

2024 Year End User Guide for TIMESPAY

Year End Process

Bonus Processing

Year End Statutory Forms



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Year End Process

Topics on Year-End Process

**There are 3 steps
involves in this
process:**



Download and Update TIMESPAY
Page 6



Database Backup (Optional)
Page 27



Initialize New Year 2025
Page 37

Step 1 - Download and Update TIMESPAY

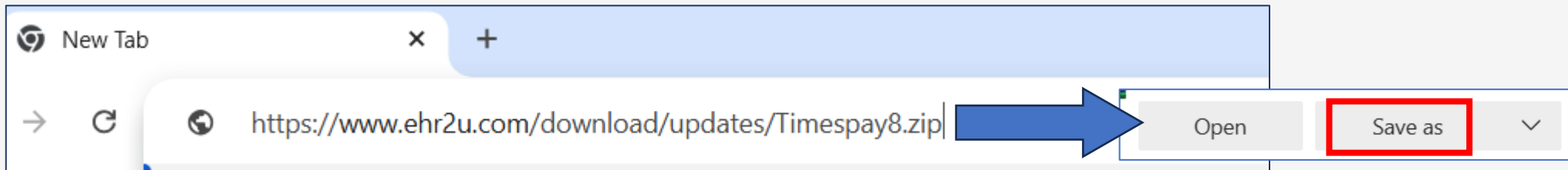
Download and Update TIMESPAY

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

This notification will be sent before **31st 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**'.

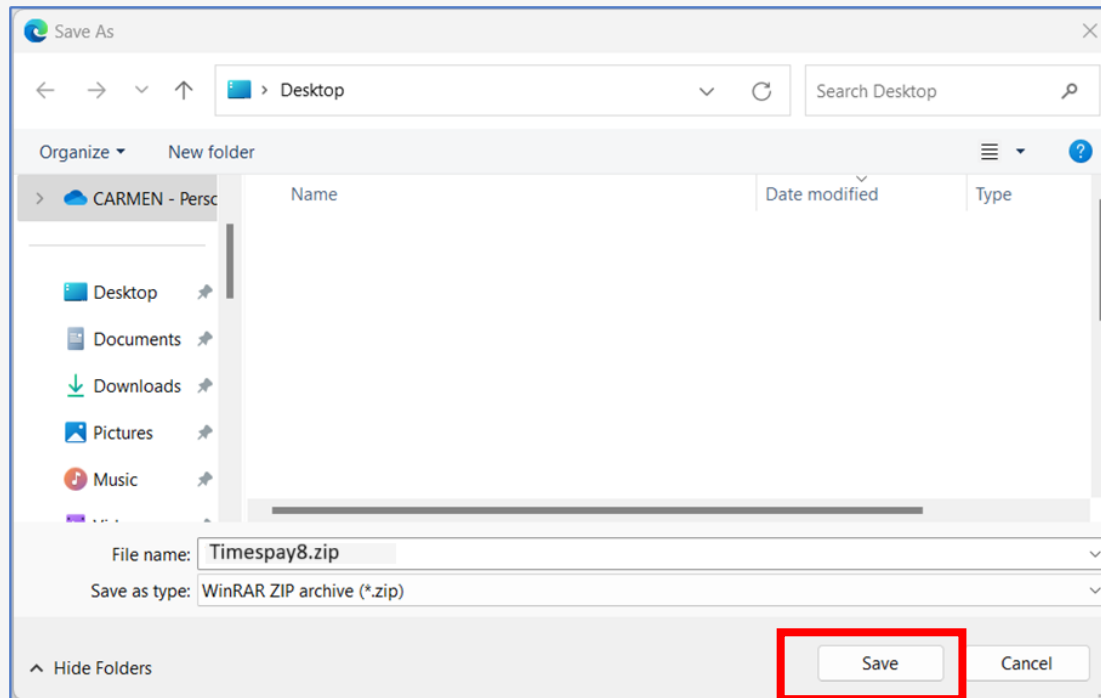


Note: This assumes your browser is set to 'Ask where to save each file before downloading.'
If not, the file will be automatically saved to the default 'Downloads' folder on your PC.

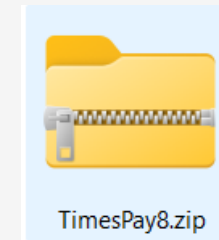
Download TIMESPAY Software Update

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

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



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



The TIMESPAY Software Update download is complete.



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

Install TIMESPAY Software Update

Before installing the patch update, identify your TIMESPAY connection mode so that you can initiate the patch update correctly.

For customers without
Advantage Database Server

For customers with
Advantage Database Server

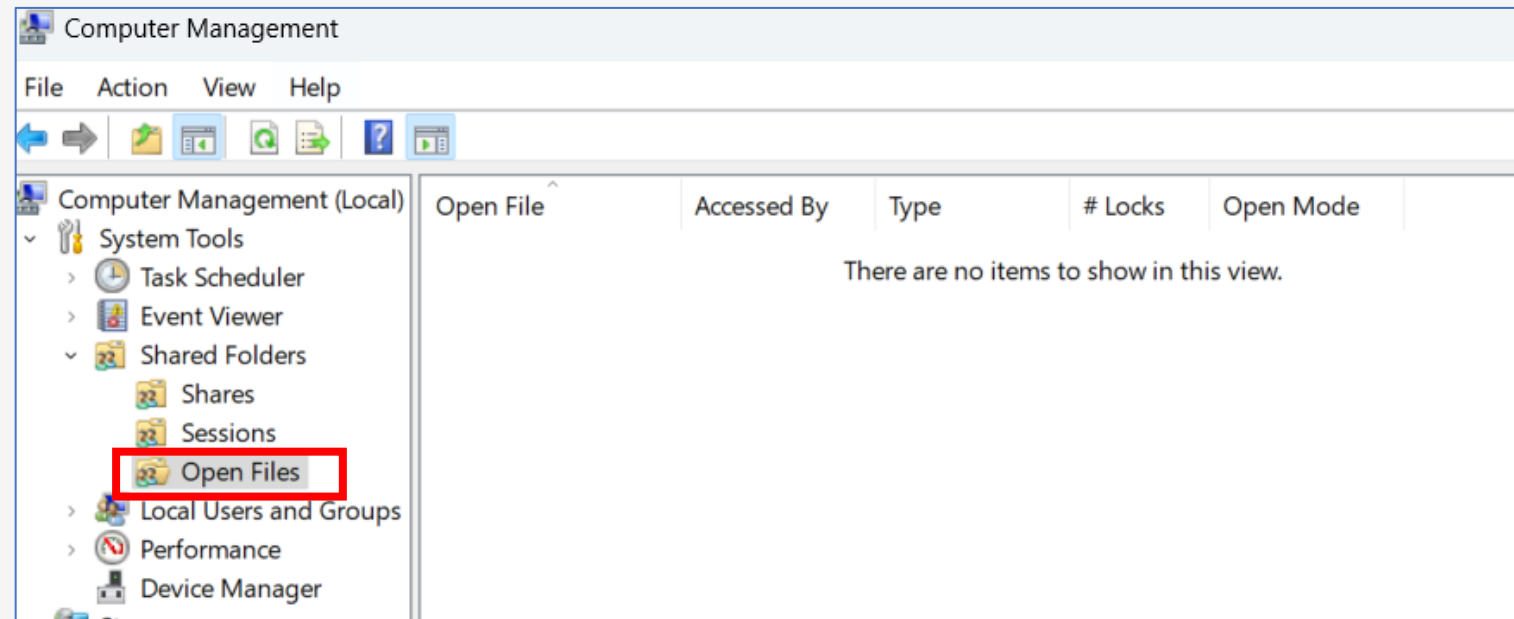
Local Server Connection	Remote Server Connection
<p>If TIMESPAY is running in Local Server connection mode, proceed to install the patch files locally on PC or SERVER.</p> 	<p>If TIMESPAY is running in Remote Server connection mode, install the patch files on the SERVER. You may require assistance from your IT Administrator.</p> 

Install TIMESPAY Software Update

Additional Information:

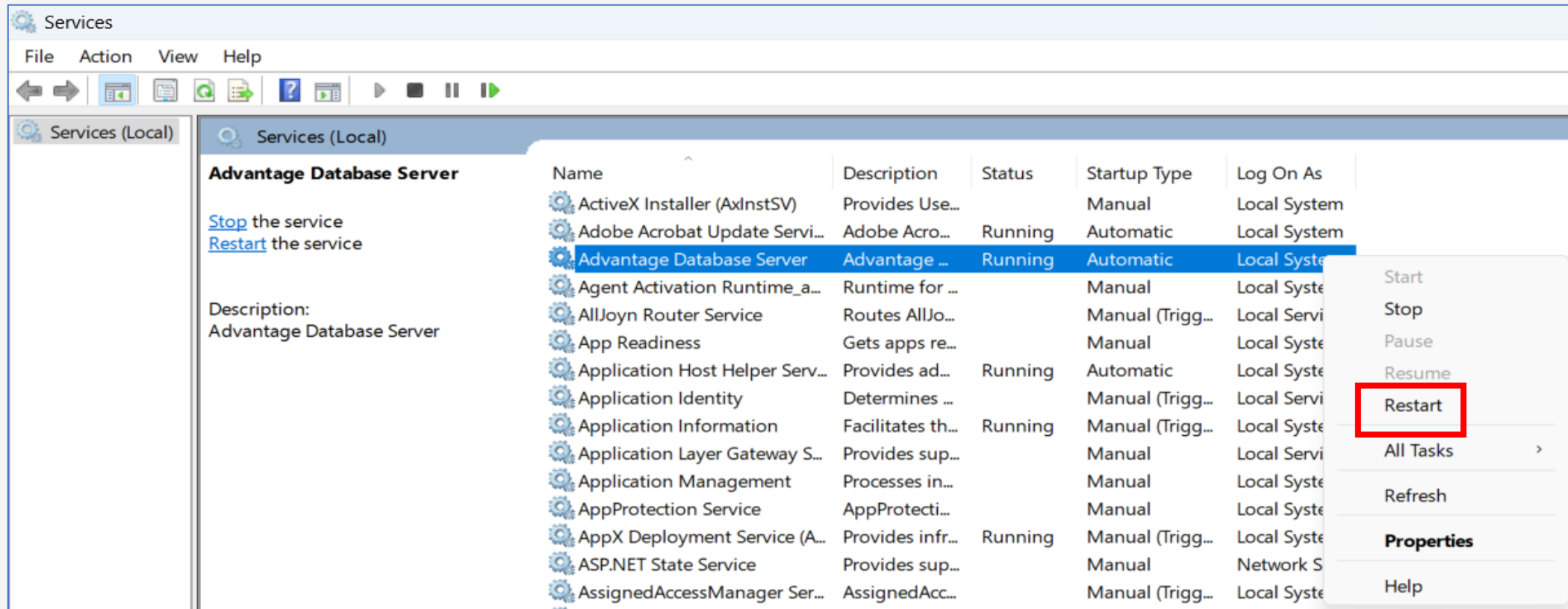
For clients using Remote Server connection mode, perform the following action on the SERVER before installing the patch files:

- ❑ Ensure that no files related to the TIMESOFT application are open in 'Computer Management' > 'Open Files'.



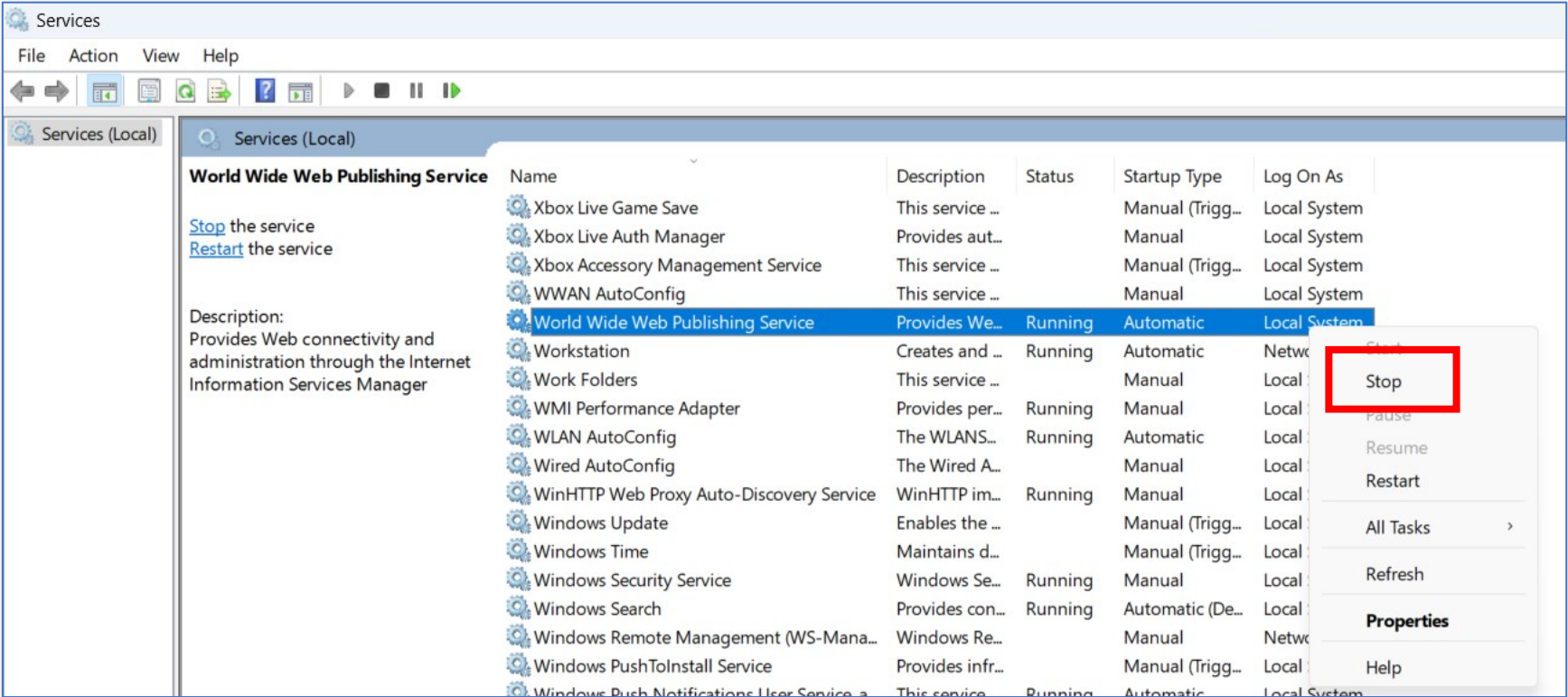
Install TIMESPAY Software Update

- ❑ Restart the “Advantage Database Server” in Windows Services.



Install TIMESPAY Software Update

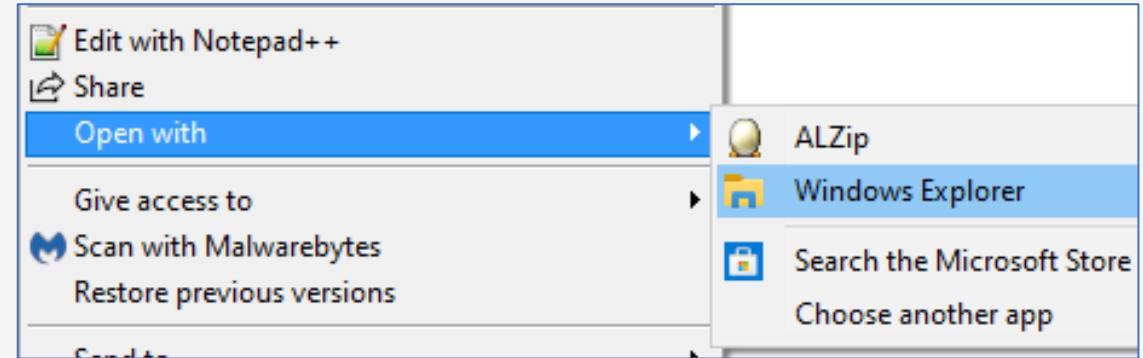
- ❑ If you are using eSolution or Timesolution systems, stop the IIS service on the web server to prevent employee access during the update.



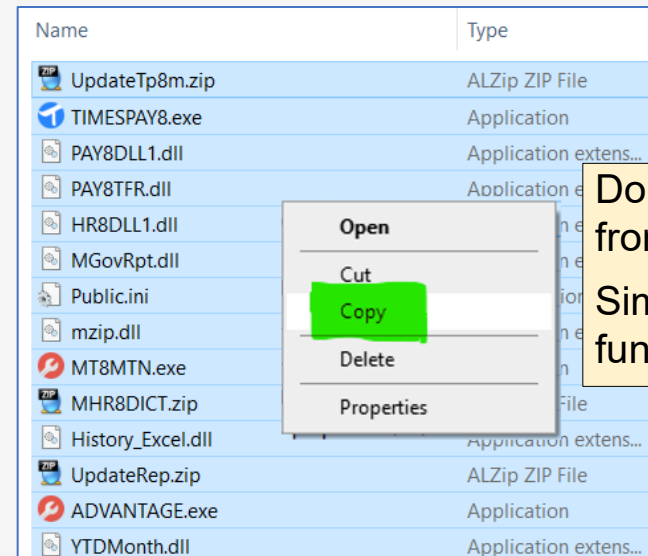
You can proceed with the patch update installation once you have completed these three (3) actions.

Install TIMESPAY Software Update

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



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



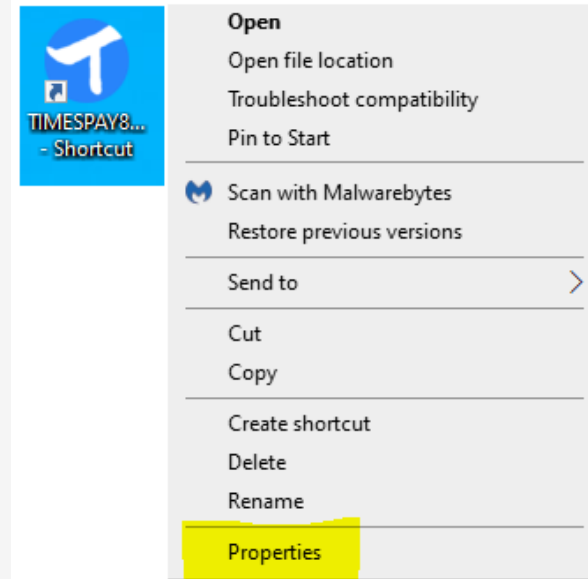
Do not extract any ZIP files from the list of patch files.
Simply use the 'COPY' function.

Install TIMESPAY Software Update

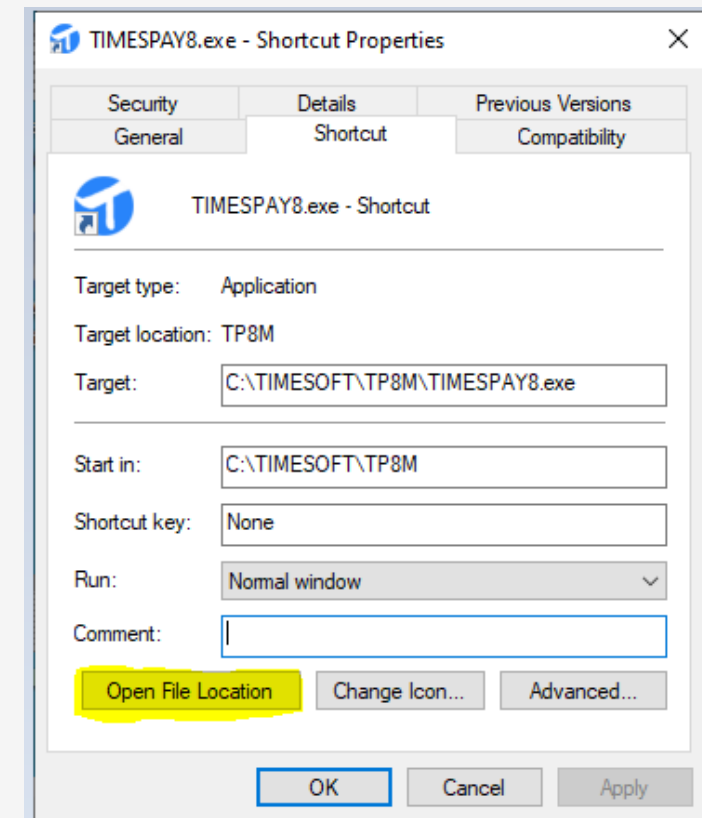
- 3 Identify the location of your TIMESPAY program. It is crucial to update the patch files in the correct program folder to ensure the patch is updated. To identify the program directory, follow these steps:
- ❑ Look for the **TIMESPAY shortcut icon** on your desktop.
 - ❑ **Right-click** on the shortcut and select **'Properties'**.

Note:

The default program folder for TIMESPAY is typically \\TIMESOFT\TP8M



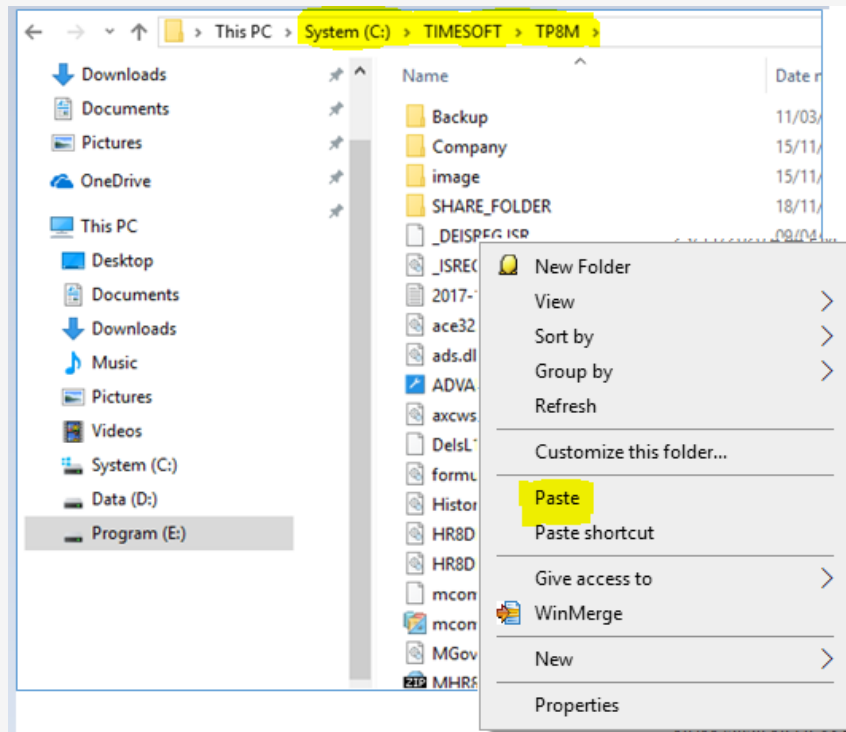
- 4 Click the **'Open File Location'** for Windows 10 and above.



Install TIMESPAY Software Update

- 5 Navigate to the TIMESPAY program folder, then right-click inside the folder and select 'Paste'.

This action will apply the copied patch files to the program directory.



- 6 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

✓ Replace the files in the destination

↶ Skip these files

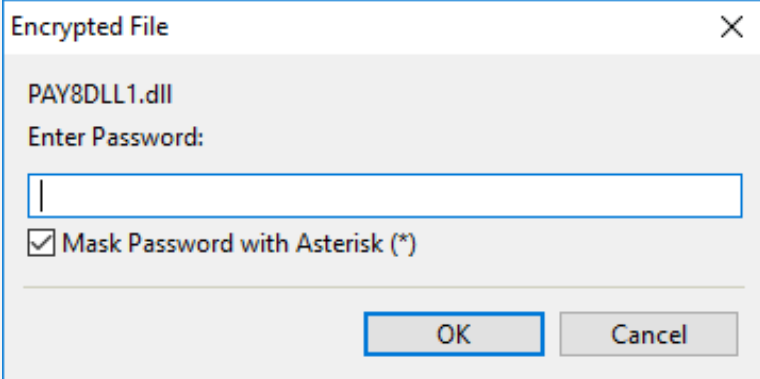
📄 Let me decide for each file

Install TIMESPAY Software Update

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

Note:

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



Encrypted File

PAY8DLL1.dll

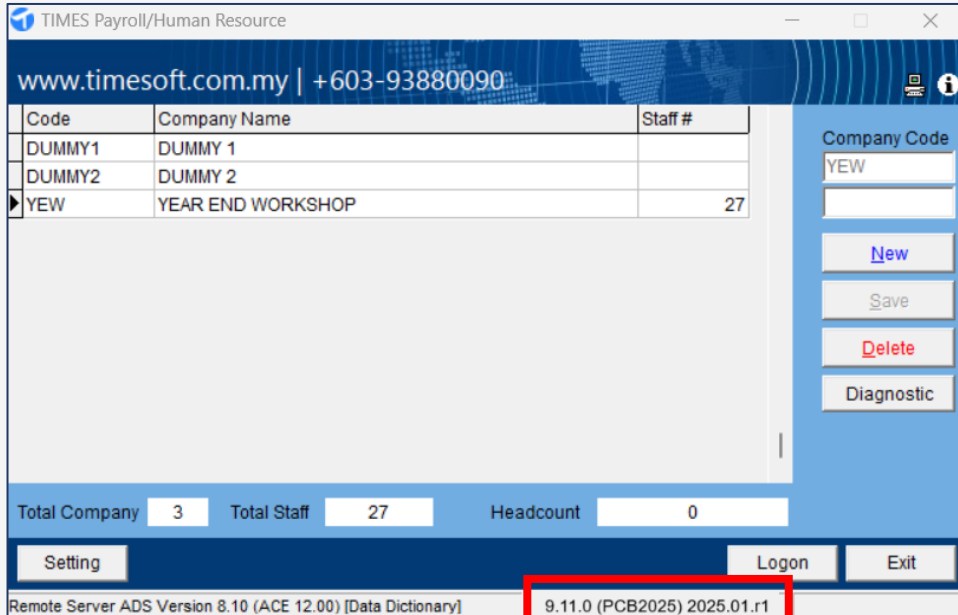
Enter Password:

☒ Mask Password with Asterisk (*)

OK Cancel

- 8 After completing step #7 without errors, open the TIMESPAY program and verify the release number (should be 9.11).

If unable to open the file from the server, advise the payroll user to verify the version from their workstation.



TIMES Payroll/Human Resource

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Code	Company Name	Staff #
DUMMY1	DUMMY 1	
DUMMY2	DUMMY 2	
YEW	YEAR END WORKSHOP	27

Company Code: YEW

New Save Delete Diagnostic

Total Company: 3 Total Staff: 27 Headcount: 0

Setting Logon Exit

Remote Server ADS Version 8.10 (ACE 12.00) [Data Dictionary] 9.11.0 (PCB2025) 2025.01.r1

Install TIMESPAY Software Update

9

For ***Local Server*** version

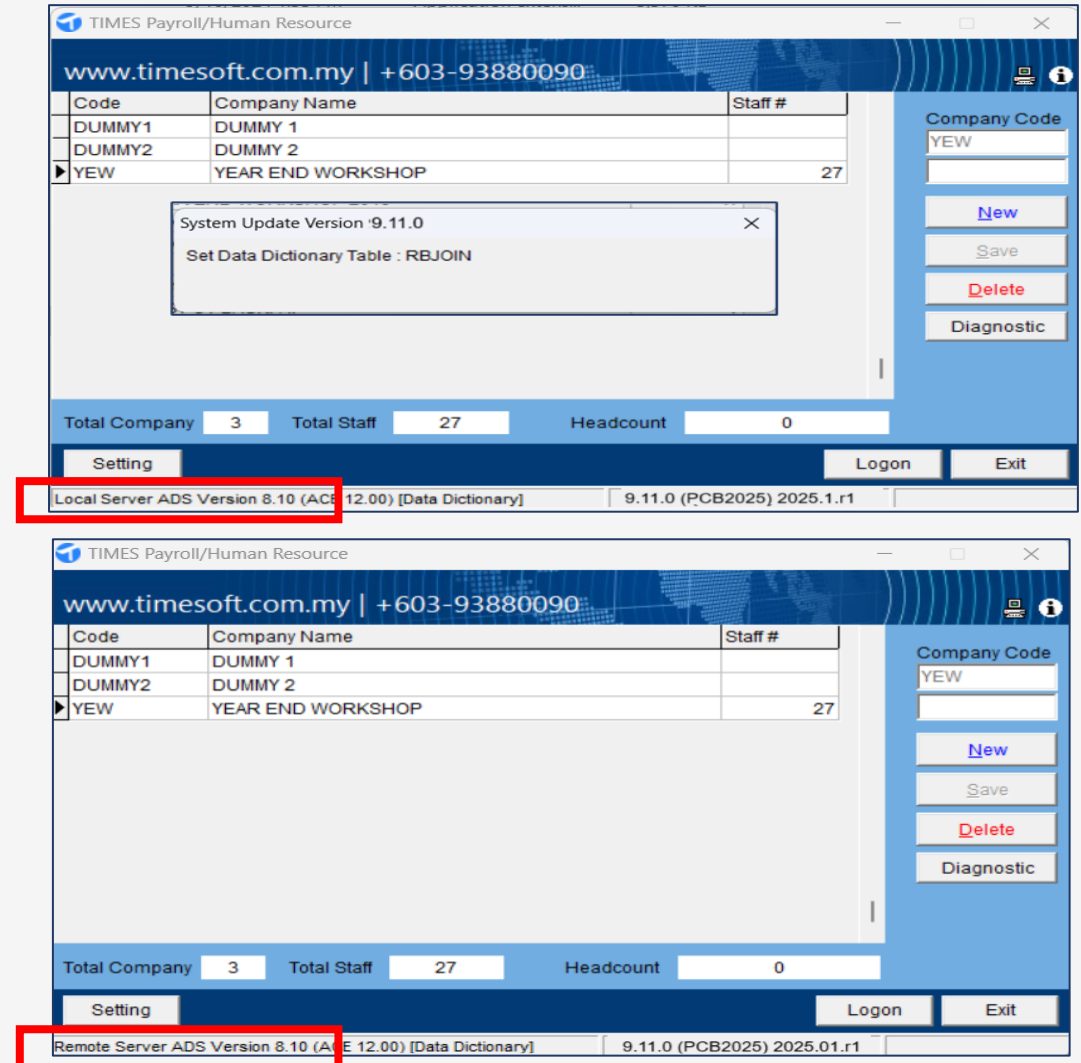
Double-click to log in to the database.

The system will initiate the database update.
Repeat this process for all databases, including **INACTIVE** databases.

Note: If you have more than two databases, you may choose to skip this update method. Proceed to Step #10 for a more efficient process.

For ***Remote Server*** version

If your system is in Remote Server ADS mode, skip Step #9 and proceed to Step #10.

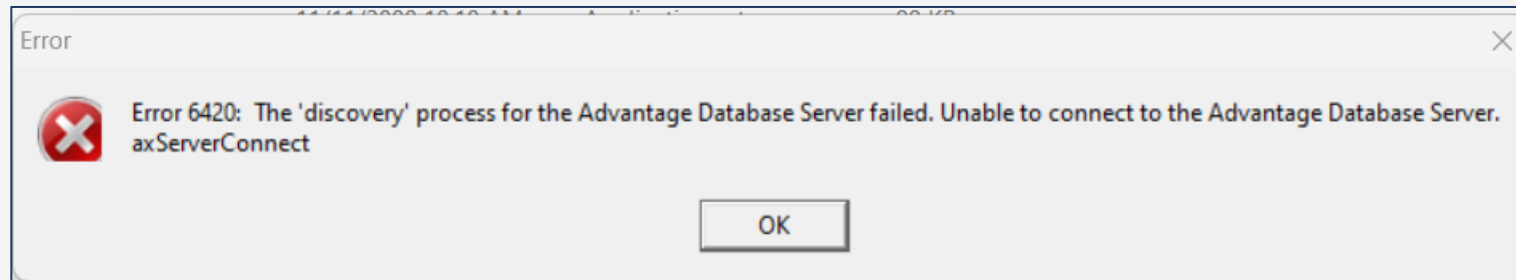


Install TIMESPAY Software Update

Warning!

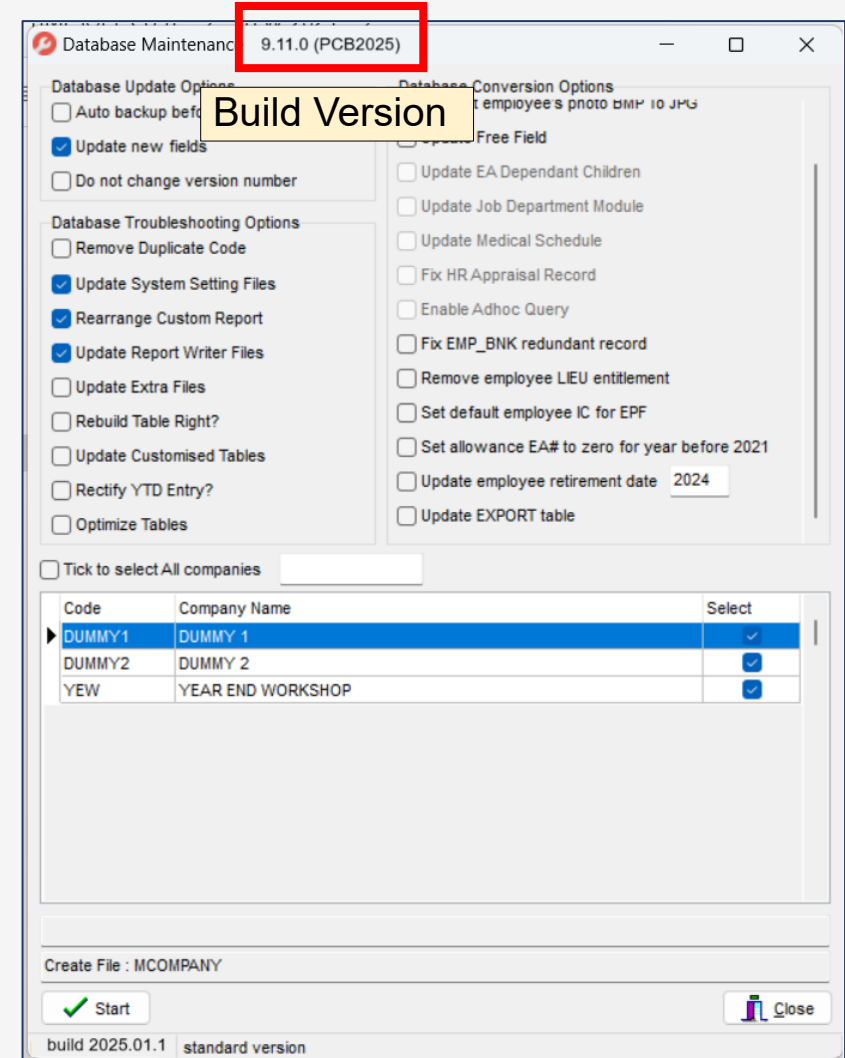
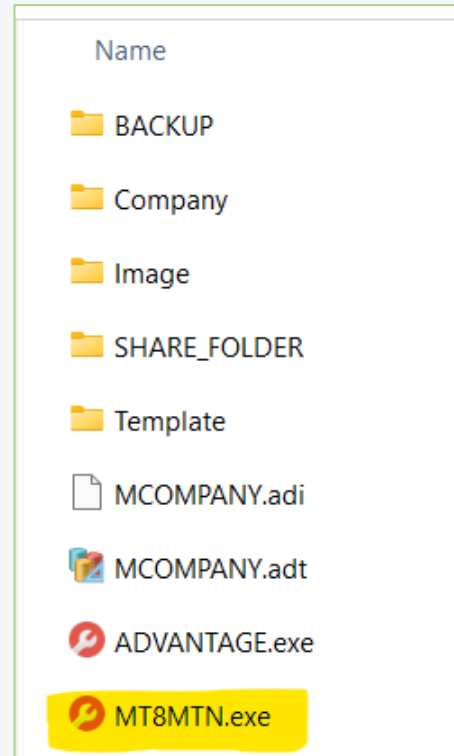
If you proceed with Step #9, please note that you might encounter error code 6420.

If your system is in **Remote Server ADS** mode, it is recommended to skip Step #9 and proceed directly to Step #10.



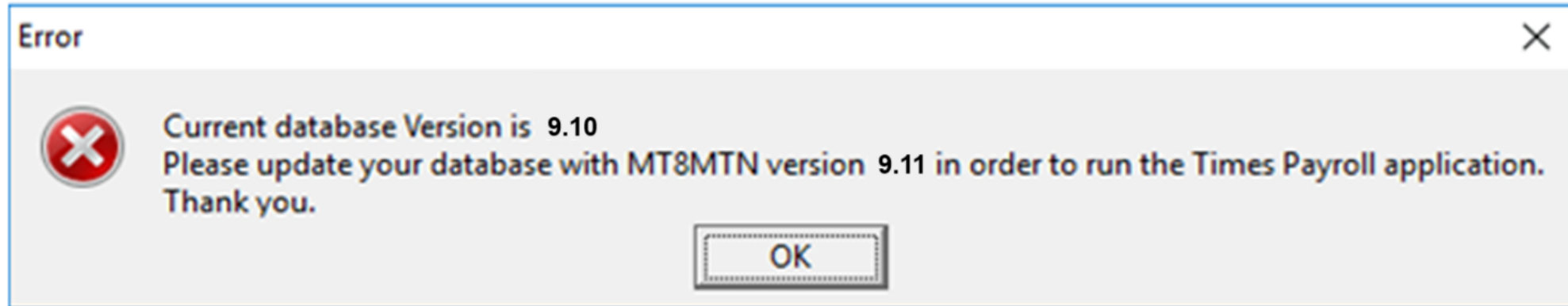
Install TIMESPAY Software Update

- 10 In the TIMESPAY program folder, search for the file named 'MT8MTN'. Double-click the application file to open the utility. Ensure the build version is "9.11". Select 'Tick to select All companies' and click 'Start'. The "Database Maintenance Utility" window will automatically close after the process is completed without error.



Install TIMESPAY Software Update


- 11 If the software update is incomplete and you attempt to log in to the database, you may encounter the following error.



Note:

For clients with eSolution or Timesolution systems:

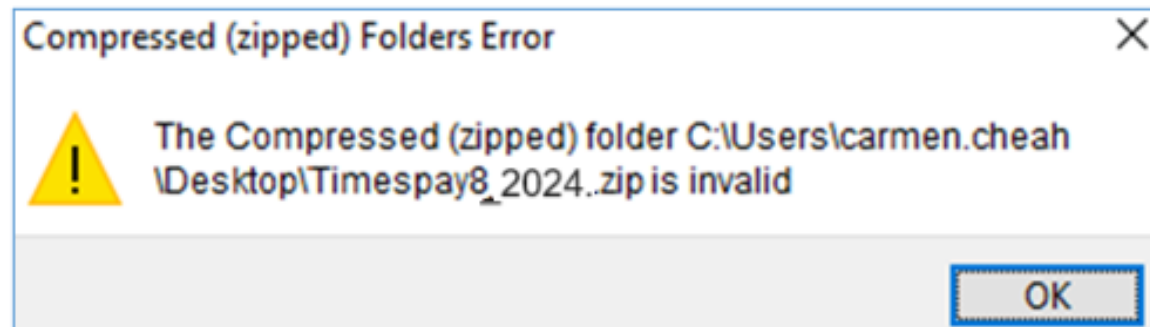
- ✓ Please be reminded to restart the IIS after completing the TIMESPAY Software Update procedures.



Common Errors When Performing TIMESPAY Software Update and How to Troubleshoot

1st Common Errors when Performing TIMESPAY Software Update

1. An error occurred when running Step #1



Possible causes:

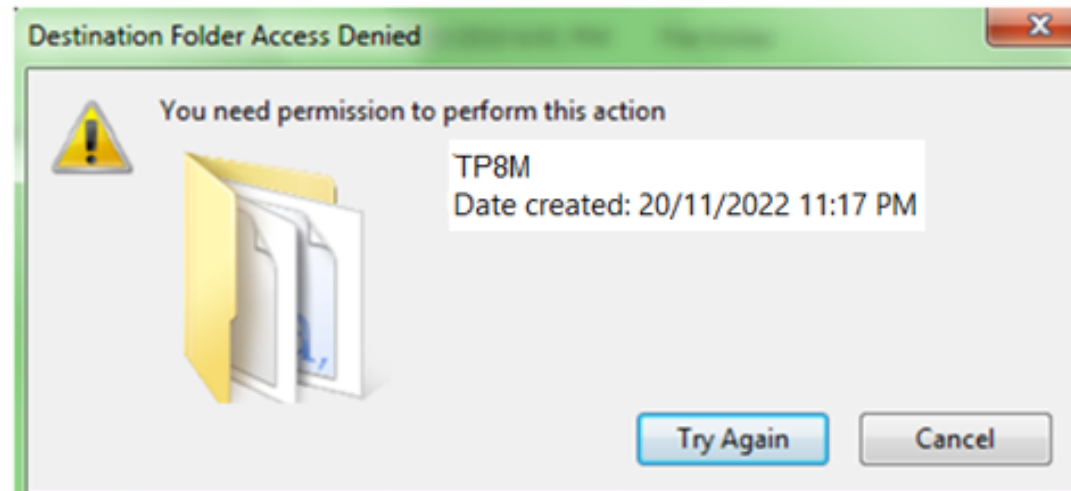
The zip file you downloaded is corrupted. Re-download the software update file and attempt the installation again.

2nd Common Errors when Performing TIMESPAY Software Update

2.	<div><div>An error occurred when run Step #6</div><div><div><div><div>Folder In Use</div><div><div>The action can't be completed because the folder or a file in it is open in another program</div><div>Close the folder or file and try again.</div><div><div><div>TP8M</div><div>Date created: 20/11/2022 11:17 PM</div></div><div><div>Try Again</div><div>Cancel</div></div></div></div></div><div><div><u>Possible causes:</u></div><div>Users are accessing the TIMESPAY program when replacing the software update files.</div><div>Inform all users to exit the TIMESPAY program before proceeding with the update.</div></div></div></div></div>
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3rd Common Errors when Performing TIMESPAY Software Update

3. An error occurred when run Step #6

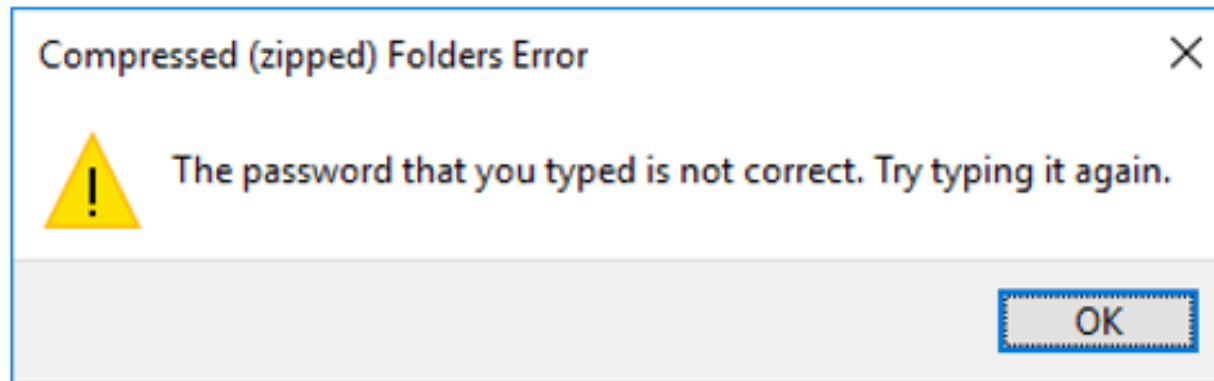


Possible causes:

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

4th Common Errors when Performing TIMESPAY Software Update

4. An error occurred when run Step #7



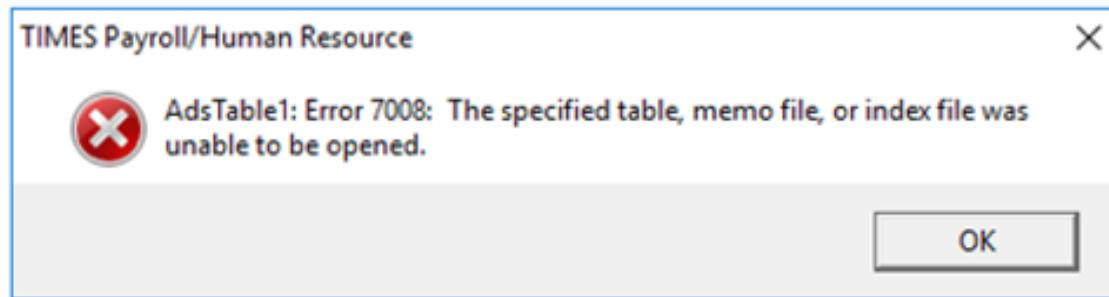
Possible causes:

Invalid password entered.

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

5th Common Errors when Performing TIMESPAY Software Update

5. An error occurred when run Step #9 or Step #10



Possible causes:

TIMESPAY/ e-Solution/Timesolution users are currently accessing the program, preventing the system from updating the database maintenance. Inform users to close the TIMES application and ensure that IIS is stopped.

Step 2 – Database Backup

Database Backup

Backing up the database is not compulsory, but it is strongly recommended before initializing the New Year.

Backups are crucial for restoring lost data caused by hardware malfunctions, viruses, ransomware, etc.

We have received numerous reports of clients' servers/PCs being affected by ransomware and lacking backups. To mitigate the risk of data loss, we strongly recommend regularly backing up your database. Without a backup, all your data could be 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 ESS e-Solution/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.

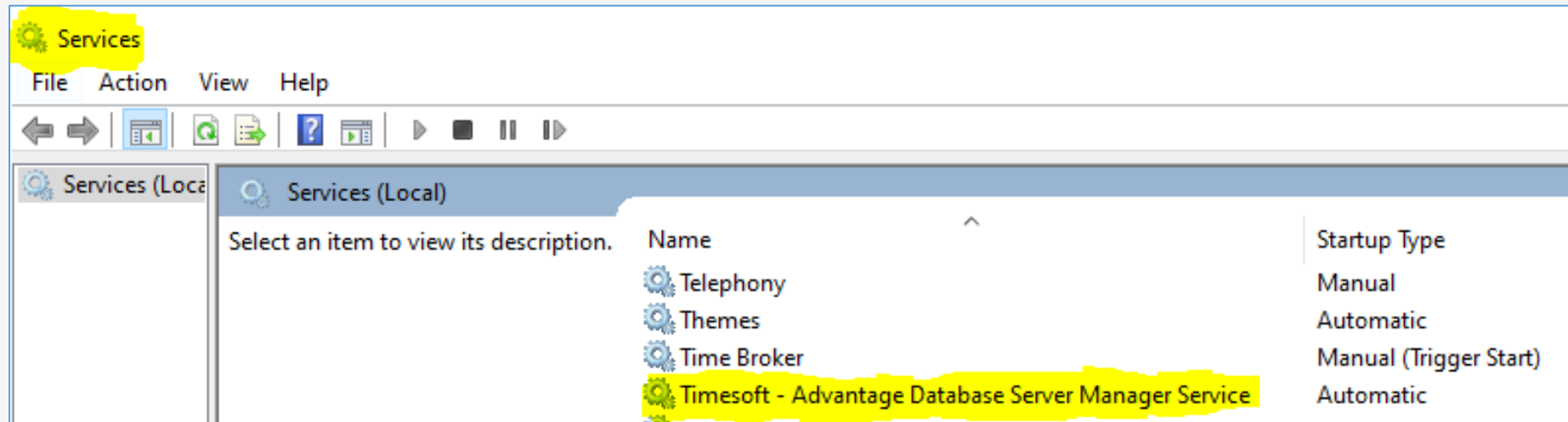
Location of Backups:

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

Best Practices for Database Backups

For ESS System Users:

- ❑ If you are using the ESS system, TIMESOFT Auto Backup function is typically configured on your server by Timesoft Support. You should ensure that auto-backup files are regularly moved away from the server for safekeeping.



Manual Database Backup Procedure

You can disregard the manual backup process if you have TIMESOFT Auto Backup function installed in the Windows Services by TIMESOFT Support.

Manual Backup Procedure:

- 1 Ensure that all users, including ESS users, log out from the TIMES application. Seek assistance from your IT Administrator to stop the ESS system in IIS if needed. Failure to do so may result in an incomplete backup process.
- 2 Select the database to back up.
- 3 Click '**Diagnostic**' from the TIMESPAY login screen located on the right.

Code	Company Name	Staff #
DUMMY1	DUMMY 1	
DUMMY2	DUMMY 2	
YEW	YEAR END WORKSHOP	27

Company Code: YEW

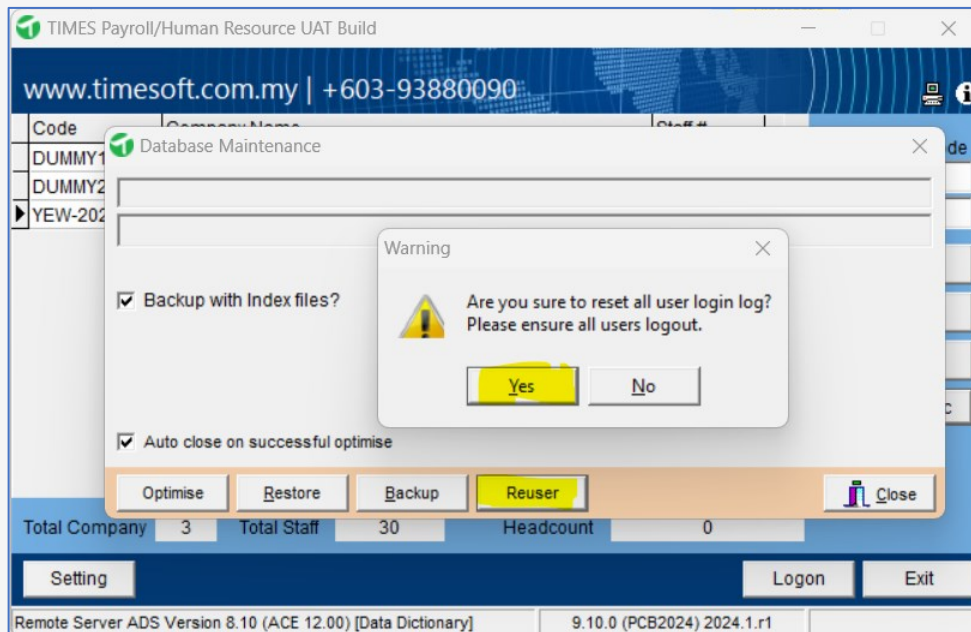
Buttons: New, Save, Delete, Diagnostic

Total Company: 3, Total Staff: 27, Headcount: 0

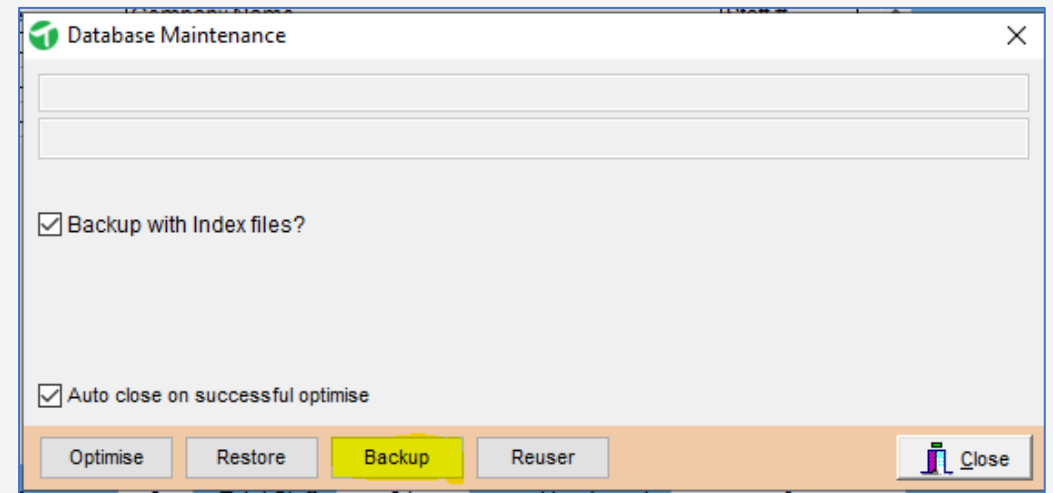
Remote Server ADS Version 8.10 (ACE 12.00) [Data Dictionary] 9.11.0 (PCB2025) 2025.01.r1

Manual Database Backup Procedure

4 Click 'Reuser' in the Database Maintenance window, followed by 'Yes'.

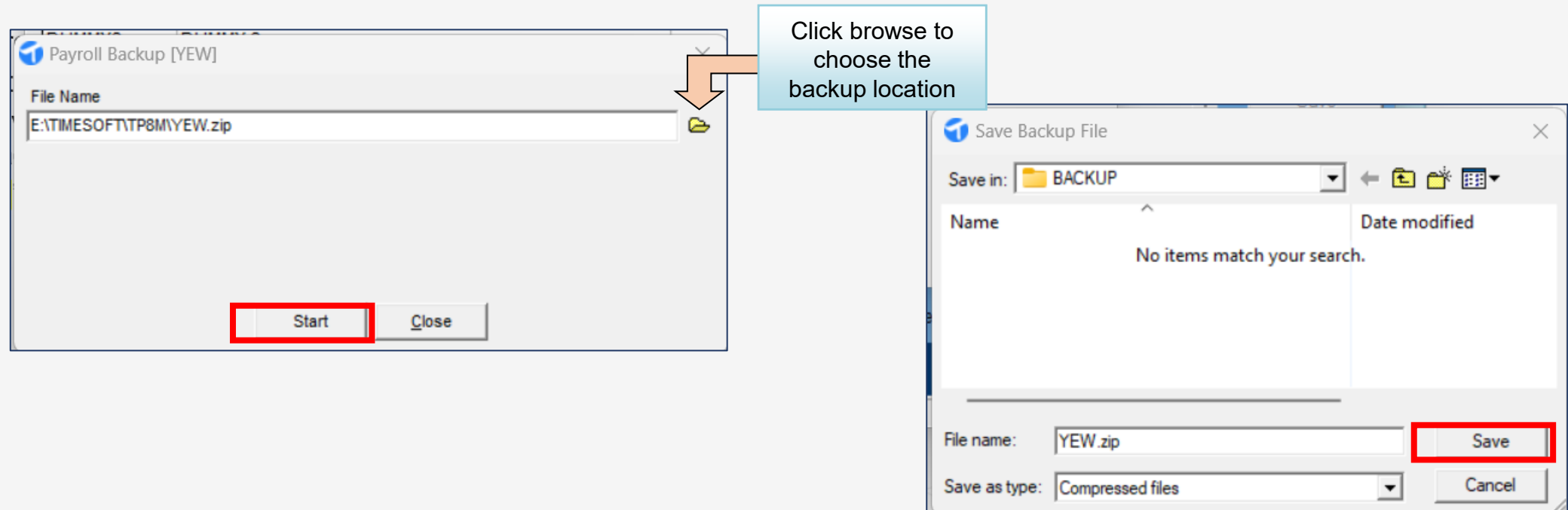


5 Click 'Backup' from the Database Maintenance window.



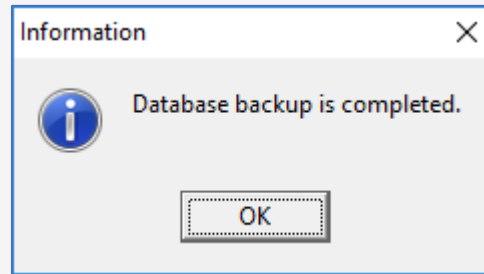
Manual Database Backup Procedure

- 6 Click the browse button to choose the backup location.
The default location is the 'TP8M' folder.
You can save the backup file anywhere, such as a hard drive, an external drive, a flash drive, etc. The backup filename is auto-defaulted by the system, but you can modify it if needed.
Click 'Save' and then click 'Start' to commence the data backup.




Manual Database Backup Procedure

- 7 When the database backup completes without error, a message will be shown as below.



During the backup process, there should be no error messages. If an error occurs, the backup is incomplete. In this case, you will need to repeat the backup steps.
If the backup file size is 1KB, it indicates that the backup process has failed.

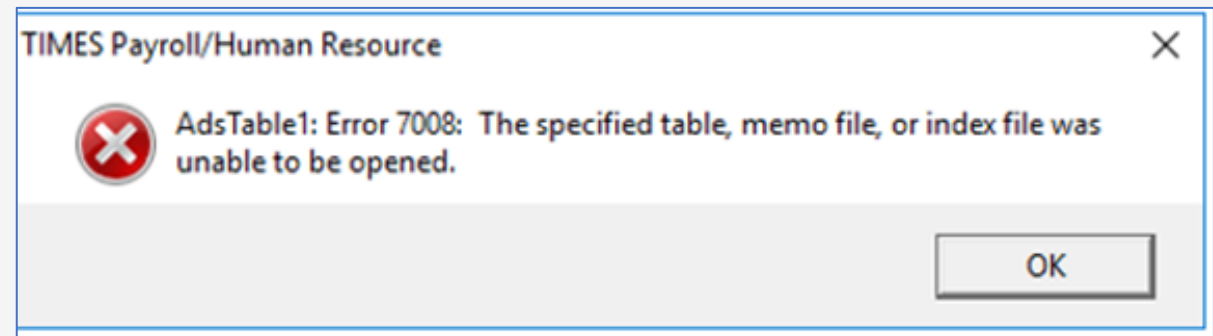
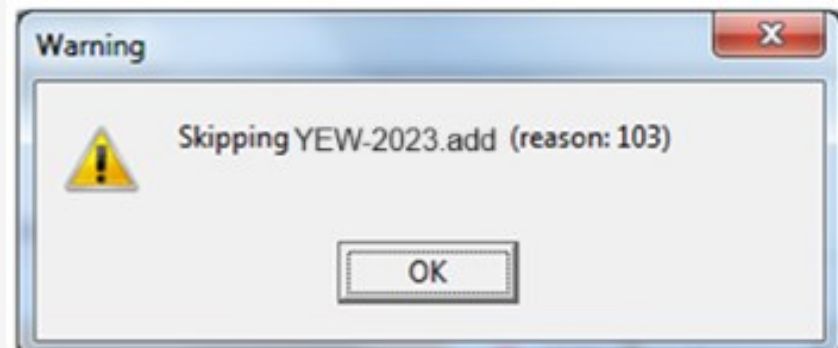
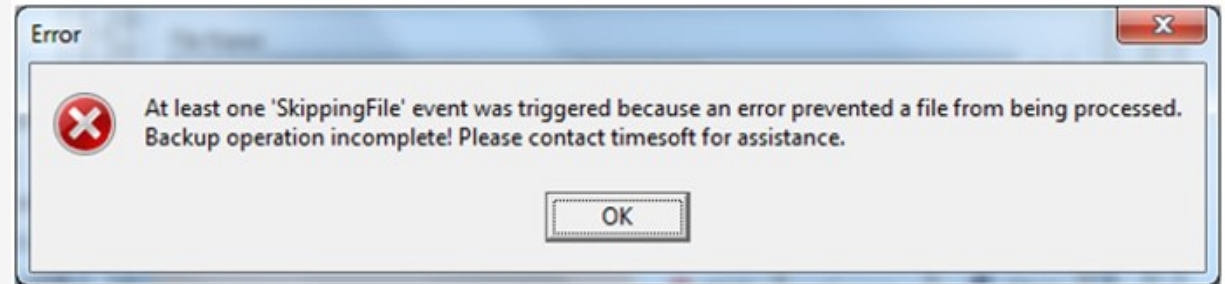
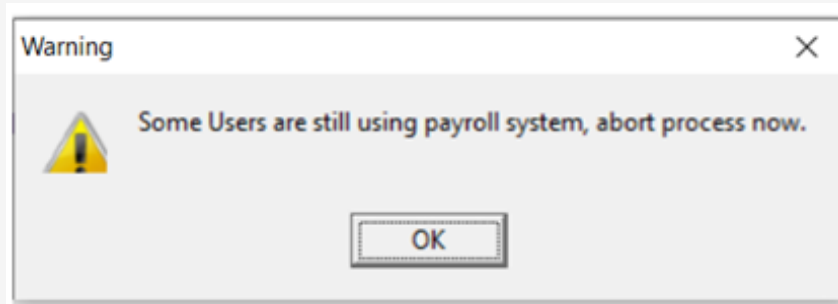
- 8 Repeat Steps #1 through #7 if there is more than one database to back up.



Common Errors when Performing Manual Database Backup

Common Errors when Performing Manual Database Backup

Below are some common error messages that may occur when the system detects a user login to the TIMES application while a database backup is in progress.



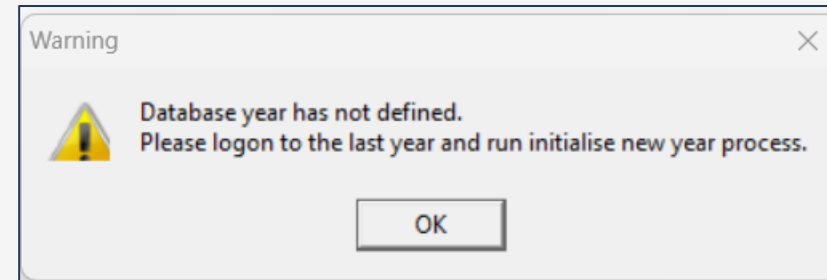
Step 3 – Initialize New Year

Initialize New Year

Three (3) Frequently Asked Questions if initialization for the New Year is not completed:

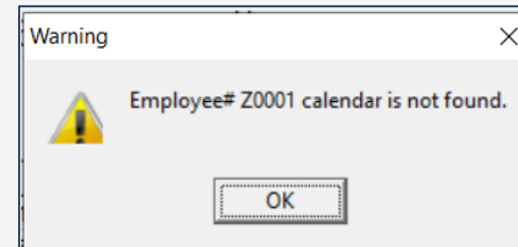
Question 1: Why is this message displayed when attempting to log in to the period 2025?

Answer: The “Initialize New Year” process has not been done. Ensure that employees who resigned in December 2024 is updated before initiating the process.



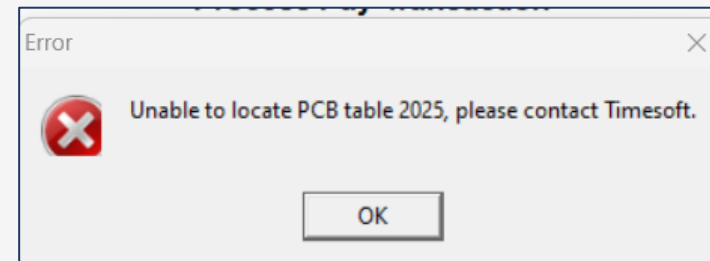
Question 2: Why do I encounter this message when input leave records for 2025?

Answer: The “Initialize New Year” process has not been completed yet



Question 3: Why am I seeing this message when processing payroll for 2025?

Answer: The patch for the year 2025 has not been applied yet.



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.

Important Note Before Initialize New Year

For customers using ESS Leave, 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.

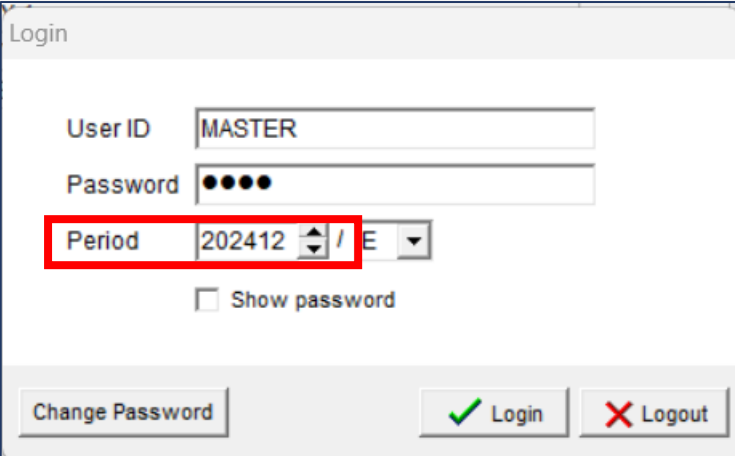
If you previously ran the Initialize New Year process in 2024, it is recommended to repeat the process in 2025 after approving all pending 2024 leave records. This ensures the system re-calculates carry-forward leave balances accurately.

Initialize New Year Procedures

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

- 1 Run the TIMESPAY system.
- 2 Log in to the database where you want to perform the Initialize New Year process.

In the 'Login' window, enter your 'User ID' and 'Password'.
Select the period for '202412'.



The screenshot shows a 'Login' window with the following fields and controls:

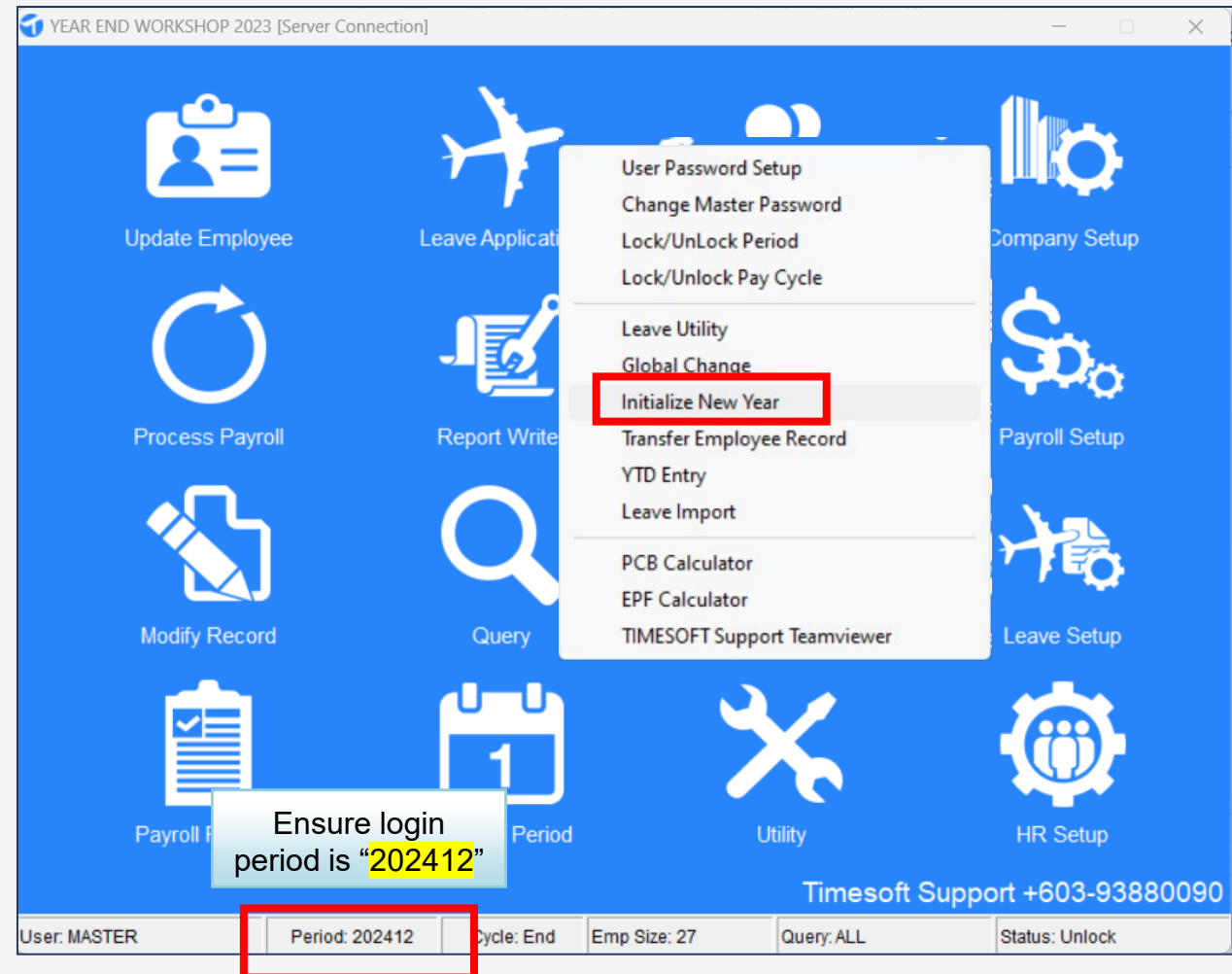
- User ID:** A text input field containing 'MASTER'.
- Password:** A text input field with four black dots representing a masked password.
- Period:** A dropdown menu showing '202412'. This field is highlighted with a red rectangle.
- Show password:** A checkbox that is currently unchecked.
- Buttons:** At the bottom, there are three buttons: 'Change Password', 'Login' (with a green checkmark icon), and 'Logout' (with a red X icon).

Note:

The User ID used for Initialize New Year may not necessarily be MASTER but must have access to all employees. There is no need to shut down ESS.

Initialize New Year Procedures

- 3 In the main menu, click 'Utility' > 'Initialize New Year'.

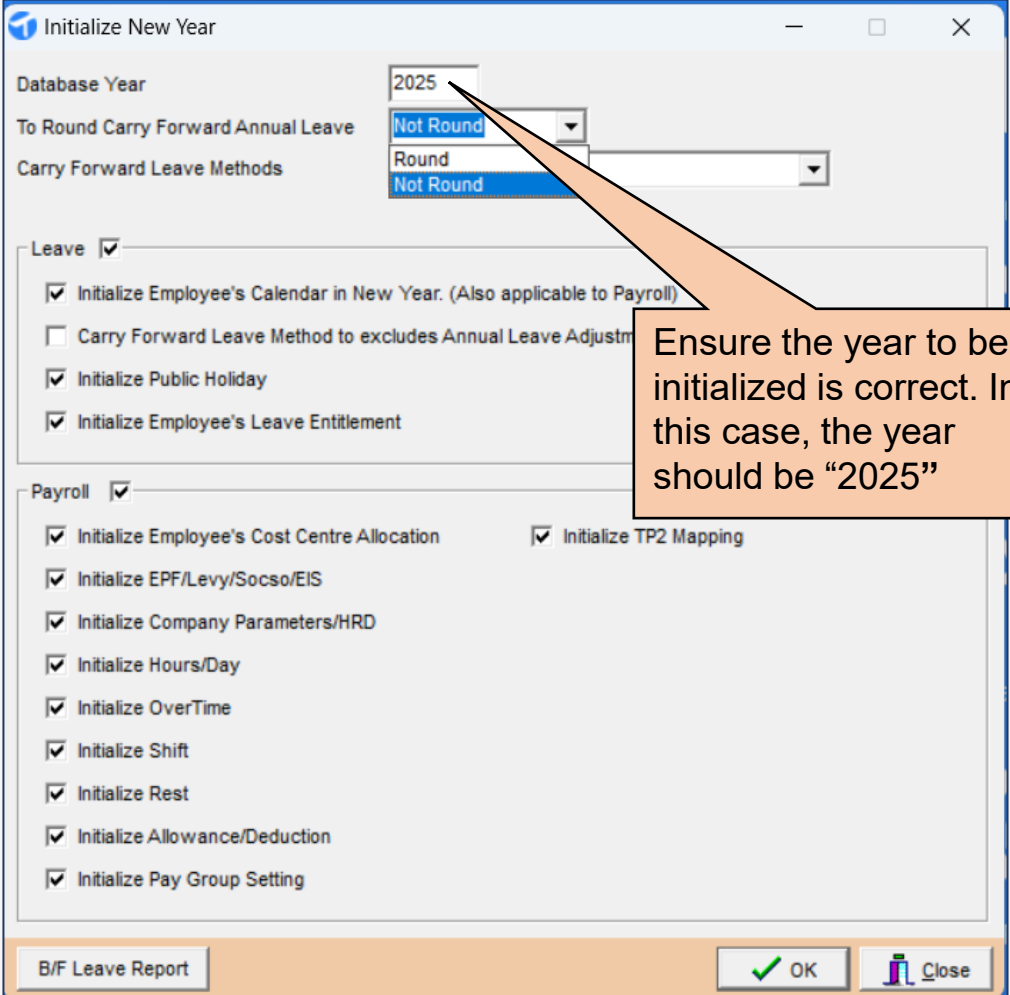


Initialize New Year Procedures

4 The 'Initialize New Year' window will appear on the screen, as shown below. Ensure that the Database Year is '2025'.

5 Select the rounding method for the Carry Forward (C/F) leave:

- ☐ If rounding is not required, it is recommended to select "Not Round".
- ☐ If you want to round carry-forward leave, select "Round".



The screenshot shows the 'Initialize New Year' window. At the top, the 'Database Year' is set to '2025'. Below it, the 'To Round Carry Forward Annual Leave' dropdown is set to 'Not Round', and the 'Carry Forward Leave Methods' dropdown is set to 'Round'. The 'Leave' section is checked, and the 'Payroll' section is also checked. The 'Leave' section includes checkboxes for 'Initialize Employee's Calendar in New Year. (Also applicable to Payroll)', 'Carry Forward Leave Method to excludes Annual Leave Adjustm', 'Initialize Public Holiday', and 'Initialize Employee's Leave Entitlement'. The 'Payroll' section includes checkboxes for 'Initialize Employee's Cost Centre Allocation', 'Initialize EPF/Levy/Socso/EIS', 'Initialize Company Parameters/HRD', 'Initialize Hours/Day', 'Initialize OverTime', 'Initialize Shift', 'Initialize Rest', 'Initialize Allowance/Deduction', and 'Initialize Pay Group Setting'. At the bottom, there is a 'B/F Leave Report' button, an 'OK' button, and a 'Close' button. An orange callout box with a pointer to the 'Database Year' field contains the text: 'Ensure the year to be initialized is correct. In this case, the year should be "2025"'. The 'Database Year' field is highlighted with a yellow background in the original image.

Initialize New Year Procedures

(The rounding formula is based on the method set up in 'Leave Setup > Leave Administration > Current Leave')

Leave Administration

Annual Code: 2024 Start Date: 01/01/2024

Method/Holiday Table: B/F Method (E Module)

Prorate Entitlement: Calendar Day

Current Leave: 6. Half (< 0.5 = 0 or >= 0.5 = 1)

Leave Cut Off Day: 1. Prorate

Entitlement By: 2. Round

Saturday As Full Day: 3. Round up (1.01 => 2.00)

Leave B/F method: 4. Quarterly

5. Half (>= 0.25 & <= 0.75)

6. Half (< 0.5 = 0 or >= 0.5 = 1)

7. Half (< 0.5 = 0 or > 0.5 = 0.5)

8. Half (> 0.5 = 1 or <= 0.5 = 0.5)

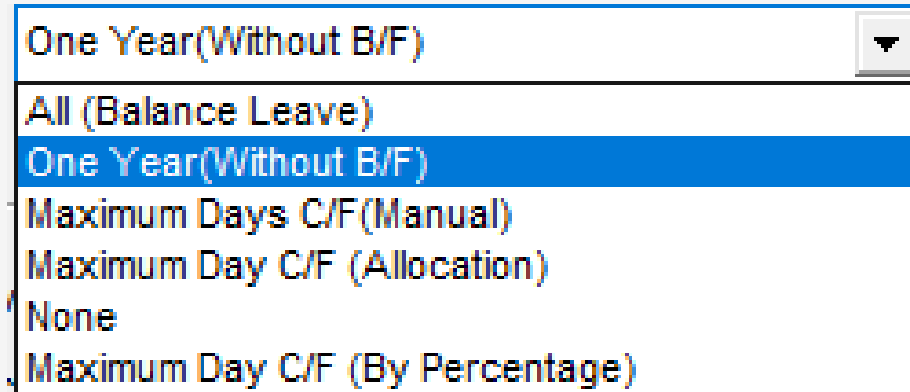
Refer to the examples below to understand the differences between the two rounding methods. Assuming the rounding method use is #6.

Case #1	Case #2	Case #3
C/F Leave= 12.27	C/F Leave= 11.50	C/F Leave=15.51
<u>Not Round</u> =12.27	<u>Not Round</u> =11.50	<u>Not Round</u> =15.51
<u>Round</u> : 12.00	<u>Round</u> : 12.00	<u>Round</u> : 16.00

Initialize New Year Procedures

6 There are six types of Carry Forward Leave Methods available.

Choose the method according to your company's policy.



For those who wish to allow employees to apply 2025 leave in advance, it is suggested to use the “None” method.

This helps avoid issues if an employee attempts to apply 2024 leave after the carry-forward process.

Initialize New Year Procedures

Carry Forward Leave Methods:

Type 1

All
(Balance
Leave)

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

Current Year Annual Leave entitlement screen. YTD Balance=22.50.

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	20.68	0.00	7.00	0.00	21.00	28.00	5.50	22.50

Following Year Annual Leave entitlement screen. [B/F=22.50]

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	22.00		22.50	0.00	2.00	24.50	0.00	24.50

Initialize New Year Procedures

Type 2

One Year
(Without
B/F)

This option carries forward only the unutilized Earned Leave from the current year. Please be noted 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, carry forward to 2025 = 2024 YTD Entitle.

Screen below shows **B/F=7.00** and **YTD Taken=5.5**.
Unutilized 2023 B/F 1.5 days will be forfeited.

Current Year Annual Leave entitlement screen. YTD Entitle=21.00
Only leave earned in 2024 that is 21days will bring forward to 2025.

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	20.68	0.00	7.00	0.00	21.00	28.00	5.50	22.50

Following Year Annual Leave entitlement screen. [B/F=21.00]

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	22.00		21.00	0.00	2.00	23.00	0.00	23.00

Initialize New Year Procedures

Type 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.

In the example below, we set the “Max Carry Forward” as **6**.

Initialize New Year

Database Year

2024

To Round Carry Forward Annual Leave

Not Round

Carry Forward Leave Methods

Maximum Days C/F (Manual)

Max Carry Forward (0..180 days/hours)

6

Current Year Annual Leave entitlement screen. YTD Balance=22.50

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	20.68	0.00	7.00	0.00	21.00	28.00	5.50	22.50

Following Year Annual Leave entitlement screen. B/F=6.00

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	22.00		6.00	0.00	2.00	8.00	0.00	8.00

Below are the additional 2 scenarios for your reference.

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 = 6 days	B/F in the following year = 4 days

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Type 4

Current Year Annual Leave entitlement screen. YTD Balance=22.50

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	20.68	0.00	7.00	0.00	21.00	28.00	5.50	22.50

Following Year Annual Leave entitlement screen. B/F=10.00

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	22.00		10.00	0.00	2.00	12.00	0.00	12.00

Initialize New Year Procedures

Type 5

None

This option forfeits all unused annual leave.

Current Year Annual Leave entitlement screen. YTD Balance=22.50

No leave balance will be carried forward to the following year.

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	20.68	0.00	7.00	0.00	21.00	28.00	5.50	22.50

Following Year Annual Leave entitlement screen. [B/F = 0.00]

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	22.00		0.00	0.00	2.00	12.00	0.00	12.00

Initialize New Year Procedures

Type 6

Option	Description																								
Maximum Day C/F (By Percentage)	<p>This option carries forward leave based on a pre-defined value (%) specified in the ‘Leave Setup > Leave Allocation > Maximum Accumulated BF’ column.</p> <p>If “Maximum Day C/F (By Percentage)” is selected during Initialize New Year, the value setup in the “Maximum Accumulated BF” column relates to a <u>percentage</u>.</p> <p>The computation of the leave balance allowed to be carried forward is based on the current year’s entitlement (YTD Entitle).</p> <p>In the example below, the employee’s service year is within the tier of 8 years & above. The pre-defined maximum carry-forward percentage is set to <u>10</u>.</p>																								
<div><div><div>Leave Allocation</div><div>Leave Scheme Code : <div>MGR-EXE</div></div><table><tr><th>Service Year</th><th>Service Year</th><th>Entitlement</th><th>Brought Forward</th></tr><tr><th>From Years</th><th>To Years</th><th>Entitlement Days</th><th>Maximum Accumulated BF</th><th>Current Year Carry Forward</th></tr><tr><td>0</td><td>8</td><td>18</td><td>5</td><td></td></tr><tr><td></td><td>8</td><td>99</td><td>22</td><td>10</td></tr><tr><td></td><td>0</td><td>0</td><td>0</td><td></td></tr></table><div><div>Hired Date01/05/20168 years 8 months</div><div>Birth Date16/12/199232 years 1 month</div></div></div><div>The employee’s years of service falls within 8 years & above</div></div>		Service Year	Service Year	Entitlement	Brought Forward	From Years	To Years	Entitlement Days	Maximum Accumulated BF	Current Year Carry Forward	0	8	18	5			8	99	22	10		0	0	0	
Service Year	Service Year	Entitlement	Brought Forward																						
From Years	To Years	Entitlement Days	Maximum Accumulated BF	Current Year Carry Forward																					
0	8	18	5																						
	8	99	22	10																					
	0	0	0																						

The employee's years of service falls within 8 years & above

Current Year Annual Leave entitlement screen. YTD Entitle= <u>21.00</u>										
Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	20.68	0.00	7.00	0.00	21.00	28.00	5.50	22.50
Calculation: YTD Entitle multiply by Percentage. 21.00 days x 10% = <u>2.10</u> .										
If the selected Rounding Method is "Not Round". Following Year Annual Leave entitlement screen. [B/F=2.10]										
Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	22.00		2.10	0.00	2.00	12.00	0.00	12.00
If the selected Rounding Method is "Round". The rounding formula is based on the method specified in 'Leave Setup > Leave Administration > Current Leave' field. Assuming the rounding method in Leave Setup is #6.										
Current Leave 6. Half (< 0.5 = 0 or >= 0.5 = 1)										
Following Year Annual Leave entitlement screen. [B/F=2.00]										
Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	22.00	22.00		2.00	0.00	2.00	12.00	0.00	12.00

Initialize New Year Procedures

7 Initialize Employee's Calendar in New Year (Also applicable to Payroll)

- ☐ This option creates the working calendar for employees in the following year.

8 Carry Forward Leave Method to exclude Annual Leave Adjustment

- ☐ Select the checkbox to exclude adjustment leave from your CF leave.
- ☐ By default, it is unchecked. Leave adjustment is included in your CF leave.

Code	Description	Full Entitle	Cur.Yr Entitle	Adju	B/F	Forfeit	YTD Entitle	Total Entitle	YTD Taken	YTD Balance
ANNU	ANNUAL LEAVE	16.00	16.00	2.00	0.00	0.00	16.00	18.00	6.50	11.50

Initialize New Year

Database Year: 2025

To Round Carry Forward Annual Leave: Not Round

Carry Forward Leave Methods: One Year(Without B/F)

Leave ☒

- ☒ Initialize Employee's Calendar in New Year. (Also applicable to Payroll)
- ☐ Carry Forward Leave Method to excludes Annual Leave Adjustment
- ☒ Initialize Public Holiday
- ☒ Initialize Employee's Leave Entitlement

Payroll ☒

- ☒ Initialize Employee's Cost Centre Allocation
- ☒ Initialize EPF/Levy/Socso/EIS
- ☒ Initialize Company Parameters/HRD
- ☒ Initialize Hours/Day
- ☒ Initialize OverTime
- ☒ Initialize Shift
- ☒ Initialize Rest
- ☒ Initialize Allowance/Deduction
- ☒ Initialize Pay Group Setting
- ☒ Initialize TP2 Mapping

B/F Leave Report

OK Close

Initialize New Year Procedures

9

Initialize Public Holiday.

- ☐ This option creates the following year KL/National public holiday.

10

Initialize Leave Entitlement

- ☐ This option creates employees' leave entitlement for the following year.

Initialize New Year

Database Year: 2025

To Round Carry Forward Annual Leave: Not Round

Carry Forward Leave Methods: One Year(Without B/F)

Leave ☒

- ☒ Initialize Employee's Calendar in New Year. (Also applicable to Payroll)
- ☐ Carry Forward Leave Method to excludes Annual Leave Adjustment
- ☒ Initialize Public Holiday
- ☒ Initialize Employee's Leave Entitlement

Payroll ☒

- ☒ Initialize Employee's Cost Centre Allocation
- ☒ Initialize EPF/Levy/Socso/EIS
- ☒ Initialize Company Parameters/HRD
- ☒ Initialize Hours/Day
- ☒ Initialize OverTime
- ☒ Initialize Shift
- ☒ Initialize Rest
- ☒ Initialize Allowance/Deduction
- ☒ Initialize Pay Group Setting

B/F Leave Report

OK Close

Initialize New Year Procedures

11

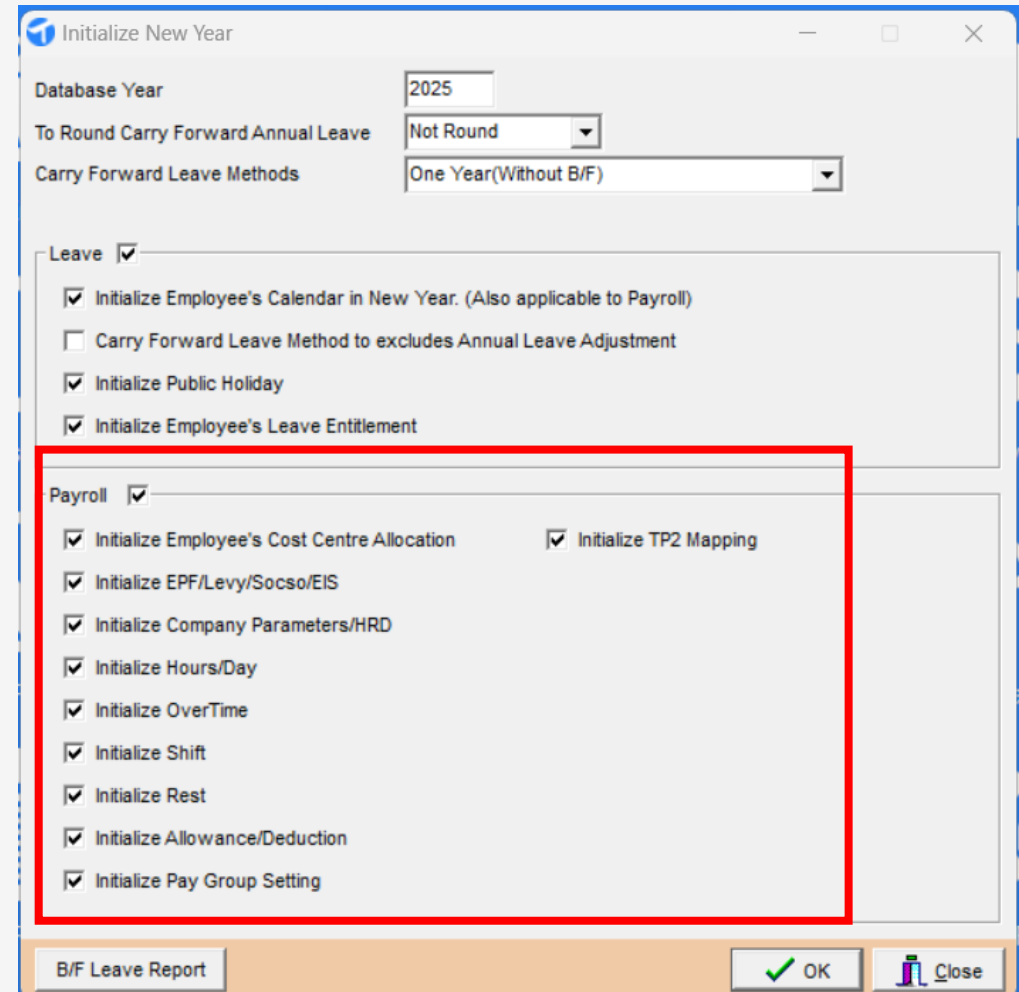
Payroll options

- ☐ The system copies payroll settings from the current year to the following year.

If this is the first time you run the 2025 Initialize New Year, do not remove any checks; all checks should remain unchanged.

For subsequent processes, you may choose to remove the option from the “Payroll” section, unless you want the system to duplicate current year settings to the following year.

However, if you have added new employees since the last initialization, check “Initialize Employee’s Calendar” and “Initialize Employee’s Cost Centre Allocation” checkbox.



The screenshot shows the 'Initialize New Year' dialog box. At the top, there are fields for 'Database Year' (set to 2025), 'To Round Carry Forward Annual Leave' (set to 'Not Round'), and 'Carry Forward Leave Methods' (set to 'One Year(Without B/F)'). Below these are two sections: 'Leave' and 'Payroll'. The 'Leave' section has four checked options: 'Initialize Employee's Calendar in New Year. (Also applicable to Payroll)', 'Carry Forward Leave Method to excludes Annual Leave Adjustment', 'Initialize Public Holiday', and 'Initialize Employee's Leave Entitlement'. The 'Payroll' section is highlighted with a red border and contains ten checked options: 'Initialize Employee's Cost Centre Allocation', 'Initialize TP2 Mapping', 'Initialize EPF/Levy/Socso/EIS', 'Initialize Company Parameters/HRD', 'Initialize Hours/Day', 'Initialize OverTime', 'Initialize Shift', 'Initialize Rest', 'Initialize Allowance/Deduction', and 'Initialize Pay Group Setting'. At the bottom, there is a 'B/F Leave Report' button, an 'OK' button with a green checkmark, and a 'Close' button with a red X icon.

Initialize New Year Procedures

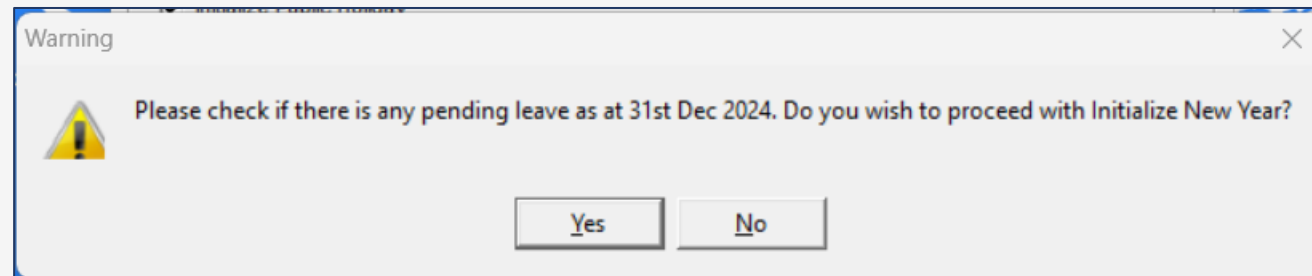
12 Click 'OK' to continue to the next screen.

The screenshot shows the 'Initialize New Year' dialog box with the following details:

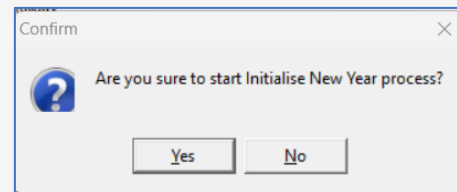
- Database Year:** 2025
- To Round Carry Forward Annual Leave:** Not Round
- Carry Forward Leave Methods:** One Year(Without B/F)
- Leave Section:**
 - ☒ Initialize Employee's Calendar in New Year. (Also applicable to Payroll)
 - ☐ Carry Forward Leave Method to excludes Annual Leave Adjustment
 - ☒ Initialize Public Holiday
 - ☒ Initialize Employee's Leave Entitlement
- Payroll Section:**
 - ☒ Initialize Employee's Cost Centre Allocation
 - ☒ Initialize EPF/Levy/Socso/EIS
 - ☒ Initialize Company Parameters/HRD
 - ☒ Initialize Hours/Day
 - ☒ Initialize OverTime
 - ☒ Initialize Shift
 - ☒ Initialize Rest
 - ☒ Initialize Allowance/Deduction
 - ☒ Initialize Pay Group Setting
 - ☒ Initialize TP2 Mapping
- Buttons:** B/F Leave Report, OK (highlighted with a red rectangle), Close

Initialize New Year Procedures

- 13 The system will prompt an alert message for pending leaves. Ensure all pending leaves are approved before proceeding to the next step. Click 'Yes' to proceed to the next screen. Otherwise, click 'No' to terminate the process.



- 14 After clicking 'Yes' in Step#13, the system will prompt another confirmation message. Click 'Yes' to proceed to the next screen. Otherwise, click 'No' to terminate the process.



- 15 After clicking 'Yes', "Leave Administration" window will appear on the screen.

Initialize New Year Procedures

16 The Annual Code must be 2025.

Ensure that the “Start Date” and “End Date” are displayed correctly according to your company's leave period. Contact Timesoft if there is any discrepancy.

The below is with the assumption that the leave cut-off is by Calendar Day.

The screenshot displays the 'Leave Administration' window. A red rectangle highlights the top section containing the 'Annual Code' (2025), 'Start Date' (01/01/2025), and 'End Date' (31/12/2025). Below this, the 'Method/Holiday Table' tab is active, showing various settings for leave calculation and a list of holidays for 2025.

Method/Holiday Table | B/F Method (E Module)

Prorate Entitlement: Calendar Day
Current Leave: 6. Half (< 0.5 = 0 or >= 0.5 = 1)
Leave Cut Off Day: 15.00
Entitlement By: Leave Scheme (Select leave scheme ONLY)
Saturday As Full Day: No
Leave B/F method: Maximum Day C/F (Allocation)
Prorate Sick Leave: No (DO NOT select Yes)
Leave Record Sort By: Leave Start Date

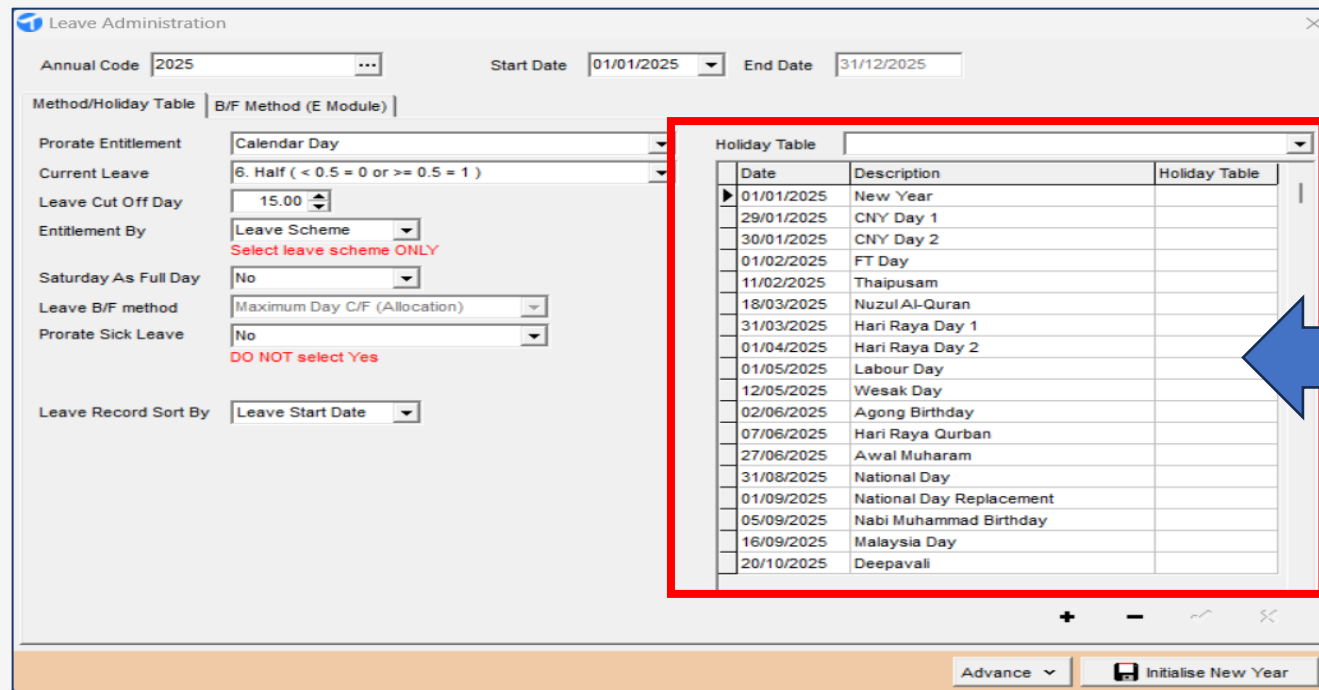
Holiday Table

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	
05/09/2025	Nabi Muhammad Birthday	
16/09/2025	Malaysia Day	
20/10/2025	Deepavali	

Buttons: Advance, Initialise New Year

Initialize New Year Procedures

- 17 On the **right section**, the following year's public holiday dates are displayed. You can remove dates that are not applicable to your company and insert additional public holidays, if any. Alternatively, you can ignore the public holiday settings for now. After the Initialize New Year process completes, you can still edit/enter public holidays from 'Leave Setup > **Leave Administration**' in the login year 2025.



The screenshot shows the 'Leave Administration' window. The 'Annual Code' is set to 2025, and the 'Start Date' and 'End Date' are 01/01/2025 and 31/12/2025 respectively. The 'Method/Holiday Table' tab is selected, and the 'B/F Method (E Module)' is chosen. The 'Prorate Entitlement' is set to 'Calendar Day', and the 'Current Leave' is '6. Half (< 0.5 = 0 or >= 0.5 = 1)'. The 'Leave Cut Off Day' is 15.00. The 'Entitlement By' is 'Leave Scheme', with a note 'Select leave scheme ONLY'. The 'Saturday As Full Day' is 'No'. The 'Leave B/F method' is 'Maximum Day C/F (Allocation)'. The 'Prorate Sick Leave' is 'No', with a note 'DO NOT select Yes'. The 'Leave Record Sort By' is 'Leave Start Date'. The 'Holiday Table' is highlighted with a red box, and a blue arrow points to it. The table lists public holidays for 2025.

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	
05/09/2025	Nabi Muhammad Birthday	
16/09/2025	Malaysia Day	
20/10/2025	Deepavali	

Buttons at the bottom: Advance, Initialise New Year

Initialize New Year Procedures

18 On the left section is your company's Leave Policy.

If your company's leave policy has changed in the following year, you may setup the necessary changes. Otherwise, click "Initialize New Year" to start the process.

Leave Administration

Annual Code: 2025 Start Date: 01/01/2025 End Date: 31/12/2025

Method/Holiday Table | B/F Method (E Module)

Prorate Entitlement: Calendar Day

Current Leave: 6. Half (< 0.5 = 0 or >= 0.5 = 1)

Leave Cut Off Day: 15.00

Entitlement By: Leave Scheme
Select leave scheme ONLY

Saturday As Full Day: No

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

Prorate Sick Leave: No
DO NOT select Yes

Leave Record Sort By: Leave Start Date

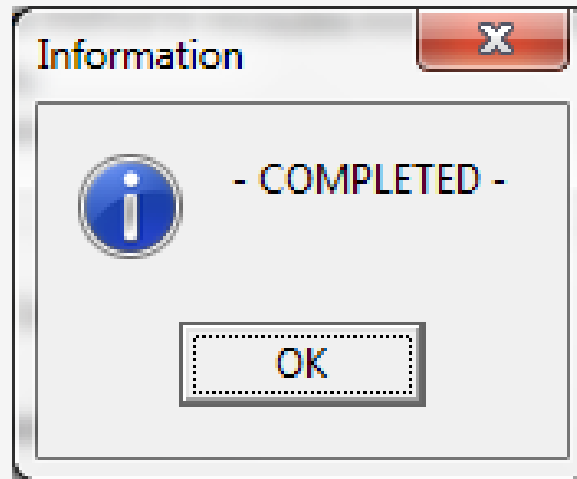
Holiday Table

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	
05/09/2025	Nabi Muhammad Birthday	
16/09/2025	Malaysia Day	
20/10/2025	Deepavali	

Advance | Initialise New Year

Initialize New Year Procedures

- 19 The processing time may vary depending on the size of your database.
DO NOT perform **End Task** or **Force Shutdown** the system during this process, as it may corrupt the data.
When the Initialize New Year process completes, click '**OK**' to close the dialog box.



Initialize New Year Procedures

- 20 The **Annual Leave Carried Forward/Forfeit** report is displayed on the screen. This report shows any Annual Leave being forfeited or carried forward.

YEAR END WORKSHOP								17/11/2024 6:17:38 PM	
Annual Leave Carry Forward/Forfeit Report								Page 1 of 1	
No.	Employee	Name	BF From 24	ENT in 24	ADJ in 24	Taken in 24	Forfeit	CF To 25	
1.	B0003	BALASAMY	16.00	16.00	0.00	0.00	-16.00	16.00	
2.	D002	DERRICK CHIN	16.00	16.00	0.00	0.00	-16.00	16.00	
3.	F001	FADZIL BIN KARIM	18.00	18.00	0.00	30.00	0.00	6.00	
4.	G001	GOH AH ENG	16.00	16.00	0.00	14.00	-2.00	16.00	
5.	J0118	JACKIE TEE	16.00	16.00	0.00	30.00	0.00	2.00	
6.	K0001	KOO CHENG CHENG	16.00	16.00	0.00	0.00	-16.00	16.00	
7.	M0003	MOHD HELMI BIN RAHMAN BAKRI	16.00	16.00	0.00	0.00	-16.00	16.00	
8.	M0063	MUTHUSAMY VELU A/L NATHANSAMY	16.00	16.00	0.00	0.00	-16.00	16.00	

The next generated report is the **Leave Pending Report**, which includes all leave types.

YEAR END WORKSHOP							17/11/2024 6:19:21 PM	
Leave Pending Report as at 31 December 2024							Page 1 of 1	
No.	Employee	Name	Leave Code	Start Date	End Date	Day	Hour	
1.	B0003	BALASAMY	ANNU	17/11/2024	19/11/2024	2	0	
2.	D002	DERRICK CHIN	ANNU	02/12/2024	03/12/2024	2	0	

Initialize New Year Procedures

21 You can retrieve this report by returning to the “Initialize New Year” function in period “202412”.

Click '**B/F Leave Report**' at the bottom left. Please note that the system only keeps the latest processed records.

22 With the completion of the Initialize New Year procedure, employees can now apply for 2025 leave and users can process the 2025 payroll.

23 If you have more than one database, repeat Steps #1 through #20.

The screenshot shows the 'Initialize New Year' dialog box. At the top, there are three input fields: 'Database Year' set to 2025, 'To Round Carry Forward Annual Leave' set to 'Not Round', and 'Carry Forward Leave Methods' set to 'One Year(Without B/F)'. Below these are two main sections: 'Leave' and 'Payroll'. The 'Leave' section has four checkboxes, all of which are checked: 'Initialize Employee's Calendar in New Year. (Also applicable to Payroll)', 'Carry Forward Leave Method to excludes Annual Leave Adjustment', 'Initialize Public Holiday', and 'Initialize Employee's Leave Entitlement'. The 'Payroll' section has ten checkboxes, all of which are checked: 'Initialize Employee's Cost Centre Allocation', 'Initialize EPF/Levy/Socso/EIS', 'Initialize Company Parameters/HRD', 'Initialize Hours/Day', 'Initialize OverTime', 'Initialize Shift', 'Initialize Rest', 'Initialize Allowance/Deduction', 'Initialize Pay Group Setting', and 'Initialize TP2 Mapping'. At the bottom of the dialog, there is a 'B/F Leave Report' button highlighted with a red box, and 'OK' and 'Close' buttons to its right.

Initialize New Year Procedures – By Financial Year

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

Example:

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

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

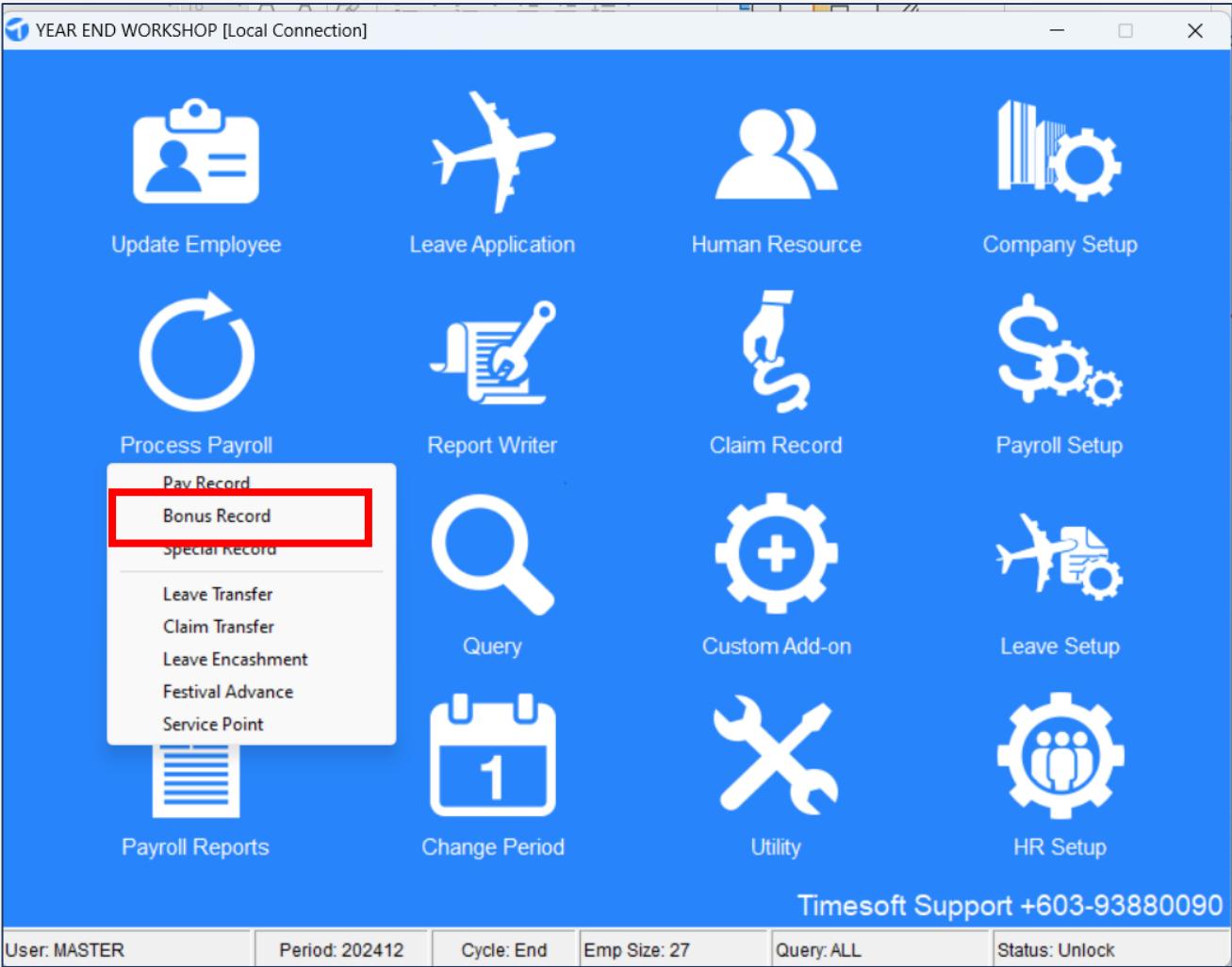
Process Bonus

Topics on Bonus

- 1 Bonus Processing Flow | Page 68
- 2 Process Bonus Setup | Page 72
- 3 Bonus Proration Calculation for Employees with Less Than 1 Year of Service | Page 95
- 4 Bonus Processing Methods | Page 100
- 5 Lock Bonus Cycle | Page 134

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..

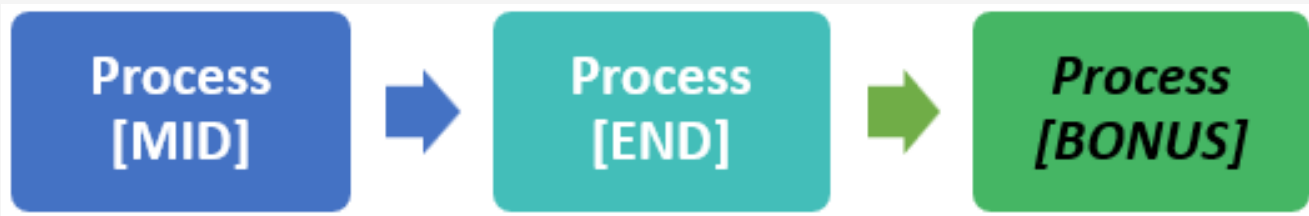
Bonus Processing Flow

The following guidelines outline various scenarios for bonus processing.

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

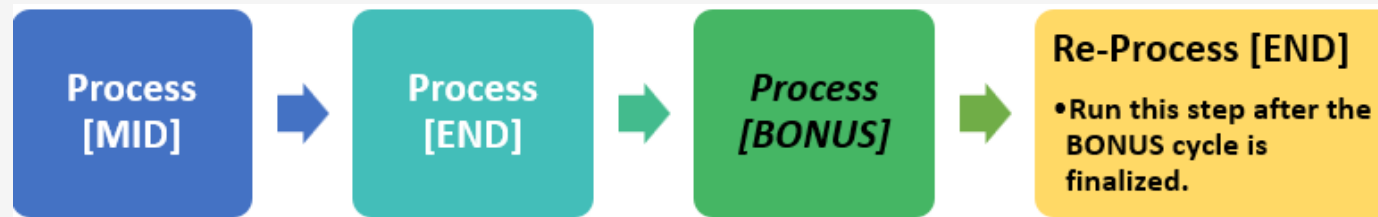


- 2 Pay the [**BONUS**] after the [**MID**] and the [**END**] cycle, follow the process flow below.

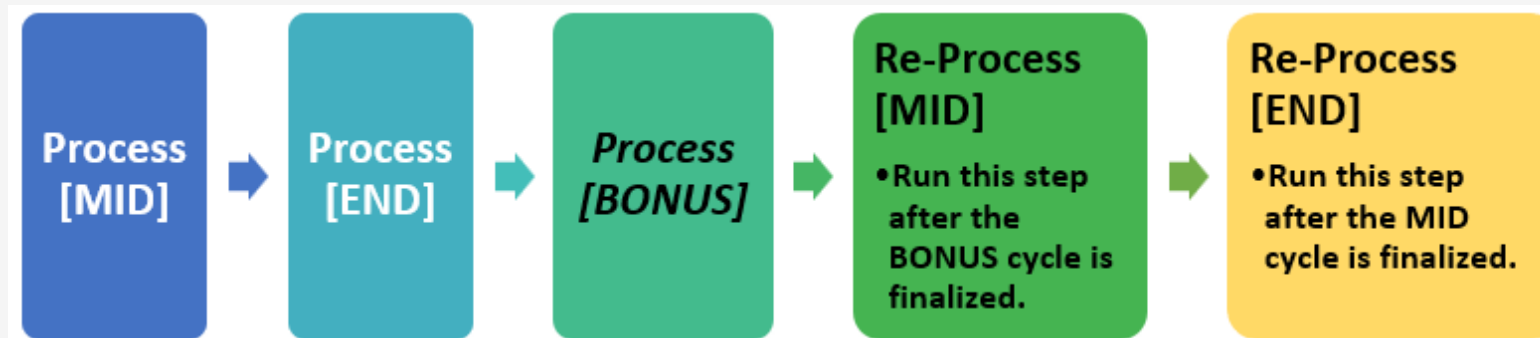


Bonus Processing Flow

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

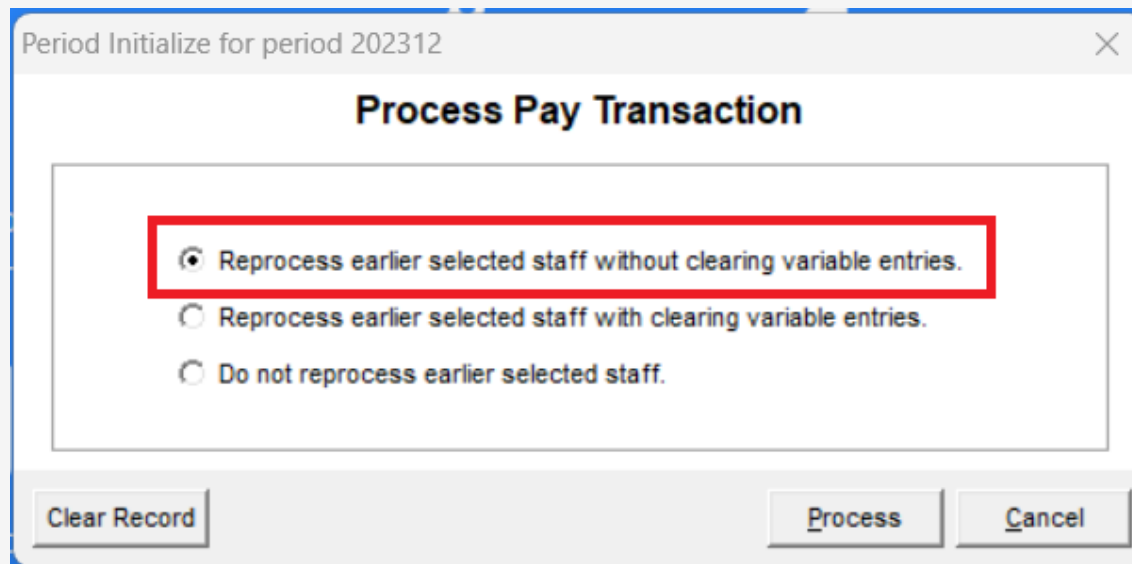


- 4 Pay the [BONUS] before the [MID] and the [END] cycle, follow the process flow below. The objective of processing MID & END is to include Basic+Fixed Allowance in the PCB calculation.



Bonus Processing – Important Note

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



The screenshot shows a dialog box titled "Period Initialize for period 202312" with a close button (X) in the top right corner. The main heading inside the dialog is "Process Pay Transaction". Below this heading, there are three radio button options. The first option, "Reprocess earlier selected staff without clearing variable entries.", is selected and highlighted with a red rectangular box. The second option is "Reprocess earlier selected staff with clearing variable entries.", and the third is "Do not reprocess earlier selected staff.". At the bottom of the dialog, there are three buttons: "Clear Record", "Process", and "Cancel".

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:

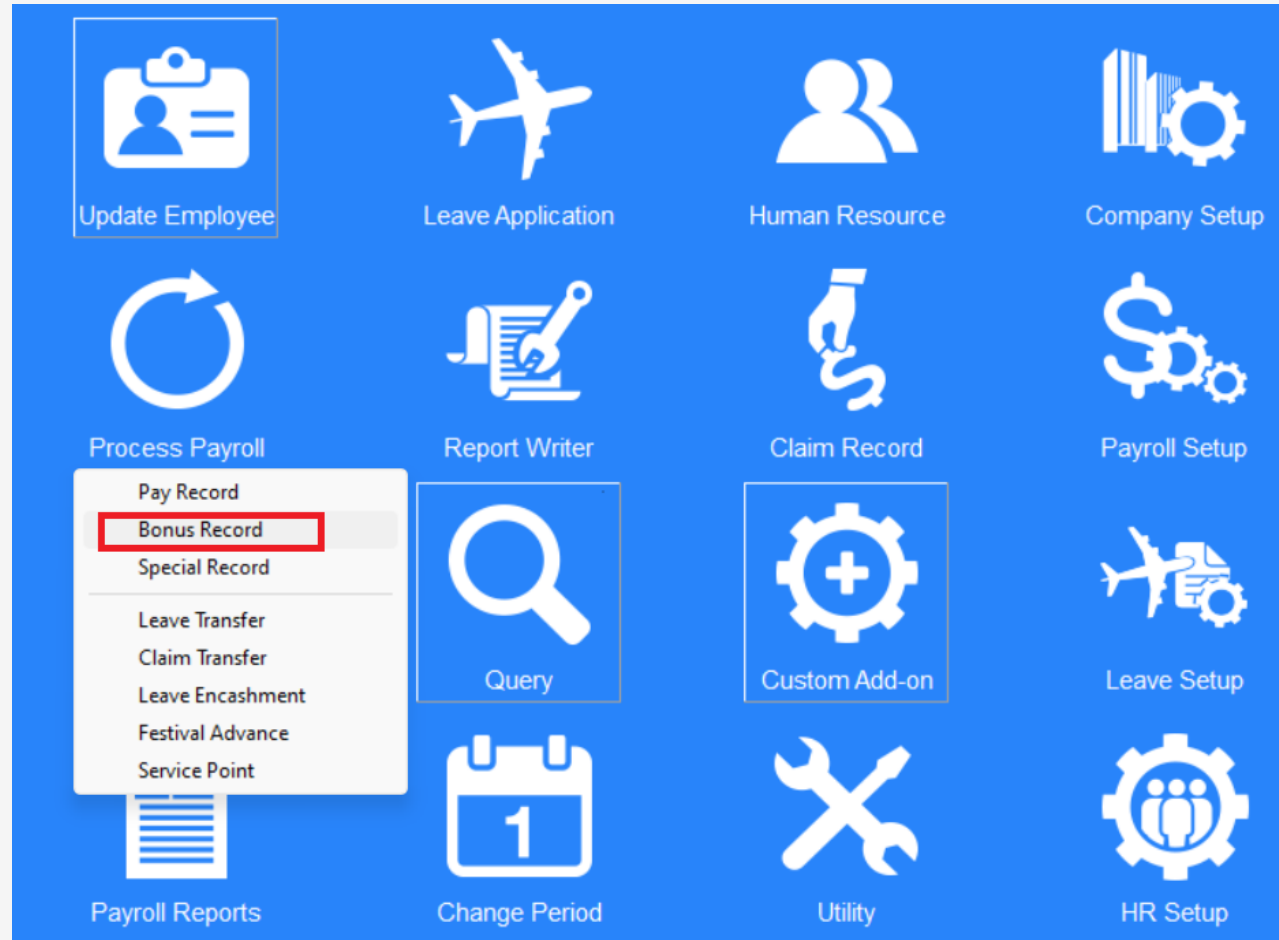
It is possible that the MID/END cycle was not processed before running the [Bonus Record]. Verify if the MID/END cycle process was completed.

If it was not, clear the BONUS cycle and follow the correct procedure for processing bonuses.

Process Bonus Setup

Process Bonus Setup

In the main menu, click 'Process Payroll' then select 'Bonus Record'.

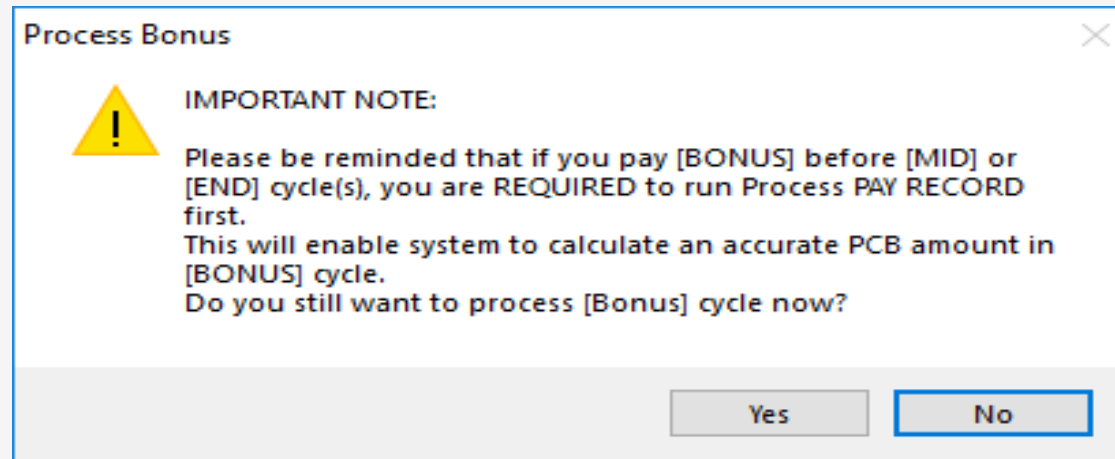


Process Bonus Setup

When clicking 'Process Payroll > **Bonus Record**', the system will prompt a reminder message to run 'Process Pay Record' first.

Refer to the rules on the relevant 'Process Bonus flow'.

Click **'Yes'** to open the 'Process Bonus Run' window or **'No'** to cancel the process.



Process Bonus Setup

After clicking 'Yes,' the 'Bonus Run' window will appear, which displays the available features and settings for bonus processing.

The screenshot shows the 'Bonus Run for Period 202412' window. It has three tabs: 'Bonus Parameter', 'Group', and 'Individual'. The 'Bonus Parameter' tab is active. The settings are as follows:

- Bonus code: BONU
- Bonus method: By Calendar
- Cut off bonus (month/period): 12 | 2024
- Bonus factor: 1 (Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.)
- Bonus payment by: New Base Salary
- Bonus amount: 0
- ☒ Deduct PCB Tax?
- Which period to pay bonus: Separately
- Bonus calculation by: Calendar Days
- Service month cut off day: 15 (Note: '0' No Cut Off Day apply, '31' Must work for FULL complete month)
- Rounding formula: None
- EPF rate: Current Year EPF

There are two sections for exclusions:

- Leave Exclusion:**
 - ☐ Exclude NPL
 - ☐ Exclude sick leave
 - ☐ Exclude annual leave
 - ☐ Exclude absent leave
- Exclude Bonus Condition:**
 - ☐ Exclude unconfirmed staff
 - ☐ Exclude employee hired after [dropdown]
 - ☐ Exclude employee resigned after [dropdown]
 - ☒ Exclude daily/hourly pay type

At the bottom, there are buttons: 'Clear Record', 'Trial Run', 'Process' (with a green checkmark), and 'Close' (with a red X).

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 Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus payment by

New Base Salary

Bonus Parameter	Important Remarks
Bonus Code Select the code you wish to use for Bonus payments from the Bonus Code drop-down, which is populated from the 'Payroll Setup > Allowance/Deduction Table'.	It is strongly recommended to use a code with leading characters of "BONU" and a maximum of 8 characters. For instance: "BONU", "BONUS", "BONUSSPE", "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.

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'.

Pay GroupSTDOther CyclePaidMonthlyPeriod12/EType2-SNEPF ClassCLASS1SOCSCO ClassSOCSCO

Days Worked24.50Basic Pay10000.00Daily Rate384.62Hourly Rate51.28Tax Category1Dependent C

NPL/Absent				Total	0.00
NPL Day-C	322.58	0.00	0.00		
NPL Day-L	333.33	0.00	0.00		
NPL Hr-C	43.01	0.00	0.00		
NPL Hr-L	44.44	0.00	0.00		

Allowances / Deductions		
Code	Description	Amount
BONU	Bonus	2000.00
INC-BONU	INCENTIVE BONUS	1500.00
PCB	MONTHLY INCOME TAX DEDUCTION	-1849.90

YEAR END WORKSHOP

Month : End Month

QUERY :ALL (ALL) plus (Emp :Z0004-A To Emp :Z0004-A Dept :FACW To Dept :SGBP)

Basic	NPL	OT	SF	RD	Bonus	Allowances
Ee' EPF	Ee' VOL	Ee' SOCSCO	Ee'EIS	Nett Wage	Er' EPF	Er' VOL
Department : JBA (JURU - ADMIN)						
Category : NONE (NONE)						
Employee : (Z0004-A) NOTES - BONUS PAYROLL DEPT REPORT [Page 37]						
10,000.00	0.00	0.00	0.00	0.00	2,000.00	1,500.00
-1,485.00	0.00	-24.75	-9.90	10,130.45	1,620.00	0.00

Process Bonus Setup [No 1 – Bonus Code]

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

Allowance / Deduction Code Maintenance

Search Code: Sort by: Fixed Cols:

System Code

****IS BONUS - Tick on the code 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.**

Code	Description	CP21/CP22/CP22A	EA#	**Is Bonus	EPF	VOL	SOCSSO	EIS	PCB	Add Pay (YT)	Ad (K)
BAOT	BACK PAY OF OVERTIME	1 - Salary, fees, wages, and overtime	1 - Gross Salary, Wages, Leave, OT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BONU	Bonus	2 - Commission and bonus	2 - Fees, Director Fees, Comm, Bonus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BONUS	Bonus	2 - Commission and bonus	2 - Fees, Director Fees, Comm, Bonus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CAR ALLO	Car Allowance	3 - Allowance in cash including tax bo	3 - Tips, Perquisites, Allow, Rewards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CLAIM	Claims	0 - Not Taxable	0 - Not Taxable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COMM	Commission	2 - Commission and bonus	2 - Fees, Director Fees, Comm, Bonus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
COMM-ARR	Commission Arrears	3 - Allowance in cash including tax bo	2 - Fees, Director Fees, Comm, Bonus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CP38	PREVIOUS YEAR TAX DEDUCTION			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CP39	MANUAL INCOME TAX DEDUCTION			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DIR FEES	DIRECTOR'S FEES	2 - Commission and bonus	2 - Fees, Director Fees, Comm, Bonus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ESPP001	ESPP TAX 001		99 - Additional Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ESPP002	ESPP TAX 002		99 - Additional Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GRATUITY	Gratuity	3 - Allowance in cash including tax bo	27 - Gratuity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
INC-ARR	Incentive Arrears	3 - Allowance in cash including tax bo	3 - Tips, Perquisites, Allow, Rewards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INC-BONU	INCENTIVE BONUS	2 - Commission and bonus	2 - Fees, Director Fees, Comm, Bonus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
INCENTIV	Incentive	3 - Allowance in cash including tax bo	23 - Arrears 2 - Previous Year	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
INS_DED	INSURANCE PREMIUM DEDUCTION		51 - Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

New Edit Save Cancel Delete

Navigation icons: Previous, Next, First, Last, Close

Process Bonus Setup [No 2 – Bonus Method]

Bonus Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

By Calendar

By Pay Period

By Calendar - Periodical

Cut off bonus (month/period)

Bonus factor

Bonus payment by

New Base Salary

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

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

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 (month/period)]

Bonus Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus Parameter	Important Remarks
Cut-Off Bonus (month/period) This parameter determines the cut-off period for bonus computation. <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.	<u>Example:</u> Bonus Method <u>By</u> Calendar Cut off bonus = 12-2024 <div><div>Bonus method</div><div>By Calendar</div></div> <div><div>Cut off bonus (month/period)</div><div>12</div><div>2024</div></div> Bonus Method <u>By</u> Pay Period Cut off bonus = 202412 <div><div>Bonus method</div><div>By Pay Period</div></div> <div><div>Cut off bonus (month/period)</div><div>202412</div></div> Bonus Method <u>By</u> Calendar - Periodical The company's bonus calculation cut off follow company's the financial year. <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. <div><div>Bonus method</div><div>By Calendar - Periodical</div></div> <div><div>Cut off bonus (month/period)</div><div>7</div><div>2023</div><div>To</div><div>6</div><div>2024</div></div>

Process Bonus Setup [No 4 – Bonus Factor]

Bonus Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

0

Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus Parameter	Important Remarks
Bonus Factor Define the multiplying factor for bonus processing.	<p>If you enter 0, the value specified in the 'Update Employee > Bonus Factor' field will be used for bonus processing.</p> <div><div>Employee</div><div>Z0004-B</div><div>Name</div><div>NOTES - BONUS SALARY C</div><div>Hired Date</div><div>23/08/2012</div><div>12 years 4 months</div><div>Birth Date</div><div>10/05/1998</div><div>26 years 8 months</div><div>Ori. Hired Date</div><div></div><div>Pay Type</div><div>SN-Mthly Rated-Subj OT</div><div>Pay Freq</div><div>Monthly</div><div>Mid Mth Pay</div><div>0.00 % / 0.00</div><div>Bonus Factor</div><div>1.5</div></div> <p>When running "Process Bonus <u>By</u> Group" or "By Individual", enter the Bonus Factor as '0' or leave it empty.</p>

Process Bonus Setup [No 5 – Bonus Payment By]

Bonus Parameter | Group | Individual | Update Bonus Factor |

Bonus code

BONUS

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from U
if '0' Bonus Factor is entered

Bonus payment by

Fixed Amount

New Base Salary

Base Salary

New Base Salary (Last year)

Fixed Amount

Average Paid Salary

Bonus amount

Which period to pay bonus

Bonus Parameter

Bonus Payment By

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

Case 1 – Bonus Run in period 2024-12

Code	Paid Date	Old Pay	Increment	New Pay
FJOIN	23/08/2012	2080.00	0.00	2080.00
INCR	01/01/2014	2080.00	350.00	2430.00
INCR	01/01/2020	2430.00	1000.00	3430.00
INCR	13/05/2024	3430.00	300.00	3730.00

Base Salary

New Base Salary

Case 2 – Bonus Run in period 2025-02

Code	Paid Date	Old Pay	Increment	New Pay
FJOIN	23/08/2012	2080.00	0.00	2080.00
INCR	01/01/2014	2080.00	350.00	2430.00
INCR	01/01/2020	2430.00	1000.00	3430.00
INCR	13/05/2024	3430.00	300.00	3730.00
NONE	01/02/2025	3730.00	150.00	3880.00

Base Salary

New Base Salary

New Base Salary (Last year)

Process Bonus Setup [No 6 – Bonus Amount]

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus code	BONU		
Bonus method	By Calendar		
Cut off bonus (month/period)	12 2024		
Bonus factor	1 <small>Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.</small>		
Bonus payment by	Fixed Amount		
Bonus amount	0		

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 – Which Period to pay Bonus]

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from Up
if '0' Bonus Factor is entered.

Bonus payment by

Fixed Amount

Bonus amount

0

☒ Deduct PCB Tax?

Which period to pay bonus

Separately

Mid-month Period

End-month Period

Separately

Bonus calculation by

Service month cut off day

31

Must work for FUL

Bonus Parameter	
Which Period to pay Bonus 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. Separately: Bonus amount is processed separately from the MID/END cycle and placed in the BONUS cycle.	It is recommended to select “Separately” when processing a bonus. This allows the system to segregate PCB and EPF on the Bonus 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 (month/period)

122024

Bonus factor

1

Default Bonus Factor if '0' Bonus Factor is

Bonus payment by

Fixed Amount

Bonus amount

0

☒ Deduct PCB Tax?

Which period to pay bonus

Separately

Bonus calculation by

Service Month

Service Month

Calendar Days

Working Days

None

Service month cut off day

Rounding formula

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 code	BONU
Bonus method	By Calendar
Cut off bonus (month/period)	12 2024
Bonus factor	1 <small>Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.</small>
Bonus payment by	New Base Salary
Bonus amount	0
	<input checked="" type="checkbox"/> Deduct PCB Tax?
Which period to pay bonus	Separately
Bonus calculation by	Service Month
Service month cut off day	15 <small>0 No Cut Off Day apply, '31' Must work for FULL complete month</small>
Rounding formula	None
EPF rate	Current Year EPF
Exclude Bonus Condition	

Bonus Parameter	Important Remarks
Service Month Cut-Off Day This option is applicable when selecting the “Service Month” in “Bonus Calculation By” (refer to Item #8). Specify a ‘cut-off day’ to enable the system to determine the number of days an employee needs to work in the first month (for new hires) or the last month (for resigned employees) to be considered as a service month in bonus calculation. This pertains to employees with less than one year of service.	0 = No Cut-Off (System code) 31 = Must work for the complete full month (System code) Any other number = Regards as Days Work. <u>Example:</u> 1) "15": Employee must work at least 15 calendar days in the 1st month from the hired date or last month till the resigned date to count as one service month. Otherwise, disregard in Bonus calculation. 2) "20": Employee must work at least 20 calendar days in the 1st month from the hired date or last month till the resigned date to count as one service month. Otherwise, disregard in Bonus calculation.

Process Bonus Setup [No 10 – Leave Exclusion]

Bonus Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from Update Employ
if '0' Bonus Factor is entered.

Bonus payment by

New Base Salary

Bonus amount

0

☒ Deduct PCB Tax?

Which period to pay bonus

Separately

Bonus calculation by

Calendar Days

Service month cut off day

Calendar Days

Service Month

Day apply,
k for FULL complete

Rounding formula

None

EPF rate

Current Year EPF

Leave Exclusion

☐ Exclude NPL

☐ Exclude sick leave

☐ Exclude annual leave

☐ Exclude absent leave

Exclude Bonus Condition

☐ Exclude unconfirmed staff

☐ Exclude employee hired after

☐ Exclude employee resigned after

☒ Exclude daily/hourly pay type

Bonus Parameter	Important Remarks
Leave Exclusion 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 leave.

Process Bonus Setup [No 11 – Rounding Formula]

Bonus Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus payment by

New Base Salary

Bonus amount

0

☒ Deduct PCB Tax?

Which period to pay bonus

Separately

Bonus calculation by

Calendar Days

Service month cut off day

15

'0' No Cut Off Day apply,
'31' Must work for FULL complete month

Rounding formula

None

None

Round up

Round down

> 0.5 = 1 or 0.5 = 0.5 or < 0.5 := 0

EPF rate

Leave Exclusion

☐ Exclude NPL

☐ Exclude sick leave

☐ Exclude annual leave

☐ Exclude absent leave

☐ Exclude unconfirmed staff

☐ Exclude employee hired after

☐ Exclude employee resigned after

☒ Exclude daily/hourly pay type

Bonus Parameter	Important Remarks													
Rounding Formula This option rounds the bonus amount based on the following selection: <div><div>None</div><div>None</div><div>Round up</div><div>Round down</div><div>> 0.5 = 1 or 0.5 = 0.5 or < 0.5 := 0</div></div>	<u>Example:</u> <table><tr><th>Rounding Formula</th><th>Based on Bonus Amount</th></tr><tr><td></td><td>\$2,083.50</td></tr><tr><td>None</td><td>\$2,083.50</td></tr><tr><td>Round Up</td><td>\$2,084.00</td></tr><tr><td>Round Down</td><td>\$2,083.00</td></tr><tr><td>> 0.5 = 1 or 0.5 = 0.5 or < 0.5 = 0</td><td>\$2,083.50</td></tr></table>		Rounding Formula	Based on Bonus Amount		\$2,083.50	None	\$2,083.50	Round Up	\$2,084.00	Round Down	\$2,083.00	> 0.5 = 1 or 0.5 = 0.5 or < 0.5 = 0	\$2,083.50
Rounding Formula	Based on Bonus Amount													
	\$2,083.50													
None	\$2,083.50													
Round Up	\$2,084.00													
Round Down	\$2,083.00													
> 0.5 = 1 or 0.5 = 0.5 or < 0.5 = 0	\$2,083.50													

Process Bonus Setup [No 12 – EPF Rate]

Bonus Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus payment by

New Base Salary

Bonus amount

0

☒ Deduct PCB Tax?

Which period to pay bonus

Separately

Bonus calculation by

Calendar Days

Service month cut off day

15

'0' No Cut Off Day apply, '31' Must work for FULL complete r

Rounding formula

None

EPF rate

Current Year EPF

Leave Exclusion

☐ Exclude NPL

☐ Exclude sick leave

☐ Exclude annual leave

☐ Exclude absent leave

Exclude Bonus Condition

☐ Exclude unconfirmed staff

☐ Exclude employee hired after

☐ Exclude employee resigned after

☒ Exclude daily/hourly pay type

Clear Record

Bonus Parameter	Important Remarks
EPF Rate Defaults to the EPF rate for the current year as per statutory requirements.	This is based on the “EPF Class” assigned to the employee in the "Update Employee" section.

Process Bonus Setup [No 13 – Exclude Bonus Condition]

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus payment by

New Base Salary

Bonus amount

0

☒ Deduct PCB Tax?

Which period to pay bonus

Separately

Bonus calculation by

Calendar Days

Service month cut off day

15

'0' No Cut Off Day apply, '31' Must work for FULL complete month

Rounding formula

None

EPF rate

Current Year EPF

Leave Exclusion

☐ Exclude NPL

☐ Exclude sick leave

☐ Exclude annual leave

☐ Exclude absent leave

Exclude Bonus Condition

☐ Exclude unconfirmed staff

☐ Exclude employee hired after

☐ Exclude employee resigned after

☒ Exclude daily/hourly pay type

Bonus Parameter	Important Remarks
Exclude Bonus Condition This option excludes bonus payment for the following categories of employees: <ul style="list-style-type: none">Exclude Unconfirmed StaffExclude Employee Hired after the date specifiedExclude Employee Resigned after the date specified	<p>The system verifies the employee's "Confirmation On" date in the 'Update Employee > Confirm & Termination' section to determine the confirmation status for the "Exclude Unconfirmed Staff" condition.</p> <div><div>Confirm & Termination</div><div>Bank</div><div>Address</div><div>Spouse</div><div>Al</div></div> <div><div>Confirmation Due</div><div>16/08/2023</div></div> <div><div><input type="checkbox"/> Exclude From Auto Prompt?</div></div> <div><div>Confirmation On</div><div>17/08/2023</div></div>

Process Bonus Setup [No 14 – Clear Record]

Bonus Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONUS

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus payment by

New Base Salary

Bonus amount

0

☒ Deduct PCB Tax?

Which period to pay bonus

Separately

Bonus calculation by

Calendar Days

Service month cut off day

15

'0' No Cut Off Day apply, '31' Must work for FULL complete month

Rounding formula

None

EPF rate

Current Year EPF

Leave Exclusion

☐ Exclude NPL

☐ Exclude sick leave

☐ Exclude annual leave

☐ Exclude absent leave

Exclude Bonus Condition

☐ Exclude unconfirmed staff

☐ Exclude employee hired after

☐ Exclude employee resigned after

☒ Exclude daily/hourly pay type

Clear Record

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

Process Bonus Setup [No 15 – Trial Run]

Bonus Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus payment by

New Base Salary

Bonus amount

0

☒ Deduct PCB Tax?

Which period to pay bonus

Separately

Bonus calculation by

Calendar Days

Service month cut off day

15

'0' No Cut Off Day apply, '31' Must work for FULL complete month

Rounding formula

None

EPF rate

Current Year EPF

Leave Exclusion

☐ Exclude NPL

☐ Exclude sick leave

☐ Exclude annual leave

☐ Exclude absent leave

Exclude Bonus Condition

☐ Exclude unconfirmed staff

☐ Exclude employee hired after

☐ Exclude employee resigned after

☒ Exclude daily/hourly pay type

Clear Record

Trial Run

☒ Process

Close

Bonus Parameter	Important Remarks
Trial Run 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”.

Process Bonus Setup [No 16 – Process]

Bonus Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Bonus code

BONU

Bonus method

By Calendar

Cut off bonus (month/period)

12

2024

Bonus factor

1

Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus payment by

New Base Salary

Bonus amount

0

☒ Deduct PCB Tax?

Which period to pay bonus

Separately

Bonus calculation by

Calendar Days

Service month cut off day

15

'0' No Cut Off Day apply, '31' Must work for FULL complete month

Rounding formula

None

EPF rate

Current Year EPF

Leave Exclusion

☐ Exclude NPL

☐ Exclude sick leave

☐ Exclude annual leave

☐ Exclude absent leave

Exclude Bonus Condition

☐ Exclude unconfirmed staff

☐ Exclude employee hired after

☐ Exclude employee resigned after

☒ Exclude daily/hourly pay type

Clear Record

Trial Run

✓ Process

Close

Process Bonus Setup [No 17 – Close]

Bonus Run for Period 202412

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus code: BONU

Bonus method: By Calendar

Cut off bonus (month/period): 12 | 2024

Bonus factor: 1 Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus payment by: New Base Salary

Bonus amount: 0

☒ Deduct PCB Tax?

Which period to pay bonus: Separately

Bonus calculation by: Calendar Days

Service month cut off day: 15 '0' No Cut Off Day apply, '31' Must work for FULL complete month

Rounding formula: None

EPF rate: Current Year EPF

Leave Exclusion

- ☐ Exclude NPL
- ☐ Exclude sick leave
- ☐ Exclude annual leave
- ☐ Exclude absent leave

Exclude Bonus Condition

- ☐ Exclude unconfirmed staff
- ☐ Exclude employee hired after []
- ☐ Exclude employee resigned after []
- ☒ Exclude daily/hourly pay type

Clear Record

Trial Run Process **Close**

Click 'Close' to exit the 'Bonus Run' window and return to the main screen

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

Bonus Calculation By Service Month

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus code: BONU

Bonus method: By Calendar

Cut off bonus (month/period): 12 | 2024

Bonus factor: 1 Default Bonus Factor if '0' Bonus Factor is entered.

Bonus payment by: Fixed Amount

Bonus amount: 0

☒ Deduct PCB Tax?

Which period to pay bonus: Separately

Bonus calculation by: Service Month

Service month cut off day: Day apply for FULL

Rounding formula: Day apply for FULL

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

Bonus Calculation By:

****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

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

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus code: BONU

Bonus method: By Calendar

Cut off bonus (month/period): 12 | 2024

Bonus factor: 1 Default Bonus Factor from Update Em if '0' Bonus Factor is entered.

Bonus payment by: New Base Salary

Bonus amount: 0

☒ Deduct PCB Tax?

Which period to pay bonus: Separately

Bonus calculation by: Service Month

Service month cut off day: 15 '0' No Cut Off Day apply, '31' Must work for FULL complete month

Employee	Name	Type	Base Wage	Factor	Hired Date	Service Mth/Days	Working Hours/Days	Bonus Amount
Z0004-C	NOTES - PROCESS BONUS RUN - BONUS CALC S		2,335.00	1.00	17/05/2024	8	0.00	1,556.67
Total Employees Processed : 1							Total Bonus	1,556.67

Bonus Calculation By Calendar Days

Bonus code: BONU

Bonus method: By Calendar

Cut off bonus (month/period): 12 | 2024

Bonus factor: 1 Default Bonus Factor from Update if '0' Bonus Factor is entered.

Bonus payment by: New Base Salary

Bonus amount: 0

☒ Deduct PCB Tax?

Which period to pay bonus: Separately

Bonus calculation by: Calendar Days

Service month cut off day: Calendar Days

Rounding formula: None

Bonus Parameter

****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 calendar days from 17/05 to 31/12 = (15+30+31+31+30+31+30+31) – 4days NPL = 225 days

(225days ÷ 366days) X \$2,335.00 = \$1,435.45

Employee	Name	Type	Base Wage	Factor	Hired Date	Service Mth/Days	Working Hours/Days	Bonus Amount
Z0004-C	NOTES - PROCESS BONUS RUN - BONUS CALC S		2,335.00	1.00	17/05/2024	225	0.00	1,435.45
Total Employees Processed : 1							Total Bonus	1,435.45

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus code: BONU

Bonus method: By Calendar

Cut off bonus (month/period): 12 | 2024

Bonus factor: 1 Default Bonus Factor from Update if '0' Bonus Factor is entered.

Bonus payment by: New Base Salary

Bonus amount: 0

☒ Deduct PCB Tax?

Which period to pay bonus: Separately

Bonus calculation by: Calendar Days

Service month cut off day: 15 0 No Cut Off Day apply, '31' Must work for FULL complete mo

Rounding formula: None

EPF rate: Current Year EPF

Leave Exclusion: ☒ Exclude NPL ☐ Exclude unconfirmed staff

Bonus Calculation By Working Days

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus code	BONU		
Bonus method	By Calendar		
Cut off bonus (month/period)	12 2024		
Bonus factor	1 <small>Default Bonus Factor from Update Emp if '0' Bonus Factor is entered.</small>		
Bonus payment by	New Base Salary		
Bonus amount	0		
	<input checked="" type="checkbox"/> Deduct PCB Tax?		
Which period to pay bonus	Separately		
Bonus calculation by	Working Days		
Service month cut off day	Service Month Calendar Days Working Days None		
Rounding formula	None		

Bonus Parameter

Bonus Calculation By:

****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
Days/Week working pattern in
2024 = 262 days

Bonus Parameter	Group	Individual	Update Bonus Factor
Bonus code	BONU		
Bonus method	By Calendar		
Cut off bonus (month/period)	12 2024		
Bonus factor	1 <small>Default Bonus Factor from Update Emp if '0' Bonus Factor is entered.</small>		
Bonus payment by	New Base Salary		
Bonus amount	0		
	<input checked="" type="checkbox"/> Deduct PCB Tax?		
Which period to pay bonus	Separately		
Bonus calculation by	Working Days		
Service month cut off day	15 <small>'0' No Cut Off Day apply, '31' Must work for FULL complete month</small>		
Rounding formula	None		
EPF rate	Current Year EPF		
Leave Exclusion	<input checked="" type="checkbox"/> Exclude NPL <input type="checkbox"/> Exclude unconfirmed staff		

Bonus Calculation By Working Days

Period	Start-Date	Mid-Date	End-Date	1st Half	2nd Half	Total
202401	01/01/2024	15/01/2024	31/01/2024	11.0	12.0	23
202402	01/02/2024	15/02/2024	29/02/2024	11.0	10.0	21
202403	01/03/2024	15/03/2024	31/03/2024	11.0	10.0	21
202404	01/04/2024	15/04/2024	30/04/2024	11.0	11.0	22
202405	01/05/2024	15/05/2024	31/05/2024	11.0	12.0	23
202406	01/06/2024	15/06/2024	30/06/2024	10.0	10.0	20
202407	01/07/2024	15/07/2024	31/07/2024	11.0	12.0	23
202408	01/08/2024	15/08/2024	31/08/2024	11.0	11.0	22
202409	01/09/2024	15/09/2024	30/09/2024	10.0	11.0	21
202410	01/10/2024	15/10/2024	31/10/2024	11.0	12.0	23
202411	01/11/2024	15/11/2024	30/11/2024	11.0	10.0	21
202412	01/12/2024	15/12/2024	31/12/2024	10.0	12.0	22

Pro-rated from Hired Date 17/05 to 31/05 = 11days

Bonus calculation as follows:

Total Working Days in 2024 = 262days

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

No Pay Leave = 4days

Total Actual Working Days = 159 days

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

Employee	Name	Type	Base Wage	Factor	Hired Date	Service Mth/Days	Working Hours/Days	Bonus Amount
Z0004-C	NOTES - PROCESS BONUS RUN - BONUS CALC S		2,335.00	1.00	17/05/2024	159	0.00	1,417.04
Total Employees Processed : 1						Total Bonus		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

- ☐ Process by employee's Category Code assigned in 'Update Employee'.

3. Process Bonus By Individual

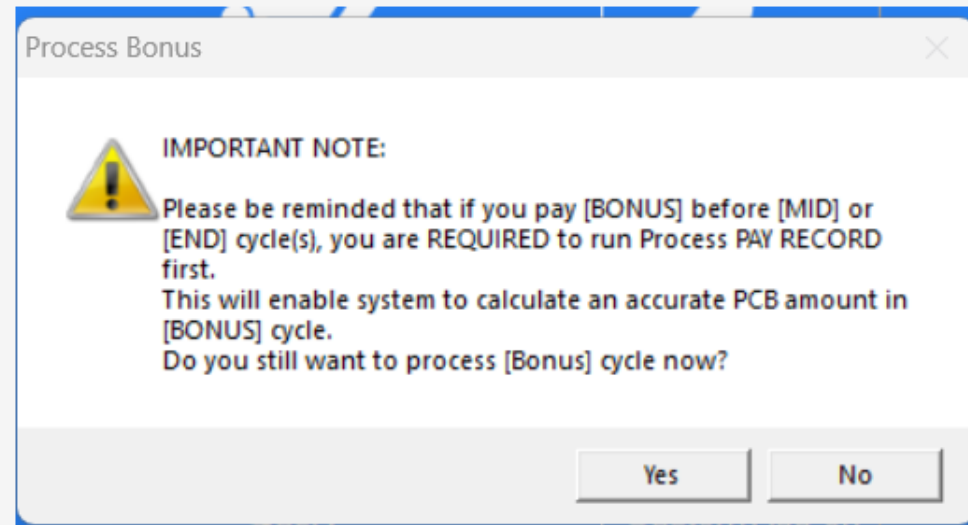
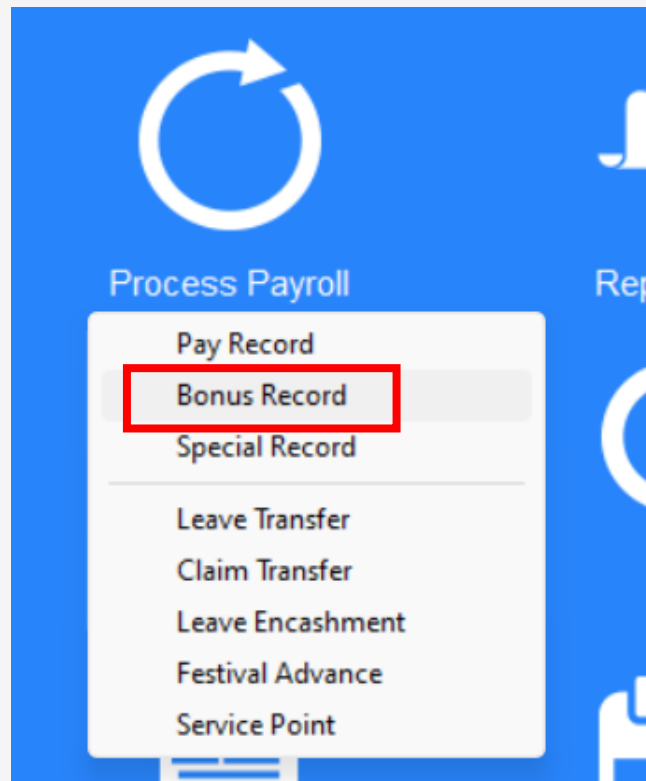
- ☐ Manually enter the bonus factor/amount for each employee.

4. Import Bonus from CSV / Excel Format

- ☐ Upload bonus amounts from an external file, such as CSV or Excel format.

Bonus Processing Methods

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



Method 1 – Process Standard Bonus Run

Method 1 – Process Standard Bonus Run

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

Bonus Run for Period 202412

Bonus Parameter

Group

Individual

Update Bonus Factor

Variable Bonus

Variable bonus 1

Variable bonus 2

☐ Retrieve bonus factor from Update Employee?

☐ Update bonus factor to Update Employee?

Prior to processing, verify that no data exists in either the 'Group' or 'Individual' tabs. If there are any records present, delete them.

You can clear the lists by selecting 'Clear Employee Record' to remove the entries.

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Clear Employee Record

Generate Employee Record

Close

Method 1 – Process Standard Bonus Run

Below is an example of the bonus processing conditions.

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	Separately (Split from END pay cycle)
Bonus Calculation by	Calendar Days (Prorate By Calendar Days)
Leave Exclusion	Exclude NPL (Employees on No Pay Leave will not receive the full one-month bonus amount)

Note:
You may click 'Trial Run' to generate the estimated bonus amount for verification before proceeding with the actual bonus processing.

Bonus Run for Period 202412

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus code: BONU

Bonus method: By Calendar

Cut off bonus (month/period): 12 2024

Bonus factor: 1 Default Bonus Factor from if '0' Bonus Factor is entered

Bonus payment by: New Base Salary

Bonus amount: 0

☒ Deduct PCB Tax?

Which period to pay bonus: Separately

Bonus calculation by: Calendar Days

Service month cut off day: 15 '0' No Cut Off Day apply, '31' Must work for FULL comp

Rounding formula: None

EPF rate: Current Year EPF

Leave Exclusion: ☒ Exclude NPL

Exclude Bonus Condition:

- ☐ Exclude unconfirmed sta
- ☐ Exclude employee hired
- ☐ Exclude employee resign
- ☒ Exclude daily/hourly pay type

Clear Record Trial Run ☒ Process Close

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 > Modify Bonus Record'.

Note:
In this example, we have chosen to process the bonus in a separate cycle.

Method 1 – Process Standard Bonus Run

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

YEAR END WORKSHOP									
Bonus Run for		: 1/2024 To 12/2024							
Pay Bonus Based on		: New Base Salary							
Bonus Payment Method		: By Calendar							
Bonus Code		: BONU							
Bonus Factor		: 1							
Cut-Off Day		: 0							
Query		: AD-HOC							
Employee	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hours/Days	Bonus Amount
B0003	BALASAMY	S	4,500.00	1.00	17/05/2015		364	0.00	4,475.41
D001	DAISY AU YONG	S	5,000.00	1.00	20/03/2017		366	0.00	5,000.00
D002	DERRICK CHIN	S	10,000.00	1.00	17/05/2013		364	0.00	9,945.36
F0006	FELICIA CHIN	S	11,000.00	1.00	17/11/2018		366	0.00	11,000.00
F001	FADZIL BIN KARIM	S	15,000.00	1.00	01/10/2017		366	0.00	15,000.00
G001	GOH AH ENG	S	15,000.00	1.00	24/11/2011		366	0.00	15,000.00
J0001	JAMIE TSANG	S	5,000.00	1.00	29/01/2020		366	0.00	5,000.00
J0118	JACKIE TEE	S	3,000.00	1.00	03/03/2010		366	0.00	3,000.00
K0001	KOO CHENG CHENG	S	5,000.00	1.00	16/01/2014		366	0.00	5,000.00
K0002	KRISTIN TIN	S	6,000.00	1.00	01/01/2020		366	0.00	6,000.00
M0003	MOHD HELMI BIN RAHMAN BAKRI	S	11,175.00	1.00	10/12/1991	10/12/2024	345	0.00	10,533.81
Z0004-C	NOTES - PROCESS BONUS RUN - BONUS CALC	S	2,335.00	1.00	17/05/2024		225	0.00	1,435.45
Total Employees Processed : 12							Total Bonus		91,390.03

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

Method 2 – Process Bonus By Group

Method 2 – Process Bonus By Group

This method enables the processing of bonuses based on the employee's *Category Code*.

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

Update Employee Record - Period : 202412

Employee: J0118 Name: JACKIE TEE

Update Employment Other Confirm & Termination Bank Address Spouse Allowance/Deduction Career Calendar Miscellaneous

Employee: J0118 Name: JACKIE TEE

Hired Date: 03/03/2010 14 years 10 months

Birth Date: 01/12/1958 66 years 1 month

Ori. Hired Date:

Pay Type: SE-Mthly Rated-NonOT

Pay Freq: Monthly

Mid Mth Pay: 0.00 % / 0.00

NRIC: 580112-09-6715

Old IC: 5842826

Passport:

Passport Valid: Year(s)

Country Issue:

Sex: Male Mr

Bonus Factor: 3

Basic Salary: 2700.00

Increment: 300.00

Total Wage: 3000.00

Pay Group: STD

Hide Wage: ☒

Race: MAL MAL

Nationality: MY MY

Bumi: No

Issued Date:

Expiry Date:

Progression Data

Department: PENANG-P PENANG PRODUCT

Cost Centre: PENANG PENANG

Section: RETAIL RETAIL

Job Grade: NONE NONE

Category: NMGT NON-MANAGEMENT

Occupation: PRO EXE PRODUCTION EXECUTIVE

Company: TSSB TIMES SOFTWARE SDN BHD

Division: NONE NONE

Method 2 – Process Bonus By Group

- 1 Prior to processing, verify that no data exists in either the 'Individual' tab. If there are any records present, delete them.

Bonus Run for Period 202412

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

Variable Bonus Code Setting

Variable bonus 1 ... Variable bonus 2 ...

☐ Retrieve bonus factor from Update Employee?
☐ Update bonus factor to Update Employee?

Employee #	Name	Hours /Days Worked	<Bonus Factor or Fix amount>	Variable Bonus1	Variable Bonus2

You can clear the lists by selecting 'Clear Employee Record' to remove the entries before proceeding with the bonus processing.

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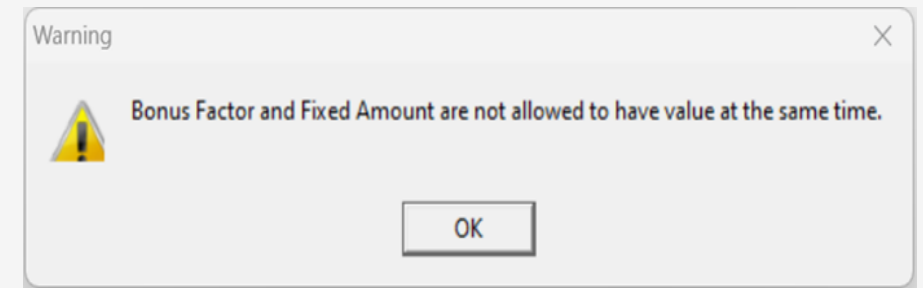
Clear Employee Record Generate Employee Record Close

Method 2 – Process Bonus By Group

2 Click the 'Group' tab.

Category	Description	Hours /Days Worked	<Bonus Factor or	Fix amount>	Variable Bonus1	Variable Bonus2
▶ MGT EXE	MGT EXECUTIVE LEVEL	0.00	2.00	0.00	0.00	0.00
NMGT	NON-MANAGEMENT	0.00	1.30	0.00	0.00	0.00

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



Method 2 – Process Bonus By Group

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

Here is an example of the setup in 'Bonus Parameters' for two different methods:

Bonus Factor and Fixed Amount.

Process Bonus by 'Bonus Factor'

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

Variable Bonus Code Setting

Variable bonus 1 ... Variable bonus 2 ...

Category	Description	Hours /Days Worked	<Bonus Factor or Fix amount>	Variable Bonus1	Variable Bonus2
MGT EXE	MGT EXECUTIVE LEVEL	0.00	2.00	0.00	0.00
NMGT	NON-MANAGEMENT	0.00	1.00	0.00	0.00

If you are using the <Bonus Factor> method, and the Bonus is paid separately from the regular payroll cycle, set up as per the instructions below in 'Bonus Parameter' tab and click 'Process'.

Cut-off is **12-2024**

Use the latest **Basic Salary** to calculate Bonus amount.

Bonus Calculation By method as **Calendar Days**.

Bonus will be prorated if there is **NPL** taken.

Bonus Run for Period 202412

Bonus Parameter | Group | Individual | Update Bonus Factor |

Bonus code

Bonus method

Cut off bonus (month/period)

Bonus factor

Bonus payment by

Bonus amount

☒ Deduct PCB Tax?

Which period to pay bonus

Bonus calculation by

Service month cut off day Must work for FULL complete month

Rounding formula

EPF rate

Leave Exclusion

☒ Exclude NPL

☐ Exclude annual leave

☐ Exclude absent leave

Exclude Bonus Condition

☐ Exclude unconfirmed staff

☐ Exclude employee hired after

☐ Exclude employee resigned after

☐ Exclude daily/hourly pay type

Process Bonus By 'Fix amount'

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

Variable Bonus Code Setting

Variable bonus 1 ... Variable bonus 2 ...

Category	Description	Hours /Days Worked	<Bonus Factor or Fix amount>	Variable Bonus1	Variable Bonus2
MGT EXE	MGT EXECUTIVE LEVEL	0.00	10000.00	0.00	0.00
NMGT	NON-MANAGEMENT	0.00	15000.00	0.00	0.00

If you are using the <Fix Amount> method, and the Bonus is paid separately from the regular payroll cycle, set up as per the instructions below in 'Bonus Parameter' tab and click 'Process'.

Bonus Run for Period 202412

Bonus Parameter | Group | Individual | Update Bonus Factor |

Bonus code

Bonus method

Cut off bonus (month/period)

Bonus factor

Bonus payment by

Bonus amount

☒ Deduct PCB Tax?

Which period to pay bonus

Bonus calculation by

Service month cut off day Must work for FULL complete month

Rounding formula

EPF rate

Exclude Bonus Condition

☐ Exclude unconfirmed staff

☐ Exclude employee hired after

☐ Exclude employee resigned after

☐ Exclude daily/hourly pay type

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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.

Bonus Run for Period 202412

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

Variable Bonus Code Setting

Variable bonus 1 ... Variable bonus 2 ...

☐ Retrieve bonus factor from Update Employee?
☐ Update bonus factor to Update Employee?

Employee #	Name	Hours /Days Worked	<Bonus Factor or	Fix amount>	Variable Bonus1	Variable Bonus2
▶ <input type="text"/> ...						

+ - ↶ ↷ ✕

Clear Employee Record

Generate Employee Record

Close

Method 3 – Process Bonus By Individual

- 1 Verify that no data exists in either the 'Group' tab. If there are any records present, delete them.

Bonus Run for Period 202412

Bonus Parameter **Group** Individual Update Bonus Factor

Variable Bonus Code Setting

Variable bonus 1 ... Variable bonus 2 ...

Category	Description	Hours /Days Worked	<Bonus Factor or Fix amount>	Variable Bonus1	Variable Bonus2
▶					

+ - ↶ ↷ ✕

Close

Method 3 – Process Bonus By Individual

2 Click the 'Individual' tab.

3 (Optional) To retrieve the Bonus Factor from the 'Update Employee,' check this option.

Bonus Run for Period 202412

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

Variable Bonus Code Setting

Variable bonus 1 ... Variable bonus 2 ...

☐ Retrieve bonus factor from Update Employee?
☐ Update bonus factor to Update Employee?

Employee #	Name	Hours /Days Worked	<Bonus Factor or Fix amount>	Variable Bonus1	Variable Bonus2
▶ ...					

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.

Clear Employee Record Generate Employee Record Close

Method 3 – Process Bonus By Individual

- 4 If this is the first time you are processing bonuses for the current period, it is recommended to click 'Clear Employee Record' followed by 'Generate Employee Record'.

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

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

Variable Bonus Code Setting

Variable bonus 1 ... Variable bonus 2 ...

☐ Retrieve bonus factor from Update Employee?
☐ Update bonus factor to Update Employee?

Employee #	Name	Hours /Days Worked	<Bonus Factor or	Fix amount>	Variable Bonus1	Variable Bonus2
B0003	BALASAMY	0.00	0.00	0.00	0.00	0.00
D001	DAISY AU YONG	0.00	0.00	0.00	0.00	0.00
D002	DERRICK CHIN	0.00	0.00	0.00	0.00	0.00
F0006	FELICIA CHIN	0.00	0.00	0.00	0.00	0.00
F001	FADZIL BIN KARIM	0.00	0.00	0.00	0.00	0.00
G001	GOH AH ENG	0.00	0.00	0.00	0.00	0.00
J0001	JAMIE TSANG	0.00	0.00	0.00	0.00	0.00
J0118	JACKIE TEE	0.00	0.00	0.00	0.00	0.00
K0001	KOO CHENG CHENG	0.00	0.00	0.00	0.00	0.00
K0002	KRISTIN TIN	0.00	0.00	0.00	0.00	0.00
L003	LAILA ISMAIL	0.00	0.00	0.00	0.00	0.00
M0002	MYOLIE LOH AI LING	0.00	0.00	0.00	0.00	0.00
M0003	MOHD HELMI BT ZAID	0.00	0.00	0.00	0.00	0.00
M0063	MUTHUSAMY VELU A/	0.00	0.00	0.00	0.00	0.00
NEW	NEW EMPLOYEE 202	0.00	0.00	0.00	0.00	0.00

+ - ~ ✕

Clear Employee Record 4 Generate Employee Record Close

Method 3 – Process Bonus By Individual

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

“Bonus Factor” and “Fix Amount” cannot be used in the same process. You will be prompted with error.

Bonus Run for Period 202412

Bonus Parameter | Group | Individual | Update Bonus Factor |

Variable Bonus Code Setting

Variable bonus 1 Variable bonus 2

☐ Retrieve bonus factor from Update Employee?
☐ Update bonus factor to Update Employee?

Employee #	Name	Hours /Days Worked	Bonus Factor or	Fix amount>	Variable Bonus1	Variable Bonus2
B0003	BALASAMY	0.00	0.00	0.00	0.00	0.00
D001	DAISY AU YONG	0.00	0.00	0.00	0.00	0.00
D002	DERRICK CHIN	0.00	0.00	0.00	0.00	0.00
F0006	FELICIA CHIN	0.00	0.00	0.00	0.00	0.00
F001	FADZIL BIN KARIM	0.00	0.00	0.00	0.00	0.00
G001	GOH AH ENG	0.00	0.00	0.00	0.00	0.00
J0001	JAMIE TSANG	0.00	0.00	0.00	0.00	0.00
J0118	JACKIE TEE	0.00	0.00	0.00	0.00	0.00
K0001	KOO CHENG CHENG	0.00	0.00	0.00	0.00	0.00
K0002	KRISTIN TIN	0.00	0.00	0.00	0.00	0.00
M0003	MOHD HELMI BIN RAHMAN BAKRI	0.00	0.00	0.00	0.00	0.00
Z0004-C	NOTES - PROCESS BONUS RUN - BONUS CALCU	0.00	0.00	0.00	0.00	0.00


+ - ↶ ↷

Clear Employee Record

Generate Employee Record

Close

Warning

 Bonus Factor and Fixed Amount are not allowed to have value at the same time.

OK

Method 3 – Process Bonus By Individual

6 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

Here is an example of the setup in 'Bonus Parameters' for two different methods:

Bonus Factor and Fixed Amount.

Process Bonus by 'Bonus Factor'

Bonus Run for Period 202412

Bonus Parameter | Group | Individual | Update Bonus Factor |

Variable Bonus Code Setting

Variable bonus 1 ... Variable bonus 2 ...

☐ Retrieve bonus factor
☐ Update bonus factor

Employee #	Name	Hours /Days Worked	<Bonus Factor or Fix amount>	Variable Bonus1	Variable Bonus2
B0003	BALASAMY	0.00	3.00	0.00	0.00
D001	DAISY AU YONG	0.00	2.30	0.00	0.00

If you are using the <Bonus Factor> method, and the Bonus is paid separately from the regular payroll cycle, set up as per the instructions below in 'Bonus Parameter' tab and click 'Process'.

Cut-off is **12-2024**

Use the latest **Basic Salary** to calculate Bonus amount.

Bonus Calculation By method as **Calendar Days**.

Bonus will be prorated if there is **NPL** taken.

Bonus Run for Period 202412

Bonus Parameter | Group | Individual | Update Bonus Factor |

Bonus code

Bonus method

Cut off bonus (month/period)

Bonus factor

Bonus payment by

Bonus amount

Which period to pay bonus

Bonus calculation by

Service month cut off day Must work for FULL complete month

Rounding formula

EPF rate

Leave Exclusion

☒ Exclude NPL
☐ Exclude sick leave
☐ Exclude annual leave
☐ Exclude absent leave

Exclude Bonus Condition

☐ Exclude unconfirmed staff
☐ Exclude employee hired after
☐ Exclude employee resigned after
☐ Exclude daily/hourly pay type

Clear Record

Trial Run

Process

Close

Process Bonus By 'Fix amount'

Bonus Run for Period 202412

Bonus Parameter | Group | Individual | Update Bonus Factor |

Variable Bonus Code Setting

Variable bonus 1 ... Variable bonus 2 ...

☐ Retrieve bonus factor
☐ Update bonus factor

Employee #	Name	Hours /Days Worked	<Bonus Factor or Fix amount>	Variable Bonus1	Variable Bonus2
B0003	BALASAMY	0.00	15000.00	0.00	0.00
D001	DAISY AU YONG	0.00	3750.00	0.00	0.00

If you are using the <Fix Amount> method, and the Bonus is paid separately from the regular payroll cycle, set up as per the instructions below in 'Bonus Parameter' tab and click 'Process'.

Bonus Run for Period 202412

Bonus Parameter | Group | Individual | Update Bonus Factor |

Bonus code

Bonus method

Cut off bonus (month/period)

Bonus factor

Bonus payment by

Bonus amount

Which period to pay bonus

Bonus calculation by

Service month cut off day Must work for FULL complete month

Rounding formula

EPF rate

Exclude Bonus Condition

☐ Exclude unconfirmed staff
☐ Exclude employee hired after
☐ Exclude employee resigned after
☐ Exclude daily/hourly pay type

Clear Record

Trial Run

Process

Close

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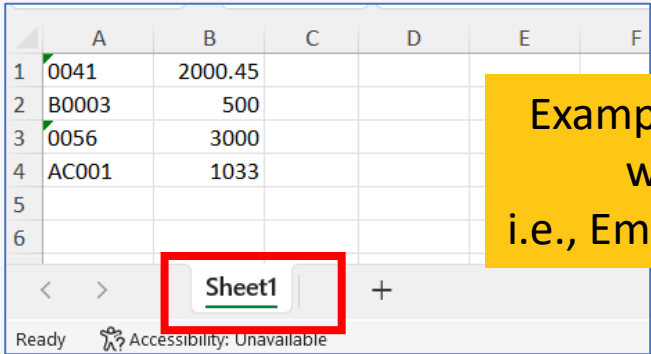
Method 4 – Import Bonus from CSV / Excel Format

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 either CSV or Excel format (xls or xlsx) and importing it into the system.

Import File Requirements:

Item	Guidelines
1	The Amount column should not contain “\$” and “,” symbols.
2	Data must be placed on the first worksheet with any sheet name
3	Imported data must start from Row 1, and no file header is required.
4	Below is an example of a simple import file with two columns, i.e., Employee Code and Amount, for your reference



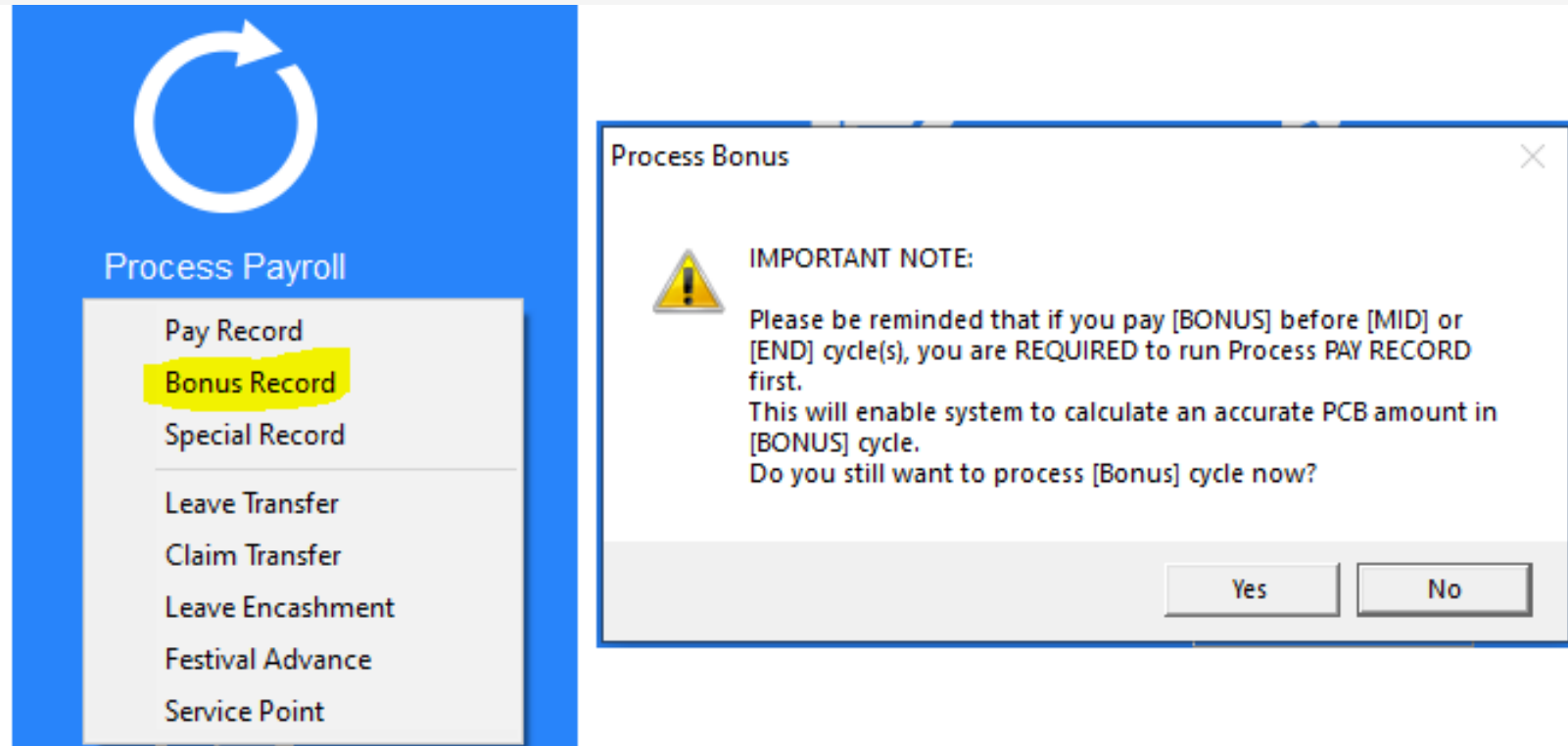
	A	B	C	D	E	F
1	0041	2000.45				
2	B0003	500				
3	0056	3000				
4	AC001	1033				
5						
6						

Example of an import file
with 2 columns
i.e., Emp Code and Amount

Method 4 – Import Bonus from CSV / Excel Format

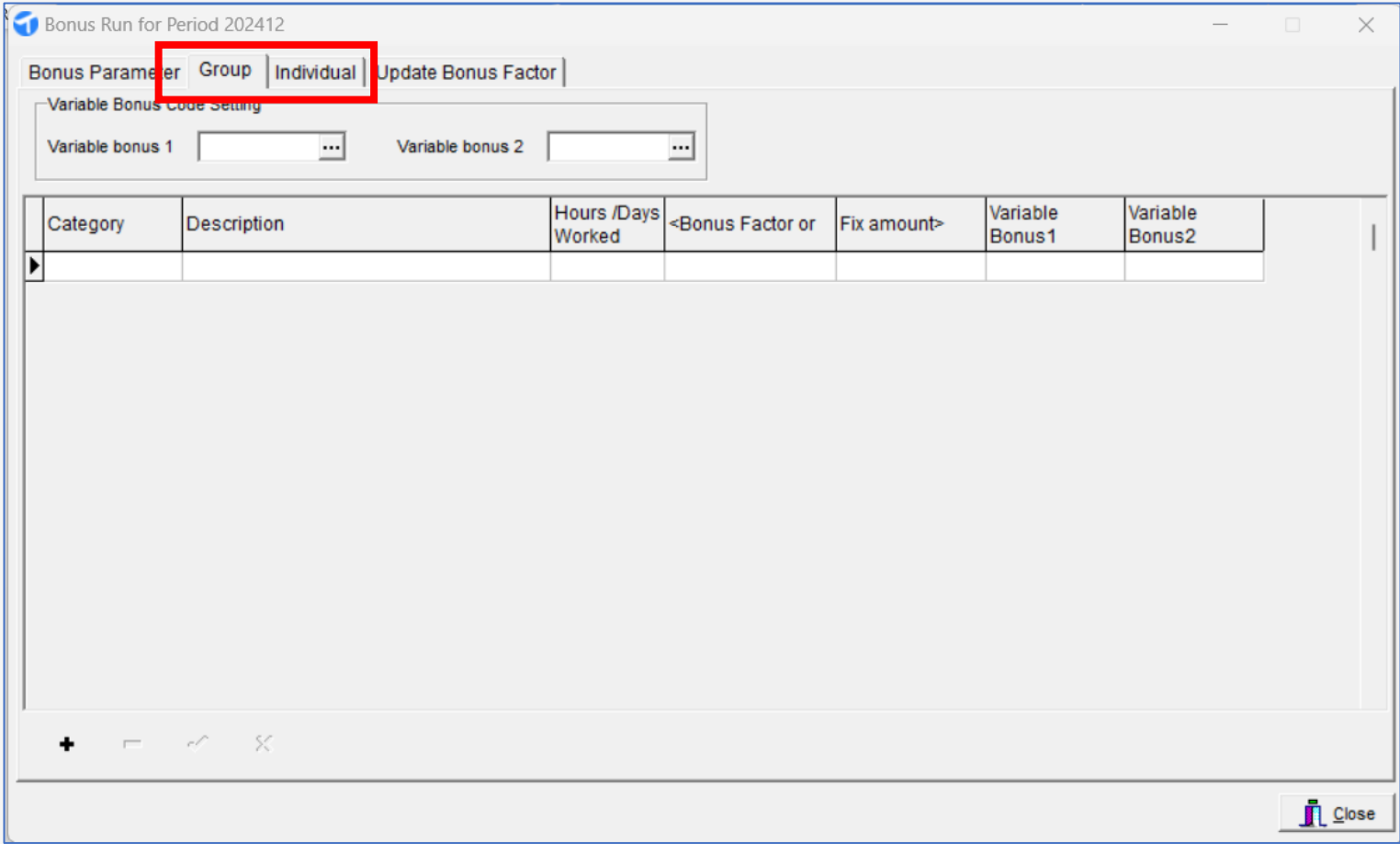
If you have prepared the import file and ready to upload, follow the steps below.

- 1 Click 'Process Payroll' > 'Bonus Record', then, click 'Yes'.



Method 4 – Import Bonus from CSV / Excel Format

- 2 Verify that no data exists in either the 'Group' or 'Individual' tabs. If there are any records present, delete them.



Method 4 – Import Bonus from CSV / Excel Format

3 Configure the bonus setting as shown here.

When you are ready to proceed, click 'Process' and the system will insert bonus records to 'Modify Record > Modify Bonus Record' with amount 0.00.

Note: In this case, we have chosen to process the bonus in a separate cycle.

Bonus Run for Period 202412

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus code: BONU

Bonus method: By Calendar

Cut off bonus (month/period): 12 | 2024

Bonus factor: Default Bonus Factor from Update Employee if '0' Bonus Factor is entered.

Bonus payment by: Fixed Amount

Bonus amount:

☒ Deduct PCB Tax?

Which period to pay bonus: Separately

Bonus calculation by: None

Service month cut off day: 15 '0' No Cut Off Day apply, '31' Must work for FULL complete month

Rounding formula: None

EPF rate: Current Year EPF

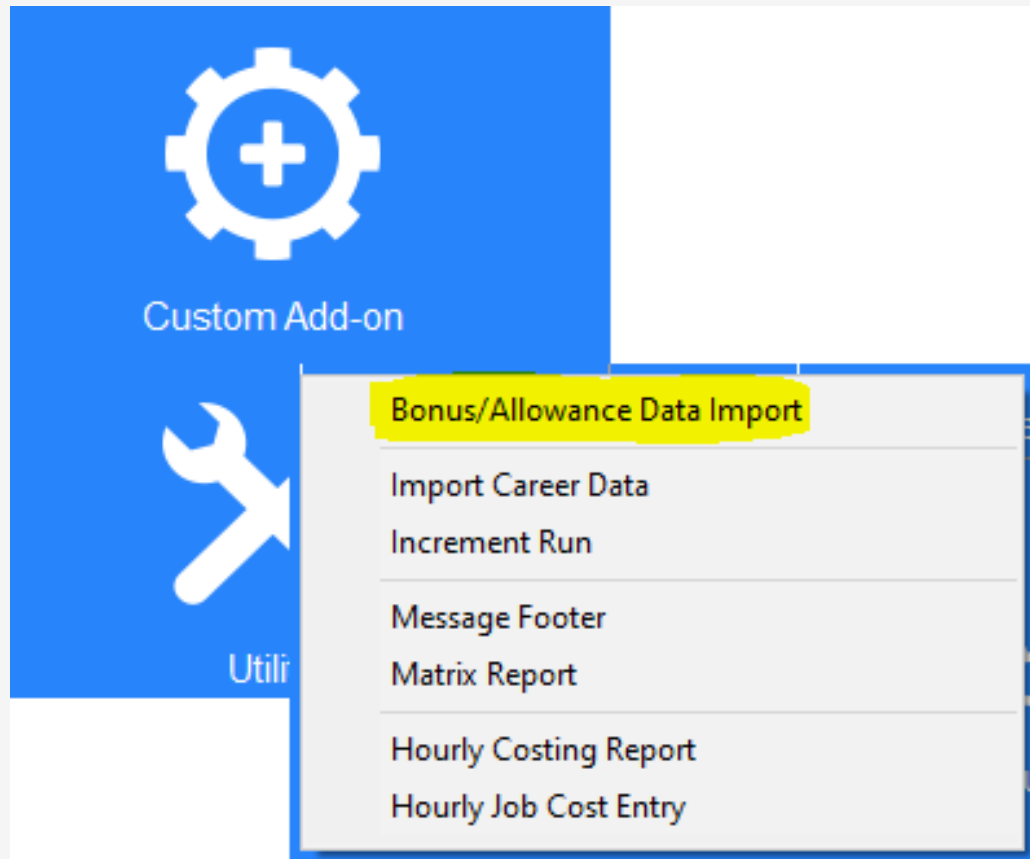
Exclude Bonus Condition

- ☐ Exclude unconfirmed staff
- ☐ Exclude employee hired after
- ☐ Exclude employee resigned after
- ☐ Exclude daily/hourly pay type

Clear Record | Trial Run | **Process** | Close

Method 4 – Import Bonus from CSV / Excel Format

- 4 Click 'Custom Add-On' > 'Bonus/Allowance Data Import'.



Method 4 – Import Bonus from CSV / Excel Format

- 5 Select the **allowance code** from the 'Code' drop-down option.
- 6 Click to choose the import file.
- 7 Choose the **'Pay Period'**.
- 8 Enter Excel columns for **"Employee#"** and **"Amount"** based on the import file.
Example:
Employee# in Column A and Amount in Column B.
- 9 Click **'Process'** to upload Bonus data from the selected file.

The screenshot shows a software window titled "Bonus/Allowance Data Import 202412". At the top, a yellow note states: "Note : System will read data start from ROW 1". Below this, there are several input fields and buttons:


- Code:** A dropdown menu showing "BONU" with a red number 5 next to it.
- Filename:** A text field containing "D:\BONUS.xlsx" with a red number 6 next to it.
- Pay Period:** A section with four radio buttons: "Mid Month", "End Month", "Bonus" (which is selected), and "Special". A red number 7 is placed above this section.
- Excel Format:** A section with two text fields: "Employee# Column" containing "A" and "Amount Column" containing "B". Both fields have a red number 8 next to them.
- Buttons:** At the bottom, there are three buttons: "Print", "Process" (with a green checkmark icon), and "Close" (with a red X icon). A red number 9 is placed above the "Process" button.

Method 4 – Import Bonus from CSV / Excel Format

- 10 After the import completes, verify the Bonus amount in 'Modify Record' > 'Modify Bonus Record', assuming you choose to process Bonus in a separate cycle than regular payroll.

The screenshot displays the 'Modify Pay Record' interface. At the top, a red box highlights the 'Current Processed Cycle: B' label. Below this, the 'Employee' field is set to 'B0003' and the 'Name' field to 'BALASAMY'. The 'Period' dropdown is set to '202412'. Further down, various fields are populated: 'Pay Group' is 'STD', 'Other Cycle' is empty, 'Paid' is 'Monthly', 'Period' is '12/B', 'Type' is '2-SN', 'EPF Class' is 'CLASS1', 'SOC SO Class' is 'SOC SO1', 'Daily Rate' is '173.08', 'Hourly Rate' is '21.63', 'Tax Category' is '3', and 'Dependent Child' is empty. At the bottom, a table titled 'Allowances / Deductions' is shown. A red box highlights the first row of this table, which contains the code 'BONU', the description 'Bonus', and the amount '500.00'.

Code	Description	Amount
BONU	Bonus	500.00



Common Errors when importing bonus amounts into TIMESPAY using Excel files

Common Errors When Importing Bonus Amount

YEAR END WORKSHOP		
Bonus/Allowance Import Failed Cheking Report		
No.	Emplyoee No	Amount
1	AC001	1,033.00
Total		1,033.00

Possible Cause:

The employee code in the import file does not exist in the 'Update Employee' records.

Common Errors When Importing Bonus Amount

Note : System will read data start from ROW 1

Code

Filename

Pay Period
☐ Mid Month
☐ End Month

Excel Format
Employee# Column Amount Column

Print

Error

Import failed.
" is not a valid floating point value

OK


	A	B	C
1	0041		2000.45
2	B0003		500
3	D001		3000

Possible Cause:

The amount column is incorrectly defined and does not match with the corresponding column in the Excel file.

Common Errors When Importing Bonus Amount

Error

 Import failed.
" " is not a valid floating point value

OK

	A	B
1	0041	2000.45
2	B0003	
3	D001	3000
4		

Possible Cause:

The amount column cannot be left empty in the import file.

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.

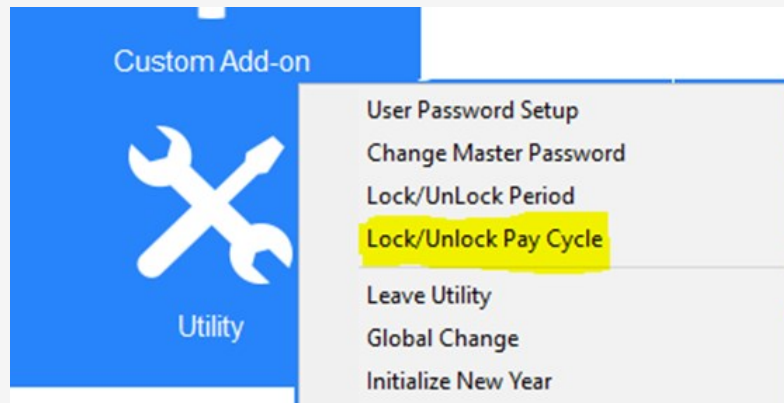
This recommendation applies only when the Bonus is processed separately from regular payroll (not combined with the Mid/End cycle).

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

Lock Bonus Cycle

To lock the 'Bonus' cycle, follow these steps:

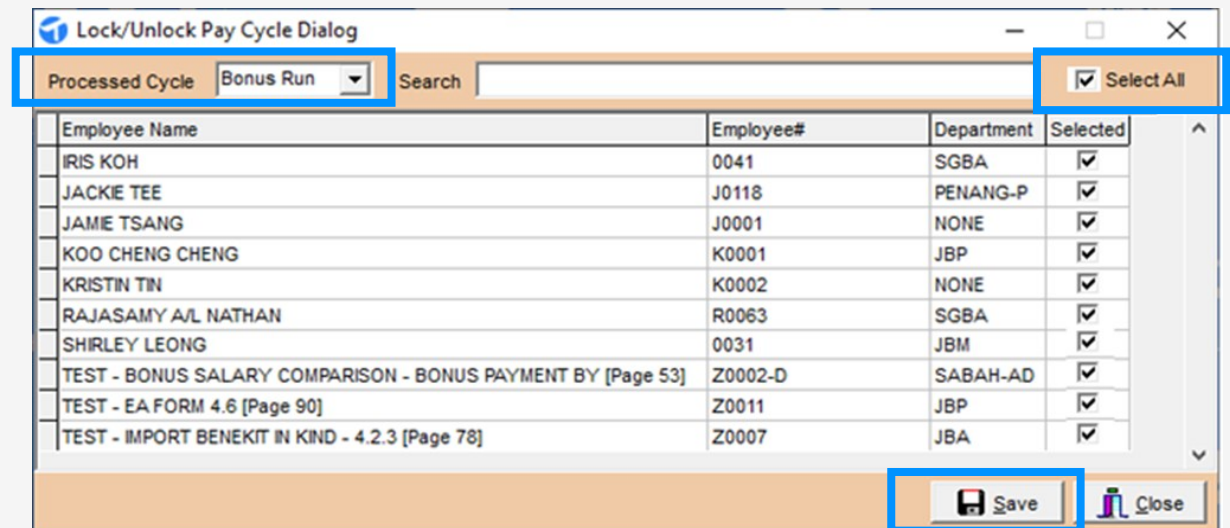
- 1 Click Utility > 'Lock/Unlock Pay Cycle'.



Note:

Once the pay cycle is locked, editing data in the Modify Bonus Record is not allowed, unless the cycle is unlocked.

- 2 Select Processed Cycle as 'Bonus Run'.
- 3 To select all employees, tick the 'Select All' checkbox.
- 4 Then, click 'Save' to confirm your selection'.



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><u>Remuneration Statement:</u></p> <ul style="list-style-type: none">▪ EA Form▪ Section F Tax Exempt Appendix (EA Supplementary - Optional) <p><u>Tax Payment Statement:</u></p> <ul style="list-style-type: none">▪ Slip Jawapan [PCB2(II)]	<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">▪ Form E▪ C.P.8D / Data Praisi (<i>Prefill</i>) <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</p> <p>Grace Period: 1 month (via e-Filing)</p> <p>Note for e-Data Praisi (<i>Prefill</i>) submission:</p> <ul style="list-style-type: none">❑ Upload the text file by 25 February 2025.❑ 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.

Year End Statutory Forms – Data Praisi (*Prefill*)

What is Data Praisi (*Prefill*) ?

The e-Data Praisi (*Prefill*) is a feature designed 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#) for Allowance/Deduction Code | Page 144
- 2 Link Employee | Page 154
- 3 Import TP2 / Benefit in Kind | Page 162
- 4 Benefit In Kind Data Entry | Page 192
- 5 Benefit In Kind Checking Report | Page 204
- 6 Tax Exemption Report | Page 215
- 7 EA Form | Page 221
- 8 BIK Section [Tax Exempt Allowance] Appendix | Page 237
- 9 Slip Jawapan - PCB2(II) | Page 245
- 10 Form E / C.P.8D | Page 259

Year End Statutory Forms – To-Do List

Relevant Setups and Reports	Forms Generation (External)
<ol style="list-style-type: none">1. Setup Tax Line (EA#) for Allowance/Deduction Code2. Link Employee3. (Optional) Import TP2 / Benefit in Kind4. (Optional) Benefit In Kind Data Entry5. (Optional) Benefit In Kind Checking Report6. (Optional) Tax Exemption Report	<ol style="list-style-type: none">7. EA Form8. BIK Section [Tax Exempt Allowance] Appendix9. Slip Jawapan - PCB2(II)10. Form E / C.P.8D

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#) for Allowance / Deduction Code

Set Up Tax Line (EA#) – Introduction

This step involves **assigning tax lines (EA#)** 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.

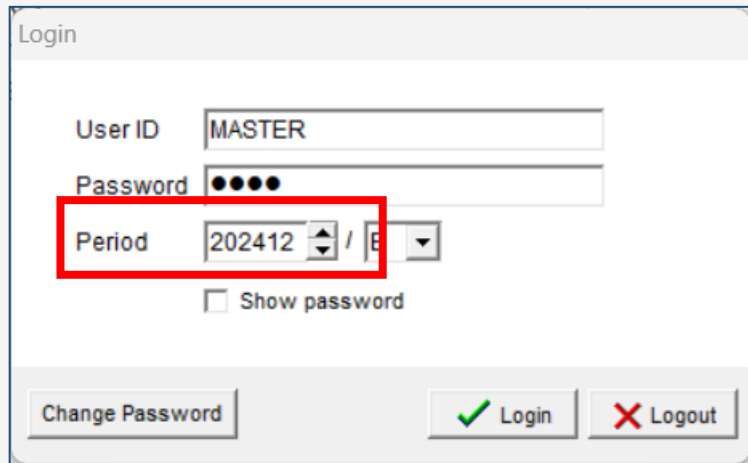
For taxable allowances/deductions that need reporting in the EA Form and Form E, it is essential to assign the corresponding tax line (EA#). The system uses the assigned EA# to determine the position of the allowance/deduction in the forms.

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#.

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

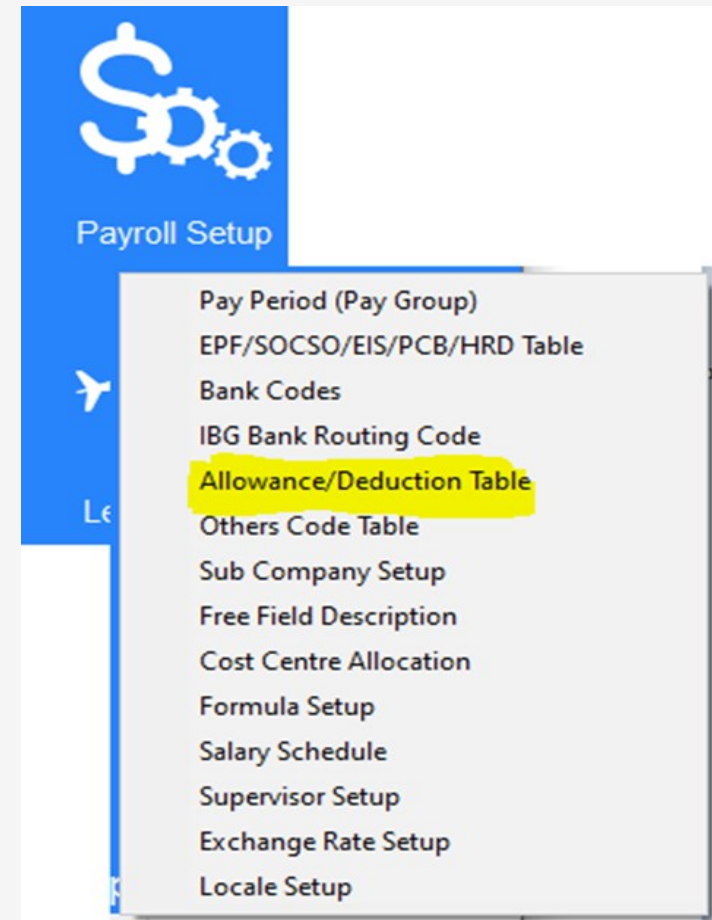
Set Up Tax Line (EA#) – Mapping Procedures

1 Log in to TIMESPAY for period '202412'.



The login form is titled "Login". It contains three input fields: "User ID" with the value "MASTER", "Password" with four dots, and "Period" with the value "202412". The "Period" field is highlighted with a red rectangle. Below the "Period" field is a checkbox labeled "Show password". At the bottom, there are three buttons: "Change Password", "Login" (with a green checkmark icon), and "Logout" (with a red X icon).

2 Go to Payroll Setup > Allowance/Deduction Table.



Set Up Tax Line (EA#) – Mapping Procedures

- 3 For Allowance/Deduction codes utilized in the 2024 payroll process that need to be captured in the EA/Form E, ensure the EA# column is not left empty. If a code is not required to capture in EA/Form E, define the EA# as 0; do not leave it empty.

Allowance / Deduction Code Maintenance

Search Code Sort by ALLOW_CODE Fixed Cols 0

System Code

****IS BONUS - Tick on the code 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.**

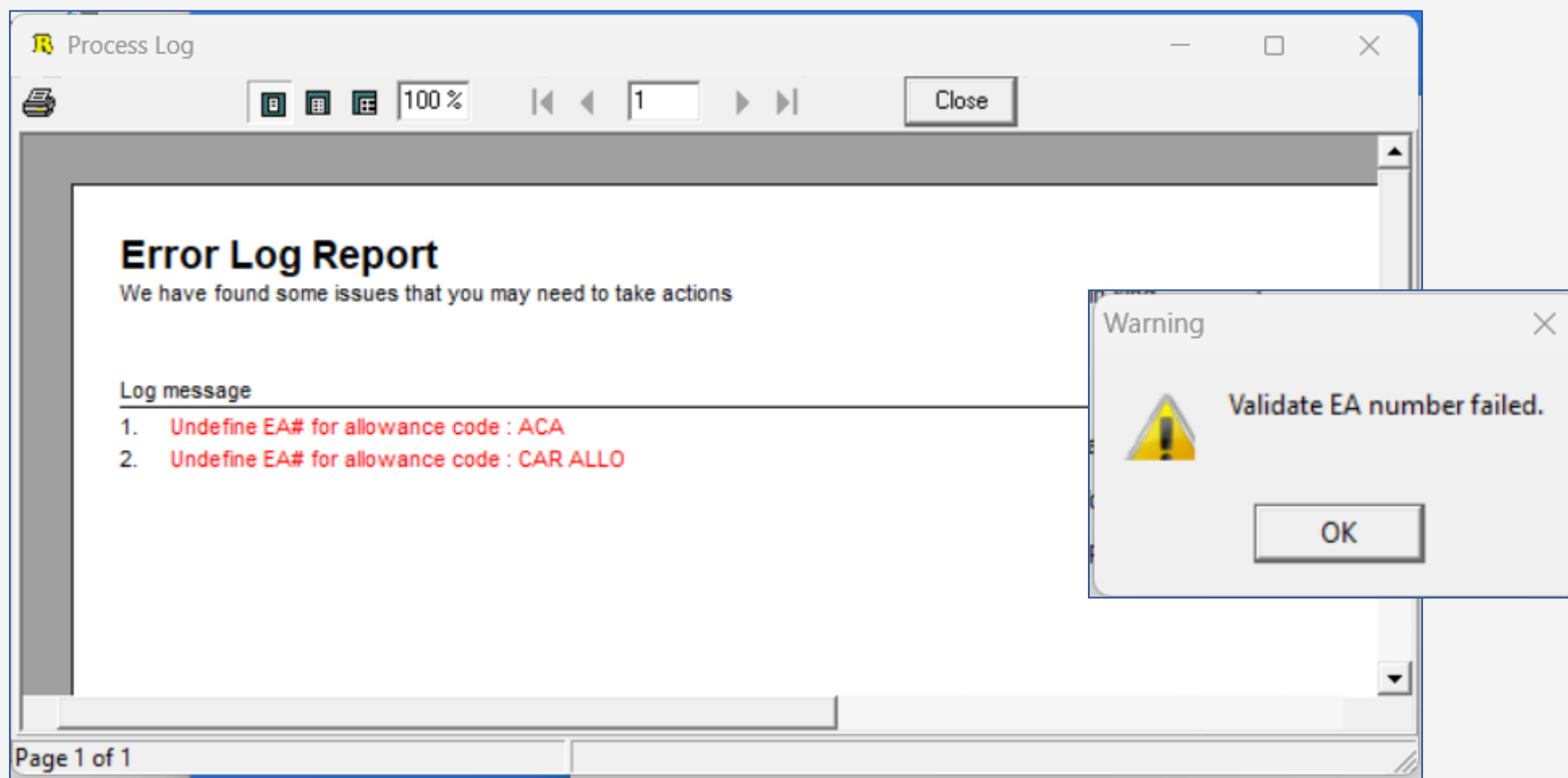
Code	Description	CP21/ CP22/ CP22A	COM/ GRA	EA#	*Is Bonus	EPF	VOL	SOC SO	EIS	PCB	Add P (YT)
ACA	ACA Allowance	3 - Allowance in cash including tax bo									
ACT ALLOW	Acting Allowance 2	3 - Allowance in cash including tax bo									
ADJU	ADJUSTMENT										
ADV	ADVANCE	0 - Not Taxable		0 - Not Taxable							
AL	ANNUAL LEAVE	1 - Salary, fees, wages, and overtime		1 - Gross Salary, Wages, Leave, OT							
ALLOW	Allowance	3 - Allowance in cash including tax bo		3 - Tips, Perquisites, Allow, Rewards							
ALLWMEAL	Meal Allowance	0 - Not Taxable		25 - Tax Exempt Income							
ALLWPARK	Parking Reimbursement	0 - Not Taxable		25 - Tax Exempt Income							
ANLP	Annual Leave Pay	1 - Salary, fees, wages, and overtime		1 - Gross Salary, Wages, Leave, OT							
ATTN	Attendance Allowance	3 - Allowance in cash including tax bo		3 - Tips, Perquisites, Allow, Rewards							
AWARD	Long Service Award	3 - Allowance in cash including tax bo		3 - Tips, Perquisites, Allow, Rewards							
BACK	BACK PAY OF BASIC	1 - Salary, fees, wages, and overtime		1 - Gross Salary, Wages, Leave, OT							
BAOT	BACK PAY OF OVERTIME	1 - Salary, fees, wages, and overtime		1 - Gross Salary, Wages, Leave, OT							
BONU	Bonus	2 - Commission and bonus		2 - Fees, Director Fees, Comm, Bonus							
BONUS	Bonus	2 - Commission and bonus		2 - Fees, Director Fees, Comm, Bonus							
CAR ALLO	Car Allowance	3 - Allowance in cash including tax bo									
CLAIM	Claims	0 - Not Taxable		0 - Not Taxable							

New Edit Save Cancel Delete

Close

Set Up Tax Line (EA#) – Mapping Procedures

If the EA# is found empty when generating the EA/Form E, the system will prompt an error log, indicating which affected codes are not assigned an EA#.



Set Up Tax Line (EA#) – Mapping Procedures

An example of an EA Form with the relevant Tax Line (EA#).

Example:

If you assign an allowance code with **EA#** 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 EA Form for the affected employee.

(C.P.8A - Pin. 2017)

MALAYSIA
INCOME TAX

PRIVATE SECTOR Employee's Statement of Remuneration **EA**
Employee's Income Tax No. _____

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

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

A PARTICULARS OF EMPLOYEE

1. Full Name of Employee/Pensioner (Mr./Miss/Madam) _____
2. Job Designation _____
3. Staff No./Payroll No. _____
4. New I.C. No. _____
5. Passport No. _____
6. EPF No. _____
7. SOCSO No. _____
8. Number Of Children 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)

1. (a) Gross salary, wages or leave pay (including overtime pay)	RM 1
(b) Fees (including director fees), commission or bonus	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) _____ (b) _____	22 23
3. Benefits in kind (Specify: _____)	5 to 16
4. Value of living accommodation provided (Address: _____)	17
5. Refund from unapproved Provident/Pension Fund	18
6. Compensation for loss of employment	19

C PENSION AND OTHERS

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

D TOTAL DEDUCTION

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

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

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

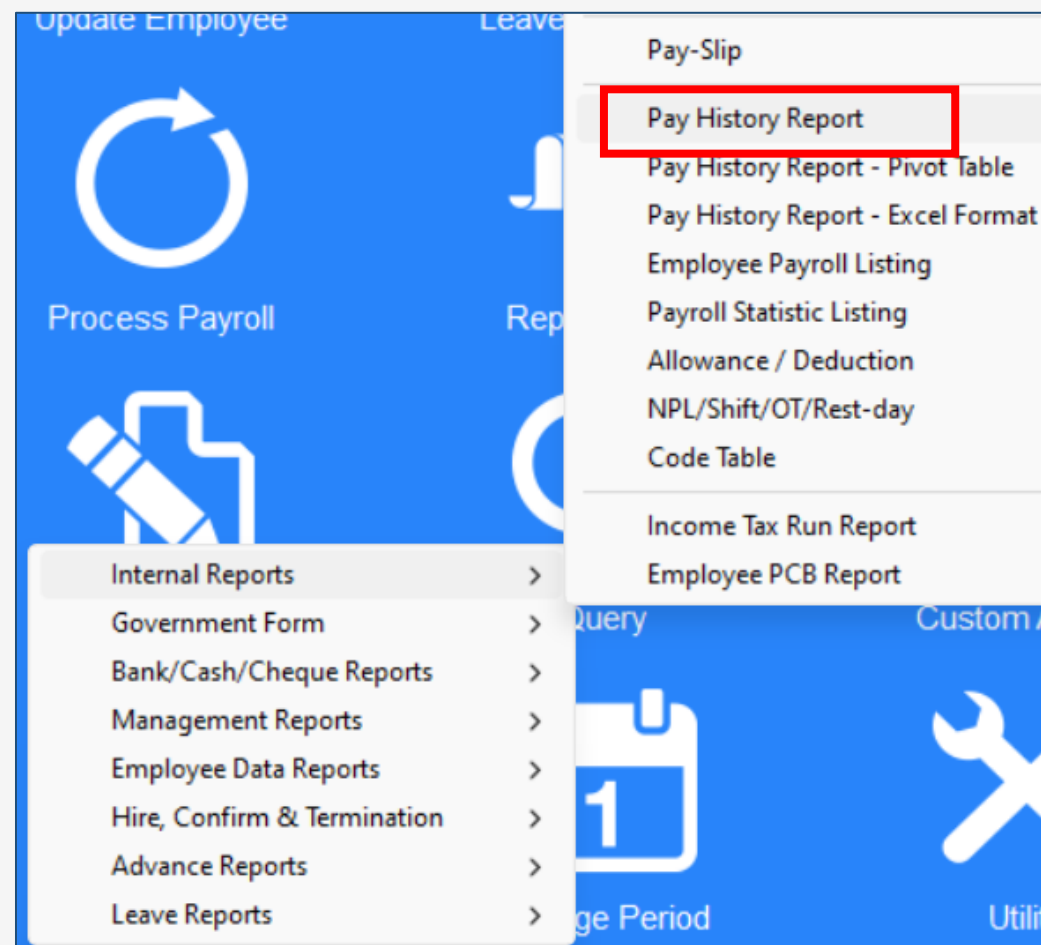
F TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS

	RM 25
--	-------

Set Up Tax Line (EA#) – Tips

Tips:

- ❑ Utilize the "Pay History Report" to cross-check the codes used.



Set Up Tax Line (EA#) – Tips

Tips:

- ☐ Print the report with the selection set below:
 - Period 202401 to 202412
 - Full Month
 - By Whole Company
- ☐ Verify the tax line numbers are set up correctly by checking the EA# column in the report.

Print Dialog for Employee Pay History Report

From Period To

Select Pay Cycle

☐ Mid Month ☐ Special

☐ End Month ☐ Bonus

☐ Special Period

☐ Bonus Period

☒ Full Month

☐ Mid and End

☐ By Weekly

Print By

☐ By Employee

☐ By Department

☐ By Cost Centre

☒ By Whole Company

Employee # To

Department To

Cost Centre To

YEAR END WORKSHOP
Pay History by Company from Period 202401 to 202412
Month : Full Month
Query : ALL (ALL) plus ()


Description	EA#	Jan	Feb
Total Basic Salary		170,050.00	170,050.00
Total Deduction		-15,381.85	-15,285.05
Total Allowance		13,108.80	11,495.90
NPL Day-C		0.00	0.00
NPL Day-L		0.00	0.00
PCB (PAID BY EMPLOYER		2,037.90	2,037.90
ACA Allowance		100.00	100.00
Meal Allowance	25	2,400.00	2,400.00
Parking Reimbursement	25	2,128.00	2,128.00
BACK PAY OF BASIC	1	1,612.90	0.00
Bonus	2	0.00	0.00
Car Allowance		1,500.00	1,500.00
PREVIOUS YEAR TAX DEDUC		-334.00	-334.00
Mobile Allowance	2	800.00	800.00
Official Petrol	3	2,530.00	2,530.00
MONTHLY INCOME TAX DEDU		15,047.85	-14,951.05
Gross Wages		181,120.90	179,508.00
Employee EPF		-16,268.00	-16,081.00
Employee SOCSO		-420.00	-420.00
Employee EIS		-168.00	-168.00
Net Pay		150,920.95	149,591.85

Set Up Tax Line (EA#) – Additional Set Up

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 In 'Allowance/Deduction Table', locate the allowance code created for PCB Borne By Employer purpose.
 - 2 Select the checkbox for 'PCB Borne By Employer'.
- Note: There is no calculation associated with this indicator.

 Allowance / Deduction Code Maintenance

Search Code

Sort by

Fixed Cols

2

☐ System Code

**IS BONUS - Tick on the code to exclu
Employer EPF Rate of 12% or 13%. As

	Code	Description	BackPay Allowance	Baitulmal Sarawak	Non-Payr Item	PCB Borne By Employer	Remark
	@SPCB_ER	PCB (PAID BY EMPLOYER)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	@NPL	NO PAY LEAVE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	A.SALARY	Salary Arrears		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	ACA	ACA Allowance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	ACT ALLW	Acting Allowance 2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Set Up Tax Line (EA#) – Additional Set Up

When generating Form E, system checks if any payroll transaction with an allowance code marked with this indicator.

Allowance with PCB Borne By Employer	Report in Form E - Column H
✓	1 (Yes)
✗	2 (No)

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

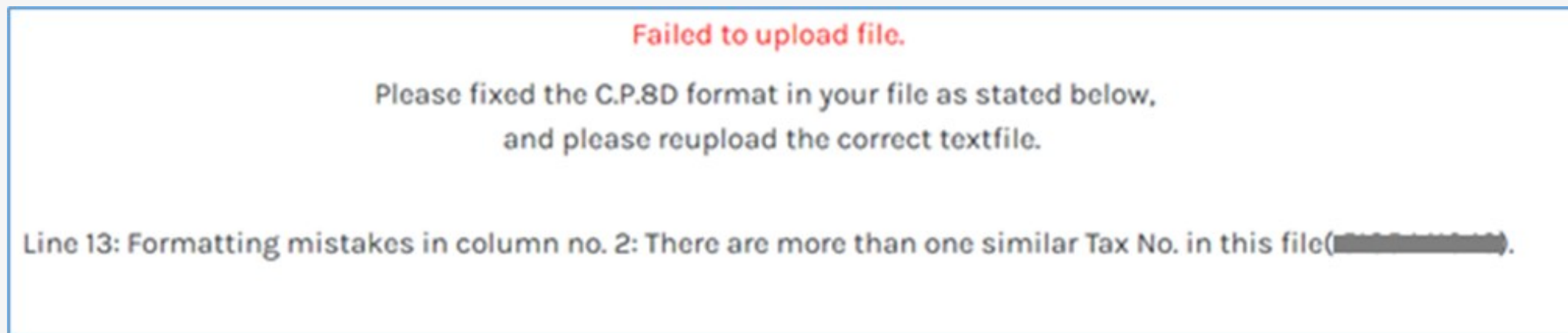
2. Link Employee

Link Employee – Introduction

The purpose of “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 procedure.

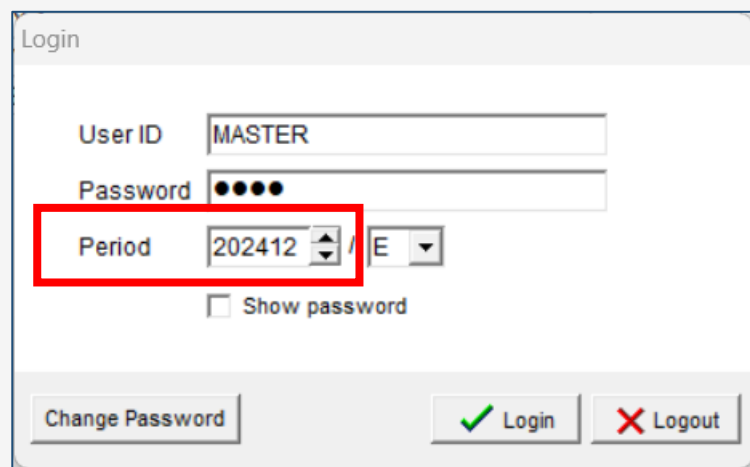
Information Sharing:

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



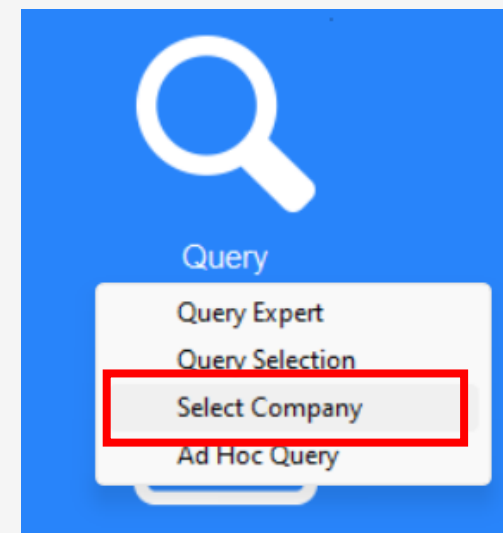
Link Employee – Procedures

- 1 Log in to TIMESPAY for the period '202412'.



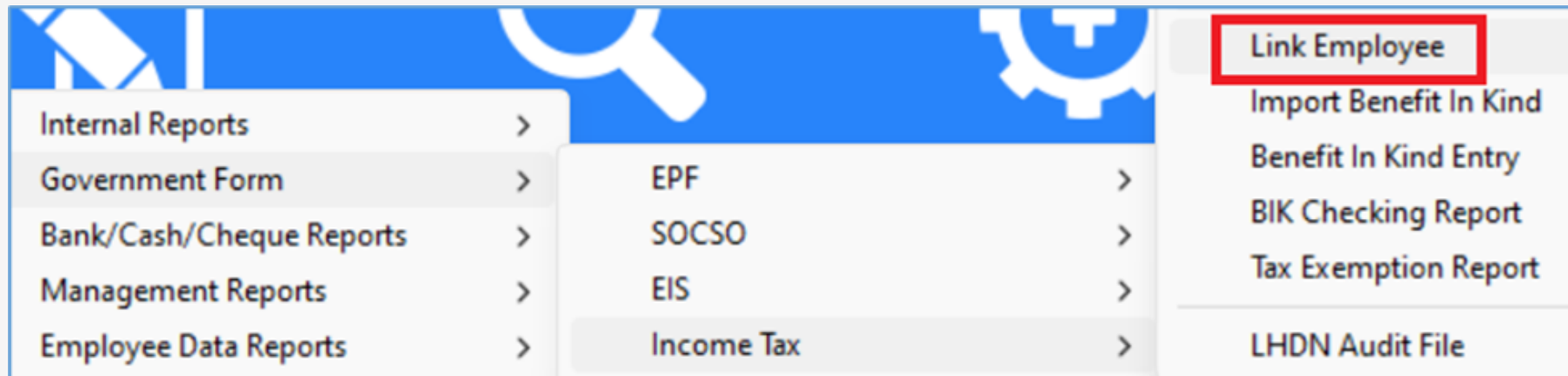
- 2 If your database contains multiple companies with different Employer Tax Reference Numbers, select the relevant company for setup using Query > **Select Company**.

Skip this step if you have only one company in the database.



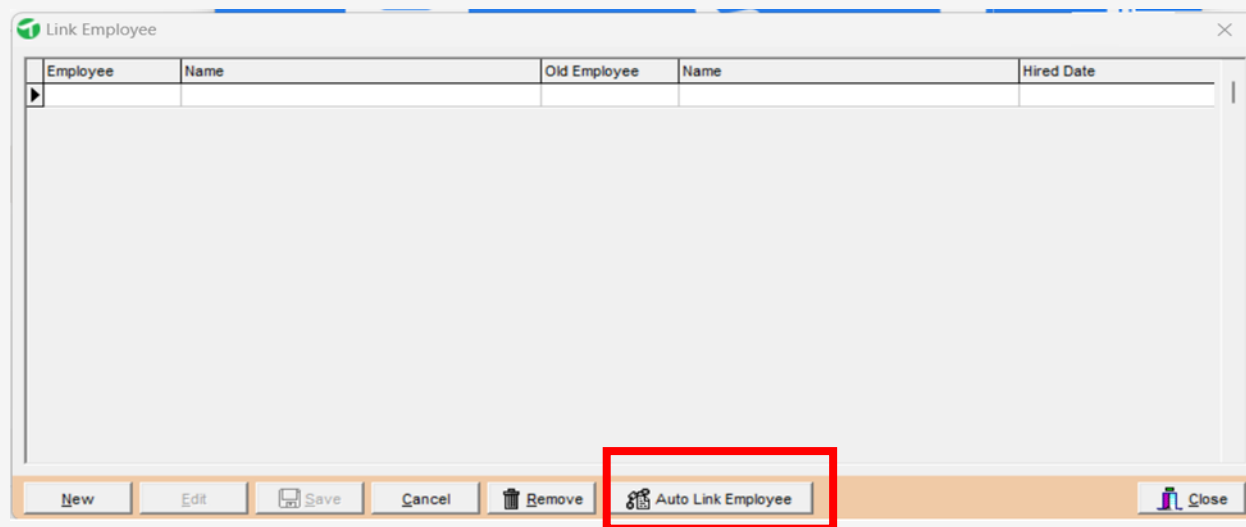
Link Employee – Procedures

3 Go to Payroll Reports > Government Form > Income Tax > **Link Employee**.

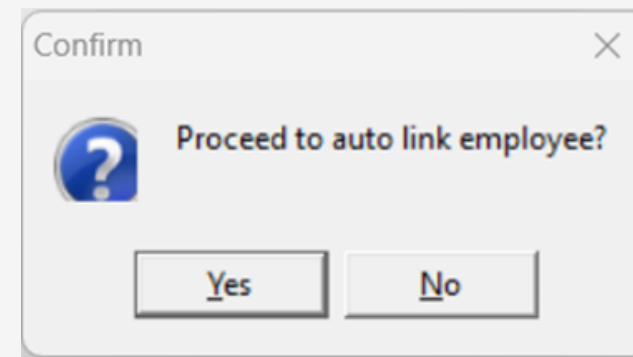


Link Employee – Procedures

- 4 In the Link Employee window, click 'Auto Link Employee'.



- 5 Click 'Yes' to proceed or 'No' to cancel the process.



Link Employee – Procedures


- 6 If the system detects an employee with an identical New IC Number or Passport Number, the records will be displayed on this screen.

Linked Employee


Employee	Name	Old Employee	Name	Hired Date
▶ KKKK	FADZIL MUHAMMAD BADRUL BIN MUHAMMAD 'ABOUL AHMAD	F001	FADZIL MUHAMMAD BADRUL BIN MUHAMMAD 'ABOUL AHMAD	01/10/2017
Z0008-N	LIM BENG BENG	Z0008	LIM BENG BENG	20/08/1990


New


Edit

 Save

Cancel

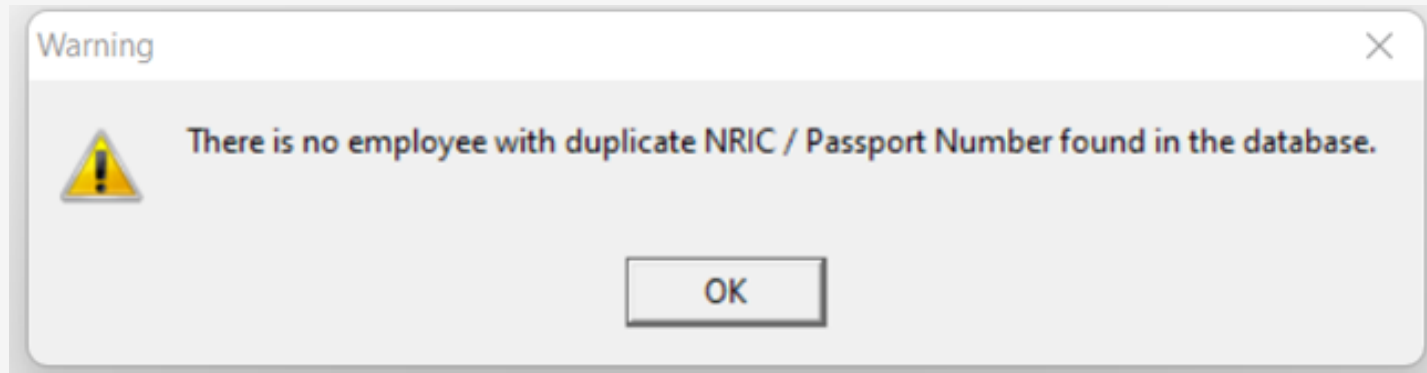
 Remove

 Auto Link Employee

 Close

Link Employee – Procedures

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



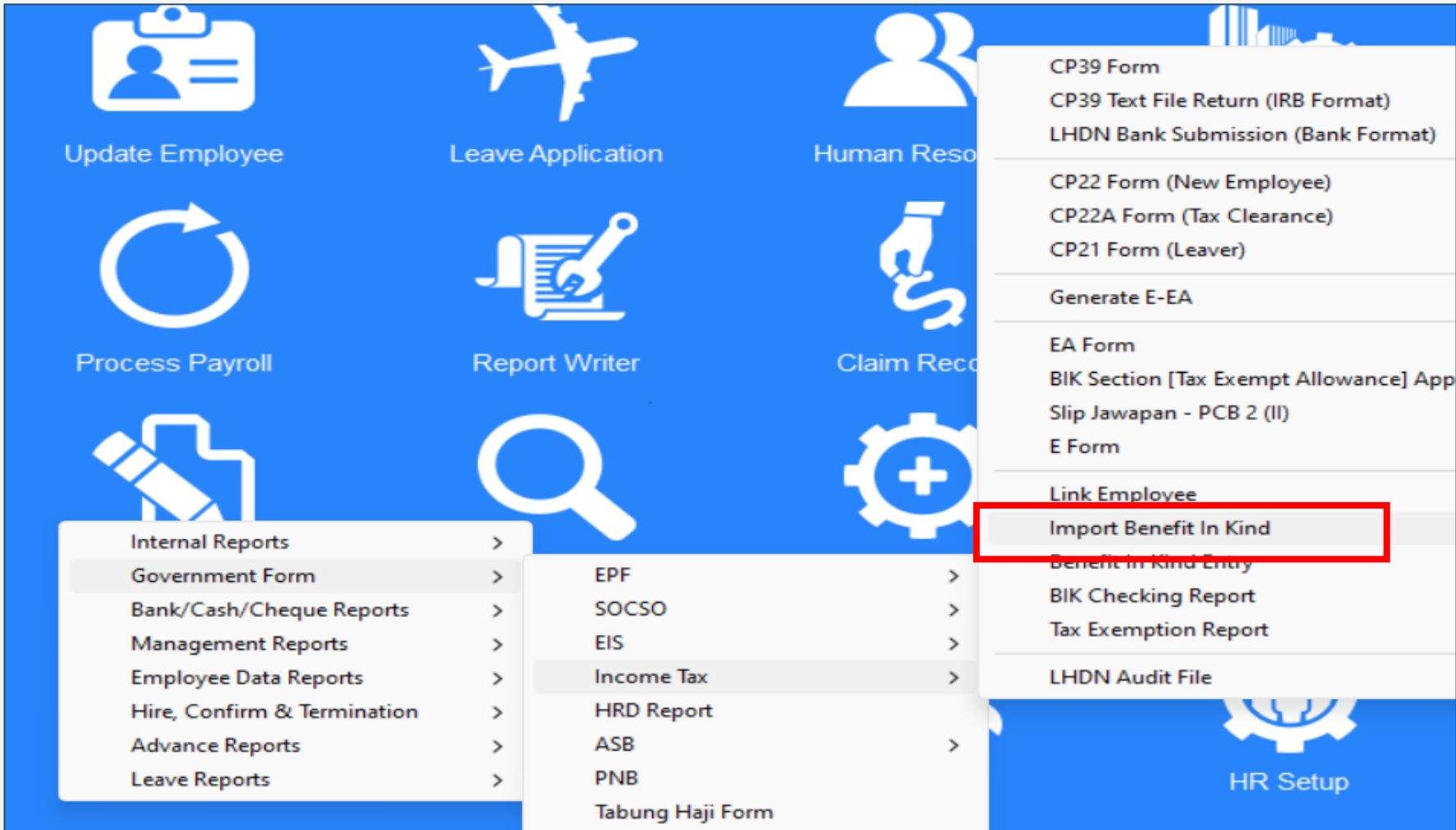
Link Employee – Procedures

An example of a C.P.8D text file where the system merges employees with identical ID numbers into one record for each respective employee

[illegible]

3. Import Benefit In Kind

Import Benefit In Kind



Import Benefit In Kind

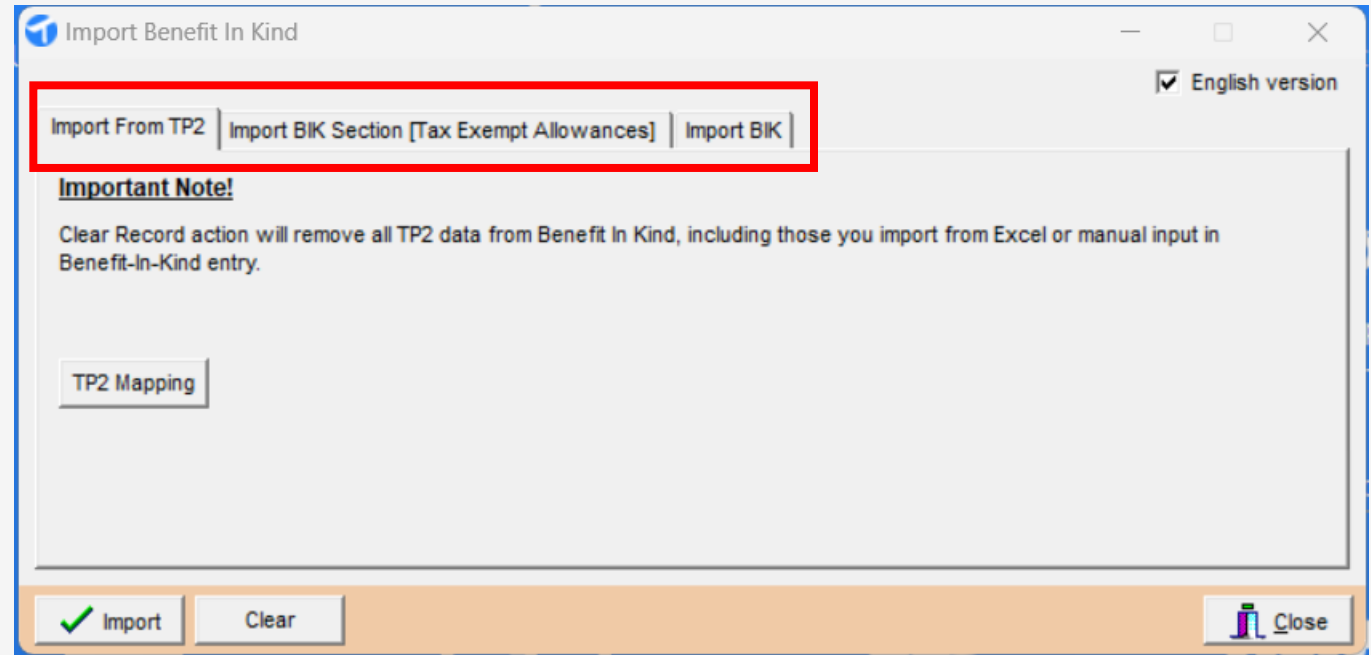
The import function consists of the following:

- ☐ Import from TP2
- ☐ Import Tax Exempt Allowances (Section F of EA Form) – via Excel
- ☐ Import BIK – via Excel

If you need to perform all the 3 actions, it should be done as per the sequence stated above.

The data performed through these functions will be transferred to *Government Form > Income Tax > Benefit In Kind Entry*.

If your company does not have TP2 records (BIK/VOLA) or if you do not need to import BIK data, skip this step.



1. Import from TP2

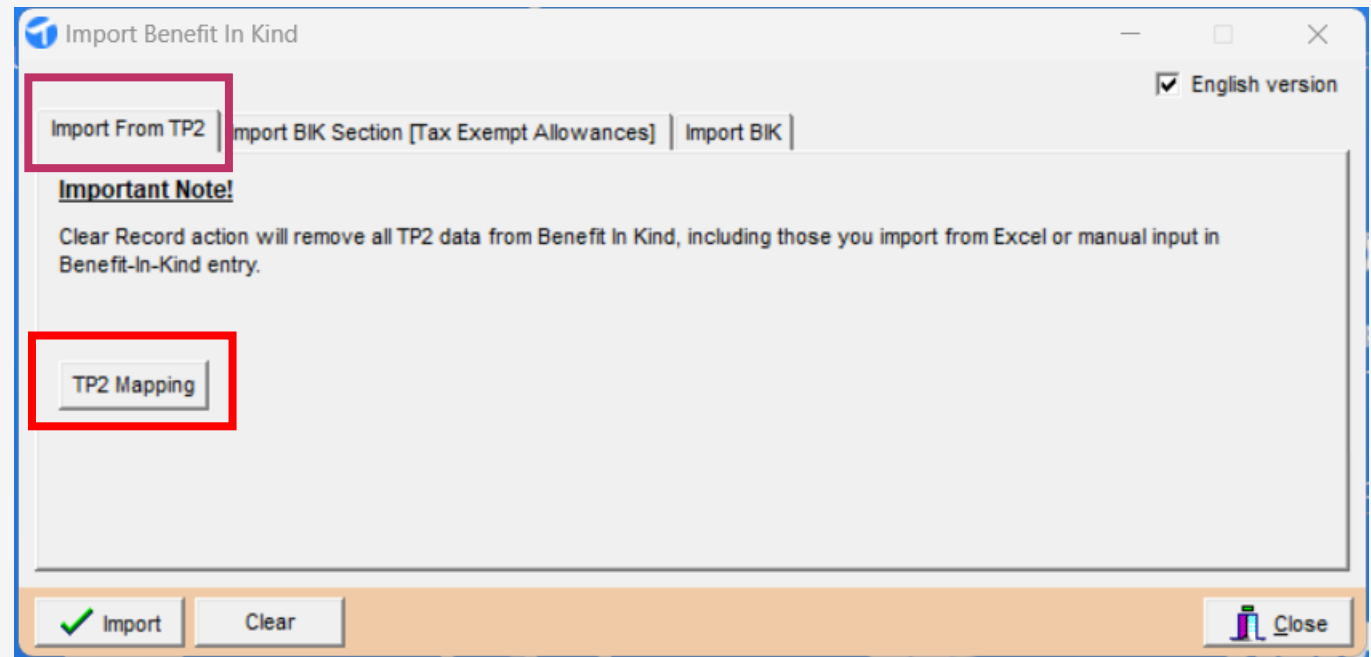
Import Benefit In Kind [Import from TP2]

BIK and VOLA entries in Modify Record > Employee PCB Record > Employee BIK & VOLA [TP2 Form] should be reported in the EA Form/Form E.

Therefore, you need to perform the transfer process using the utility below.

Login to period **202412** and follow these steps to complete the transfer process:

- 1 Click 'Import From TP2' tab.
- 2 Click 'TP2 Mapping'.
The system will open the 'BIK Import Mapping Setup' window



Import Benefit In Kind [Import from TP2]

- 3 Below is the 'BIK Import Mapping Setup' window. Navigate to the 'Benefits In Kind' tab. Uncheck the 'English Version' checkbox to display the description in Malay.

BIK Import Mapping Setup

Benefits in kind | CP21 | CP22A

☒ English version

TP2 Code	Description	Benefit In Kind Mapping
B01	[B01] - Nilai Kereta dan Petrol (Value of Car and Petrol)	3. Benefits in kind
B02	[B02] - Nilai Pemandu (Value of Driver)	3. Benefits in kind
B03	[B03] - Elektrik, Air, Telefon (Electric, Water, Telephone)	3. Benefits in kind
B04	[B04] - Separuh Lengkap dengan Perabot (Semi-Furnished with Furniture)	3. Benefits in kind
B05	[B05] - Lengkap dengan Perkakas Dapur (Fully Furnished with Kitchen Equipment)	3. Benefits in kind
B06	[B06] - Perabot dan Kelengkapan (Furniture and Fittings)	3. Benefits in kind
B07	[B07] - Perkakas Dapur (Kitchen Equipment)	3. Benefits in kind
B08	[B08] - Hiburan dan Rekreasi (Entertainment and Recreation)	3. Benefits in kind
B09	[B09] - Pembantu Rumah dan Tukang Kebun (Household Servant and Gardener)	3. Benefits in kind
B10	[B10] - Manfaat Tambang Percutian (Leave Passage)	3. Benefits in kind
B11	[B11] - Lain-lain Manfaat - Pakaian, Makanan (Other Benefits - Food, Garments)	3. Benefits in kind
B12	[B12] - Nilai Tempat Kediaman (Value of Living Accommodation)	4. Value of accommodation provided
B13	[B13] - Kad Petrol atau Tol (Petrol or Toll Card)	3. Benefits in kind
B14	[B14] - Anugerah (Award)	1(c) Gross tips, perquisites, awards/rewards or other allowance
B15	[B15] - Child Education Fees	1(c) Gross tips, perquisites, awards/rewards or other allowance

New Edit Save Cancel Remove Close

Import Benefit In Kind [Import from TP2]

Malay version as shown below.

BIK Import Mapping Setup

Manfaat berupa barangan

CP21CP22A

☐ English version

TP2 Code	Description	Benefit In Kind Mapping
B01	[B01] - Nilai Kereta dan Petrol (Value of Car and Petrol)	3. Manfaat berupa barangan
B02	[B02] - Nilai Pemandu (Value of Driver)	3. Manfaat berupa barangan
B03	[B03] - Elektrik, Air, Telefon (Electric, Water, Telephone)	3. Manfaat berupa barangan
B04	[B04] - Separuh Lengkap dengan Perabot (Semi-Furnished with Furniture)	3. Manfaat berupa barangan
B05	[B05] - Lengkap dengan Perkakas Dapur (Fully Furnished with Kitchen Equipment)	3. Manfaat berupa barangan
B06	[B06] - Perabot dan Kelengkapan (Furniture and Fittings)	3. Manfaat berupa barangan
B07	[B07] - Perkakas Dapur (Kitchen Equipment)	3. Manfaat berupa barangan
B08	[B08] - Hiburan dan Rekreasi (Entertainment and Recreation)	3. Manfaat berupa barangan
B09	[B09] - Pembantu Rumah dan Tukang Kebun (Household Servant and Gardener)	3. Manfaat berupa barangan
B10	[B10] - Manfaat Tambang Percutian (Leave Passage)	3. Manfaat berupa barangan
B11	[B11] - Lain-lain Manfaat - Pakaian, Makanan (Other Benefits - Food, Garments)	3. Manfaat berupa barangan
B12	[B12] - Nilai Tempat Kediaman (Value of Living Accomodation)	4. Nilai tempat kediaman
B13	[B13] - Kad Petrol atau Tol (Petrol or Toll Card)	3. Manfaat berupa barangan
B14	[B14] - Anugerah (Award)	1(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun
B15	[B15] - Child Education Fees	1(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun

NewEditSaveCancelRemove

Close

Import Benefit In Kind [Import from TP2]

- 4 From the 'TP2 Code' drop-down menu, select the TP2 item you want to transfer to the EA Form. Map the selected item by choosing the corresponding code from the 'Benefit In Kind Mapping' list.

BIK Import Mapping Setup

English version

Benefits in kind | CP21 | CP22A

TP2 Code	Description	Benefit In Kind Mapping
B01	[B01] - Nilai Kereta dan Petrol (Value of Car and Petrol)	3. Benefits in kind
B02	[B02] - Nilai Pemandu (Value of Driver)	3. Benefits in kind
B03	[B03] - Elektrik, Air, Telefon (Electric, Water, Telephone)	3. Benefits in kind
B04	[B04] - Separuh Lengkap dengan Perabot (Semi-Furnished with Furniture)	3. Benefits in kind
B05	[B05] - Lengkap dengan Perkakas Dapur (Fully Furnished with Kitchen Equipment)	3. Benefits in kind
B06	[B06] - Perabot dan Kelengkapan (Furniture and Fittings)	3. Benefits in kind
B07	[B07] - Perkakas Dapur (Kitchen Equipment)	3. Benefits in kind
B08	[B08] - Hiburan dan Rekreasi (Entertainment and Recreation)	3. Benefits in kind
B11	[B11] - Lain-lain Manfaat - Pakaian, Makanan (Other Benefits - Food, Garments)	3. Benefits in kind
B12	[B12] - Nilai Tempat Kediaman (Value of Living Accommodation)	4. Value of accommodation provided
B13	[B13] - Kad Petrol atau Tol (Petrol or Toll Card)	3. Benefits in kind
B14	[B14] - Anugerah (Award)	1(c) Gross tips, perquisites, awards/rewards or other allowances

- ☐ If mapping codes were set up in the previous year (2023), they will automatically be duplicated for the current year (2024).
- ☐ If no codes were manually set up in previous years, the system will insert default codes.

Import Benefit In Kind [Import from TP2]

- 5 After completing the setup, click 'Close' to exit the setup window.

BIK Import Mapping Setup

☒ English version

Benefits in kind

CP21

CP22A

TP2 Code	Description	Benefit In Kind Mapping
B01	[B01] - Nilai Kereta dan Petrol (Value of Car and Petrol)	3. Benefits in kind
B02	[B02] - Nilai Pemandu (Value of Driver)	3. Benefits in kind
B03	[B03] - Elektrik, Air, Telefon (Electric, Water, Telephone)	3. Benefits in kind
B04	[B04] - Separuh Lengkap dengan Perabot (Semi-Furnished with Furniture)	3. Benefits in kind
B05	[B05] - Lengkap dengan Perkakas Dapur (Fully Furnished with Kitchen Equipment)	3. Benefits in kind
B06	[B06] - Perabot dan Kelengkapan (Furniture and Fittings)	3. Benefits in kind
B07	[B07] - Perkakas Dapur (Kitchen Equipment)	3. Benefits in kind
B08	[B08] - Hiburan dan Rekreasi (Entertainment and Recreation)	3. Benefits in kind
B09	[B09] - Pembantu Rumah dan Tukang Kebun (Household Servant and Gardener)	3. Benefits in kind
B10	[B10] - Manfaat Tambang Percutian (Leave Passage)	3. Benefits in kind
B11	[B11] - Lain-lain Manfaat - Pakaian, Makanan (Other Benefits - Food, Garments)	3. Benefits in kind
B12	[B12] - Nilai Tempat Kediaman (Value of Living Accomodation)	4. Value of accommodation provided
B13	[B13] - Kad Petrol atau Tol (Petrol or Toll Card)	3. Benefits in kind
B14	[B14] - Anugerah (Award)	1(c) Gross tips, perquisites, awards/rewards or other allowances
B15	[B15] - Child Education Fees	1(c) Gross tips, perquisites, awards/rewards or other allowances

New

Edit

Save

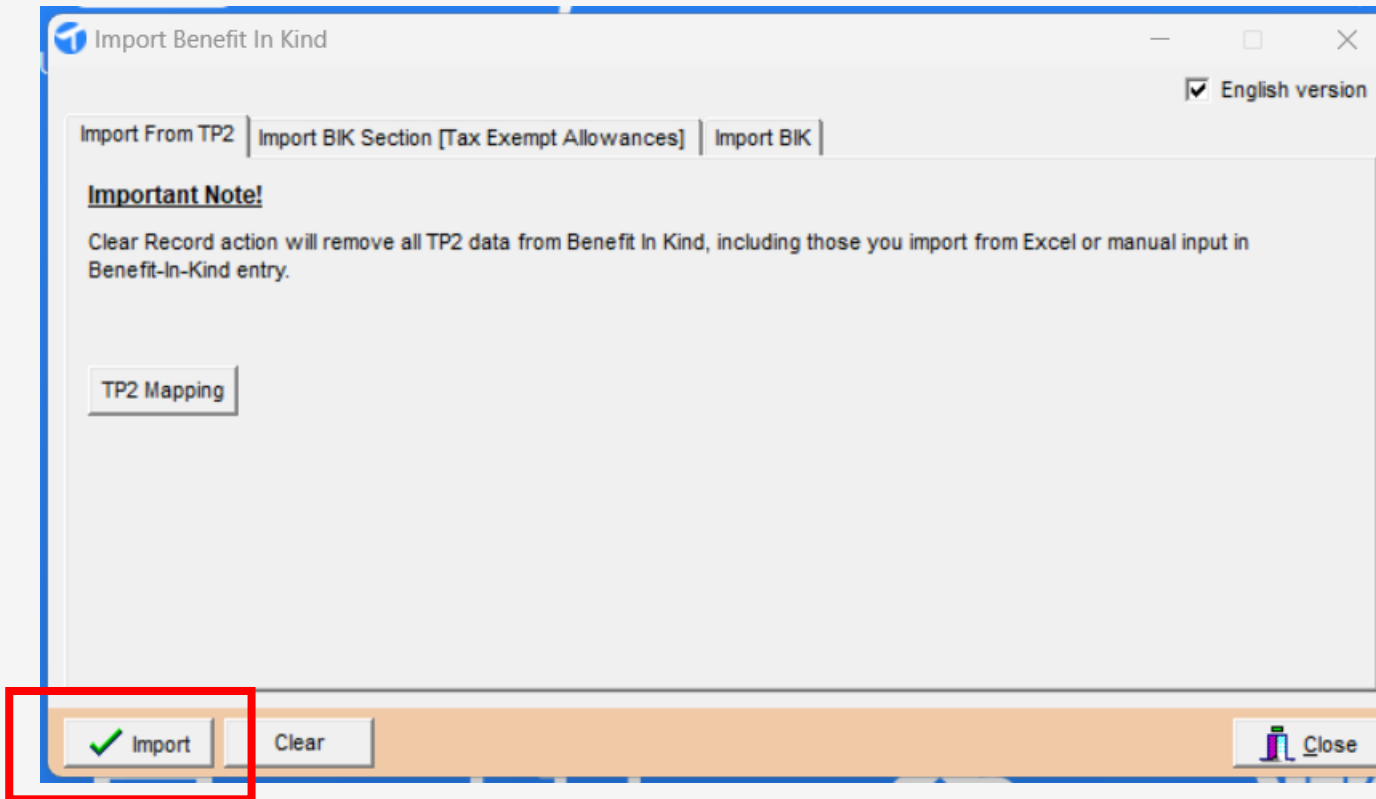
Cancel

Remove

Close

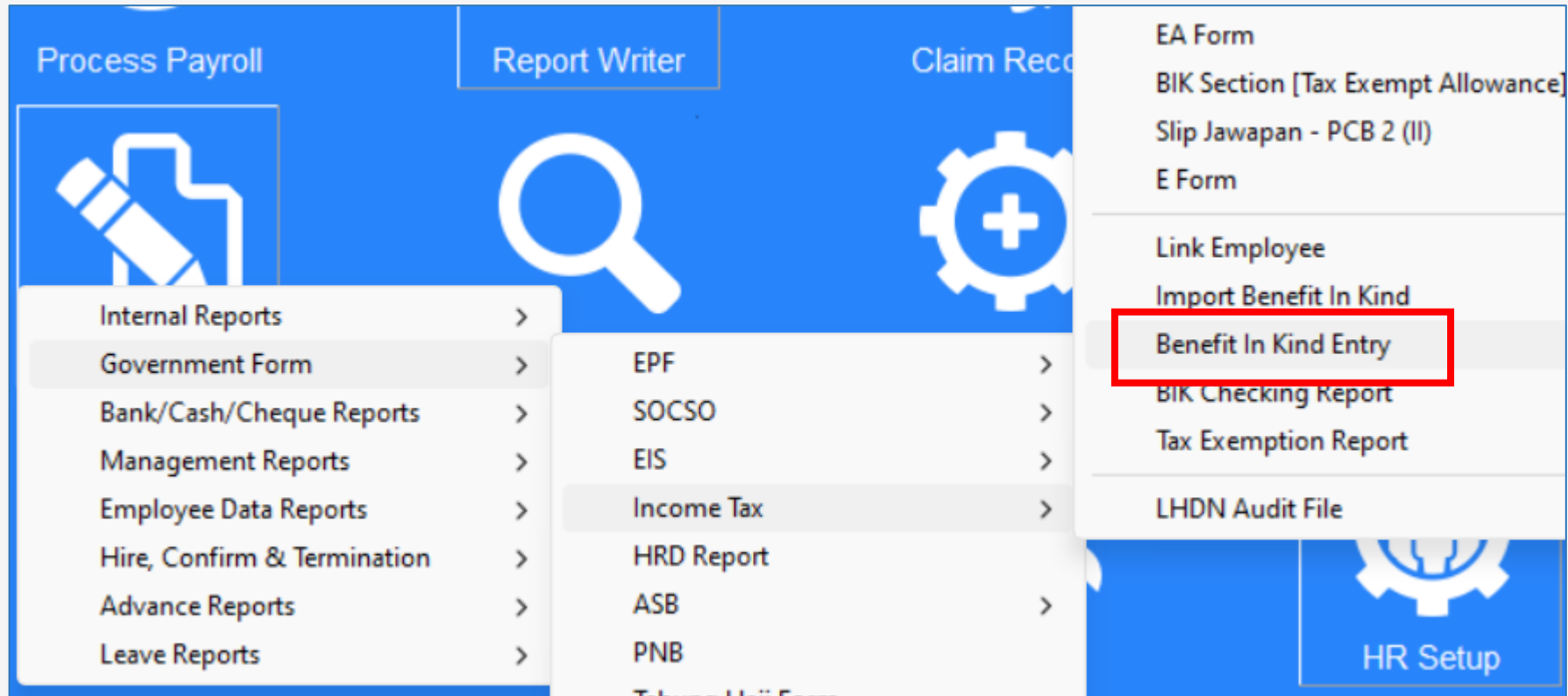
Import Benefit In Kind [Import from TP2]

6 Click 'Import' to start the data transfer process.



Import Benefit In Kind [Import from TP2]

7 The TP2 data will be transferred to Government Form > Income Tax > **Benefit In Kind Entry**.



Import Benefit In Kind [Import from TP2]

Below is a segment of the Benefit In Kind Entry screen after importing TP2.
This information will be reflected in both the EA Form and Form E.

Benefit In Kind

Employee # Z0005-BName NOTES - IMPORT TP2 DATA - 3.2.1 [Page 66]English version

[B] EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION

1. (a) Gross salary, wages or leave pay (including overtime pay)

(b) Fees (including director fees), commission or bonus

(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment:)

(d) Income Tax borne by the Employer in respect of his Employee

(e) Employee Share Option Scheme (ESOS) benefit

(f) Gratuity for the period from to

2. Details of arrears and others for preceding years paid in the current year

Type of income (a)

(b)

3. Benefits in kind (Specify:

4. Value of accommodation provided (Address:

12000.00

24000.00

Import Benefit In Kind [Import from TP2]

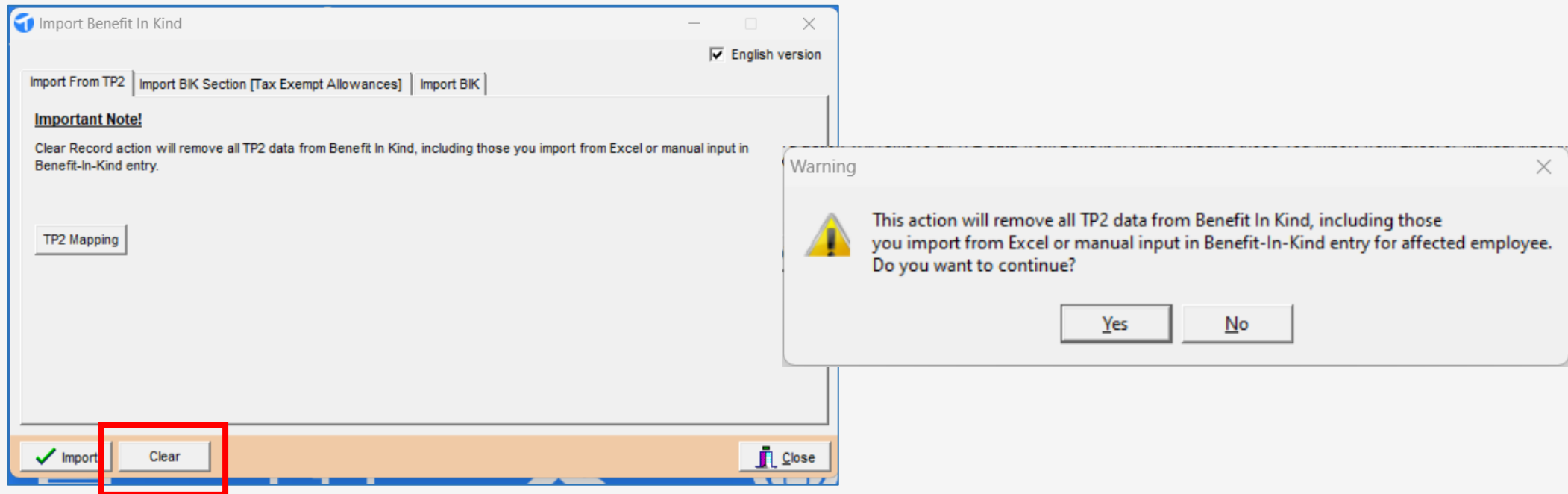
8 If you have mistakenly imported the data, click 'Clear' to delete the data.

Click 'Yes' to proceed with deletion or click 'No' to cancel the action.

Note:

The system will remove all data from the 'Benefit In Kind Entry'.

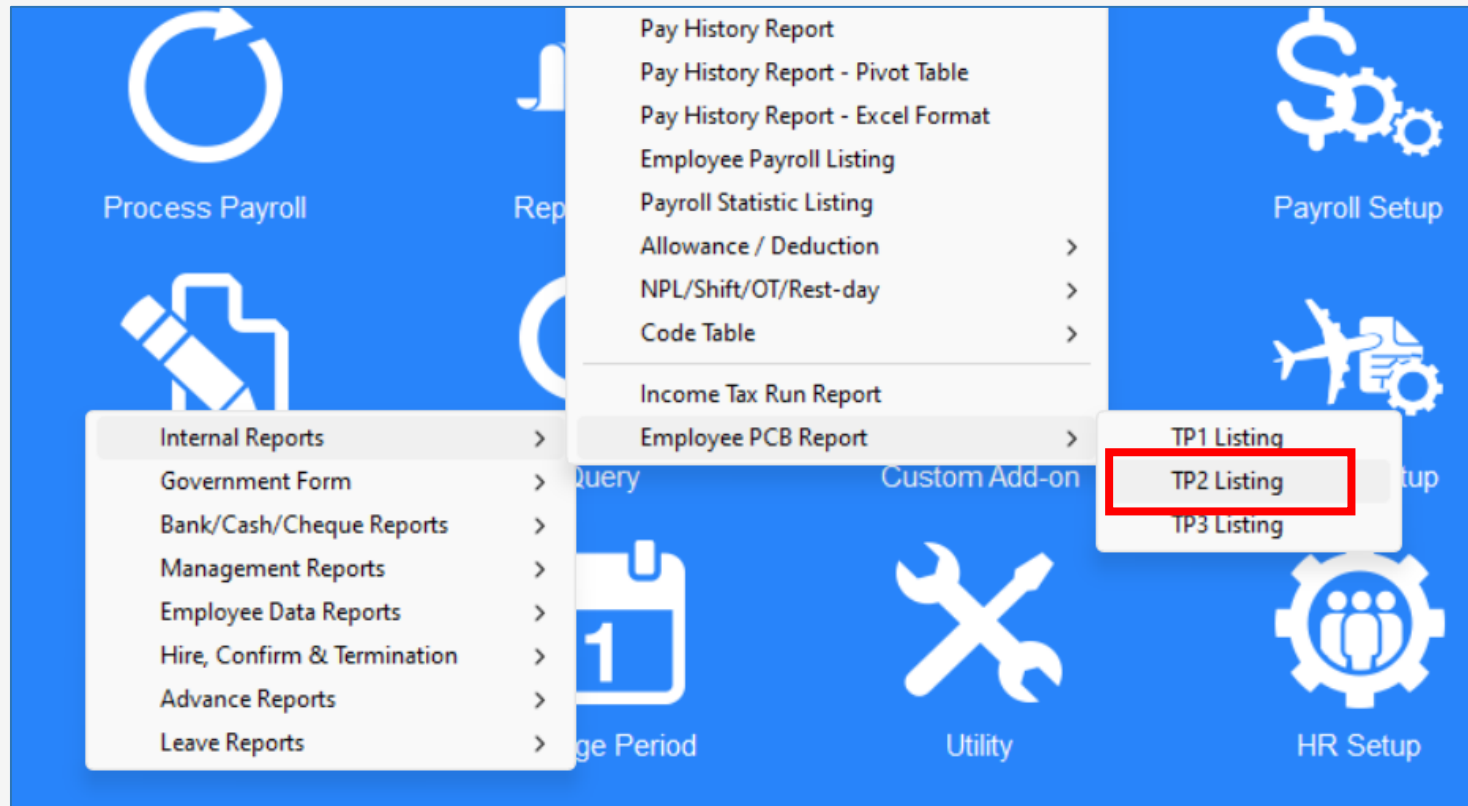
Alternatively, you can use the Query function to delete specific employee's TP2 data.



Import Benefit In Kind [Import from TP2]

Tips:

Refer to the Payroll Reports > Internal Reports > Employee PCB Report > **TP2 Listing** to cross-check the TP2 code utilized in the Year 2024.



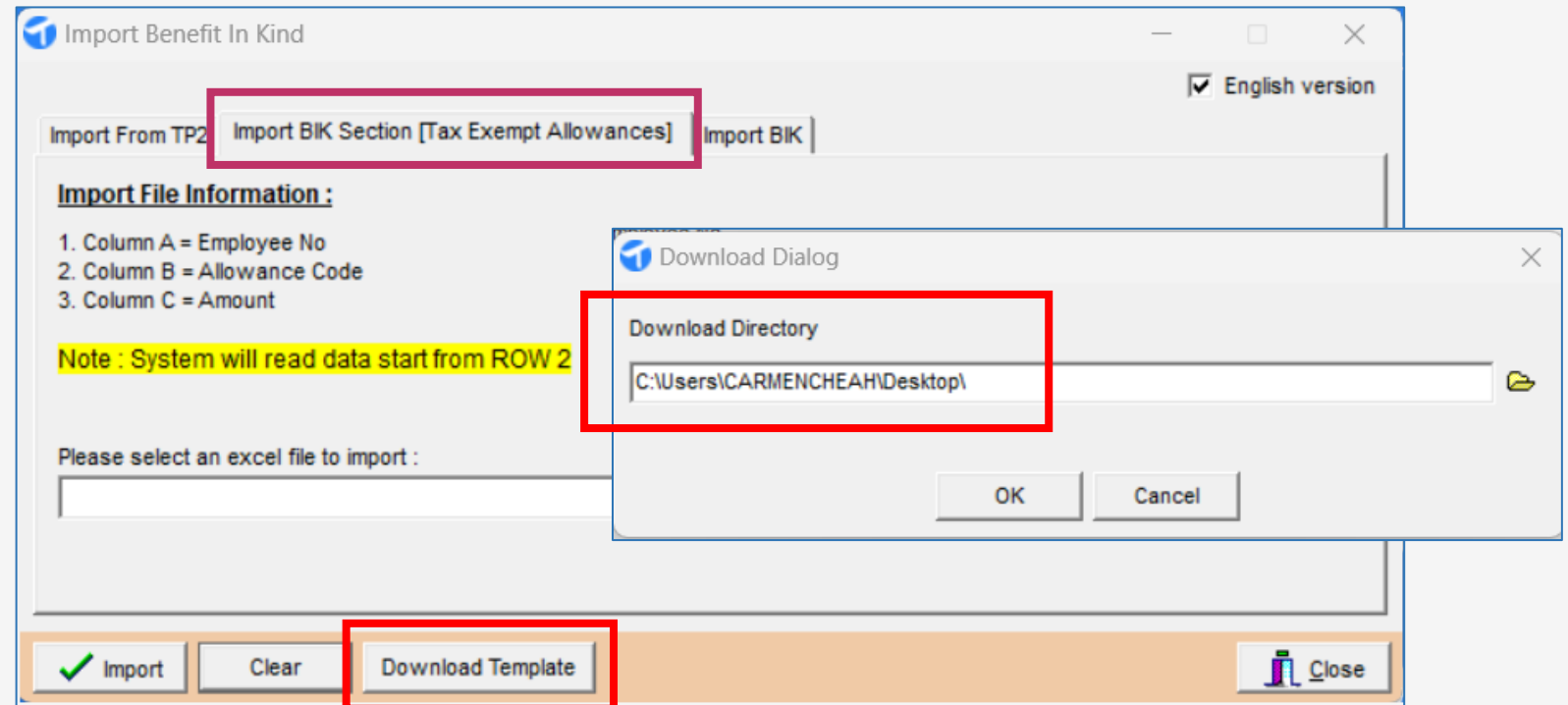
2. Import Tax Exempt Allowances via Excel

Import Benefit In Kind [Import Tax Exempt Allowances via Excel]

This feature allows the import of '**Tax Exempt Allowances**' that are not processed through TIMESPAY but must be included in the EA Form/Form E. It also facilitates the generation of the **Tax Exemption Allowance Appendix**.

Login to period **202412** and follow these steps to complete the import process:

- 1 Click the '**Download Template**' to download the import template.
- 2 Select your preferred '**Download Directory**' to save the template file.
- 3 Use the downloaded template to prepare your data for import.



Import Benefit In Kind [Import Tax Exempt Allowances via Excel]

Template preparation guidelines:

Column	Header	Guidelines
A	Employee Code	Employee Code must be in uppercase letters.
B	Allowance Code	<ul style="list-style-type: none">Allowance Code must be in uppercase letters.Allowance Code must be a valid code in 'Payroll Setup > Allowance/Deduction Table.
C	Amount	Amount should not contain symbols such as '\$' and ','.
<p>Additional information:</p> <ul style="list-style-type: none">Data must be placed in the 1st worksheet in the Excel file.Insert data in the Excel file from Row 2, while Row 1 remains as the header.Import by Employee Name is not allowed. You must import by Employee Code. <p>*You can download the Excel template from the import utility.</p>		

Import Benefit In Kind [Import Tax Exempt Allowances via Excel]

An example of Import File:

Ensure the Allowance Code in Column B exists in the 'Allowance/Deduction Table'.

	A	B	C
1	EMPLOYEE CODE	ALLOWANCE CODE	AMOUNT
2	Z0006	ALLWPARK	1200
3	Z0006	ALLWMEAL	500
4	M0063	ALLWMEAL	2400
5	Z0009	ALLWMEAL	888
6			

Allowance / Deduction Code Maintenance			
Search Code		Sort by	Fixed
System Code			
Code	Description	CP21 /CP22A	EA#
ALLOW	Allowance	3	3 - Tips, Perquisites, Allow, Rewards
ALLWMEAL	Meal Allowance	0	25 - Tax Exempt Income
ALLWPARK	Parking Reimbursement	0	25 - Tax Exempt Income

Import Benefit In Kind [Import Tax Exempt Allowances via Excel]

4 To upload the data from Excel to the system:

- ☐ Select the import file.
- ☐ Click 'Import'.

Import Benefit In Kind

English version

Import From TP2 | Import BIK Section [Tax Exempt Allowances] | Import BIK

Import File Information :

1. Column A = Employee No
2. Column B = Allowance Code
3. Column C = Amount

Note : System will read data start from ROW 2

Please select an excel file to import :

Import

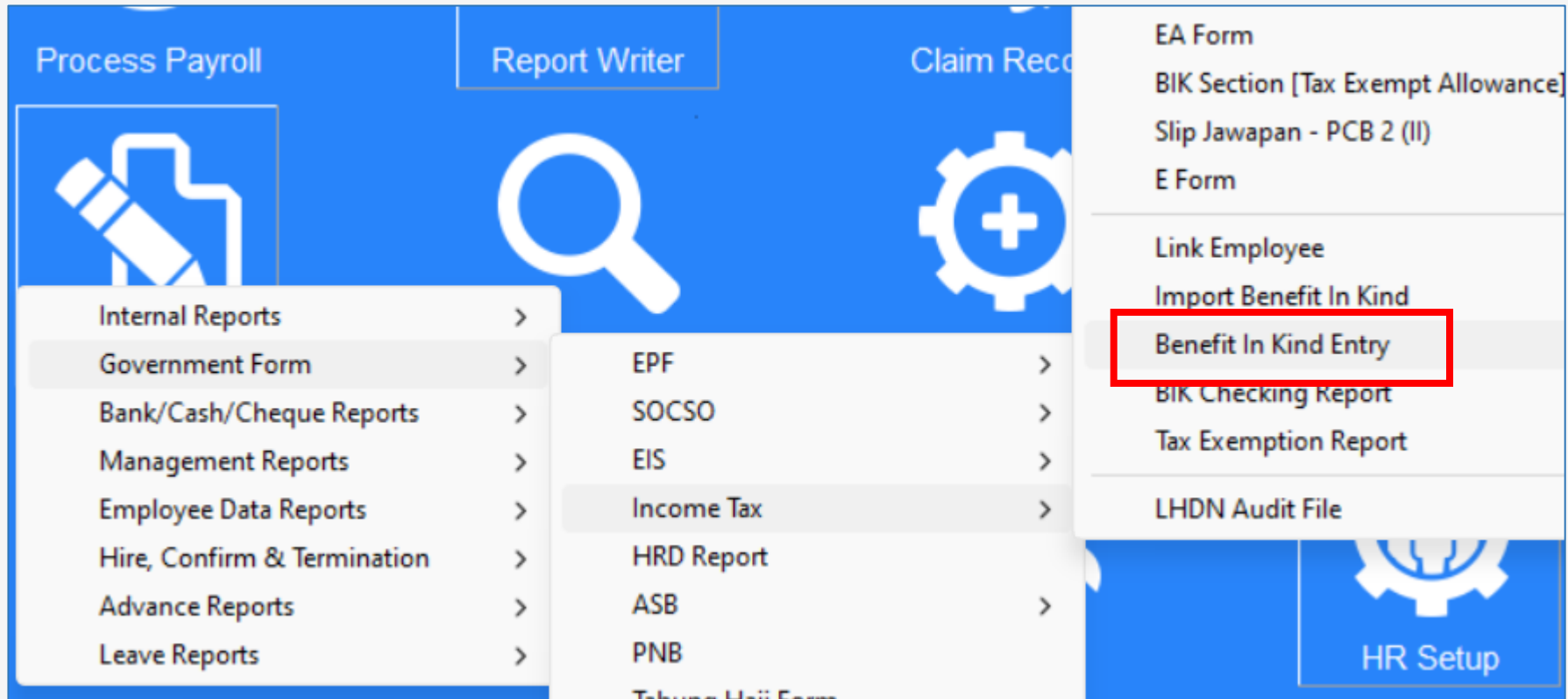
Clear

Download Template

Close

Import Benefit In Kind [Import Tax Exempt Allowances via Excel]

5 The import data will be transferred to Government Form > Income Tax > **Benefit In Kind Entry**.



Import Benefit In Kind [Import Tax Exempt Allowances via Excel]

Benefit In Kind Entry:

This information will be reflected in both the EA Form and Form E.

Benefit In Kind

Employee # Z0006 Name NOTES - IMPORT SECTION F - 3.2.2 [Page 68]

☒ English version

4. Value of accommodation provided (Address:) 0.00

5. Refund from unapproved Provident/Pension Fund 0.00

6. Compensation for loss of employment 0.00

[C] PENSION AND OTHERS

BIK Section [Tax Exempt Allowance] Entry

Code	Description	Amount
ALLWMEAL	Meal Allowance	500.00
ALLWPARK	Parking Reimbursement	1200.00

[F] TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS

RM 1700.00

Buttons: New, Edit, Save, Cancel, Remove, Close

Import Benefit In Kind [Import Tax Exempt Allowances via Excel]

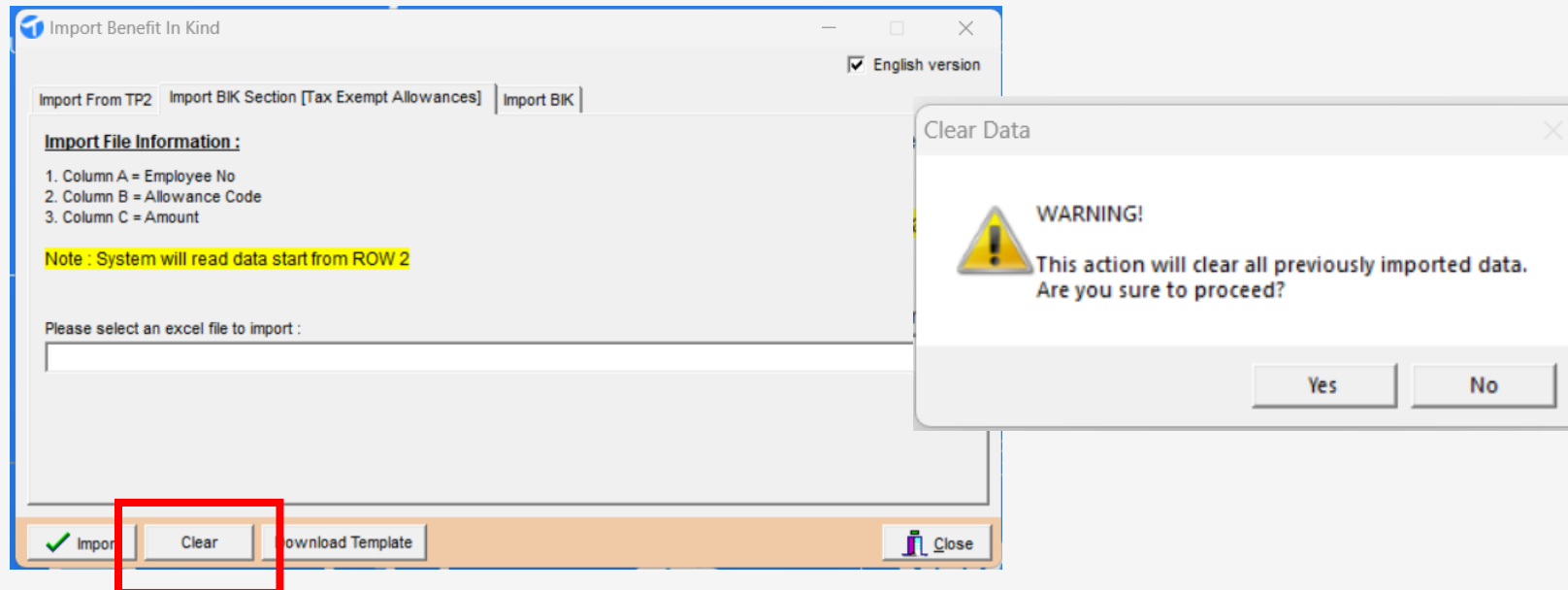
6 If you have mistakenly imported the data, click 'Clear' to delete the data.

Click 'Yes' to proceed with deletion or click 'No' to cancel the action.

Note:

The system will remove all data from the 'Benefit In Kind Entry, Section F'.

Alternatively, you can use the Query function to delete specific employee's data.



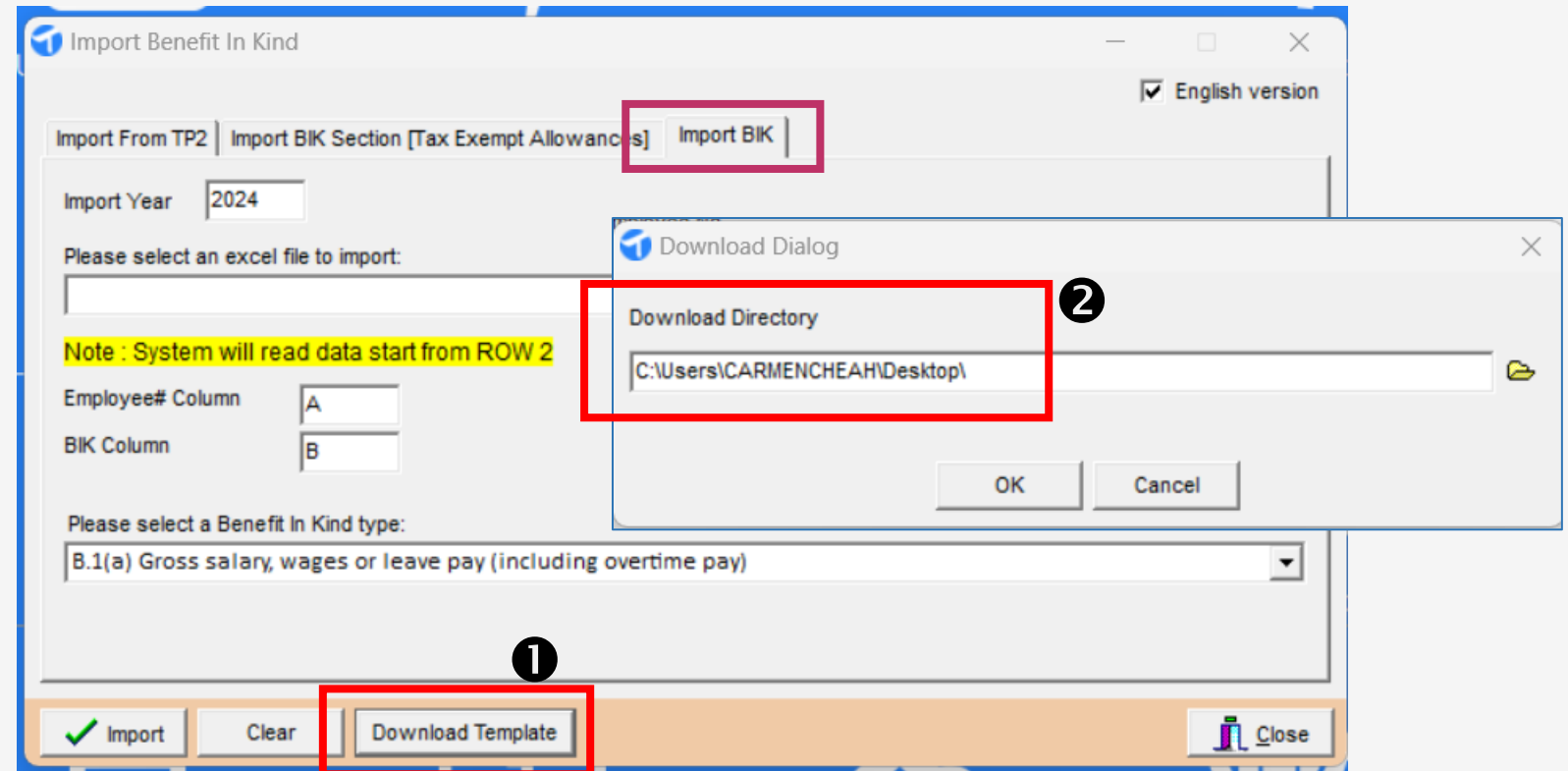
3. Import BLK via Excel

Import Benefit In Kind [Import BIK via Excel]

This function allows you to import additional benefits provided to employees that were not processed through TIMESPAY but need to be included in the EA Form and Form E.

Login to period **202412** and follow these steps to complete the import process:

- 1 Click the 'Download Template' to download the import template.
- 2 Select your preferred 'Download Directory' to save the template file.
- 3 Use the downloaded template to prepare your data for import.



Import Benefit In Kind [Import BIK via Excel]

Template preparation guidelines:

Item	Guidelines
1	For each importing process, the system reads two (2) columns from the Excel file: 'Employee Code' and 'BIK item'.
2	Concurrent import of multiple BIK items is not allowed. Import one at a time.
3	Import by Employee Name is not allowed. Import by Employee Code only.
4	Employee Code must be in uppercase letters.
5	Data must be placed in the 1st worksheet in the Excel file.
6	Insert data in the Excel file from Row 2, while Row 1 remains as the header.
7	<p>Data Type:</p> <ul style="list-style-type: none">▪ For the Amount field, it should not contain symbols such as '\$' and ','.▪ The Date field should be formatted as dd/mm/yyyy.▪ The Text field for Address has a maximum limit of 60 characters. If the imported data exceeds this recommended width limit, it may be truncated when printing the EA Form.
8	If the data you want to import includes the same BIK item as in TP2, running this import will overwrite the amount previously transferred from TP2. The final data posted will reflect the most recent action.

Import Benefit In Kind [Import BIK via Excel]

An example of Import File:

In this tutorial, we will prepare import data for 'Value of living accommodation' and 'Address of living accommodation'.

- ❑ Column A – Employee Code
- ❑ Column P – Address of living accommodation (Alamat Tempat Kediaman)
- ❑ Column Q – Value of living accommodation (Nilai Tempat Kediaman)

A	P	Q
EMPLOYEE CODE	B.4 Acommodation Address Max 60chars	B.4 Value of living accommodation provided \$
Z0007	UNIT 103, 10TH FLR, GOODVALLEY CONDO, JALAN PINANG,55100 KL	20000.45
M0063		
M0003		5000

Import Benefit In Kind [Import BIK via Excel]

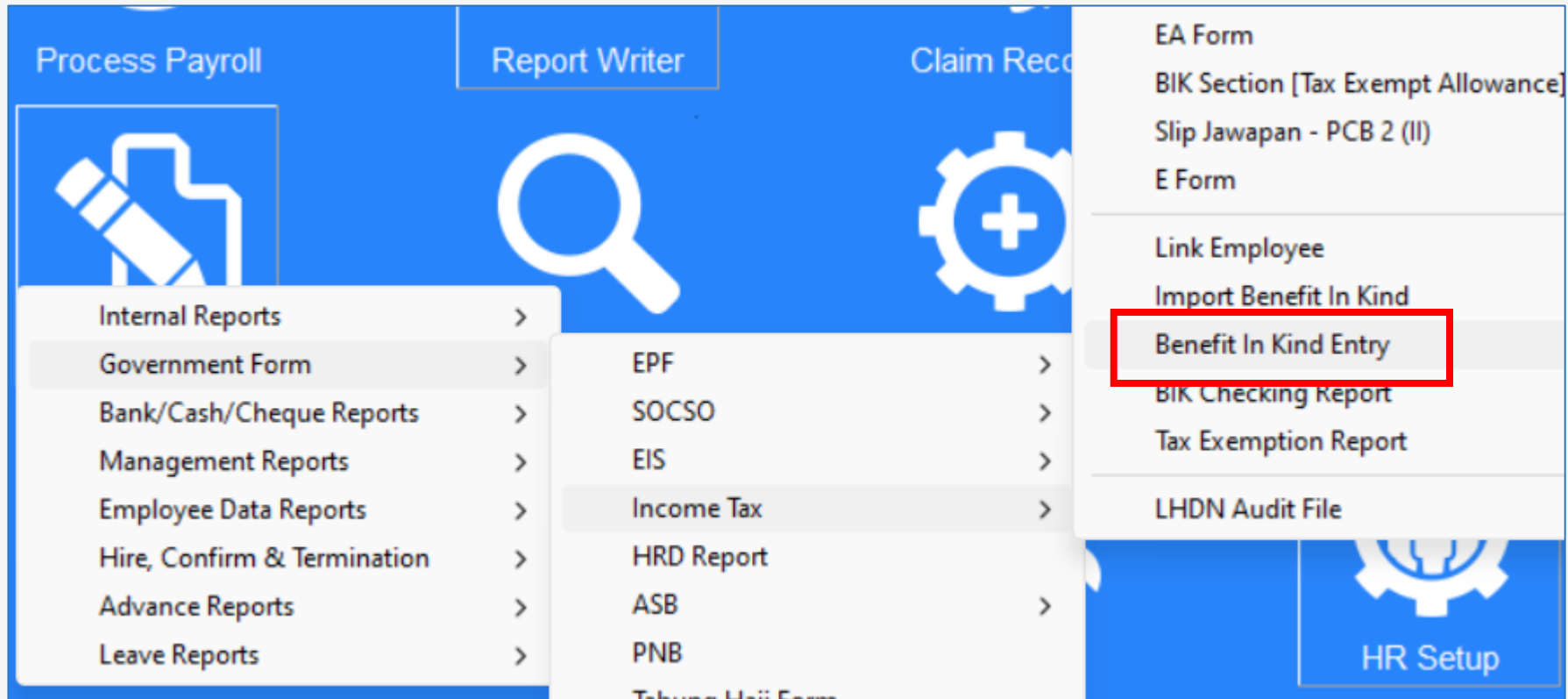
- 4 To upload the data from Excel to the system:
- ☐ Select the import file.
 - ☐ Specify the **Employee# Column** and the **BIK Column**. Ensure the data corresponds with the Excel file.
 - ☐ Select the **Benefit In Kind type** from the dropdown list and click **Import**.

The screenshot shows the 'Import Benefit In Kind' window with the 'Import BIK' tab selected. The 'Import Year' is set to 2024. A file selection button is highlighted with a red box. Below it, a note states: 'Note : System will read data start from ROW 2'. The 'Employee# Column' is set to 'A' and the 'BIK Column' is set to 'P', both highlighted with a red box. The 'Benefit In Kind type' dropdown is set to 'B.4. Accommodation address'. At the bottom, the 'Import' button is highlighted with a red box, along with 'Clear', 'Download Template', and 'Close' buttons.

Note: If you have multiple Benefit In Kind (BIK) types to import, repeat the steps above. Concurrent import of multiple BIK items is not allowed; import them one at a time.

Import Benefit In Kind [Import BIK via Excel]

- 5 The import data will be transferred to Government Form > Income Tax > **Benefit In Kind Entry**.



Import Benefit In Kind [Import BLK via Excel]

Benefit In Kind Entry:

This information will be reflected in both the EA Form and Form E.

Benefit In Kind

Employee # Z0007 Name NOTES - IMPORT BENEKIT IN KIND - 3.2.3 [Page 70]

☒ English version

[B] EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION

1. (a) Gross salary, wages or leave pay (including overtime pay)

(b) Fees (including director fees), commission or bonus

(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment:)

(d) Income Tax borne by the Employer in respect of his Employee

(e) Employee Share Option Scheme (ESOS) benefit

(f) Gratuity for the period from to

2. Details of arrears and others for preceding years paid in the current year

Type of income (a)

(b)

3. Benefits in kind (Specify:)

4. Value of accommodation provided (Address: UNIT 103, 10TH FLR, GOODVALLEY CONDO, JALAN PINANG, 55100 KL) 20000.45

5. Refund from unapproved Provident/Pension Fund

6. Compensation for loss of employment

[C] PENSION AND OTHERS

1. Pension

2. Annuities or other Periodical Payments

[D] TOTAL DEDUCTION

1. Monthly Tax Deductions (MTD) remitted to LHDNM

2. EPF Deductions

New Edit Save Cancel Delete Print Close

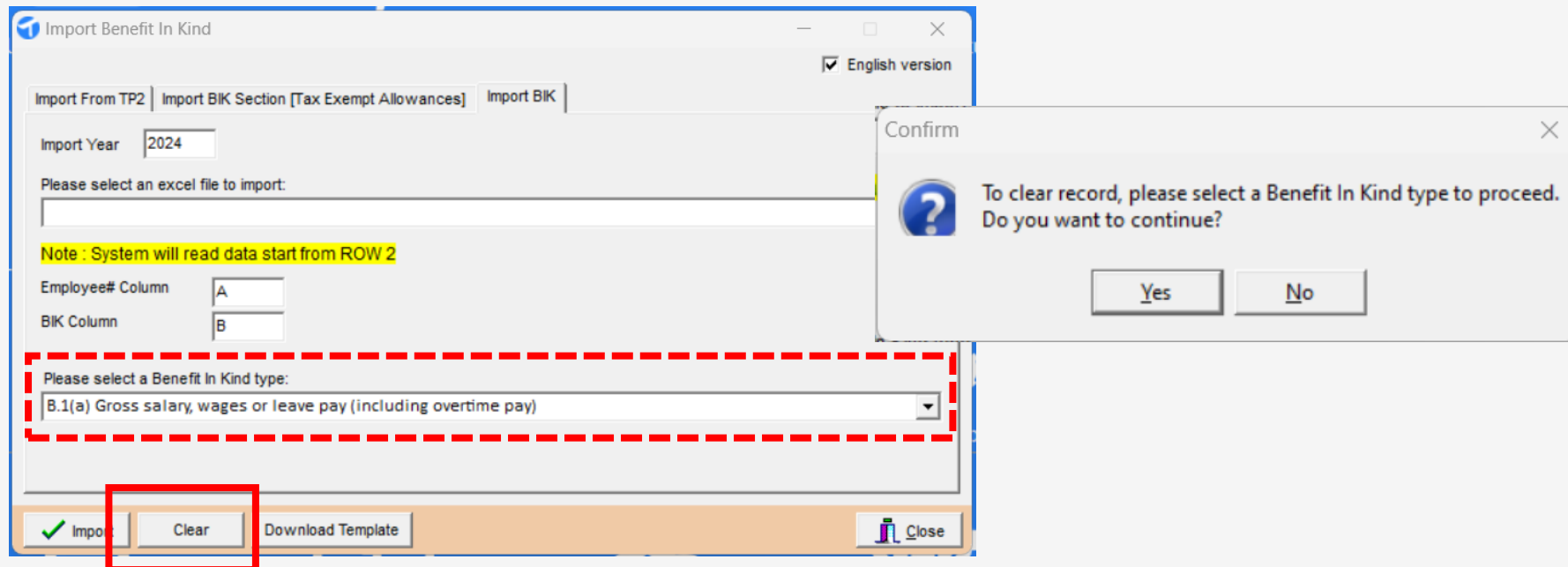
Import Benefit In Kind [Import BIK via Excel]

6 If you mistakenly imported the data, select the 'BIK Type' to delete and click 'Clear.'

Then, click 'Yes' to confirm the deletion or 'No' to cancel the action..

Note:

You can use the Query function to delete specific employee's data.



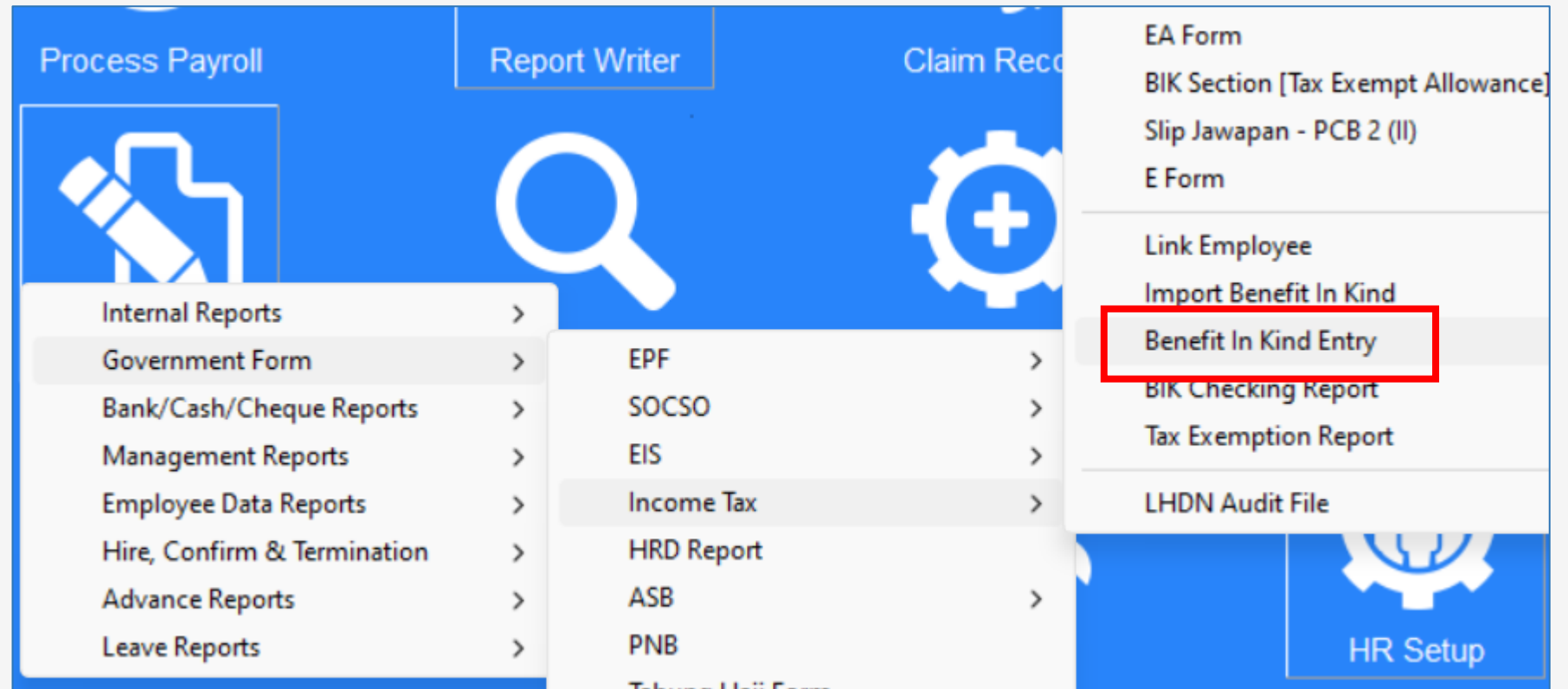
4. Benefit In Kind Data Entry

Benefit In Kind Entry

If you prefer to manually input BIK data instead of using the import feature, you can do so in the 'Benefit In Kind Entry'. Login to period 202412.

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

Skip this if you do not require manual data input.



Benefit In Kind Entry

Uncheck the 'English Version' checkbox to display the description in Malay.

Benefit In Kind

Employee #

B0003

Name

BALASAMY

☒ English version

[B] EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION

1. (a) Gross salary, wages or leave pay (including overtime pay)

(b) Fees (including director fees), commission or bonus

(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment:)

(d) Income Tax borne by the Employer in respect of his Employee

(e) Employee Share Option Scheme (ESOS) benefit

(f) Gratuity for the period from to

2. Details of arrears and others for preceding years paid in the current year

Type of income (a) (b)

3. Benefits in kind (Specify:)

4. Value of accommodation provided (Address:)

5. Refund from unapproved Provident/Pension Fund

6. Compensation for loss of employment

[C] PENSION AND OTHERS

1. Pension

2. Annuities or other Periodical Payments

[D] TOTAL DEDUCTION

1. Monthly Tax Deductions (MTD) remitted to LHDNM

2. EPF Deductions

New

Edit

Save

Cancel

Delete

Print

Close

Benefit In Kind Entry

Malay version as shown here.

Benefit In Kind

Employee # Name

☐ English version

[B] PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN

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

(b) Fi (termasuk fi pengarah), komisen atau bonus

(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal Pembayaran:)

(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja

(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)

(f) Ganjaran bagi tempoh dari hingga

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

Jenis pendapatan (a)

(b)

3. Manfaat berupa barangan (Nyatakan:)

4. Nilai tempat kediaman (Alamat:)

5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan

6. Pampasan kerana kehilangan pekerjaan

[C] PENCEN DAN LAIN-LAIN

1. Pencen

2. Anuiti atau Bayaran Berkala yang lain

[D] JUMLAH POTONGAN

1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM

2. Potongan Pencen EPF

NewEditSaveCancelDeletePrint

Close

Benefit In Kind Entry

- 1 Select the employee for whom you need to perform data entry.

If you have previously used the 'Import Benefit-In-Kind' function, the imported data will be displayed on the 'Benefit-In-Kind Entry' screen.

- 2 Click 'New' to enable data entry.

Note: The amount entered here is a top-up and does not replace the original data processed through TIMESPAY.

Benefit In Kind

Employee # Z0008 Name NOTES - BENEFIT IN KIND ENTRY- 3.3 [Page 73]

English version

[B] PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN

- (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)
- (b) Fi (termasuk fi pengarah), komisen atau bonus
- (c) Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihal Pembayaran)
- (d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja
- (e) Manfaat Skim Opsyen Saham Pekerja (ESOS)
- (f) Ganjaran bagi tempoh dari hingga

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

Jenis pendapatan (a) (b)

3. Manfaat berupa barangan (Nyatakan:)

4. Nilai tempat kediaman (Alamat:)

5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan

6. Pampasan kerana kehilangan pekerjaan

[C] PENCEN DAN LAIN-LAIN

- Pencen
- Anuiti atau Bayaran Berkala yang lain

[D] JUMLAH POTONGAN

- Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM

New Edit Save Cancel Delete Print Close

Benefit In Kind Entry

- 3 Start inputting data in any column as needed.
In this example, enter data in row 1(a).

Benefit In Kind

Employee # Z0008 Name NOTES - BENEFIT IN KIND ENTRY- 3.3 [Page 73]

English version

[B] PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN

1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	5000.00
(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
--	------

[C] PENCEN DAN LAIN-LAIN

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


[D] JUMLAH POTONGAN

1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM	0.00
2. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM	0.00

New Edit Save Cancel Delete Print Close

Benefit In Kind Entry

For section [F], you can either input the lump sum amount or provide details of the exemption amount.

If you need to input details, click the  button.

Benefit In Kind

Employee # Z0008 Name NOTES - BENEFIT IN KIND ENTRY- 3.3 [Page 73]

☐ English version

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 0.00

[D] JUMLAH P

1. Potongan 0.00

2. Arahan Po 0.00

3. Zakat yan 0.00

4. Jumlah tur 0.00

(a) Pelepa 0.00

(b) Zakat 0.00

[E] CARUMAN


1. Nama Kum Amaun ca 0.00

2. PERKESO 0.00

BIK Section [Tax Exempt Allowance] Entry

Code	Description	Amount
ALLWMEAL	Meal Allowance	500.00
ALLWPARK	Parking Reimbursement	2400.00

Input the details here

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

New Edit Save Cancel Remove Close

New Edit Save Cancel Delete Print Close

Benefit In Kind Entry

4 Click 'Save' when entry is complete.

To amend an existing entry, click 'Edit'.

To cancel the amendment and revert to the original state, click 'Cancel'.

To remove all data from the entry screen, click 'Delete'.

Benefit In Kind

Employee # Z0008 Name NOTES - BENEFIT IN KIND ENTRY- 3.3 [Page 73]

☐ English version

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

[D] JUMLAH POTONGAN

1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM 0.00

2. Arahan Potongan CP 38 0.00

3. Zakat yang dibayar melalui potongan gaji 0.00

4. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:

(a) Pelepasan 0.00

(b) Zakat selain yang dibayar melalui potongan gaji bulanan 0.00

[E] CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPANAN YANG DILULUSKAN

1. Nama Kumpulan Wang : KWSP

Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 0.00

2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 0.00

[F] JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI RM 2900.00

New Edit Save Cancel Delete Print Close

Benefit In Kind Entry

- 5 To print the data entry record for the selected employee, click **Print**.

The screenshot displays the 'Benefit In Kind' data entry form. At the top, there are dropdown menus for 'Employee #' (Z0008) and 'Name' (NOTES - BENEFIT IN KIND ENTRY- 3.3 [Page 73]). A checkbox for 'English version' is located on the right. The form is divided into several sections with corresponding input fields and numerical values:

- 4. Nilai tempat kediaman (Alamat:** [Input field]) 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
- [D] JUMLAH POTONGAN**
 - 1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM** 0.00
 - 2. Arahan Potongan CP 38** 0.00
 - 3. Zakat yang dibayar melalui potongan gaji** 0.00
 - 4. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:**
 - (a) Pelepasan** 0.00
 - (b) Zakat selain yang dibayar melalui potongan gaji bulanan** 0.00
- [E] CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPANAN YANG DILULUSKAN**
 - 1. Nama Kumpulan Wang : KWSP**
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 0.00
 - 2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)** RM 0.00
- [F] JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI** RM 2900.00

At the bottom of the form, there is a toolbar with buttons: New, Edit, Save, Cancel, Delete, **Print** (highlighted with a red box), and Close.

Benefit In Kind Entry

An example of the ‘Benefit In Kind Entry’ report.

2024 Benefit In Kind Checking Report			
No. Kakitangan/No Gaji : Z0008			
Nama Penuh Pekerja/Pesara (En./Cik/Puan) : NOTES - BENEFIT IN KIND ENTRY- 3.3 [Page 73]			
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)		5,000.00	
(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		0.00	
Jenis pendapatan (a)			
(b)			
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		5,000.00	
D JUMLAH POTONGAN			
1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM		0.00	
2. Arahan Potongan CP 38		0.00	
3. Zakat yang dibayar melalui potongan gaji		0.00	
4. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:			
(a) Pelepasan		0.00	
(b) Zakat selain yang dibayar melalui potongan gaji bulanan		0.00	
E CARUMAN YANG DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG SIMPANAN/PENCEN YANG DILULUSKAN DAN PERKESO			
1. Nama Kumpulan Wang : KWSP			
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)		RM	0.00
2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)		RM	0.00
F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI		RM	2,900.00
No.	Code	Allowance Description	Amount
1.	ALLWMEAL	Meal Allowance	500.00
2.	ALLWPARK	Parking Reimbursement	2,400.00

Benefit In Kind Entry

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

(C.P.8A-Pin 2023)

MALAYSIA

Penyata Gaji Pekerja SWASTA **EA**

No. Siri A0001

PENYATA SARAAN DARIPADA PENGGAJIAN

No. Pengenalan Cukai (TIN) Pekerja SG1434141001

No. Majikan EE1234567-09

AGI TAHUN BERAKHIR 31 DISEMBER 202

LHDNM Negeri

BORANG INI PERLU DISENIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (Enclik/Cik/P. NOTES: - BENEFIT IN KIND ENTRY: 3.3. [Page 73])

2. Jawatan TECHNICAL & MARKETING DIRECTOR

3. No. Kakitangan/No Gaji Z0008

4. No. K.P. Bar 820815089878

5. No. Pasport

6. No. KWSP 05590045

7. No. PERKES 820815-08-9878

8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai 4

9. Jika bekerja tidak genap setahun, nyatakan:
(a) Tarikh mula bekerja
(b) Tarikh berhenti kerja

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

1. (a) Gaji kasar, upah atau gaji outi (termasuk gaji lebih m:	RM 118,920.00
(b) Fi (termasuk fi pengarah), komisen atau boni	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 Pekte	0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESC	0.00
(f) Ganjaran bagi tempoh dari	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun ser	
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 dilul	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 118,920.00

D JUMLAH POTONGAN

1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNI 9,004.80

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 8,000.00

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

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

2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 0.00

F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CU

RM 0.00

Benefit In Kind Entry

An example of the 'EA Form' [AFTER](#) editing in the 'Benefit In Kind Entry'.

Note that the amount entered here is a top-up and does not replace the original data processed through TIMESPAY.

(C.P.8A-Pin 2023) MALAYSIA

CUKAI PENDAPATAN **Penyata Gaji Pekerja SWASTA EA**

No. Siri A0001 No. Pengenalan Cukai (TIN) Pekerja SG14341414001
No. Majikan E1234567-09 AGI TAHUN BERAKHIR 31 DISEMBER 202 LHDNM Negeri

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

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (Enaik/Cik/P. NOTES: - BENEFIT IN KIND ENTRY: 3.3. [Page 73])
2. Jawatan TECHNICAL & MARKETING DIRECTOR 3. No. Kakitangan/No Gaji Z0008
4. No. K.P. Bar 620615089876 5. No. Pasport
6. No. KWSP 05590045 7. No. PERKES 620615-08-9876
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai 4 9. Jika bekerja tidak genap setahun, nyatakan:
(a) Tarikh mula bekerja
(b) Tarikh berhenti kerja

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

	RM
1. (a) Gaji kasar, upah atau gaji outi (termasuk gaji lebih m:	123,920.00
(b) Fi (termasuk fi pengarah), komisen atau boni	0.00
(c) Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihal pembayaran	0.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Peki	0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESOP)	0.00
(f) Ganjaran bagi tempoh dari hingga	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun ser	
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 dilul	0.00
6. Pampasan kerana kehilangan pekerjaan	0.00
C PENCEN DAN LAIN-LAIN	
1. Pencen	0.00
2. Anuiti atau Bayaran Berkala yang lain	0.00
JUMLAH	123,920.00
D JUMLAH POTONGAN	
1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNI	9,004.80
2. Arahkan Potongan CP38 yang dibayar kepada LHDNM	0.00
3. Zakat yang dibayar melalui potongan gaji	0.00
4. Derma / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji	0.00
5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:	
(a) Pelepasan RM	
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM	
6. Jumlah pelepasan bagi anak yang layak	8,000.00
E CARUMAN YANG DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG SIMPANAN/PENCEN YANG DILULUSKAN DAN PE	
1. Nama Kumpulan Wang: KWSP	
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)	RM 0.00
2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)	RM 0.00
F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CU	RM 2,900.00

5. Benefit In Kind Checking Report

Benefit In Kind Checking Report

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

- ☐ Import from TP2
- ☐ Import Tax Exempt Allowances (Section F of EA Form) – via Excel
- ☐ Import BIK – via Excel
- ☐ Benefit In Kind Entry

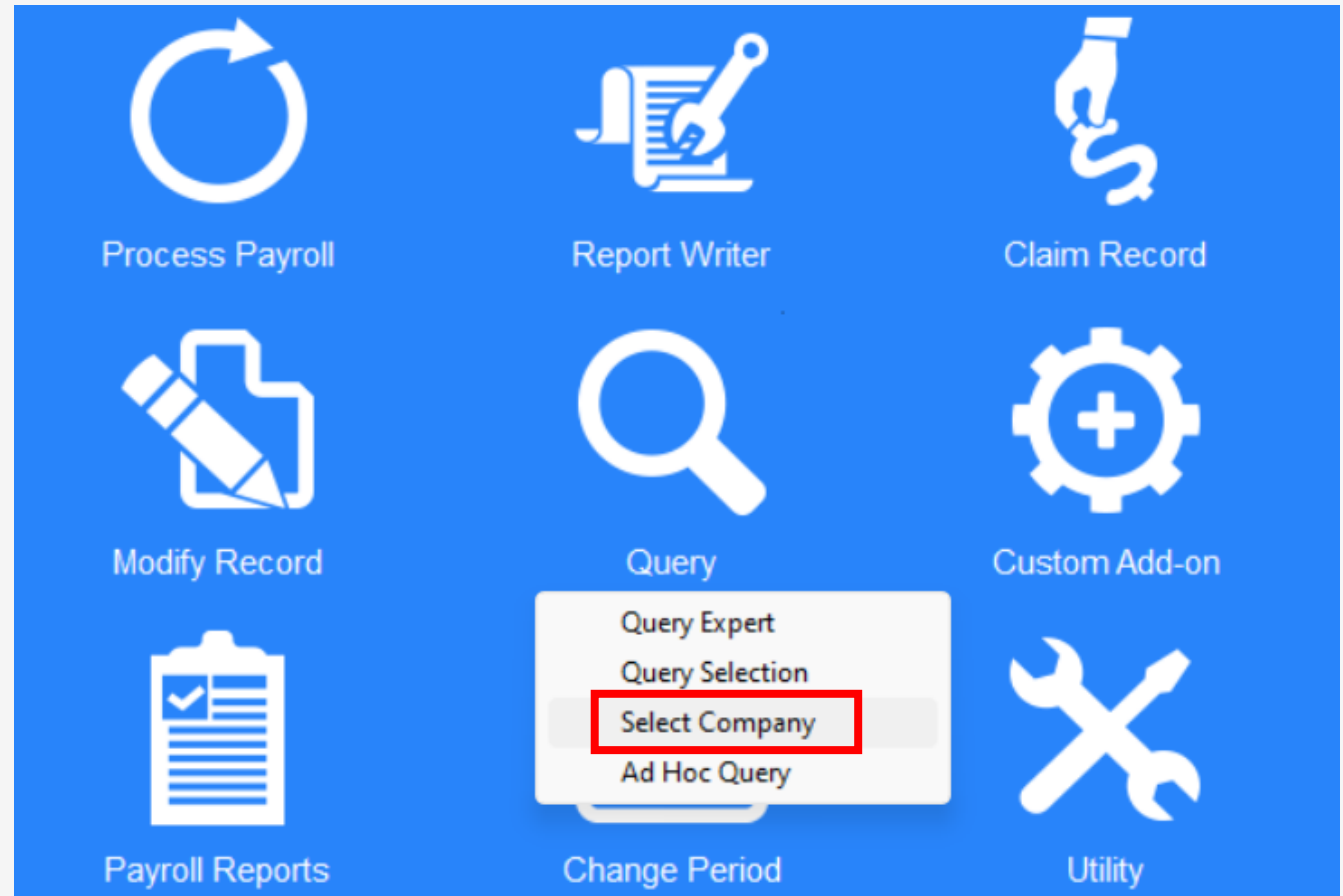
It is advisable to print the report for checking to ensure accuracy and completeness.

Benefit In Kind Checking Report

Login to period **202412** and follow the instructions below to print the report:

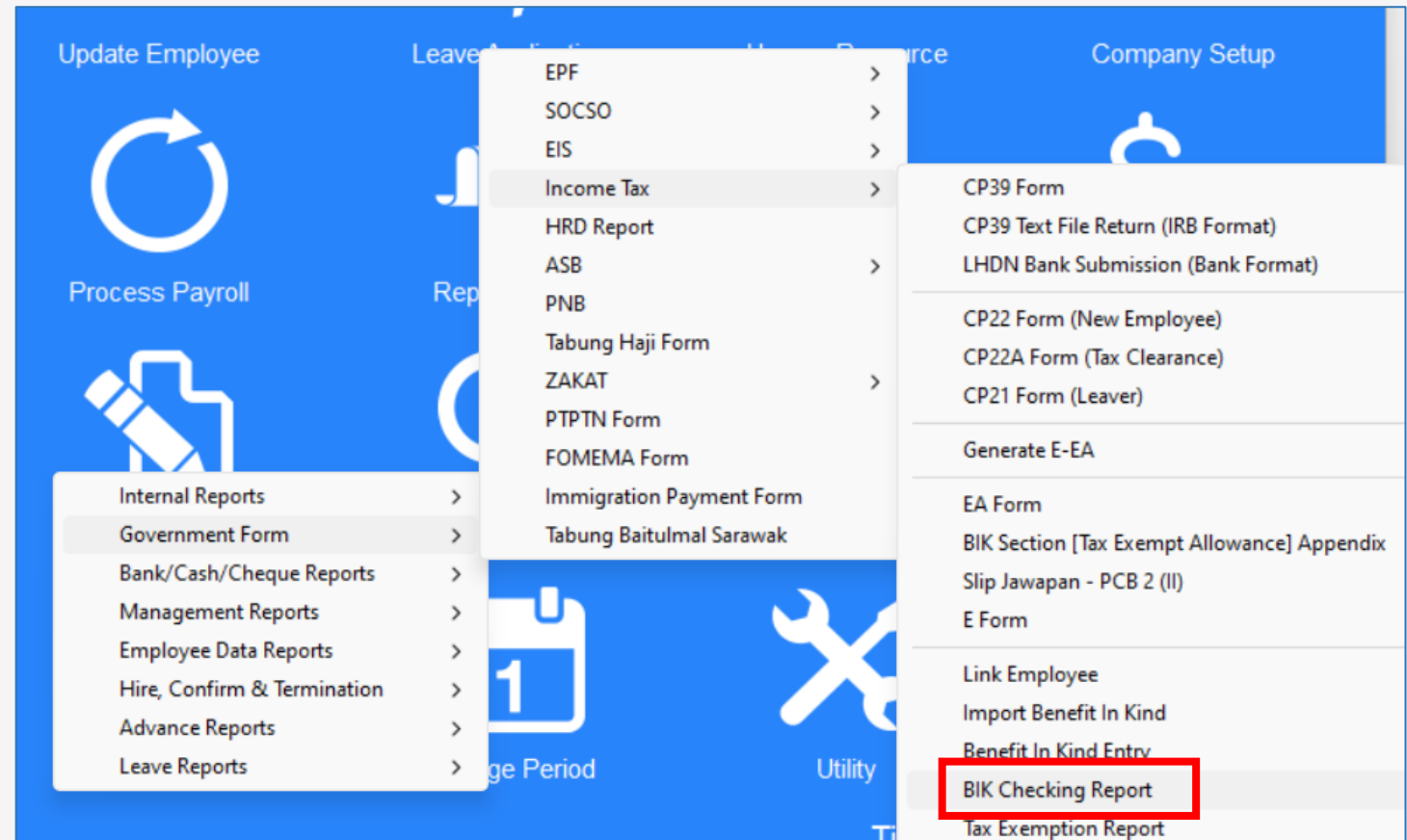
- 1 If your database includes multiple companies with different Employer Tax Reference Numbers, select the relevant company using Query > **Select Company**.

Skip this step if you have only one company in the database.



Benefit In Kind Checking Report

- 2 Click Government Form > Income Tax > **BIK Checking Report**.



Benefit In Kind Checking Report

- 3 There are 3 types of reports for selection.
- ☐ Benefit In Kind Checking Report (*Excel format*)
 - ☐ BIK Section [Tax Exempt Allowance] Checking Listing
 - ☐ BIK Section [Tax Exempt Allowance] Checking Report

BIK Checking Report

Report Type

- ☒ Benefit In Kind Checking Report
- ☐ BIK Section [Tax Exempt Allowance] Checking Listing
- ☐ BIK Section [Tax Exempt Allowance] Checking Report
- ☐ BIK Section [Tax Exempt Allowance] Appendix

Excel File C:\Users\CARMENCHEAH\Desktop\BIK20241122.xlsx

Version BIK Checking Report Format 2016

Preview Close

1. Benefit In Kind Checking Report (Excel format)

Benefit In Kind Checking Report (Excel format)

Below displays a portion of the 'Benefit-In-Kind Checking Report' in Excel format.
This report includes all records from the 'Benefit-In-Kind Entry' screen.

A	P	Q	R	S
YEAR END WORKSHO				
Benefit In Kind Check				
Employee No.	1. Manfaat berupa barang	3. Jenis Manfaat Berupa Barangan	4. Nilai tempat kediaman	4. Alamat tempat kediaman
Z0005-B	12,000.00		24,000.00	
Z0006	0.00		0.00	
Z0007			20,000.45	UNIT 103, 10TH FLR, GOODVALLEY CONDO, JALAN PINANG,55100 KUALA LUMPUR

2. BIK Section [Tax Exempt Allowance] Checking Listing

BIK Section [Tax Exempt Allowance] Checking Listing

Below is an example of the Checking Listing report.
Data source is from the 'Benefit In Kind Entry' screen, specifically 'Section F'.

YEAR END WORKSHOP (509684-H)						Page : 1 of 1	
Section [Tax Exempt Allowances] Checking Report for 2024						Date : 22/11/2024	
						User ID : MASTER	
No.	Employee	Name	Code	Description	Amount	Modify By	Modify Date
1.	M0063	MUTHUSAMY VELU A/L NATHANSAMY	ALLWMEAL	Meal Allowance	2,400.00	MASTER	22/11/2024 11:34:41 AM
2.	Z0006	MOHAMED ALI	ALLWMEAL	Meal Allowance	500.00	MASTER	22/11/2024 11:34:41 AM
3.	Z0006	MOHAMED ALI	ALLWPARK	Parking Reimbursement	1,200.00	MASTER	22/11/2024 11:34:41 AM
4.	Z0009	SEAH KENG SI	ALLWMEAL	Meal Allowance	888.00	MASTER	22/11/2024 11:34:41 AM
Total					4,988.00		

3. BIK Section [Tax Exempt Allowance] Checking Report

6. Tax Exemption Report

Tax Exemption Report

This report captures allowances for which the allowance code is linked with a “Tax Exempt Code” and marked with ‘PCB’ in ‘Payroll Setup > Allowance/Deduction Table’.

Allowance / Deduction Code Maintenance

Search Code

Sort by ALLOW_CODE

Fixed Cols 2

System Code

**IS BONE the allowance from EPF Wages when d
Employer EPF conditions, BONUS should be exc

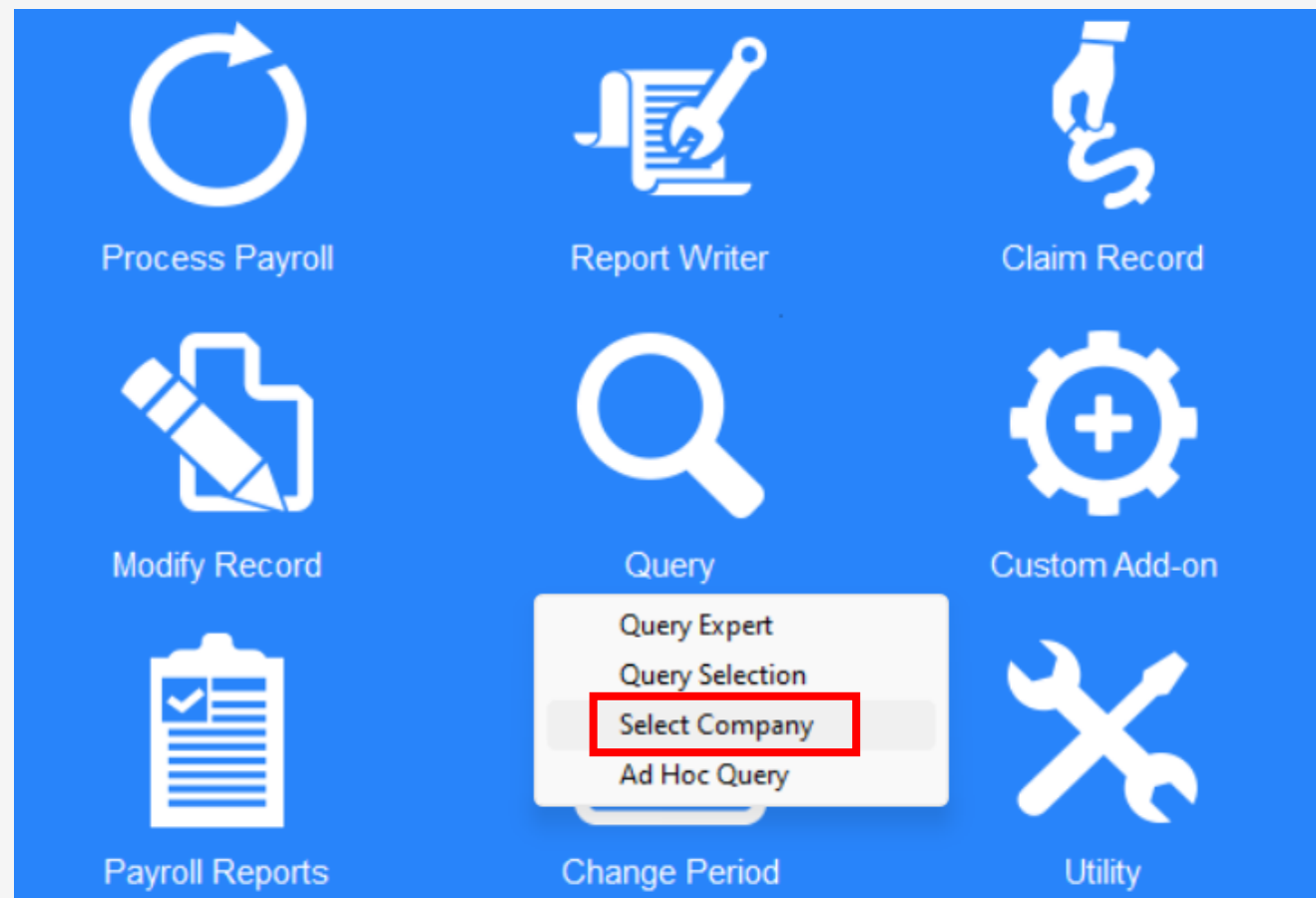
Code	Description	EA#	PCB	Add Pay (YT)	Add Pay EPF (KT)	Tax Exempt Code
OFFPET	Official Petrol	3 - Tips, Perquisites, Allow, Rewards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P02
PCB	MONTHLY INCOME TAX DEDUCTION		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tax Exemption Report

Login to period **202412** and follow the instructions below to print the report:

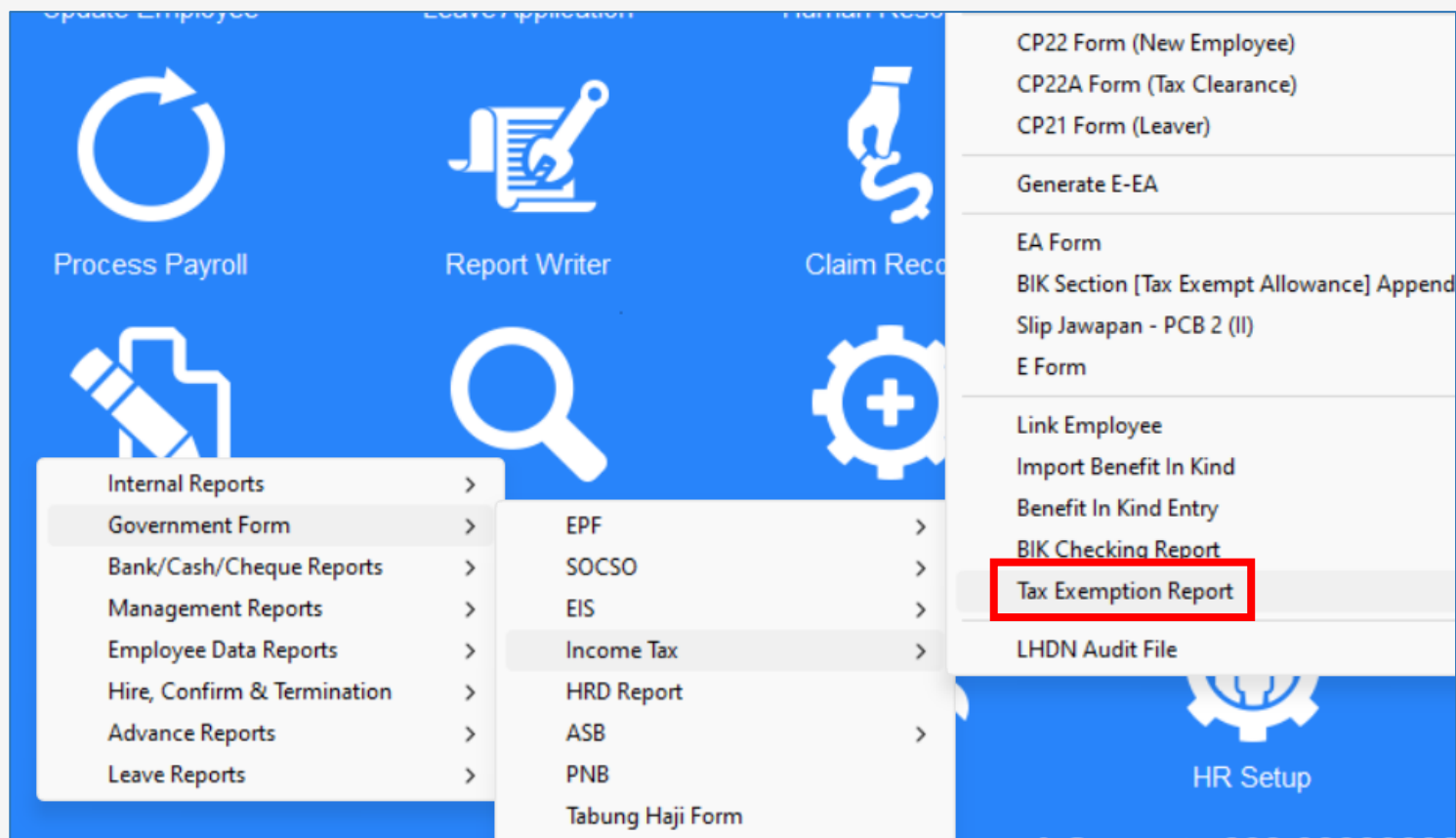
- 1 If your database includes multiple companies with different Employer Tax Reference Numbers, select the relevant company using Query > **Select Company**.

Skip this step if you have only one company in the database.



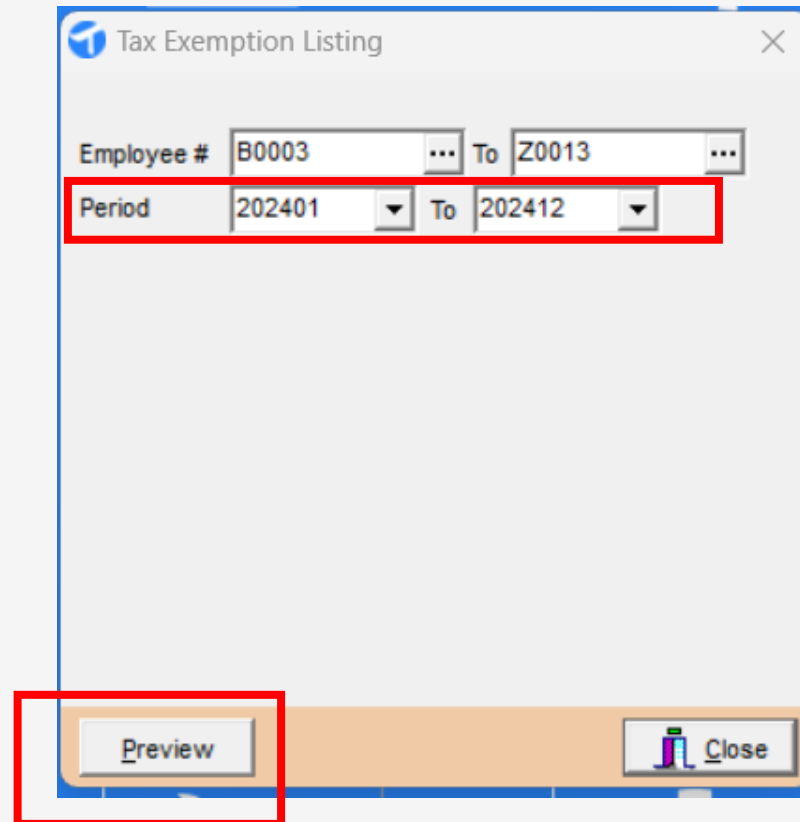
Tax Exemption Report

- 2 Click Government Form > Income Tax > Tax Exemption Report.



Tax Exemption Report

- 3 Select period from 202401 to 202412 and click 'Preview'.



The screenshot shows a window titled "Tax Exemption Listing" with a close button (X) in the top right corner. Inside the window, there are two rows of input fields. The first row is labeled "Employee #" and contains two text boxes: the first has "B0003" and the second has "Z0013", separated by a "To" label and ellipsis buttons. The second row is labeled "Period" and contains two dropdown menus: the first is set to "202401" and the second is set to "202412", also separated by a "To" label and ellipsis buttons. A red rectangle highlights the "Period" row. At the bottom of the window, there is a bar with two buttons: "Preview" and "Close". The "Preview" button is highlighted with a red rectangle.

Tax Exemption Report

The report captures the Total Allowance Paid, Tax Exemption Amount and Taxable Amount.

Item	Amount Type	Description
(A)	Total Amount	Represents the amount paid to the employee.
(B)	Total Exemption	Denotes the amount eligible for tax exemption in PCB calculation.
(C)	Taxable Amount	Indicates the amount subject to PCB calculation; calculated as [A minus B].

YEAR END WORKSHOP				Page : 6 of 7		
Tax Exemption Listing				Date : 22/11/2024		
				User ID : MASTER		
Employee : Z0009						
Name : SEAH KENG SI						
Tax Exempt Code : P02				Max Exemption : 6,000.00		
[P02] - Petrol Card, Petrol Allowance or Travel AI						
				(A)	(B)	(C)
No.	Pay Period	Allowance	Description	Total Amount	Total Exemption	Taxable Amount
1.	202401(E)	OFFPET	Official Petrol	750.00	750.00	0.00
2.	202402(E)	OFFPET	Official Petrol	750.00	750.00	0.00
3.	202403(E)	OFFPET	Official Petrol	750.00	750.00	0.00
4.	202404(E)	OFFPET	Official Petrol	750.00	750.00	0.00
5.	202405(E)	OFFPET	Official Petrol	750.00	750.00	0.00
6.	202406(E)	OFFPET	Official Petrol	750.00	750.00	0.00
7.	202407(E)	OFFPET	Official Petrol	750.00	750.00	0.00
8.	202408(E)	OFFPET	Official Petrol	750.00	750.00	0.00
9.	202409(E)	OFFPET	Official Petrol	750.00	0.00	750.00
10.	202410(E)	OFFPET	Official Petrol	750.00	0.00	750.00
11.	202411(E)	OFFPET	Official Petrol	750.00	0.00	750.00
12.	202412(E)	OFFPET	Official Petrol	750.00	0.00	750.00
Total:				9,000.00	6,000.00	3,000.00

7. EA Form

EA Form

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

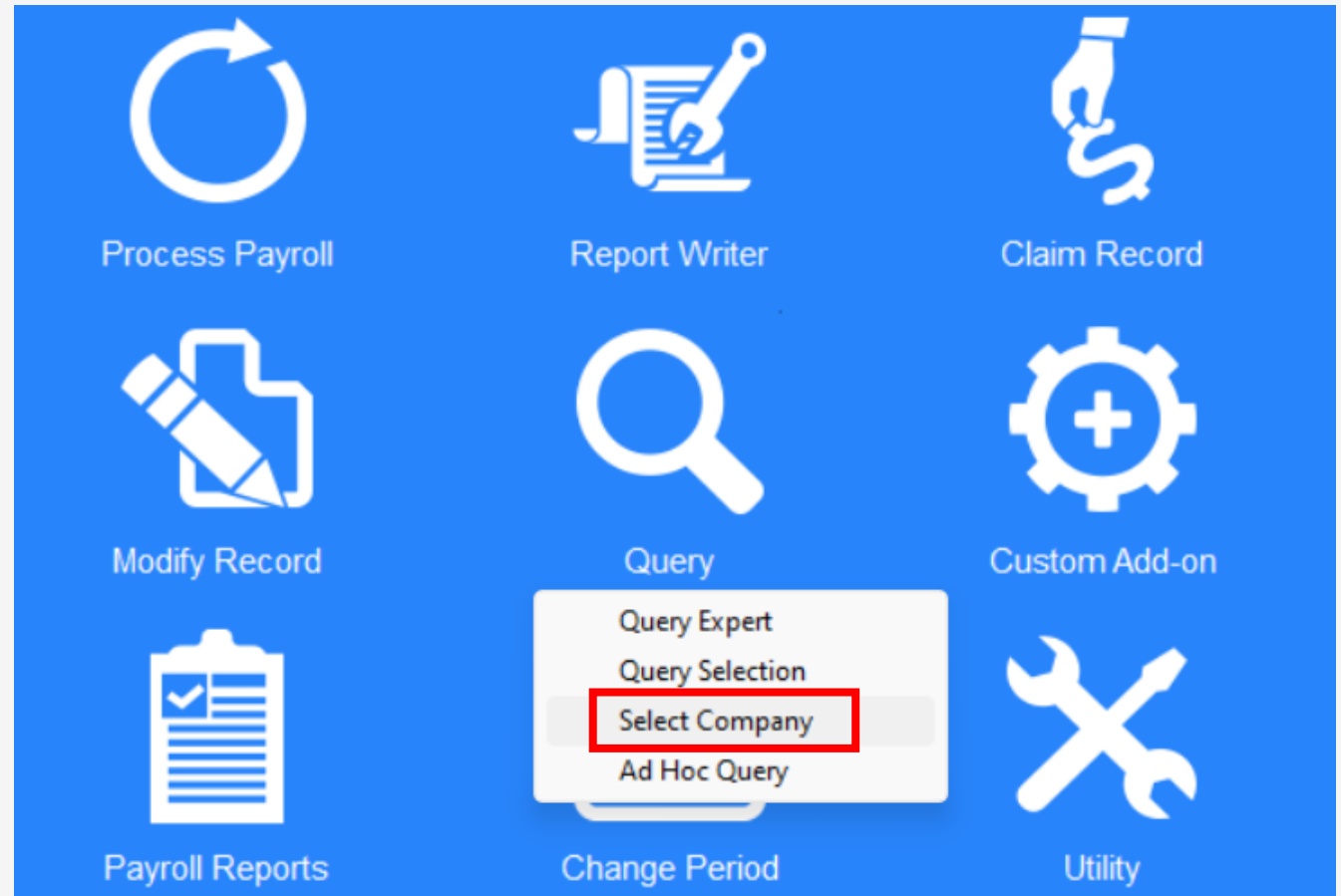
Please note that the EA Form for 2024 must be distributed to employees on or before **28 February 2025**.

EA Form

Login to period **202412** and follow the instructions below to print the form:

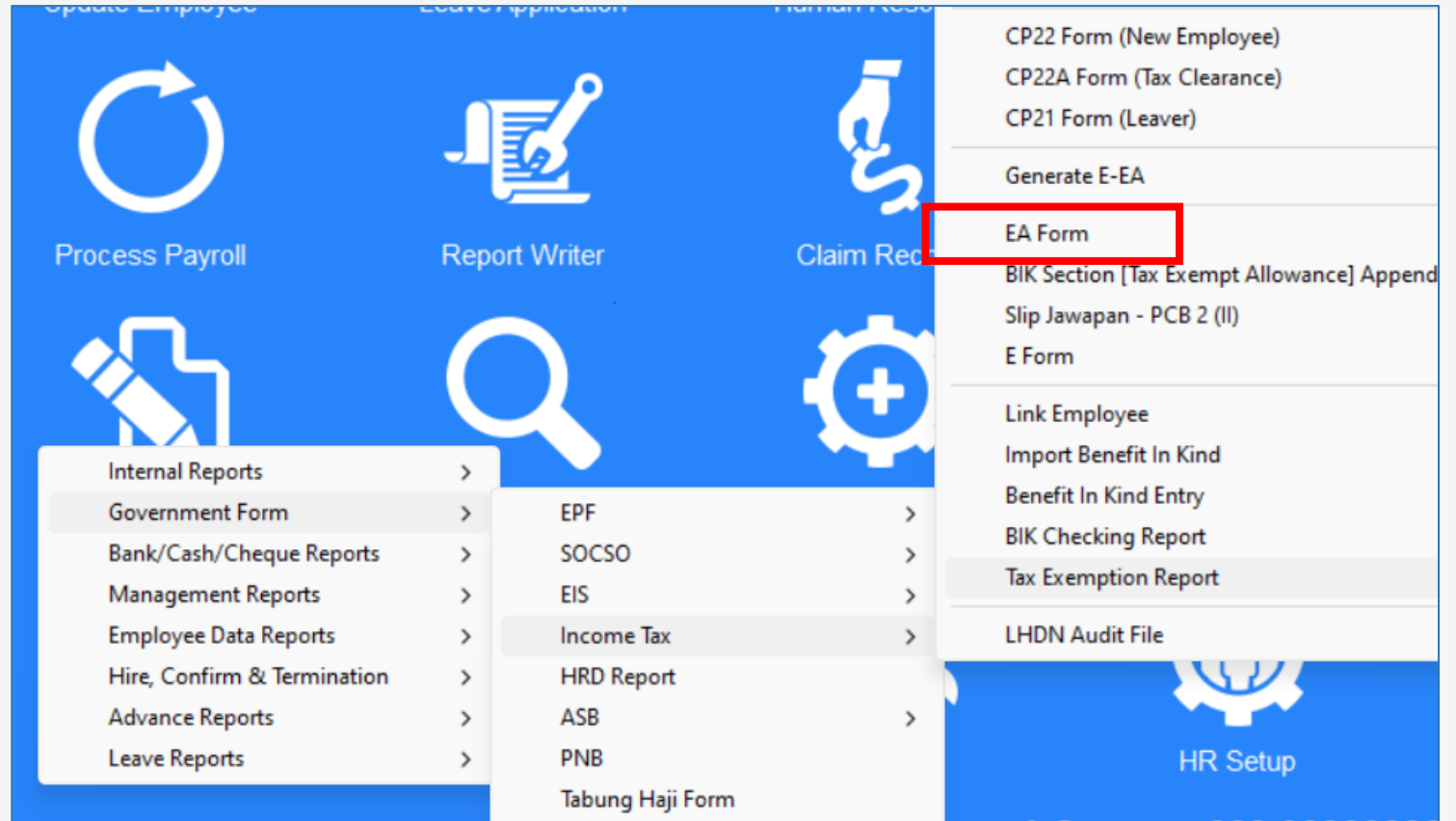
- 1 If your database includes multiple companies with different Employer Tax Reference Numbers, select the relevant company using Query > **Select Company**.

Skip this step if you have only one company in the database.



EA Form

- 2 Click Government Form > Income Tax > EA Form.



EA Form

- 3 This is the EA Form window.
Choose 'EA Form Format (Pin.2023)'.
We will notify customers if a new Pin version is released by LHDN.

EA Form Setup

Version: EA Form Format (Pin.2023)

B.1(c) Details of payment: [Text Box]

B.1(f) Gratuity date from: [Dropdown] to [Dropdown]

B.2 Type of Income (a): [Text Box]

B.2 Type of Income (b): [Text Box]

B.3 Benefits in kind: [Text Box]

Printing Date: 22/11/2024

☒ Print Serial: Group A, 00001

☐ Include Voluntary?

☐ Print Pre-Printed Form

☐ English version

Sort by: EA Serial Number

EA Serial Number
Employee Name
Department+Employee Name
Department+Employee No

Preview Close

EA Form – Explanations on the EA Form Setup Window

The description input here will be reflected in the EA Form Section B.

The screenshot shows the 'EA Form Setup' window. At the top, there is a 'Version' dropdown menu set to 'EA Form Format (Pin.2023)'. Below this, there are five input fields, each with a numbered callout:

- 1**: Details of Payment (Field B.1(c))
- 2**: Gratuity date from 01/01/2024 to 30/06/2024 (Field B.1(f))
- 3**: Income A (Field B.2 Type of Income (a))
- 4**: Income B (Field B.2 Type of Income (b))
- 5**: Benefit In Kind (Field B.3 Benefits in kind)

Note:

If the system detects data in fields B.1(c), B.1(f), B.2(a), B.2(b), and B.3 entered through the ‘Benefit 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.

The screenshot shows the 'EA Form (C.P.8A-Pin 2023)' for Malaysia. It includes personal details, employment information, and a table of income and benefits. The table has columns for the item description and the amount in RM. Numbered callouts 1 through 5 are placed on the table rows:

MALAYSIA	
CUKAI PENDAPATAN	
Penyata Gaji Pekerja SWASTA EA	
No. Siri A0022	Penyata SARAAN DARIPADA PENGGAJIAN
No. Majikan E E1234567-09	BAGI TAHUN BERAKHIR 31 DISEMBER 2024
No. Pengenalan Cukai (TIN) Pekerja SG12336987010	
LHDNM Negeri SEREMBAN	
BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN	
A BUTIRAN PEKERJA	
1. Nama Penuh Pekerja/Pesara (Encik/Cik/Puan) SEAH KENG SI	
2. Jawatan PLANT MANAGER	3. No. Kakitangan/No Gaji Z0009
4. No. K.P. Baru 800512176969	5. No. Pasport
6. No. KWSP	7. No. PERKESO 800512-17-6969
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai 3	
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)	60,500.00
(b) Fi (termasuk fi pengarah), komisen atau bonus	0.00
(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran Details of Payment.....)	2,250.00
(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 01/01/2024 hingga 30/06/2024	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun terdahulu dalam tahun semasa	
Jenis pendapatan (a) Income A	0.00
(b) Income B	0.00
3. Manfaat berupa barangan (Nyatakan: Benefit In Kind)	0.00
4. Nilai tempat kediaman (Alamat:)	0.00

EA Form – Explanations on the EA Form Setup Window

Printing Date: Specify the date to be printed on the form.

EA Form Setup

Version

EA Form Format (Pin. 2023)

B.1(c) Details of payment

Details of Payment

B.1(f) Gratuity date from

01/01/2024

to

30/06/2024

B.2 Type of Income (a)

Income A

B.2 Type of Income (b)

Income B

B.3 Benefits in kind

Benefit In Kind

Printing Date

22/11/2024

☒ Print Serial

Group A

00001

☐ Include Voluntary?

☐ Print Pre-Printed Form

☐ English version

Sort by

EA Serial Number

(f) Ganjaran bagi tempoh dari 01/01/2024 hingga 30/06/2024 0.00

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

Jenis pendapatan (a) Income A 0.00

(b) Income B 0.00

3. Manfaat berupa barangan (Nyatakan: Benefit In Kind) 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 49,209.68

D JUMLAH POTONGAN

1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM 0.00

2. Arahan Potongan CP38 yang dibayar kepada LHDNM 2,808.00

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 20,000.00

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

1. Nama Kumpulan Wang: KWSP

Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 6,570.00

2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 414.40

F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI RM 5,500.00

Nama Pegawai KAREN LEE

Jawatan HR MANAGER

Nama dan Alamat Majikan YEAR END WORKSHOP

8.11, 8th Floor, Wisma UOA II, No. 21 Jalan Pinang, Kuala Lumpur.

POSKOD : 50450

No. Telefon Majikan 2710 0090

Tarikh 22/11/2024

This is a computer-generated document

EA Form – Explanations on the EA Form Setup Window

Remove the 'Print Serial' checkbox if the Serial Number does not need to be printed on the form.

Group A – Existing employee

Group B – New hired employee

Group C – Resigned employee

EA Form Setup

Version

EA Form Format (Pin.2023)

B.1(c) Details of payment

Details of Payment

B.1(f) Gratuity date from

01/01/2024

to

30/0

B.2 Type of Income (a)

Income A

B.2 Type of Income (b)

Income B

B.3 Benefits in kind

Benefit In Kind

Printing Date

22/11/2024

☒ Print Serial

Group A

00001

☐ Include Volun

Group A

☐ Print Pre-Prin

Group B

Group C

(C.P.8A-Pin 2023)

MALAYSIA

CUKAI PENDAPATAN

Penyata Gaji Pekerja SWASTA **EA**

No. Siri

A0001

Penyata SARAAN DARIPADA PENGGAJIAN

No. Pengenalan Cukai (TIN) Pekerja

SG14124141011

No. Majikan E

E1234567-09

BAGI TAHUN BERAKHIR 31 DISEMBER 2024

LHDNM Negeri

JOHOR BHARU

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

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (Encik/Cik/Puan)

BALASAMY

2. Jawatan

NONE

3. No. Kakitangan/No Gaji

B0003

4. No. K.P. Baru

5. No. Pasport

PP9865445

6. No. KWSP

7. No. PERKESO

8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai

4

9. Jika bekerja tidak genap setahun, nyatakan:

(a) Tarikh mula bekerja

(b) Tarikh berhenti kerja

EA Form – Explanations on the EA Form Setup Window

EA Form Setup

Version

EA Form Format (Pin.2022)

B.1(c) Details of payment

B.1(f) Gratuity date from

to

B.2 Type of Income (a)

B.2 Type of Income (b)

B.3 Benefits in kind

Printing Date

22/11/2024

☒ Print Serial

Group A

00001

☐ Include Voluntary?

1

☐ Print Pre-Printed Form

☐ English version

2

Sort by

EA Serial Number

EA Serial Number

Employee Name

Department+Employee Name

Department+Employee No

3

Preview

Close

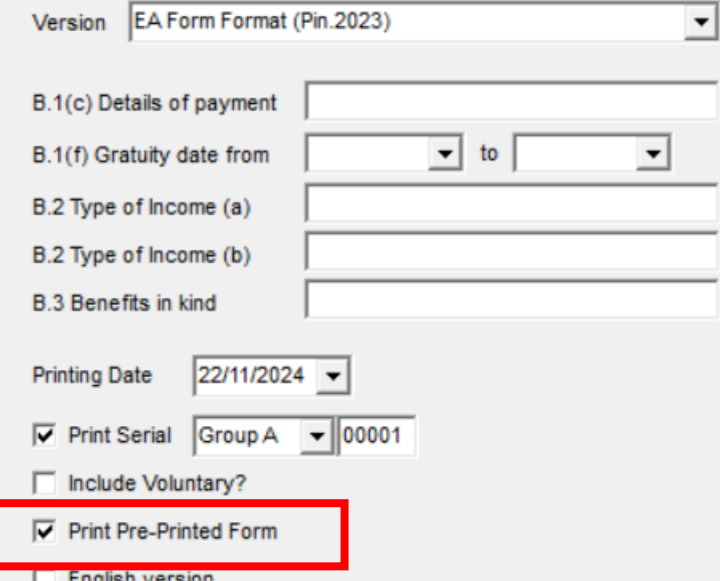
No	Field	Explanation
1	Include Voluntary	Select the checkbox if employees' monthly EPF Voluntary amount does not combine with standard contribution in 'Modify Record'.

No	Field	Sort Options	Explanation
2	Sort by	EA Serial Number	Sort by Group A – Existing employee Group B – New hired employee Group C – Resigned employee
		Employee Name	Sort by employee name in alphabetical order.
		Department+ Employee Name	Sort first by department, then by employee name within each department.
		Department+ Employee No	Sort first by department, then by employee number within each department.

No	Field	Explanation
3	Preview	Click 'Preview' to generate the form on the screen.

EA Form – Explanations on the EA Form Setup Window

Select the 'Print Pre-Printed Form' checkbox if you are using a pre-sealed EA Form. The pre-printed form layout includes only the variable details.



The screenshot shows the 'EA Form Setup' dialog box. The 'Version' dropdown is set to 'EA Form Format (Pin.2023)'. The 'B.1(c) Details of payment' field is empty. The 'B.1(f) Gratuity date from' field is empty, with a 'to' field also empty. The 'B.2 Type of Income (a)' field is empty. The 'B.2 Type of Income (b)' field is empty. The 'B.3 Benefits in kind' field is empty. The 'Printing Date' dropdown is set to '22/11/2024'. The 'Print Serial' checkbox is checked, and the 'Group A' dropdown is set to '00001'. The 'Include Voluntary?' checkbox is unchecked. The 'Print Pre-Printed Form' checkbox is checked and highlighted with a red rectangle. The 'English version' checkbox is unchecked. The 'Sort by' dropdown is set to 'EA Serial Number'.

EA Form Setup

Version: EA Form Format (Pin.2023)

B.1(c) Details of payment: [Empty Field]

B.1(f) Gratuity date from: [Empty Field] to [Empty Field]

B.2 Type of Income (a): [Empty Field]

B.2 Type of Income (b): [Empty Field]

B.3 Benefits in kind: [Empty Field]

Printing Date: 22/11/2024

☒ Print Serial: Group A [00001]

☐ Include Voluntary?

☒ Print Pre-Printed Form

☐ English version

Sort by: EA Serial Number

[illegible]

EA Form – Explanations on the EA Form Setup Window

Select the 'English Version' checkbox to print the EA Form in English.

The image shows two windows from the EA Form software. The left window is the 'EA Form Setup' dialog, and the right window is the 'EA Form' itself.

EA Form Setup Window:

- Version: EA Form Format (Pin.2023)
- B.1(c) Details of payment: [Empty field]
- B.1(f) Gratuity date from: [Empty field] to: [Empty field]
- B.2 Type of Income (a): [Empty field]
- B.2 Type of Income (b): [Empty field]
- B.3 Benefits in kind: [Empty field]
- Printing Date: 22/11/2024
- ☒ Print Serial: Group A 00001
- ☐ Include Voluntary?
- ☐ Print Pre-Printed Form
- ☒ English version (highlighted with a red box)
- Sort by: EA Serial Number

EA Form (C.P.8A-Pin 2023):

MALAYSIA
INCOME TAX
PRIVATE SECTOR Employee's Statement of Remuneration **EA**

Serial No. A0001
Employer's No. E 1234567-09

STATEMENT OF REMUNERATION FROM EMPLOYMENT
FOR THE YEAR ENDED 31 DECEMBER 2024

Employee's Tax Identification No. (TIN) SG14124141011
LHDNM State JOHOR BHARU

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) <u>BALASAMY</u>	3. Staff No./Payroll No. <u>B0003</u>
2. Job Designation <u>NONE</u>	5. Passport No. <u>PP9865445</u>
4. New I.C. No.	6. EPF No.
6. EPF No.	7. SOCSO No.
8. Number Of Children Qualified For Tax Relief <u>4</u>	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)	49,209.68
(b) Fees (including director fees), commission or bonus	0.00
(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment:)	0.00
(d) Income Tax borne by the Employer in respect of his Employee	0.00
(e) Employee Share Option Scheme (ESOS) benefit	0.00
(f) Gratuity for the period from to	0.00
2. Details of arrears and others for preceding years paid in the current year	
Type of income (a)	0.00
(b)	0.00
3. Benefits in kind (Specify:)	0.00
4. Value of living accommodation provided (Address:)	0.00
5. Refund from unapproved Provident/Pension Fund	0.00
6. Compensation for loss of employment	0.00

EA Form

4 An example of the 'EA Form'.

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

For multiple companies in one database, edit in 'Payroll Setup > Sub Company Setup'.

(C.P.8A-Pin 2023) MALAYSIA
INCOME TAX PRIVATE SECTOR Employee's Statement of Remuneration **EA**

Serial No. A0022 STATEMENT OF REMUNERATION FROM EMPLOYMENT Employee's Tax Identification No. (TIN) SG12336987010
Employer's No. E E1234567-09 FOR THE YEAR ENDED 31 DECEMBER 2024 LHDNM State SEREMBAN

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) SEAH KENG SI
2. Job Designation PLANT MANAGER
3. Staff No./Payroll No. Z0009
4. New I.C. No. 800512176969
5. Passport No.
6. EPF No.
7. SOCSO No. 800512-17-6969
8. Number Of Children
9. If the period of employment is less than a year, please state:
Qualified For Tax Relief .3 (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) 60,500.00
(b) Fees (including director fees), commission or bonus 0.00
(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment:) 2,250.00
(d) Income Tax borne by the Employer in respect of his Employee 0.00
(e) Employee Share Option Scheme (ESOS) benefit 0.00
(f) Gratuity for the period from to 0.00

2. Details of arrears and others for preceding years paid in the current year
Type of income (a) 0.00
(b) 0.00

3. Benefits in kind (Specify:) 0.00
4. Value of living accommodation provided (Address:) 0.00
5. Refund from unapproved Provident/Pension Fund 0.00
6. Compensation for loss of employment 0.00

C PENSION AND OTHERS

1. Pension 0.00
2. Annuities or other Periodical Payments 0.00
TOTAL 62,750.00

D TOTAL DEDUCTION

1. Monthly Tax Deductions (MTD) remitted to LHDNM 1,140.00
2. CP38 Deductions remitted to LHDNM 1,200.00
3. Zakat paid via salary deduction 0.00
4. Approved donations / gifts / contributions paid via salary deduction 0.00
5. 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
6. Total qualifying child relief 12,000.00

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

1. Name of Provident Fund: KWSP
Amount of compulsory contribution paid (state the employee's share of contribution only) RM 8,448.00
2. SOCSO : Amount of compulsory contribution paid (state the employee's share of contribution only) RM 436.80

F TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS RM 8,538.00

Date .22/11/2024

Name of Officer KAREN LEE
Designation HR MANAGER
Name and Address of Employer YEAR END WORKSHOP
8.11, 8th Floor, Wisma UOA II, No. 21 Jalan Pinang, Kuala Lumpur.
POSKOD : 50450
Employer's Telephone No. 2710 0090

This is a computer-generated document

Contact Information Setup

For customer with one company in the database, edit the contact details in **Company Setup** before generating the EA form.

Company Setup

Profile

Misc Parameter

Prorate Allowance

OT Capping

RestDa

Company

YEAR END WORKSHOP

Address

8.11, 8th Floor, Wisma UOA II,

Bar

No. 21 Jalan Pinang

Kuala Lumpur

Post Code

50450

Phone

2710 0090

Fax

2710 0095

Home Page

Setting

General

Contact Person

Name

KAREN LEE

NRIC

801109-17-9087

Designation

HR MANAGER

Email

karen.lee@timesoft.com.my

For multiple companies in one database, edit in Payroll Setup > **Sub Company Setup**.

\$

Payroll Setup

Pay Period (Pay Group)

EPF/SOCSSO/EIS/PCB/HRD

Bank Codes

IBG Bank Routing Code

Allowance/Deduction Table

Others Code Table

Sub Company Setup

Free Field Description

Company Code

Details

Code

TSSB

Company

TIMES SOFTWARE SDN BHD

Address

ADDR1

ADDR2

ADDR3

Postal Code

50250

Phone

03-27100090

Fax

General

Contact Person

Name

Clair Sim

IC

831008-14-7890

Designation

HR Executive

Email

clair.sim@timesoft.com.my

EA Form – TP1 Records

Employees' **TP1** inputs in Modify Record > Employee PCB Record > **TP1 Form** are captured in the EA Form Section D5 (a).

Additional Employee PCB Relief (TP1 Form)

Employee

Z0006

Name

MOHAMED ALI

Date

22/11/2024

Hired Date

17/05/2011

13 years 7 months

Refund Code

C01

Terminated Date

Pay Period

202412

Tax Category

1

Amount

3500.00

Approval

Approved

Reference

Remarks

[C01] - Medical Treatment, Special Needs and Carer expenses for Parents

Code	Date	Period	Amount	Remarks
C01	22/11/2024	202412	3500.00	[C01] - Medical Treatment, Special Needs and Car
C03	22/11/2024	202412	2000.00	[C03] - Education Fees (Self)

2. Jawatan	PRODUCTION EXECUTIVE	3. No. Kakitangan/No Gaji	Z0006
4. No. K.P. Baru		5. No. Pasport	
6. No. KWSP		7. No. PERKESO	
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai		9. Jika bekerja tidak genap setahun, nyatakan:	
		(a) Tarikh mula bekerja	
		(b) Tarikh berhenti kerja	

B

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

RM

1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	24,000.00
(b) Fi (termasuk fi pengarah), komisen atau bonus	0.00
(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran)	0.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)	0.00
(f) Ganjaran bagi tempoh dari hingga	0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis pendapatan (a)	
(b)	0.00
3. Manfaat berupa barangan (Nyatakan:	5,000.00
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	29,000.00

D

JUMLAH POTONGAN

1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM	0.00
2. Arahkan Potongan CP38 yang dibayar kepada LHDNM	0.00
3. Zakat yang dibayar melalui potongan gaji	0.00
4. Derma / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji	0.00
5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:	
(a) Pelepasan	RM 5,500.00
(b) Zakat selain yang dibayar melalui potongan gaji bulanan	RM
6. Jumlah pelepasan bagi anak yang layak	0.00

EA Form – TP2 Records

Employees’ **TP2** inputs in Modify Record > Employee PCB Record > **TP2 Form** are captured in the EA Form Section B3.

Employee BIK and VOLA (TP2 Form)

Employee

Z0006

Name

MOHAMED ALI

Period

202412

Hired Date

17/05/20

Code

B02

Terminated Date

Amount

5000.00

Tax Category

1

Employee	Period	Code	Amount	Description
Z0006	202412	B02	5000.00	[B02] -

(C.P.8A-Pin 2023)MALAYSIA

CUKAI PENDAPATAN

Penyata Gaji Pekerja SWASTA EA

No. Siri

A0011

PENYATA SARAAN DARIPADA PENGGAJIAN

No. Majikan E

E1234567-09

BAGI TAHUN BERAKHIR 31 DISEMBER 2024

No. Pengenal Cukai (TIN) Pekerja

LHDNM Negeri

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

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (Encik/Cik/Puan)

MOHAMED ALI

2. Jawatan

PRODUCTION EXECUTIVE

3. No. Kakitangan/No Gaji

Z0006

4. No. K.P. Baru

5. No. Pasport

6. No. KWSP

7. No. PERKESO

8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai

9. Jika bekerja tidak genap setahun, nyatakan:

(a) Tarikh mula bekerja

(b) Tarikh berhenti kerja

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN

Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai

RM

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

24,000.00

(b) Fi (termasuk fi pengarah), komisen atau bonus

0.00

(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran)

0.00

(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja

0.00

(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)

0.00

(f) Ganjaran bagi tempoh dari hingga

0.00

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

Jenis pendapatan (a)

(b)

3. Manfaat berupa barangan (Nyatakan:)

5,000.00

4. Nilai tempat kediaman (Alamat:)

0.00

8. BIK Section [Tax Exempt Allowance] Appendix

BIK Section [Tax Exempt Allowance] Appendix

This is a supplementary report for 'EA Form Section F [Tax Exempt Allowances]'.

It is up to the company to decide whether to share the exemption amount details with employees.

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

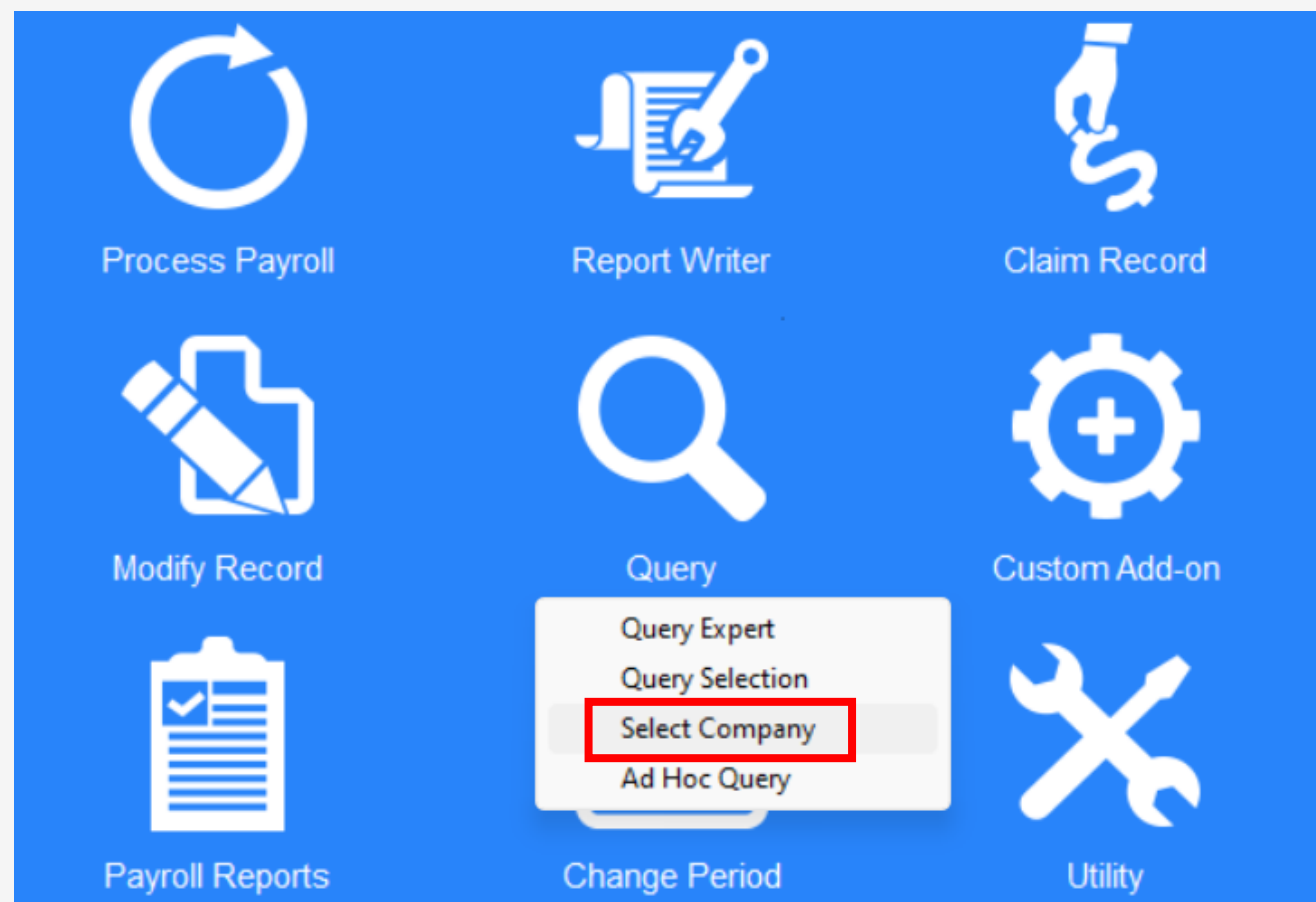
Skip this if it is not applicable.

BIK Section [Tax Exempt Allowance] Appendix

Login to period **202412** and follow the instructions below to print the report:

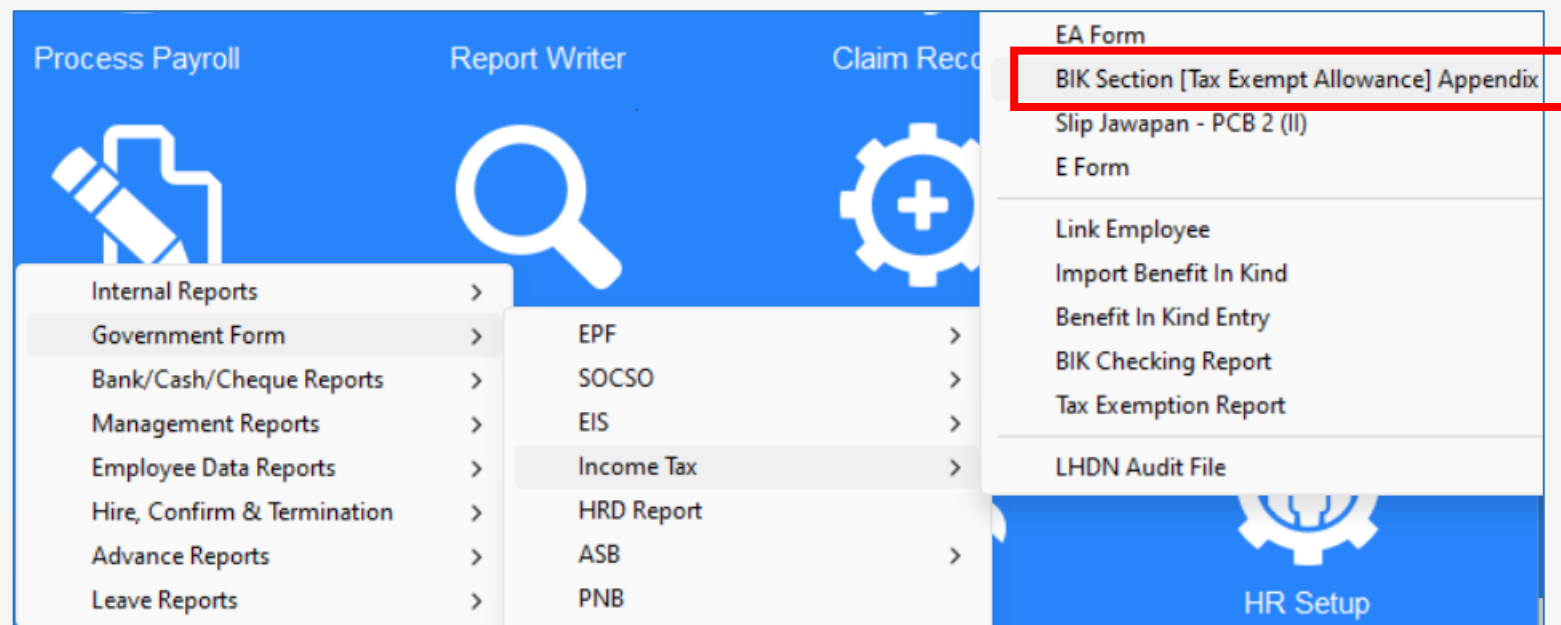
- 1 If your database includes multiple companies with different Employer Tax Reference Numbers, select the relevant company using Query > **Select Company**.

Skip this step if you have only one company in the database.



BIK Section [Tax Exempt Allowance] Appendix

- 2 Click Government Form > Income Tax > BIK Section [Tax Exempt Allowance] Appendix.



BIK Section [Tax Exempt Allowance] Appendix

3

Print Date

- Specify the date to be printed on the form.

BIK Checking Report

Report Type

☐ Benefit In Kind Checking Report

☐ BIK Section [Tax Exempt Allowance] Checking Listing

☐ BIK Section [Tax Exempt Allowance] Checking Report

☒ BIK Section [Tax Exempt Allowance] Appendix

Print Date

22/11/2024

Sort by

Employee No.

Preview

Appendix Section Tax Exempt Allowance of EA

YEAR END WORKSHOP (509684-H)

Employer's No : E1234567-09

Employee Code : Z0009

Employee Name : SEAH KENG SI

Income Tax Reference No : SG12336987-01(0)

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

	RM
Official Petrol	6,000.00
Parking Reimbursement	1,800.00
Meal Allowance	888.00
	<hr/> 8,688.00 <hr/>

Date : 22/11/2024

Name of Officer : KAREN LEE

Designation : HR MANAGER

Name and Address of Employer : YEAR END WORKSHOP
8.11, 8th Floor, Wisma UOA II, No. 21 Jalan Pinang, Kuala Lumpur.
POSTCODE : 50450

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BIK Section [Tax Exempt Allowance] Appendix

- 4
- Sort By
- Choose one of the four sorting options for printing.

BIK Checking Report

Report Type

☐ Benefit In Kind Checking Report

☐ BIK Section [Tax Exempt Allowance] Checking Listing

☐ BIK Section [Tax Exempt Allowance] Checking Report

☒ BIK Section [Tax Exempt Allowance] Appendix

Print Date

22/11/2024

Sort by

Employee No.

Employee No.

Employee Name

Department+Employee Name

Department+Employee No

Preview

Close

Sort Options	Field	Explanation
1	Employee No.	Sort by employee number.
2	Employee Name	Sort by employee name in alphabetical order.
3	Department+ Employee Name	Sort first by department, then by employee name within each department.
4	Department+ Employee No	Sort first by department, then by employee number within each department.

- 5
- Click 'Preview' to generate the form on the screen.

BIK Section [Tax Exempt Allowance] Appendix

6 An example of the report featuring pay items that are subject to tax exemption.

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

For multiple companies in one database, edit in 'Payroll Setup > Sub Company Setup'.

Appendix Section Tax Exempt Allowance of EA

YEAR END WORKSHOP (509684-H)
Employer's No : E1234567-09

Employee Code : Z0009

Employee Name : SEAH KENG SI

Income Tax Reference No : SG12336987-01(0)

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

	RM
Official Petrol	6,000.00
Parking Reimbursement	1,800.00
Meal Allowance	888.00
	<hr/>
	8,688.00

Date : 22/11/2024

Name of Officer : KAREN LEE

Designation : HR MANAGER

Name and Address of Employer : YEAR END WORKSHOP
8.11, 8th Floor, Wisma UOA II, No. 21 Jalan Pinang, Kuala Lumpur.
POSTCODE : 50450

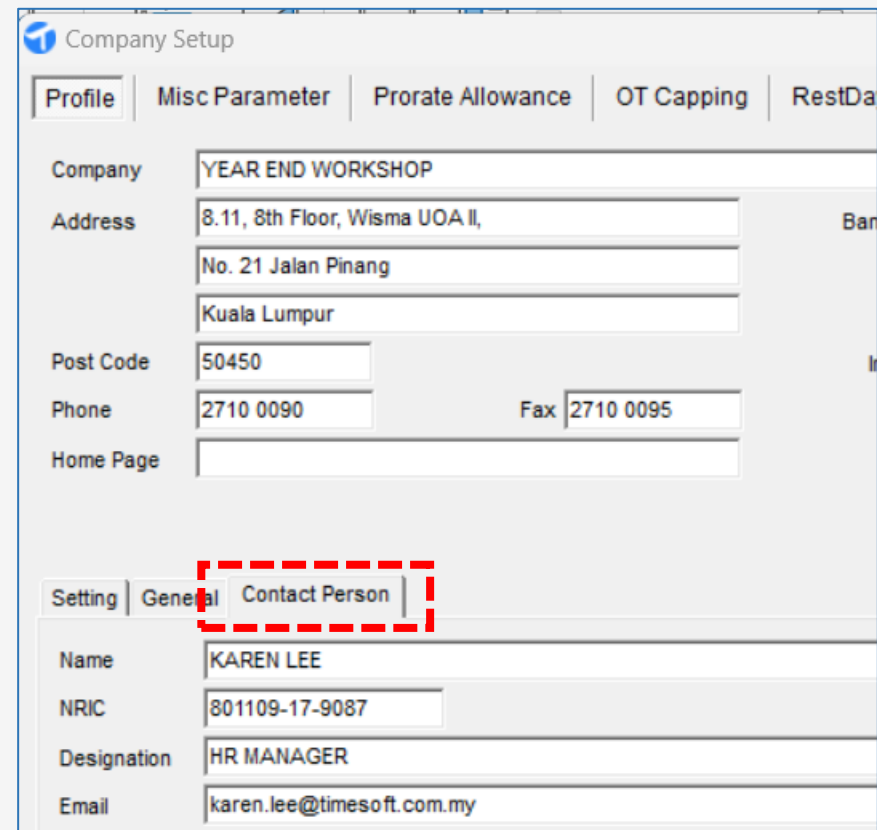
This is a computer-generated document

2024 @ Timesoft Malaysia | Year End User Guide

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Contact Information Setup

For customer with one company in the database, edit the contact details in **Company Setup** before generating the appendix form.



Company Setup

Profile Misc Parameter Prorate Allowance OT Capping RestDa

Company YEAR END WORKSHOP

Address 8.11, 8th Floor, Wisma UOA II, No. 21 Jalan Pinang, Kuala Lumpur

Post Code 50450

Phone 2710 0090 Fax 2710 0095

Home Page

Setting General **Contact Person**

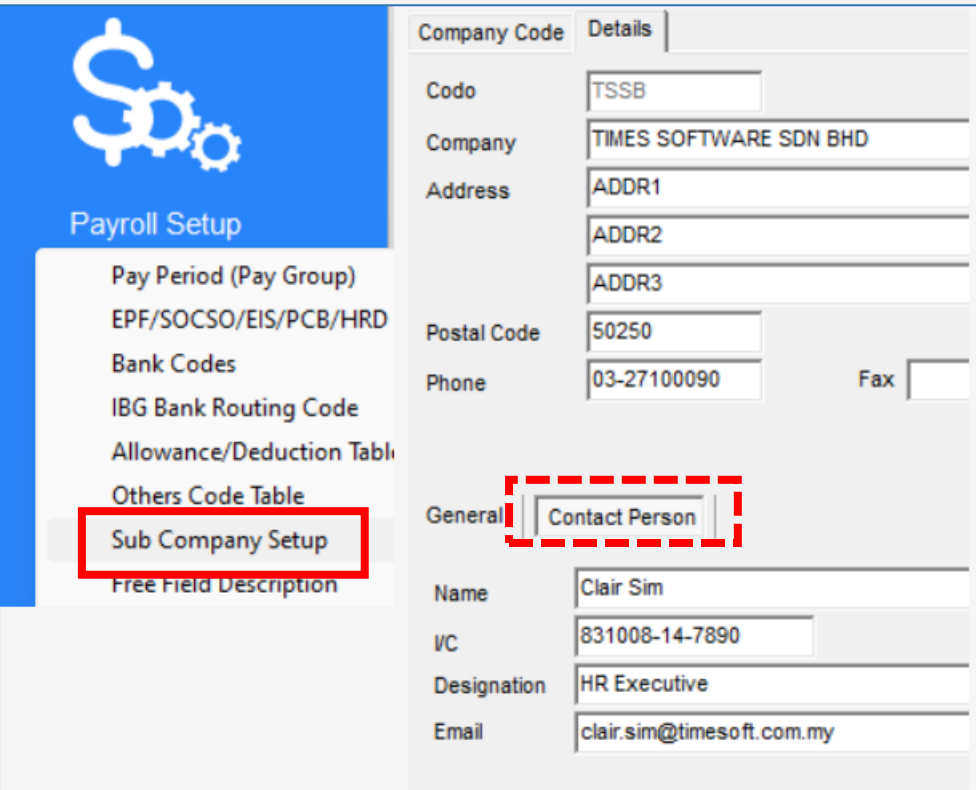
Name KAREN LEE

NRIC 801109-17-9087

Designation HR MANAGER

Email karen.lee@timesoft.com.my

For multiple companies in one database, edit in Payroll Setup > **Sub Company Setup**.



Payroll Setup

Pay Period (Pay Group) EPF/SOCSSO/EIS/PCB/HRD Bank Codes IBG Bank Routing Code Allowance/Deduction Table Others Code Table **Sub Company Setup** Free Field Description

Company Code Details

Code TSSB

Company TIMES SOFTWARE SDN BHD

Address ADDR1 ADDR2 ADDR3

Postal Code 50250

Phone 03-27100090 Fax

General **Contact Person**

Name Clair Sim

IC 831008-14-7890

Designation HR Executive

Email clair.sim@timesoft.com.my

9. Slip Jawapan - PCB2(II)

Slip Jawapan - PCB2(II)

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

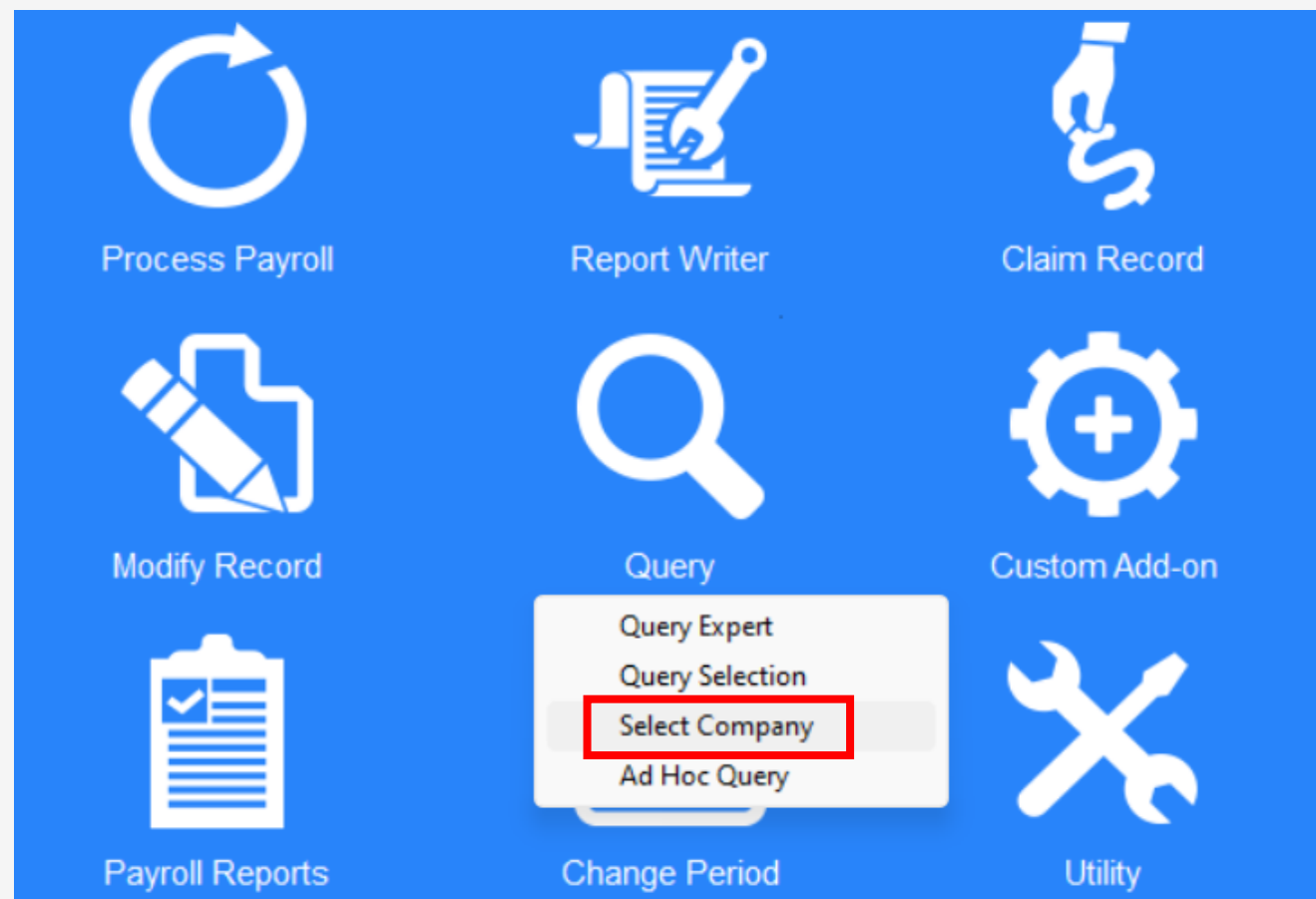
This form can be distributed to employees along with the EA Form.

Slip Jawapan - PCB2(II)

Login to period **202412** and follow the instructions below to print the form:

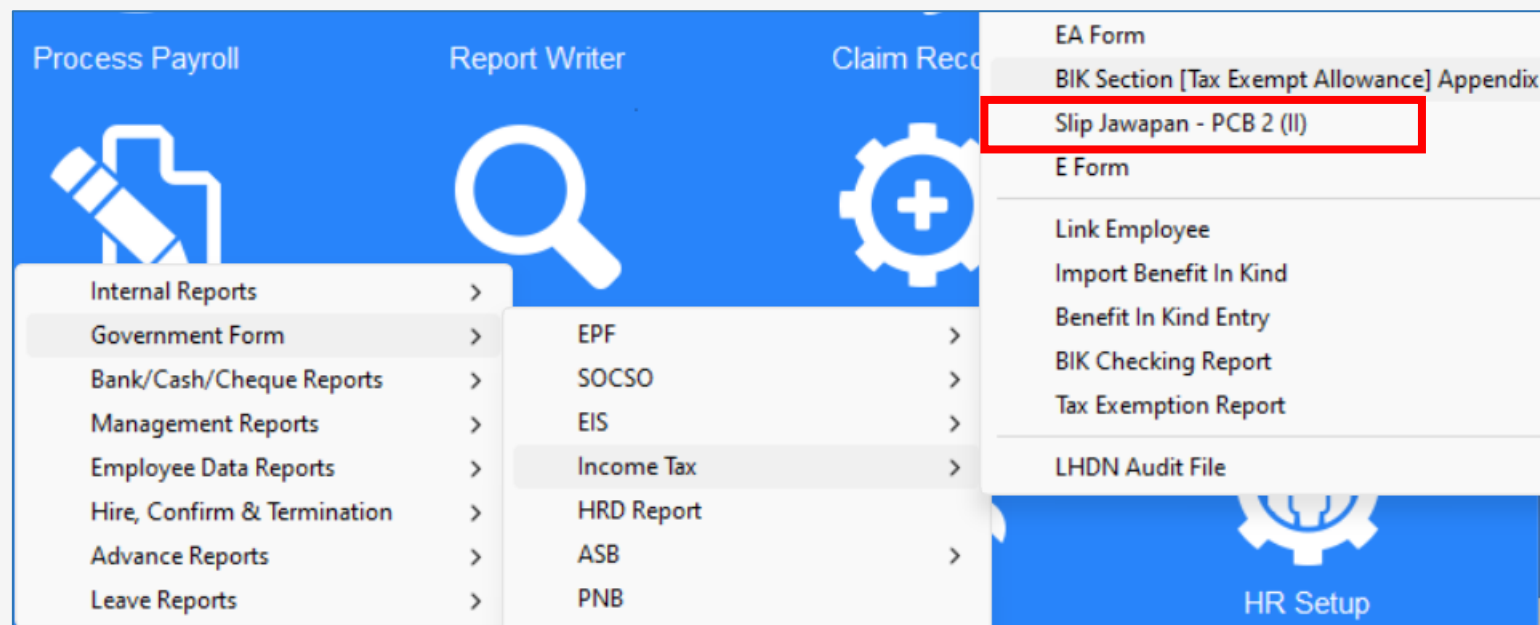
- 1 If your database includes multiple companies with different Employer Tax Reference Numbers, select the relevant company using Query > **Select Company**.

Skip this step if you have only one company in the database.



Slip Jawapan - PCB2(II)

- 2 Click Government Form > Income Tax > Slip Jawapan - PCB2(II) .



Slip Jawapan - PCB2(II)

- 3 Uncheck the 'English Version' checkbox to display the description in Malay.

Slip Jawapan - PCB2 (II)

☒ English version

Period: 202412
Print Date: 22/11/2024

3. Deductions that have been made for the preceeding year

Type of Income:
Month:
Year:
Receipt Number:
Receipt Date:
Sort by: Employee No.
☐ Link Employee

Receipt Preview Close

Slip Jawapan - PCB2 (II)

☐ English version

Period: 202412
Print Date: 22/11/2024

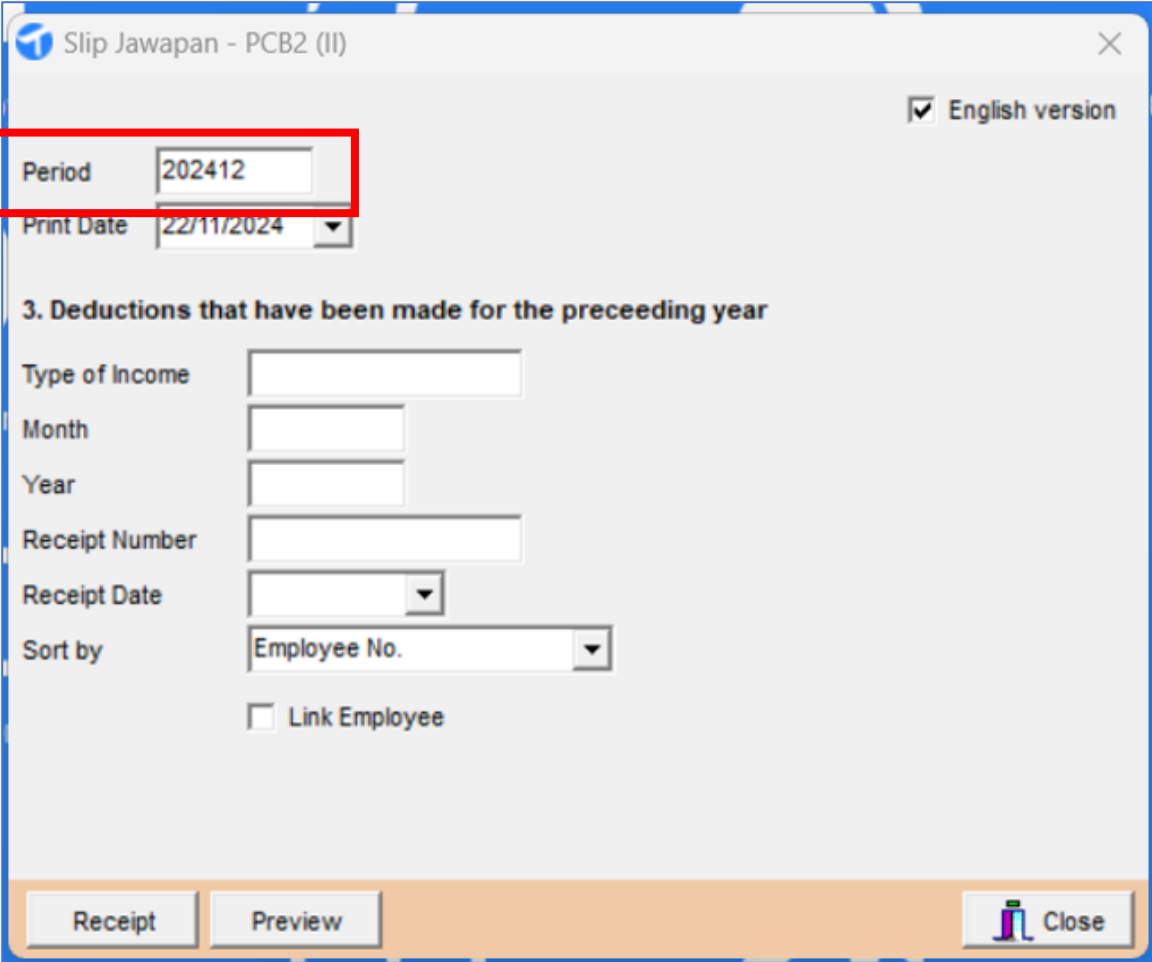
3. Potongan-potongan yang telah dibuat untuk tahun terdahulu

Jenis Pendapatan:
Bulan:
Tahun:
No. Resit:
Tarikh Resit:
Sort by: Employee No.
☐ Link Employee

Receipt Preview Close

Slip Jawapan - PCB2(II)

4 Ensure the period is 202412.



The screenshot shows a software window titled "Slip Jawapan - PCB2 (II)". In the top right corner, there is a checkbox labeled "English version" which is checked. Below this, the "Period" field is highlighted with a red rectangle and contains the value "202412". The "Print Date" field shows "22/11/2024" with a dropdown arrow. A section header "3. Deductions that have been made for the preceeding year" is present. Below it are several input fields: "Type of Income", "Month", "Year", "Receipt Number", "Receipt Date" (with a dropdown arrow), and "Sort by" (set to "Employee No." with a dropdown arrow). There is also an unchecked checkbox labeled "Link Employee". At the bottom of the window, there are three buttons: "Receipt", "Preview", and "Close" (which includes a printer icon).

Slip Jawapan - PCB2(II)

- 5
- Print Date
- Specify the date to be printed on the form.

Slip Jawapan - PCB2 (II)

Period202412

Print Date22/11/2024

3. Deductions that have been made for the preceeding year

Type of Income

Month

Year

Receipt Number

Receipt Date

Sort byEmployee No.

☐ Link Employee

ReceiptPreviewClose

PENYATA BAYARAN CUKAI OLEH MAJIKAN

PCB 2/II-Pin. 2012

Tarikh : 22/11/2024

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

Tuan,

Potongan Cukai Berjadual Tahun : 2024
Nama Pekerja : SEAH KENG SI
No. Kad Pengenalan/No. Passpot : 800512176969
No. Cukai Pendapatan Pekerja : SG12336987-01(0)
No. Pekerja : Z0009
No. Majikan (E) : E1234567-09

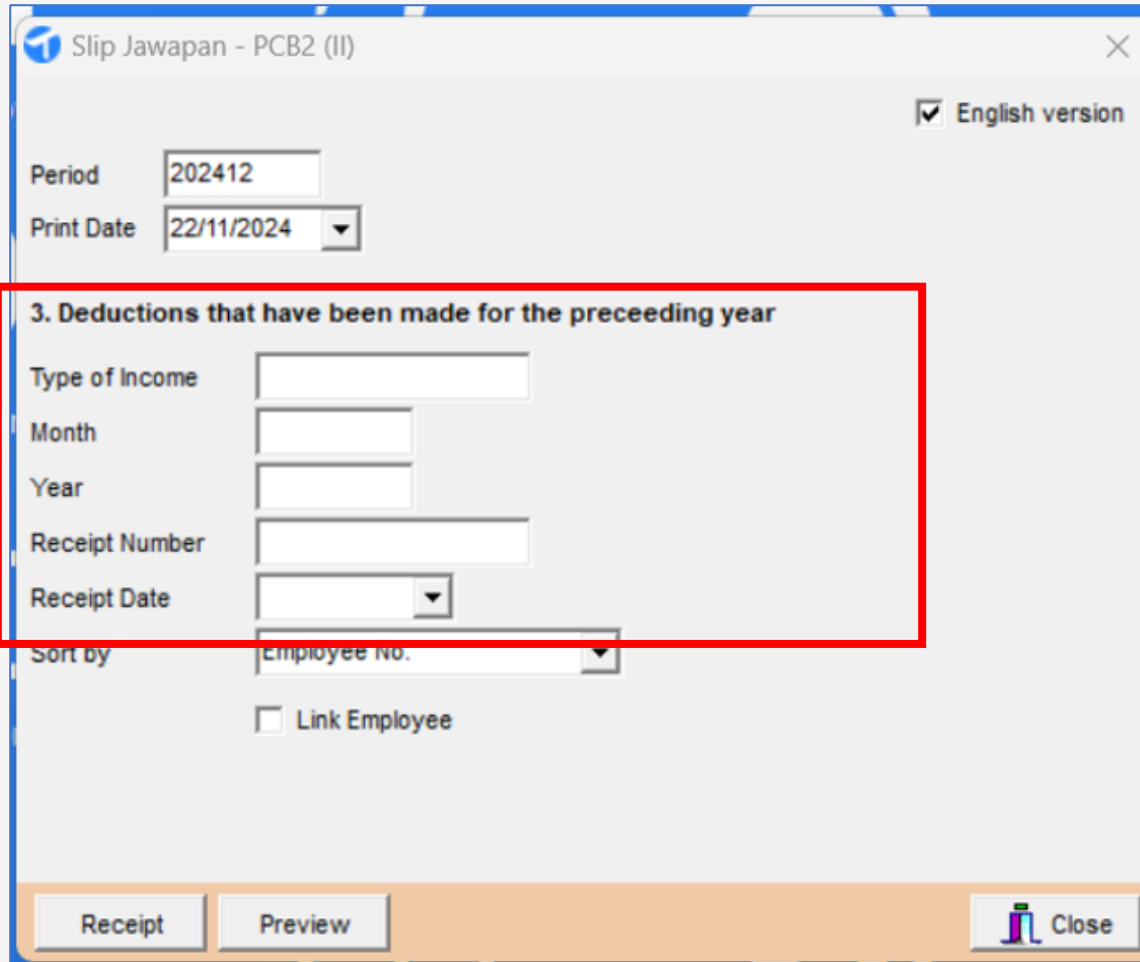
Dengan hormatnya saya merujuk kepada perkara di atas:

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	CP 38	PCB	CP 38	PCB	CP 38

Slip Jawapan - PCB2(II)

6 Ignore Section 3; it is obsolete.



Slip Jawapan - PCB2 (II)

☒ English version

Period: 202412

Print Date: 22/11/2024

3. Deductions that have been made for the preceeding year

Type of Income:

Month:

Year:

Receipt Number:

Receipt Date:

Sort by: Employee No.

☐ Link Employee

Receipt Preview Close

Slip Jawapan - PCB2(II)

- 7
- Choose one of the four sorting options for printing.

Slip Jawapan - PCB2 (II)

English version

Period202412

Print Date22/11/2024

3. Deductions that have been made for the preceeding year

Type of Income

Month

Year

Receipt Number

Receipt Date

Sort byEmployee No.
Employee No.
Employee Name
Department+Employee Name
Department+Employee No

ReceiptPreviewClose

Sort Options	Field	Explanation
1	Employee No.	Sort by employee number.
2	Employee Name	Sort by employee name in alphabetical order.
3	Department+ Employee Name	Sort first by department, then by employee name within each department.
4	Department+ Employee No	Sort first by department, then by employee number within each department.

Slip Jawapan - PCB2(II)

8 Merge records for employees with matching New IC Number or Passport Number.

Note: Merging will only work if the 'Link Employee' procedure has been completed.

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

Slip Jawapan - PCB2 (II)

☒ English version

Period: 202412

Print Date: 22/11/2024

3. Deductions that have been made for the preceeding year

Type of Income:

Month:

Year:

Receipt Number:

Receipt Date:

Sort by: Employee No.

☐ Link Employee

Receipt Preview Close

Slip Jawapan - PCB2(II)

- 9 Click to open the data entry window for Receipt Number and Receipt Date.

Slip Jawapan - PCB2(II)

- 10 Enter the tax payment receipt number or bank transaction reference number in the 'PCB Receipt' column and the payment date in the 'PCB Receipt Date' column.

If you wish to duplicate the 'PCB Receipt' information to the 'CP38 Receipt', click 'Copy PCB Receipt to CP38 Receipt'.

Click 'Save' before closing the window.

The screenshot shows the 'Slip Jawapan - PCB2 (II)' window. At the top, there are tabs for 'Update Emplo', 'English version', and 'Company Setup'. The main area is a 'Receipt Dialog' window containing a table with the following data:

Month	PCB Receipt	PCB Receipt Date	CP38 Receipt	CP38 Receipt Date	PCB Receipt 2	PCB Receipt Date 2
January	02-2021277123	11/02/2024				
February	02-2021277456	12/03/2024				
March	02-2021277789	13/04/2024				
April	02-2021277012	14/05/2024				
May	02-2021277643	11/06/2024				
June	02-2021277777	15/07/2024				
July	02-2021277984	13/08/2024				
August	02-2021277636	13/09/2024				
September	02-2021277688	15/10/2024				
October	02-2021277252	12/11/2024				
November	02-2021277455	13/12/2024				
December	02-2021277962	04/01/2025				

Below the table, there are three buttons: 'Copy PCB Receipt to CP38 Receipt', 'Save', and 'Close'. The 'Save' button is highlighted with a red box. At the bottom of the window, there are additional buttons: 'Receipt', 'Preview', 'E-EA', and another 'Close' button.

Slip Jawapan - PCB2(II)

- 11 An example of the Slip Jawapan–PCB 2 (II) with receipt numbers and dates filled in.

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

For multiple companies in one database, edit in 'Payroll Setup > Sub Company Setup'.

PENYATA BAYARAN CUKAI OLEH MAJIKAN PCB 2(II)-Pin. 2012
Tarikh : 23/11/2024

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

Tuan,
Potongan Cukai Berjadual Tahun : 2024
Nama Pekerja : SEAH KENG SI
No. Kad Pengenalan/No. Passport : 800512176969
No. Cukai Pendapatan Pekerja : SG12336987-01(0)
No. Pekerja : Z0009
No. Majikan (E) : E1234567-09

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	CP 38	PCB	CP 38	PCB	CP 38
Januari	80.00	100.00	02-2021277123	02-2021277123	11/02/2024	11/02/2024
Februari	80.00	100.00	02-2021277456	02-2021277456	12/03/2024	12/03/2024
Mac	80.00	100.00	02-2021277789	02-2021277789	13/04/2024	13/04/2024
April	80.00	100.00	02-2021277012	02-2021277012	14/05/2024	14/05/2024
Mei	80.00	100.00	02-2021277643	02-2021277643	11/06/2024	11/06/2024
Jun	80.00	100.00	02-2021277777	02-2021277777	15/07/2024	15/07/2024
Julai	80.00	100.00	02-2021277984	02-2021277984	13/08/2024	13/08/2024
Ogos	80.00	100.00	02-2021277636	02-2021277636	13/09/2024	13/09/2024
September	125.00	100.00	02-2021277688	02-2021277688	15/10/2024	15/10/2024
Oktober	125.00	100.00	02-2021277252	02-2021277252	12/11/2024	12/11/2024
November	125.00	100.00	02-2021277455	02-2021277455	13/12/2024	13/12/2024
Disember	125.00	100.00	02-2021277962	02-2021277962	04/01/2025	04/01/2025
Jumlah	1,140.00	1,200.00				

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 : KAREN LEE
Jawatan : HR MANAGER
No. Telefon : 2710 0090
Nama Dan Alamat Majikan : YEAR END WORKSHOP
8.11, 8th Floor, Wisma UOA II, No. 21 Jalan Pinang, Kuala Lumpur.
POSKOD : 50450

Contact Information Setup

For customer with one company in the database, edit the contact details in **Company Setup** before generating the form.

Company Setup

Profile Misc Parameter Prorate Allowance OT Capping RestDa

Company YEAR END WORKSHOP

Address 8.11, 8th Floor, Wisma UOA II, No. 21 Jalan Pinang, Kuala Lumpur

Post Code 50450

Phone 2710 0090 Fax 2710 0095

Home Page

Setting General Contact Person

Name KAREN LEE

NRIC 801109-17-9087

Designation HR MANAGER

Email karen.lee@timesoft.com.my

For multiple companies in one database, edit in Payroll Setup > **Sub Company Setup**.

Payroll Setup

Pay Period (Pay Group) EPF/SOCSSO/EIS/PCB/HRD Bank Codes IBG Bank Routing Code Allowance/Deduction Table Others Code Table Sub Company Setup Free Field Description

Company Code Details

Code TSSB

Company TIMES SOFTWARE SDN BHD

Address ADDR1 ADDR2 ADDR3

Postal Code 50250

Phone 03-27100090 Fax

General Contact Person

Name Clair Sim

IC 831008-14-7890

Designation HR Executive

Email clair.sim@timesoft.com.my

10. Form E / C.P.8D

Form E / C.P.8D

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

Form e-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).

Note:

There are four (4) important indicators in “Update Employee” that will affect the results of Form E/C.P.8D.



1. Always include in the E-Form CP8D



Form E / C.P.8D – 1st Indicator

When enabled, the system will include this person's record in Form E and C.P.8D, even if there is no payroll activity for them.

Example:

Company director with no payout but still requires reporting in Form E.

Update Employee Record - Period : 202412

Employee: B0003 Name: BALASAMY

Update | Employment | Other | Confirm & Termination | Bank | Address | Spouse | Allowance/Deduction | Career | Calendar | Miscellaneous

EPF/SOCSO/PCB/EIS | Other Statutory | Personal / Additional Info

EPF/Voluntary

EPF Class: CLASS1 Voluntary Fund Description: [] IC for EPF: New I/C

EPF A/C #: [] ☐ Fixed voluntary amount Employer %: [] Mid Month deduct EPF: []

EPF Initial: [] Employee %: [] Ignore EPF Age Check: No NK (Nombor Kawalan): []

SOCSO

SOCSO Class: SOCSO1 IC for SOCSO: New I/C

SOCSO A/C #: [] SSN #: [] SSFW #: [] Mid Month deduct SOCSO: []

☐ 1st time contribute to SOCSO (For income above 3000/month) SSFW Effective Date: [] Leave blank if same as Hired Date

SOCSO Employment Status: Normal

EIS

EIS Class: EIS1 IC for EIS: New I/C

Mid Month deduct EIS: []

PCB Setting / Income Tax Information

Income Tax A/C #: SG14124141-01(1) Tax Marital Status: Married IC for Income Tax: Passport

Income Tax Branch: JOHOR BHARU Sex / Title: Male

Income Tax Status: NONE ☐ Disabled Individual ☒ Spouse Working (Category 3) Dependent Children Relief: 10

Returning Expert End Period: [] (YYYYMM) ☐ Disabled Spouse ☐ Always include in the E-form CP8D CP8D Employee Status: Status 2: Permanent

☐ Non Resident Tax Formula End Period: [] (YYYYMM) ☐ Exclude from Form (Part 4)

☐ Allow to change EPF/SOCSO/EIS amount in Modify Pay? Enable this function is NOT recommended

New Save Cancel Advance < > < > Close



2. Exclude from E-Form (Part A)



Form E / C.P.8D – 2nd Indicator

If an employee has no payout and does not need to be reported in Form E Part A (headcount), select this checkbox.

Example:

Cross-company approvers, test employee codes, etc.

Update Employee Record - Period : 202412

Employee: B0003 Name: BALASAMY

Update Employment Other Confirm & Termination Bank Address Spouse Allowance/Deduction Career Calendar Miscellaneous

EPF/SOCSO/PCB/EIS Other Statutory Personal / Additional Info

EPF/Voluntary

EPF Class: CLASS1 Voluntary Fund Description: IC for EPF: New VC

EPF A/C #: Fixed voluntary amount Employer %: Mid Month deduct EPF:

EPF Initial: Employee %: Ignore EPF Age Check: No

NK (Nombor Kawalan):

SOCSO

SOCSO Class: SOCSO1 IC for SOCSO: New VC

SOCSO A/C #: SSN #: SSFW #: Mid Month deduct SOCSO:

1st time contribute to SOCSO (For income above 3000/month): SSFW Effective Date: Leave blank if same as Hired Date

SOCSO Employment Status: Normal

EIS

EIS Class: EIS1 IC for EIS: New VC

Mid Month deduct EIS:

PCB Setting / Income Tax Information

Income Tax A/C #: SG14124141-01(1) Tax Marital Status: Married IC for Income Tax: Passport

Income Tax Branch: JOHOR BHARU Sex / Title: Male

Income Tax Status: NONE Dependent Children Relief: 10

Returning Expert End Period: (YYYYMM) ~~Always include in the E-Form C.P.8D~~ C.P.8D Employee Status: Status 2: Permanent

Non Resident Tax Formula End Period: (YYYYMM) Exclude from E-Form (Part A)

Allow to change EPF/SOCSO/EIS amount in Modify Pay? Enable this function is NOT recommended

New Save Cancel Advance Close



3. C.P.8D Employee Status



Form E / C.P.8D – 3rd Indicator

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.

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.

Update Employee Record - Period : 202412

Employee: B0003 Name: BALASAMY

Update Employment Other Confirm & Termination Bank Address Spouse Allowance/Deduction Career Calendar Miscellaneous

EPF/SOCSO/PCB/EIS Other Statutory Personal / Additional Info

EPF/Voluntary

EPF Class: CLASS1 Voluntary Fund Description: [] IC for EPF: New VC

EPF A/C #: [] ☐ Fixed voluntary amount Employer %: [] Mid Month deduct EPF: []

EPF Initial: [] Employee %: [] Ignore EPF Age Check: No NK (Nombor Kawalan): []

SOCSO

SOCSO Class: SOCSO1 IC for SOCSO: New VC

SOCSO A/C #: [] SSN #: [] SSFW #: [] Mid Month deduct SOCSO: []

☐ 1st time contribute to SOCSO (For income above 3000/month) SSFW Effective Date: [] Leave blank if same as Hired Date

SOCSO Employment Status: Normal

EIS

EIS Class: EIS1 IC for EIS: New VC

Mid Month deduct EIS: []

PCB Setting / Income Tax Information

Income Tax A/C #: SG14124141-01(1) Tax Marital Status: Married IC for Income Tax: Passport

Income Tax Branch: JOHOR BHARU ☐ Disabled Individual Sex / Title: Male

Income Tax Status: NONE ☒ Spouse Working (Category 3) ☐ Disabled Spouse Dependent Children Relief: 10

Returning Expert End Period: [] (YYYYMM) ☐ Always include in the E-form CP8D ☐ Exclude from E-Form (Part A) C.P.8D Employee Status: Status 2: Permanent

☐ Non Resident Tax Formula End Period: [] (YYYYMM) ☐ Allow to change EPF/SOCSO/EIS amount in Modify Pay? Enable this function is NOT recommended

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

New Save Cancel Advance Close

4. Resignation Reason

Form E / C.P.8D – 4th Indicator

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.

Update Employee Record - Period : 202412

Employee T008

Name TAVIA TEOH

Update

Employment

Other

Confirm & Termination

Bank

Address

Spouse

Allowance/Deduction

Career

Calendar

Miscellaneous

Probation Period

3

Confirmation Due

19/03/2018

Hired Date

20/12/2017

7 years

Notice Period

☐ Exclude From Auto Prompt?

Retire Age

60

Resignation Reason

LEFT-MY

Resignation Date

26/12/2024

Name

Employer's No.

E

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)

☐

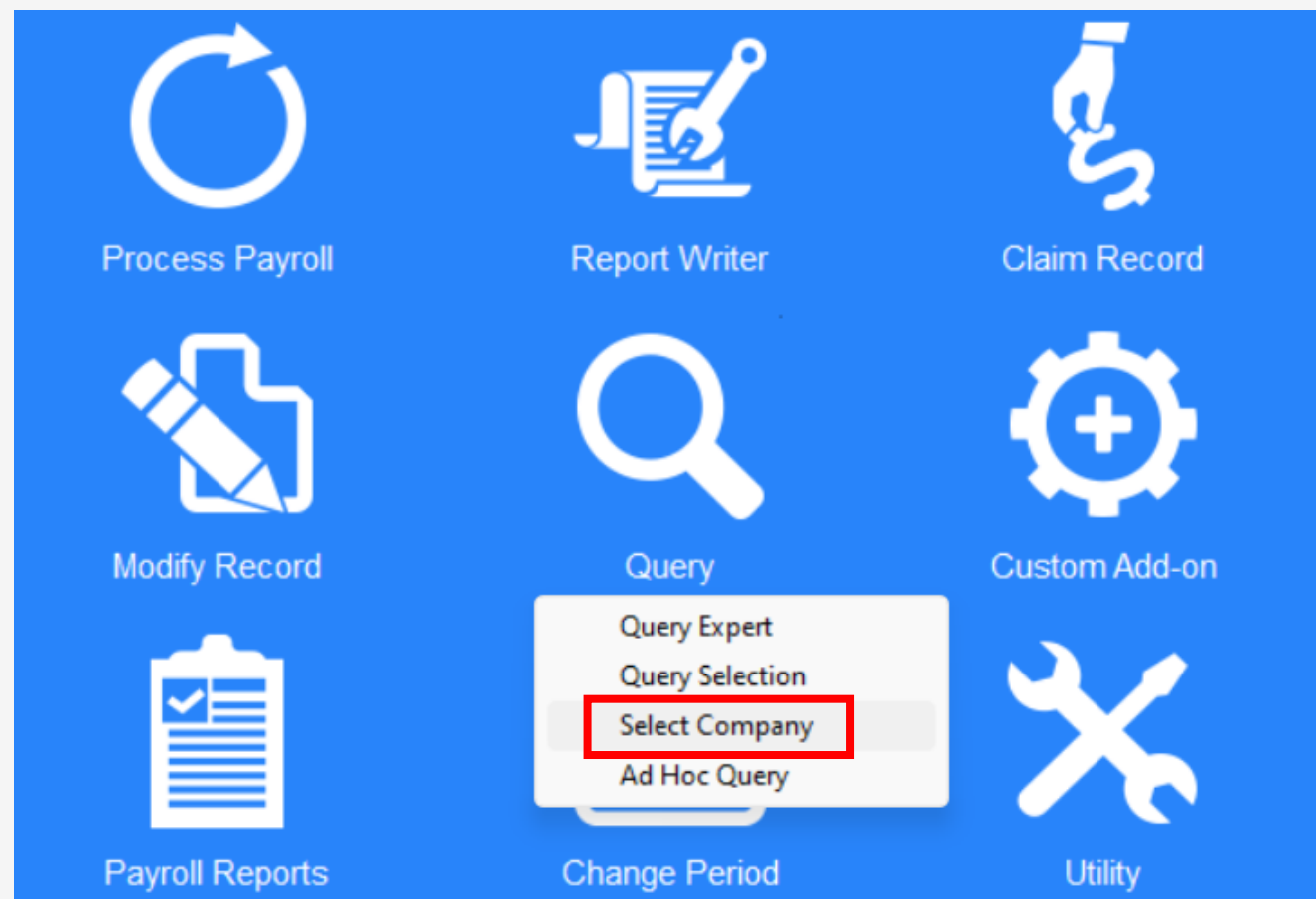
1 = Yes
2 = No

Form E / C.P.8D

Login to period **202412** and follow the instructions below to print the form:

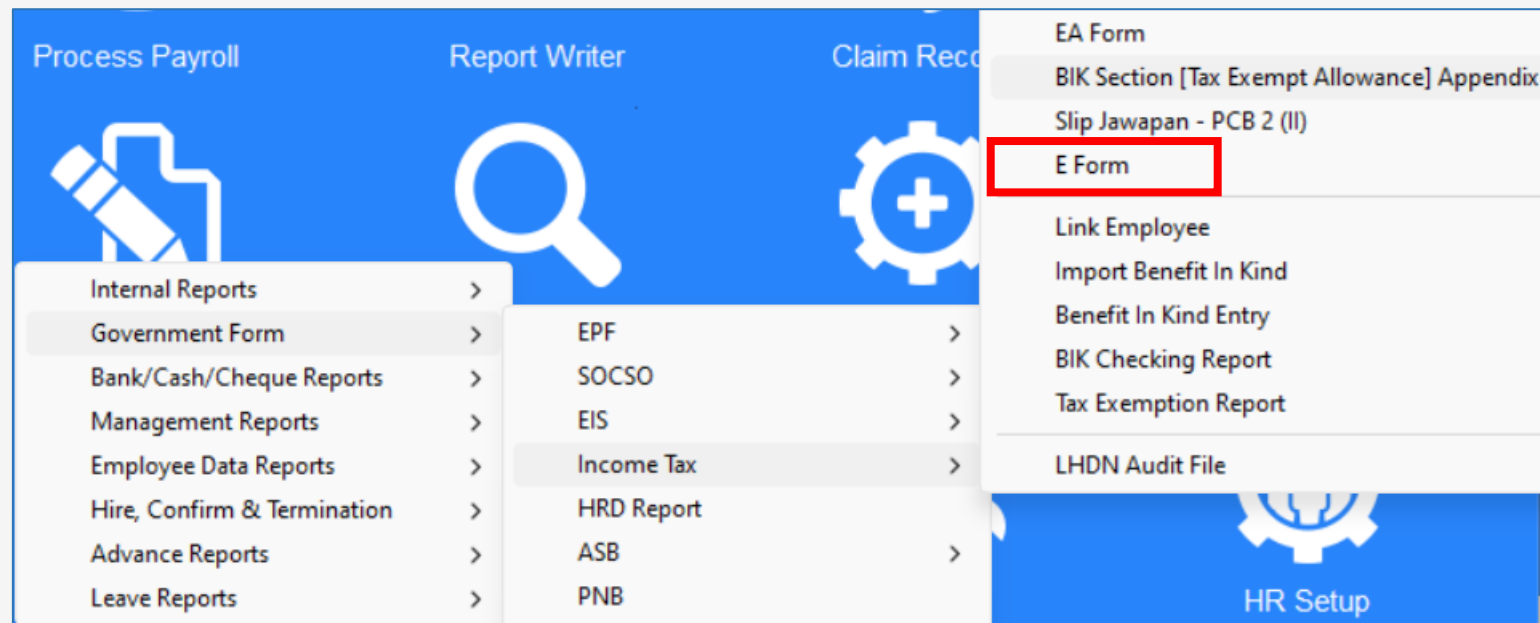
- 1 If your database includes multiple companies with different Employer Tax Reference Numbers, select the relevant company using Query > **Select Company**.

Skip this step if you have only one company in the database.



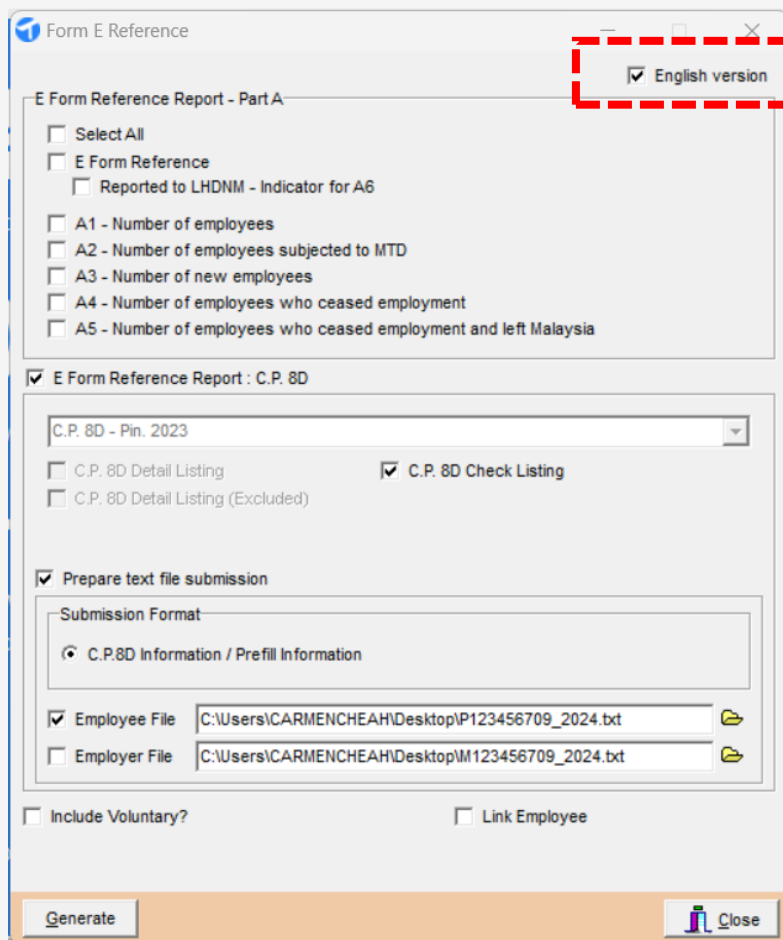
Form E / C.P.8D

- 2 Click Government Form > Income Tax > E Form.

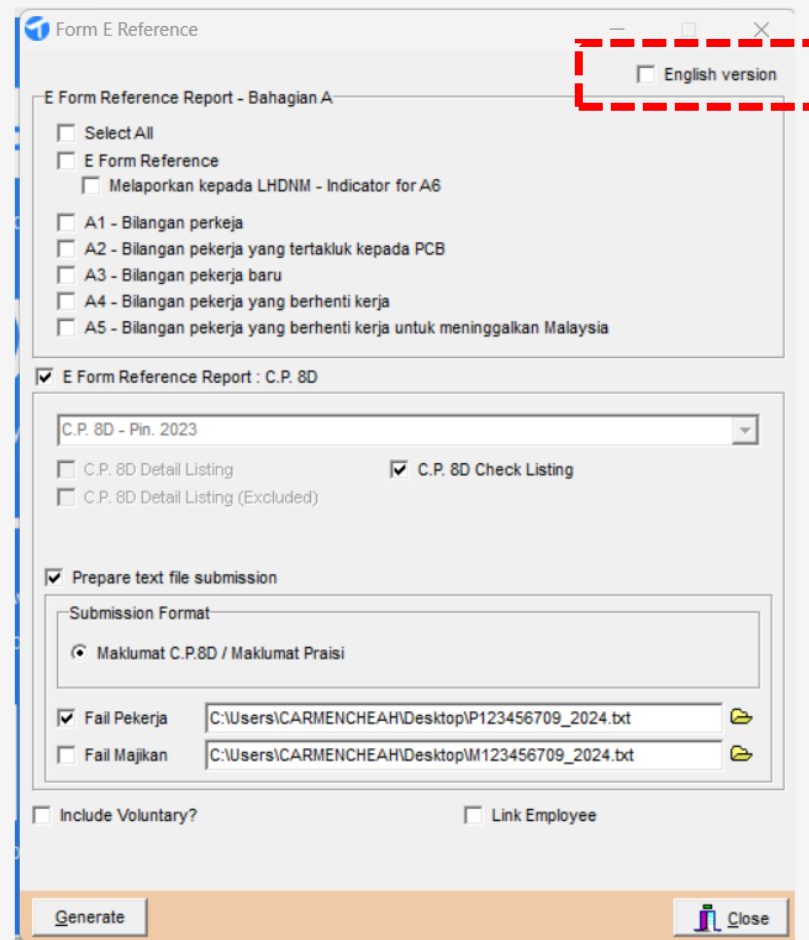


Form E / C.P.8D

3 Uncheck the 'English Version' checkbox to display the description in Malay.



The screenshot shows the 'Form E Reference' window. At the top right, the 'English version' checkbox is checked and highlighted with a red dashed box. The window contains several sections: 'E Form Reference Report - Part A' with checkboxes for 'Select All', 'E Form Reference', and 'Reported to LHDNM - Indicator for A6'; a list of checkboxes for A1 through A5; 'E Form Reference Report : C.P. 8D' with a dropdown menu set to 'C.P. 8D - Pin. 2023' and checkboxes for 'C.P. 8D Detail Listing', 'C.P. 8D Check Listing' (checked), and 'C.P. 8D Detail Listing (Excluded)'; 'Prepare text file submission' with a 'Submission Format' dropdown set to 'C.P.8D Information / Prefill Information'; and file selection for 'Employee File' and 'Employer File'. At the bottom are 'Generate' and 'Close' buttons.



The screenshot shows the 'Form E Reference' window. At the top right, the 'English version' checkbox is unchecked and highlighted with a red dashed box. The window contains several sections: 'E Form Reference Report - Bahagian A' with checkboxes for 'Select All', 'E Form Reference', and 'Melaporkan kepada LHDNM - Indicator for A6'; a list of checkboxes for A1 through A5 in Malay; 'E Form Reference Report : C.P. 8D' with a dropdown menu set to 'C.P. 8D - Pin. 2023' and checkboxes for 'C.P. 8D Detail Listing', 'C.P. 8D Check Listing' (checked), and 'C.P. 8D Detail Listing (Excluded)'; 'Prepare text file submission' with a 'Submission Format' dropdown set to 'Maklumat C.P.8D / Maklumat Prais'; and file selection for 'Fail Pekerja' and 'Fail Majikan'. At the bottom are 'Generate' and 'Close' buttons.

Form E / C.P.8D

4 All reports in this section are for internal reference and checking only.

Do not submit them to LHDN.

You can generate all reports or select the ones you need.

‘Reported to LHDN-Indicator for A6’ checkbox:
Select this checkbox if you want to mark it as “2” in the form for Part A6.

Name _____ Employer's No. **E** _____

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)	<input type="checkbox"/> 1 = Yes 2 = No

Form E Reference

☒ English version

E Form Reference Report - Part A

☐ Select All
☐ E Form Reference
☒ Reported to LHDNM - Indicator for A6
☐ A1 - Number of employees
☐ A2 - Number of employees subjected to MTD
☐ A3 - Number of new employees
☐ A4 - Number of employees who ceased employment
☐ A5 - Number of employees who ceased employment and left Malaysia

☒ E Form Reference Report : C.P. 8D

C.P. 8D - Pin. 2023

☐ C.P. 8D Detail Listing
☒ C.P. 8D Check Listing
☐ C.P. 8D Detail Listing (Excluded)

☒ Prepare text file submission

Submission Format

☒ C.P.8D Information / Prefill Information

☒ Employee File C:\Users\CARMENCHEAH\Desktop\IP123456709_2024.txt
☐ Employer File C:\Users\CARMENCHEAH\Desktop\IM123456709_2024.txt

Form E / C.P.8D

- 5 Enable the option if you want to generate C.P. 8D Check Listing

The screenshot displays the 'Form E Reference' application window. The 'English version' checkbox is checked. Under 'E Form Reference Report - Part A', several options are listed with checkboxes: 'Select All', 'E Form Reference' (with a sub-option 'Reported to LHDNM - Indicator for A6'), 'A1 - Number of employees', 'A2 - Number of employees subjected to MTD', 'A3 - Number of new employees', 'A4 - Number of employees who ceased employment', and 'A5 - Number of employees who ceased employment and left Malaysia'. The option 'E Form Reference Report : C.P. 8D' is checked and highlighted with a red dashed box. Below this, a dropdown menu is set to 'C.P. 8D - Pin. 2023'. Under this dropdown, 'C.P. 8D Check Listing' is checked and highlighted with a green box, while 'C.P. 8D Detail Listing' and 'C.P. 8D Detail Listing (Excluded)' are unchecked. The 'Prepare text file submission' checkbox is also checked. In the 'Submission Format' section, 'C.P.8D Information / Prefill Information' is selected. At the bottom, the 'Employee File' checkbox is checked with the path 'C:\Users\CARMENCHEAH\Desktop\IP123456709_2024.txt', and the 'Employer File' checkbox is unchecked with the path 'C:\Users\CARMENCHEAH\Desktop\IM123456709_2024.txt'.

Form E / C.P.8D

- 6 To generate the C.P.8D text file for upload to LHDN e-Filing, select the options below :
- ☐ E Form Reference Report: C.P.8D
 - ☐ Prepare text file submission
 - ☐ If you are submitting the C.P.8D text file via e-Filing, do not select **Employer file** checkbox. *Employer File is only applicable for submission via Postal Delivery / Hand Delivery to LHDN.*

Note:

Both C.P.8D and Prefill use the same text file submission format.

Form E Reference

English version

E Form Reference Report - Part A

- ☐ Select All
- ☐ E Form Reference
 - ☐ Reported to LHDNM - Indicator for A6
- ☐ A1 - Number of employees
- ☐ A2 - Number of employees subjected to MTD
- ☐ A3 - Number of new employees
- ☐ A4 - Number of employees who ceased employment
- ☐ A5 - Number of employees who ceased employment and left Malaysia

☒ E Form Reference Report : C.P. 8D

C.P. 8D - Pin. 2023

- ☐ C.P. 8D Detail Listing
- ☒ C.P. 8D Check Listing
- ☐ C.P. 8D Detail Listing (Excluded)

☒ Prepare text file submission

Submission Format

- ☒ C.P.8D Information / Prefill Information

☒ Employee File C:\Users\CARMENCHEAH\Desktop\P123456709_2024.txt

☐ Employer File C:\Users\CARMENCHEAH\Desktop\M123456709_2024.txt

☐ Include Voluntary? ☐ Link Employee

Generate Close

Form E / C.P.8D

- 7 Select the checkbox if employees' monthly EPF Voluntary amount does not combine with standard contribution in 'Modify Record'.
- 8 Select the checkbox to merge records for employees with matching New IC Number or Passport Number.

Note: 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.

- 9 Generate the report / C.P.8D text file.
Be patient during the process, 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.

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**.

YEAR END WORKSHOP
2024 Form E Reference Report

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

A1

Bilangan pekerja

24

A2

Bilangan pekerja tertakluk kepada PCB

17

A3

Bilangan pekerja baru

1

A4

Bilangan pekerja berhenti

3

A5

Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia

1

A6

Telah melaporkan kepada LHDNM? (Jika A5 berkaitan)

1

1 = Ya
2 = Tidak

Notes :

Example of Form E e-Filing

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

E REMUNERATION FOR THE YEAR 2023

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

Number of employees as at 31/12/2023

info

A1

Number of employees subjected to MTD

A2

Number of new employees

A3

Number of employees who ceased employment / died

A4

Number of employees who ceased employment and left Malaysia

A5

Reported to LHDNM

info

-- Please Select --

A6

RJA BAGI
BER 2024

kat/perniagaan tuan

n Potongan Cukai

dalam tahun 2024 di

dalam tahun 2024.

2024 @ Timesoft Malaysia | Year End User Guide

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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).

YEAR END WORKSHOP					Page : 1 of 1
A1 - Bilangan pekerja 2024					Date : 23/11/2024
					User ID : MASTER
No.	Employee#	Name	Hired Date	Termination Date	Last Pay Date
1.	B0003	BALASAMY	17/05/2015		
2.	D001	DAISY AU YONG	20/03/2017		
3.	D002	DERRICK CHIN	17/05/2013		
4.	F0006	FELICIA CHIN	17/11/2018		
5.	F001	FADZIL BIN KARIM	01/10/2017		
6.	G001	GOH AH ENG	24/11/2011		
7.	J0001	JAMIE TSANG	29/01/2020		
8.	J0118	JACKIE TEE	03/03/2010		
9.	K0001	KOO CHENG CHENG	16/01/2014		
10.	M0063	MUTHUSAMY VELU A/L NATHANSAMY	02/05/2002		
11.	NEW	NEW EMPLOYEE 2021	19/12/2022		
12.	T0018	TERRY GAN SONG SING	22/12/2023		
13.	Z0001	KELLY SUM	01/05/2016		
14.	Z0004-A	BADRUL KHIARUL	01/02/2017		
15.	Z0004-B	ETHAN CHIA	23/08/2012		
16.	Z0004-C	BRYAN LOH	17/05/2024		
17.	Z0005-A	DORAISAMY A/L BALA	24/02/2012		
18.	Z0005-B	PHILIP CHAN	01/07/2002		
19.	Z0006	MOHAMED ALI	17/05/2011		
20.	Z0007	SOO LI LI	23/09/2013		
21.	Z0008	NORA KASSIM	20/08/1990		
22.	Z0009	SEAH KENG SI	23/01/2013		
23.	Z0011	BEH CHIN TIM	01/11/2006		
24.	Z0013	ZACHARY POWER	26/11/2020		

Form E Reference

☒ English version

E Form Reference Report - Part A

☐ Select All

☐ E Form Reference

☐ Reported to LHDNM - Indicator for A6

☒ A1 - Number of employees

☐ A2 - Number of employees subjected to MTD

☐ A3 - Number of new employees

☐ A4 - Number of employees who ceased employment

☐ A5 - Number of employees who ceased employment and left Malaysia

☒ E Form Reference Report : C.P. 8D

C.P. 8D - Pin. 2023

☐ C.P. 8D Detail Listing

☒ C.P. 8D Check Listing

☐ C.P. 8D Detail Listing (Excluded)

☒ Prepare text file submission

Submission Format

☒ C.P.8D Information / Prefill Information

☒ Employee File

C:\Users\CARMENCHEAH\Desktop\P123456709_2024.txt

☐ Employer File

C:\Users\CARMENCHEAH\Desktop\M123456709_2024.txt

☐ Include Voluntary?

☐ Link Employee

Generate

Close

Employee list for "Bahagian A2–Bilangan pekerja tertakluk kepada PCB dalam tahun 2024"

Part A2 – Number of employees subject to MTD in 2024

YEAR END WORKSHOP

A2 - Bilangan pekerja tertakluk kepada PCB 2024

Page : 1 of 1

Date : 23/11/2024

User ID : MASTER

No.	Employee	Name	Total Tax
1.	D001	DAISY AU YONG	1,320.00
2.	D002	DERRICK CHIN	15,488.75
3.	F0006	FELICIA CHIN	14,150.00
4.	F001	FADZIL BIN KARIM	26,150.00
5.	G001	GOH AH ENG	27,150.00
6.	J0001	JAMIE TSANG	1,320.00
7.	K0001	KOO CHENG CHENG	1,320.00
8.	K0002	KRISTIN TIN	2,490.00
9.	M0003	MOHD HELMI BIN RAHMAN BAKRI	13,452.10
10.	NEW	NEW EMPLOYEE 2021	26,150.00
11.	T0018	TERRY GAN SONG SING	1,416.80
12.	Z0004-A	BADRUL KHIARUL	11,150.00
13.	Z0005-A	DORAISAMY A/L BALA	15,450.00
14.	Z0005-B	PHILIP CHAN	2,476.80
15.	Z0007	SOO LI LI	12,050.00
16.	Z0008	NORA KASSIM	9,004.80
17.	Z0009	SEAH KENG SI	1,140.00
Total			181,679.25

Form E Reference

English version

E Form Reference Report - Part A

☐ Select All

☐ E Form Reference

☐ Reported to LHDNM - Indicator for A6

☐ A1 - Number of employees

☒ A2 - Number of employees subjected to MTD

☐ A3 - Number of new employees

☐ A4 - Number of employees who ceased employment

☐ A5 - Number of employees who ceased employment and left Malaysia

☒ E Form Reference Report : C.P. 8D

C.P. 8D - Pin. 2023

☐ C.P. 8D Detail Listing

☒ C.P. 8D Check Listing

☐ C.P. 8D Detail Listing (Excluded)

☒ Prepare text file submission

Submission Format

☒ C.P.8D Information / Prefill Information

☒ Employee File

C:\Users\CARMENCHEAH\Desktop\P123456709_2024.txt

☐ Employer File

C:\Users\CARMENCHEAH\Desktop\M123456709_2024.txt

☐ Include Voluntary?

☐ Link Employee

Generate

Close

2024 @ Timesoft Malaysia | Year End User Guide

279

Employee list for "Bahagian A3–Bilangan pekerja baru dalam tahun 2024"

Part A3 – Number of new employees in 2024

YEAR END WORKSHOP

A3 - Bilangan pekerja baru 2024

Page : 1 of 1

Date : 23/11/2024

User ID : MASTER

No.	Employee	Name	Department Code	Hired Date
1.	Z0004-C	BRYAN LOH	JBM	17/05/2024

Form E Reference

English version

E Form Reference Report - Part A

☐ Select All

☐ E Form Reference

☐ Reported to LHDNM - Indicator for A6

☐ A1 - Number of employees

☐ A2 - Number of employees subjected to MTD

☒ A3 - Number of new employees

☐ A4 - Number of employees who ceased employment

☐ A5 - Number of employees who ceased employment and left Malaysia

☒ E Form Reference Report : C.P. 8D

C.P. 8D - Pin. 2023

☐ C.P. 8D Detail Listing

☒ C.P. 8D Check Listing

☐ C.P. 8D Detail Listing (Excluded)

☒ Prepare text file submission

Submission Format

☒ C.P.8D Information / Prefill Information

☒ Employee File

C:\Users\CARMENCHEAH\Desktop\P123456709_2024.txt

☐ Employer File

C:\Users\CARMENCHEAH\Desktop\M123456709_2024.txt

☐ Include Voluntary?

☐ Link Employee

Generate

Close

Employee list for "Bahagian A4–Bilangan pekerja yang berhenti kerja dalam tahun 2024"

Part A4 – Number of employees ceased employment in 2024

YEAR END WORKSHOP
A4 - Bilangan pekerja berhenti 2024

Page : 1 of 1
Date : 23/11/2024
User ID : MASTER

No.	Employee	Name	Department Code	Termination Date
1.	K0002	KRISTIN TIN	NONE	31/12/2024
2.	M0003	MOHD HELMI BIN RAHMAN BAKRI	SGBP	10/12/2024
3.	T008	TAVIA TEOH	JBP	26/12/2024

Form E Reference

☒ English version

E Form Reference Report - Part A

☐ Select All

☐ E Form Reference

☐ Reported to LHDNM - Indicator for A6

☐ A1 - Number of employees

☐ A2 - Number of employees subjected to MTD

☐ A3 - Number of new employees

☒ A4 - Number of employees who ceased employment

☐ A5 - Number of employees who ceased employment and left Malaysia

☒ E Form Reference Report : C.P. 8D

C.P. 8D - Pin. 2023

☐ C.P. 8D Detail Listing

☒ C.P. 8D Check Listing

☐ C.P. 8D Detail Listing (Excluded)

☒ Prepare text file submission

Submission Format

☒ C.P.8D Information / Prefill Information

☒ Employee File

C:\Users\CARMENCHEAH\Desktop\P123456709_2024.txt

☐ Employer File

C:\Users\CARMENCHEAH\Desktop\M123456709_2024.txt

☐ Include Voluntary?

☐ Link Employee

Generate

Close

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

YEAR END WORKSHOP				
A5 - Bilangan Pekerja Yang Berhenti Untuk Meninggalkan Malaysia 2024				
			Page : 1 of 1	
			Date : 23/11/2024	
			User ID : MASTER	
No.	Employee	Name	Department Code	Termination Date
1.	T008	TAVIA TEOH	JBP	26/12/2024

Form E Reference

☒ English version

E Form Reference Report - Part A

☐ Select All

☐ E Form Reference

☐ Reported to LHDNM - Indicator for A6

☐ A1 - Number of employees

☐ A2 - Number of employees subjected to MTD

☐ A3 - Number of new employees

☐ A4 - Number of employees who ceased employment

☒ A5 - Number of employees who ceased employment and left Malaysia

☒ E Form Reference Report : C.P. 8D

C.P. 8D - Pin. 2023

☐ C.P. 8D Detail Listing

☒ C.P. 8D Check Listing

☐ C.P. 8D Detail Listing (Excluded)

☒ Prepare text file submission

Submission Format

☒ C.P.8D Information / Prefill Information

☒ Employee File

C:\Users\CARMENCHEAH\Desktop\P123456709_2024.txt

☐ Employer File

C:\Users\CARMENCHEAH\Desktop\M123456709_2024.txt

☐ Include Voluntary?

☐ Link Employee

Generate

Close

C.P.8D Check Listing

C.P.8D Check Listing

The report is in Excel format.

It contains three worksheets for cross-checking amounts in C.P.8D.

- ☐ Gross
- ☐ TP1
- ☐ TP2

Form E Reference

☒ English version

E Form Reference Report - Part A

- ☐ Select All
- ☐ E Form Reference
 - ☐ Reported to LHDNM - Indicator for A6
- ☐ A1 - Number of employees
- ☐ A2 - Number of employees subjected to MTD
- ☐ A3 - Number of new employees
- ☐ A4 - Number of employees who ceased employment
- ☐ A5 - Number of employees who ceased employment and left Malaysia

☒ E Form Reference Report : C.P. 8D

C.P. 8D - Pin. 2023

- ☐ C.P. 8D Detail Listing
- ☒ C.P. 8D Check Listing
- ☐ C.P. 8D Detail Listing (Excluded)

☒ Prepare text file submission

Submission Format

- ☒ C.P.8D Information / Prefill Information

☒ Employee File C:\Users\CARMENCHEAH\Desktop\P123456709_2024.txt

☐ Employer File C:\Users\CARMENCHEAH\Desktop\M123456709_2024.txt

☐ Include Voluntary? ☐ Link Employee

Generate Close

C.P.8D Check Listing

Gross Check Listing:

This report can be used to cross-check the amounts in Columns K, L, M, and O of Form E C.P. 8D.

	A	B	C	D	E	J	K	AE	AF	AG	AH	AI
1	YEAR END WORKSHOP		Print by :	MASTER								
2	Taxable Gross Salary Checklist 2024		Print date :	23/11/2024								
3												
4	Employee No.	Employee Name	Department	Hired Date	Resignation Date	Total BIK - BIK05 to BIK16	BIK17 - VOLA	Gross Taxable Wages	Total Tax Exempt Allowance	EA25	BIK Entry EA25	Total EA25
17	Z0001	KELLY SOUM	JBA	01/03/2010		0.00	0.00	10,800.00	480.00	0.00	0.00	480.00
18	K0001	KOO CHENG CHENG	JBP	16/01/2014		0.00	0.00	60,000.00	0.00	23,736.00	0.00	23,736.00
19	Z0006	MOHAMED ALI	SABAH-AD	17/05/2011		5,000.00	0.00	29,000.00	0.00	0.00	1,700.00	1,700.00
20	M0063	MUTHUSAMY VELU A/L NATHANSAMY	SGBA	02/05/2002		0.00	0.00	23,985.00	600.00	28,800.00	2,400.00	31,800.00
21	NEW	NEW EMPLOYEE 2021	PENANG-P	19/12/2022		0.00	0.00	180,000.00	0.00	0.00	0.00	0.00
22	Z0008	NORA KASSIM	SGBM	20/08/1990		0.00	0.00	118,920.00	0.00	0.00	0.00	0.00
23	Z0005-B	PHILIP CHAN	SABAH-MK	01/07/2002		12,000.00	24,000.00	74,880.00	4,200.00	0.00	0.00	4,200.00
24	Z0009	SEAH KENG SI	JBM	23/01/2013		0.00	0.00	69,000.00	6,000.00	1,800.00	888.00	8,688.00
25	Z0007	SOO LI LI	JBA	23/09/2013		0.00	20,000.45	146,000.45	6,000.00	0.00	0.00	6,000.00
26	T0018	TERRY GAN SONG SING	NONE	22/12/2023		0.00	0.00	61,612.90	0.00	0.00	0.00	0.00
27	Z0013	ZACHARY POWER	NONE	26/11/2020		0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	Z0004-C	BRYAN LOH	JBM	17/05/2024		0.00	0.00	17,173.55	0.00	0.00	0.00	0.00
29	K0002	KRISTIN TIN	NONE	01/01/2020	31/12/2024	0.00	0.00	72,000.00	0.00	0.00	0.00	0.00
30	M0003	MOHD HELMI BIN RAHMAN BAKRI	SGBP	10/12/1991	10/12/2024	0.00	5,000.00	131,529.84	0.00	0.00	0.00	0.00
31	T008	TAVIA TEOH	JBP	20/12/2017	26/12/2024	0.00	0.00	13,038.71	0.00	0.00	0.00	0.00
32					Grand Total	18,200.00	49,000.45	2,161,178.84	23,760.00	54,336.00	4,988.00	83,084.00
33												

< > **Gross** TP1 TP2 +

Ready Accessibility: Good to go Average: 16517.43489 Count: 551 Sum: 8787275.36

C.P.8D Check Listing

TP1 Check Listing:

This report captures TP1 entries recorded in Modify Record > Employee PCB Record > Additional Employee PCB Relief [TP1 Form].

	A	B	C	D		AB	AC	AD	AE	AF
1	YEAR END WORKSHOP		Print by :	MASTER						
2	Employee TP1 Checklist from period 202401 to 2024		Print date :	23/11/2024						
3										
4	Employee No.	Employee Name	Department Code	Hired Date	ion	Total Relief (Column F to AA)	D01	BIK Entry Zakat Relief	Total Zakat Relief (Column AC to AD)	
5	Z0006	MOHAMED ALI	SABAH-AD	17/05/2011	.00	5,500.00	0.00	0.00	0.00	
6					.00	5,500.00	0.00	0.00	0.00	
7										
8										
9										
10										
11										
12										
13										
14										

< > Gross

TP1

TP2

+

⋮ ◀ ▶

Ready Accessibility: Good to go

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— + 90%

C.P.8D Check Listing

TP2 Check Listing:

This report captures BIK and VOLA entries recorded in Modify Record > Employee PCB Record > Employee BIK & VOLA [TP2 Form].

	A	B	C	U	V	W	X	Y	Z
1	YEAR END WORKSHOP		Print by :						
2	Employee TP2 Checklist from period 21		Print date :						
3									
4	Employee No.	Employee Name	Department Code	B17	Total TP2 (F to U, Less B12)	BIK Entry EA05	TP2 B12 - VOLA	BIK Entry EA17	
5	Z0005-B	PHILIP CHAN	SABAH-MK	00	0.00	12,000.00	12,000.00	24,000.00	24,000.00
6	Z0006	MOHAMED ALI	SABAH-AD	00	0.00	5,000.00	5,000.00	0.00	0.00
7	Z0011	BEH CHIN TIM	JBP	00	0.00	1,200.00	1,200.00	0.00	0.00
8				00	0.00	18,200.00	18,200.00	24,000.00	24,000.00
9									
10									
11									
12									

< >

Gross TP1 TP2 +

⋮ ◀ ▶

Ready Accessibility: Good to go

🔍 📄 🗑️


100%

Form C.P.8D [Internal Reference]

Form C.P.8D

Form C.P.8D:

The highlighted record below shows a person with no payout activity in the payroll. *Column K = 0*. However, the system generates the record because the checkbox 'Always Include in the E-Form' is enabled in 'Update Employee' settings.



LEMBAGA HASIL DALAM NEGERI MALAYSIA
PENYATA SARAAN DARIPADA PENGGAJIAN, TUNTUTAN POTONGAN DAN MAKLUMAT
MENGENAI POTONGAN CUKAI DI BAWAH KAEDAH-KAEDAH CUKAI PENDAPATAN
(POTONGAN DARIPADA SARAAN) 1994 BAGI TAHUN BERAKHIR 31 DISEMBER 2024

(C.P.8D - Pin. 2023)

MAKLUMAT MAJIKAN

No. Majikan E

E1234567-09

Nama Majikan

YEAR END WORKSHOP

Saraan Bagi Tahun

2024

MAKLUMAT PEKERJA

* Majikan dikehendaki mengisi penyata ini dalam format Excel atau fail txt untuk semua pekerja bagi tahun 2024 seperti contoh di bawah.

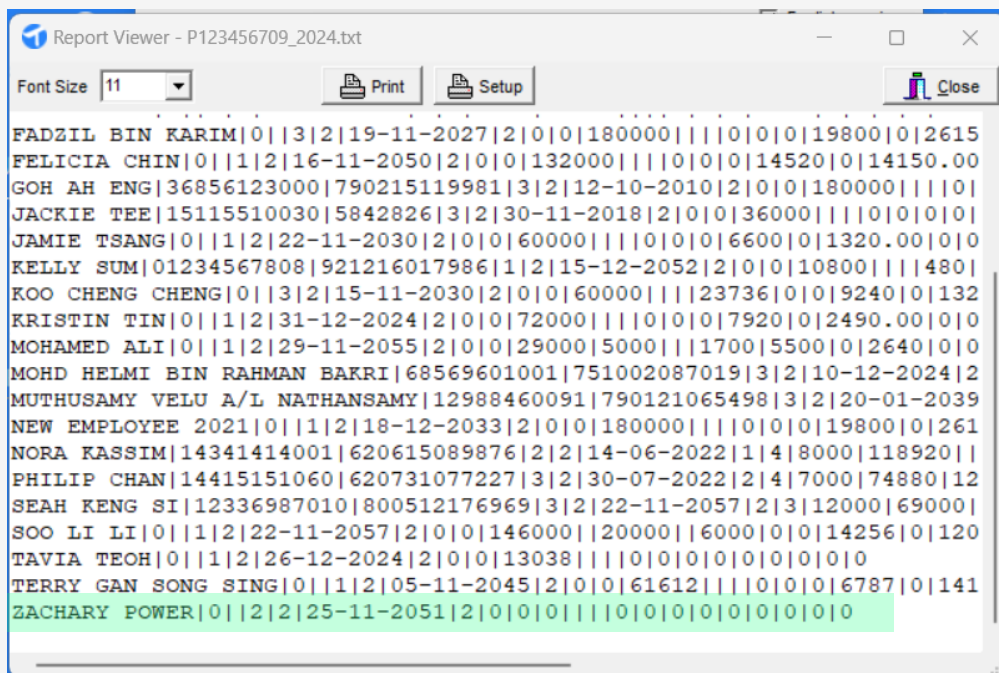
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Bil.	Nama Pekerja	No. Pengenalan Cukai (TIN)	No. Pengenalan / Pasport	Kategori Pekerja	Status Pekerja	Tarikh Persaraan / Tamat Kontrak	Cukai Ditanggung Oleh Majikan (Isikan 1 atau 2) 1 = Ya 2 = Tidak	Pelepasan Anak Yang Layak		Jumlah Saraan Kasar	Manfaat Berupa Barangan	Nilai Tempat Kediaman	Manfaat Skim Opsyen Saham Pekerja (ESOS)	Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai	Jumlah tuntutan potongan oleh pekerja melalui Borang TP1		Caruman Kepada Kumpulan Wang Simpanan Pekerja	Zakat Yang Dibayar Melalui Potongan Gaji	Jumlah Potongan Cukai		Insurans perubatan yang dibayar melalui potongan gaji	Caruman PERKESO yang dibayar melalui potongan gaji
								Bilangan Anak	Jumlah Pelepasan										PCB	CP 38		
									RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM
23	ZACHARY POWER			2	2	25-11-2051	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	
24	BRYAN LOH			1	2	18-11-2050	2		17,173.55	0.00	0.00	0.00	0.00	0.00	0.00	1,899.00	0.00	0.00	0.00	0.00	121.10	
25	KRISTIN TIN			1	2	31-12-2024	2		72,000.00	0.00	0.00	0.00	0.00	0.00	0.00	7,920.00	0.00	2,490.00	0.00	0.00	436.80	
26	MOHD HELMI BIN RAHMAN BAKRI	SG068569601001	751002087019	3	2	10-12-2024	2		131,529.84	0.00	5,000.00	0.00	0.00	0.00	0.00	13,951.00	0.00	13,452.10	0.00	0.00	420.70	
27	TAVIA TEOH			1	2	26-12-2024	2		13,038.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
JUMLAH								63,000.00	2,161,178.84	18,200.00	49,000.45	0.00	83,084.00	5,500.00	444.00	195,002.00	0.00	181,679.25	4,008.00	0.00	7,406.70	

Text File Submission Format

Text File Submission Format

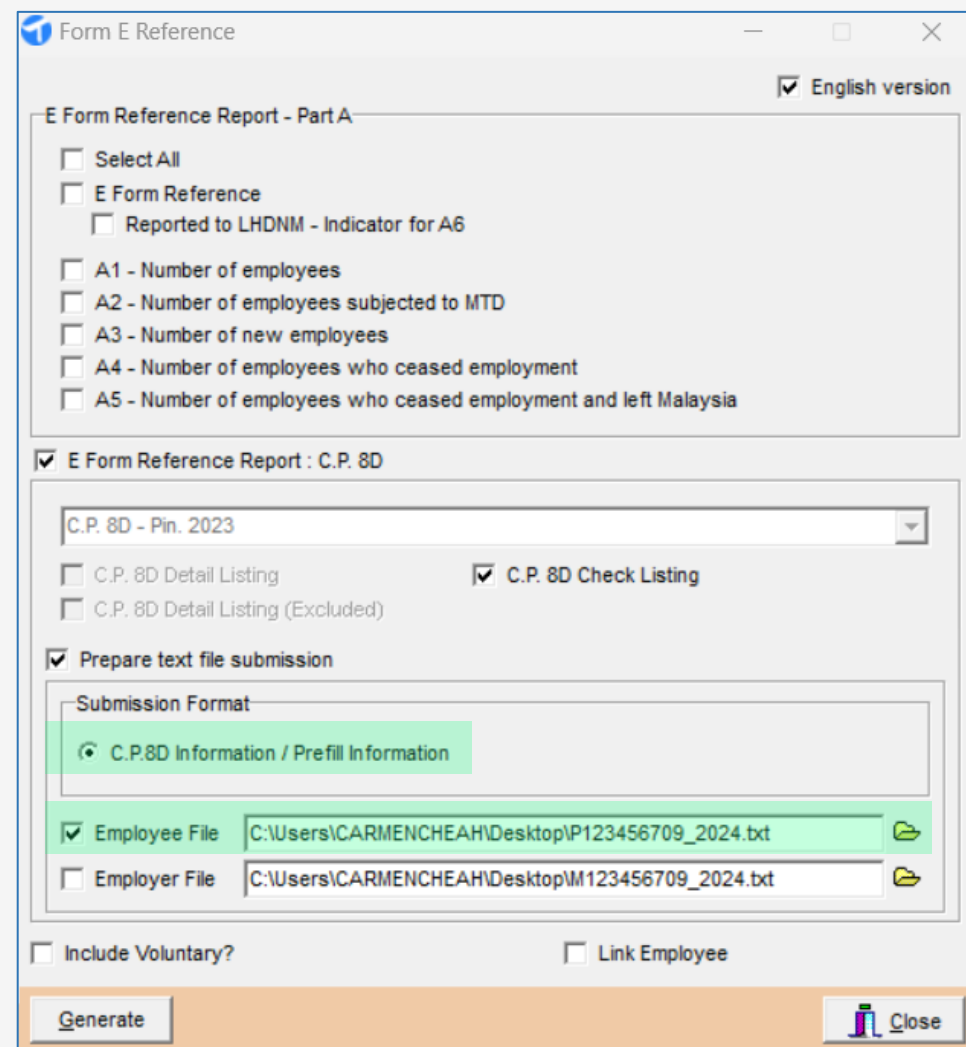
Employee (Pekerja) file

The highlighted record below shows a person with no payout activity in the payroll. The system generates the record because the checkbox 'Always Include in the E-Form' is enabled in 'Update Employee' settings.



```
Report Viewer - P123456709_2024.txt
Font Size 11
Print Setup Close

FADZIL BIN KARIM|0||3|2|19-11-2027|2|0|0|180000|||0|0|0|19800|0|2615
FELICIA CHIN|0||1|2|16-11-2050|2|0|0|132000|||0|0|0|14520|0|14150.00
GOH AH ENG|36856123000|790215119981|3|2|12-10-2010|2|0|0|180000|||0|
JACKIE TEE|15115510030|5842826|3|2|30-11-2018|2|0|0|36000|||0|0|0|0|
JAMIE TSANG|0||1|2|22-11-2030|2|0|0|60000|||0|0|0|6600|0|1320.00|0|0
KELLY SUM|01234567808|921216017986|1|2|15-12-2052|2|0|0|10800|||480|
KOO CHENG CHENG|0||3|2|15-11-2030|2|0|0|60000|||23736|0|0|9240|0|132
KRISTIN TIN|0||1|2|31-12-2024|2|0|0|72000|||0|0|0|7920|0|2490.00|0|0
MOHAMED ALI|0||1|2|29-11-2055|2|0|0|29000|5000||1700|5500|0|2640|0|0
MOHD HELMI BIN RAHMAN BAKRI|68569601001|751002087019|3|2|10-12-2024|2
MUTHUSAMY VELU A/L NATHANSAMY|12988460091|790121065498|3|2|20-01-2039
NEW EMPLOYEE 2021|0||1|2|18-12-2033|2|0|0|180000|||0|0|0|19800|0|261
NORA KASSIM|14341414001|620615089876|2|2|14-06-2022|1|4|8000|118920||
PHILIP CHAN|14415151060|620731077227|3|2|30-07-2022|2|4|7000|74880|12
SEAH KENG SI|12336987010|800512176969|3|2|22-11-2057|2|3|12000|69000|
SOO LI LI|0||1|2|22-11-2057|2|0|0|146000||20000|6000|0|0|14256|0|120
TAVIA TEH|0||1|2|26-12-2024|2|0|0|13038|||0|0|0|0|0|0|0|0|0|0|0|0
TERRY GAN SONG SING|0||1|2|05-11-2045|2|0|0|61612|||0|0|0|6787|0|141
ZACHARY POWER|0||2|2|25-11-2051|2|0|0|0|||0|0|0|0|0|0|0|0|0|0|0|0
```



Form E Reference

☒ English version

E Form Reference Report - Part A

- ☐ Select All
- ☐ E Form Reference
 - ☐ Reported to LHDNM - Indicator for A6
- ☐ A1 - Number of employees
- ☐ A2 - Number of employees subjected to MTD
- ☐ A3 - Number of new employees
- ☐ A4 - Number of employees who ceased employment
- ☐ A5 - Number of employees who ceased employment and left Malaysia

☒ E Form Reference Report : C.P. 8D

C.P. 8D - Pin. 2023

- ☐ C.P. 8D Detail Listing
- ☒ C.P. 8D Check Listing
- ☐ C.P. 8D Detail Listing (Excluded)

☒ Prepare text file submission

Submission Format

- ☒ C.P.8D Information / Prefill Information

☒ Employee File C:\Users\CARMENCHEAH\Desktop\P123456709_2024.txt

☐ Employer File C:\Users\CARMENCHEAH\Desktop\M123456709_2024.txt

☐ Include Voluntary? ☐ Link Employee

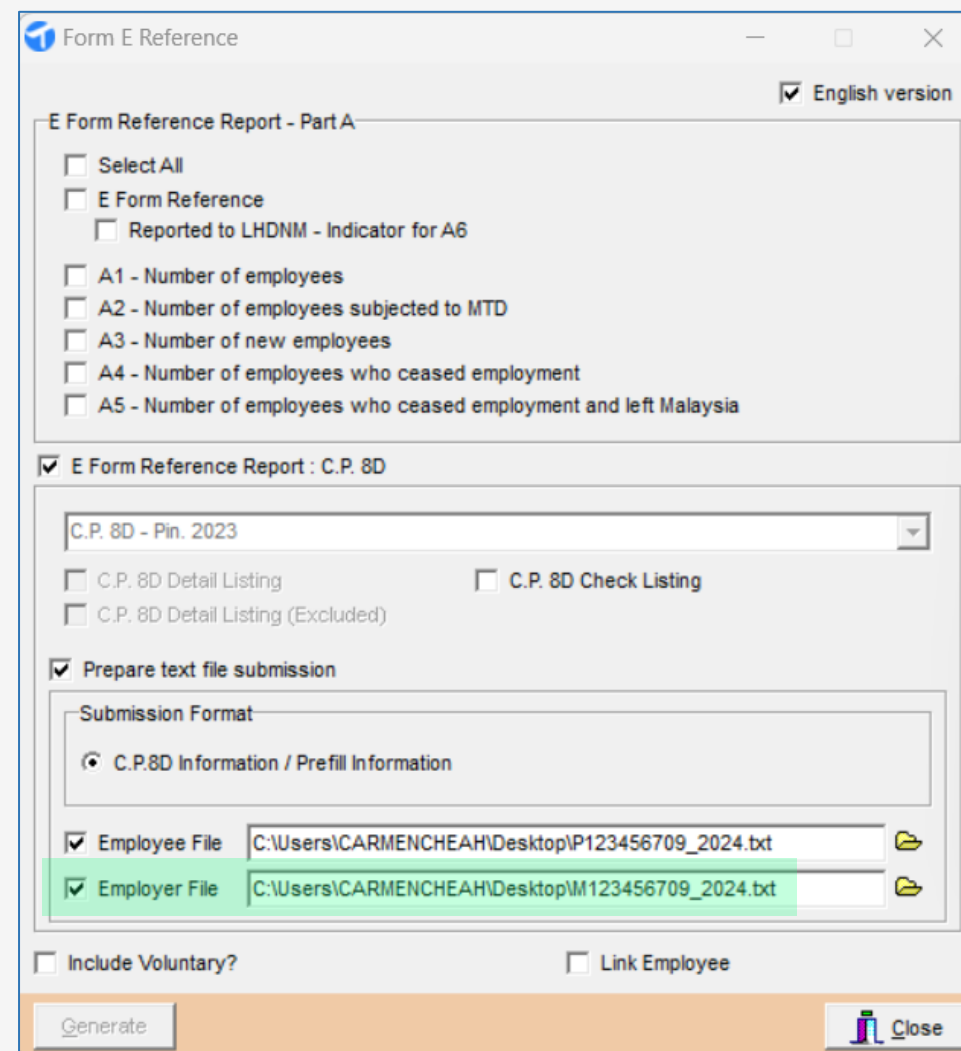
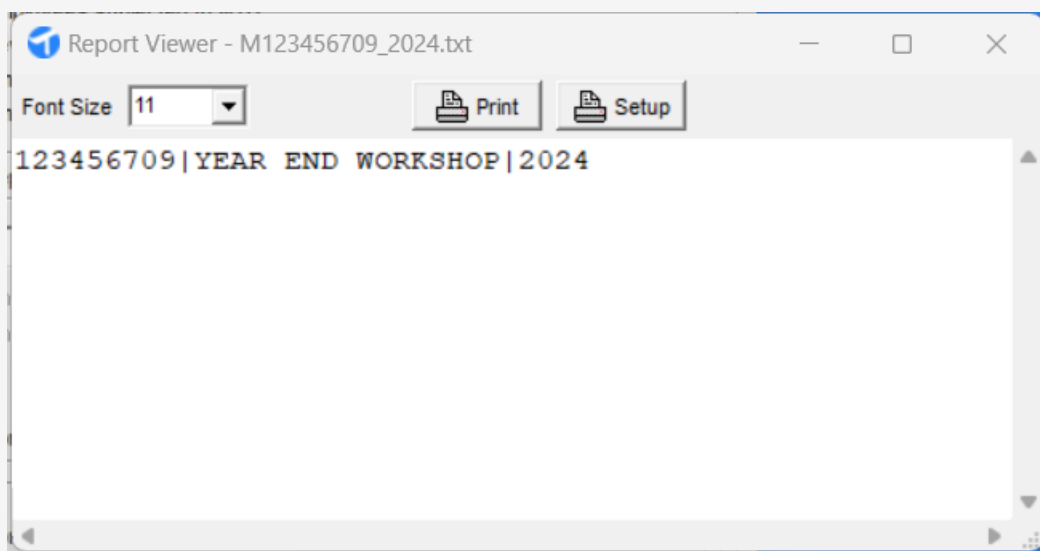
Generate Close

Text File Submission Format

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.

A screenshot of the 'Form E Reference' window. It has a title bar with a blue icon and the text 'Form E Reference'. In the top right corner, there is a checkbox labeled 'English version' which is checked. The main content area is divided into sections. The first section is 'E Form Reference Report - Part A' with a list of checkboxes: 'Select All', 'E Form Reference' (which is checked), and 'Reported to LHDNM - Indicator for A6'. Below these are five more checkboxes: 'A1 - Number of employees', 'A2 - Number of employees subjected to MTD', 'A3 - Number of new employees', 'A4 - Number of employees who ceased employment', and 'A5 - Number of employees who ceased employment and left Malaysia'. The second section is 'E Form Reference Report : C.P. 8D' with a dropdown menu showing 'C.P. 8D - Pin. 2023'. Below the dropdown are three checkboxes: 'C.P. 8D Detail Listing', 'C.P. 8D Check Listing' (checked), and 'C.P. 8D Detail Listing (Excluded)'. The third section is 'Prepare text file submission' with a 'Submission Format' dropdown showing 'C.P.8D Information / Prefill Information'. Below this are two rows of checkboxes and file paths: 'Employee File' with path 'C:\Users\CARMENCHEAH\Desktop\P123456709_2024.txt' and 'Employer File' with path 'C:\Users\CARMENCHEAH\Desktop\M123456709_2024.txt'. The 'Employer File' row is highlighted in green. At the bottom, there are checkboxes for 'Include Voluntary?' and 'Link Employee'. A 'Generate' button is on the bottom left and a 'Close' button with a red X icon is on the bottom right.

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
C	No Pengenalan Cukai (TIN) <i>Tax Identification No. (TIN)</i>	Income Tax A/C#

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

Employee

B0003

Name

BALASAMY

Update

Employment

Other

Confirm & Termination

Bank

EPF/SOCSCO/PCB/EIS

Other Statutory

Personal / Additional Info

EPF/Voluntary

EPF Class

CLASS1

Voluntary Fund Description

EPF A/C #

☐ Fixed voluntary amount

Emp

EPF Initial

Emp

SOCSCO

SOCSCO Class

SOCSCO1

SOCSCO A/C #

SSN #

☐ 1st time contribute to SOCSCO (For income above 3000/month)

SOCSCO Employment Status

Normal

EIS

EIS Class

EIS1

PCB Setting / Income Tax Information

Income Tax A/C #

SG14124141-01(1)

Income Tax Branch

JOHOR BHARU

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

Col	Title	Data Capturing
D	No Pengenalan/ Pasport <i>Identification / passport no.</i>	Capture IC/Passport No based on the selection set in ' IC for Income Tax '.
E	Kategori Pekerja <i>Category of Employee</i>	Based on the settings of ' Tax Marital Status ' and ' Spouse Working '.
F	Status Pekerja <i>Employee Status</i>	Based on the selection set in ' C.P.8D Employee Status '.

A	B	C	D	E	F
No.	Name of employee	Tax Identification No. (TIN)	Identification / passport no.	Category of employee ¹	Employee Status
1					
2					

PCB Setting / Income Tax Information

Income Tax A/C #

SG14124141-01(1)

Income Tax Branch

JOHOR BHARU

Income Tax Status

NONE

Returning Expert End Period(YYYYMM)

☐ Non Resident Tax Formula

End Period(YYYYMM)

☐ Allow to change EPF/SOCSSO/EIS amount in Modify Pay?

Enable this function is NOT recommended

Tax Marital Status

Married

☐ Disabled Individual

☒ Spouse Working (Category 3)

☐ Disabled Spouse

☐ Always include in the E-form CP8D

☐ Exclude from E-Form (Part A)

IC for Income Tax

Passport

Sex / Title

Male

Dependent Children Relief

10

C.P.8D Employee Status

Status 2: Permanent

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

New

Save

Cancel

Advance

⏪

⏩

⏴

⏵

Close

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 ‘Resignation Date’ . If the ‘Resignation Date’ is empty, the ‘Retirement Date’ will be captured.
H	Cukai Ditanggung Oleh Majikan <i>Tax borne by employer</i>	Refer to section “Set Up Tax Line (EA#) – Additional Set Up”

E	F	G	H	I	J
Category of employee ¹	Employee Status	Date of Retirement / End of Contract	Tax borne by employer (Enter 1 or 2) 1 = Yes 2 = No	Qualifying child relief	
				No. of children	Total relief (RM)

Employee

Name

Update

Employment

Other

Confirm & Termination

Bank

Address

Spouse

Allowance/Deduction

Career

Probation Period

Confirmation Due

Hired Date

Notice Period

☐ Exclude From Auto Prompt?

Retire Age

Resignation Reason

Confirmation On

Retirement Date

Resignation Date

Last Payment Date

Working Status

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 = 4
J	Jumlah Pelepasan Anak <i>Total Relief</i>	Total Eligible x \$2,000.00 per eligibility <u>Example:</u> Total Eligible = 10 Total child relief = \$2,000.00 Column J = 10 x \$2,000.00 = \$20,000.00

E	F	G	H	I	J
Category of employee ¹	Employee Status	Date of Retirement / End of Contract	Tax borne by employer (Enter 1 or 2 1 = Yes 2 = No)	Qualifying child relief	
				No. of children	Total relief (RM)

Employee Dependent Children

(A) Under the age of 18 years

100% 50%

1

(B) 18 Years & above and studying (included Certificate/Matriculation)

1

(C) Above 18 years and studying full time in diploma level onwards (Malaysia) or Degree level onwards (outside Malaysia)

2

(D) Disabled child

(E) Disabled child studying in diploma or higher level (in Malaysia)/degree or its equivalent (outside Malaysia)

Total Eligible 10

Year	Effective Period	Eligible
2015	201511	3
2023	202303	4
2023	202312	10

New

Edit

Save

Cancel

Remove

Close

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>Data source from the pay items below:</p> <ul style="list-style-type: none">- System codes such as Basic, TotalNPL, Total Overtime, Total Shift, Total RestDay.- User-defined Allowance/Deduction codes linked to tax line EA# from 1 to 23 and 26 to 27- BIK Entry screen of column Part B and Part C <p>Tips: Refer to C.P.8D Check Listing, GROSS worksheet Column AE.</p>

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

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

Col	Title	Data Capturing
L	Manfaat Berupa Barangan <i>Benefits in kind</i>	<p>Data source from:</p> <ul style="list-style-type: none">- User-defined Allowance/Deduction codes linked to tax line EA# from 5 to 16- BIK Entry screen on column Part B.3-Manfaat berupa barangan. <p>Tips: Refer to the C.P.8D Check Listing, GROSS worksheet Column J + Any columns from Column U (highlight in yellow) with EA# mapped to #5 to #16.</p>

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

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

Col	Title	Data Capturing
M	Nilai Tempat Kediaman <i>Value of living accommodation</i>	Data source from: <ul style="list-style-type: none"> - User-defined Allowance/Deduction codes linked to tax line EA# 17 - BIK Entry screen on column Part B 4.-Nilai tempat kediaman <p>Tips: Refer to C.P.8D Check Listing GROSS worksheet Column K + Any columns from Column U (highlight in yellow) with EA# mapped to #17.</p>

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

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>	<p>Data source from:</p> <ul style="list-style-type: none">- User-defined Allowance/Deduction codes linked to tax line EA# 26- BIK Entry screen on column Part B1(e)- Manfaat Skim Opsyen Saham Pekerja (ESOS). <p>Tips: Refer to C.P.8D Check Listing GROSS worksheet Column R + Any columns from Column U (highlight in yellow) with EA# mapped to #26.</p>

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

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>	<p>Data source from:</p> <ul style="list-style-type: none">- User-defined Allowance/Deduction codes linked to tax line EA# 25- Tax Exempt Allowance codes linked to Tax Exempt Code (P02 to P07)- BIK Entry screen on column Part F- JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI <p>Tips: Refer to C.P.8D Check Listing GROSS worksheet Column AI.</p>

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

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</i>	Data source from: TP1 Form with code C01 to C15 Tips: Refer to C.P.8D Check Listing TP1 worksheet Column AB.
Q	Jumlah Potongan Dituntut Melalui Borang TP1 – Zakat <i>Total claim for deduction by employee via Form TP1</i>	Data source from: TP1 Form with code = D01 (Zakat) Tips: Refer to C.P.8D Check Listing TP1 worksheet Column AE.

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

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>	<p>Data source from:</p> <ul style="list-style-type: none">- Employee EPF processed in TIMESPAY- BIK Entry Screen on column Part E 1 <p>Tips: Check Pay History Report.</p>
S	Zakat Yang Dibayar Melalui Potongan Gaji <i>Zakat paid via salary deduction</i>	<p>Data source from:</p> <ul style="list-style-type: none">- Employee Zakat processed in TIMESPAY- BIK Entry Screen on column Part D 3 <p>Tips: Check Pay History Report.</p>

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

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: <ul style="list-style-type: none"> - Employee PCB processed in TIMESPAY - BIK Entry Screen on column Part D 1 Tips: Check Pay History Report.
U	Jumlah Potongan Cukai CP38 <i>Total CP38 tax deduction</i>	Data source from: <ul style="list-style-type: none"> - Employee CP38 processed in TIMESPAY - BIK Entry Screen on column Part D 2 Tips: Check Pay History Report.

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

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 medical insurance premium paid by the employee via salary deduction. The system captures deduction amount associated with EA# "51" Tips: Check Pay History Report.
W	Caruman PERKESO yang dibayar melalui potongan gaji <i>SOCSSO contribution paid via salary deduction</i>	Total amount of contribution paid by employee via salary deduction to the Social Security Organization (SOCSSO) in accordance with Employee's Social Security Act 1969 or the Employment Insurance System Act 2017. Employee's SOCSSO and EIS contribution amount. Tips: Check Pay History Report.

T	U	V	W
Total tax deduction		Medical insurance paid via salary deduction	SOCSSO contribution paid via salary deduction
MTD	CP38		
(RM)	(RM)	(RM)	(RM)