912.00	113.40	7,500.00	0.00
2	A0002	IG543212345010	800911094444	BADRUL ALI	1	3	52,026.45	0.00	340.10	0.00	150.00	6,589.00	95.55	12,850.00	0.00
3	A0003			BELINDA CLAIRE	1	0	98,000.00	800.00	6,360.00	0.00	0.00	0.00	163.50	0.00	0.00
4	A0004			DANSON TEE	1	0	34,648.40	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
5	A0005	IG04312344010	681211094512	FARALIZA AHMAD	1	0	53,900.00	0.00	614.00	145.70	0.00	5,797.00	281.40	1,500.00	250.00
6	A0006		890712051298	JOEE LIM	1	0	62,669.94	0.00	1,480.20	0.00	0.00	6,884.00	297.85	0.00	0.00
7	A0007		781231091234	KELLY LIM	1	0	154,166.67	0.00	19,691.70	0.00	0.00	16,962.00	436.80	0.00	0.00
8	A0008		871116107890	RYAN TENG BO TEE	2	3	72,000.00	0.00	0.00	0.00	0.00	0.00	0.00	12,500.00	0.00
9	A0009	SG7653456765	890123091234	WAI SAN	1	0	31,125.16	200.00	0.00	0.00	0.00	3,417.00	72.70	0.00	0.00
10	B0001			CASSIE	1	0	178,500.00	3,000.00	25,919.85	1,858.55	0.00	19,635.00	228.90	0.00	0.00
11	B0002			TERENCE LAU	1	0	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	B0003			YOYO TEH	1	0	6,693.68	0.00	0.00	0.00	0.00	781.00	16.45	0.00	0.00
13	C0001		030801030494	TAN MARINA AMIRAH BINTI TAN AHMAD	1	0	64.52	0.00	0.00	0.00	0.00	9.00	0.45	0.00	0.00
14	C0002			TEST001	1	0	14,548.38	0.00	1,179.20	0.00	0.00	1,602.00	59.50	0.00	0.00
<b>Grand Total</b>					<b>6</b>		<b>795,539.97</b>	<b>10,555.00</b>	<b>55,585.05</b>	<b>2,004.25</b>	<b>150.00</b>	<b>65,588.00</b>	<b>1,766.50</b>	<b>36,850.00</b>	<b>250.00</b>

# EA Form | Example of the EA Form

## File Type : EA Form

Here is an example of the form.

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

(C.P.8A - Pin. 2023) MALAYSIA **Penyata Gaji Pekerja SWASTA EA**

**CUKAI PENDAPATAN**  
PENYATA SARAAN DARIPADA PENGGAJIAN  
BAGI TAHUN BERAKHIR 31 DISEMBER 2024  
No. Pengenal Cukai (TIN) Pekerja  
IG04312344010  
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)	FARALIZA AHMAD
2. Jawatan	MANAGER
3. No. Kakitangan/No Gaji	F0005
4. No. K.P. Baru	681211094512
5. No. Pasport	
6. No. KWSP	87634567
7. No. PERKESO	681211-09-4512
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)**

	RM
1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	40,800.00
(b) Fi (termasuk fi pengarah), komisen atau bonus	11,900.00
(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	
(a) Jenis pendapatan	0.00
(b) .....	0.00
3. Manfaat berupa barangan (Nyatakan: .....	0.00
4. Nilai tempat kediaman (Alamat: .....	0.00
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00
6. Pampasan kerana kehilangan pekerjaan	0.00

**C PENCEN DAN LAIN-LAIN**

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

**JUMLAH** 52,700.00

**D JUMLAH POTONGAN**

1. Potongan cukai bulanan (PCB) yang dibayar kepada LHDNM	542.00
2. Arahan Potongan CP38 yang dibayar kepada LHDNM	145.70
Zakat yang dibayar melalui potongan gaji	0.00
4. ... / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji	0.00
5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:	
(a) ... RM	1,500.00
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM	250.00
6. Jumlah potongan 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 Simpanan/Pencen	KWSP	
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)		RM 5,797.00
2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)		RM 281.40

**F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI** RM 0.00

Nama Pegawai	KATHY CHOW
Jawatan	ADMINISTRATION
Nama dan Alamat Majikan	TESI SUN BHD 8-11, 8th Floor, Wisma UOA II No 21, Jalan Pinang Kuala Lumpur
No. Telefon Majikan	POSKOD : 50450 60393880090

Tarikh 04/12/2024

# EA Form | Additional Information of TP1 Records

The 'TP1' amount entered in 'Payroll → Modify Record → Add. Emp PCB Relief (TP1)' will be captured in 'Form EA Section D5'.

Records with codes starting with the letter "C" will be captured in Section D5 (a).

Records with the code "D01" will be captured in Section D5 (b).

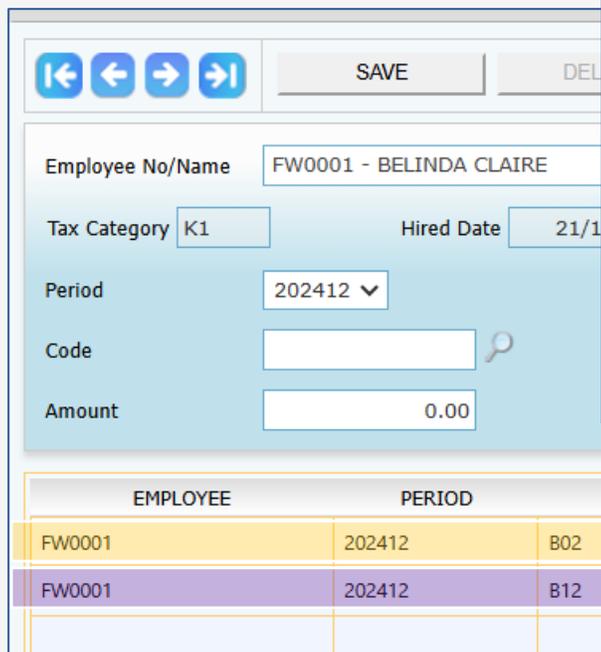
**D JUMLAH POTONGAN**

- Potongan cukai bulanan (PCB) yang dibayar kepada LHDNM 542.00
- Arahan Potongan CP38 yang dibayar kepada LHDNM 145.70
- Zakat yang dibayar melalui potongan gaji 0.00
- Derma / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji 0.00
- Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:
  - (a) Pelepasan RM 1,500.00
  - (b) Zakat selain yang dibayar melalui potongan gaji bulanan RM 250.00

CODE	DOC DATE	PERIOD	AMOUNT	REMARKS
C04		202412	1,500.00	[C04] - Medical Expenses on Serious Diseases for Self/Spouse/Child & Fertility Treatment
D01		202412	250.00	[D01] - Zakat or Levy for Umrah/Pilgrimage

# EA Form | Additional Information of TP2 Records

The 'TP2' amount entered in 'Payroll → Modify Record → Emp BIK and VOLA (TP2)' is captured in EA Form Section B3.



Employee No/Name: FW0001 - BELINDA CLAIRE

Tax Category: K1 | Hired Date: 21/1

Period: 202412

Code: [ ]

Amount: 0.00

EMPLOYEE	PERIOD	CODE	AMOUNT	DESCRIPT
FW0001	202412	B02	3,000.00	[B02] - Nilai Pemandu (Value of Driver)
FW0001	202412	B12	2,400.00	[B12] - Nilai Tempat Kediaman (Value of Living Accomodation)

(b) Tarikh bernenti kerja

**B** PENDAPATAN PENGAJIAN, 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)	65,000.00
(b) Fi (termasuk fi pengarah), komisen atau bonus	30,000.00
(c) Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihal pembayaran )	0.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)	0.00
(f) Ganjaran bagi tempoh dari _____ hingga _____	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis pendapatan (a) _____	
(b) _____	0.00
3. Manfaat berupa barangan (Nyatakan: _____ )	3,000.00
4. Nilai tempat kediaman (Alamat: _____ )	2,400.00
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00

# 9. Slip Jawapan - PCB2(II)

# Slip Jawapan - PCB2(II) | Introduction

---

The 'Slip Jawapan' is a tax payment statement showing the tax and CP38 deduction amounts from January to December.

This form can be distributed to employees along with the EA Form.

# Slip Jawaban - PCB2(II)

1 Log in to **EPAYROLL** for the period **'202412'**.

### Login to TimeSolution

ALL

User ID

Password

Company

Period

**Login**

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

[First time login / forgot password](#)

**Account will be locked after 5 times of incorrect login**

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

**TIMES SOFTWARE**  

Payroll Dashboard

<b>Setup</b> <ul style="list-style-type: none"><li>Company Setup</li><li>Payroll Setup</li><li>Statutory Setup</li><li>Utility</li></ul>	<b>EMS</b> <ul style="list-style-type: none"><li>Employee</li><li>Pay Items</li><li>E-Document</li><li>Change Password</li><li>Batch Delete</li></ul>	<b>Query</b> <ul style="list-style-type: none"><li>Change Period</li><li>Lock Period</li><li>Company Select</li><li>Query Expert</li><li>Query Selection</li><li>Report Writer</li><li>Adhoc Query</li></ul>
<b>Process Payroll</b> <ul style="list-style-type: none"><li>Process</li><li>Bonus Record</li><li>Special Record</li><li>Festival Advance</li><li>Transfer Payroll</li><li>AL Encash</li><li>Transfer Claim</li><li>Long Service Award</li></ul>	<b>Modify Record</b> <ul style="list-style-type: none"><li>Pay Record</li><li>Bonus Record</li><li>Special Record</li><li>Add. Emp PCB Relief (TP1)</li><li>Emp BIK and VOLA (TP2)</li><li>Emp PCB History (TP3)</li></ul>	<b>Reports</b> <ul style="list-style-type: none"><li>Code Master Report</li><li>Payroll Report</li><li>Management Report</li><li>Bank Report</li><li>Statutory Report</li><li>EPF</li><li>SOCOSO</li><li><b>Income Tax</b></li><li>Zakat</li><li>Benefits In Kind</li></ul>

# Slip Jawapan - PCB2(II)

- 3 Select 'Slip Jawapan - PCB2(II)'.

If your database includes multiple companies with different Employer Tax Reference Numbers, choose the company to generate the report by selecting from the 'Income Tax Account No' dropdown menu. Skip this step if it is not relevant.

The screenshot displays the 'Slip Jawapan PCB (II)' report generation interface. On the left sidebar, 'Slip Jawapan PCB (II)' is selected. The main form includes the following fields:

- Income Tax Account No.:** A dropdown menu currently showing '-PLEASE SELECT-'.
- Period:** A dropdown menu currently showing '-PLEASE SELECT-'.

Below these fields is a table for selecting the reporting period:

BULAN	PCB	CP38 NO. RESIT
Januari	<input type="checkbox"/>	<input type="text"/>
Februari	<input type="checkbox"/>	<input type="text"/>
Mac	<input type="checkbox"/>	<input type="text"/>
April	<input type="checkbox"/>	<input type="text"/>
Mei	<input type="checkbox"/>	<input type="text"/>
Jun	<input type="checkbox"/>	<input type="text"/>

A dropdown menu is open over the 'Income Tax Account No.' field, listing the following options:

- NONE (SHIN ENTERPRISE)
- NONE (SMITH GROUP BERHAD)
- E87654123-01 (TEST SDN BHD)
- 09876545 (TIMES SOFTWARE PTE LTD)

# Slip Jawapan - PCB2(II)

- 4 Enter the tax payment receipt number or bank transaction reference number in the 'PCB NO. RESIT' column and the payment date in the 'PCB TARIKH RESIT' column.

**Slip Jawapan PCB (II)**

Income Tax Account No.

Period 202412

BULAN	PCB NO. RESIT	PCB TARIKH RESIT	CP38 NO. RESIT	CP38 TARIKH RESIT	PCB NO. RESIT 2	PCB TARIKH RESIT 2
Januari	<input type="text" value="02-2024277123"/>	<input type="text" value="11/02/2024"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Februari	<input type="text"/>	<input type="text" value="12/03/2024"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mac	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
April	<input type="text" value="02-2024277012"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mei	<input type="text" value="02-2024277643"/>	<input type="text" value="11/06/2024"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Jun	<input type="text" value="02-2024277777"/>	<input type="text" value="15/07/2024"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Julai	<input type="text" value="02-2024277984"/>	<input type="text" value="13/08/2024"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ogos	<input type="text" value="02-2024277636"/>	<input type="text" value="13/09/2024"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
September	<input type="text" value="02-2024277688"/>	<input type="text" value="15/10/2024"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Oktober	<input type="text" value="02-2024277252"/>	<input type="text" value="12/11/2024"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
November	<input type="text" value="02-2024277455"/>	<input type="text" value="13/12/2024"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Disember	<input type="text" value="02-2024277962"/>	<input type="text" value="04/01/2024"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SAVE RECEIPT    GENERATE REPORT    GENERATE E-SLIP JAWAPAN    CANCEL

CP39 Trans. Number

CP39 Trans. Date

CP38 Trans. Number

CP38 Trans. Date

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

The receipt details entered here will apply to all employees' 'Slip Jawapan.'

# Slip Jawapan - PCB2(II)

- 5 After completing the data entry for the receipt number and receipt date, generating the form would be the next step.

Function	Explanation
SAVE RECEIPT	Save the receipt data you have entered.
GENERATE REPORT	Generate Slip Jawapan in PDF format.
GENERATE E-SLIP JAWAPAN	Generate Slip Jawapan for employee access in TIMES EA / Email EA

September	02-2024277688	15/10/2024				
Oktober	02-2024277252	12/11/2024				
November	02-2024277455	13/12/2024				
Disember	02-2024277962	04/01/2024				

SAVE RECEIPT    GENERATE REPORT    GENERATE E-SLIP JAWAPAN    CANCEL

# Slip Jawapan - PCB2(II)

- 6 Here is an example of the **Slip Jawapan - PCB2(II)**. The system will populate the receipt details only if the amount in the **PCB** column is greater than 0.00.

If the Employer's Contact Information for the Slip Jawapan differs from the monthly submission form, edit the contact details in 'Payroll → Company Setup → **Company Profile**' before generating the form.

**PENYATA BAYARAN CUKAI OLEH MAJIKAN** PCB 2(II)-Fin. 2012  
Tarikh : 04/12/2024

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

Tuan,  
Potongan Cukai Berjadual Tahun : 2024  
Nama Pekerja : FARALIZA AHMAD  
No. Kad Pengenalan/No. Passport : 681211-09-4512  
No. Cukai Pendapatan Pekerja : IGD4312344-01(0)  
No. Pekerja : F0005  
No. Majikan ( E ) : E87654123-01

Dengan hormatnya saya merujuk kepada perkara di atas:

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

Bulan	Amaun (RM)		No. Resit/No. Slip Bank/No. Transaksi		Tarikh Resit/ Tarikh Transaksi	
	PCB	CP38	PCB	CP38	PCB	CP38
Januari	0.00	0.00				
Februari	0.00	0.00				
Mac	0.00	0.00				
April	35.00	0.00	02-2024277012		14/05/2024	
Mei	0.00	0.00				
Jun	0.00	0.00				
Julai	0.00	0.00				
Ogos	0.00	0.00				
September	0.00	0.00				
Oktober	0.00	0.00				
November	0.00	0.00				
Disember	579.00	145.70	02-2024277962		04/01/2024	
<b>Jumlah</b>	<b>614.00</b>	<b>145.70</b>				

3. Potongan-potongan yang telah dibuat bagi pendapatan pekerja untuk tahun terdahulu dalam tahun semasa adalah seperti berikut:

Jenis Pendapatan	Bulan	Tahun	Amaun PCB (RM)	No. Resit/ No. Slip Bank/ No. Transaksi	Tarikh Resit/ Tarikh Transaksi

Sekian. Terima Kasih.

Nama Pegawai : KATHY CHOW  
Jawatan : ADMINISTRATION  
No. Telefon :  
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 | Introduction

---

Form E and C.P.8D are declaration reports submitted by every employer to inform the Inland Revenue Board (IRB) about the number of employees and the list of employee income details.

Form e-E and C.P.8D must contain ALL particulars of 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**).

# Form E / C.P.8D

- 1 Log in to **EPAYROLL** for the period **'202412'**.

### Login to TimeSolution

ALL

User ID

Password

Company

Period

[Login](#)

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

[First time login / forgot password](#)

**Account will be locked after 5 times of incorrect login**

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

**TIMES SOFTWARE**

Payroll Dashboard

- Setup**
  - Company Setup
  - Payroll Setup
  - Statutory Setup
  - Utility
- EMS**
  - Employee
  - Pay Items
  - E-Document
  - Change Password
  - Batch Delete
- 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
  - Long Service Award
- 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
  - SOCOSO
  - Income Tax**
  - Zakat
  - Benefits In Kind

# Form E / C.P.8D

## 3 Select 'E-Form'.

If your database includes multiple companies with different Employer Tax Reference Numbers, choose the company to generate the report by selecting from the 'Income Tax Account No' dropdown menu. Skip this step if it is not relevant.

The screenshot displays the 'E Form' interface. On the left, a sidebar lists various form types: CP39 Form, CP39 Text File Return, LHDN Bank Submission, CP21 (Leaver), CP22A (Tax Clearance), CP22 (New Employee), EA Form, and Slip Jawapan PCB (II). The 'E Form' option is highlighted in blue. The main window is titled 'E Form' and contains the following fields and options:

- Income Tax Account No.**: A dropdown menu currently showing '-PLEASE SELECT-'. A dropdown menu is open, listing the following options:
  - NONE (SHIN ENTERPRISE)
  - NONE (SMITH GROUP BERHAD)
  - E87654123-01 (TEST SDN BHD)
  - 09876545 (TIMES SOFTWARE PTE LTD)
- 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)**
- Form E Reference Report : C.P. 8D**
- C.P. 8D - Pin. 2023**: A dropdown menu showing 'C.P. 8D - Pin. 2023'.
- Link Employee?**:

# Form E / C.P.8D

## 4 Explanation of the available options in the E-Form printing window.

Report Option	Explanation
Report from A1 to A5	All reports in this section are intended solely for internal reference and checking. DO NOT submit to LHDN.

The screenshot shows a window titled "E Form" with a light blue header. Below the header, there is a form with several fields and checkboxes. The first field is "Income Tax Account No." with a dropdown menu showing "-PLEASE SELECT-". Below this, there is a section for "E Form Reference Report: Bahagian A (Part A)" with a checkbox. This section is highlighted in yellow and contains five items, each with a checkbox:

- 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)

# Form E / C.P.8D

**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)

Select 'Part A' checkbox to enable 'A6'

A6 Selection	Results in A6
YES	1
NO	2

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

**A1** Number of employees as at 31/12/2023

**A2** Number of employees subjected to MTD

**A3** Number of new employees

**A4** Number of employees who ceased employment / died

**A5** Number of employees who ceased employment and left Malaysia

**A6** Reported to LHDNM (If A5 is applicable)  1 = Yes  
2 = No

# 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, uncheck it.

## Include Voluntary?

- Select the checkbox if employees' monthly EPF Voluntary amount does not combine with standard contribution in 'Modify Record'.

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

- Income Tax Account No.:** E87654123-01 (TEST SDN BHD)
- E Form Reference Report: Bahagian A (Part A):**
- A1 - Bilangan Pekerja (No. of employees):**
- A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD):**
- A3 - Bilangan Pekerja Baru (No. of new employees):**
- A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died):**
- A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia):**
- A6 - Melaporkan kepada LHDNM (Reported to LHDNM):** NO
- Form E Reference Report : C.P. 8D:** C.P. 8D - Pin. 2023
- Link Employee?:**
- Prepare text file submission:**
- Submission Format:** Data Prais/e-CP8D (Prefill Data/e-CP8D)
- Majikan File Name (Employer File Name):**  M8765412301\_2024.txt
- Pekerja File Name (Employee File Name):**  P8765412301\_2024.txt
- Include Voluntary?:**

A **GENERATE** button is located at the bottom 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

- There is only one available format.
- Both Prefill and C.P.8D now share the same format.

## Majikan File Name (Employer File Name)

- Only applicable for submission via Postal Delivery / Hand Delivery to LHDN.

## Pekerja File Name (Employee File Name)

- For submission via eFiling, only the 'Employee' file is required to be uploaded.

**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

- 5 When ready to generate the forms/text file, click **GENERATE.**

**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

## 6 File generation in progress.

Please be patient, as the time taken depends on the database size.

Do not interrupt the process by performing 'End Task' or 'Force Shutdown' to avoid data corruption."

The screenshot displays the 'E Form' configuration window. It includes the following fields and options:

- Income Tax Account No.:** E87654123-01 (TEST SDN BHD)
- E Form Reference Report: Bahagian A (Part A):**
- A1 - Bilangan Pekerja (No. of employees):**
- A2 - Bilangan Pekerja Tertakluk Kepada PCB (No. of employees subjected to MTD):**
- A3 - Bilangan Pekerja Baru (No. of new employees):**
- A4 - Bilangan Pekerja Berhenti (No. of employees who ceased employment / died):**
- A5 - Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia (Number of employees who ceased employment and left Malaysia):**
- A6 - Melaporkan kepada LHDNM (Reported to LHDNM):** NO
- Form E Reference Report : C.P. 8D:** C.P. 8D - Pin. 2023
- Link Employee?:**
- Prepare text file submission:**
- Submission Format:** Data Praisi/e-CP8D (Prefill Data/e-CP8D)
- Majikan File Name (Employer File Name):**  M8765412301\_2024.txt
- Pekerja File Name (Employee File Name):**  P8765412301\_2024.txt
- Include Voluntary?:**

A 'GENERATE' button is located at the bottom of the form. A loading spinner is visible on the right side of the form, indicating that the process is in progress.

# Form E / C.P.8D

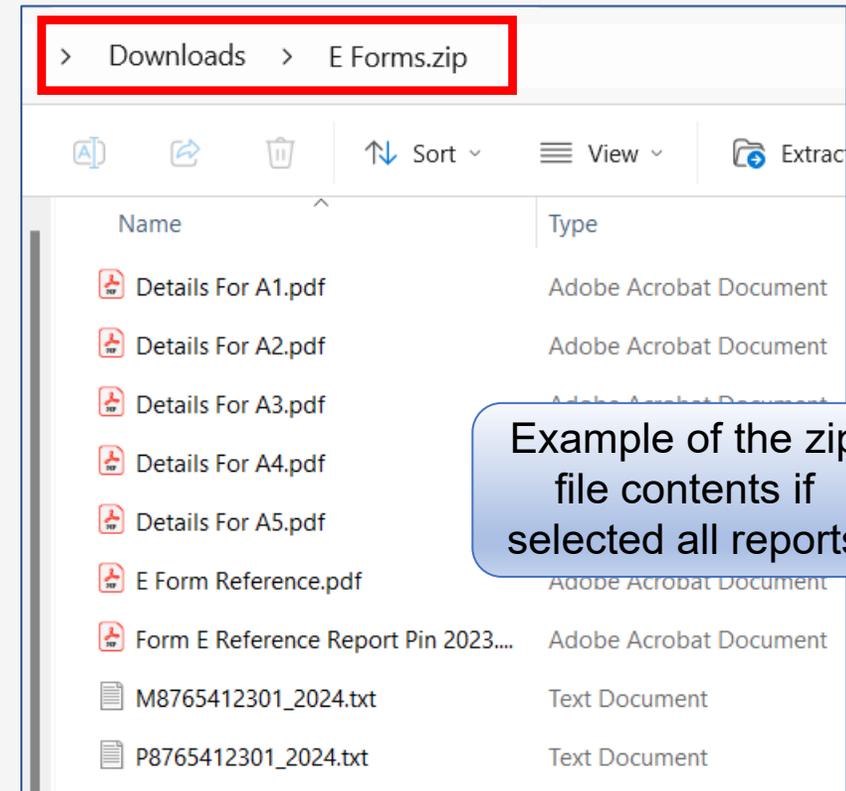
7 All forms will be downloaded as a compressed ZIP file.

Recent download history

- E Forms.zip  
33.6 KB • Done

Full download history

The downloaded file is a zip file



# Form E Reference Report

# Form E Reference Report for “Bahagian A” (Part A)

This report provides the necessary 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)

A6 - Melaporkan kepada LHDNM (Reported to LHDNM)

Form E Reference Report : C.P. 8D

Prepare text file submission

Submission Format

Majikan File Name (Employer File Name)  M8765412301\_2024.txt

Pekerja File Name (Employee File Name)  P8765412301\_2024.txt

**TEST SDN BHD**  
**2024 Form E Reference Report**

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

<b>A1</b>	Bilangan pekerja	14	<b>A2</b>	Bilangan pekerja tertakluk kepada PCB	8
<b>A3</b>	Bilangan pekerja baru	5	<b>A4</b>	Bilangan pekerja berhenti	3
<b>A5</b>	Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia	1	<b>A6</b>	Telah melaporkan kepada LHDNM? (Jika A5 berkaitan)	<input type="text" value="1"/> 1 = Ya 2 = Tidak

# Employee list for "Bahagian A1–Bilangan pekerja"

## Part A1 – Number of active employees as at 31/12/2024

*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)

A6 - Melaporkan kepada LHDNM (Reported to LHDNM)

Form E Reference Report : C.P. 8D

Prepare text file submission

Submission Format

Majikan File Name (Employer File Name)  M8765412301\_2024.txt

Pekerja File Name (Employee File Name)  P8765412301\_2024.txt

**TEST SDN BHD**

Date : 04/12/2024 06:19 PM

User ID : SUPPORT

**Details For A1 - Bilangan Pekerja 2024**

No.	Employee#	Name	Hired Date	Termination Date	Last Pay Date
1.	A001	AGNES NG	11/03/2021		
2.	B001	BADRUL ALI	08/08/2018		
3.	CS001	CASSIE	19/02/2024		
4.	D0005	DANSON TEE	17/05/2023		
5.	F0005	FARALIZA AHMAD	18/10/2023		
6.	FW0001	BELINDA CLAIRE	21/12/2023		
7.	J001	JOEE LIM	08/03/2023		
8.	K0001	KELLY LIM	15/12/2023		
9.	R0001	RYAN TENG BO TEE	06/12/2017		
10.	S001	SERENE LEE	01/11/2023		
11.	T0001	TERENCE LAU	01/07/2024		
12.	T002	TEST NEW EMPLOYEE FOREIGNER	01/12/2024		
13.	WS001	WAI SAN	09/03/2022		
14.	Y0001	YOYO TEH	17/05/2024		

# Employee list for “Bahagian A2–Bilangan pekerja tertakluk kepada PCB dalam tahun 2024”

## Part A2 – Number of employees subject to MTD in 2024

**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

Prepare text file submission

Submission Format

Majikan File Name (Employer File Name)  M8765412301\_2024.txt

Pekerja File Name (Employee File Name)  P8765412301\_2024.txt

**TEST SDN BHD** Date : 04/12/2024 06:19 PM  
Details for A2 - Bilangan Pekerja Tertakluk Kepada PCB 2024 User ID : SUPPORT

No.	Employee#	Name	Total Tax
1.	B001	BADRUL ALI	340.10
2.	CS001	CASSIE	25,919.85
3.	F0005	FARALIZA AHMAD	614.00
4.	FW0001	BELINDA CLAIRE	6,816.00
5.	J001	JOEE LIM	1,480.20
6.	K0001	KELLY LIM	19,691.70
7.	K0010	KENZO MUZUKI	192.00
8.	TEST001	TEST001	1,179.20
<b>Total</b>			<b>56,233.05</b>

# Employee list for "Bahagian A3–Bilangan pekerja baru dalam tahun 2024"

## Part A3 – Number of new employees in 2024

**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

Prepare text file submission

Submission Format

Majikan File Name (Employer File Name)  M8765412301\_2024.txt

Pekerja File Name (Employee File Name)  P8765412301\_2024.txt

### TEST SDN BHD Details For A3 - Bilangan Pekerja Baru 2024

Date : 04/12/2024 06:19 PM  
User ID : SUPPORT

No.	Employee#	Name	Department Code	Hired Date
1.	CS001	CASSIE	NONE	19/02/2024
2.	K0010	KENZO MUZUKI	SD	14/07/2024
3.	T0001	TERENCE LAU	NONE	01/07/2024
4.	T002	TEST NEW EMPLOYEE FOREIGNER	NONE	01/12/2024
5.	Y0001	YOYO TEH	NONE	17/05/2024

# Employee list for “Bahagian A4–Bilangan pekerja yang berhenti kerja dalam tahun 2024”

## Part A4 – Number of employees ceased employment in 2024

**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

Prepare text file submission

Submission Format

Majikan File Name (Employer File Name)  M8765412301\_2024.txt

Pekerja File Name (Employee File Name)  P8765412301\_2024.txt

**TEST SDN BHD**  
Date : 04/12/2024 06:19 PM  
User ID : SUPPORT

**Details For A4 - Bilangan Pekerja Berhenti 2024**

No.	Employee#	Name	Department Code	Termination Date
1.	K0010	KENZO MUZUKI	SD	30/11/2024
2.	TEST001	TEST001	FINANCE	30/01/2024
3.	U34104	TAN MARINA AMIRAH BINTI TAN AHMAD	ANG_NKF	01/10/2024

# Employee list for

“Bahagian A5–Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia dalam tahun 2024”

## Part A5–Number of employees ceased employment and left Malaysia in 2024

**E Form**

Income Tax Account No. E87654123-01

E Form Reference Report: Bahagian A (Part A)

A1 - Bilangan Pekerja (No. of employees)

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

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

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

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

A6 - Melaporkan kepada LHDNM (Reported to LHDNM) YES

Form E Reference Report : C.P. 8D C.P. 8D - Pin. 20

Prepare text file submission

Submission Format Data Praisi/e-CP8D (Prefill Da

Majikan File Name (Employer File Name)  M8765412301\_2024.txt

Pekerja File Name (Employee File Name)  P8765412301\_2024.txt

**TEST SDN BHD** Date : 04/12/2024 06:19 PM  
Details For A5 - Bilangan pekerja yg berhenti kerja utk meninggalkan Malaysia 2024 User ID : SUPPORT

No.	Employee#	Name	Department Code	Termination Date
1.	K0010	KENZO MUZUKI	SD	30/11/2024

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

NEW SAVE DELETE CANCEL

Employee ID / Name K0010 [KENZO MUZUKI]

Tender Information

Resignation Reason EMPLOYEE RESIGNED & LEFT MSIA [E-FORM A5] [LEFT-MY]

Tender Date

Notice Period / By

Resignation Date 30/11/2024

Last Payment Date 30/11/2024

Last Day of Work 30/11/2024

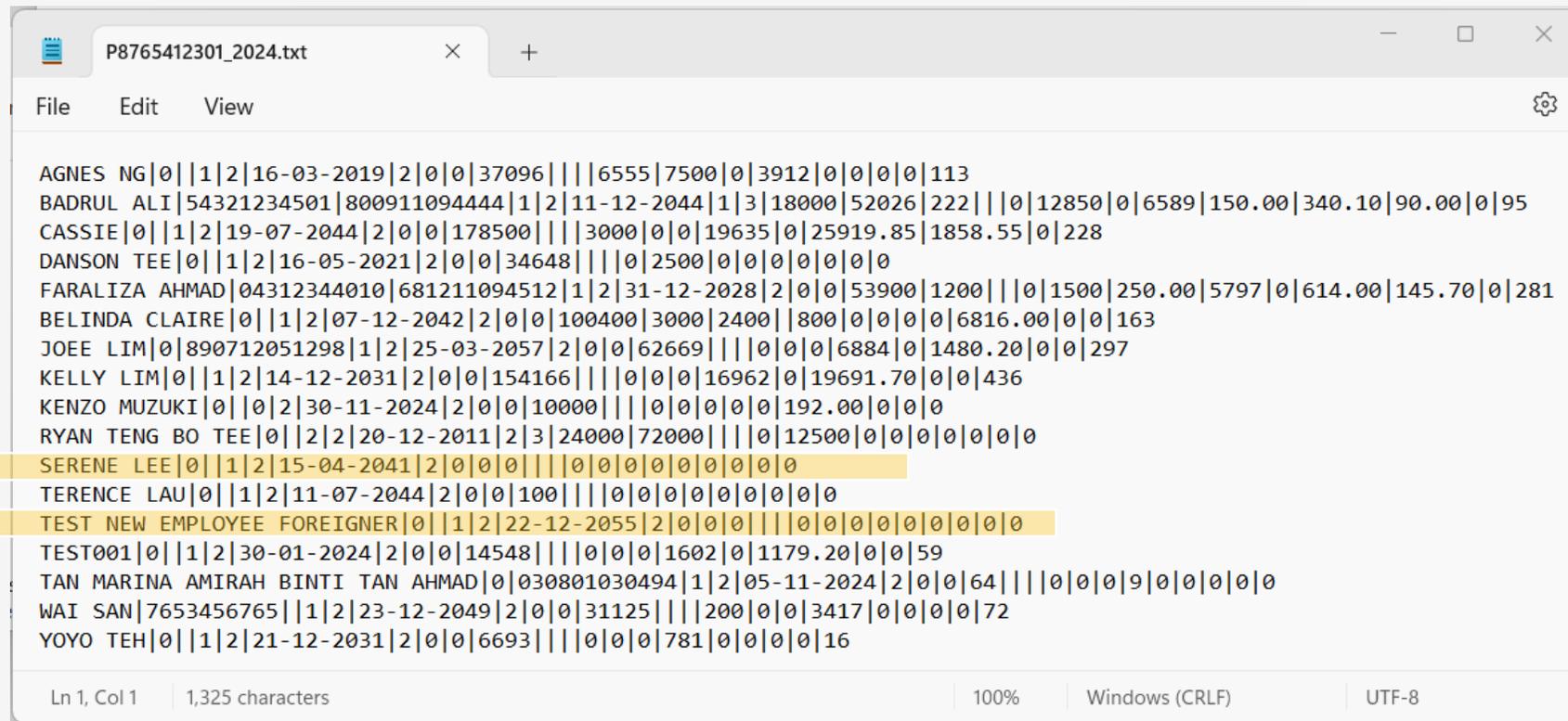
**Resignation Reason = LEFT-MY**

# Text File Submission Format

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

The highlighted record below shows a person with no payout activity in the payroll.

To remove the record from appearing, set 'Exclude from Form E / C.P.8D' to 'YES' in 'EMS,' as explained in previous sessions.



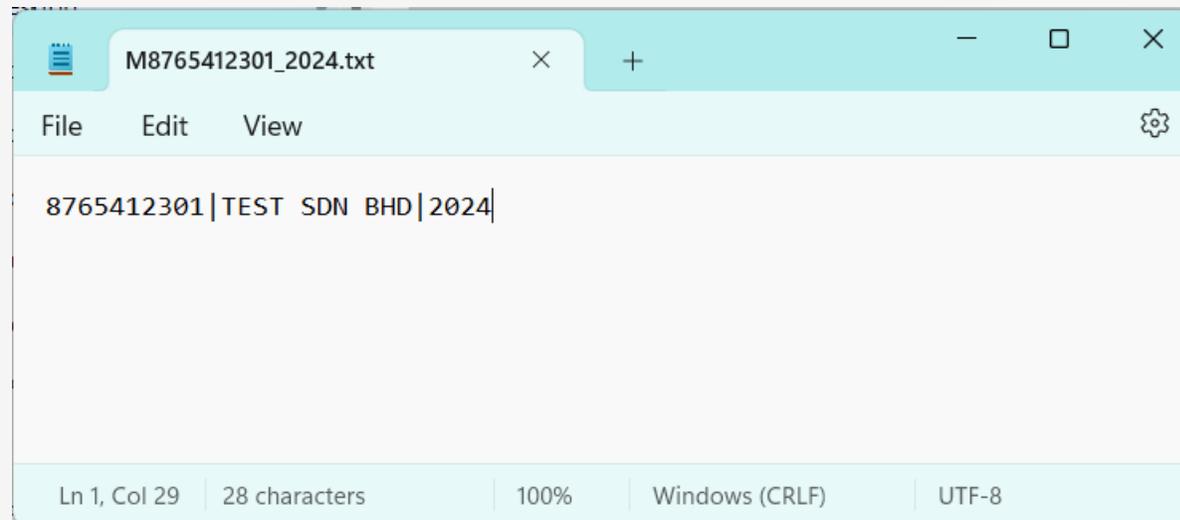
```
P8765412301_2024.txt
File Edit View
AGNES NG|0|1|2|16-03-2019|2|0|0|37096|||6555|7500|0|3912|0|0|0|0|113
BADRUL ALI|54321234501|800911094444|1|2|11-12-2044|1|3|18000|52026|222||0|12850|0|6589|150.00|340.10|90.00|0|95
CASSIE|0|1|2|19-07-2044|2|0|0|178500|||3000|0|0|19635|0|25919.85|1858.55|0|228
DANSON TEE|0|1|2|16-05-2021|2|0|0|34648|||0|2500|0|0|0|0|0|0|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|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|0
SERENE LEE|0|1|2|15-04-2041|2|0|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|0
TEST NEW EMPLOYEE FOREIGNER|0|1|2|22-12-2055|2|0|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 C.P.8D text file via e-Filing, **Employer file** is not required.

Employer File is only applicable for submission via Postal Delivery / Hand Delivery to LHDN.



The screenshot shows a text editor window with the following content:

```
M8765412301_2024.txt
```

File Edit View

```
8765412301|TEST SDN BHD|2024|
```

Ln 1, Col 29 | 28 characters | 100% | Windows (CRLF) | UTF-8

# Form C.P.8D [Internal Reference]

# Form C.P.8D | Example

The highlighted record below shows a person with no payout activity in the payroll. {Column K = 0}.

To remove the record from appearing, set 'Exclude from Form E / C.P.8D' to 'YES' in 'EMS,' as explained in previous sessions.

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	J Pelepasan Anak Yang Layak		K Jumlah Saraan Kasar	L Manfaat Berupa Barangan	M Nilai Tempat Kediaman	N Manfaat Skim Opsyen Saham Pekerja (ESOS)	O Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai	P Jumlah Tuntutan Potongan Oleh Pekerja Melalui Borang TP1		R Caruman Kepada Kumpulan Wang Simpanan Pekerja	S Zakat Yang Dibayar Melalui Potongan Gaji	T Jumlah potongan cukai		V Insurans perubatan yang dibayar melalui potongan gaji	W Caruman PERKESO yang dibayar melalui potongan gaji
								i Bilangan Anak	J Jumlah Pelepasan						Q Pelepasan	Q Zakat			U PCB	U CP 38		
								(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	
1	AGNES NG			1	2	16-03-2019	2			37,098.77	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	SG7653456765		1	2	23-12-2049	2		0.00	31,125.16	0.00	0.00	0.00	200.00	0.00	0.00	3,417.00	0.00	0.00	0.00	0.00	72.70
17	YOYO TEH			1	2	21-12-2031	2		0.00	6,893.88	0.00	0.00	0.00	0.00	0.00	0.00	781.00	0.00	0.00	0.00	0.00	16.45
<b>JUMLAH</b>									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

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

Col	Title	Data Capturing
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 <sup>1</sup>	Employee Status	Date of Retirement / End of Contract
1						
2						

Detail
Career
Bank
Employment
Address
Leave / Benefit
Calendar
Misc

⏪
⏩

NEW
SAVE
DELETE
CANCEL

**Employee ID / Name** Y0001 [YOYO TEH]

**Personal Details**

Employee ID \*   Is Supervis

First Name

Middle Name

Last Name

Full Name \*

Alias

Native Name

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

Col	Title	Data Capturing
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 <sup>1</sup>	Employee Status	Date of Retirement / End of Contract
1						
2						

E-Payroll   Statutory Requirement   Allowances/Deductions   Stop Payment

Employee ID / Name: B001 [BADRUL ALI]

Statutory Type

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

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.: IG543212345-01(0)

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

Col	Title	Data Capturing
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 <sup>1</sup>	Employee Status	Date of Retirement / End of Contract
1						
2						

E-Payroll
Statutory Requirement
Allowances/Deductions
Stop Payment

←
←
→
→

**Employee ID / Name**

**Statutory Type**

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

**Registered ID of Statutory Board / Bank**

ID for Income Tax NEW ID ▾  
 ID for SOCSO NEW ID  
 ID for EPF OLD ID  
 ID for EIS PASSPORT  
NEW ID ▾

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

Col	Title	Data Capturing
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

Income Tax No.: IG543212345-01(

Income Tax Branch: SHAH ALAM

Dependent Children

The number of children eligible(factor): 9.00

E-Form CP8D Column F - Tax borne by employer Indicator: YES

CP8D Employee Status: Status 2: Permanen!

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

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

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

Col	Title	Data Capturing
G	Tarikh Persaraan / Tamat Kontrak <i>Date of Retirement / End of Contract</i>	Capture based on the <b>'Resignation Date'</b> . If the 'Resignation Date' is empty, the <b>'Retirement Date'</b> will be captured.

E	F	G	H
Category of employee <sup>1</sup>	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 Leave / Benefit Calendar Misc Free Fields Exit Records

NEW SAVE DELETE CANCEL

Employee ID / Name: B001 [BADRUL ALI]

**Tender Information**

Resignation Reason:

Tender Date:

Notice Period / By: 0 MONTH

Resignation Date:  Last Day of Work:

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free

NEW SAVE DELETE CANCEL

Employee ID / Name: B001 [BADRUL ALI]

**Confirmation & Notice (Master Data)**

Hired Date: 08/08/2018

Notice Period (For Resignation): 0 Notice By: MONTH

Retired Age (Year): 60 Retirement Date: 11/12/2044

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

Col	Title	Data Capturing
I	Bilangan Anak <i>No of Children</i>	Actual dependent child count, not the Total Eligible value. Example : Column I = <b>3</b>
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 = <b>\$18,000.00</b>

**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"/>
<b>Total Eligible 9</b>		

YEAR	EFFECTIVE PERIOD	ELIGIBLE
<input checked="" type="checkbox"/> 2023	202312	9

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 Bilangan Anak	Jumlah Pelepasan  (RM)	Jumlah Saraan Kasar  (RM)
11-12-2044	1	3	18,000.00	52,026.45

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

Col	Title	Data Capturing
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"> <li><input type="checkbox"/> System codes such as Basic, TotalNPL, Total Overtime, Total Shift, Total RestDay.</li> <li><input type="checkbox"/> Allowance/Deduction codes linked to tax line EA No. from 1 to 23 and 26 to 27.</li> <li><input type="checkbox"/> BIK Entry screen in column Part B1, B2, B3 and B4.</li> </ul>

K	L	M	N
Total gross remuneration <sup>2</sup>	Benefits in kind	Value of living accommodation	Employee share option scheme (ESOS) benefit
(RM)	(RM)	(RM)	(RM)

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

Col	Title	Data Capturing
L	Manfaat Berupa Barangan <i>Benefits in kind</i>	Data source from: <ul style="list-style-type: none"> <li><input type="checkbox"/> Allowance/Deduction codes linked to tax line <b>EA No. from 5 to 16.</b></li> <li><input type="checkbox"/> BIK Entry screen in column <b>Part B.3</b>-Manfaat berupa barangan.</li> <li><input type="checkbox"/> TP2 records.</li> </ul>
M	Nilai Tempat Kediaman <i>Value of living accommodation</i>	Data source from: <ul style="list-style-type: none"> <li><input type="checkbox"/> Allowance/Deduction codes linked to tax line <b>EA No. 17.</b></li> <li><input type="checkbox"/> BIK Entry screen on column <b>Part B 4.-</b> Nilai tempat kediaman.</li> </ul>

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

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

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

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

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

Col	Title	Data Capturing
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"> <li><input type="checkbox"/> Allowance/Deduction codes linked to tax line <b>EA No. 25</b>.</li> <li><input type="checkbox"/> Tax Exempt Allowance codes linked to <b>Tax Exempt Code (P02 to P07)</b>.</li> <li><input type="checkbox"/> BIK Entry screen on column <b>Part F</b> - Jumlah Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai.</li> </ul>

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

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

Col	Title	Data Capturing
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 <sup>3</sup> (RM)	(RM)	(RM)	MTD (RM)	CP38 (RM)

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

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

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 <sup>3</sup> (RM)	(RM)	(RM)	MTD (RM)	CP38 (RM)

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

Col	Title	Data Capturing
T	Jumlah Potongan Cukai PCB <i>Total MTD tax deduction</i>	Data source from: <input type="checkbox"/> Employee <b>PCB</b> processed in EPAYROLL. <input type="checkbox"/> BIK Entry Screen on column <b>Part D 1</b> .
U	Jumlah Potongan Cukai CP38 <i>Total CP38 tax deduction</i>	Data source from: <input type="checkbox"/> Employee <b>CP38</b> processed in EPAYROLL. <input type="checkbox"/> BIK Entry Screen on column <b>Part D 2</b> .

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 <sup>3</sup> (RM)			MTD (RM)	CP38 (RM)

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

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

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)