

A large, abstract graphic of blue, glossy, flowing ribbons or liquid shapes that swirl and curve across the top and right side of the page. The ribbons have a gradient from light blue to dark blue, with highlights and shadows that give them a three-dimensional, fluid appearance.

# **TIMES SOFTWARE**

## **ePayroll Malaysia Version Training Workbook**

**Company Registration Number: 199804415D**

10, Jalan Besar, #14-01, Sim Lim Tower, Singapore  
208787

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### Disclaimer:

This documentation serves as a supplementary to the actual Times Payroll User Manual. The purpose of this documentation is to serve as a “hands- on” exercise book for the user(s) to interact with. **For more detail step by step guide, please refer to the actual User Manual.**

## Training Checklist

### Times ePayroll

Training Time: 9:30am to 5:30pm

Lunch Time: 12:00pm to 1:00pm

#### Login to Times ePayroll

- Login to Times ePayroll

#### Company Profile Setup

- Company Setup & Details, EPF A/C No, Income Tax No, and Bank Info
- Global setup: OT Rates, Shift Rates, Prorated Allowance, OT Capping
- User Profile: Create User's Account

#### Payroll Setup

- Allowance and Deductions applicable to the Company
- Creation of New Bank
- Creation of new codes for Occupation, Nationality, Department, etc.
- Cost Centre Table
- Formula Setup
- Pay group / Pay Period

#### Statutory Setup

- Statutory Setup for PCB, EPF, Socso, and HRD

#### Employee Management System

- Create new employees, specify employee's work group in the calendar
- Insert Photo (Bitmap & Jpeg format)
- Pay Items – Statutory requirements, Fix Allowances / Deductions applicable to employees, etc.
- E-Document – Upload employee's certificates or files.

#### Payroll Initialization

- Payroll processing

#### Modify Pay Record

- Modify pay record
- OT, Shift, Allowance / Deduction input
- Employee PCB History

**Payroll Reports**

- View reports by Department for whole company
- CPF Max Report
- Processing Employee PaySlip
- Pay History Report

**Bank Reports**

- Process external file for Bank Giro payment (Bank Export or IBG File Transfer)
- Bank, Cash and Cheque Listing

**EPF**

- Process external file for EPF submission, online and EPF Return

**Socso**

- Process external file for Socso submission

**Income Tax**

- Process external file for Income Tax submission (CP39 Form, LHDN Bank Submission)

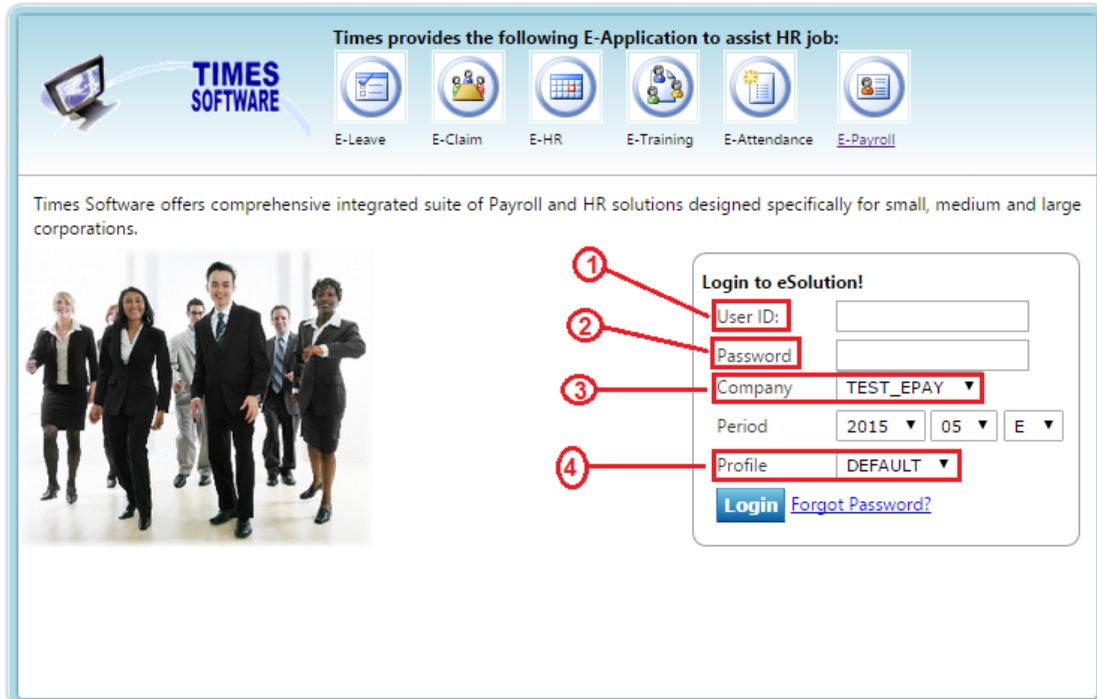
**Query**

- Change Period
- Lock/Unlock Period
- Create query to pick out selective employees
- Create query for 2 different criteria
- Ad-hoc query
- Create custom reports (Tabular & Financial)
- Export to excel and other format

**Question and Answer**

# e-Payroll Login Screen

The following diagram is a sample of the e-Payroll login screen:



## Exercise 1

Fill in the definition of the **Function** in the **Description** column based on what the trainer had taught.

No	Function	Description
1	User Id	
2	Password	
3	Company	
4	Profile	

## Setup of e-Payroll

It is important that you verify the settings are configured correctly before initiating any of the payroll processing.

### Company Setup

In order for the system to generate the correct information to the bank or government bodies (e.g EPF and Income tax), the proper information must be keyed into the Company Profile. The compulsory fields to be setup are highlighted below:

Company Profile    Company Statutory    Company Bank

NEW 1    SAVE    DELETE    CANCEL    STATUTORY SETUP

**Company Profile**

Company Code	ALL	Profile Code	DEFAULT
Company Name	TIMES SOFTWARE SDN BHD 2	Payroll Version	MALAYSIA
Co Registration No.	Co Registration No. 3	Tel No.	03-27100090 Ext
Address 1	10-13A, 10th Floor, 4	Fax No.	03-27100091
Address 2	Wisma UOA II, 4	Email	sales@timesoft.com.my
Address 3	No. 21, Jalan Pinang, Kuala Lumpur	Home Page URL	http://www.timesoft.com.my
Postal Code	50450 5	Company Logo	Choose File    No file chosen

6

**CONTACT LOGO**

DELETE LOGO

Logo size- Width: 3.0in (288px), Height: 1.50in (144px)

**Contact Person**

Contact Name	Yeo	NRIC	
Designation	DIRECTOR	Tel No.	03-27100090
Email	acyeo@timesoft.com.my	Fax No.	03-27100091

Company Profile    **Company Statutory**    Company Bank

SAVE

**Statutory Requirement**

Country	MALAYSIA	Company Name	ALL [ALL]
ASB NO		EPF A/C NO	7
PTPTN A/C NO		SOCSSO NO	8
TABUNG HAJI NO		ZAKAT NO	10
INCOME TAX A/C NO	9		

Company Profile Company Statutory **Company Bank**

NEW SAVE DELETE CANCEL

**Company Bank**

Country: MALAYSIA  
Company Code: ALL [ALL]

Bank Code\*: CIMB **11** Bank Branch#: NON  
Bank AC#: 123456789 **12** Bank Name\*: CIMB BANK BERHAD

BANK NAME	ACCOUNT#	BANK CODE	BANK BRANCH	DEFAULT TRANSACT CODE
No records found.				

## Exercise 2

Base on the trainer's description, fill up the items labelled 1 to 11 in the table below:

Item	Description
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

## Global Setup

### Exercise 3

Based on the trainer’s description, fill up the items labelled **1 to 3** in the table below:

Item	Description
1	
2	
3	

#### Misc Parameter Tab

For most users, there is no need to setup the parameters here. You are required to set the settings here if you have:

- a) Special OT rates which is out of the ordinary rates.
- b) Special shift allowances



## Exercise 4

What is?

a) OT – C?

b) OT – L?

c) OT rate setting

### **Prorate Allowance Tab**

This feature allows users to prorate any of their recurring allowance.



### **Hands-on Exercise 1**

Based on the trainer's description, try to make an **ALLOWANCE (Any Allowance)** as a prorated allowance which will deduct the allowance if the employee goes on **HOSPITALIZATION LEAVE**.

# User Profile

This feature will allow the e-Payroll Administrator to create the user account for his/her subordinates and define the access right of each user.

Step 1:

Create User Account - User Setup

Click New to create the User ID, Password, and Password Effective Date.

Step 2: (Optional)

Setup a Group Profile

GROUP ID	GROUP NAME
<b>SUPPPORT</b>	<b>TECHNICAL SUPPORT</b>
ADM	ADMINISTRATOR
HRU	HR USER
PAU	PAYROLL USER

Step 3: (Optional)

Indicate the access right by setting the menus available for the user's group.

**MENU PROFILE SETUP**

Profile Name: DEFAULT PROFILE  
 Group: PAYROLL USER

SAVE CANCEL

Type to search here

ADD EDIT VIEW DELETE

COMPANY SETUP					ADD	EDIT	VIEW	DELETE
Batch Group					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Setup								
TAB MENU	ADD	EDIT	VIEW	DELETE				
Company Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Statutory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Bank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4:

Assign the group of the new user account created.

**USER - PROFILE SETUP**

Search By: USER ID

Profile Name: DEFAULT PROFILE

USER ID	USER NAME	GROUP	DESCRIPTION	MODULE ADMIN
USER1	USER1	NON	NONE	
JANICE	JANICE	HRU	HR USER	
BSL	BSL ADMIN	PAU	PAYROLL USER	
SUPPORT	TIMES SUPPORT	ADM	ADMINISTRATOR	E-CLAIM, E-HR, E-LEAVE

**GROUP ID**

Group: NONE

ADMINISTRATOR  
 EMPLOYEE  
 HR USER  
 NONE  
 PAYROLL USER  
 TECHNICAL SUPPORT

OK Cancel

# Payroll Setup

## Allowance/Deduction Table

The Allowance/Deduction Table maintains the allowances or deductions which your company uses. A sample of the table is as follows:

## Exercise 5

Fill in the definition of the **Item** in the **Description** column based on what the trainer had taught.

No	Item	Description
1	Code	
2	Description	
3	CP21/CP22A	
4	EA #	
5	**Is Bonus	
6	EPF	
7	PCB	
8	Add Pay (YT)	
9	SOCSSO	
10	VOL	

(C.P.8A-Pin 2016)

No. Siri: 0000

No. Majikan E: 0

MALAYSIA

**CUKAI PENDAPATAN**

PENYATA SARAAN DARIPADA PENGGAJIAN  
BAGI TAHUN BERAKHIR 31 DISEMBER 2017

Penyata Gaji Pekerja SWASTA

**EA**

No. Cukai Pendapatan Pekerja: .....

Cawangan LHDNM: .....

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

**A BUTIRAN PEKERJA**

- |   |                                   |
|---|-----------------------------------|
| 1. Nama Penuh Pekerja/Pesara (En./Cik/Puan) ..... | 3. No. Kakitangan/No Gaji .....   |
| 2. Jawatan .....                                  | 4. No. Pasport .....              |
| 4. No. K.P. Baru .....                            | 5. Bilangan Anak Yang Layak ..... |
| 6. No. KWSP .....                                 | 7. Tarikh Pelepasan Cukai .....   |
| 8. Jika bekerja tidak genap setahun, nyatakan:    |                                   |
| (a) Tarikh mula bekerja .....                     | (b) Tarikh berhenti kerja .....   |

**B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN**

	RM
(Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)	
1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) <b>LINE 1</b>	8,424.00
(b) Fi (termasuk fi pengarah), komisen atau bonus <b>LINE 2</b>	2,503.51
(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran <b>LINE 3</b> )	0.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja <b>LINE 4</b>	0.00
(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) .....	



**IMPORTANT!**

This setup will affect the outcome of the calculation of the EPF as well as other funds calculation. If you are unsure, please ask your trainer before he/she proceeds with her lessons.

# Statutory Setup

Times Software will update the SOCSO, EPF and HRD Table from time to time in order to comply with the EPF board and Ministry of Human Resource Respectively.

In order to know if the funds table in your system is the latest, you are require to check it at the **SOCSCO/EPF/HRD Table Option**.

Statutory Setup

SAVE CANCEL  EPF, HRD, PCB  SOCSO

EPF (CLASS 1 - GOVERNMENT STANDARD)  
Age range: 1 AGE 55 AND BELOW Age From 0 Age To 55

	EPF Wage	Employer's Contribution	Employee's Contribution
Not Exceeding	5,000.00	13.00 %	11.00 %
Exceeding	5,000.00	12.00 %	11.00 %

HRD  
HRD Percent % 1.00 Max Salary 0.00 Minimum Contribution 0.00

PCB  
 PCB By Formula?  
 \*\* Include Deduction Code CP39 In (NETT\_TAX\_AMOUNT) and (X)?  
\*\* (Only Applicable For 'PCB By Formula' Calculation)

Statutory Setup

SAVE CANCEL  EPF, HRD, PCB  SOCSO

FROM SOCSO WAGES	TO SOCSO WAGES	1ST CATEGORY EMPLOYER	1ST CATEGORY EMPLOYEE	2ND CATEGORY EMPLOYER	SPECIAL EMPLOYER
0.01	30.00	0.40	0.10	0.30	0.50
30.01	50.00	0.70	0.20	0.50	0.90
50.01	70.00	1.10	0.30	0.80	1.40
70.01	100.00	1.50	0.40	1.10	1.90
100.01	140.00	2.10	0.60	1.50	2.70
140.01	200.00	2.95	0.85	2.10	3.80
200.01	300.00	4.35	1.25	3.10	5.60
300.01	400.00	6.15	1.75	4.40	7.90
400.01	500.00	7.85	2.25	5.60	10.10
500.01	600.00	9.65	2.75	6.90	12.40
600.01	700.00	11.35	3.25	8.10	14.60
700.01	800.00	13.15	3.75	9.40	16.90
800.01	900.00	14.85	4.25	10.60	19.10
900.01	1,000.00	16.65	4.75	11.90	21.40
1,000.01	1,100.00	18.35	5.25	13.10	23.60
1,100.01	1,200.00	20.15	5.75	14.40	25.90



## IMPORTANT!

Please do not amend the values in the tables as it may jeopardize the calculation in your payroll.

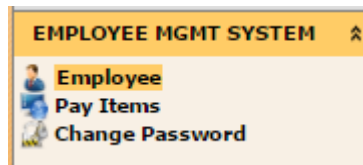
Updates will be sent to you via email whenever there is changes in the statutory board.

# Processing the Payroll

## Payroll Processing – How does it Work?

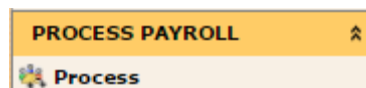
Now that you had setup the payroll, you are now ready to process the payroll for the very first time! Before we begin, here is a summary on how the system works:

### Step 1



This is where you create / update / delete the employee's data, add allowance items.

### Step 2

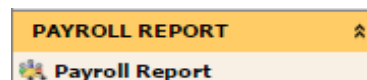


### Step 3



After processing the payroll, individual pay records are created. Variable / manual entries can be added into these pay records; such as overtime hours, allowances or deduction.

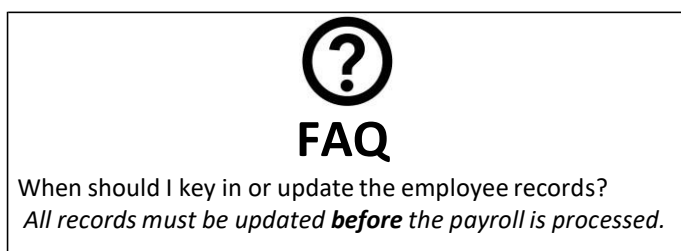
### Step 4



Print reports for internal usage; generate bank GIRO files and CPF files

## Update Employee

The update employee is where all the employees's data will be stored in. it allows the user to create / modify / delete employees' data. It is **extremely important** to key in the correct information as any wrong data will affect the overall payroll output.



Here is a list of important information that must be keyed in, to ensure there is no error in the final outcome of the payroll:

### Employee

- a. Employee number (Alphanumeric. Please refrain from using special characters)
- b. Employee name (As per NRIC)
- c. Sex/Title
- d. Marital Status (For leave purposes)
- e. Hired date
- f. Birth date (**Important!!!** EPF rate is sensitive to the employee's age)
- g. IC number (Employee's NRIC No.)
- h. Race
- i. Nationality
- j. Department Code (Important for reporting purposes. Please don't leave it blank.
- k. Category (Only compulsory if you based the leave entitlement on Category).
- l. Basic salary
- m. Bank
- n. Address & Phone number ( For EA form/ government form purposes)
- o. E-Mail (**Important** if you are using E-Leave or E-Mail Payslip module).
- p. Leave Scheme (If you are using the leave system and is based on Leave Scheme)
- q. Benefit Scheme (Important if you are using the system to track the claims)
- r. Pay group

### Pay Items Tab

- s. Type (Monthly worker subjected to OT or Non-OT, Daily Type or Hourly Type)
- t. EPF Class & Account number
- u. Socso Type & Socso number
- v. Income tax A/C number
- w. Allow/Dedu (If fixed recurring allowance(s))



# Sample Employee's Profile

## Employee Detail Tab

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

NEW SAVE DELETE CANCEL Company Select - PMSB Query Select - All

Employee ID 888 Name TESTING Pay Group STD Head Count - 33

**Personal Details**


Employee ID \* 888  Is Supervisor? NRIC No. 820818-01-2233 Old IC  IC Type LOCAL

First Name  Passport No.

Middle Name  Issued Date  Validity  year(s)

Last Name  Expired Date

Full Name \* TESTING Place of Issue

Alias  Upload Photo  No file chosen  Size: W 90px : H 110px

Native Name

Title / Gender \* MR. [MR] - MALE Race \* CHINESE [CHIN]

Marital Status \* SINGLE [S] Religion NONE [NONE]

Hired Date 01/01/2016 1 year(s) 3 month(s) Nationality \* MALAYSIAN [MAL]

Original Hired Date 01/01/2016 1 year(s) 3 month(s) Place of Birth

Date of Birth \* 01/01/1988 29 year(s) 3 month(s) Batch No  AD ID

Education NONE [NONE] Blood Type   Language & Hobby (Show/Hide)

## Employee – Career Tab

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

NEW SAVE DELETE CANCEL Company Select - Query Select - All

Employee ID 888 Name TESTING Pay Group STD Head Count - 33

**Progression Data**

Hired Date \* 01/01/2016  Change hired date? Salary 2,000.00

Pay Effective Date \* 01/01/2016 Increment 0.00

Increment Review Date  New Salary 2,000.00

Trans/Pro Review Date

Progression Code \* FSTART [FSTART] Salary Type MONTHLY

Department \* ADMIN [ADMIN] Salary Range NONE [NONE] Salary Percent 100 %

Category \* NONE [NONE] Section \* NONE [NONE]

Occupation \* NONE [NONE] Job Grade \* NONE [NONE]

Cost Center \* NONE [NONE] Appraisal Grade \* NONE [NONE]

Company \* NONE [NONE] Classification \* NO OT CAPPING [NONE]

REASONS  Division \* NONE [NONE]

REMARK  Branch \* NONE [NONE]

Location \* NONE [NONE]

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALARY	SECTION	JOB GRADE	APPRAISAL GRADE	DIVISION CODE	REMARK
FSTART	01/01/2016	01/01/2016	ADMIN	NONE	NONE	NONE	PMSB	2000.00	0.00	2000.00	NONE	NONE	NONE	NONE	

## Employee – Bank Tab

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

NEW SAVE DELETE CANCEL Company Select - Query Select - All

Employee ID 888 Name TESTING Pay Group STD Head Count - 33

**Employer Bank**

Employer Bank Account

**Local Bank**

	DEFAULT	BANK NAME	ACCOUNT NO	AMOUNT	PERCENT	ID	BRANCH	CURRENCY	IS MULTI CURR
	<input checked="" type="checkbox"/>	CIMB BANK BERHAD	456787654	0	100	CIMB	NON	MYR	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	CASH		0	0	CASH	000		<input type="checkbox"/>
	<input type="checkbox"/>	CHEQUE		0	0	CHEQ	000		<input type="checkbox"/>

## Employee – Pay Items – e-Payroll

E-Payroll Statutory Requirement Allowances/Deductions Stop Payment

Employee ID: 888 Name: TESTING

Pay Group/Type Setting

Pay Group: STD Batch Group: DEFAULT

Pay Type: SN-MTHLY RATED-SUBJOT [SN]

Mid Mth Pay:  Semi-Month? 0 % / 0.00

Mid mth deduct EPF? No Mid mth deduct SOCSO? No

Bonus Factor:

Daily Rate Formula: BASE PAY/26 [03]

NPL Daily Formula: BASE PAY/CALENDAR DAYS [06]

Festival Advance:

Hrs Worked/Yr: 2496 Working Code:

Days Work/Wk: 5 Working Code Salary Month:

Change EPF/SOCSO?  Yes  No Calculate HRD?  Yes  No

Calculate PCB?  Yes  No

E-Payroll Statutory Requirement Allowances/Deductions Stop Payment

Employee ID: 888 Name: TESTING

Statutory Type

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

EPF

EPF Class: CLASS1 - GOVERNMENT STANDARD Ignore EPF Age Check:

EPF A/C#:  EPF Initial:

Employer EPF A/C#:  Nombor Kawalan (NK):

Voluntary EPF

BY PERCENT  BY FIXED AMOUNT

Employer:  Employee:

Union

Union Worker: NO [F]

Union Join Date:  Union Left Date:

## Employee – Pay Items - Allowances/deductions tab

E-Payroll Statutory Requirement Allowances/Deductions Stop Payment

Employee ID: 888 Name: TESTING Pay Group: STD Head Count: 33

Company Select: Query Select: All

Allowance/Deduction

Code: SHIFT AL Effective Date:

Description: SHIFT ALLOWANCE Payment Date:

Type: AMT Recurring:  Times

Currency: RINGGIT MALAYSIA [MYR] End Date:

Amount: 200.00 Total Amount:

Cycle: END

CODE	DESCRIPTION	TYPE	AMOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE	RECURRING	TOTAL AMOUNT	CYCLE
SHIFT AL	SHIFT ALLOWANCE	A	200.00						END



## Hands-on Exercise 2

Now that you had learned how to update new employee profile, key in the following employees in your database.

### Case 1

<b>Emp. No</b>	Create your own Emp no.
<b>Emp. Name</b>	Mohd Ahad Bin Jumaat
<b>Sex</b>	Male
<b>Hired Date</b>	01/03/2011
<b>DOB</b>	26/09/1981
<b>NRIC</b>	Create your own NRIC no.
<b>Race</b>	Malay
<b>Nationality</b>	Malaysian
<b>Basic Salary</b>	RM 4,500
<b>Department</b>	Finance
<b>Occupation</b>	Finance Manager
<b>Bank</b>	MAYBANK
<b>Bank A/C No.</b>	Create your own acc. no.
<b>Leave Scheme</b>	Manager
<b>Benefit Scheme</b>	Manager
<b>Pay Group</b>	5.5 Days
<b>Pay Items</b>	
<b>Pay Type</b>	Monthly Rated subjected not OT
<b>EPF No.</b>	Create your own acc. no.
<b>Income Tax NO.</b>	Create your own acc. no.
<b>Fix Allowance</b>	RM 300 Title Allowance

### Case 2

<b>Emp. No</b>	Create your own Emp no.
<b>Emp. Name</b>	Agnes Goh
<b>Sex</b>	Female
<b>Hired Date</b>	21/01/2008
<b>DOB</b>	17/04/1971
<b>NRIC</b>	Create your own NRIC no.
<b>Race</b>	Chinese
<b>Nationality</b>	Malaysian
<b>Basic Salary</b>	RM 1,800
<b>Department</b>	Administration
<b>Occupation</b>	Admin Assistant
<b>Bank</b>	CIMB
<b>Bank A/C No.</b>	Create your own acc. no.
<b>Leave Scheme</b>	Executive
<b>Benefit Scheme</b>	Executive
<b>Pay Group</b>	5.5 Days
<b>Pay Items</b>	
<b>Pay Type</b>	Monthly Rated subjected to OT
<b>EPF No.</b>	Create your own acc. no.
<b>Income Tax NO.</b>	Create your own acc. no.

## Termination/Resignation of Employee



### Hands-on Exercise 3

**Ahad** had just tendered his resignation. His last date of service will be the date of your training class and you will be paying his last payment by CHEQUE. Please reflect this information into the payroll system.

## Promotion or Salary Adjustment

For employees with salary adjustment or promotion, you are required to key in the information inside the **Career** tab. This is to ensure employees' career histories are logged down.

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALARY	SECTION	JOB GRADE	APPRAISAL GRADE	DIVISION CODE	REMARK
AINCR	01/01/2017	01/01/2017	ADMIN	NONE	NONE	NONE		2000.00	200.00	2200.00	NONE	NONE	NONE	NONE	
FSTART	01/01/2016	01/01/2016	ADMIN	NONE	NONE	NONE		2000.00	0.00	2000.00	NONE	NONE	NONE	NONE	



### Hands-on Exercise 4

**Agnes** is scheduled for promotion to the title of Admin Executive on the **first day of the month of your training date**. Her new salary after promotion will be RM 2500.00. However, the increment will be back dated to the following month. Please reflect this information into the payroll system.

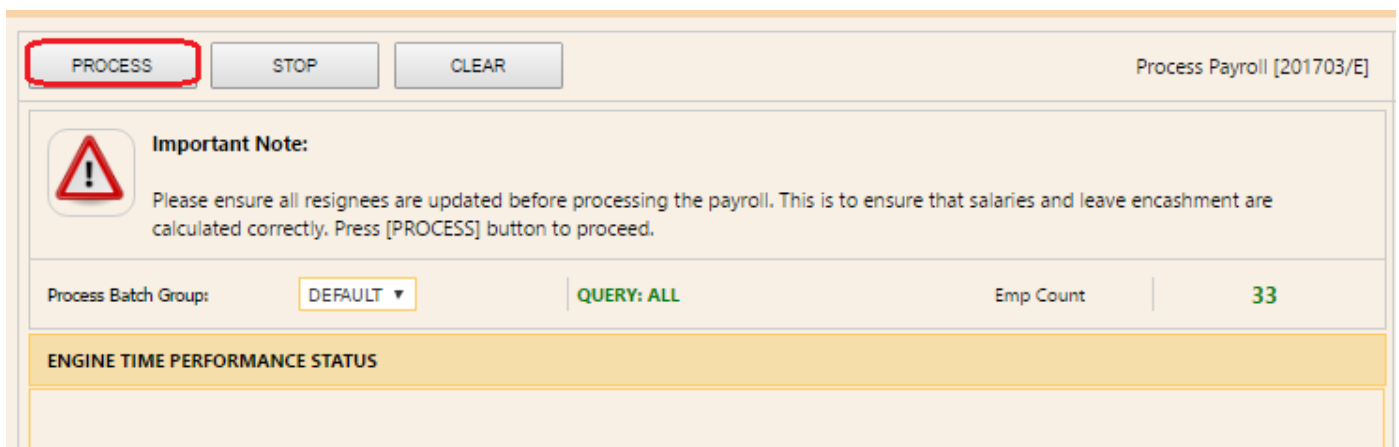
# Process Payroll

Now that you had keyed in all relevant information for this payroll cycle, it is now time to process your payroll. This is a compulsory step and must be run at every month. To process the payroll, you must first go to:

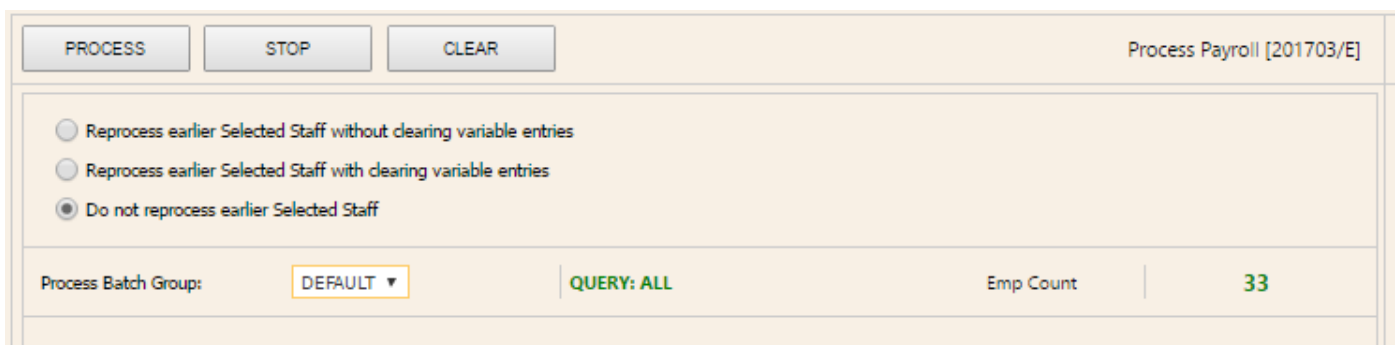


If you had **never processed the payroll** for the month, you will be greeted with the following screen:

To continue, just click on the **Process** button.



If you had already processed payroll for this payroll cycle, the greyed out option will be enabled for selection and it will look like the following:



**Exercise 6**

Based on the trainer’s explanation, fill in the blanks to the following:

The screenshot shows a payroll processing window titled "Process Payroll [201703/E]". At the top, there are three buttons: "PROCESS", "STOP", and "CLEAR", with a red "4" next to the "CLEAR" button. Below these buttons are three radio button options:
 

- Reprocess earlier Selected Staff without clearing variable entries (with a red "1" next to it)
- Reprocess earlier Selected Staff with clearing variable entries (with a red "2" next to it)
- Do not reprocess earlier Selected Staff (with a red "3" next to it)

 At the bottom of the window, there is a "Process Batch Group" dropdown menu set to "DEFAULT", a "QUERY: ALL" label, an "Emp Count" field showing "33", and a "3" next to the "Do not reprocess" option.

No	Description
1	
2	
3	
4	

# Modify Pay Record

← → ↺ ↻
SAVE CANCEL
Total record count: 33
RECALCULATE PRORATE TRIAL CONVERT BANK

<b>Employee's Information</b> Emp No / Name: 888 [TESTING] Department: ADMIN Age & CPF/Levy: 29.17 CLASS1 Paid: MONTHLY		<b>Salary Information</b> Basic Salary: 2,200.00 Daily Rate: 84.62 Hourly Rate: 10.58 Pay Type: 2-SN		<b>Payroll Information</b> Period: 201703 Cycle / Cycle Run: E Trial Mode: NO Change Basic: <input type="checkbox"/>																													
Hired Date: 01/01/2016 Termination Date: Last Payment Date: NPL / Absent: Total 0.00 [NPL/ABSENT]		Overtime: Total 0.00 [OVERTIME]		Rest Day: Total 0.00 [REST DAY]																													
Shift: Total 0.00 [SHIFT]		<table border="1"> <thead> <tr> <th>CODE</th> <th>DESCRIPTION</th> <th>EPF</th> <th>TAX</th> <th>FREQUENCY</th> <th>RATE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>BASIC</td> <td>BASIC SALARY</td> <td>O</td> <td>1</td> <td>23.00</td> <td></td> <td>2,200.00</td> </tr> <tr> <td>PCB</td> <td>MONTHLY INCOME TAX DEDUCTION</td> <td>F</td> <td>0</td> <td></td> <td></td> <td>0.00</td> </tr> <tr> <td>SHIFT AL</td> <td>SHIFT ALLOWANCE</td> <td>T</td> <td>0</td> <td></td> <td></td> <td>200.00</td> </tr> </tbody> </table>				CODE	DESCRIPTION	EPF	TAX	FREQUENCY	RATE	AMOUNT	BASIC	BASIC SALARY	O	1	23.00		2,200.00	PCB	MONTHLY INCOME TAX DEDUCTION	F	0			0.00	SHIFT AL	SHIFT ALLOWANCE	T	0			200.00
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<b>SOCSCO Contribution</b> Socso Wage: 2,400.00 Socso Employee: -11.75 Socso Employer: 41.15		<b>HRD &amp; EPF VOL Contribution</b> HRD: 0.00 EPF Vol Employee: 0.00 EPF Vol Employer: 0.00		<b>EPF Contribution</b> EPF Wage: 2,400.00 EPF Employee: -264.00 EPF Employer: 312.00																													
<b>Total Wages</b> Total Allowance: 200.00 Total Deduction: 0.00 Gross Wage: 2,400.00 Nett Wage: 2,124.25																																	

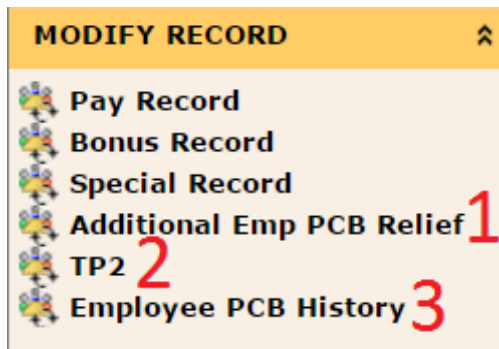


## Hands-on Exercise 5

The following employees need to have additional entries into the payroll. Use the Modify Pay Record to key in the following details:

- **Agnes** has 23 hours of OT1.0C, 5 hours of OT1.5C and 3 hours of OT2.0L.
- **Ahad** is resigning this month and your company would like to pay him by cheque instead of using GIRO. He will also have an ad-hoc **Title Allowance** of RM 250.00.

## Employee PCB Record



### 1. Additional Employee PCB Relief (TP1 Form)

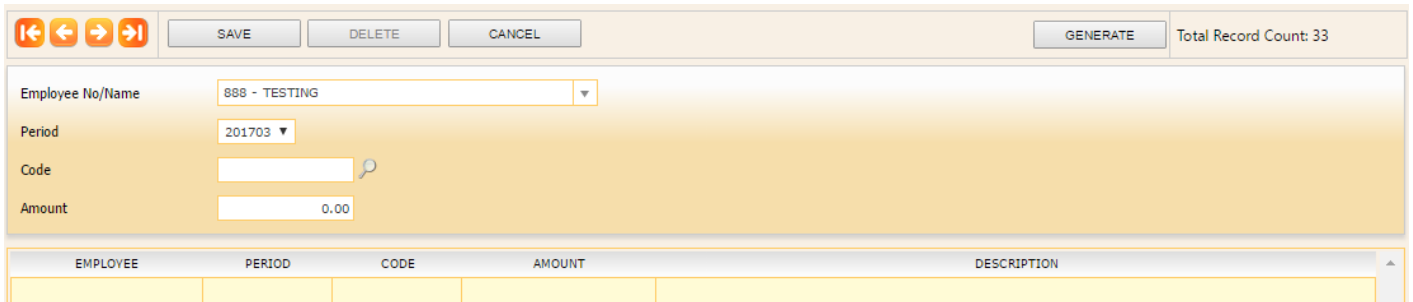
CODE	DOC DATE	PERIOD	AMOUNT	REMARKS	REFERENCE
There is no record to show for Employee : 888 - TESTING !					

**Form TP1 – Individual Deduction and Rebate Claim Form**

Employee will submit a TP1 Form to the employer if employee wishes to claim deductions and rebates in the relevant month such as purchases of books, parent’s medical bills, purchase of laptop and so on.



## 2. Employee BIK and VOLA (TP2 Form)



EMPLOYEE	PERIOD	CODE	AMOUNT	DESCRIPTION

### Form TP2 – benefits-in-kind Claim Form

Employee who wishes to include benefits-in-kind (BIK) and value of living accommodation (VOLA) as part of his monthly remuneration shall submit TP2 Form (Exhibit 2) to the employer. Amount of BIK/VOLA shall be treated as part of Y1 in the MTD calculation during the current year only (year that the employee claimed through TP2 Form to the employer). It shall not carry forward to the following year. Amount of BIK/VOLA are used only for the purpose of MTD calculation. These amounts shall not appear in the pay slip and EA Form.

### 3. Employee PCB History (TP3 Form)

← → ↶ ↷

Total Record Count: 33

Employee No/Name:

Tax Category:       Hired Date:  [1 year 2 months]      Foreigner Tax:

Previous Employment Remuneration Information

Total PCB Wages (C1)	0.00	Total EPF (3)	0.00
Total PCB Paid (C5)	0.00	Total Zakat Paid (C4)	0.00

Tax Exemption Allowance/Perquisite (C2)

(i) Travel	(ii) Childcare	(iii) Goods	(iv) Awards	(v) Passage	P01	P03
0.00	0.00	0.00	0.00	0.00	0.00	0.00

NO	PERIOD	CYCLE	TAX CODE	TAX TYPE	STATUS	DESCRIPTION	TAX WAGE	TAX EXEMPT	EPF CONTRIBUTION	TP1 RELIEF	CUR MONTH RELIEF
1	201702	E	K1	B	A	Add Pay Income Tax Calculation: Add Pay	2,200.00	0.00	264.00	0.00	264.00
2	201702	E	K1	X	A	Add Pay Income Tax Calculation: Salary	2,200.00	0.00	264.00	0.00	264.00
3	201703	E	K1	B	A	Add Pay Income Tax Calculation: Add Pay	2,200.00	0.00	264.00	0.00	264.00
4	201703	E	K1	X	A	Add Pay Income Tax Calculation: Salary	2,200.00	0.00	264.00	0.00	264.00

**Form TP3-** Previous employment remuneration information

Employee who newly joined the company during the year shall submit TP3 Form (Exhibit 1) to his new employer to notify information relating to his employment with previous employer in the current year. The amounts related to the previous employment in the previous employer in the current year are used only for the purpose of MTD calculation. These amounts shall not appear in the pay slip and EA Form.



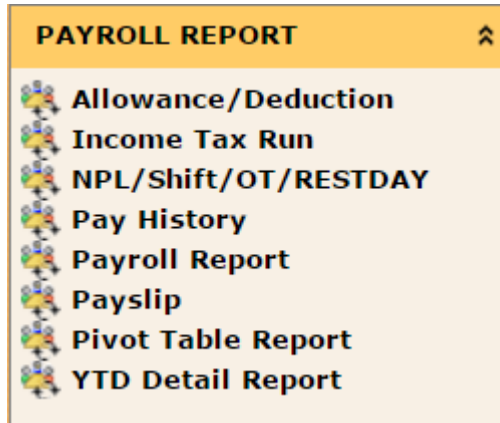
### Hands-on Exercise 5

Based on the trainer’s explanation, create an employee profile with salary 10k, then process the payroll. After seeing this employee’s modify pay record, you realize that, the PCB amount calculate wrongly. Then you go to Employee PCB History (TP3 form) to key in the Total PCB wage (27000), Total PCB paid (2607.6), Total EPF (2970), and reprocess the payroll. See the differences.

# Payroll Reports

## Payroll Report

Internal Reports could be accessed by selecting Payroll Reports and then selecting Internal Reports:



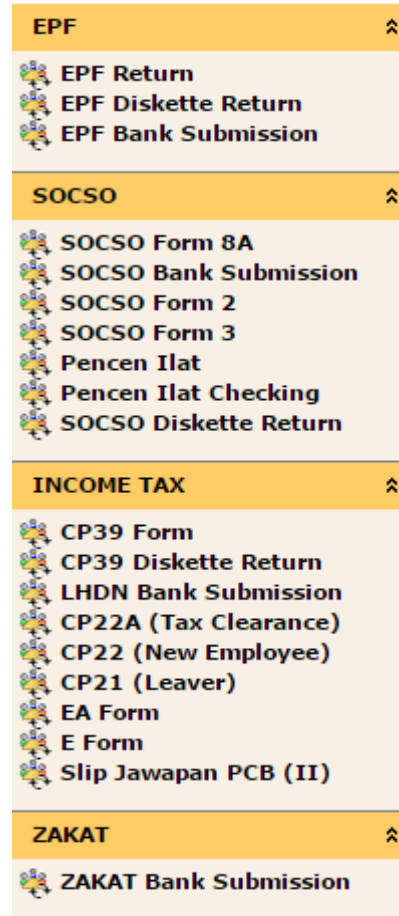
### Exercise 7

Fill in the definition of the **Item** in the **Description** column based on what the trainer had taught.

No	Function	Description
1	Payroll Report	
2	Pay-slip	
3	Pay History	
4	Pivot Table Report	

## Government Form

The External Reports could be access by select Payroll Reports and then selecting External Reports:



### Exercise 8

Fill in the definition of the **Item** in the **Description** column based on what the trainer had taught.

No	Function	Description
1	EPF	
2	SOCSO	
3	Income Tax	
4	ZAKAT	

## Additional Features

Apart from the standard payroll processing procedures, e-Payroll also includes some additional simple to use features to further assist you in your payroll processing needs.

## Report Writer

The Report Writer is a powerful, robust and flexible report generator built into e-Payroll.

### Exercise 9

Based on what the trainer had explained, write down the difference between:

- **Tabular Report**

- **Financial Report**



### Hands-on Exercise 6

Based on what you had learned from the trainer, create the following report:

- A report containing the following criteria: Employee Number, Employee Name, Gender, Date of Birth, NRIC, Race, Hired Date
- Another report containing the following criteria: Employee Number, Employee Name, Gross Wages, Employee CPF, Employer CPF, FWL and Nett Wages.



## Tips and Tricks

If you ever wish to change the description of the columns, heading and width, you may put your mouse over to the space on that particular row.

Selected report : NAMELIST(NAMELIST) Saved Successfully!

NEW REPORT SAVE REPORT REPORT LIST PREVIEW REPORT RE-SORT

	DESCRIPTION	HEADING	WIDTH	FROM/TO	CYCLE	FORHAT	
✓ 1	EMP NO	EMP NO	12			Code	▼
✓ 3	EMP NAME	EMP NAME	50			Code	▼
✓ 4	EMP ALIAS	EMP ALIAS	30			Code	▼
✓ 5	DOB	DOB	10			Code	▼
✓ 6	SEX	SEX	1			Code	▼
✓ 7	MARITAL STATUS	MARITAL STATUS	1			Code	▼
✓ 8	NEW IC	NEW IC	18			Code	▼

click on the row's space to edit the description, heading, width, etc

The system will then bring you to another screen. You may change the column's description and the column's width in this screen:

**Field Edit** ✕

Description:

Heading

Field Width

Period From

Period To

Cycle

M  E  S  B  1  2  3  4  5

Code/Description:

User Define Field:

## Query

Query is a powerful function that is usually used hand in hand with payroll processing or report generation. It acts as a filtering agent where it allows the user to filter the employee's based on predefine criteria(s).



### Hands-on Exercise 7

- Using the Ad-hoc Query, select **AGNES** and **GANESH** and reprocess the payroll using the first option in Process Payroll.
- Using the Ad-hoc Query, exclude **AGNES**.
- Reset the query to select all employees.

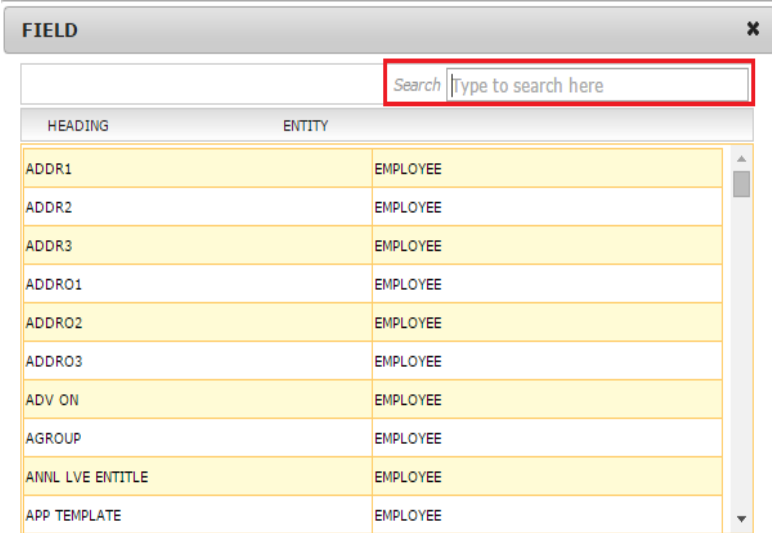
### Query Expert Quick Guide

Query Expert is an advance querying tool for queries which involves more complex conditions.

ID	( HEADING	OPERATION	VALUE	) REL	DELETE
1	Click here to select Field.	Equal to		AND	
2	Click here to select Field. <b>1</b>	Equal to <b>2</b>	<b>3</b>	AND	
3	Click here to select Field.	Equal to		AND	
4	Click here to select Field.	Equal to		AND	
5	Click here to select Field.	Equal to		AND	
6	Click here to select Field.	Equal to		AND	
7	Click here to select Field.	Equal to		AND	
8	Click here to select Field.	Equal to		---	

click this option to show the list of fields to select

Result VIEW RESULT APPLY QUERY Total Record(s) Found: 0 EXPORT TO PDF EXPORT TO EXCEL Search Type to search here

No	Description																
1	<p>The criteria available to choose. You can do a quick search of the criteria by clicking on</p> <p><a href="#">Click here to select Field.</a></p> <p>Once you had selected the criteria from (1) it will appear here.</p>  <p>The screenshot shows a dialog box titled 'FIELD' with a search bar containing the text 'Search   Type to search here'. Below the search bar is a table with two columns: 'HEADING' and 'ENTITY'. The table lists various fields such as ADDR1, ADDR2, ADDR3, ADDR01, ADDR02, ADDR03, ADV ON, AGROUP, ANNL LVE ENTITLE, and APP TEMPLATE, all of which are associated with the 'EMPLOYEE' entity.</p>																
2	<p>OP stands for Operators. The Operators available are:</p> <table border="1" data-bbox="300 1144 1377 1518"> <thead> <tr> <th>Symbol</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Equal to</td> <td>Equals. Only select employees with the exact criteria.</td> </tr> <tr> <td>Less than</td> <td>Lesser than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td>Less or Equal</td> <td>Equal or lesser than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td>Larger than</td> <td>Greater than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td>Larger or Equal</td> <td>Equal or greater than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td>Not Equal to</td> <td>Not equals. Select everything except of employees meeting selected criteria.</td> </tr> <tr> <td>Similar to</td> <td>Wild card.</td> </tr> </tbody> </table>	Symbol	Description	Equal to	Equals. Only select employees with the exact criteria.	Less than	Lesser than (for numeric values e.g, Basic Pay)	Less or Equal	Equal or lesser than (for numeric values e.g, Basic Pay)	Larger than	Greater than (for numeric values e.g, Basic Pay)	Larger or Equal	Equal or greater than (for numeric values e.g, Basic Pay)	Not Equal to	Not equals. Select everything except of employees meeting selected criteria.	Similar to	Wild card.
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Similar to	Wild card.																
3	The value of the criteria.																
4	<p>REL stands for Relational Operator.</p> <table border="1" data-bbox="300 1648 1377 1854"> <thead> <tr> <th>REL</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>AND</b></td> <td>Used to combine different criterion into one. All criteria linked with “AND” operator must be fulfilled</td> </tr> <tr> <td><b>OR</b></td> <td>Select by either criterion within the query. Select by either this condition or that condition</td> </tr> </tbody> </table>	REL	Description	<b>AND</b>	Used to combine different criterion into one. All criteria linked with “AND” operator must be fulfilled	<b>OR</b>	Select by either criterion within the query. Select by either this condition or that condition										
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## Hands-on Exercise 8

Try to create a query with the following criteria:

- Female employees who earn \$2,000 and above.

Try to create a query with the following criteria:

- Employee who are foreigners and earn more than \$1,000.

## Tips and Tricks

### Intermediate-Level Queries

1. To select more than 1 employee

ID	HEADING	OPERATION	VALUE	REL	DELETE
1	EMP_NO	Equal to	888 [JANICE YAP CHONG]	OR	
2	EMP_NO	Equal to	889 [ANNE CURTIS SMITH]	---	

To select 2 employees by using **OR** function under **REL**

2. To select 3 employees

ID	HEADING	OPERATION	VALUE	REL	DELETE
1	EMP_NO	Equal to	888 [JANICE YAP CHONG]	OR	
2	EMP_NO	Equal to	889 [ANNE CURTIS SMITH]	OR	
3	EMP_NO	Equal to	890 [ANGEL LOVE LOCSIN]	---	

To select 3 employees by using **OR** function under **REL**

3. To select all the employees in 3 departments

ID	HEADING	OPERATION	VALUE	REL	DELETE
1	DEPARTMENT_CODE	Equal to	MANAGEMENT & GENERAL ADMIN [ADMIN]	OR	
2	DEPARTMENT_CODE	Equal to	FINANCE [FIN]	OR	
3	DEPARTMENT_CODE	Equal to	HUMAN RESOURCE [HR]	---	

To select all employees under ADMIN, FI and HR department

**Advance-level Queries**

1. To select those employees whose race is Chinese and basic salary  $\geq$  \$2000

ID	(	HEADING	OPERATION	VALUE	)	REL	DELETE
1		RACE_CODE	Equal to	CHINESE [CHIN]		AND	
2		NEW_SALARY	Larger or Equal	2000		---	

**REL – AND**, used to combine different criterion into one. All criterion linked with “**AND**” operator must be fulfilled.

2. To select those employees whose race is Chinese, Occupation as FINANCIAL ANALYST and their basic salary  $\geq$  \$2000

ID	(	HEADING	OPERATION	VALUE	)	REL	DELETE
1		RACE_CODE	Equal to	CHINESE [CHIN]		AND	
2		OCCUPATION_CODE	Equal to	FINANCIAL ANALYST [FA]		AND	
3		NEW_SALARY	Larger or Equal	2000		---	

3. To select those employees with basic salary  $\geq$  \$2000 and work in Admin department or FINANCE department.

ID	(	HEADING	OPERATION	VALUE	)	REL	DELETE
1	(	DEPARTMENT_CODE	Equal to	FINANCE [FIN]		OR	
2		DEPARTMENT_CODE	Equal to	MANAGEMENT & GENERAL ADMIN [ADMIN]	)	AND	
3		NEW_SALARY	Larger or Equal	2000		---	

**Multiple-condition criteria:**

- Use the parenthesis or brackets “( )” to select 2 department.

## Appendix

EA COLUMN GUIDE		
SECTION	PARTICULAR	EA LINE #
<b>B</b>	<b>EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMODATION</b>	
	1. Gross salary, wages or leave pay (including overtime pay)	1
	Fees (including director fees), commissions or bonuses	2
	Gross tips, perquisites, awards/rewards or other allowances	3
	Income tax borne by the employer in respect of his employee	4
	2. Value of benefits-in-kind:-	
	(a) (i) Value of motorcar and petrol	5
	(ii) Value of driver	6
	(b) Electricity, water, telephone and other benefits	7
	(c) Value of household benefits:-	
	(i) Semi-furnished with furniture*/air-conditioners*/curtains*/carpets*	8
	(ii) Fully-furnished with kitchen equipment, crockery, utensils and appliances	9
	(iii) Separate Items: Furniture and fittings	10
	Kitchen equipment	11
	Entertainment and recreation	12
	(d) Household servant and gardener	14
	(e) Benefit of leave passage for travel	15
	(f) Others (for example food and garments)	16
	3. Value of living accomodation provided	17
4. Refund from unapproved Pension/Provident Fund, Scheme Or Society	18	
5. Compensation for loss of employment	19	
<b>C</b>	<b>PENSIONS AND OTHERS</b>	
	1. Pensions	20
	2. Annuities or other Periodical Payments	21
<b>F</b>	<b>PARTICULARS OF PAYMENT IN ARREARS AND OTHER PAYMENTS IN RESPECT OF PRECEDING YEARS (PRIOR TO CURRENT YEAR)</b>	22 / 23
<b>G</b>	<b>TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS</b>	25

## **Additional Note**

## **Additional Note**

