TIMES SOFTWARE

ePayroll
Malaysia Version
Training Workbook

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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)

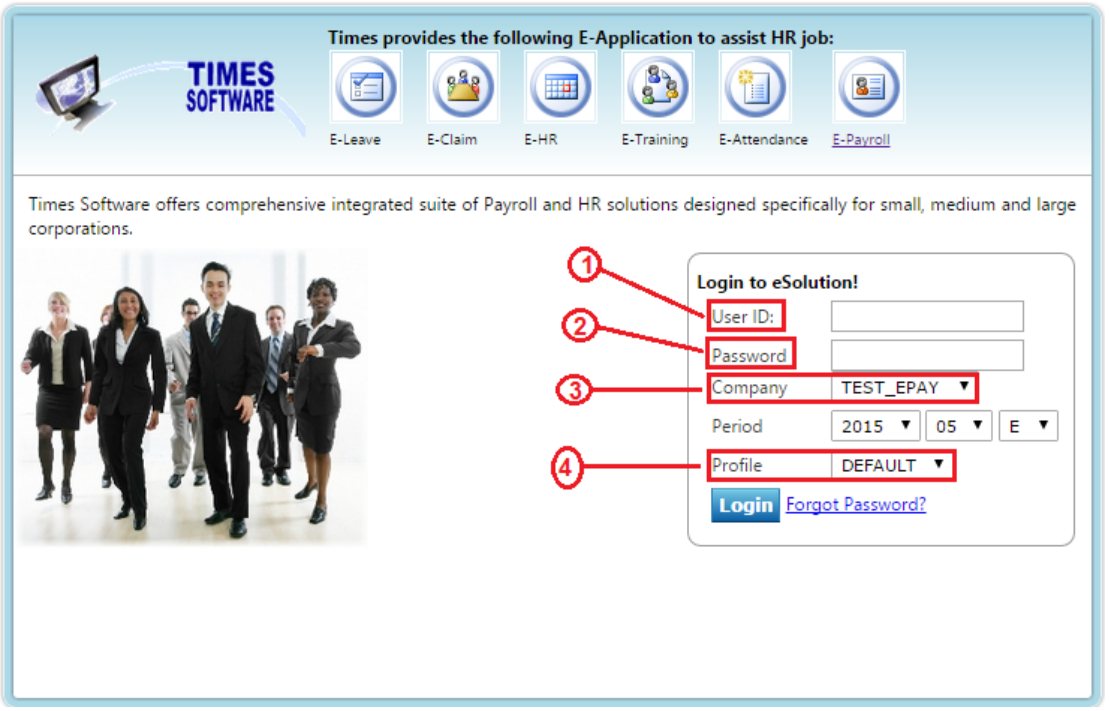
Query

- 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.

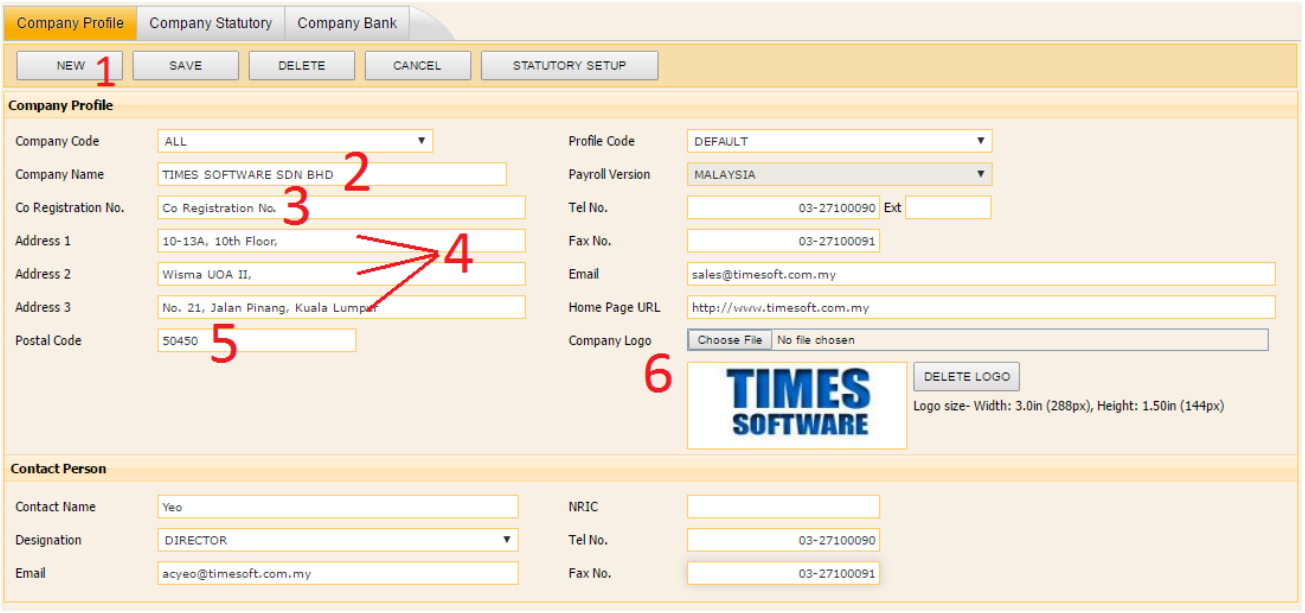
No	Function	Description
1	User Id	
2	Password	
3	Company	
4	Profile	

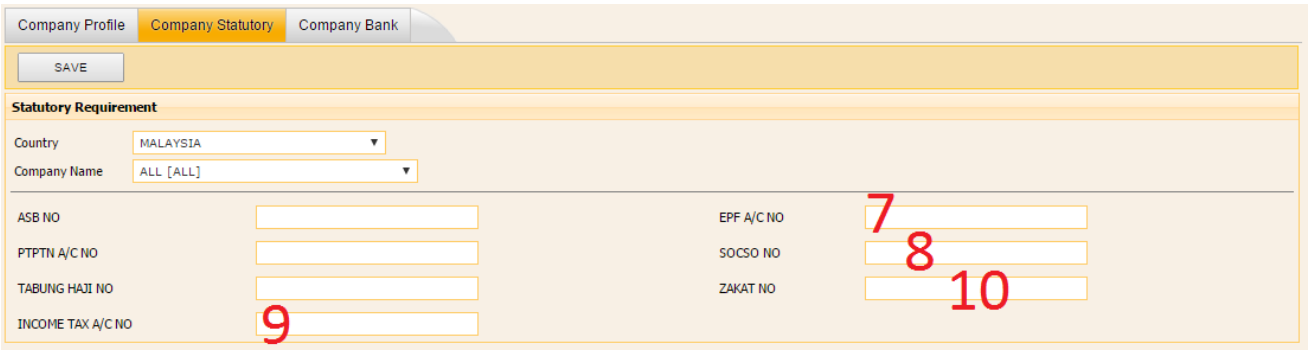
Setup of e-Payroll

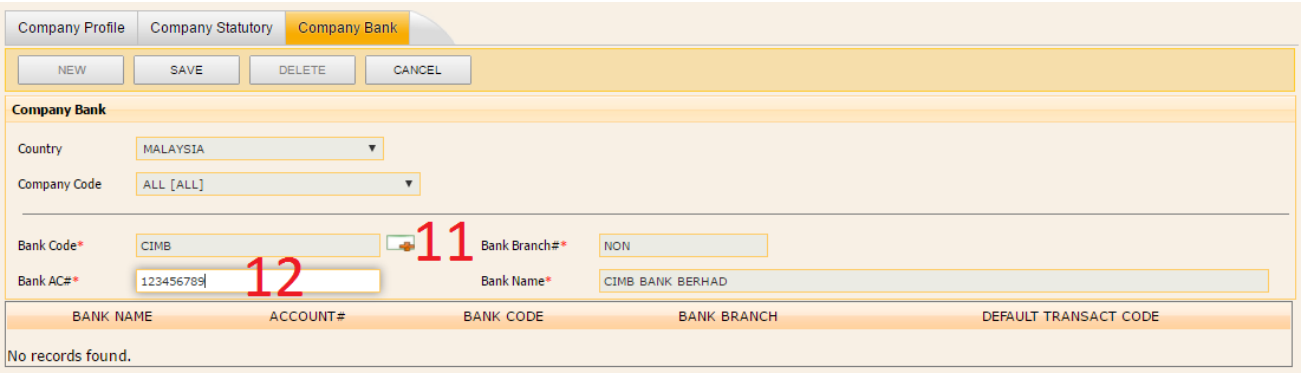
It is important that you verify the settings are configured correctly before initiating any of the payroll processing.

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:





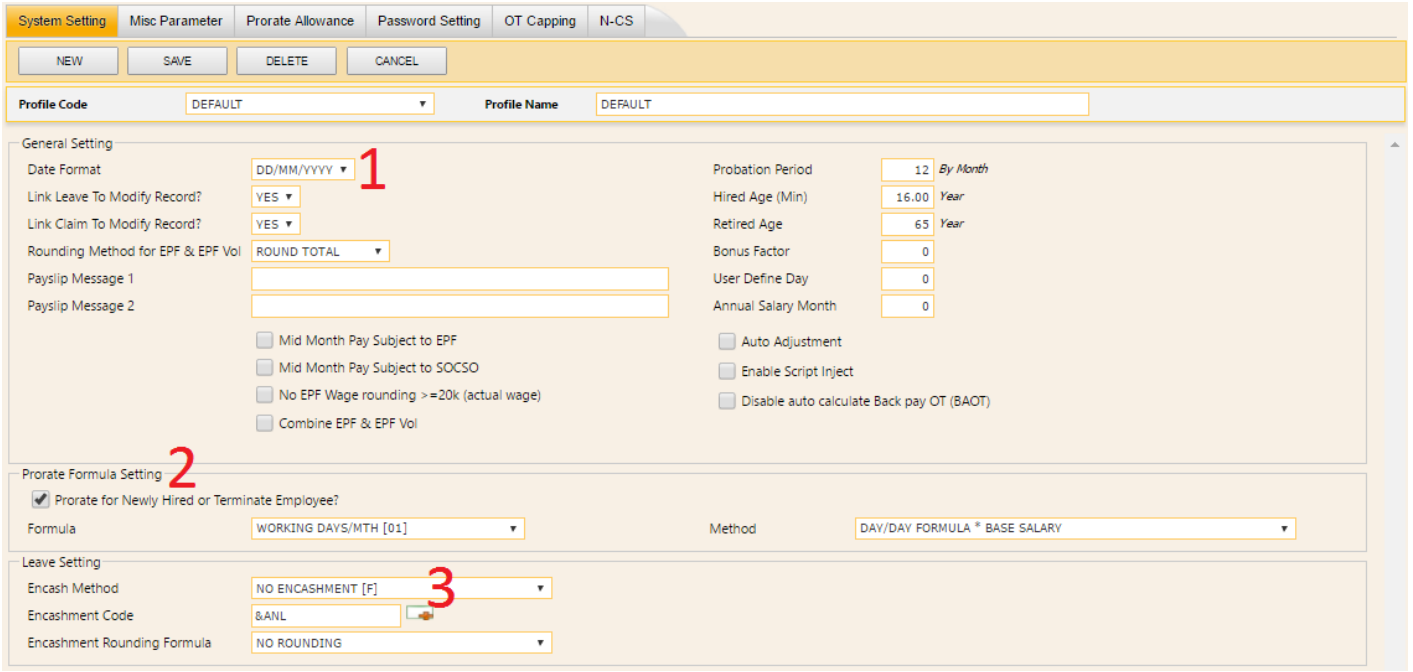


Exercise 2

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**.

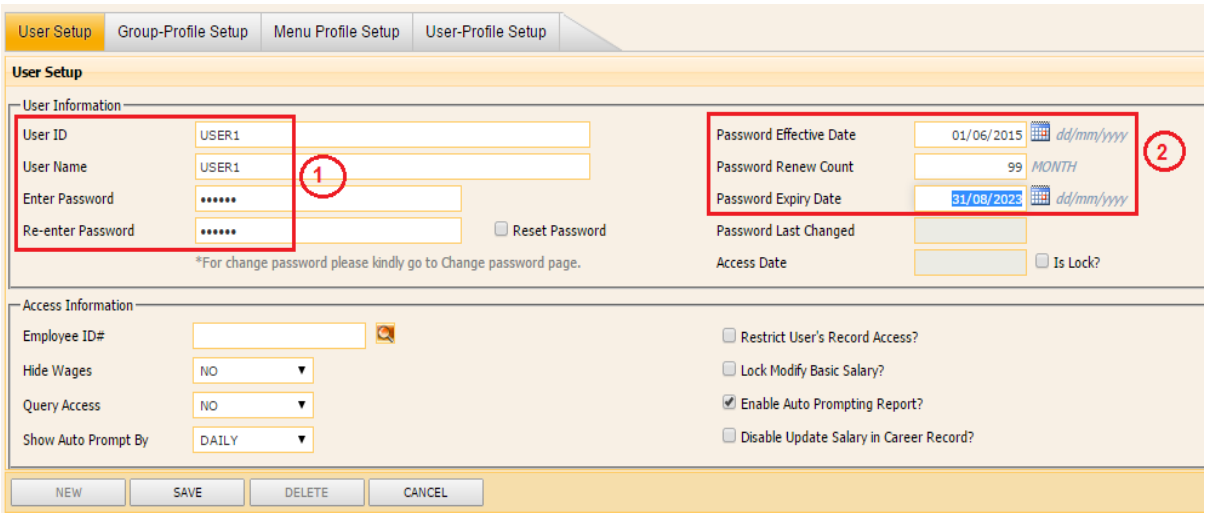
User Profile

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:

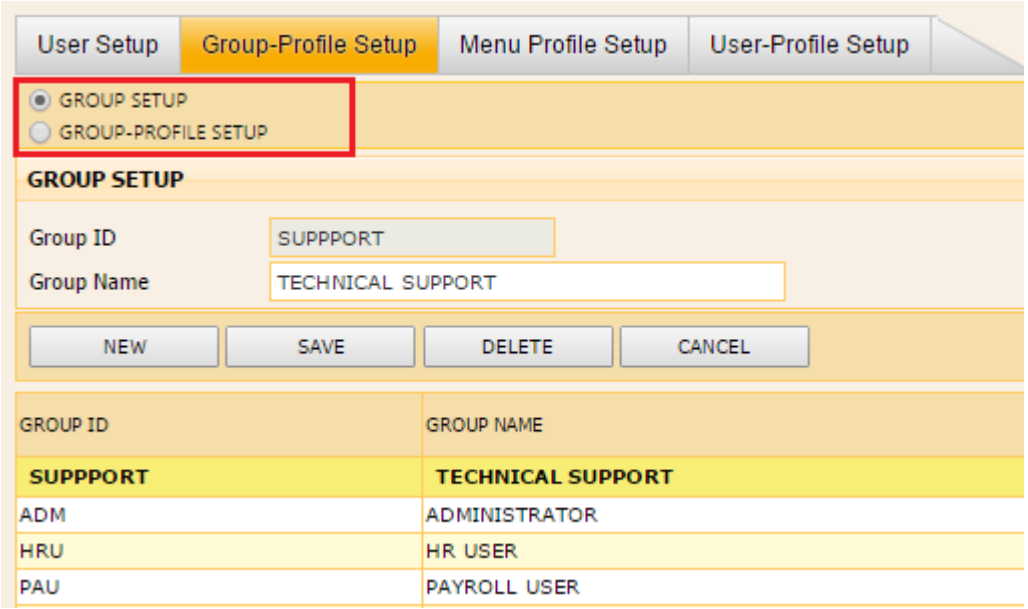
Create User Account - User Setup

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



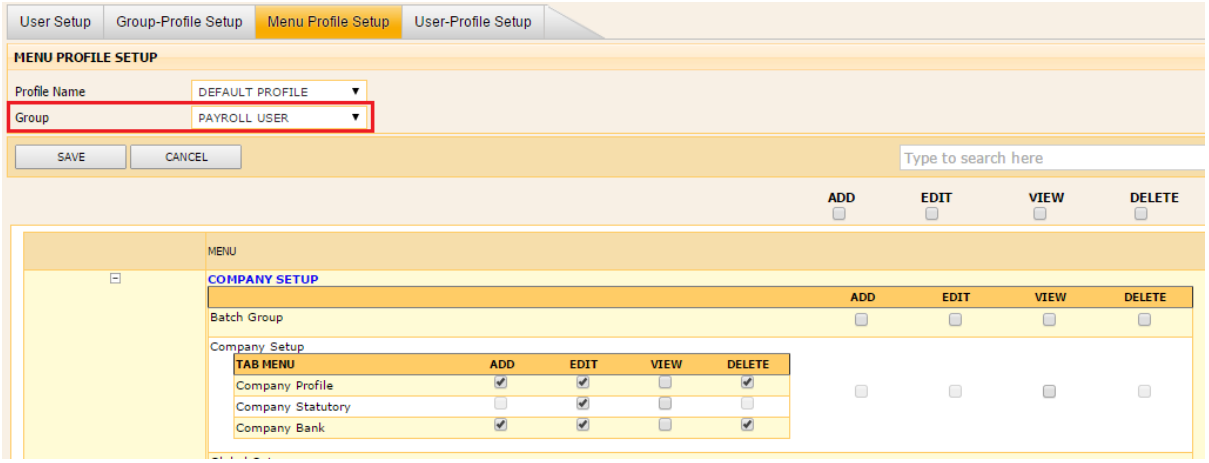
Step 2: (Optional)

Setup a Group Profile



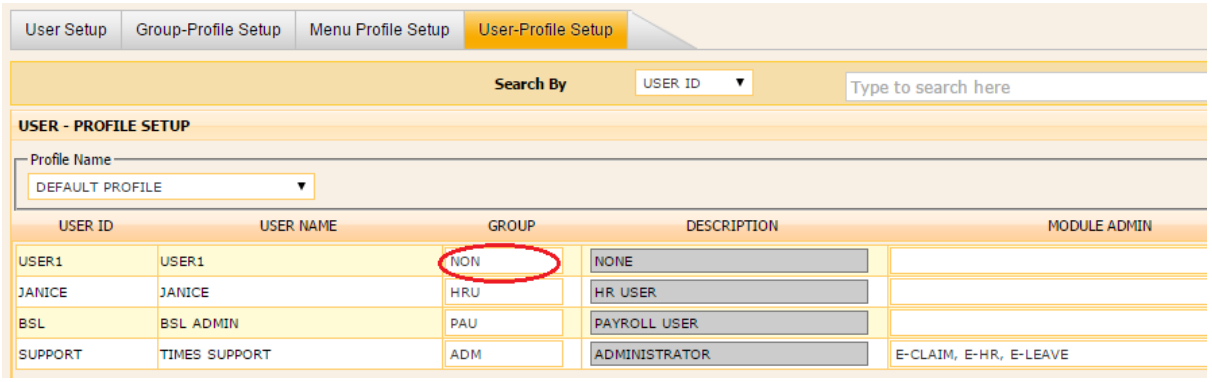
Step 3: (Optional)

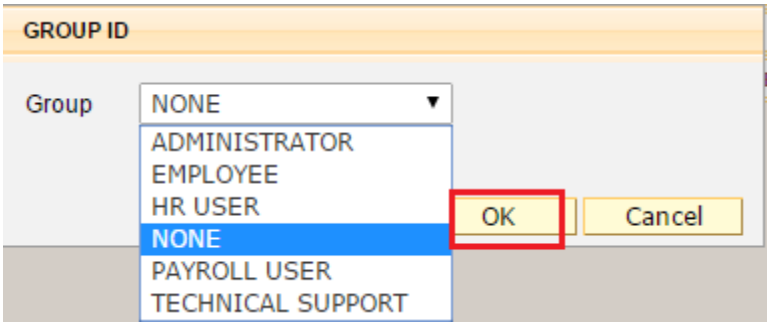
Indicate the access right by setting the menus available for the user's group.



Step 4:

Assign the group of the new user account created.

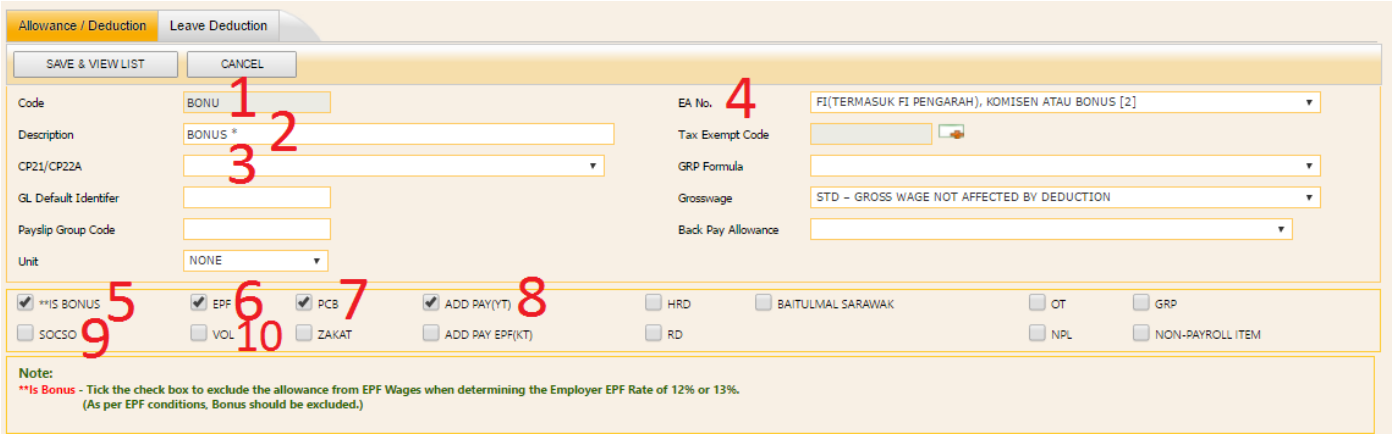




Payroll Setup

Allowance/Deduction Table

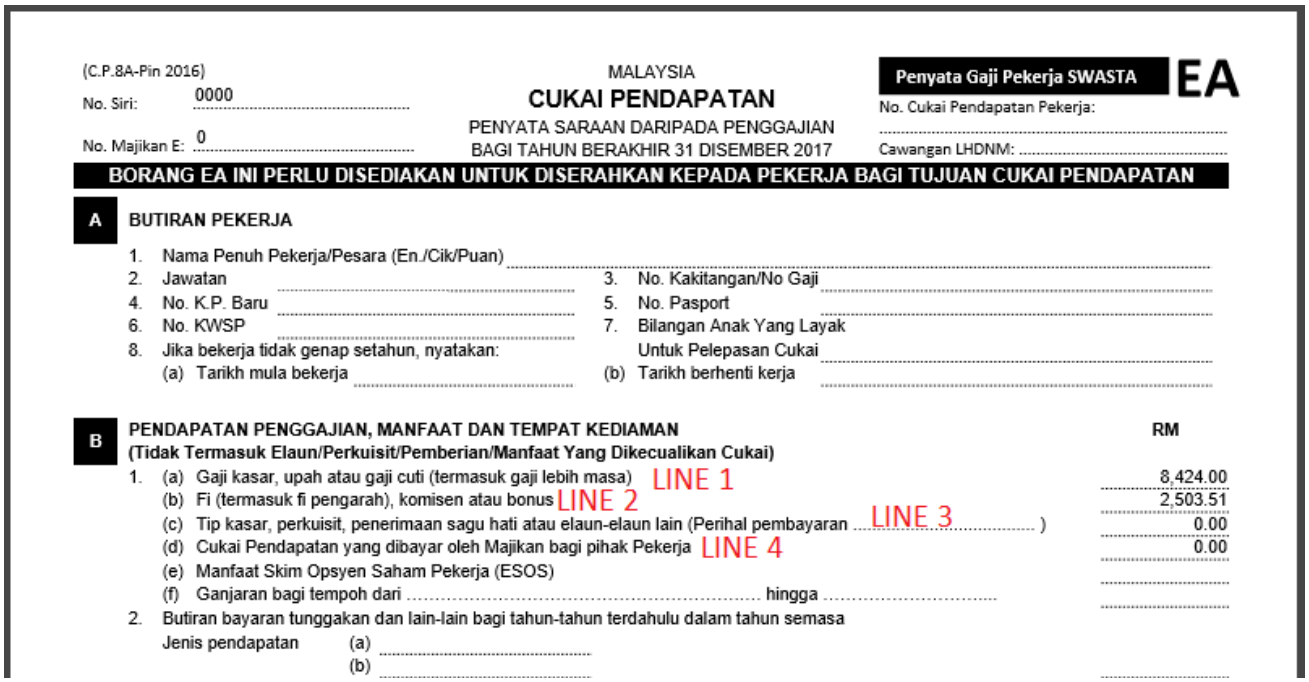
The Allowance/Deduction Table maintains the allowances or deductions which your company uses. A sample of the table is as follows:



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	**SOCSO**	
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)
2. Jawatan
3. No. Kakitangan/No Gaji
4. No. K.P. Baru
5. No. Pasport
6. No. KWSP
7. Bilangan Anak Yang Layak Untuk 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) LINE 1 — 8,424.00
   (b) Fi (termasuk fi pengarah), komisen atau bonus LINE 2 — 2,503.51
   (c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran LINE 3) — 0.00
   (d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja LINE 4 — 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)

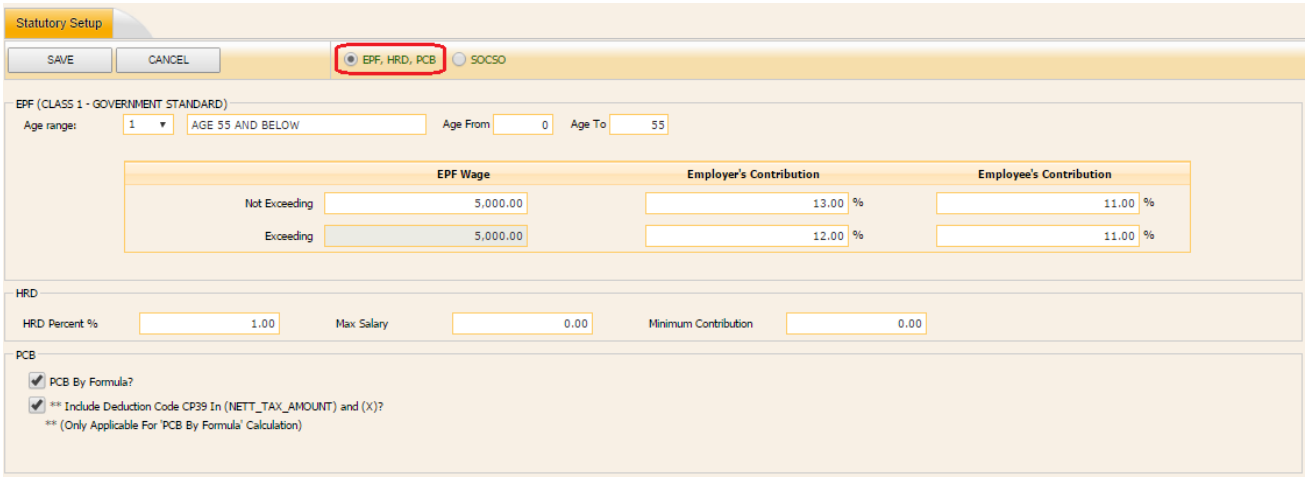
IMPORTANT!

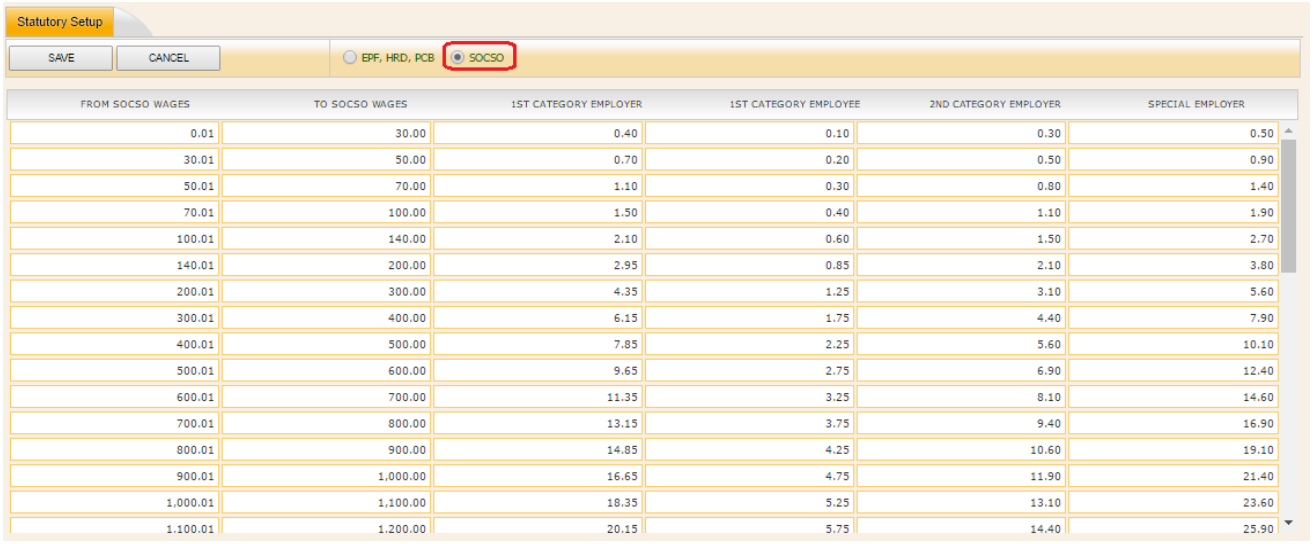
This setup will affect the outcome of the calculation of the EPF as well as other funds calculation. If you are unsure, please ask your trainer before he/she proceeds with her lessons.

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 **SOCSO/EPF/HRD Table** Option.





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.

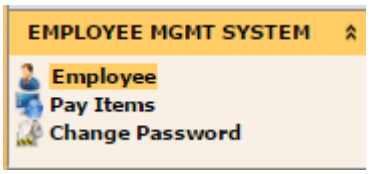
Updates will be sent to you via email whenever there is changes in the statutory board.

Processing the Payroll

Payroll Processing – How does it Work?

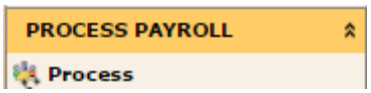
Now that you had setup the payroll, you are now ready to process the payroll for the very first time! Before we begin, here is a summary on how the system works:

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.

FAQ

When should I key in or update the employee records?
*All records must be updated **before** the payroll is processed.*

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

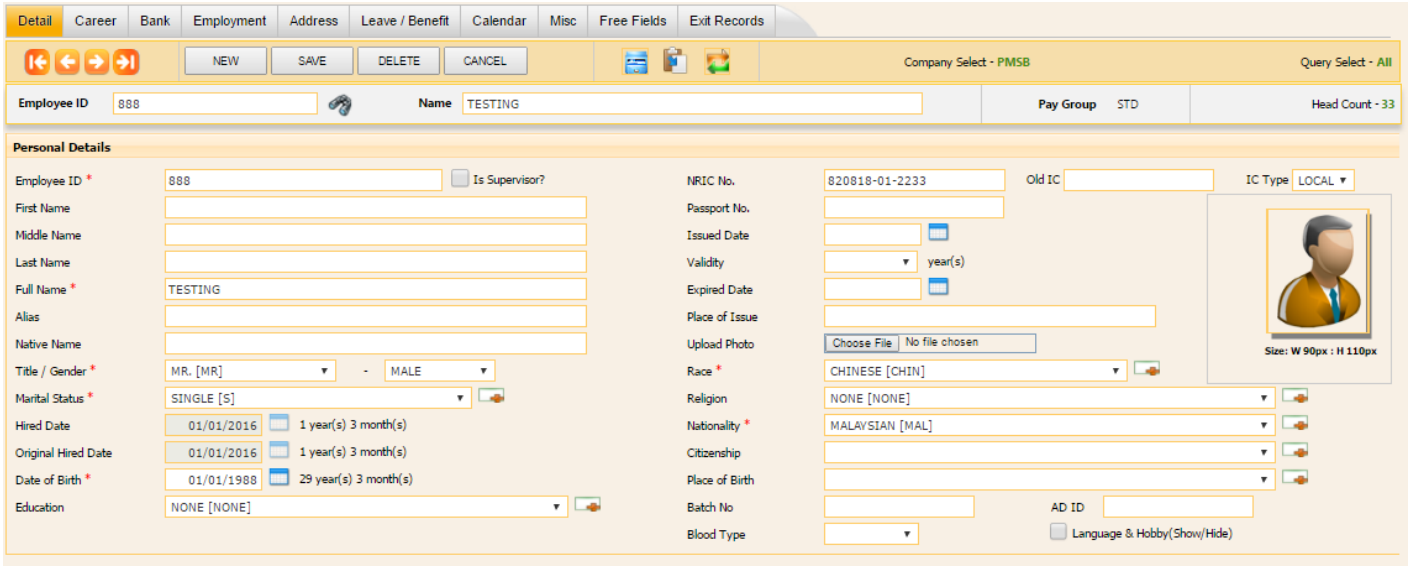
a. Employee number (Alphanumeric. Please refrain from using special characters)
b. Employee name (As per NRIC)
c. Sex/Title
d. Marital Status (For leave purposes)
e. Hired date
f. Birth date (**Important!!!** EPF rate is sensitive to the employee's age)
g. IC number (Employee's NRIC No.)
h. Race
i. Nationality
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

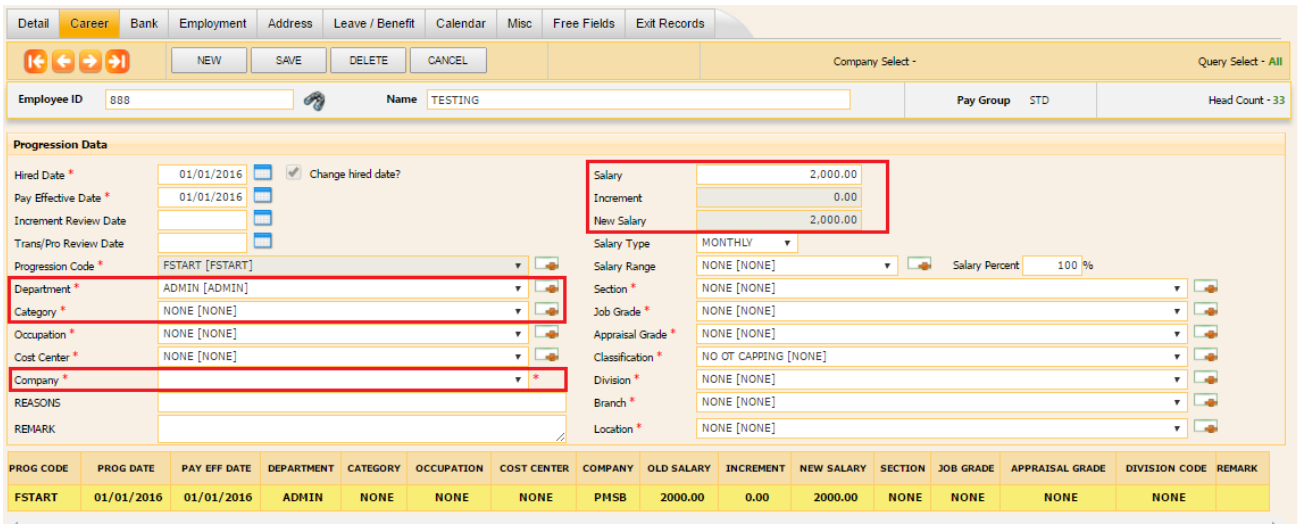
s. Type (Monthly worker subjected to OT or Non-OT, Daily Type or Hourly Type)
t. EPF Class & Account number
u. Socso Type & Socso number
v. Income tax A/C number
w. Allow/Dedu (If fixed recurring allowance(s))

Sample Employee's Profile

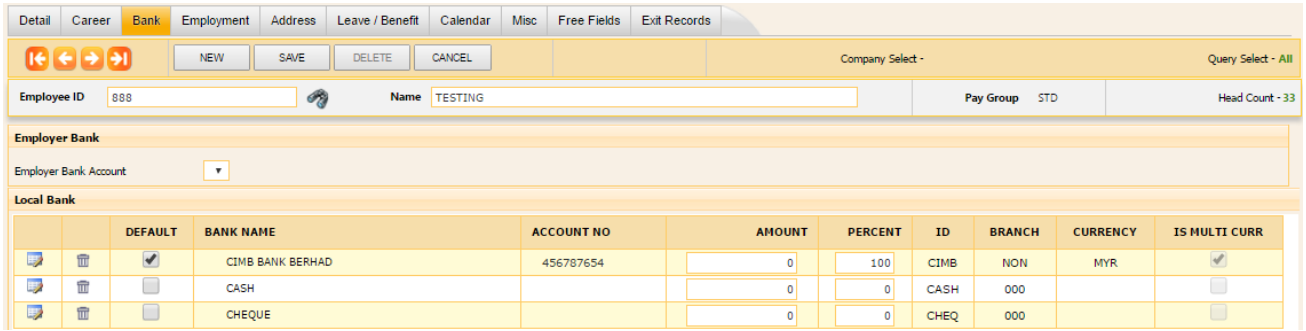
Employee Detail Tab



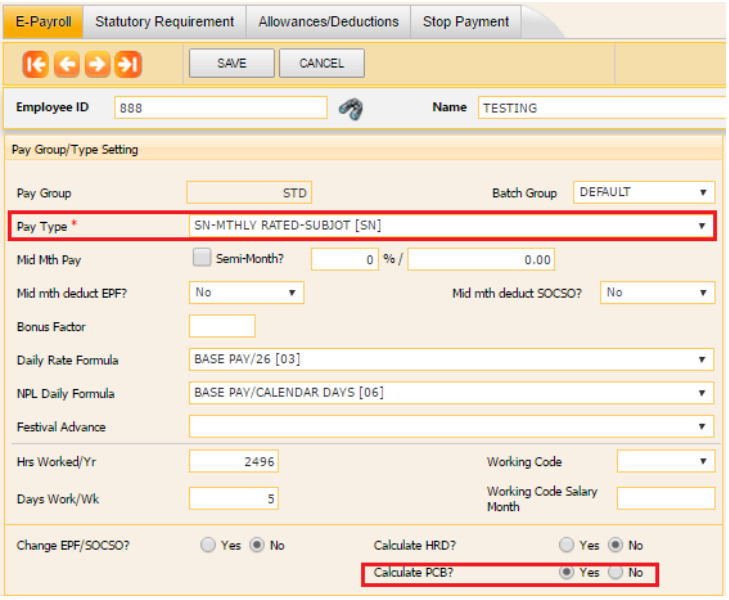
Employee – Career Tab



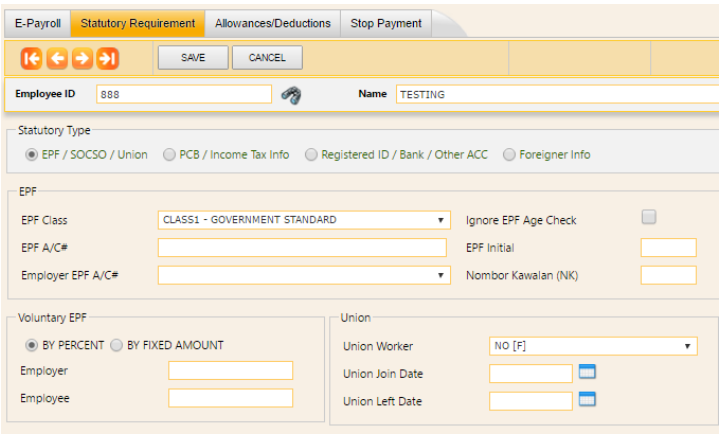
Employee – Bank Tab



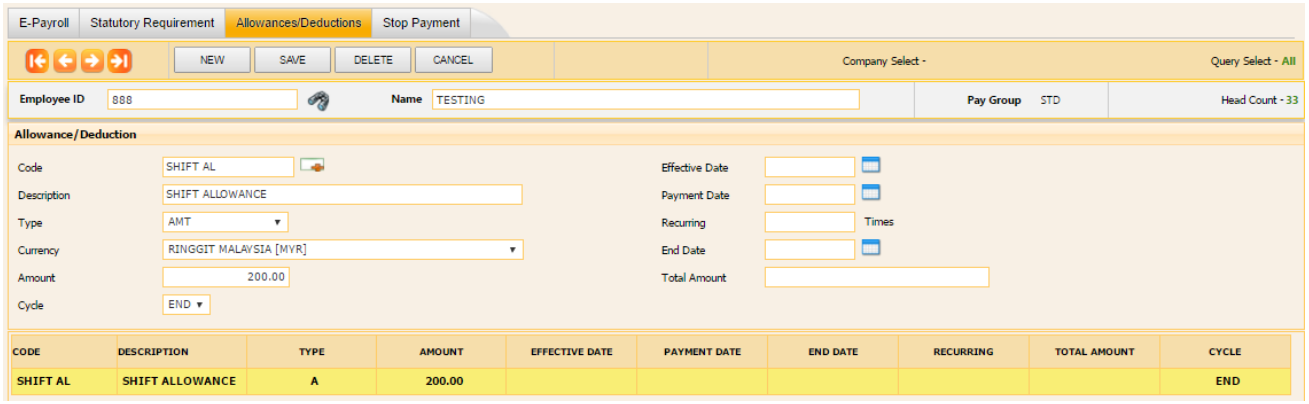
Employee – Pay Items – e-Payroll



Employee – Pay Items – Statutory requirement



Employee – Pay Items - Allowances/deductions tab



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

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

Case 2

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

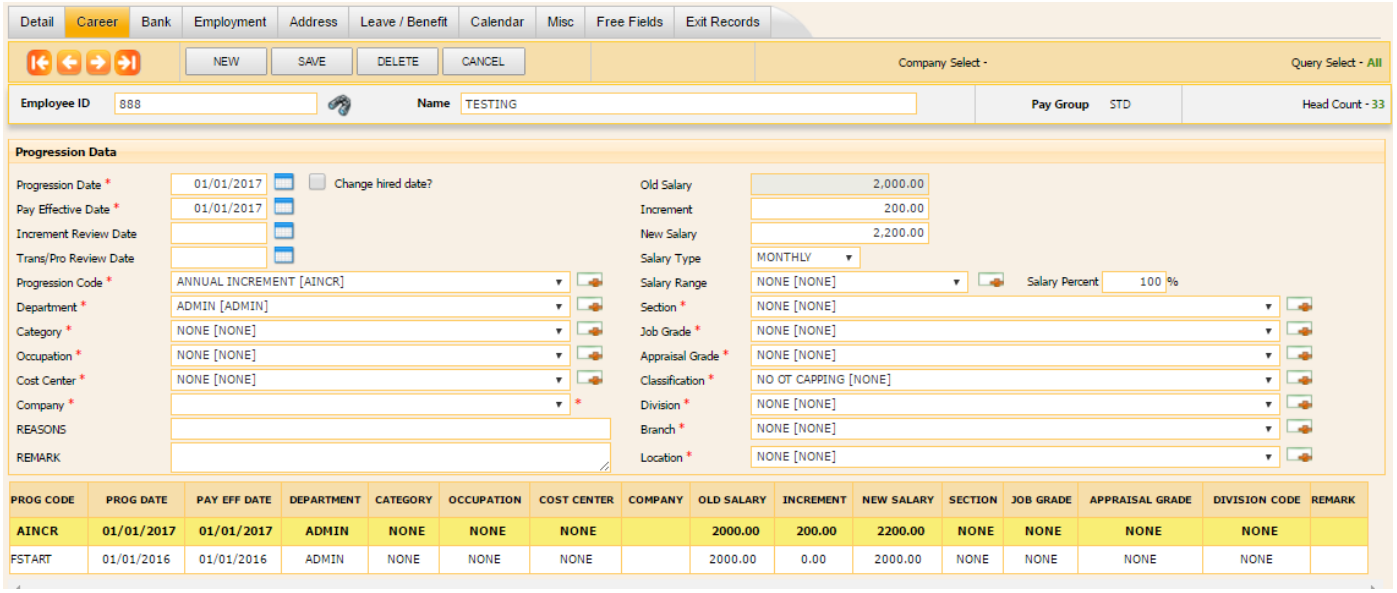
Termination/Resignation of Employee

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.

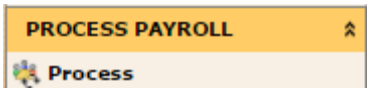


Hands-on Exercise 4

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.

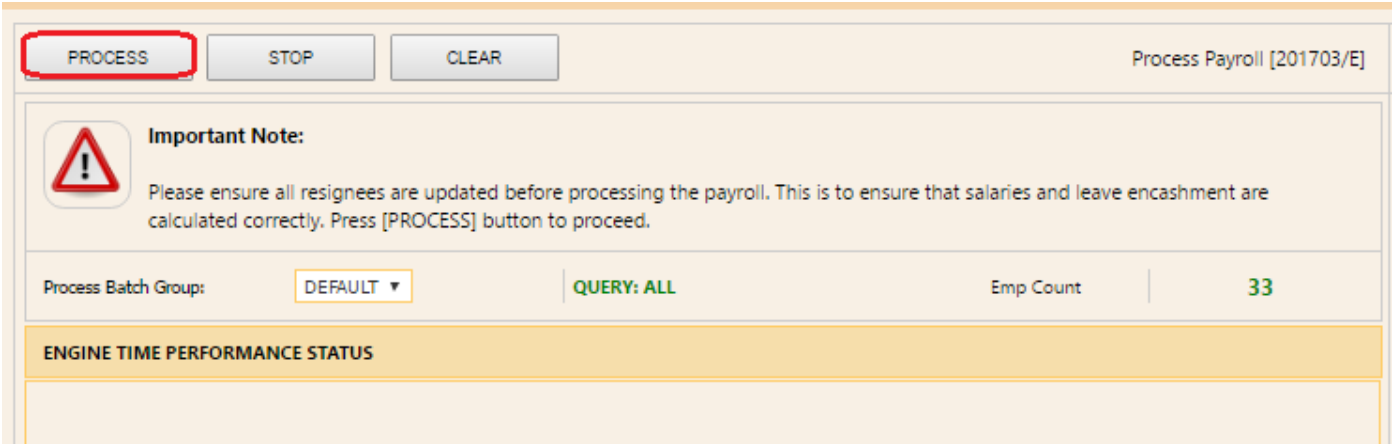
Process Payroll

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:

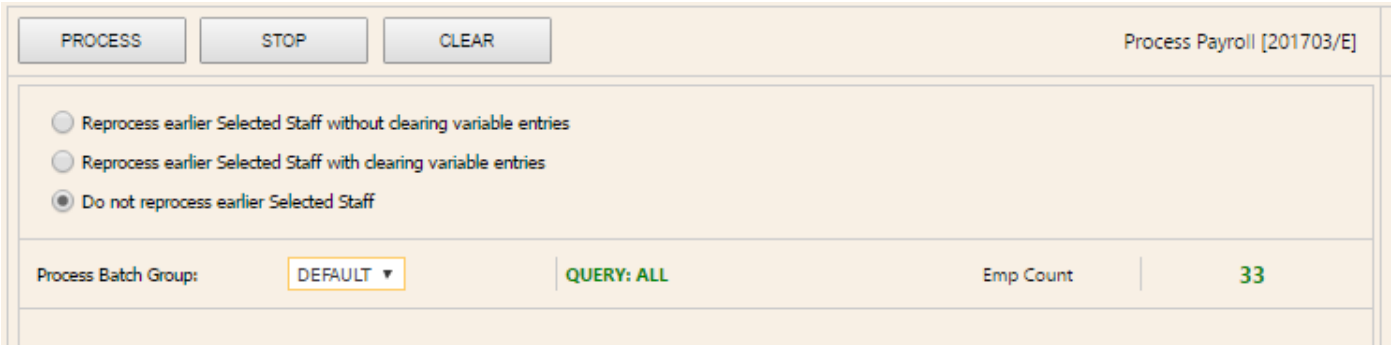


If you had **never processed the payroll** for the month, you will be greeted with the following screen:

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 looked like the following:

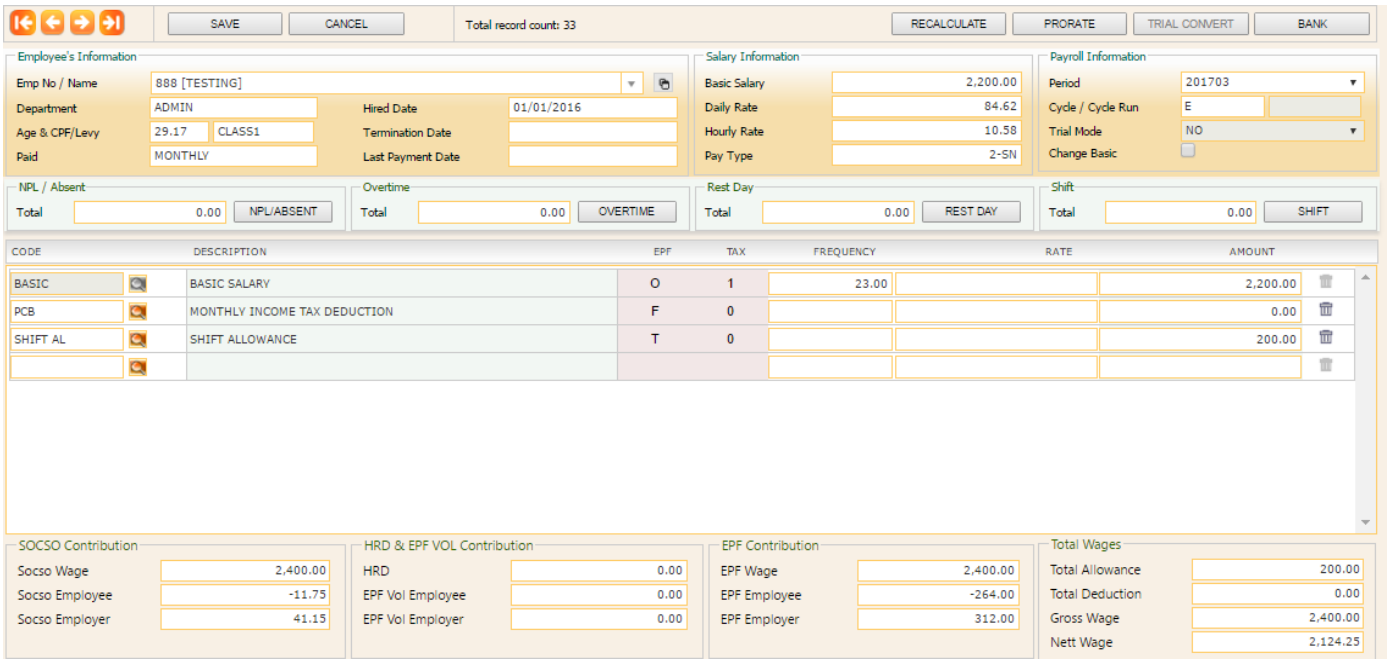


Exercise 6

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

No	Description
1	
2	
3	
4	

Modify Pay Record

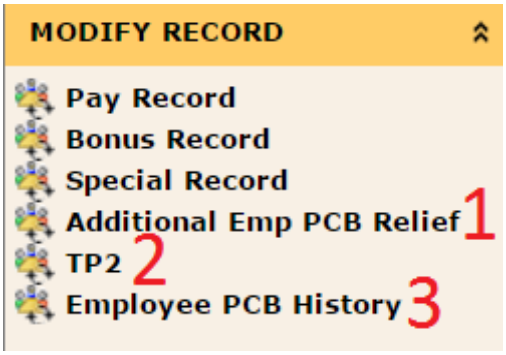


Hands-on Exercise 5

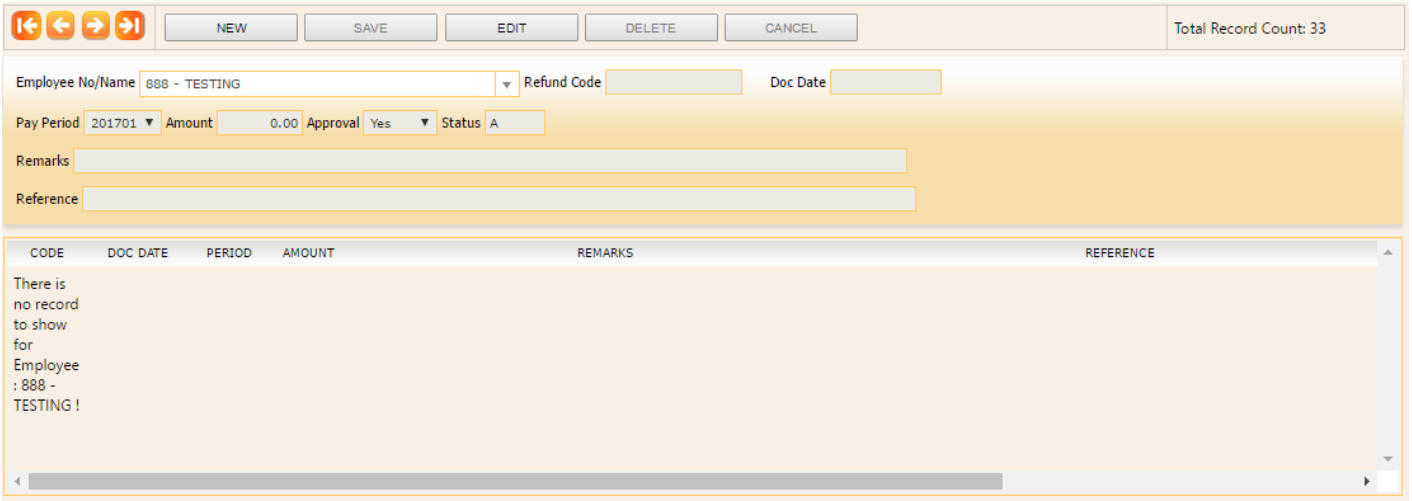
The following employees need to have additional entries into the payroll. Use the Modify Pay Record to key in the following details:

- **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



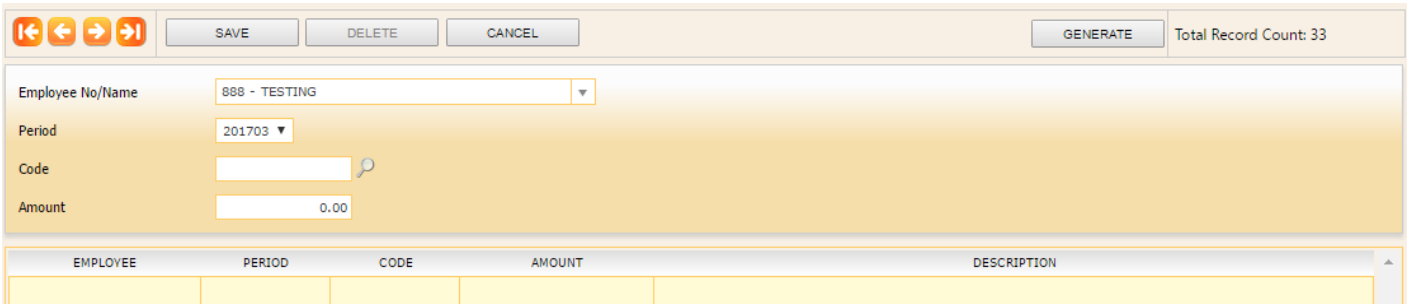
1. Additional Employee PCB Relief (TP1 Form)



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.

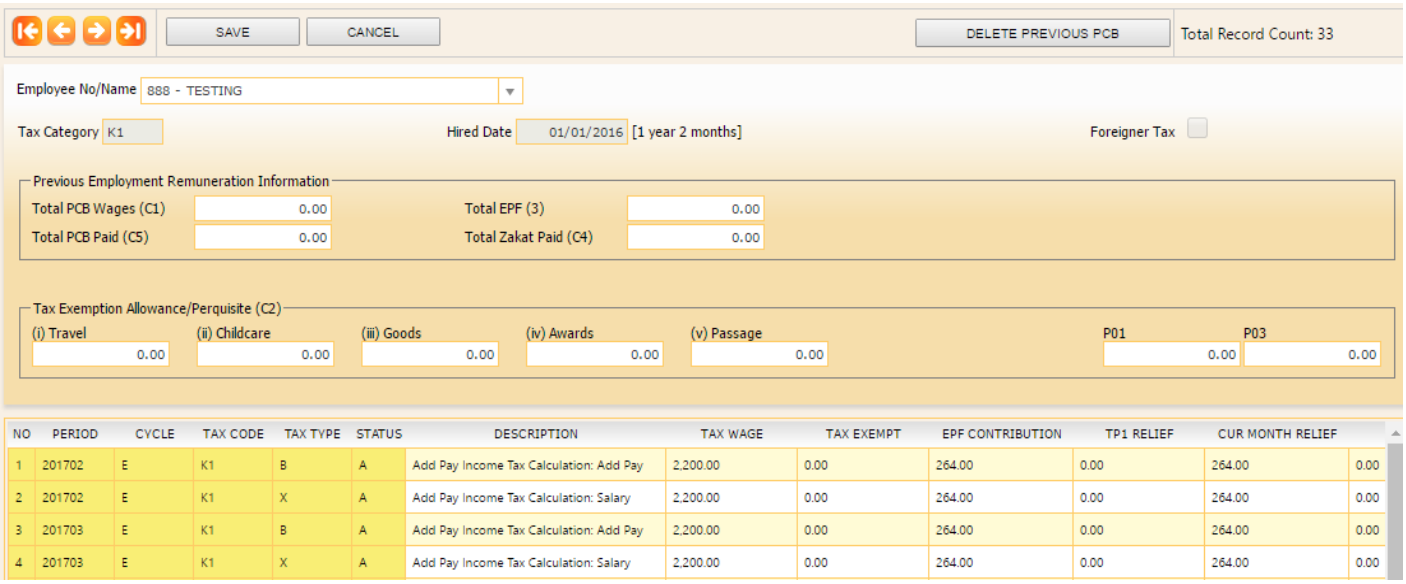
2. Employee BIK and VOLA (TP2 Form)



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)



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	0.00
2	201702	E	K1	X	A	Add Pay Income Tax Calculation: Salary	2,200.00	0.00	264.00	0.00	264.00	0.00
3	201703	E	K1	B	A	Add Pay Income Tax Calculation: Add Pay	2,200.00	0.00	264.00	0.00	264.00	0.00
4	201703	E	K1	X	A	Add Pay Income Tax Calculation: Salary	2,200.00	0.00	264.00	0.00	264.00	0.00

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.

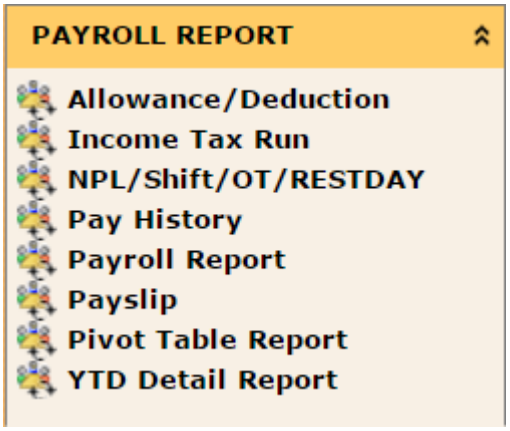
Hands-on Exercise 5

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:



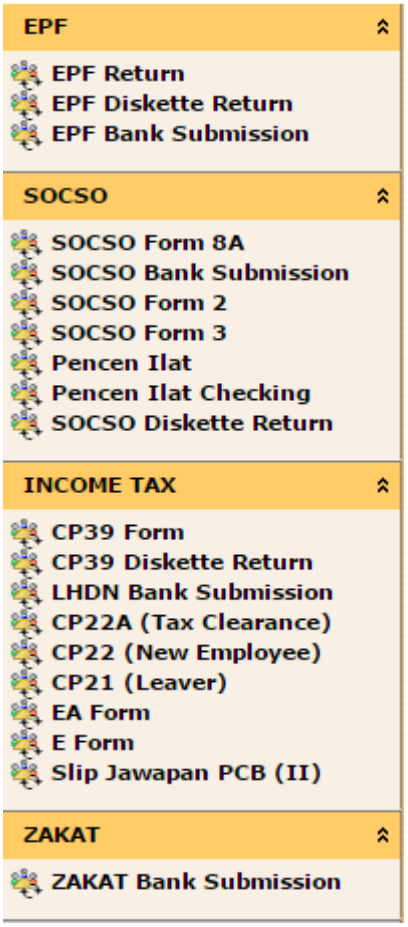
Exercise 7

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

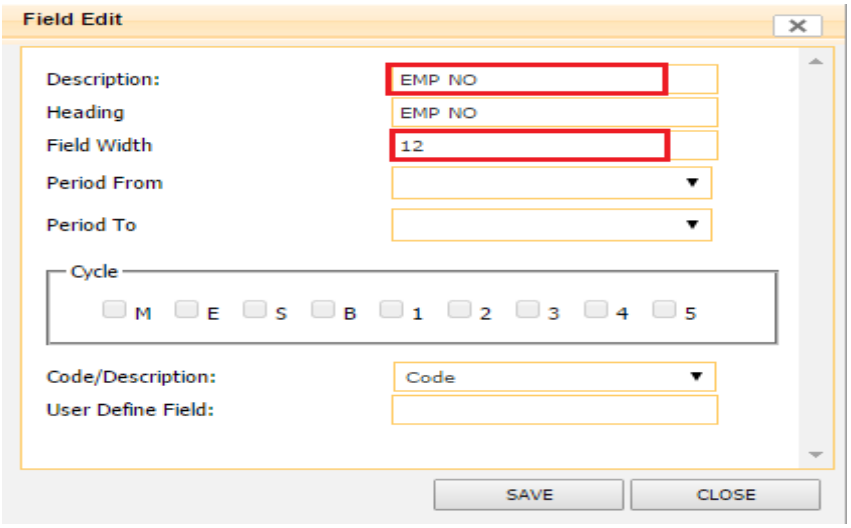
Based on what you had learned from the trainer, create the following report:

- 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.

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



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

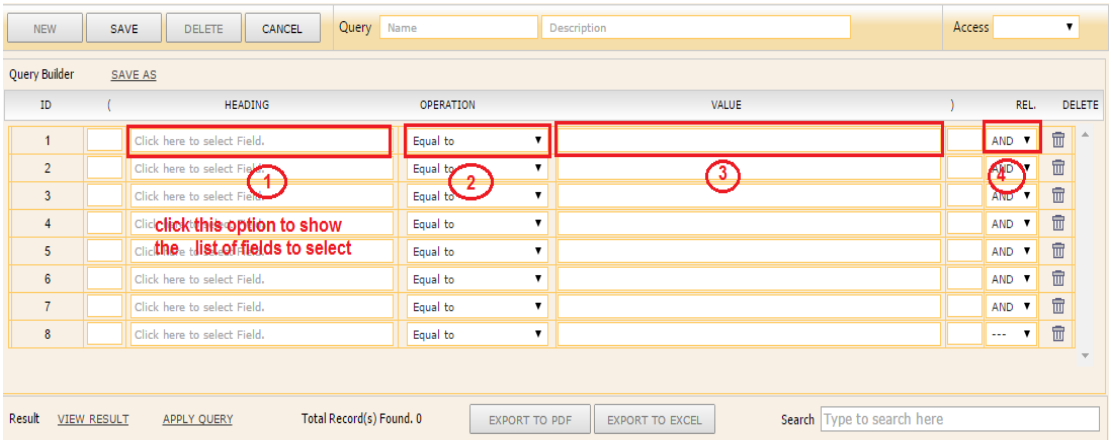
a) Using the Ad-hoc Query, select **AGNES** and **GANESH** and reprocess the payroll using the first option in Process Payroll.

b) Using the Ad-hoc Query, exclude **AGNES**.

c) Reset the query to select all employees.

Query Expert Quick Guide

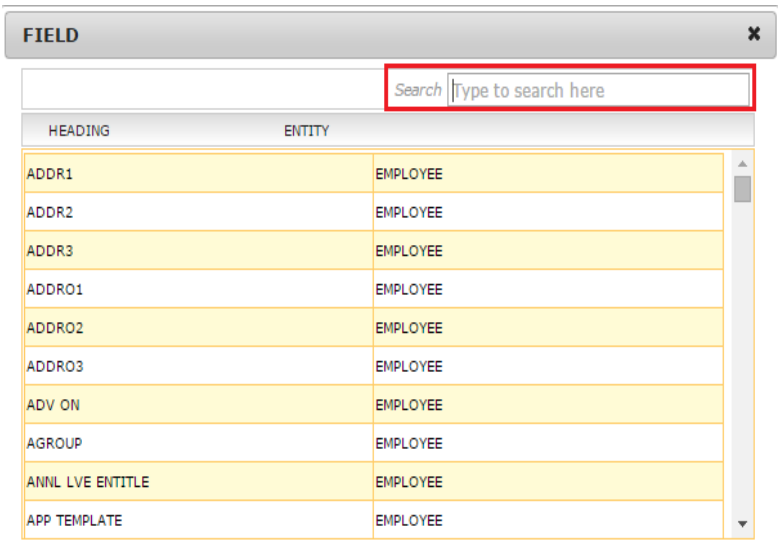
Query Expert is an advance querying tool for queries which involves more complex conditions.



<table>
<tr><th>No</th><th>Description</th></tr>
<tr><td>1</td><td>The criteria available to choose. You can do a quick search of the criteria by clicking on

Click here to select Field.

Once you had selected the criteria from (1) it will appear here.

 
</td></tr>
<tr><td>2</td><td>OP stands for Operators. The Operators available are:
<table>
<tr><th>Symbol</th><th>Description</th></tr>
<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>
</table></td></tr>
<tr><td>3</td><td>The value of the criteria.</td></tr>
<tr><td>4</td><td>REL stands for Relational Operator.
<table>
<tr><th>REL</th><th>Description</th></tr>
<tr><td>AND</td><td>Used to combine different criterion into one. All criteria linked with “AND” operator must be fulfilled</td></tr>
<tr><td>OR</td><td>Select by either criterion within the query. Select by either this condition or that condition</td></tr>
</table></td></tr>
</table>

Hands-on Exercise 8

Try to create a query with the following criteria:

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

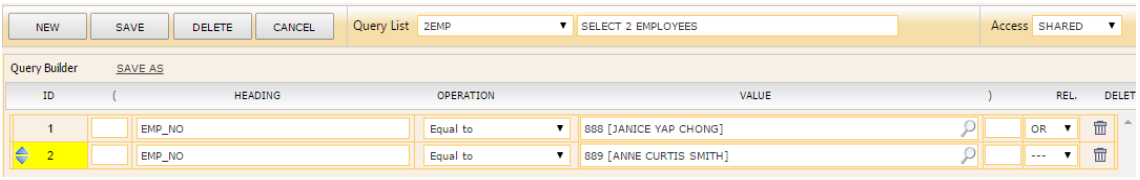
Try to create a query with the following criteria:

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

Tips and Tricks

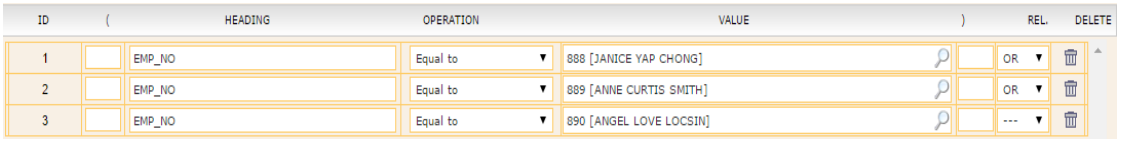
Intermediate-Level Queries

1. To select more than 1 employee



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

2. To select 3 employees



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

3. To select all the employees in 3 departments

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 ≥ $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 ≥ $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 ≥ $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	**EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMODATION**	
	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
C	**PENSIONS AND OTHERS**	
	1. Pensions	20
	2. Annuities or other Periodical Payments	21
F	**PARTICULARS OF PAYMENT IN ARREARS AND OTHER PAYMENTS IN RESPECT OF PRECEDING YEARS (PRIOR TO CURRENT YEAR)**	22 / 23
G	**TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS**	25

Additional Note

Additional Note