TIMES PAYROLL 8.0 GUIDE

How to Input TP3 Data in Timespay [Previous Employment Remuneration Information]



TIMES SOFTWARE SDN BHD

10-13A, 10th Floor, Wisma UOA II No 21, Jalan Pinang 50450 Kuala Lumpur Tel: 03-271 00090 Fax: 03-271 00091 Website: www.timesoft.com.my

> Author: Carmen Cheah Created: 19th Dec 2012

Last Revised By	Date
Carmen	9 th March 2013
Carmen	15 th November 2014

What is TP3 Form ?

Effective 1st January 2010, it is the Employer's responsibilities under the IRBM Rules to inform every employee to submit **TP3** (Previous employment remuneration information) form if employee commence employment with new employer and received remuneration from previous employer within the same basic period (current year) pursuant to his employment. Employer is required to retain the form duly signed by the employee for a period of 7 years.

Employer shall include TP3 form information received from employee to input in their payroll system to deduct the Monthly Tax Deduction (MTD) from the remuneration of employee in accordance to computerized calculation method. *TP3 Form information should be input in the payroll system on the employees' first month employment with your company.*

Where to retrieve TP3 Form?

You may retrieve TP3 Form from Utility → PCB Calculator



System will display the below dialog box. Click on **YES** will direct you to IRBM website. [Please ensure you are connected to the internet]

Informati	on X
0	This will direct you to Kalkulator PCB in Inland Revenue Board Of Malaysia website. Are you sure to proceed?
	Yes <u>N</u> o

Below screen capture shows IRBM website. Click on **Borang PCB TP3 2013** to download the form. This form is available in Bahasa Malaysia only.

Http://calcpcb.hasil.gov.my/	IRBM website address
	English Version
12	PENGIRAAN PCB TAHUN :
LHDN MALAYSIA	○ 2009 ○ 2010 ○ 2011 ○ 2012 ◎ 2013
Nota Penerangan Jadual PCB 201	PERNAH BEKERJA SEBELUM INI DALAM TAHUN SEMASA 3
Borang PCB TP1 2013	Klik Sini
Borang PCB TP2 2013	TIDAK PERNAH BEKERJA SEBELUM INI DALAM TAHUN
Borang PCB TP3 2013	Click here to download TP3 Form <u>Klik Sini</u>

How to Input TP3 Form ?

1. Click on Modify Record → Employee PCB Record → [Employee PCB History (TP3 Form)]



- 2. Below is the screen to input TP3 Form information. You should input this information before you run Process Payroll.
 - a. Select Employee Code to input TP3 Form information.
 - b. Input information from C1 to C5, if any.
 - c. Click on **ADD** when ready to save the information to system.

7	Employ	ee PCB	History (T	P3 Form)					
Er	mployee Co	ode N0	099		٩	NATASHA CHEN		-	
	Hired Date	20	/01/201/3	d. Survice	Year:0	month			
	Tax Categ	ory K1							
	Foreigner	Tax 🕅							h
	Previous E	mploym	ent Remun	eration Info	mation				
	Total PCB	Wage:	s (C1) 1100)		Total EPF (C3)	121		
	Total PCB) Paid (C	:5) 13			Total Zakat Paid (C4)	15		
	Tax Exemp	ption All	owance/Pe	rquisite (C2)				
	(ii) Travel		(iii) Childcar	re (iv)	Goods	(v) Awards (vi) Passage	_		
	1000	_	0.00	0.0	10	0.00			
	Period	Cycle	Tax Code	Тах Туре	Status	Description	Tax Wage	Tax Exemp	~
	201301	E	K1	N	Α	Monthly Income Tax Calculation	4500	500(
•									•
	+ Add	C.				🖵 View All Record		Close	1

Below is an example of Section C in TP3 Form for your reference.

BAH	AGIAN C : MAKLUMAT SARAAN, KWSP, FI/ZAKAT DAN PCB (sila nyatakan jumlah keseluru	ihan	daripada majikan-majikan terdahulu)
			AMAUN TERKUMPUL
C1	Jumlah saraan kasar bulanan dan saraan tambahan termasuk elaun/perkuisit/ pemberian/manfaat yang dikenakan cukai	RM	1100.00
C2	Jumlah elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai		
	i Elaun perjalanan, kad petrol atau elaun petrol antara rumah ke pejabat (sehingga tahun taksiran 2010 sahaja)	RM	1000.00
	ii Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi	RM	
	iii Elaun penjagaan anak	RM	
	iv Produk yang dikeluarkan oleh perniagaan majikan yang diberi secara percuma atau diberi pada harga diskaun	RM	
	 Perkuisit dalam bentuk tunai/barangan berkaitan dengan pencapaian perkhidmatan lalu, anugerah khidmat cemerlang, anugerah inovasi atau 	RM	
	anugerah produktiviti atau perkhidmatan lama dengan syarat pekerja tersebut telah berkhidmat lebih daripada 10 tahun		
	vi Lain - lain elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai. Sila rujuk nota penerangan Borang BE untuk keterangan lanjut.	RM	
C3	Jumlah caruman KWSP atau Kumpulan Wang Lain Yang Diluluskan ke atas semua saraan (saraan bulanan dan saraan tambahan)	RM	121.00
C4	Jumlah Fi/Zakat	RM	15.00
C5	Jumlah PCB (tidak termasuk CP38)	RM	13.00

d. System will prompt the below dialog box after you click on Add. Click on **YES** to proceed saving information to the system.



e. System will add TP3 information to the system as shown below.

Employee PCB History (TP3 Form)	
Employee Code N0099 Name NATASHA CHEN	•
Hired Date 20/01/2013 Service Year : 0 month	
Previous Employment Remuneration Information Total PCB Wages (C1) 0.00 Total PCB Paid (C5) 0.00	3) 0.00
Tax Exemption Allowance/Perquisite (C2) (ii) Travel (iii) Childcare (iv) Goods (v) Awards (vi) Passage 0.00 0.00 0.00 0.00 0.00	
Period e. rax Code Tax Type Status Description	Tax Wage Tax Exemp
201300 E K1 N A Monthly Income Tax Calculation	1100
ZU13U1 E K1 N A Monthly Income Tax Calculation	4500 5000
• • • • • • • • • • • • • • • • • • •	4
View All Record	

In Payroll Reports \rightarrow Internal Reports \rightarrow **Income Tax Run Report**, TP3 Form information is displayed on the first row listed in the report with period stated as 201300 (*for year 2013*).

TIN INC Que	OME TA	¥Τ G AX R	BROU UN HIS	P OF STORY	COMPANIES) DF 201301	- 201301									
Emp Nam	loyee e	: N0 : NA	099 TASHA (CHEN							Hired Date Resignatio	n Date	: 20/0	1/2013	Gender Marital Status	: Female : Single
No.	Period		Tax Code	Туре	Tax Wage	EPF Cont.	TP1 Relief	Cur Relief	к	K1	K2	KT	N	Y	Y1	
1.	201300	/ E	K1	Ν	1,100.00	121.00	0.00	121.00	0.00	121.00	121.00	0.0) 12	0.00	1,100.00	1,
2.	201301	/ E	K1	Ν	4,500.00	440.00	0.00	440.00	121.00	440.00	440.00	0.00) 11	1,100.00	4,50	4,

IMPORTANT NOTES!

In the event you have wrongly entered one of the values in C1 to C5 field, you must re-input values from C1 to C5.

Example given:

If you have wrongly input value for C2, you CANNOT input C2 only. You MUST enter C1 to C5 again. Then, repeat the same process from 2(a) to 2(d). System will display below dialog box to prompt user whether to replace the existing record. Click on **YES** to confirm replacing the existing record.



f. In the event you enter TP3 information after you run Process Payroll, please goto **Modify Pay Record** of the current process period and select the affected employee and thereafter, click on **SAVE** in order for system to recalculate employee's current period PCB amount.

😈 [Modify Pa	y Record] - (Current Pro	ocessed Cycle	e: E						x
Employee # N	0099	 Name 	# NATA SHA	СН	EN			•	Quick I	Menu
Leave Record	l.	Period 2	01301 -					Hired I	Date : 20/01,	/2013
Pay Group 5.	ODAY: Othe	r Cycle	Paid	Mor	thly Pe	riod 01/E	Type: 2	-SN EPF CI	ass CLASS	1
Days Worked	12.00 Ba	asic Pay	4000	.00	Age 16.08	Daily Ra	ite 397	.44 Hourly R	tate 5	2.99
NPL	Total No F	Pay leave	0.00	-		Allov	vances / D	eductions		
NPL Day-C	397.44	0.00	0.00	-	Code	Description	on	Ar	nount	-
NPL Hr-C	52.99	0.00	0.00	-	▶ PCB ···	MONTHLY	INCOME TA	X DEDUCTIC	-149.90	
Absent-C	333.33	0.00	0.00	-	TRAALLO	TRAVELLI	IG ALLOWA	4	5500.00	
Overtime	Total (Overtime	0.00	-						
OT1.0C	52.9	9 0.00	0.00							
OT1.5C	79.4	9 0.00	0.00							
OT2.0C	105.9	8 0.00	0.00							-
OT3.0C	158.9	7 0.00	0.00	-	EPF & SOCS	O Contribu	ition	Total Wages		_
Shift	To	otal Shift	0.00	•	E'R/E'E	520.00	-440.00	Total Allow	5500	0.00
MEAL	4.56	0.00	0.00		Er/Ee Vol	0.00	0.00	Total Dec	1 0	0.00
NIGHT	7.00	0.00	0.00		Socso Er/Ee	51.65	-14.75	EPF Wage	4000	0.00
AFTERNOON	4.00	0.00	0.00		HRD	0.00		SOC SO Wage	4000	0.00
<u> </u>				*		•	a 2009 🗛	Gross Wage	9500	0.00
RestDay	Res	t Day Pay	0.00	•		<u>v</u>	8 🖉	Gross Wage	1 3300	
0.5DAY	198.72	0.00	0.00	*	CASH		M	Wage	8895	5.35
1DAY	397.44	0.00	0.00				f.			
<u> </u>				Ψ.	Bank 🔁 🖪	ecalculate	Sav	e 🏹 Canc		ose

g. Employee's TP3 Form information can also be seen in Internal Reports
 → Pay History Report as shown below.

TIME SOFT PAY HISTORY Query : ALL (ALI	GROUP O Y BY EMPLO L) plus (Emp :00	F COM	PANIE (DM PERIC p :YT)	3 DD 201301 To	201301		19/12	Page 1 of 1 2/2012 6:35:07 PM Userid : MASTER
Employee Department Occupation SOCSO Class	: N0099 (NA : NONE (NOI : NONE (NOI : First Catego	ATASHA CH NE) NE) Dry	ien)			DOB Hired Date Resignation Date EPF Class	: 19/12/1996 : 20/01/2013 e : : CLASS1	
Previous emplo Total PCB Wages Tax Exemption Al (ii) Travel 1,000.00	oyement incon (C1):1,100.00 lowance/Perquis (iii) Childcare 0.00	ne: Tota site (C2) : (iv) Good 0.00	al EPF (C3) ds (1 0	: 121.00 v) Awards .00	Total Zakat Paid (vi) Passage 0.00	(C4) : 15.00	Total PCB Paid (C5)	: 13.00
Total Basic Salar, Total Deduction Total Allowance MONTHLY INCON TRAVELLING ALL Cross Wages	Y IE TAX DEDUCT LOWA	EA# 3	Jan 4,000.00 -149.90 5,500.00 -149.90 5,500.00 9,500.00	YTD TOTAL 4,000.00 -149.90 5,500.00 -149.90 5,500.00 9,500.00		5.		

How to Delete a TP3 record ?

In the event you have wrongly inserted TP3 record in Timespay System for an employee, you cannot remove the record physically from the system. However, you can zerolize a TP3 record by clicking on Add.

😈 Employee I	PCB History	/ TP3 Form	Agent Web In		ages Company	and the second of	Acres Married	And in case of the local division of the loc									
Employe	ee Code	B	SK008			•	Name	BAKRI SAMA	D							•	
Hire	ed Date	22	2/01/201	3	Servic	e Year : 0	month										
Tax	Catego	ory RI	N24	-													
Foreig	gner Ta	x	-														
Previo	ous Emp	oloymei	nt Remu	uneratio	on Informat	lion											
Tota	al PCB \	Nages	(C1)	0.00)					Tota	I EPF (C3)	0.00					
Tota	al PCB F	- Paid (Cf	5)	0.00)				Total	Zaka	at Paid (C4)	0.00					
		(·	1													
	xemptio	on Allov	vance/F	Perquis Thildcar	ite (C2)	(iv) Good	c	(v) Awards	64	i) Pa	6000						
	avei			annacai		0.00	<u> </u>	0.00		00	ssage	-					
10.00			10.00			10.00		10.00									
Period 201300	Cycle E	Tax Code RN24	e Tax Type	Status A	Description	noomo Ta	w Coloulatio	<u> </u>	Tax Wage	0000	Tax Exempt	EPF Contri.	1100	P1 Relief	Cur Mth	Relief K	
201301	E	RN24	N	A	Monthly I	ncome Ta	x Calculatio	n	I.	89.1	0		11		0	11	
201302	E	RN24	N	A	Monthly I	ncome Ta	x Calculatio	n		594	0		66		0	66	
201303	E	RN24	N	A	Monthly I	ncome Ta	x Calculatio	n	6	23.7	300		71		0	71	-
201304	E	RN24	N	A	Monthly I	ncome Ta	x Calculatio	n	6	53.4	300		73		0	73	92
201306	E	RN24	N	A	Monthly I	ncome Ta	x Calculatio	n		594	300		66		0	66	85
•																	+
+	<u>A</u> dd		V-Internet					View All Record	1		М	•		M		<u>i C</u> lo	ose
-		-															

System will prompt alert message, just click on Yes twice.

Warning	x	Warni	g
Are you sure to AI Please input C1, C)D the Data into PCB History? 2, C3, C4, C5 at the same time, if any.	4	Are you sure to replace TP3 PCB History for employee: BSK008?
Yes	No		<u>Yes</u> <u>N</u> o

Below are the expected results in which TP3 records have been zerolized.

🔋 Employee P	CB History / 1	P3 Form					or in Appen William	an a Tempo Compile	-		and the state) <u>×</u>
Employe	e Code	BS	K008			•	Name	BAKRI SAMAD)								•	
Hire	d Date	22/	01/201:	3	Service	Year:0	month											
Tax	Categor	RN	24															
Foreig	iner Tax	Г																
Previo	us Empl	oymen	t Remu	neratio	n Informati	on												
Tota	I PCB W	ages ((C1)	0.00						Tota	al EPF (C3)	0.00				_		
Tota	I PCB P2	id (C5)		0.00					То	tal Zaka	at Paid (C4)	0.00				_		
				1								1						
	kemption	Allow	ance/P	erquisit bildoord	e (C2)	(iv) Coode		(v) Awarda		(ui) Do								
0.00	avei			mucare		0.00	·	(V) Awards		0.00	ssaye	-						
0.00			10.00			0.00		0.00		0.00								
Period	Cycle	Tax Code	Tax Type	Status	Description	72.55			Tax War	e	Tax Exempt	EPE Contr		TP1 Relief	Cu	r Mth Relief	к	
201300	E	RN24	N /	۹	Monthly Ir	ncome Ta	× Calculatic	'n		0	0)	0		0	(J	
201301	E	RN24	N	•	Monthly Ir	ncome Ta	x Calculatic	n		89.1	0)	11		0	1	1	
201302	E	RN24	N /	۹.	Monthly Ir	ncome Ta	x Calculatio	'n		594	C)	66		0	60	6	1
201303	E	RN24	N /	۹.	Monthly In	ncome Ta	x Calculatic	'n		623.7	300)	71		0	7	1	7
201304	E	RN24	N /	4	Monthly In	ncome Ta	x Calculatio	'n		653.4	300)	73		0	7:	3	92
201306	E	RN24	N /	4	Monthly In	ncome Ta	× Calculatio	'n		594	300)	66		0	60	õ	85
•																		Þ
	ا ما ما							View All Record			H	•			N			е

---- END -----