Year End Workshop 2013

Times Pay 8.0 (Malaysia Version)

Year End User Manual

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Chapter 1

Year End Procedures

Step 1 — **Updating TIMESPAY 8 program** — Refer to Page 5

Step 2 — **Backup of Database(s)** — Refer to Page 13

Step 3 — **Initialize New Year and Bring Forward Leave to 2014** — Refer to Page 15

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1.1 Updating TIMESPAY 8 program

Objective of Updating TIMESPAY 8 Program:

- ✓ Update Public Holiday Table for year 2014 (KL and National PH only)
- ✓ Add new feature/function enhancements
- ✓ Add statutory amendments, if any

Procedures on Updating TIMESPAY 8:

PROCESS A — **Download TIMESPAY 8 new program updates files** — Refer to Page 6

↓

PROCESS B — **Install TIMESPAY 8.0 new program updates files** — Refer to Page 7

↓

PROCESS C — **Run DATABASE MAINTENANCE UTILITY to update new database(s) settings (MT8MTN.exe)** — Refer to Page 11

KINDLY ENSURE ALL USERS LOGOUT FROM TIMES APPLICATION AND STOP E-SOLUTION WHEN YOU EXECUTE PROCESS B AND PROCESS C

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PROCESS A – Download TIMESPAY 8 New Program Update Files

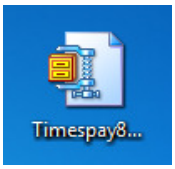
1. Please download the program update files from the website address below.
   https://www.ehr2u.com.my/download/updates/Timespay8.zip

   However, if your company is using a customize version other than **Timespay8.exe**, please contact our Support Team to request for a different download link for the special version.
   DO NOT download the program from the above link.

2. Please save the program zip file to your desired location.
   Choose [**Save as**] to select location path. It is recommended to save the file to your computer desktop.

   The above screen capture is extracted from Internet Explorer 9 in Windows 7.
   You may see a different screen layout depending on your computer's Operating System and browser.

3. Once the downloading is completed, you should be able to see [**Timespay8.zip**] on your computer desktop (assuming you have chosen to save the file on your desktop).



4. Please proceed to **Process B**.

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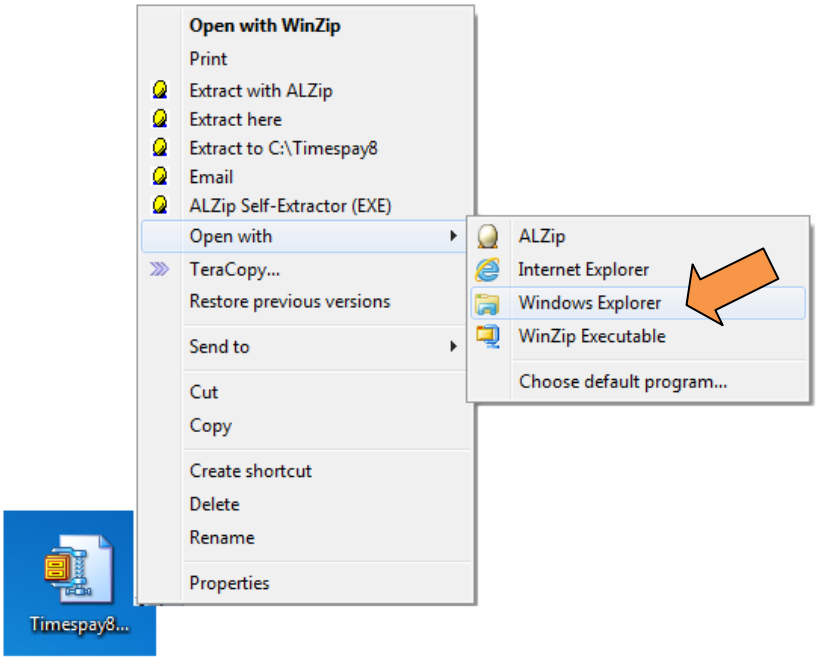
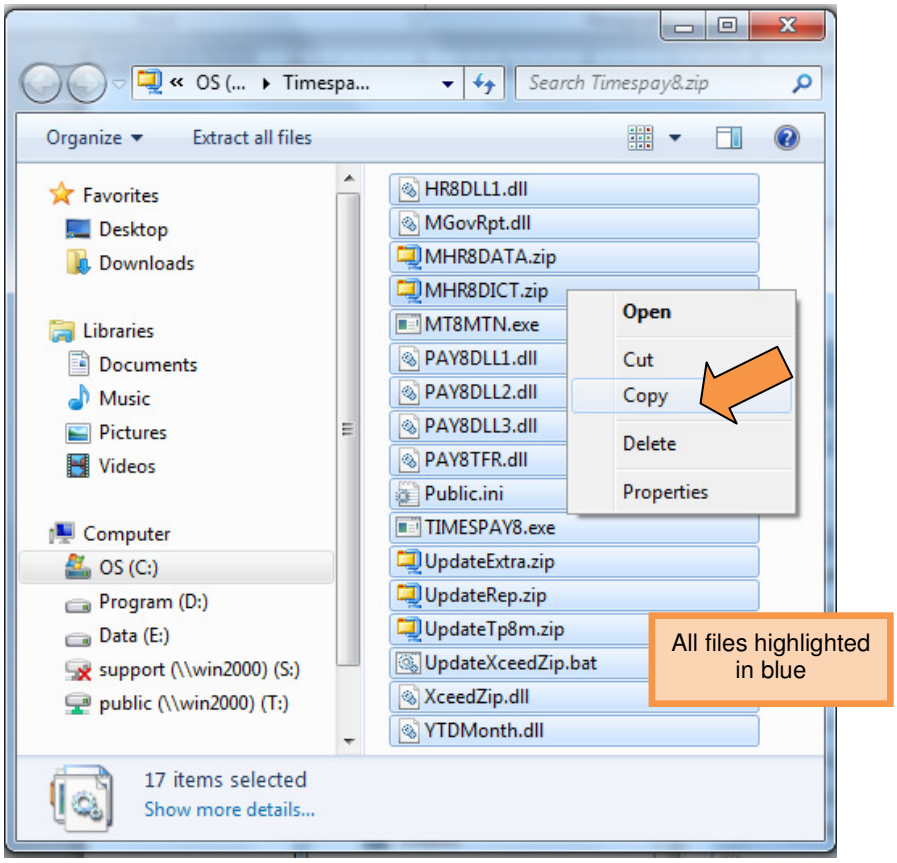
PROCESS B – Update TIMESPAY 8 New Program Update Files

1. Right click on the zip file which you have downloaded earlier and select [**Open with**] follow by **Windows Explorer** *(for Windows XP, click on **Compressed Zip Folder**).*



2. There are 17 files in the zip file.
   Press [**Ctrl+A**] on your keyboard to highlight all the files.
   Then, right-click on the highlighted files and click on [**Copy**] button.



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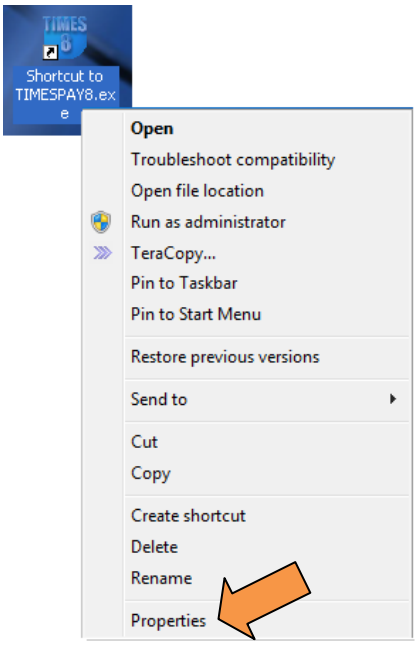
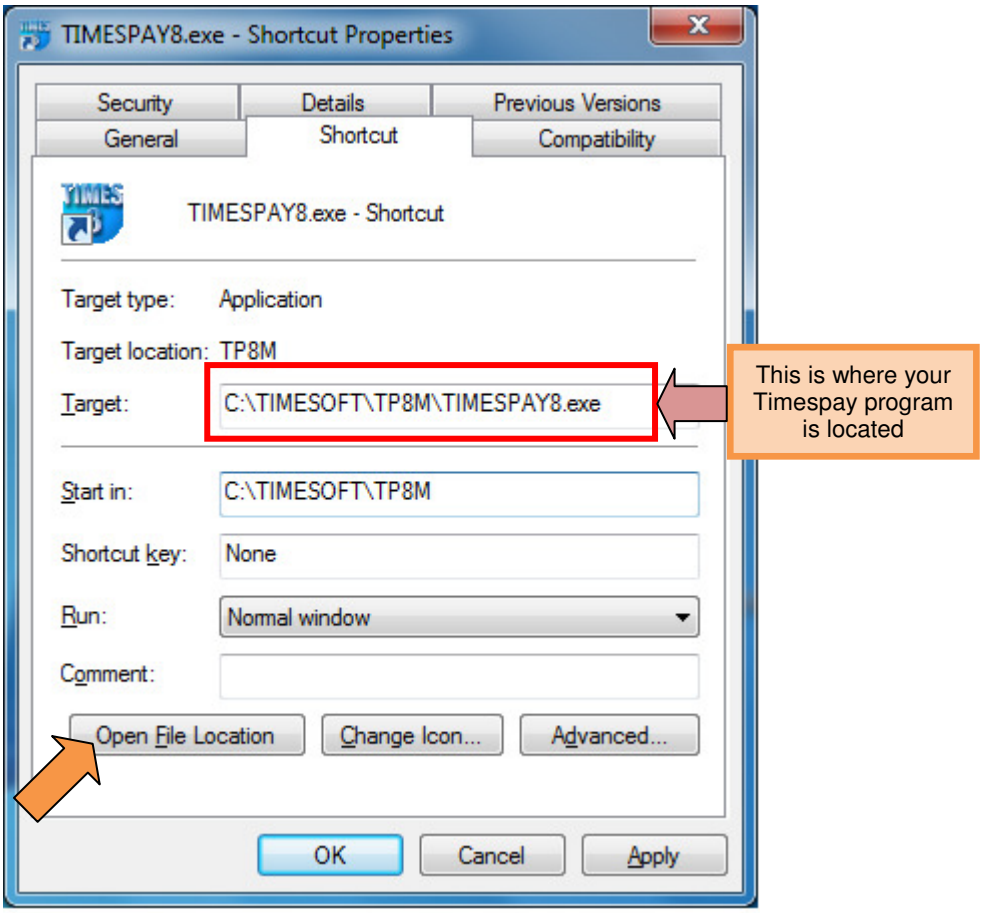
3. Now, you need to find out where your TIMESPAY program is located.
   To identify the location, look for TIMESPAY shortcut icon on your desktop.
   Thereafter, right-click on the shortcut and click on [**Properties**].



4. Click on [**Open File Location**] (for Win Vista/Win 7/Win 8) or [**Find Target**] (for Win XP).



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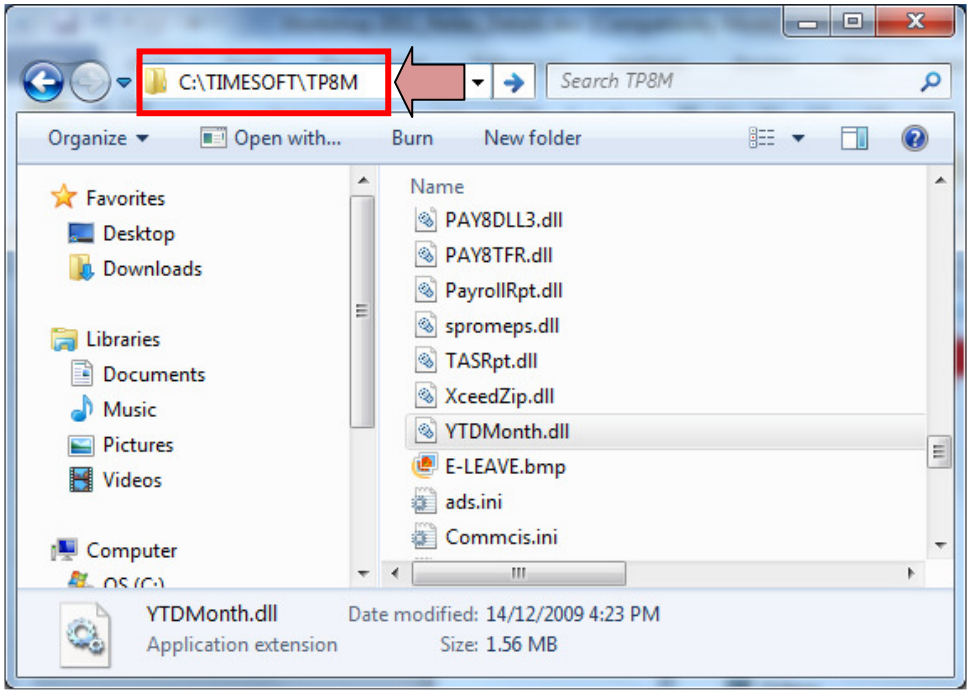
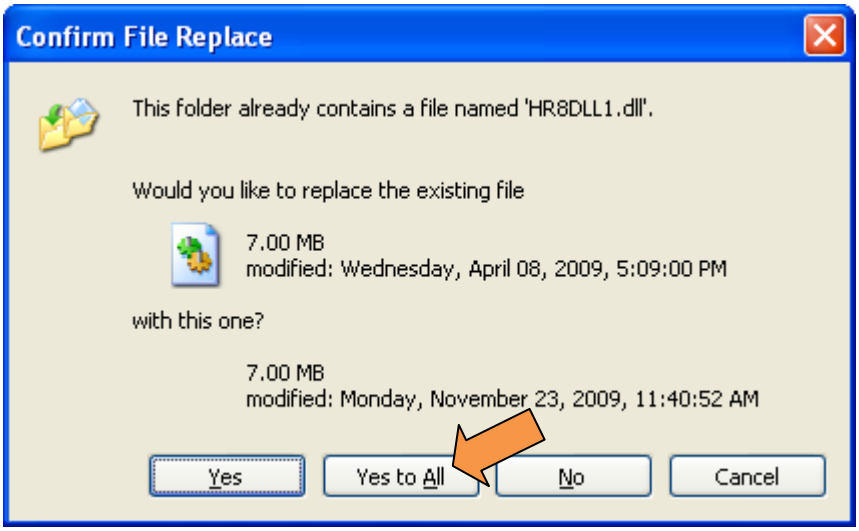
5. Windows will open your **TIMESPAY 8** target location.
   Press [**CTRL+V**] to paste the new update files to the target location.



6. System will prompt you to replace the existing files. Click on [**Yes to All**].



Common Errors Encountered during Updating:

(a) Some users may be accessing the system when you are performing the update. Please ensure all users have logged out from the system before you run program update.

(b) User does not have the permission rights to overwrite the files. Please contact your IT administrator for assistance.

(c) The program zip file downloaded from the website has corrupted. Please re-download the zip file.

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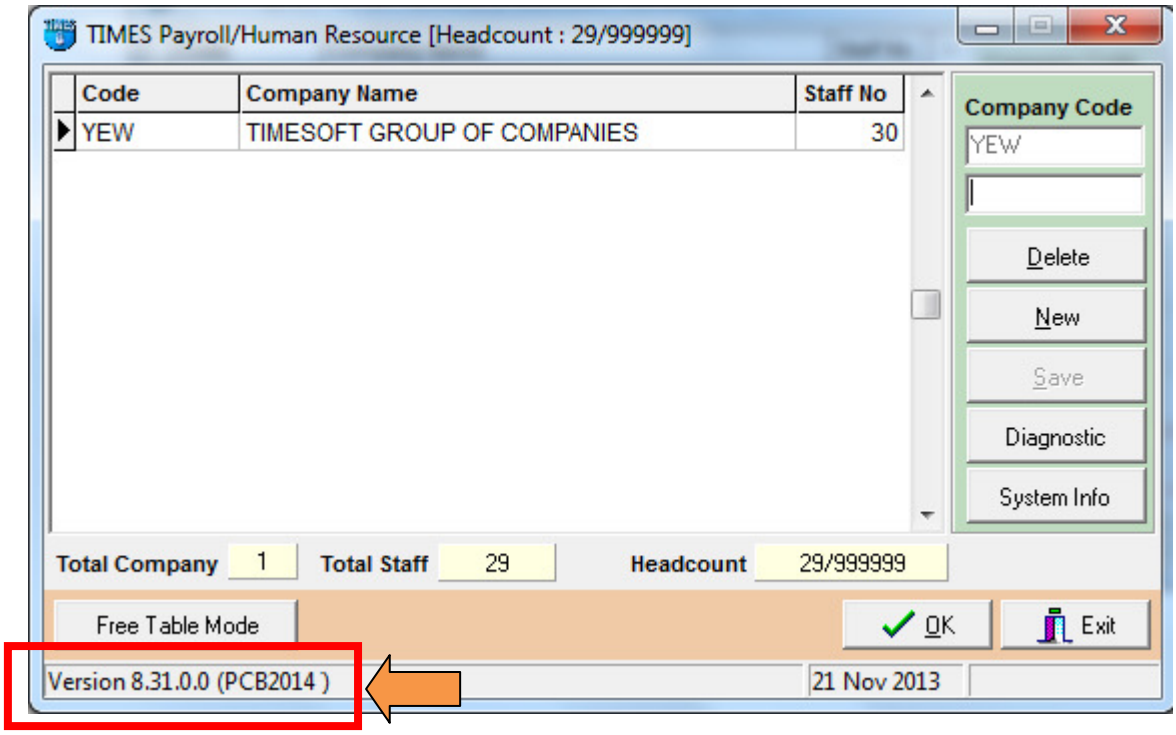
7. Once Step 6 is completed, open **TIMESPAY 8** and verify if the version read as **8.31**.



8. Please proceed to **Process C**.

IMPORTANT NOTICE:

If TIMES application is installed in client PC but database(s) stored in the server, please update both server and client PC.

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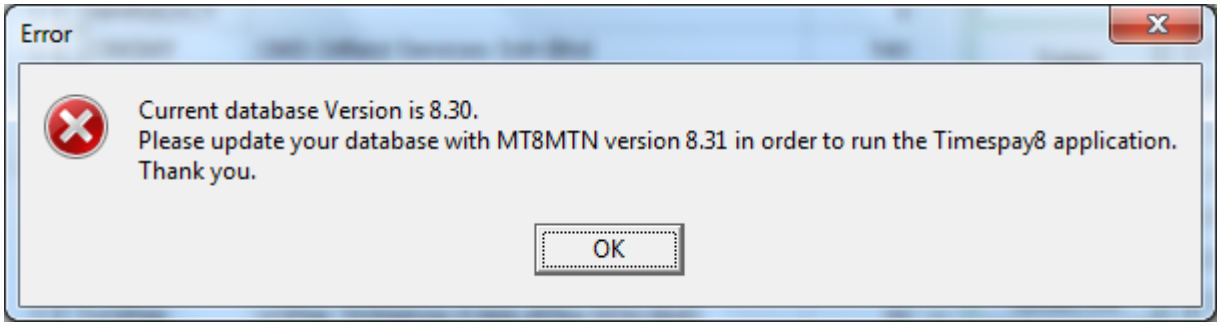
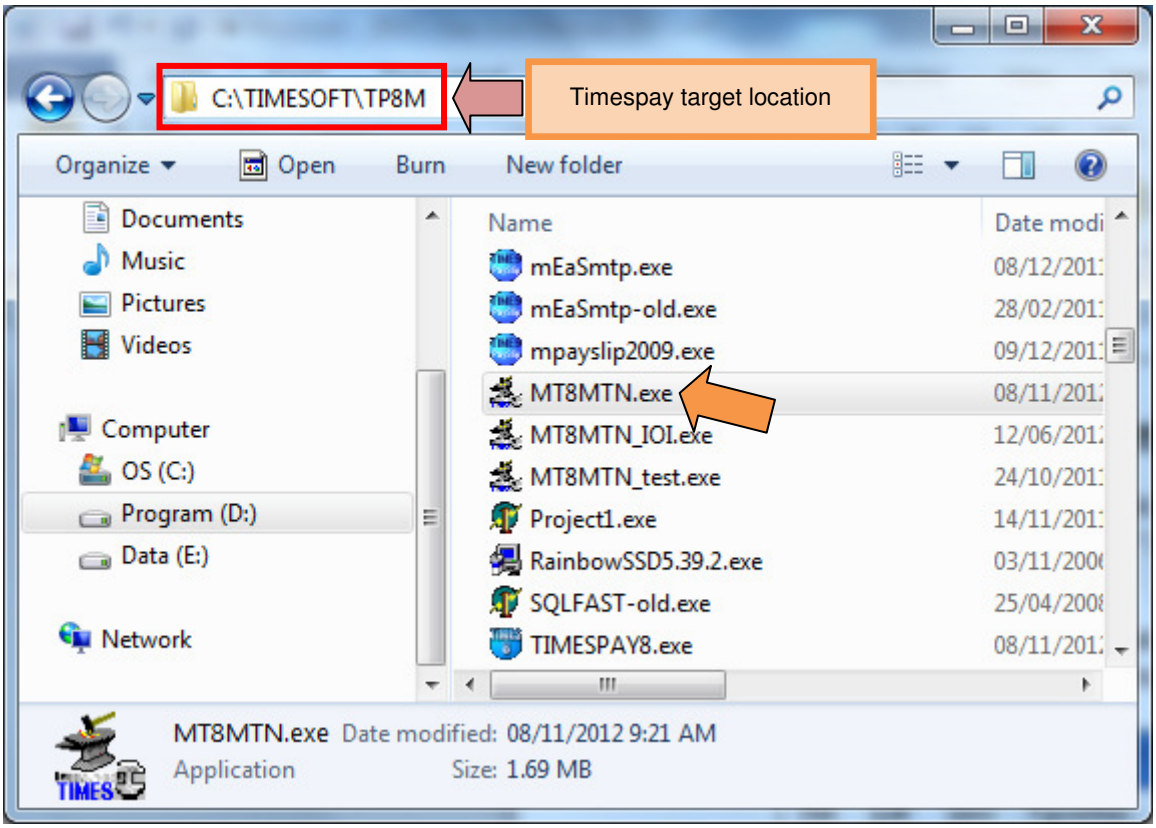
PROCESS C – Run Database Maintenance Utility (MT8MTN.Exe)

This is a **COMPULSORY** process after you have run Process B.
System will prompt below message if you skip this process when you attempt to login to the database.



1. In your [**TIMESPAY 8**] target location, search for a filename [**MT8MTN**].
   Thereafter, double-click on this file to open **Database Maintenance Utility**.



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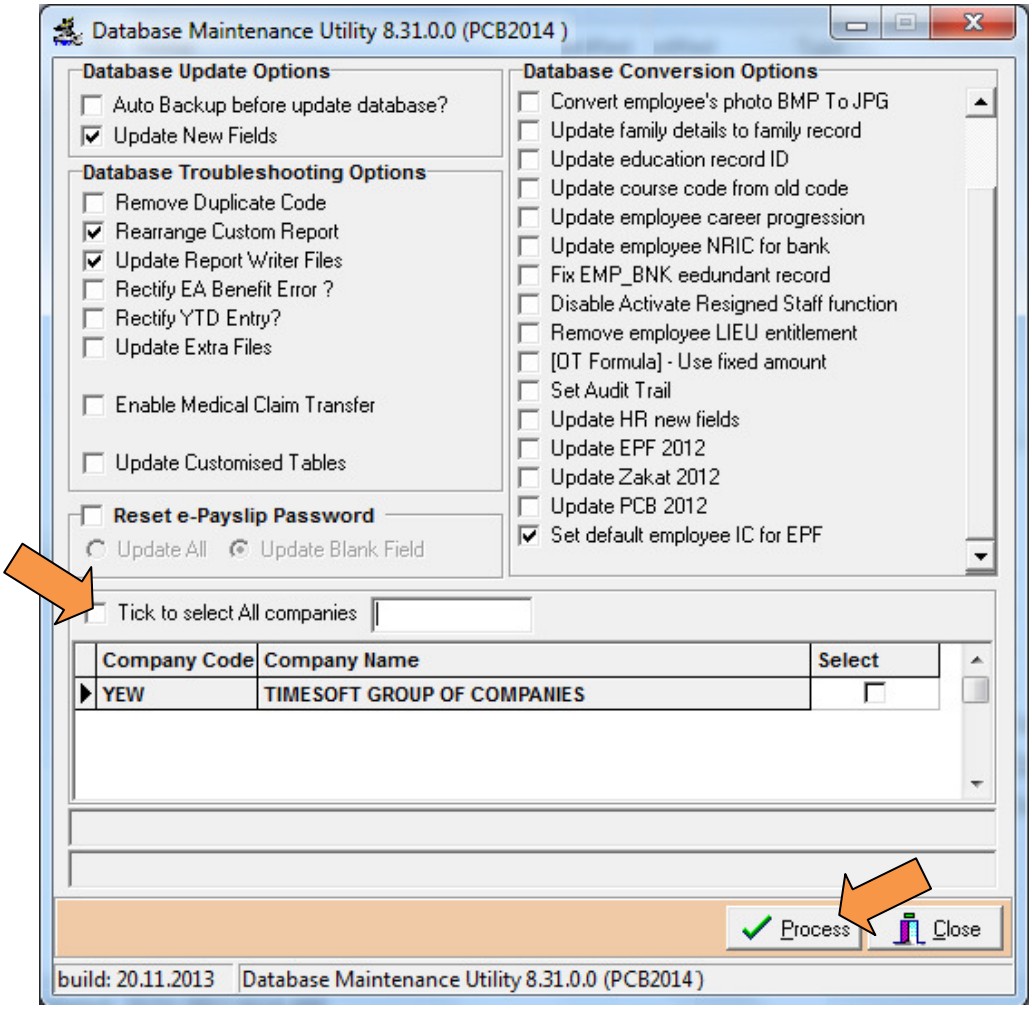
2. Please ensure your maintenance utility version read as **8.31** before you proceed further.
   Then, tick on checkbox "**Tick to select All company**"
   DO NOT TICK THIS CHECKBOX IF YOU HAVE MULTI -COUNTRIES VERSION.
   PLEASE SELECT MALAYSIA DATABASE ONLY
   Other checkboxes remain status quo. Do not remove the checks.
   Thereafter, click on [**Process**] to start the updating process.



3. **Database Maintenance Utility** dialog box will automatically close when the process is completed for all databases.
   Kindly contact Timesoft should you encounter any error message during this process.

IMPORTANT NOTICE:

If your TIMESPAY 8 is running from local client PC, but database stored in server, please run MT8MTN from the server.
You are advised to run MT8MTN on dormant databases unless you will not access the database to preview reports or perform any form of data checking subsequently.

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1.2 BACKUP YOUR DATABASE(S)

It is highly recommended that users backup their database(s) for safekeeping before the initialization of New Year.

Prior to year-end database backup, user must ensure below are done:

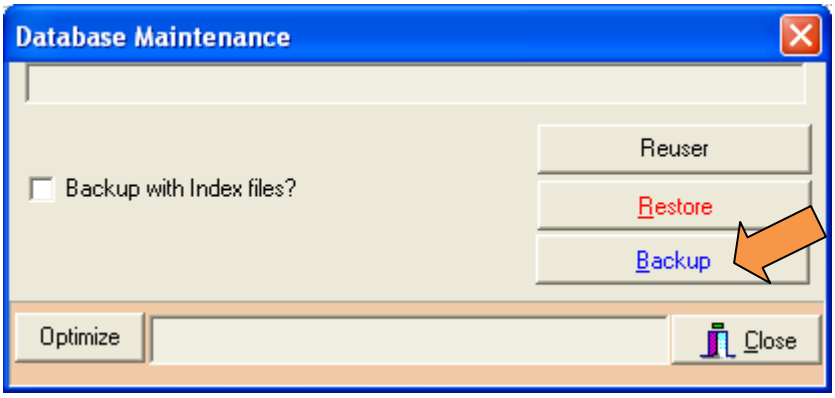
- ✓ Ensure **December 2013 resignees** are **updated** accordingly.
- ✓ Input all 2013 outstanding leave records.
- ✓ For those who are using e-Leave module, ensure all **Pending leave(s)** record are **approved**.

Below are the steps to perform database backup:

1. Click on the company you wish to backup.

2. Click on [**Diagnostic**] located on the right from **TIMESPAY 8** login main screen.

3. Click on [**Backup**] from Database Maintenance dialog box.



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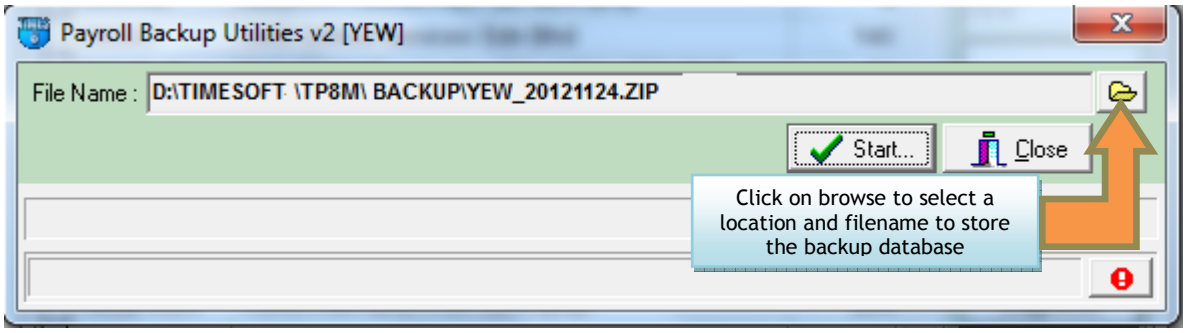
4. Select backup location for your backup database from [**Browse**].
   Thereafter, click on [**START**] to begin the backup process.



5. Upon completion, click on [**Add Operation completed**] dialog box.
   When backup is in progress, you <u>SHOULD NOT</u> see any error message appear. Should you encountered, your backup database is incomplete. You need to repeat the backup process.

6. Please repeat **Step 1** to **Step 5** if you have more than one database to backup.

KINDLY ENSURE ALL USERS LOGOUT FROM TIMES APPLICATION AND STOP E-SOLUTION WHEN YOU EXECUTE DATABASE BACKUP

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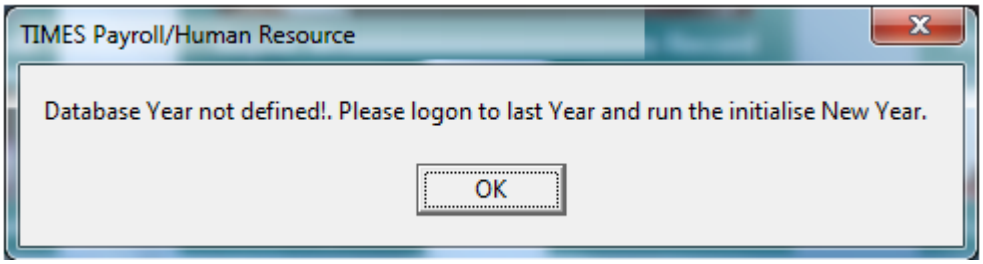
1.3 Initialize New Year 2014

Objective of Initialize New Year:

- ✓ Process **Initialize New Year** is for system to create 2014 working calendar, add 2014 public holiday, bring forward annual leave balance from 2013 to 2014, if any, and also to replicate leave and payroll settings from 2013 to 2014.
- ✓ For those using E-Leave module, you may need to run this function before 2014 so your employees are able to apply following year leave application online. You can repeat the process in January 2014 after you have finalized your 2013 leave.

FREQUENTLY ASKED QUESTION

Question: Why the below message appear when I login to Year 2014?
Answer: Because you have not run Initialize New Year process.



KINDLY ENSURE ALL USERS LOGOUT FROM TIMES APPLICATION AND STOP E-SOLUTION WHEN YOU EXECUTE INITIALIZE NEW YEAR

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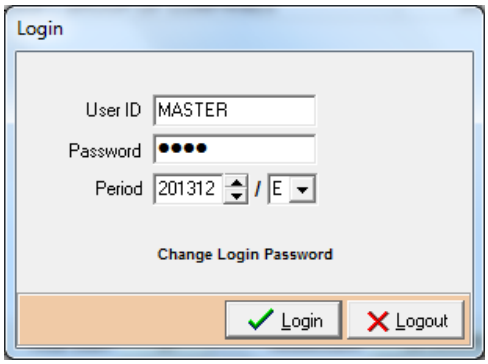
Procedures to run Initialize New Year for 2014:

1. Run your **TIMESPAY 8** program and login to the database you wish to run Initialize New Year.

2. In [**Login**] dialog box, input your user ID and password and select the period as [**201312/E**] as shown below.
   Note: The user ID you used may not be MASTER but other login ID. However, the login ID you used to run Initialize New Year must be able to access to all employees.



3. Click on [**Utility**] follow by [**Initialize New Year**].

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4. **[Initialize New Year]** dialog box will appear on the screen as shown below.

5. Ensure the [**Database Year**] is [**2014**]

6. Select your rounding method of the B/F leave (rounding formula will be based on the method you set in **Leave Setup > Leave Administration > Current Leave**)

   - If you do not wish to round carry forward leave, select **Not Round** (recommended).
   - If you want to round carry forward leave, select **Round**.
   - Assuming you have set the below rounding method in Leave Setup.

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

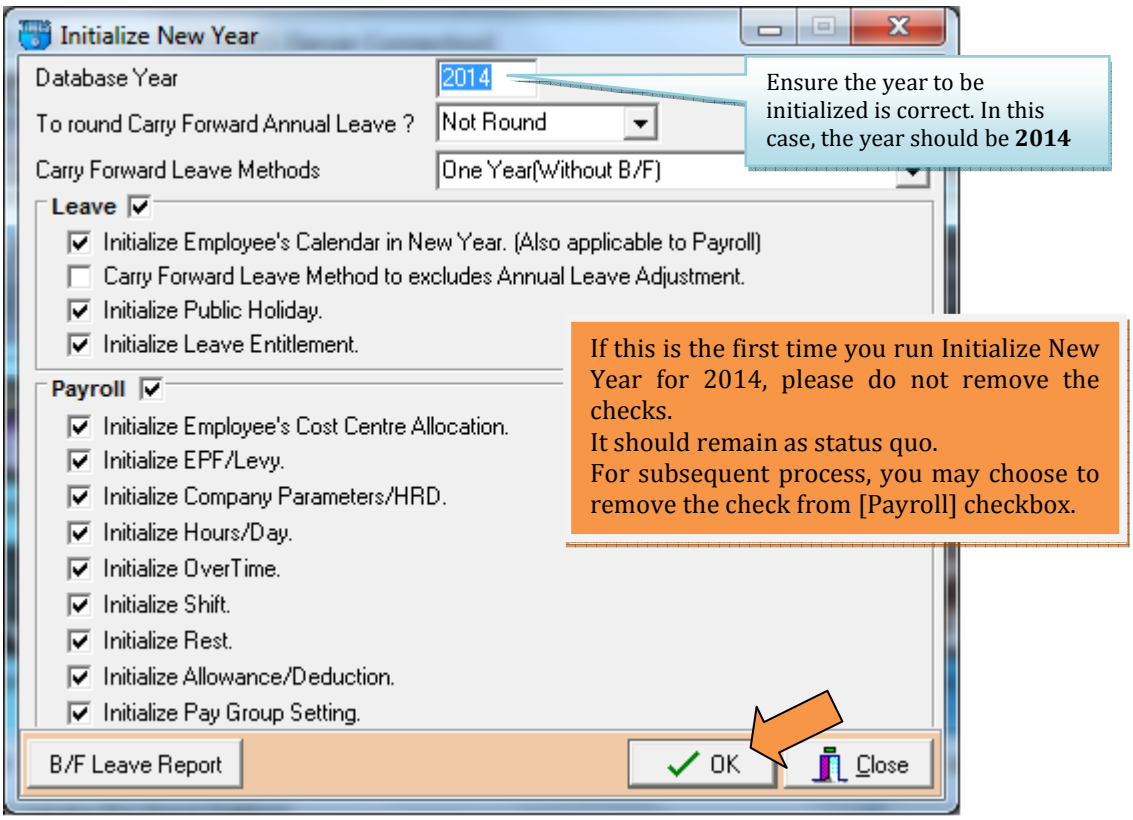
   Please refer to the below examples on the differences of the two rounding method options.

Case #1	Case #2	Case #3
Carry Forward Leave: 12.27 Round: 12.00 Not Round: 12.27	Carry Forward Leave: 11.50 Round: 12.00 Not Round: 11.50	Carry Forward Leave: 15.51 Round: 16.00 Not Round: 15.51

7. Choose the [**Carry Forward Leave Methods**] in accordance to your company policy.
   (*Please refer to Annex A, Page 87 for details on the carry forward leave method*)

8. The rest of the checkbox shall remain status quo. Do not remove the checks.
   (*Please refer to Annex B, Page 91 for details on Leave and Payroll checkboxes*)

9. Click on [**OK**] to proceed.



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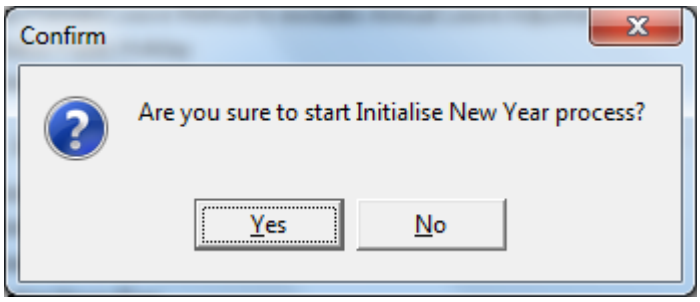
10. You will see the below message.
    Click on [**Yes**] to proceed to next screen. Otherwise, click on [**No**] to terminate the process.

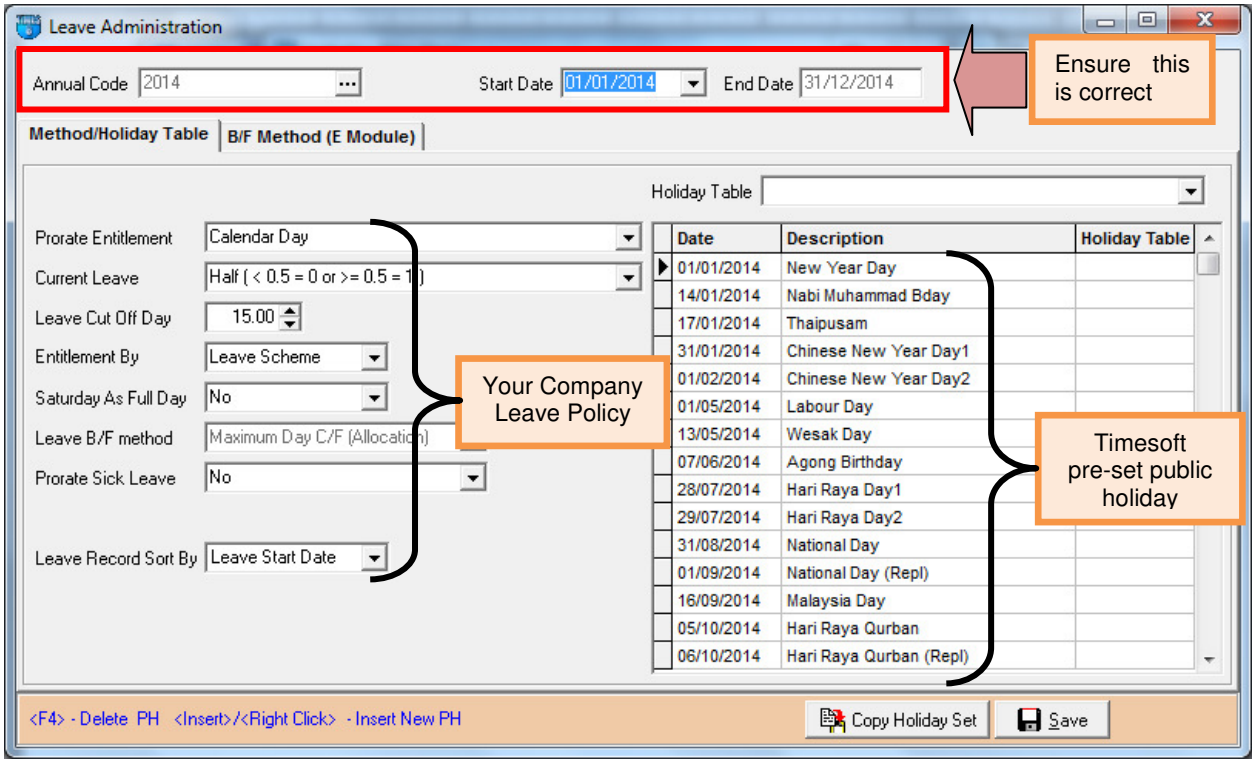


11. Now, you should see the [**Leave Administration**] screen.

12. Ensure the **[Annual Code**] is [**2013**] and [**Start Date**] and [**End Date**] are display correctly.

13. On the right section shows the pre-set PH dates. You may remove those dates which are not applicable to your company and insert your preferred public holidays, if any. Alternatively, you can still edit/insert public holidays subsequently under [**Leave Setup**] → [**Leave Administration**] after you have completed Initialize New Year process.

14. On the left section shall be your company Leave Policy. If your company's leave policy remain unchanged, click on [**Save**] to start initializing New Year. However, if your company's leave policy has changed in year 2014, kindly make the necessary changes before you click on [**Save**].



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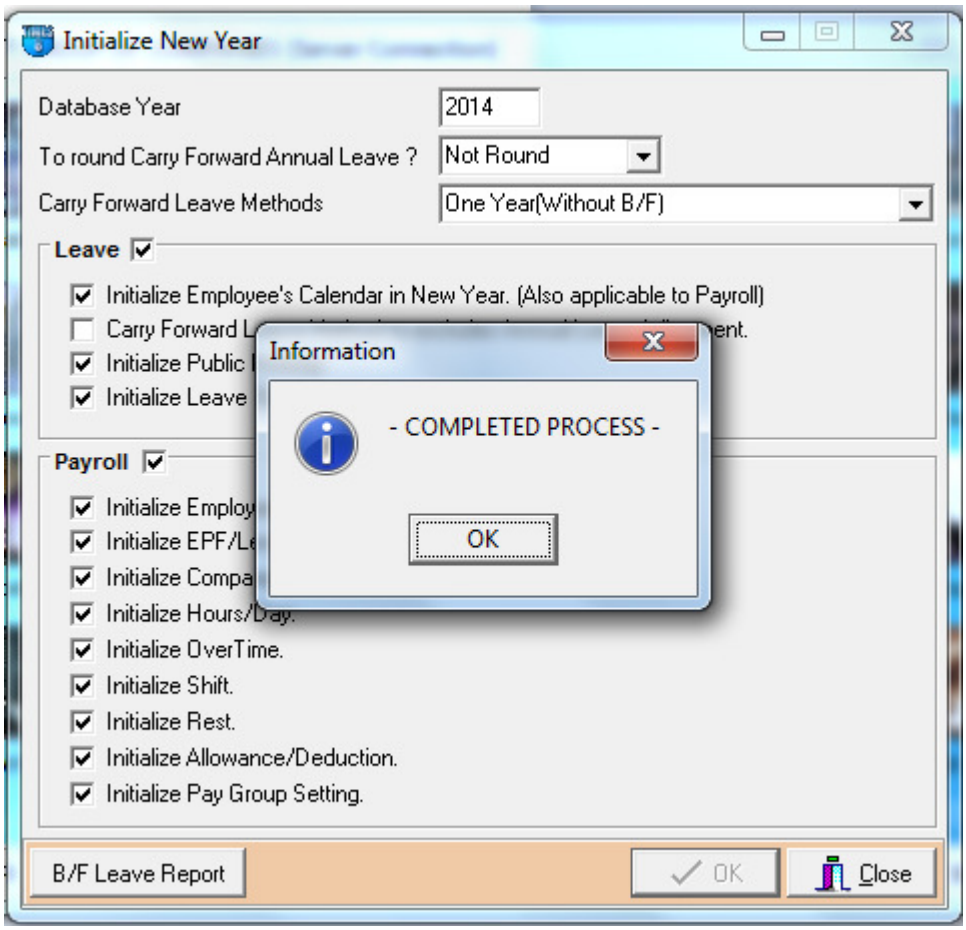
15. When Initialize New Year process is completed, click on [**OK**].



16. Thereafter, system will display [**Annual Leave Carried Forward/Forfeit report**] on the screen. This report will show you the number of Annual Leave being forfeit/carried forward to Year 2014.

TIMESOFT GROUP OF COMPANIES
ANNUAL LEAVE CARRIED FORWARD/FORFEIT REPORT

23/11/2013 3:25:27 PM
Page 1 of 1

Employee#	Name	BF From 13	ENT in 13	ADJ in 13	Taken in 13	Forfeit	CF To 14
0007A	TEST IMPORT BENEFIT IN KIND	2.00	16.00	0.00	2.00	0.00	16.00
0010A	ROSLI BIN ALI	1.00	16.00	0.00	3.00	0.00	14.00
0033	LIONEL LIM	2.00	16.00	0.00	2.00	0.00	16.00
0041	IRIS KOH	1.00	16.00	0.00	3.00	0.00	14.00
0056	BOBBY TAN	1.00	16.00	0.00	6.00	0.00	11.00
0063	TERENCE LIM	1.00	16.00	0.00	2.00	0.00	15.00
0067	DERICK TAN	4.00	16.00	0.00	2.00	-2.00	16.00
0069	ELAINE LONG	1.00	16.00	0.00	3.00	0.00	14.00
0093	HELEN (ROUND/NOT ROUND C/F)	11.50	16.00	0.00	3.00	-8.50	16.00
0110	CHEAH BING BING (CARRY FORWARD	13.00	16.00	0.00	2.00	-11.00	16.00
0112	CHENG LI SIM	3.00	12.00	0.00	2.00	-1.00	12.00
0115	LEE XIN KIM	4.00	12.00	0.00	3.00	-1.00	12.00
0118	JACKIE TEE	4.00	12.00	0.00	2.00	-2.00	12.00
2123	LYES SHU	2.00	12.00	0.00	2.00	0.00	12.00
N0001	TEST PROCESS BONUS	-10.00	8.00	0.00	2.00	0.00	-4.00
N0002	DARREN LOH	6.00	16.00	0.00	3.00	-3.00	16.00
N0003	GILBERT WANG	1.00	16.00	0.00	2.00	0.00	15.00

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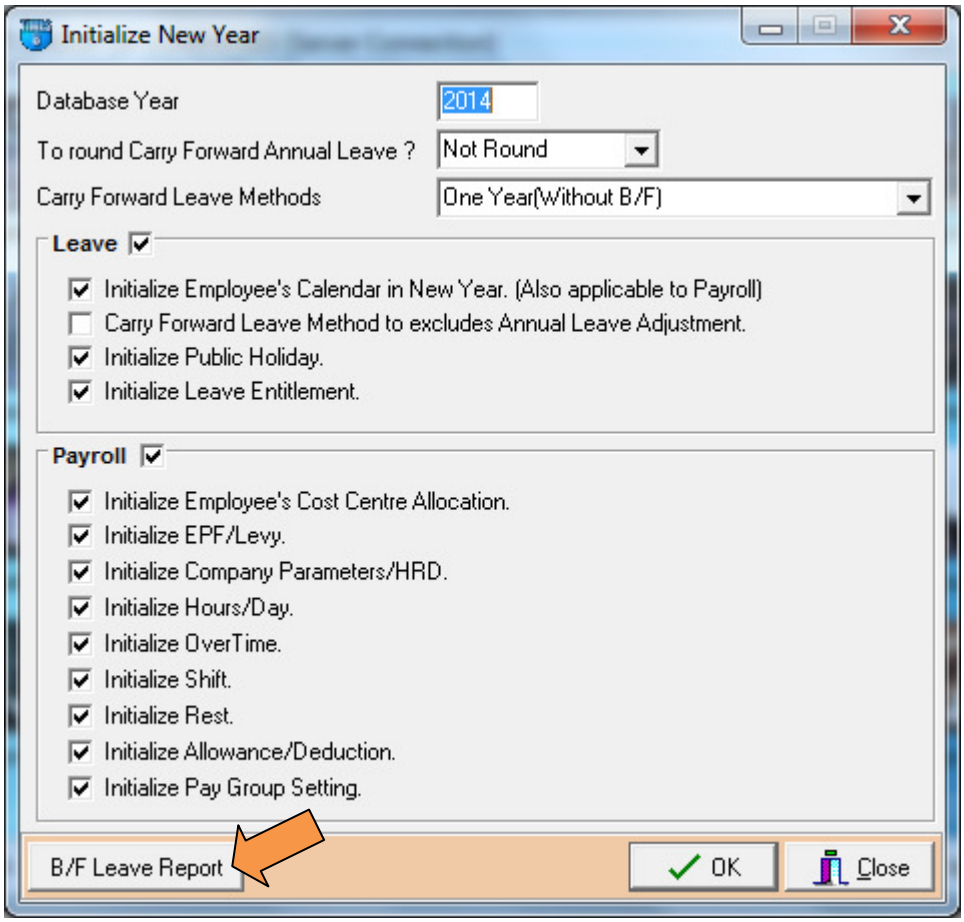
17. You may choose to print the report now or print it later by returning to the **Initialize New Year** function in period 2013 and click on [**B/F Leave Report**].



18. With the completion of Initialize New Year process, you can now proceed to Year 2014 for payroll processing or leave application. Please repeat Step 1 to Step 17 if you have multiple databases.

The initialization process may take a while for companies who have huge database. Please do not END TASK or force terminating the program during this process as it might corrupt the database.

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Chapter 2

New Feature / Function Enhancements

Release Number	Tentative Release Date	Product
8.31	Mid-December 2013	TIMESPAY 8 Malaysia Version

Below are the summaries of new feature/function enhancements added to **TIMESPAY 8** program in year 2013:

Added New Bank Format For IBG File Transfer:

1. ALLIANCE Bank [BizSmart Bulk Payment]
2. AMBANK [NET Payroll Salary File]
3. BANK OF AMERICA (EFD Bulk Payment)
4. CITIBANK PayLink GIRO [PLP] (| delimiter)

Added New Format For Statutory Contribution Through Bank Submission:

1. ALLIANCE BIZSMART EPF SUBMISSION

Added New Functions/Features Enhancements

1. Update Employee – Added new feature
2. TP3 Form Input – Restructure the input screen
3. Allowance/Deduction Reconciliation Report – Added EPF, SOCSO, HRD
4. Audit Trail Report – Added new report layout
5. Report Generator – Added [Include Terminated Employee from Prior Year] option
6. Allowance/Deduction Table – Added CP21/22A column
7. Leave Setup – Added Working Day Setting
8. Utility – Added Lock/Unlock Pay Period
9. Claim Table Setup – Added Claim Entitlement Adjustment
10. Process Payroll – Validation Report

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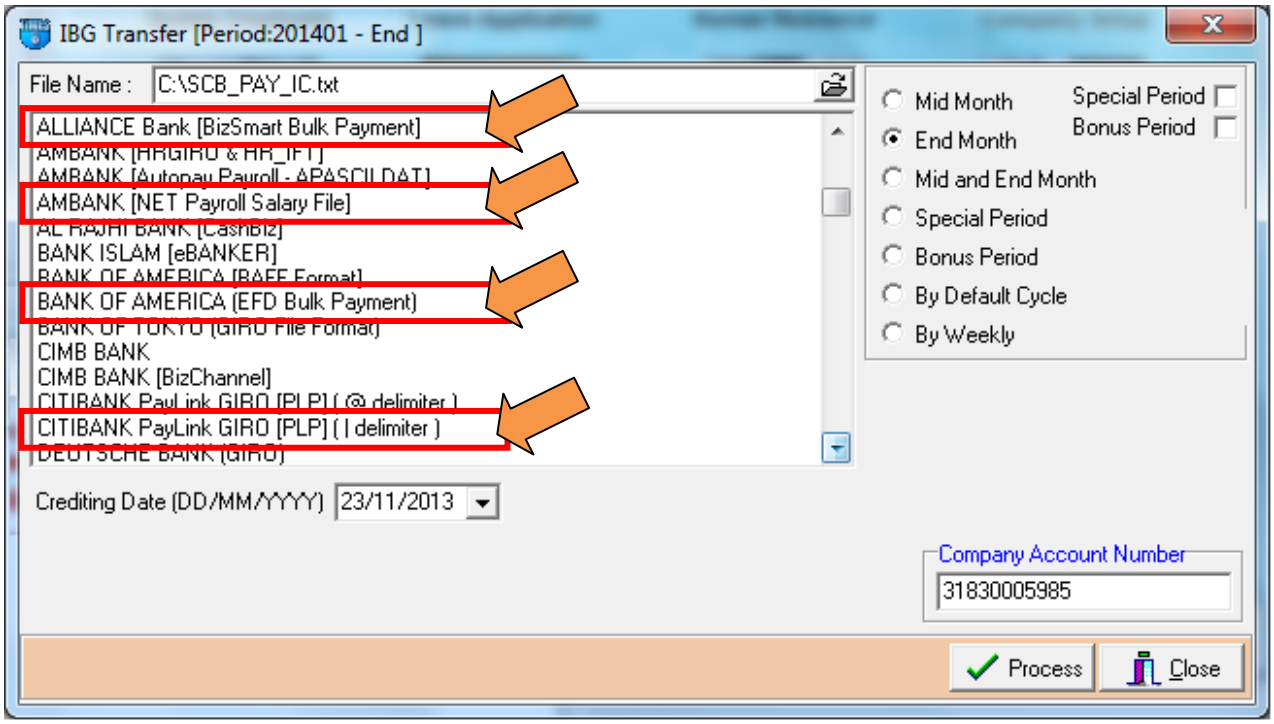
New Bank Format For IBG File Transfer

Added new bank format for [**IBG File Transfer**] as per below:

- ALLIANCE Bank [BizSmart Bulk Payment]
- AMBANK [NET Payroll Salary File]
- BANK OF AMERICA (EFD Bulk Payment)
- CITIBANK PayLink GIRO [PLP] (| delimiter)



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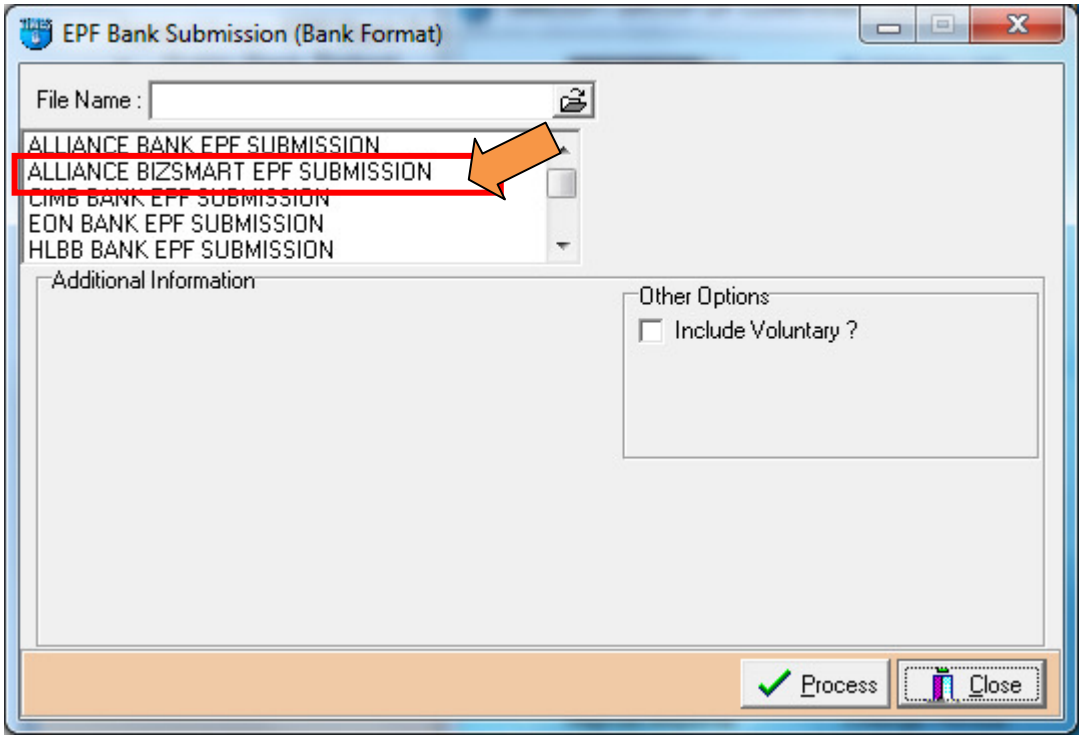
New Bank Format For EPF Bank Submission

Added New Format For Statutory Contribution Through Bank Submission:

- ALLIANCE BIZSMART EPF SUBMISSION



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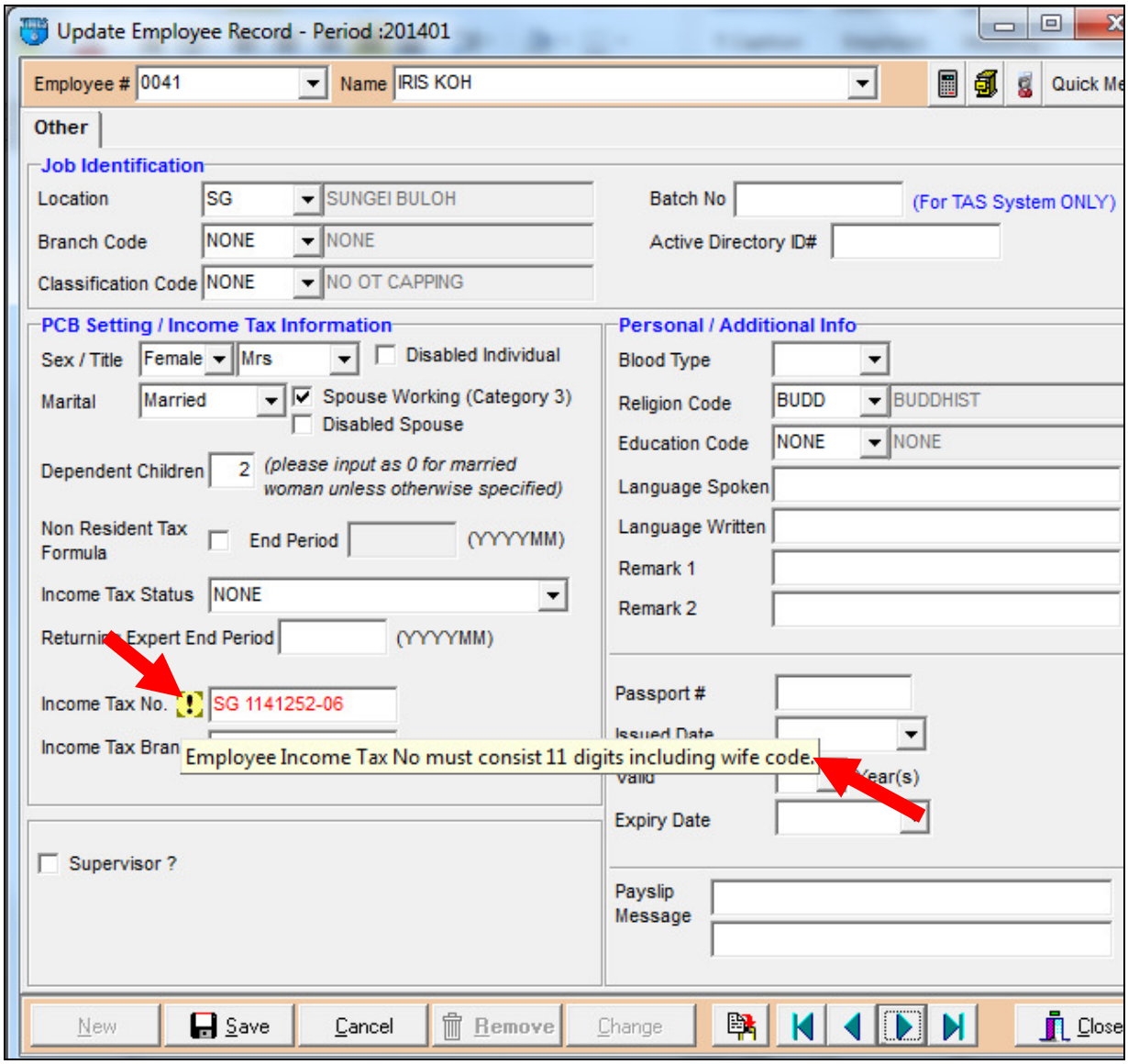
Added New Feature / Function Enhancements

(1) Update Employee (Other tab)

- Added tool tips at [**Income Tax No**] field.
- If user inputs an income tax reference number which does not consists of 11 digits, system will display the reference number in red with exclamation mark beside the field.
- Rightfully, Income Tax Reference Number should consist of 11 digits including Wife Code (*range from 0 to 9*). Characters such as SG/OG are not counted as it will not be generated in the text file.
- Move the mouse cursor to the exclamation mark to display the tool tips.
- In the example below, Wife Work Code which is supposed to be located on the last position in Income Tax Number field is missing.



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Please refer to below few examples of income tax number for your reference.
Wife code is an important component in Income Tax Reference number.
If system detected the reference number are less than 11 digits, when data generated on LHDN text file, system will pad with leading zeroes as required by LHDN specification.

Reference Number input in TIMESPAY	Reference Number output in LHDN text file	Pass / Fail as per LHDN requirement	Reason for failure
SG 15115151-05(0)	15115151050	☑	No error detected
SG 15115151-05	**0**1511515105	☒	*Wife code truncated*
SG 5964498-07(1)	**0**5964498071	☑	No error detected
SG 5964498-07	**00**596449807	☒	*Wife code truncated*
1563731020	**0**1563731020	☑	No error detected
156373102	**00**156373102	☒	*Wife code truncated*
141252-061	**00**141252061	☑	No error detected
141252-06	**000**14125206	☒	*Wife code truncated*

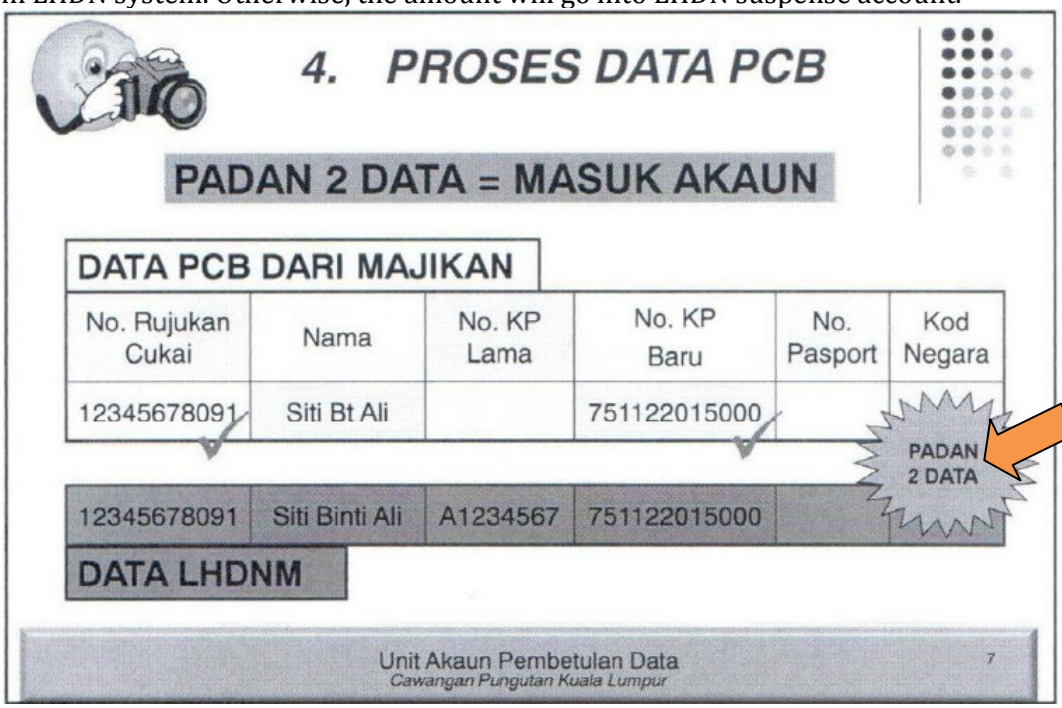
Below information which is extracted from LHDN specification shows income tax reference number should consists of 11 digits including Wife Code.

11. and 12. Income Tax No. and Wife code

A. Please complete the Income Tax No. with 11 digit without SG/OG
Example 1 : SG 531367-08 (0) have to be filled as 00531367080
Example 2 : OG10544355-08 (1) have to be filled as 10544355081

B. 1. For Male / Single Woman - the last digit is 0
2. For Married Woman - the last digit is between 1 until 9

For your information, in accordance to LHDN regulation, LHDN will only be able to credit the tax amount to employee account if there are 2 information in LHDN text file which matches the data in LHDN system. Otherwise, the amount will go into LHDN suspense account.



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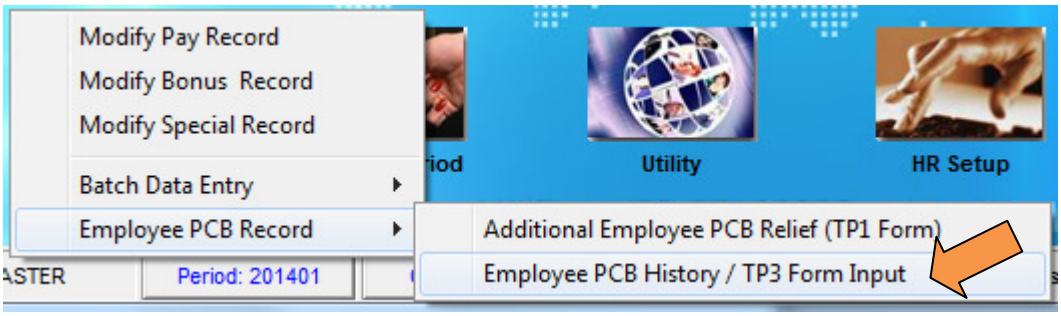
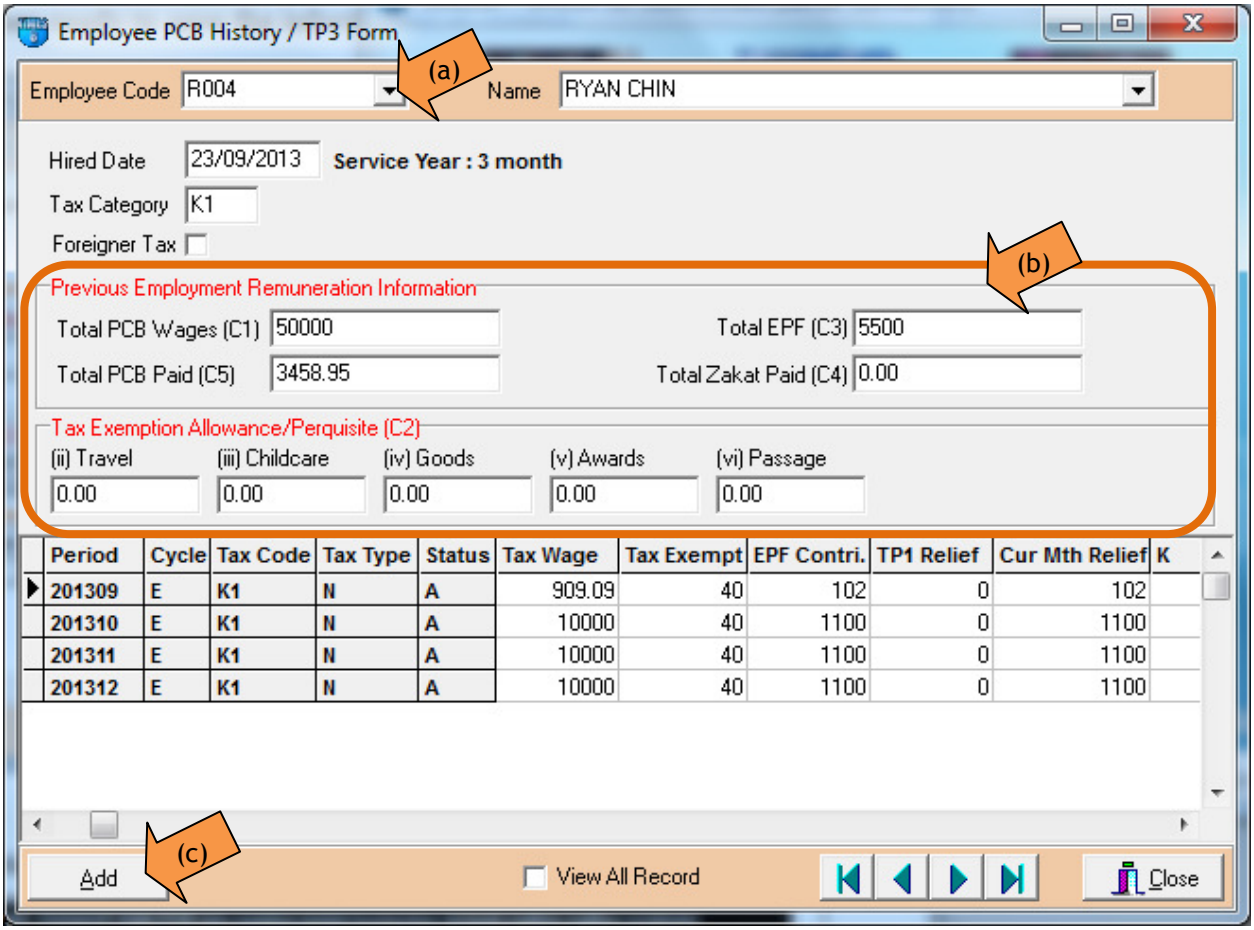
(2) TP3 Form Input – Restructure the input screen

Effective **1st January 2010**, it is the Employer's responsibilities under the LHDN 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.



Below screen shot shows the restructured TP3 Form input screen.

(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.



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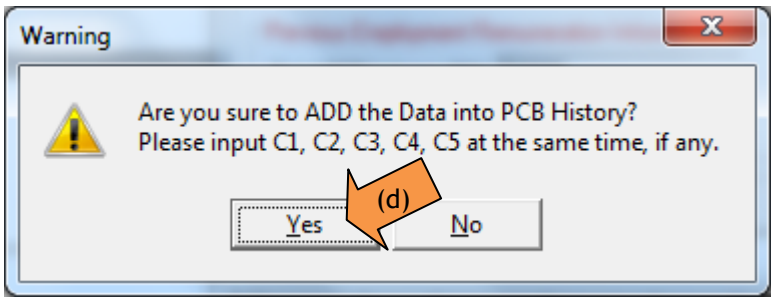
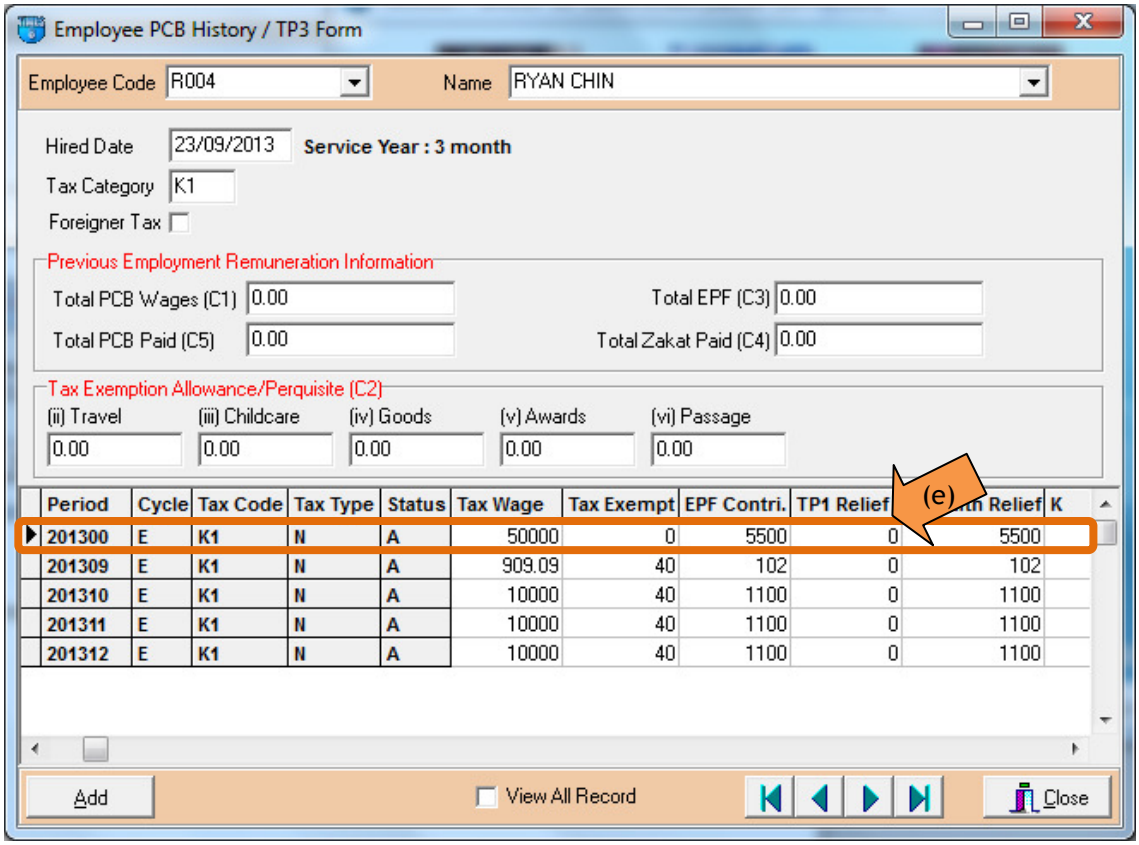
(d) Click on [**Yes**] to confirm adding the data to system.



(e) TP3 Form data will be added to the system under Period [**00**]



Important Note:

- ✓ **TP3 Form information should be input in the payroll system on the employees' first month employment with your company in order for accurate PCB calculation.**
- ✓ **In the event you have wrongly entered one of the values in C1 to C5, you must repeat the Process from (a) to (e).**
- ✓ **Please note that you are not able to remove the record for 201300 once added but you can zerolize the record by simply clicking on [Add]**

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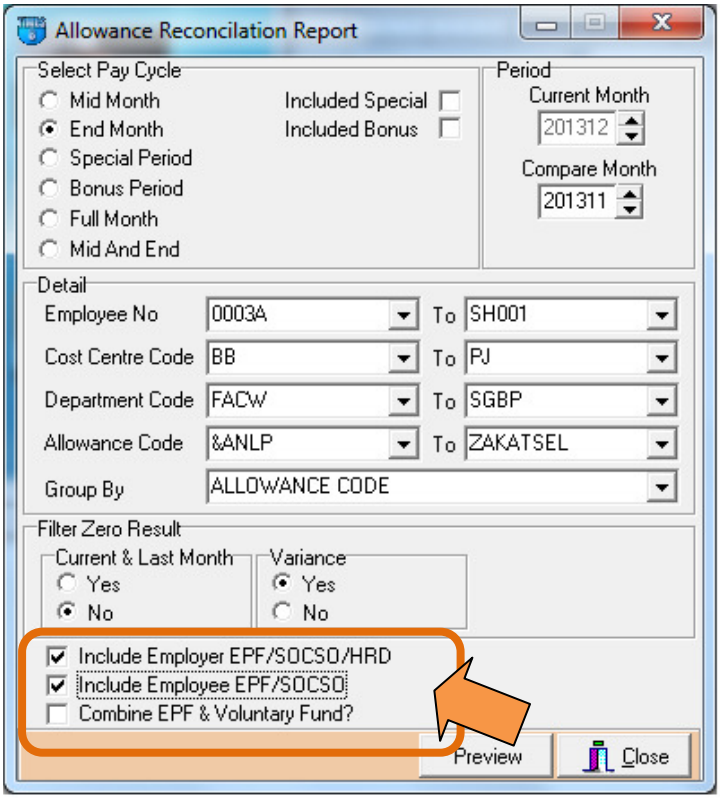
(3) Allowance/Deduction Reconciliation Report

– Added **EPF**, **SOCSO** and **HRD** in printing option. Select the checkbox to include in the report.



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Below is an example of Allowance Reconciliation Report which includes **EPF**, **SOCSO** and **HRD**.

TIMESOFT GROUP OF COMPANIES

Allowance Code Reconcilation Report for 201312

Current Month : 201312
Compare Month : 201311

Page : 1 of 1
Date : 23/11/2013
User ID : MASTER

No.	Employee No	Name	Current Month	Compare Month	Balance
Allowance Code	CPFEMPEE	Employee EPF			
1.	0010A	ROSLI BIN ALI	-236.00	-220.00	-16.00
2.	0030	KENNY GOH	0.00	-638.00	638.00
3.	SH001	SHIRLEY LEONG	-605.00	-550.00	-55.00
Sub Total :			**-841.00**	**-1,408.00**	**567.00**
Allowance Code	CPFEMPER	Employer EPF			
1.	0010A	ROSLI BIN ALI	279.00	260.00	19.00
2.	0030	KENNY GOH	0.00	696.00	-696.00
3.	SH001	SHIRLEY LEONG	660.00	650.00	10.00
Sub Total :			**939.00**	**1,606.00**	**-667.00**
Allowance Code	ERSOCSO	Employer SOCSO			
1.	0010A	ROSLI BIN ALI	37.65	34.15	3.50
2.	0030	KENNY GOH	0.00	51.65	-51.65
Sub Total :			**37.65**	**85.80**	**-48.15**
Allowance Code	SDF	HRD			
1.	SH001	SHIRLEY LEONG	55.00	50.00	5.00
Sub Total :			**55.00**	**50.00**	**5.00**
Allowance Code	SOCSO	Employee SOCSO			
1.	0010A	ROSLI BIN ALI	-10.75	-9.75	-1.00
2.	0030	KENNY GOH	0.00	-14.75	14.75
Sub Total :			**-10.75**	**-24.50**	**13.75**
Grand Total :			**179.90**	**309.30**	**-129.40**

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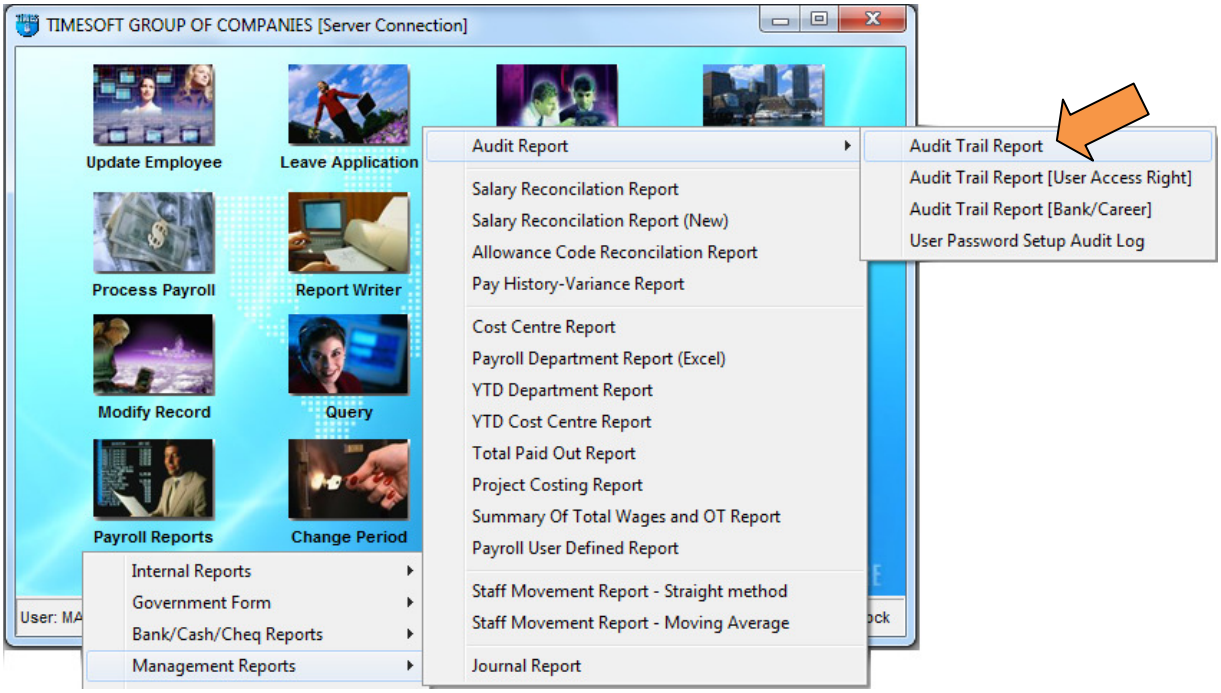
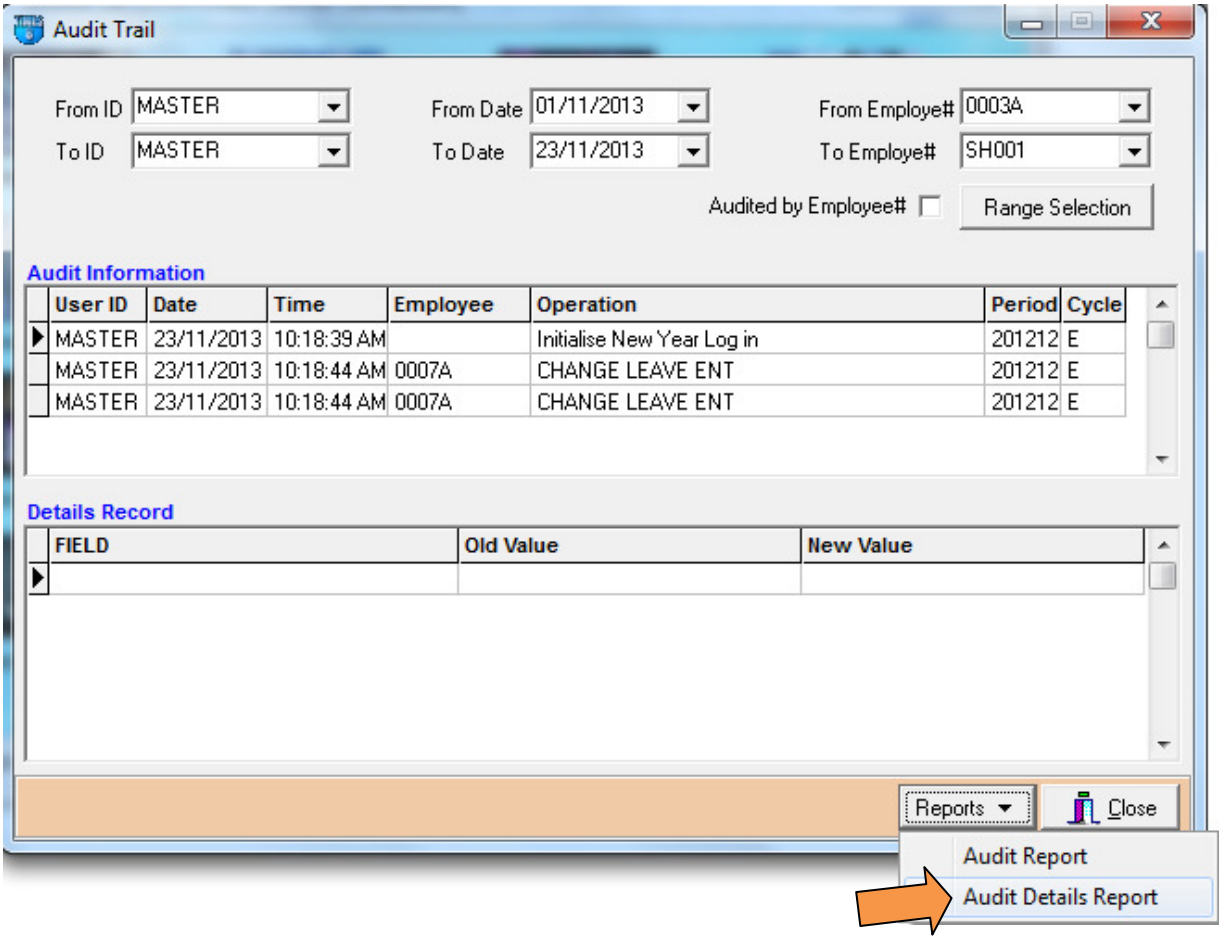
(4) Audit Trail Report



– Added new audit report layout under Reports → [**Audit Details Report**] as shown below.



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Below is an example of new audit trail report layout.

TIMESOFT GROUP OF COMPANIES
Audit Trial Report

Page : 8 of 8
Date : 23/11/2013
User ID : MASTER

User Id	Employee	Operation	Date	Time	Period	Cycle	Field	Old Value	New Value
MASTER	SH001	UPDATE EMPLOYEE	23/11/2013	11:28:39 PM	201312	E			
MASTER	SH001	UPDATE EMP_BNK	23/11/2013	11:28:39 PM	201312	E			
MASTER	SH001	UPDATE EMPLOYEE	23/11/2013	11:48:43 PM	201312	E	CHANGE SEX	M	NO
MASTER	SH001	UPDATE EMPLOYEE	23/11/2013	11:48:43 PM	201312	E	CHANGE MARITAL_STATUS	S	M
MASTER	SH001	UPDATE EMPLOYEE	23/11/2013	11:48:43 PM	201312	E	CHANGE SEX_TITLE	MR	Mrs
MASTER	SH001	UPDATE EMPLOYEE	23/11/2013	11:48:43 PM	201312	E	CHANGE WIFE_WORK_STATUS	NO	YES
MASTER	SH001	UPDATE EMP_BNK	23/11/2013	11:48:43 PM	201312	E			
MASTER	SH001	UPDATE EMPLOYEE	23/11/2013	11:48:49 PM	201312	E	CHANGE LEAVE_SCHEME	NONE	MGR-EXE
MASTER	SH001	UPDATE EMP_BNK	23/11/2013	11:48:49 PM	201312	E			
MASTER	SH001	CHANGE LEAVE ENT	23/11/2013	11:48:50 PM	201312	E	ENTITLE	0	16.91
MASTER	SH001	UPDATE EMPLOYEE	23/11/2013	11:48:52 PM	201312	E	CHANGE BENEFIT_SCHEME	NONE	MGMT
MASTER	SH001	UPDATE EMP_BNK	23/11/2013	11:48:53 PM	201312	E			
MASTER	P001	UPDATE EMPLOYEE	23/11/2013	11:49:09 PM	201312	E	CHANGE MARITAL_STATUS	S	M
MASTER	P001	UPDATE EMPLOYEE	23/11/2013	11:49:09 PM	201312	E	CHANGE DEPENDENT_CHILD	0	3
MASTER	P001	UPDATE EMP_BNK	23/11/2013	11:49:09 PM	201312	E			

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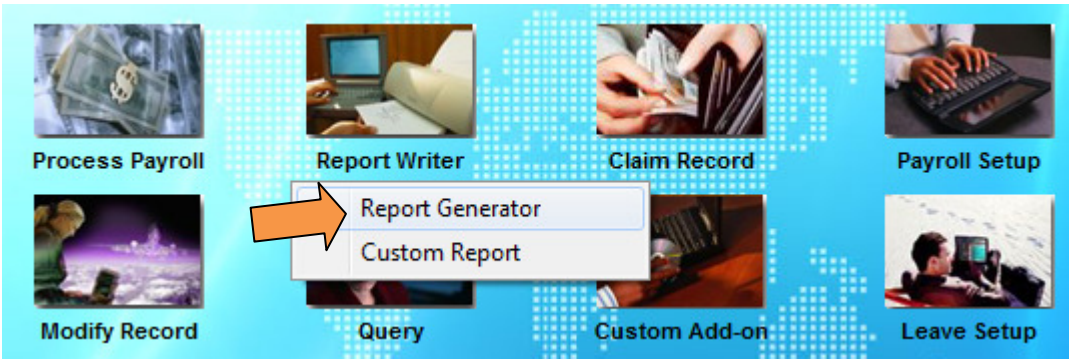
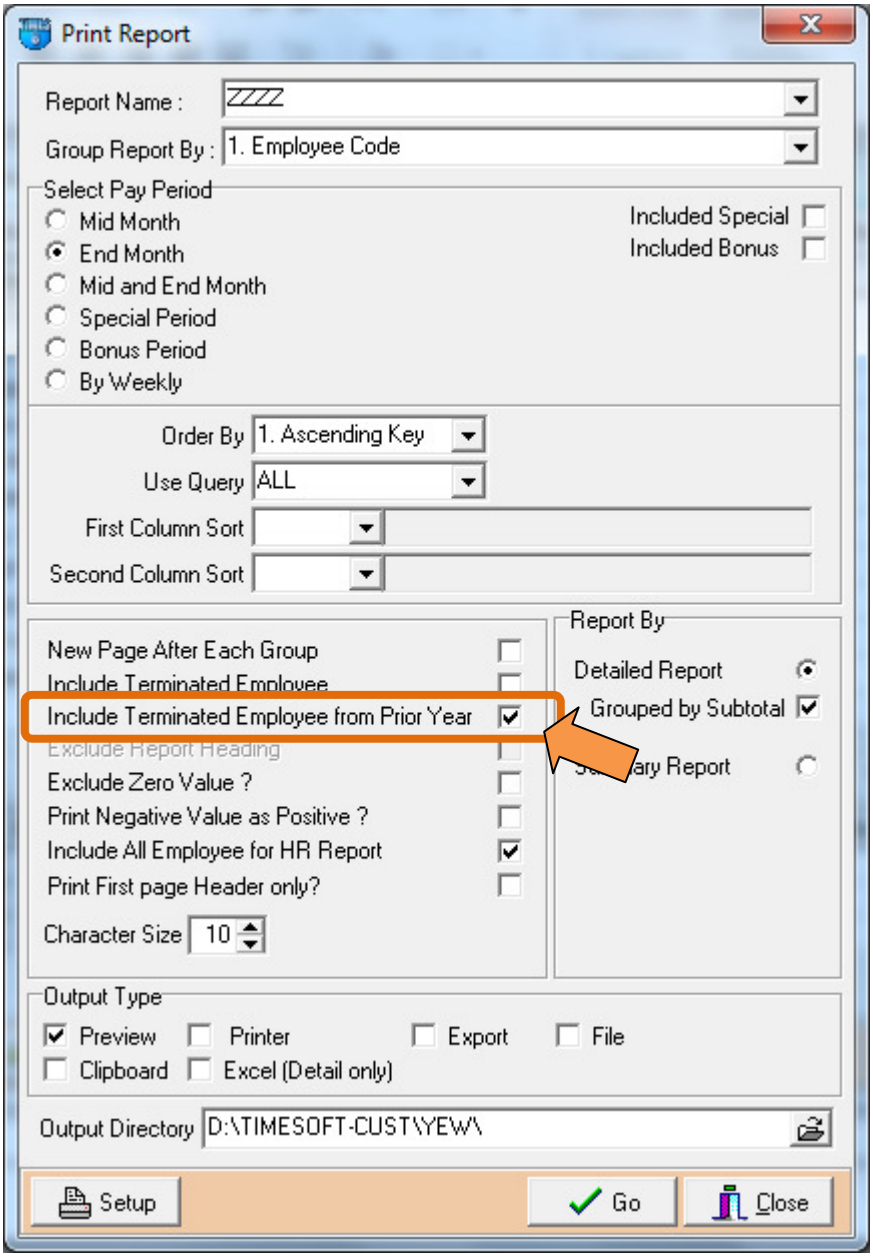
(5) Report Generator



– Added [**Include Terminated Employee From Prior Year**] in printing option.



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Below is an example of report writer which includes employee terminated from prior years.

TIMESOFT GROUP OF COMPANIES 24/11/2013 12:06:24 AM PAGE : 1

CUSTOM REPORT : REPORT FOR THE MONTH OF DECEMBER Period : End
REPORT TITLE : REPORT
QUERY : ALL

EMPLOYEE COD	EMPLOYEE NAME	RESIGNED	HIRED DATE
0003A	CHANG CHEE LIM	03/03/2012	01/12/1993
0007A	TEST IMPORT BENEFIT IN KIND	/ /	20/08/1990
0008	CAREN	17/04/2012	08/02/1993
0010A	ROSLI BIN ALI	/ /	15/03/1993
0011	SUHAMI BIN AHMAD	13/04/2012	07/10/1993
0030	KENNY GOH	14/11/2013	09/08/1999
0033	LIONEL LIM	/ /	02/06/1999
0041	IRIS KOH	/ /	03/04/2000
0056	BOBBY TAN	/ /	21/06/2001
0063	TERENCE LIM	/ /	02/05/2002
0067	DERICK TAN	/ /	01/07/2002
0069	ELAINE LONG	/ /	23/09/2002
0080	HENRY	15/07/2013	05/07/2004
0082	FEATHER CHONG	/ /	01/05/2005
0093	HELEN (ROUND/NOT ROUND C/F)	/ /	01/11/2006
0110	CHEAH BING BING (CARRY FORWARD METHOD)	/ /	01/08/2007
0112	CHENG LI SIM	/ /	01/07/2009
0115	LEE XIN KIM	/ /	03/11/2009
0118	JACKIE TEE	/ /	03/03/2010
0120	FATIMAH	22/10/2013	26/04/2010
0122	SEDDIKI MOHD	17/09/2013	18/06/2010
0124	MCGRBER KEE	14/02/2011	17/01/2011
2123	LYES SHU	/ /	28/11/2010
C009	CARRIE TAN	/ /	24/02/2012
D0001	DAISY LEE	/ /	17/05/2011
E001	EVELYN SIM	/ /	24/11/2011
K003	KEITH WONG	/ /	24/12/2012
M0029	MCKELLY	04/05/2011	01/04/2004
N0001	TEST PROCESS BONUS	/ /	17/05/2012
N0002	DARREN LOH	/ /	01/10/1998
N0003	GILBERT WANG	/ /	10/12/1991
N0004	CHARIS CLIFFORD	31/12/2010	01/01/1993
P001	PETER CHEN	/ /	13/11/2011

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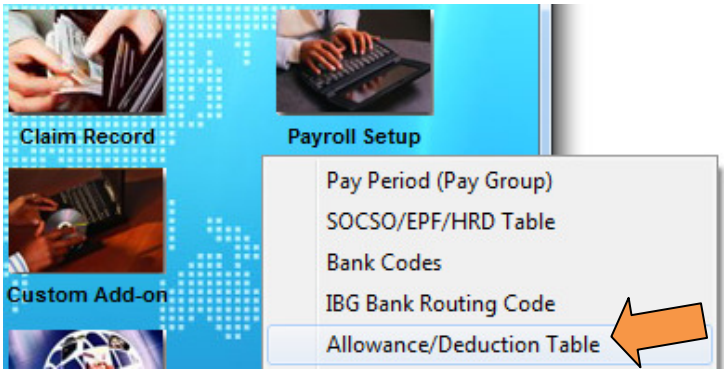
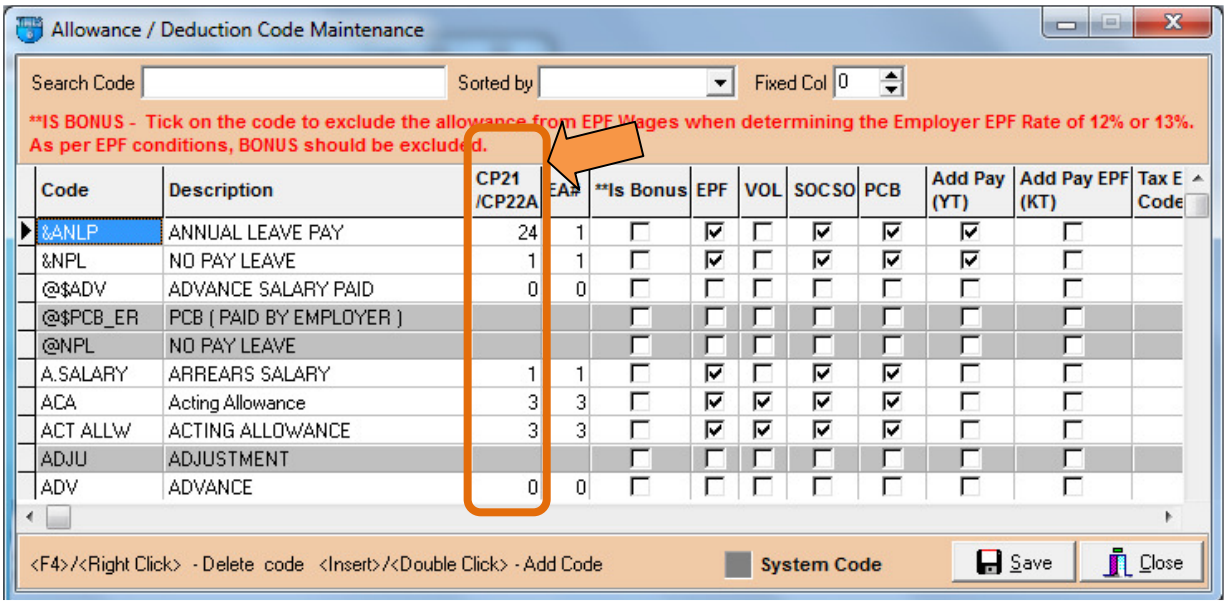
(6) Allowance / Deduction Table



- Added independent column for [**CP21/CP22A**] as in previous version, CP21/CP22A shares the same column with EA.
- This column separation is useful as income such as [**Annual Leave Pay**] is reported in different row for CP21/CP22A form and EA Form.



- Below is CP21/CP22A column guide for your reference.

CP21 / CP22A Column Guide	
PARTICULAR	**CP21/22A #**
Gaji, bayaran, upah dan kerja lebih masa	1
Gaji cuti	24
Komisen dan bonus	2
Ganjaran	21
Pampasan kerana kehilangan pekerjaan	19
Elaun tunai (sebutkan jenis-jenis elaun)	3
Pencen	20
Nilai Tahunan kediaman yang disediakan oleh majikan	17
Elaun-elaun selain dari wang seperti makanan, Pakaian Lojing atau pembantu rumah yang diperuntukkan atau Dibayar oleh majikan	7 - 16
Kereta dan Pemandu	5 - 6

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Below is an example of CP22A Form which shows [**Annual Leave Pay**] (Gaji Cuti) is placed in a different row with Salary (Gaji)

B. BUTIR-BUTIR SARAAN				
Butir-butir saraan yang diterima dalam tahun semasa untuk tempoh dari hari pertama tahun ini sehingga tarikh berhenti penggajian dan juga tahun terdahulu (sebelum tahun semasa).	Tahun Sebelum Tahun Berhenti	Tempoh Semasa		
		Tempoh		RM
	RM	dari	hingga	
1) Gaji, bayaran, upah dan kerja lebih masa		01/01/2013	14/11/2013	54538.04
2) Gaji cuti		01/01/2013	14/11/2013	2137.07
3) Komisyen dan bonus				
4) Ganjaran				
5) Pampasan kerana kehilangan pekerjaan				
6) Elaun tunai termasuk cukai ditanggung oleh majikan (sebutkan jenis-jenis elaun)_____				
7) Pencen daripada majikan				
8) Nilai tahunan kediaman yang disediakan oleh majikan				
9) Elaun-elaun selain dari wang seperti makanan, pakaian, lojing atau pembantu rumah yang diperuntukkan atau dibayar oleh majikan				
10) Kereta dan pemandu				
11) Manfaat dari Skim Pemberian Saham dari majikan kepada pekerja seperti ESOS, ESPP dan lain-lain	Tarikh opsyen diberi:			
	Tarikh opsyen dilaksana:			
	Jumlah manfaat RM			

Below is an example of EA Form which shows [**Annual Leave Pay**] (Gaji Cuti) is combined with Salary (Gaji Kasar) and placed in the same row.

(b) Tarikh berhenti kerja: 14/11/2013

B	PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN (Tidak Termasuk Elaun/Perkuisit/ Pemberian/Manfaat Yang Dikecualikan Cukai)	RM
1.	Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	56,675.11
	Fi (termasuk fi pengarah), komisen atau bonus	0.00
	Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran _____)	0.00
	Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	0.00
2.	Nilai Manfaat atau kemudahan berupa barangan:	
	(a) Kereta (Tarikh sebenar diperuntukkan _____) i) Nilai kereta dan petrol	0.00
	(Jenis: _____ Tahun: _____ Model: _____) ii) Nilai Pemandu	0.00
	(b) Elektrik, air, telefon dan kemudahan lain	0.00
	(c) Nilai manfaat rumah tangga: *(*Potong yang tidak berkenaan)*	
	(i) Separuh lengkap dangan perabot*/penyaman udara*/langsir*/permaidani*, atau	0.00
	(ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau	0.00
	(iii) Butiran berasingan: Perabot dan kelengkapan	0.00
	Perkakas Dapur	0.00
	Hiburan dan Rekreasi	0.00
	(d) Pembantu rumah dan tukang kebun	0.00
	(e) Manfaat tambang percutian	0.00
	(f) Lain-lain (misalnya makanan dan pakaian)	0.00
3.	Nilai tempat kediaman (Alamat:)	0.00
4.	Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	0.00
5.	Pampasan kerana kehilangan pekerjaan	0.00

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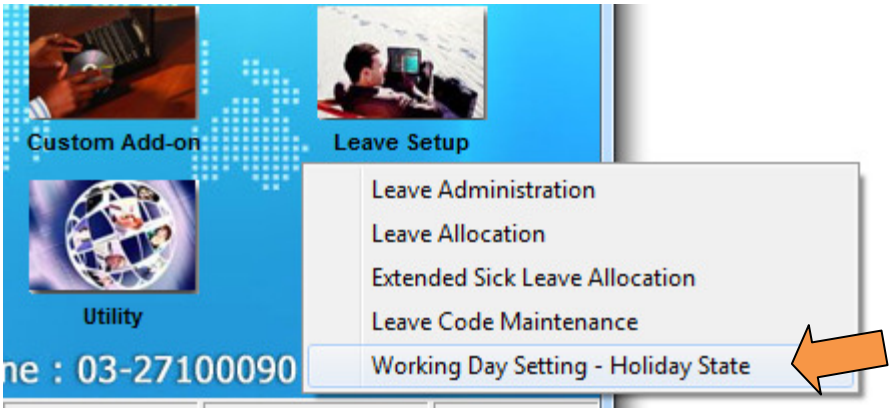
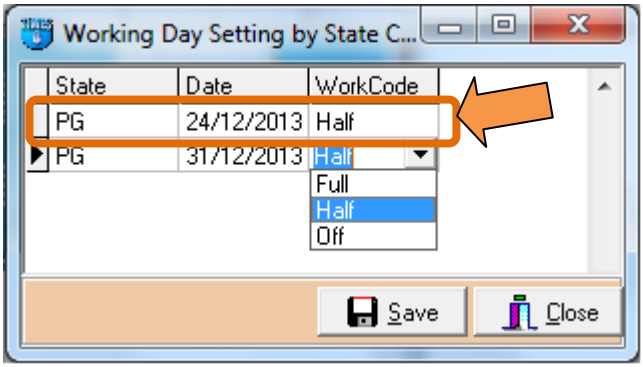
(7) Leave Setup

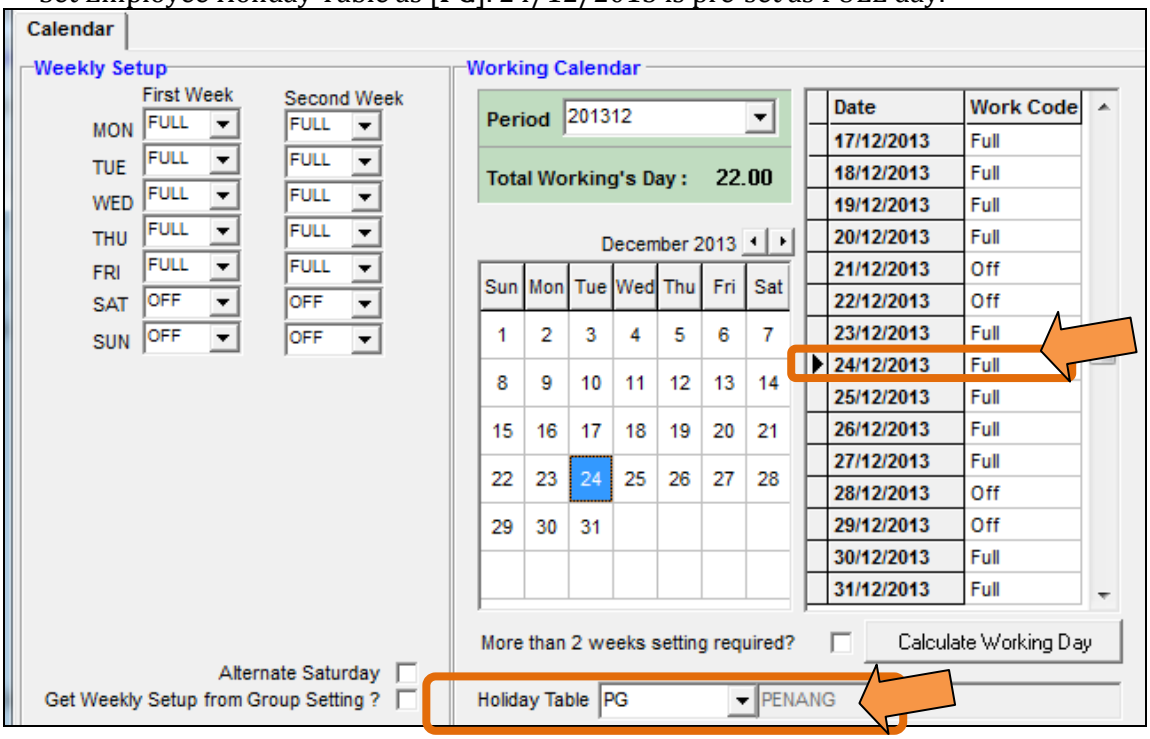
- Added [**Working Day Setting – Holiday State**] feature.



- User can set the working calendar in [**Working Day Setting – Holiday State**] to overwrite the employee working calendar in Update Employee → [**Employee Calendar**]
- This is usually in used when company declares shut down for half day for a particular date.
- Example: Set **24/12/2013** to [**Half Day**] for Public Holiday table [**PG**]



- Set Employee Holiday Table as [**PG**]. 24/12/2013 is pre-set as FULL day.



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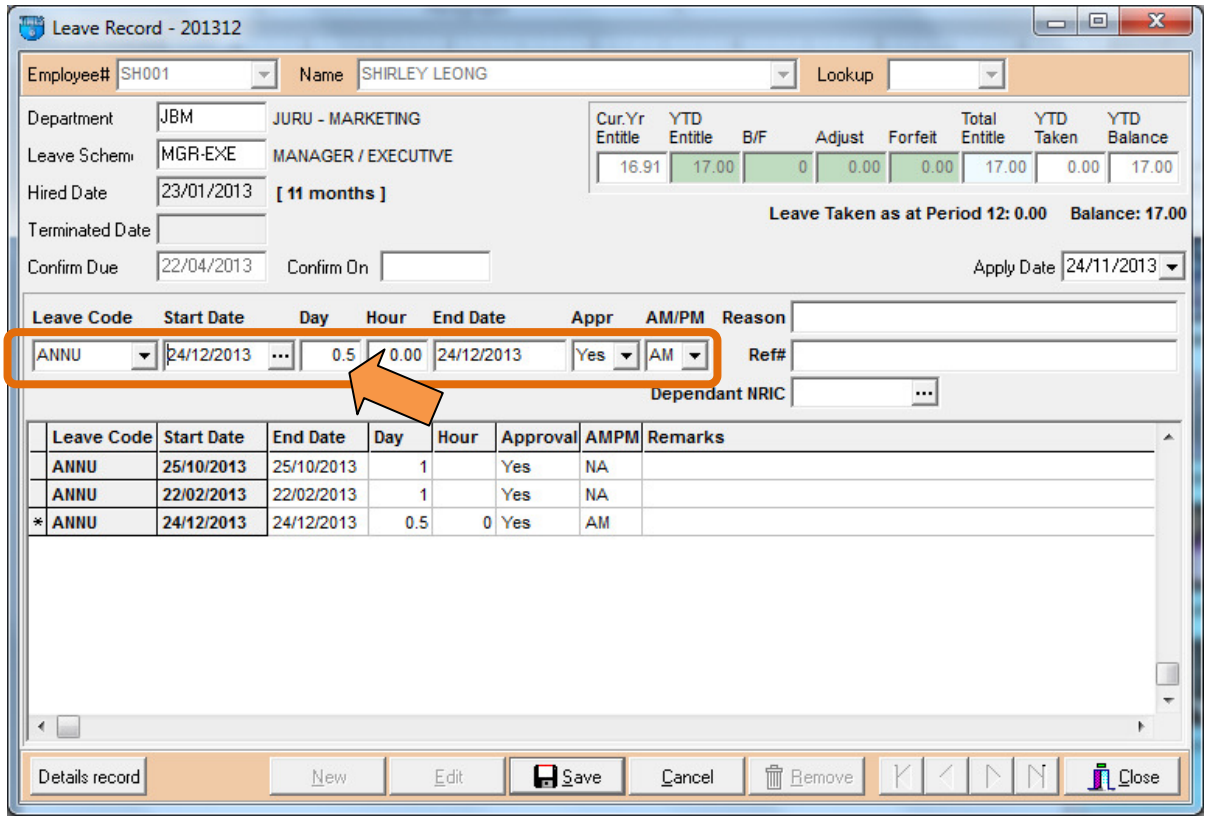
- When a staff applies leave on 24/12/2013, system will deduct ½ day instead of 1 day as system will check if there is any setting in [**Working Day Setting – Holiday State**] which overwrite the employee's original working calendar.
- This feature is also applicable to E-Leave.



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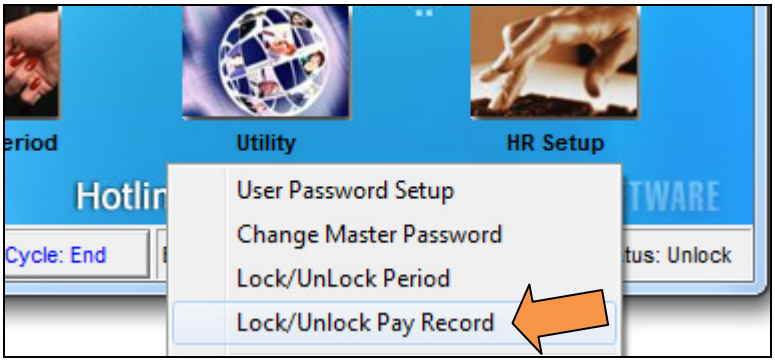
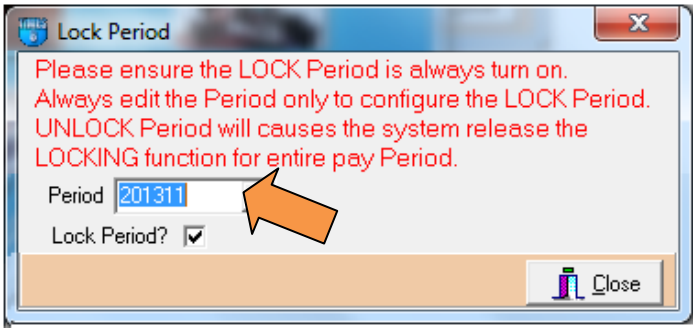
(8) Utility

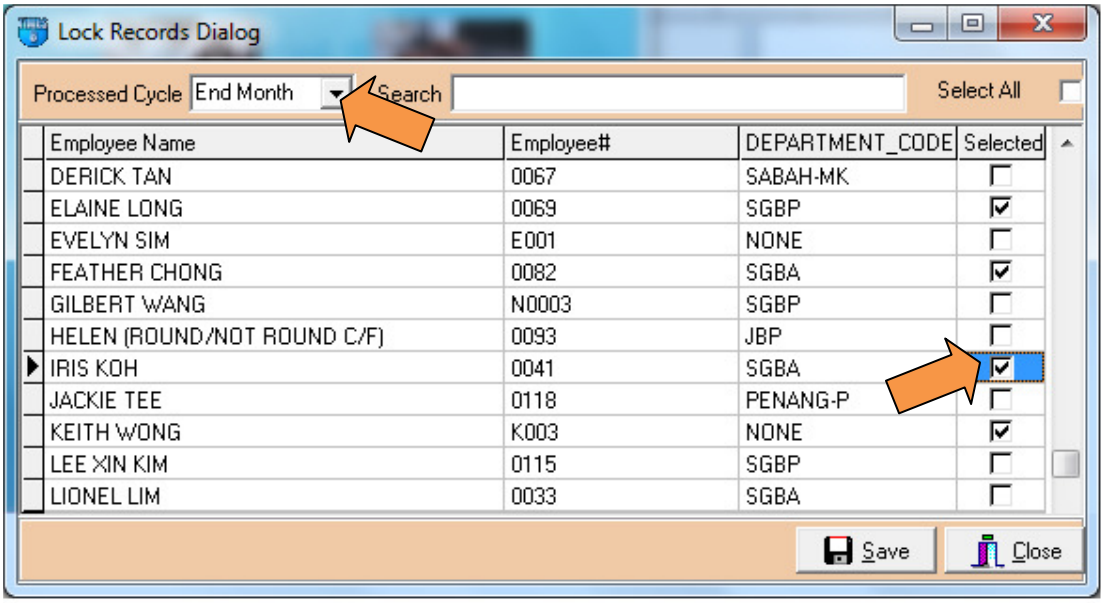
- Added [**Lock/Unlock Pay Period**] feature.
- With this newly added feature, user can choose to lock a specific employee pay record or a specific pay period instead of the entire period for all employees.
- To use [**Lock/Unlock Pay Period**], user must ensure [**Lock/Unlock Period**] is not enabled.



- Example: User wish to lock a specific group of employees for End Cycle in period 201312.
- Under [**Lock/Unlock Period**], user should select period [**201311**]. [**Lock Period**] checkbox must be checked. This settings represent period 201311 and prior periods will be locked. Period 201312 shall be unlocked.



- User may select specific cycle or specific employees to lock the Modify Record.
- User can also apply Query for this function.
- Click on [**Save**] to save the settings.



Employee Name	Employee#	DEPARTMENT_CODE	Selected
DERICK TAN	0067	SABAH-MK	☐
ELAINE LONG	0069	SGBP	☑
EVELYN SIM	E001	NONE	☐
FEATHER CHONG	0082	SGBA	☑
GILBERT WANG	N0003	SGBP	☐
HELEN (ROUND/NOT ROUND C/F)	0093	JBP	☐
IRIS KOH	0041	SGBA	☑
JACKIE TEE	0118	PENANG-P	☐
KEITH WONG	K003	NONE	☑
LEE XIN KIM	0115	SGBP	☐
LIONEL LIM	0033	SGBA	☐

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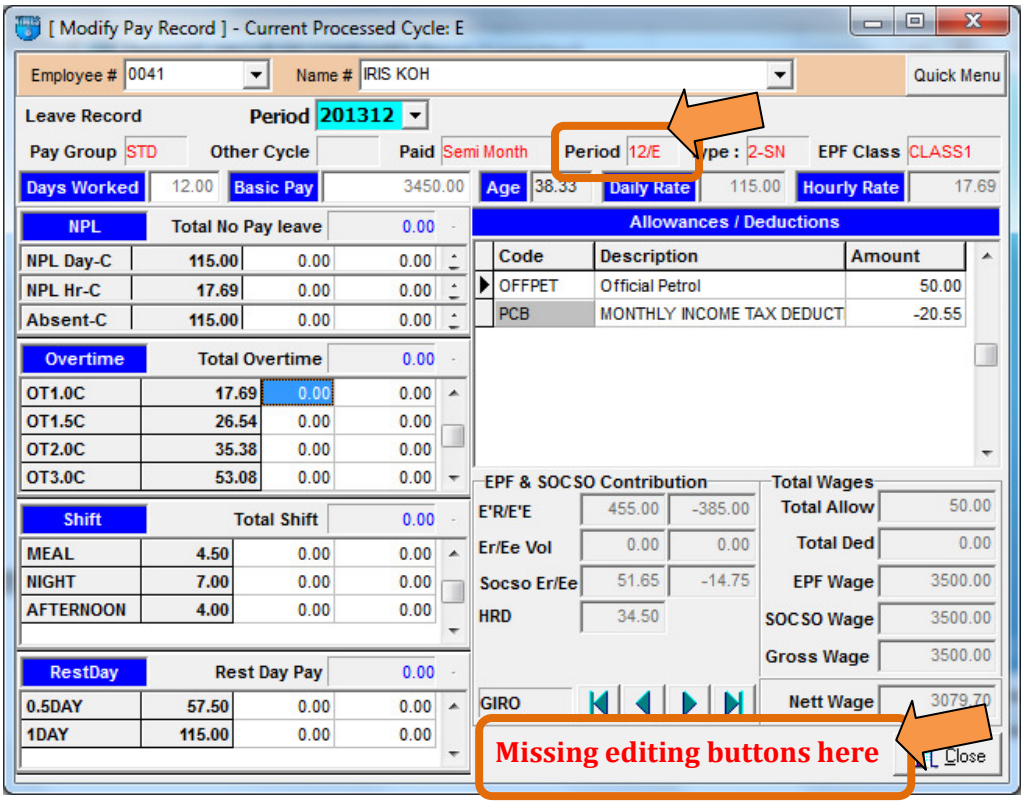
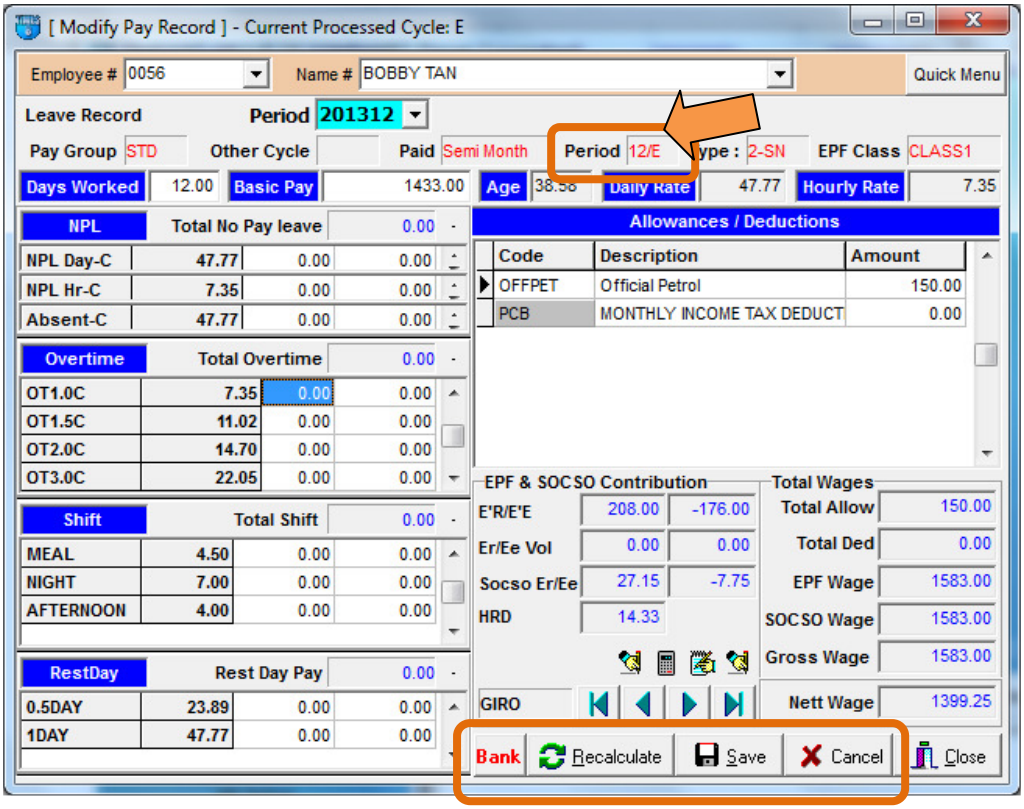
- Employee Code 0041 Modify Pay Record is locked.
- Editing in Modify Pay Record for Period [**201312**] and [**End**] Cycle is not allowed.



- However, when you select other employees which you did not enable the lock period, user can still do editing as shown below.



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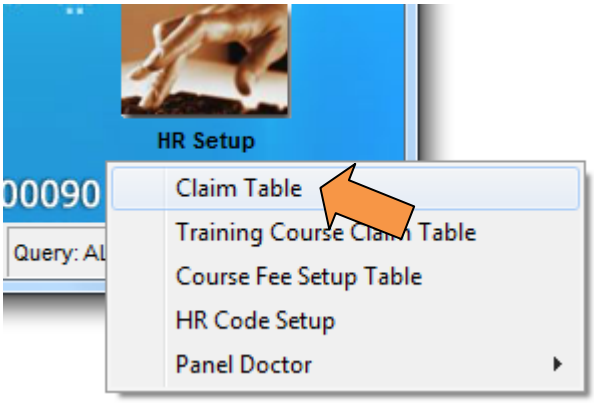
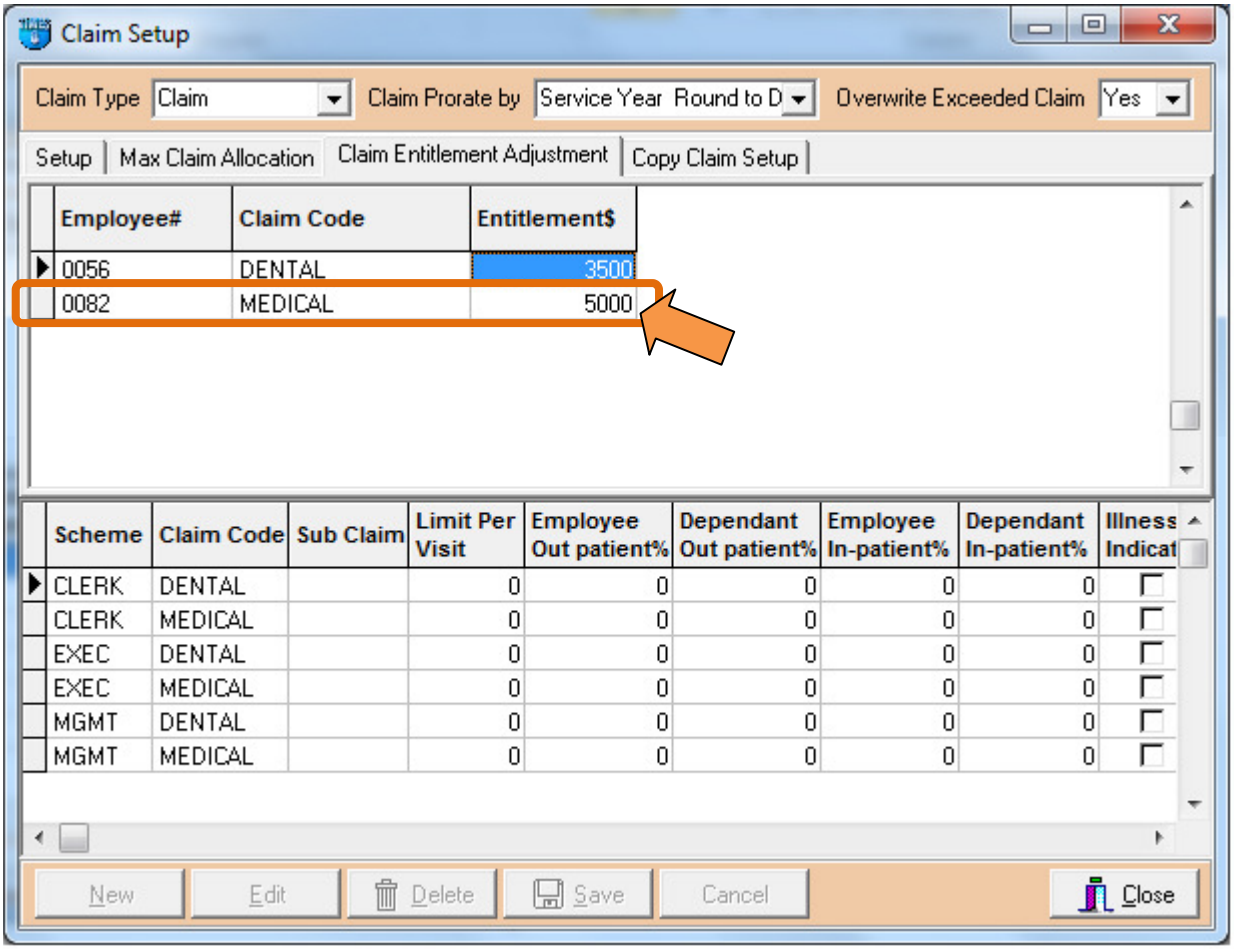
(9) Claim Table Setup



- Added [**Claim Entitlement Adjustment**] feature.
- This feature is useful as there may be circumstances where users need to overwrite the claim entitlement of an employee without creating new benefit scheme and max claim allocation.
- The setting in this table will overwrite the original Claim Benefit entitlement.
- Based on the below example, we have set to overwrite Employee Code [**0082**] medical entitlement to 5000.00.



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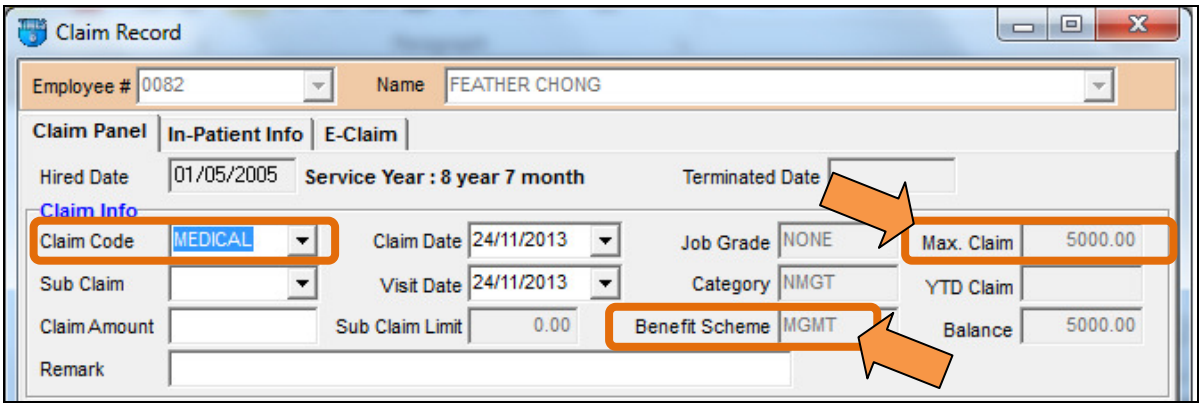
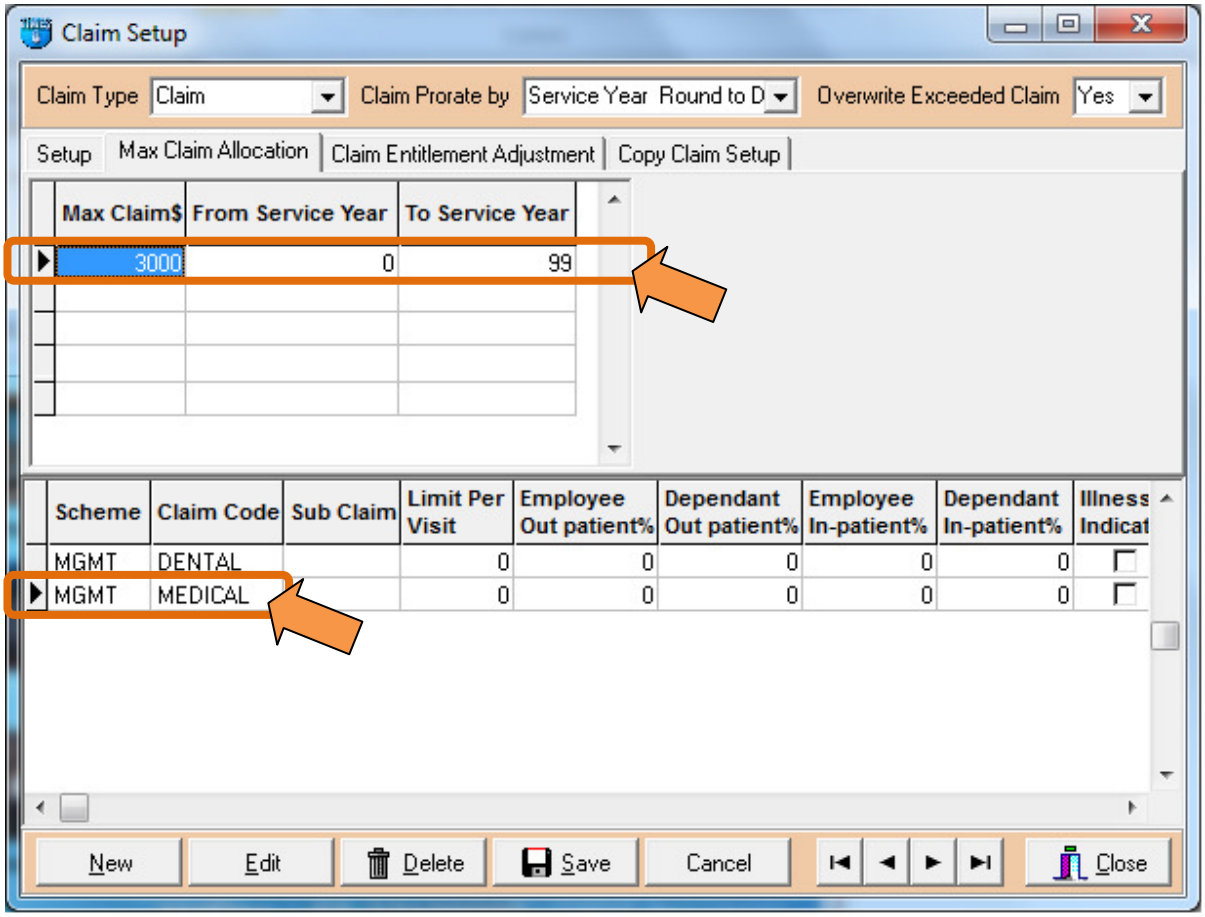
- Employee Code [**0082**] medical entitlement now shows 5000.00 in Claim Record.



- If based on the original Benefit Scheme of [**MGMT**], the claim entitlement should be 3000.00.



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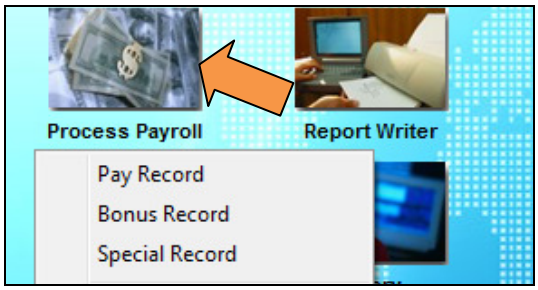
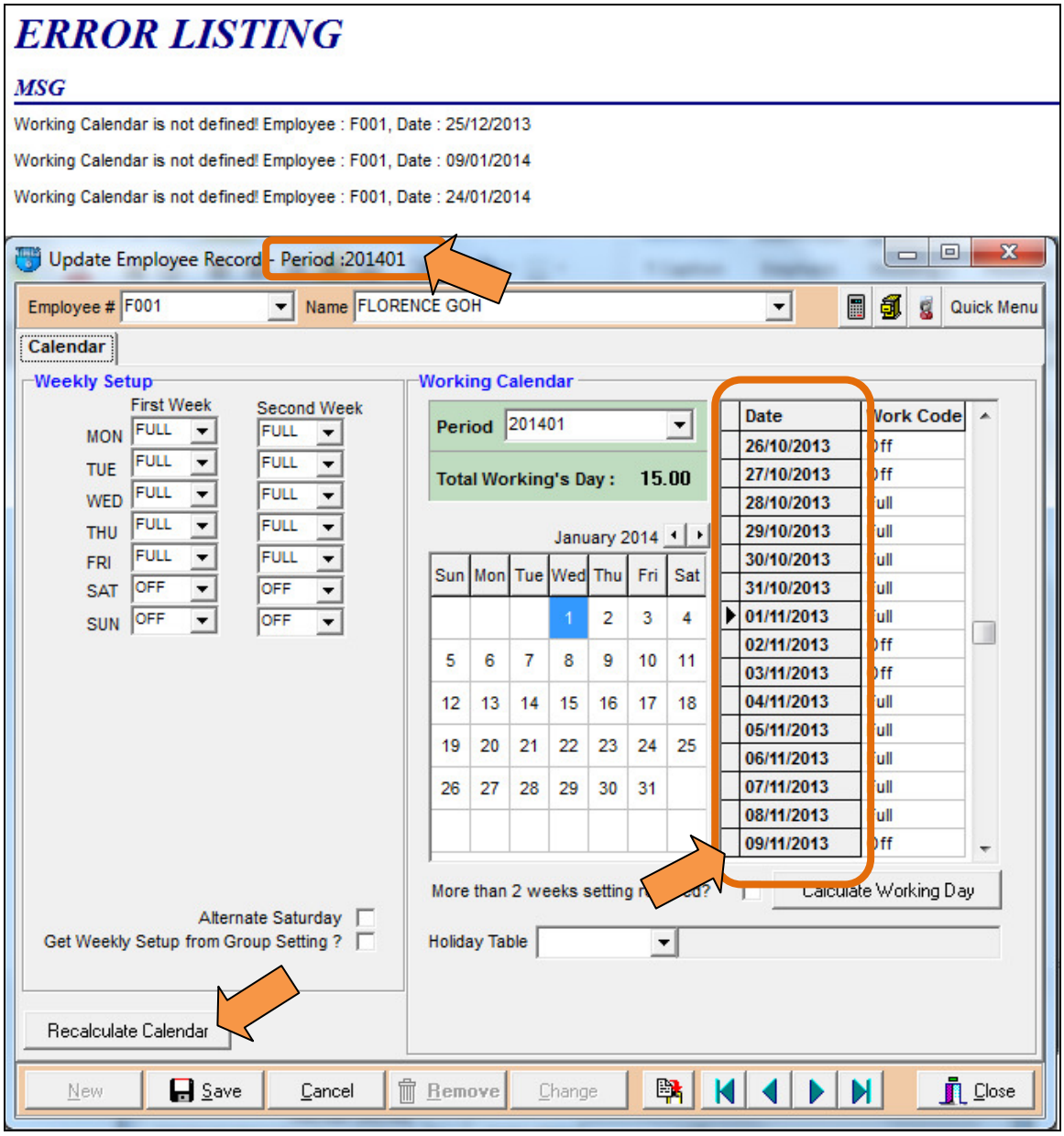
(10) Process Payroll



- Added **Validation Report** if system detected missing employee calendar when user run Process Payroll.
- Based on below example, there is no working calendar for the employee for year **2014**.
- Hence, when user run Process Payroll for year 2014, system will generate error listing that the employee working calendar is not defined in Update Employee → [**Calendar**]
- To resolve the issue, user needs to login to period [**201401**] and click on [**Recalculate Calendar**].



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Chapter 3

Bonus Processing

This section will equip users with the knowledge of processing Bonus in **TIMESPAY 8** program.

IMPORTANT NOTES!

Even if you are paying [BONUS] before [END] cycle, you are still REQUIRE to run Process Pay Record prior to Process Bonus. In doing so, system will be able to capture Normal Remuneration (Y1) amount. Y1 is an essential component in *PCB Computation By Formula* in order to compute accurate tax amount in respective pay cycle.

If you have missed out this step, employees' PCB amount in BONUS cycle will be under-deducted and the shortfall will be transferred to END cycle. This may create complaints from employees that they will end up paying more tax in END cycle rather than BONUS cycle. However, when you add up PCB amount in BONUS + END cycle, the total PCB amount will still be correct as per PCB Calculator provided in IRB website.

Therefore, please follow the appropriate process flow to avoid unnecessary dispute from employees over the deductible PCB amount.

FREQUENTLY ASKED QUESTION ON PCB AMOUNT WHEN THERE IS BONUS CYCLE

Question 1: Why PCB amount in Bonus cycle for some employees are either 0 or not much?
Answer 1 : Because you did not run [**Process Pay Record**] before you run [**Bonus Record**]

Question 2: Why PCB amount in END cycle for some employees are positive (+ve)?
Answer 2 : Because you did transaction input in [**Modify Pay Record**] and [**Bonus Record**] concurrently. When input data in [**Bonus Record**], user must not do any data inputting in [**END**] cycle. User should to do data inputting in [**END**] cycle when [**Bonus Record**] is finalized and locked.

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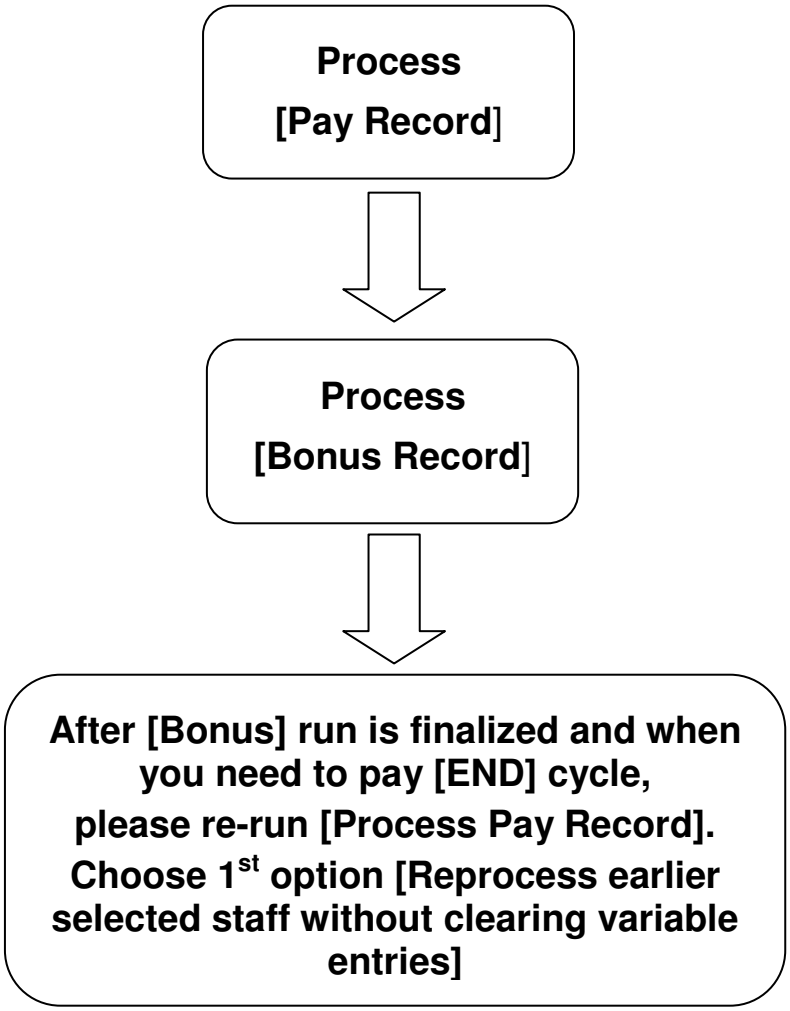
Below is the process flow if you pay [**BONUS**] before [**END**] cycle.
Do not run process [**Bonus Record**] right away even if you are not paying [**END**] cycle yet.



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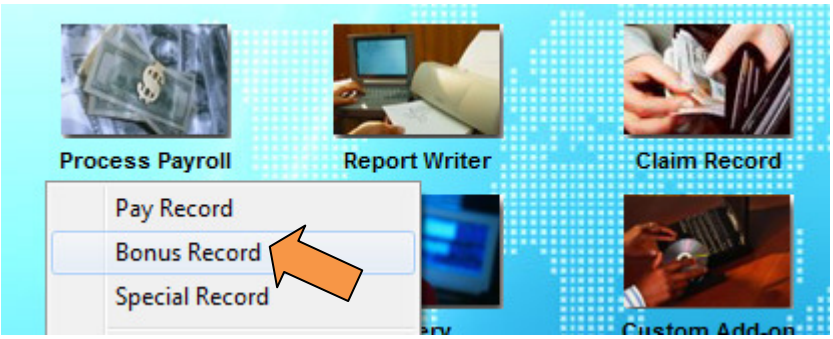
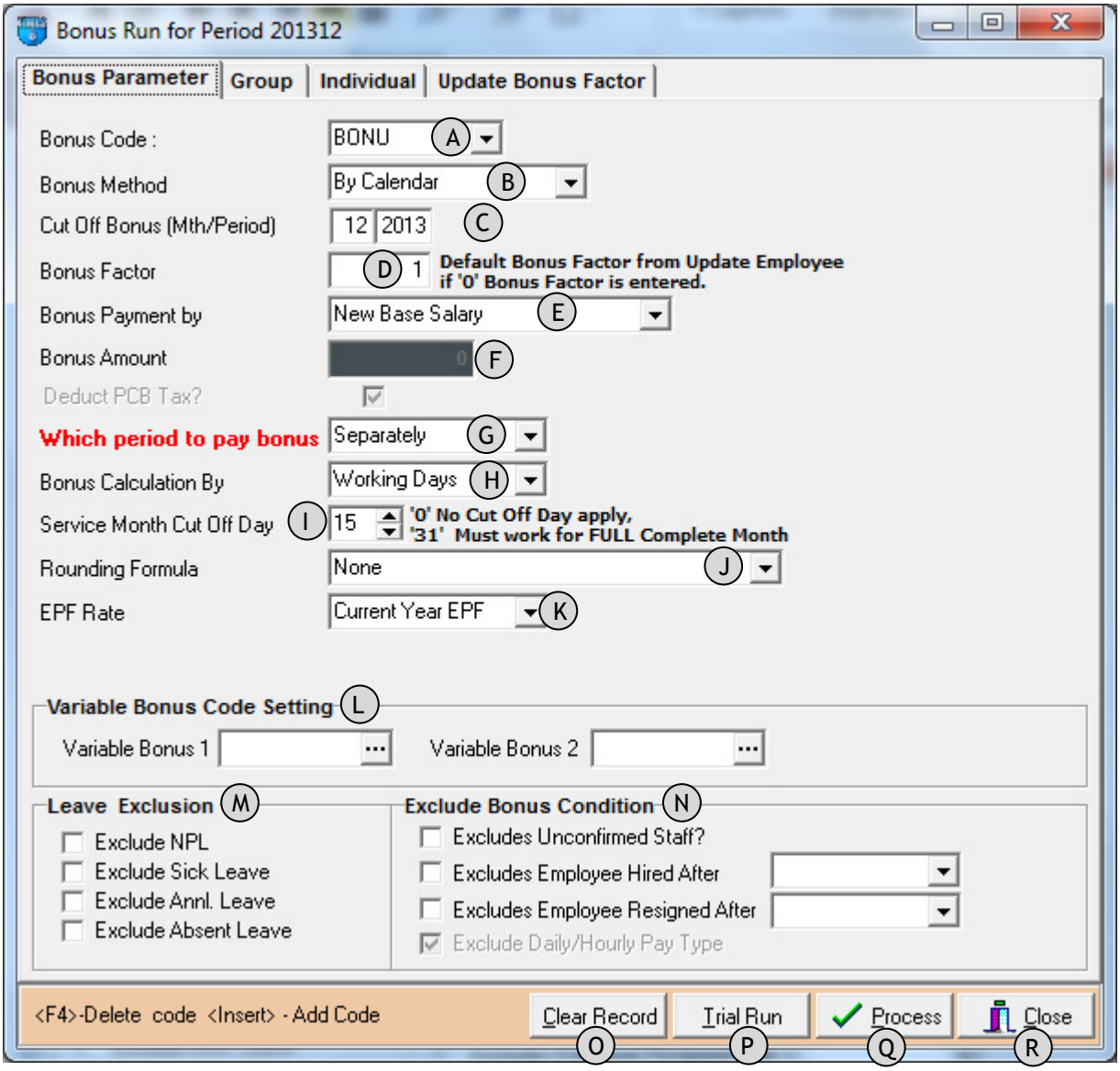
Process Bonus Record Procedures:

To process Bonus, click on **Process Payroll → [Bonus Record]**



Bonus Run dialog box will appear on the screen as shown below.



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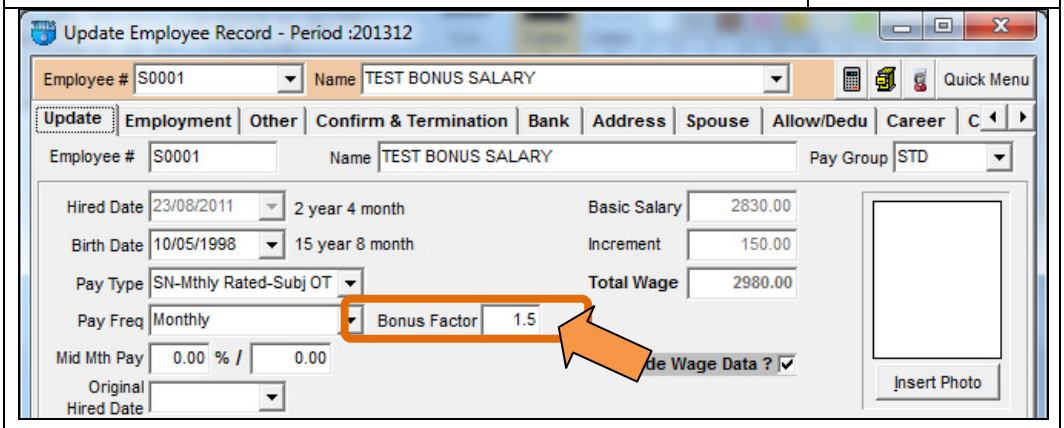
Item	Field	Explanation	Important Remarks
A	Bonus Code	Select the code from the [Allowance/Deduction] table in which you wish to use as your Bonus code. Please note that you are strongly advised to use code which has leading characters of "BONU". Example - "BONUS", "BONUSSPE", "BONU2013", etc. In doing so, system will be able to separate bonus amount from normal allowances in Payroll Department Report. It will be captured in BONUS column. In addition, please ensure your BONUS code settings in Allowance/Deduction Table are set accordingly. Below is an example of BONUS code with correct statutory settings. Code | Description | EA# | **Is Bonus | EPF | VOL | SOCSO | PCB | Add Pay (YT) | Add EPF (KT) BONU | BONUS * | 2 | ☑ | ☑ | ☑ | ☐ | ☑ | ☑ | ☐	
B	Bonus Method	By Calendar / By Pay Period / By Calendar-Periodical *By Calendar: Based on the Calendar year (Eg: 01 Jan 2013 to 31 Dec 2013) *By Pay Period: Based on the employee's pay group's period (Eg: 21 Dec 2012 to 20 Dec 2013) *By Calendar – Periodical: Based on the company financial period (Eg: 01 July 2012 to 30 Jun 2013)	**Refer to Annex C, Page 94 for more details.**
C	Cut-Off Bonus	This is to determine the cut off period for bonus computation. Eg: If your company chooses to calculate their bonus [By Calendar], the cut off bonus will be in December 2013. This means that the bonus will be calculated up to the month of Dec 2013.	
D	Bonus Factor	Define the multiplying factor for bonus computation. If set to zero, the value specified in the [**Update Employee**] record will be used for bonus computation.  	Refer screen shot below for illustration.
E	Bonus Payment By	New Base Salary / Base Salary / New Base Salary (Last year) / Fixed Amount / Average Paid Salary New Base Salary Base Salary New Base Salary (Last year) Fixed Amount Average Paid Salary	**Refer to Annex D, Page 95 for more details.**

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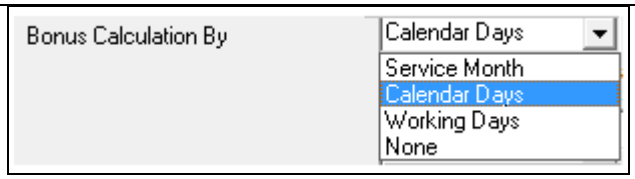
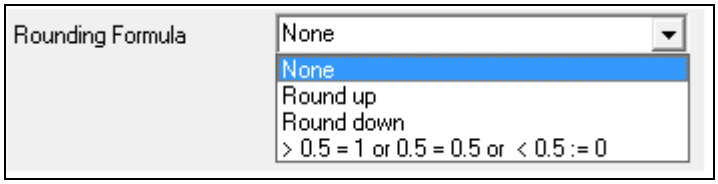
Item	Field	Explanation	Important Remarks
F	Bonus Amount	Input the "Bonus Amount" if you are using [**Fixed Amount**] for [**Bonus Payment By**]	Only applicable if you choose [Fixed Amount] for Item E
G	Which Period to pay Bonus	**Mid – Month Period - Bonus amount will be lumped into [**MID-MONTH**] cycle. **End – Month Period - Bonus amount will be lumped into [**END-MONTH**] cycle. **Separately - Bonus amount will be separated from MID/END cycle and placed into [**BONUS**] cycle.	It is recommended to use this option to run your Bonus if you wish to have separate amount on employee's EPF, employer's EPF and PCB when generating payroll reports
H	Bonus Calcu-lation By		None = No proration required. **Refer to Annex E, Page 96 for more details.**
I	Service Month Cut-Off Day	If [Bonus Calculation By] is selected as [Service Month], you need to specify cut-off day in order for the system to determine how many days employee needs to work on the first month or last month (resigned staffs) to consider as full month. This is applicable for employee working less than a year. 0 → No Cut-Off (System code) 31 → Must work for complete full month (System code) Other than 0 or 31, any number input will be considered as days. <u>Example:</u> If you specify as 20, employee needs to work a minimum of 20 calendar days to consider as one service month.	Only applicable if you choose [**Bonus Calculation By**] as [**Service Month**]
		ADDITIONAL EXAMPLE: Assuming user set Cut-Off as [**15**]. <u>Example 1:</u> For staff joined on 17/08/2013, the service month shall be **5 months**. It includes August month as calendar days from 17/08/2013 to 31/08/2013 is 15 days. <u>Example 2:</u> For staff joined on 17/09/2013, the service month shall be **3 months**. It does not include September month as calendar days from 17/09/2013 to 30/09/2013 is 14 days.	
J	Rounding Formula	This option will round the bonus amount based on the following selection: 	Refer below table for further explanation.

None	Round Up	Round Down	> 0.5=1 or 0.5=0.5 or < 0.5:=0
Bonus amount : RM 2083.33	Bonus amount : RM 2084.00	Bonus amount : RM 2083.00	Bonus amount : RM 2083.00

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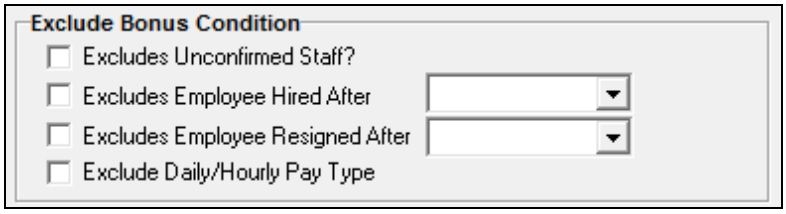
Item	Field	Explanation	Important Remarks
K	EPF Rate	User can select using Current Year EPF Rate or Previous Year Rate.	
L	Variable Bonus Setting	You may use this option if you are paying more than one bonus in the same process.	
M	Leave Exclusion	If any of the checkbox is selected, system will prorate the bonus amount according to the leave taken by the employees.	This is only applicable to [**Bonus Calculation By**] is selected as [**Calendar Days**]s or [**Workings Days**]
N	Exclude Bonus Condition	You may exclude unconfirmed staff from bonus payout by selecting "Exclude Unconfirmed Staff" checkbox. You may also exclude staff that is hired or resigned after certain date or exclude Daily/Hourly employees. 	
O	Clear Record	Click to delete Bonus amount which have been transferred to Modify Record.	
P	Trial Run	Click to view projected Bonus amount in report format before transfer to Modify Record.	
Q	Process	Click to transfer Bonus amount to Modify Record	
R	Close	Click to exit Process Bonus Run screen.	

Tips

If you wish to process Bonus for a certain group of employees with specific criteria, you may use the [**Ad-hoc Query**] or [**Query Expert**] to filter the employees before continue with Bonus processing.

FREQUENTLY ASKED QUESTION:

Question: Is it possible to import Bonus amount to TIMESPAY from Excel/CSV file?
Answer : Yes, it is possible. Please refer to Annex F, Page 100 for the complete procedures.

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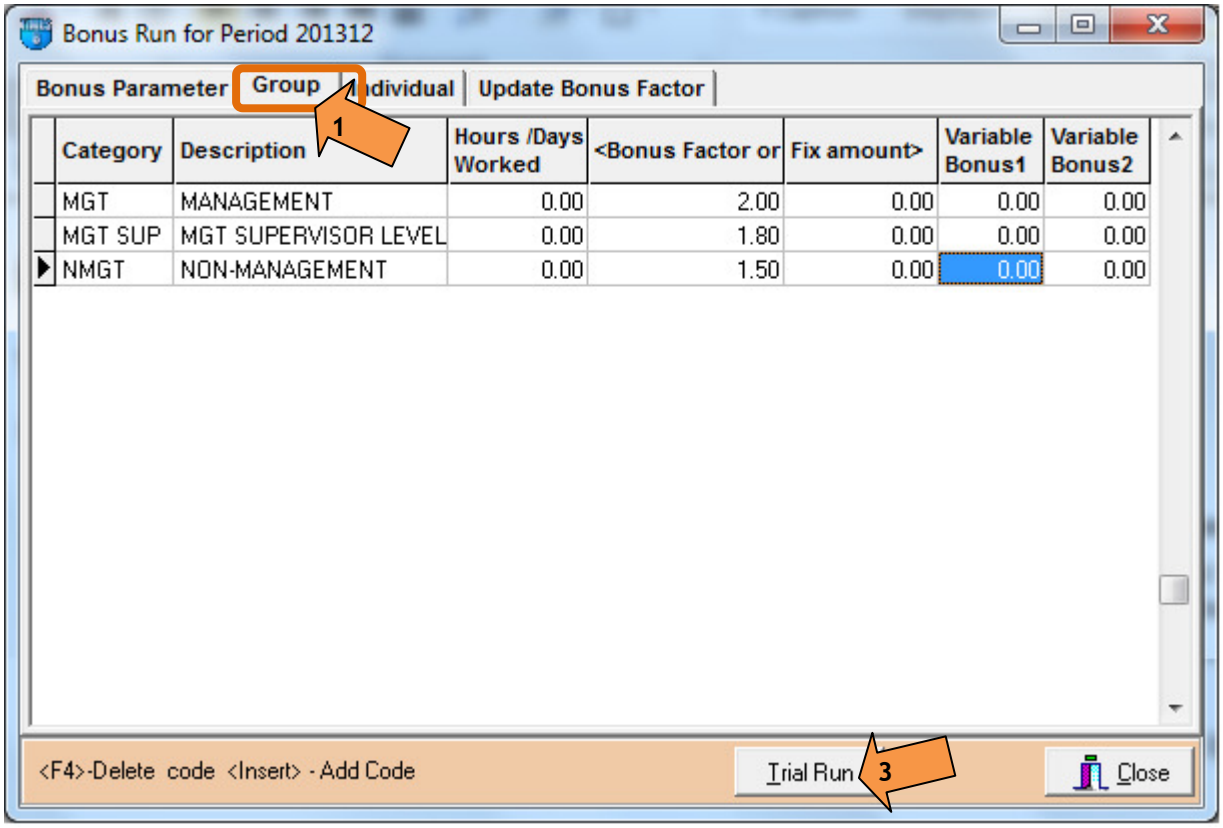
Process Bonus By Group

This feature allows user to process Bonus by employees' **Category** code.

1. At [**Process Bonus** Record], click on [**Group**] tab.



2. You can process by **Bonus Factor / Fix Amount / Variable 1 (Amount) / Variable 2 (Amount)**.

   If you have more than one type of bonus to pay at the same time, you can choose to input based on below combination. Inputting "Bonus Factor", "Fix Amount" and 'Variable Bonus" together will result in no Bonus amount generated.

   (i) "**Bonus Factor**" and "**Variable Bonus 1**" and "**Variable Bonus 2**" OR
   (ii) "**Fix amount**" and "**Variable Bonus 1**" and "**Variable Bonus 2**"

3. Once you are done, return to [**Bonus Parameter**] tab and click on [**Process**]. System will transfer the bonus amount to the selected pay cycle. You may click on [**Trial Run**] to check the projected Bonus amount if you are not ready to transfer yet.

IMPORTANT NOTES!

If you are not using the [Group] setup, please ensure that the list is empty before you process the standard bonus run. This setup will supersede the settings in the [Bonus Parameter] tab.

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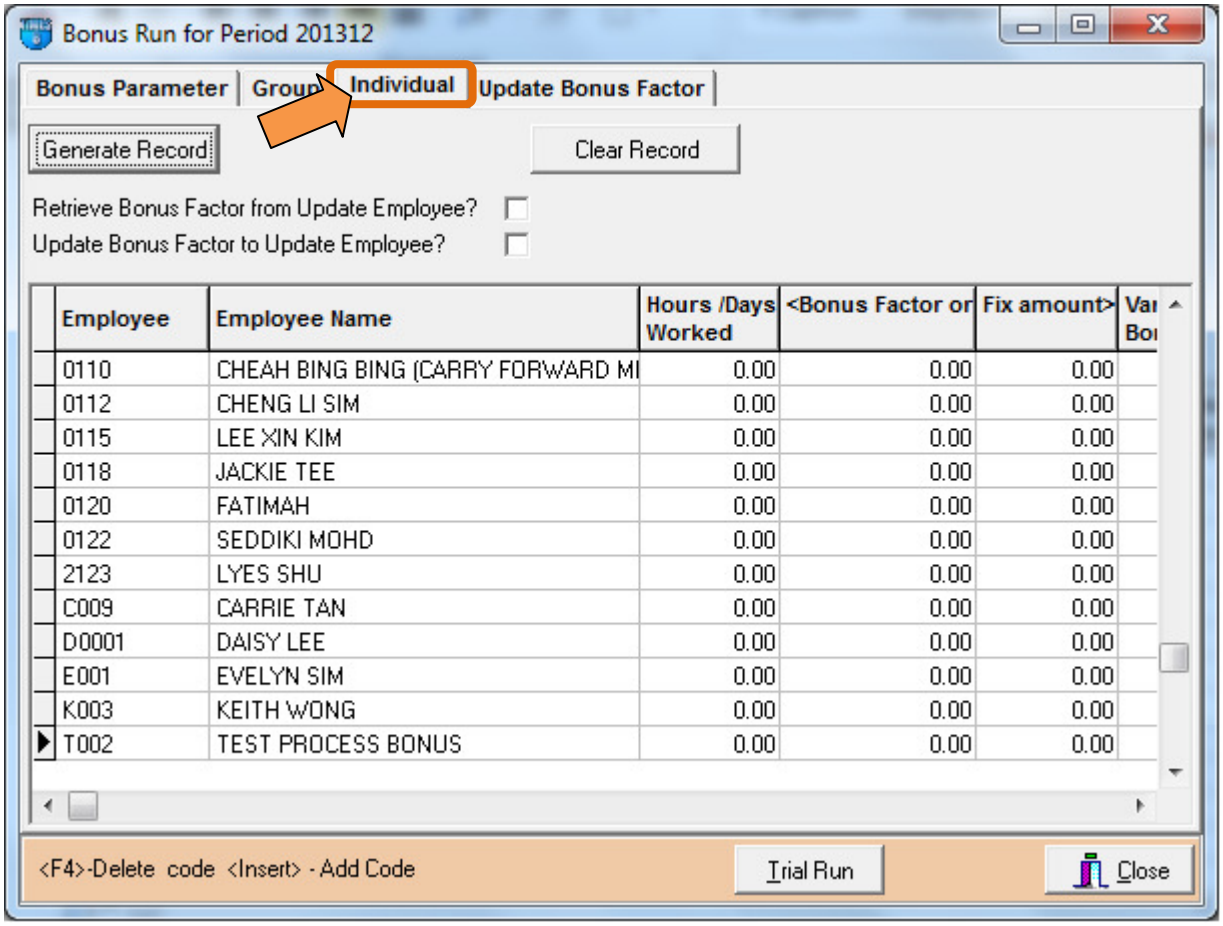
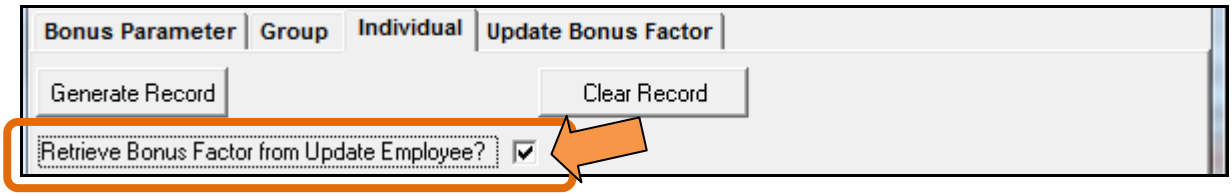
Process Bonus By Individual

This feature allows user to input Bonus Amount / Bonus Factor / Variable Bonus 1 / Variable Bonus 2 by individual employee.

1. At [**Process Bonus** Record], click on [**Individual**] tab.
   If you wish to generate a fresh employee listing, click on [**Clear Record**] follow by [**Generate Record**].



2. (*Optional*) If you wish to retrieve **Bonus Factor** from Update Employee, please select below checkbox. Then, click on [**Generate Record**]. System will generate employee listing with Bonus Factor retrieved from [**Update Employee**] . Otherwise, skip this step.



3. You may edit the Bonus factor or input the bonus amount in [**Fix Amount**] or [**Variable 1**] or [**Variable 2**] column.

4. Once you are done, return to [**Bonus Parameter**] tab and click on [**Process**]. System will transfer the bonus amount to the selected pay cycle.

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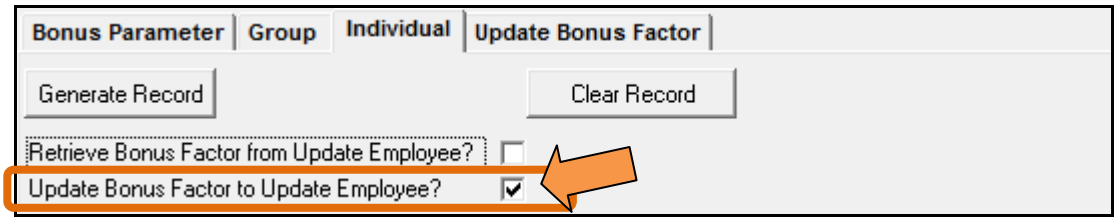
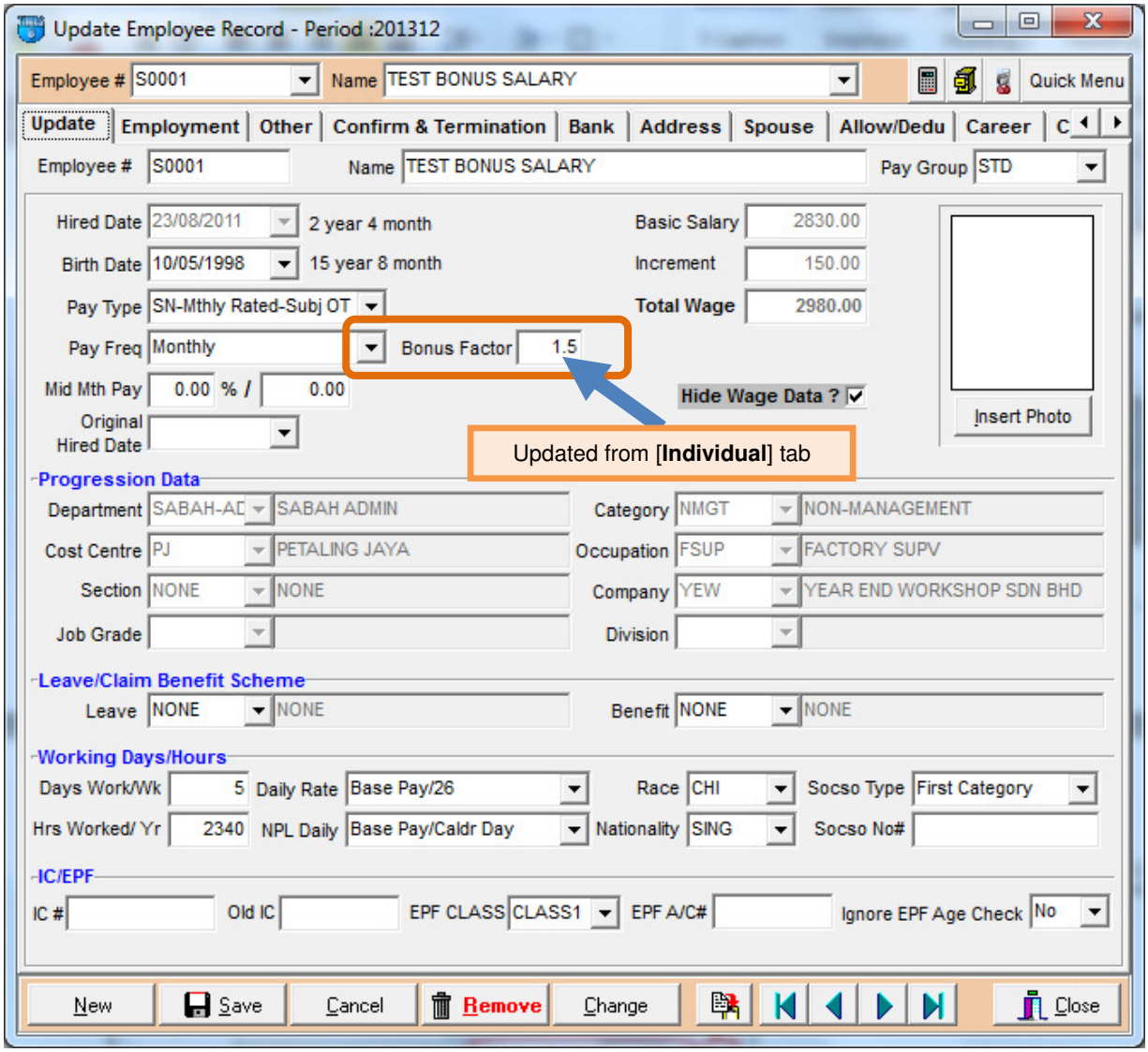
5. If you wish to update the Bonus factor from [**Individual**] listing to [**Update Employee**], click on [**Update Bonus Factor to Update Employee**] checkbox and click on [**Generate Record**].





COMMONLY MADE MISTAKES!

If you are not using the [Individual] setup, please ensure that the list is empty before you process the standard bonus run. This setup will supersede the settings in [Bonus Parameter] tab and [Group] tab.

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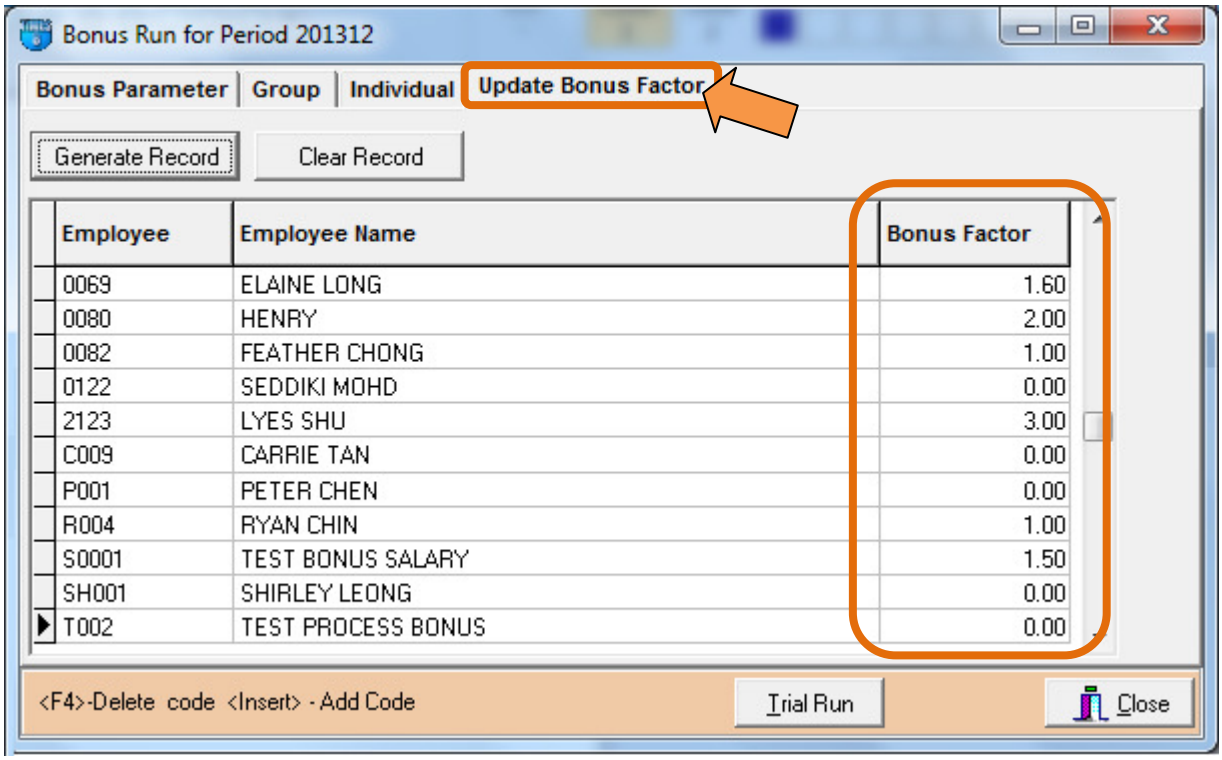
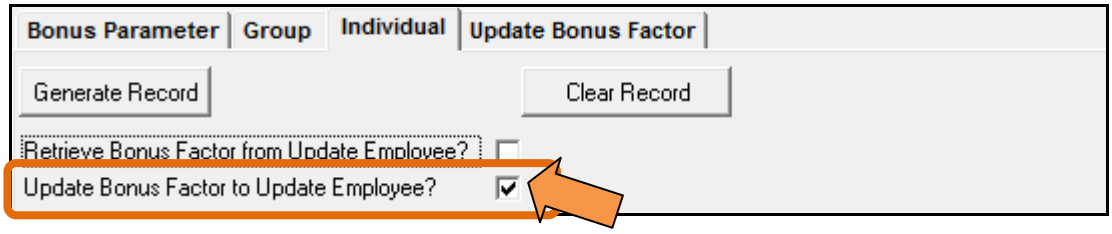
Update Bonus Factor

This feature allows user to input employees' bonus factor in a faster approach in which users do not need to select each employee individually in [**Update Employee**]. User can do all the updating in one single screen. Once the list is updated, you can transfer the bonus factor back to Update Employee.

1. At [**Process Bonus** Record], click on [**Update Bonus Factor**] tab. Then, click on [**Clear Record**] and [**Generate Record**] to retrieve Bonus factor from [**Update Employee**].



2. Once you have completed updating the list, go to [**Individual**] tab.
   To transfer bonus factor to Update Employee, select checkbox on **Update Bonus factor to Update Employee**. Then, click on **Generate Record** button.



.

COMMONLY MADE MISTAKES!

If you are not using the [Update Bonus Factor] setup, please ensure that the list is empty before you process the standard bonus run. This setup will supersede the settings in the [Bonus Parameter] tab.

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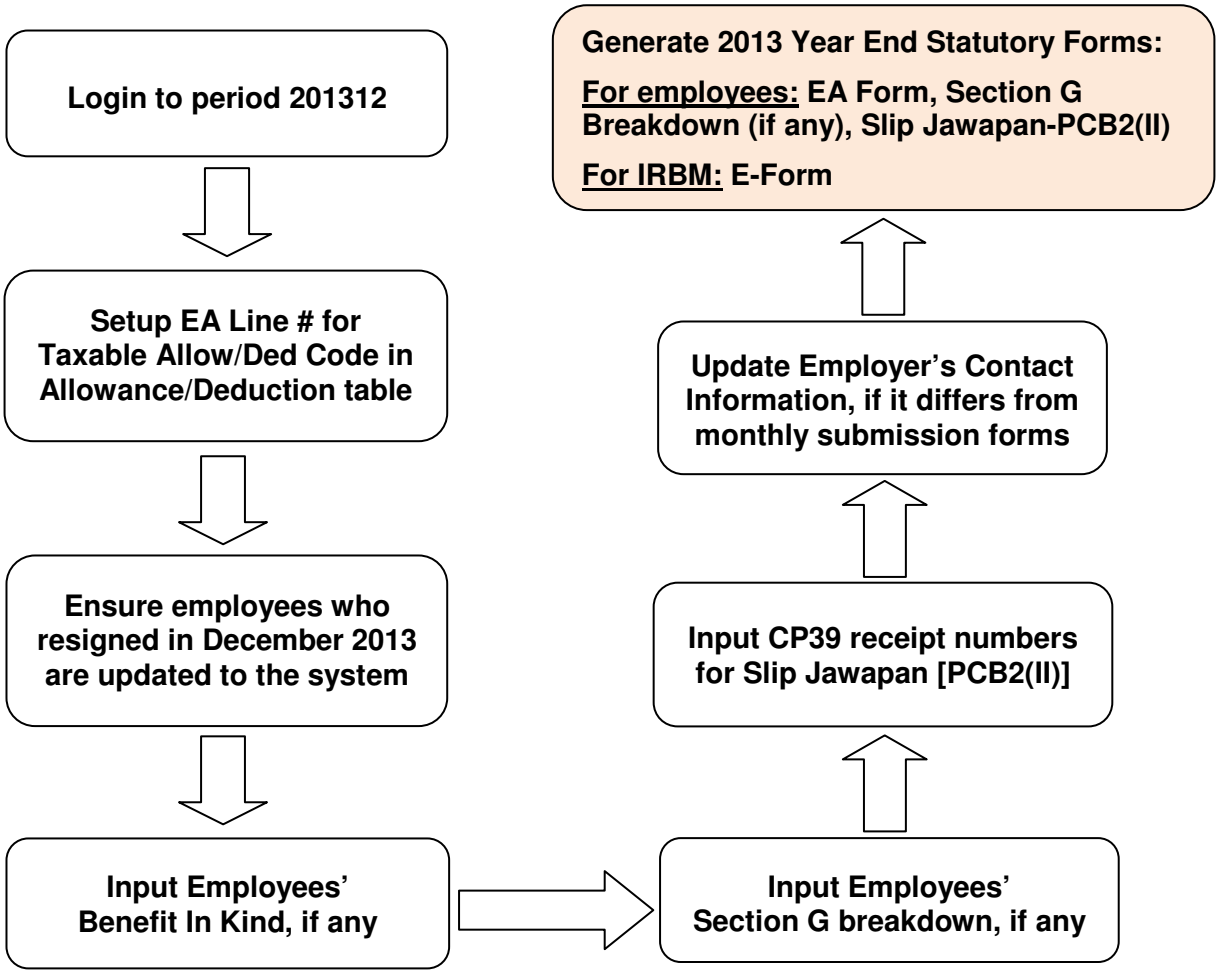
Chapter 4

Year End Statutory Forms

4.1 Year End Statutory To-Do-List



FREQUENTLY ASKED QUESTION

Question : Can I print the 2013 Year End forms after I have run Initialize New Year 2014?
Answer : Yes, you can print as and when you wish. Just login to period 201312 to print.

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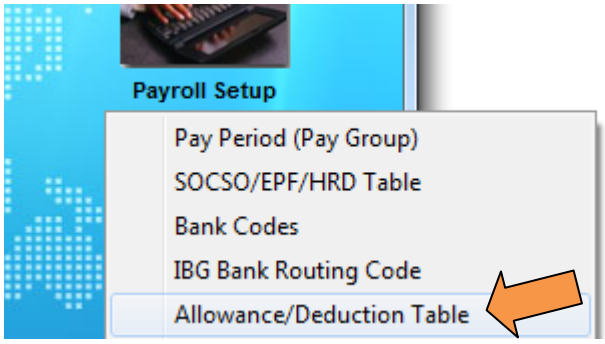
4.2 Setup EA Line # for Taxable Allow/Ded Code in Allowance/Deduction table

User needs to setup the correct EA Line # for the allowances and deductions codes which were used in the payroll system for the year 2013 so that the amounts will reflect correctly in the employees' EA Form and E-Form.

System will fetch those allowances/deductions code with an assigned number (>0) on the **EA#** column in **Payroll Setup ➔** [**Allowance/Deduction]** table.

To setup **EA Line #** for the Allowances/Deductions, click on [**Payroll Setup**] and select [**Allowance/Deduction Table**]. Please refer to ANNEX G, Page 106 for EA Column # Guide.

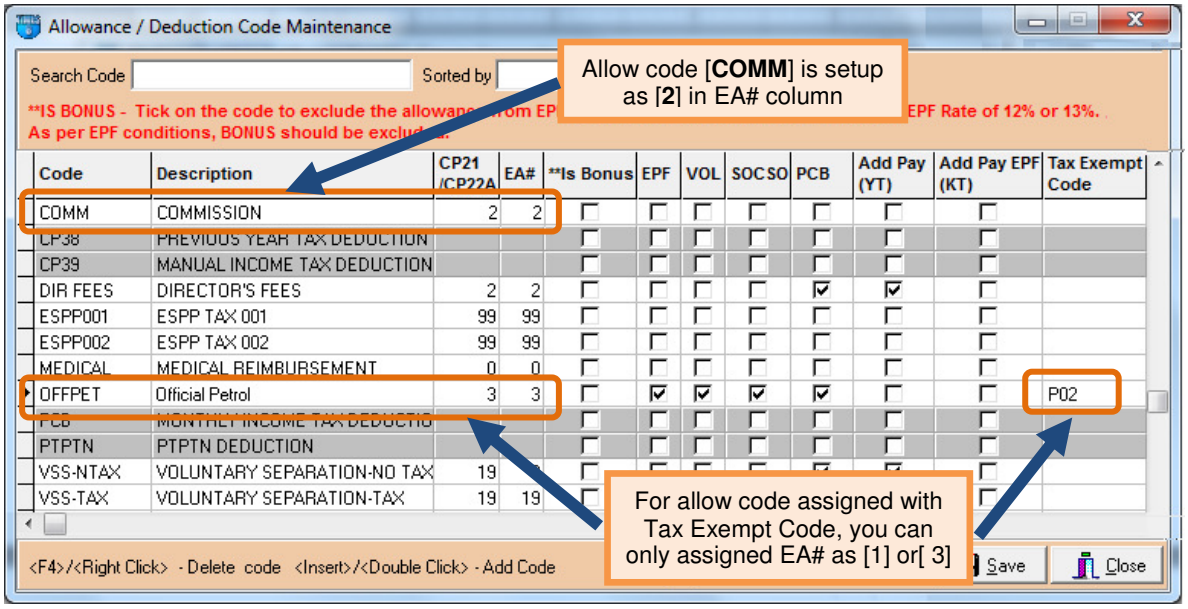


If no number is setup in the **EA#** column or number assigned with **0**, the allowance/deduction concerned will not reflect in the [**EA Form**] and [**E-Form**], even if the PCB checkbox is selected.

System code such as [**@NPL**] will automatically reflect in the EA Form (Line 1) and E-Form even if the EA# column is empty or 0.

If **Tax Exempt Code** from [**P02**] to [**P07**] is assigned to an allowance code**,** you are only allowed to setup EA# as [**1**] or [**3**].

Example:
If **EA#** is setup as [**2**] for Allowance code [**COMM**], this allowance will reflect in EA Form under row [***Fi (termasuk fi pengarah), komisen atau bonus***]
If Allowance code [**OFFPET**] is setup with Tax Exempt Code as [**P02**], user can either set EA# as [**1**] or [**3**].



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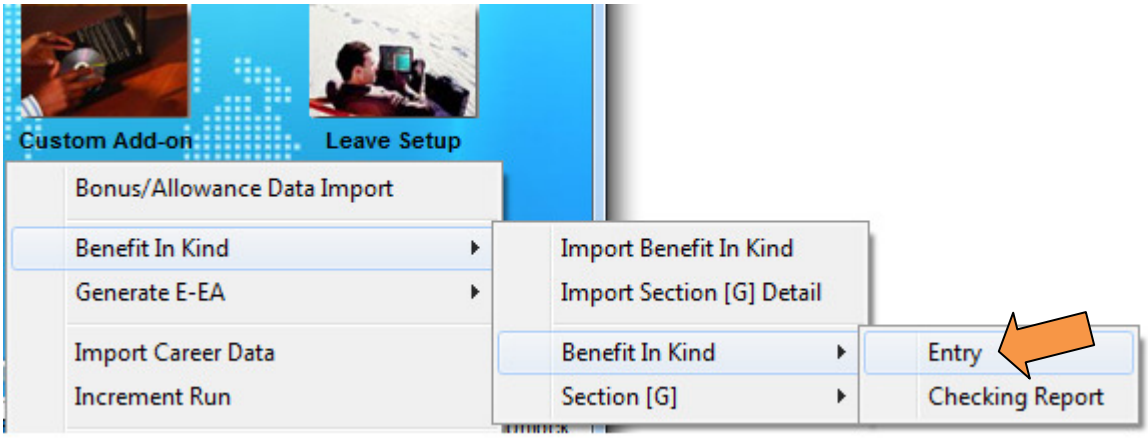
4.3 Benefit In Kind

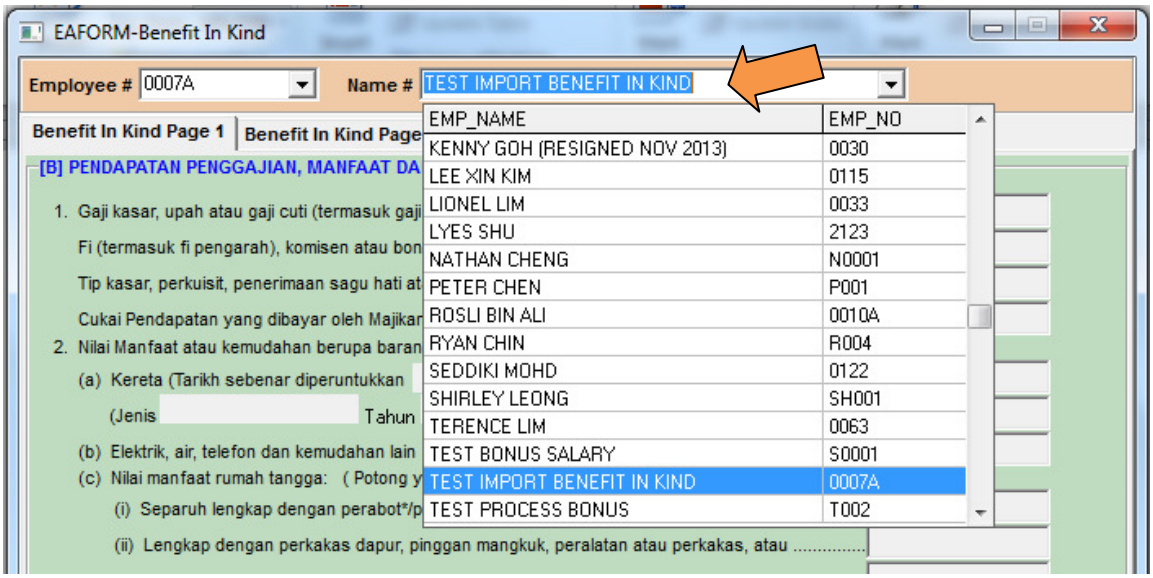
This section allows the user to input any taxable benefits which are not paid through the payroll system but are required to reflect in the EA Form/E-Form. In addition, you are also allowed to increase/decrease the original amounts generated in EA Form / E-Form which were processed through Payroll.

4.3.1 Manual Input Benefit-In-Kind

1. Click on **Custom Add-on ➔ Benefit In Kind ➔ Benefit In Kind ➔ [Entry]**



2. Select the employee you wish to input Benefit In Kind.



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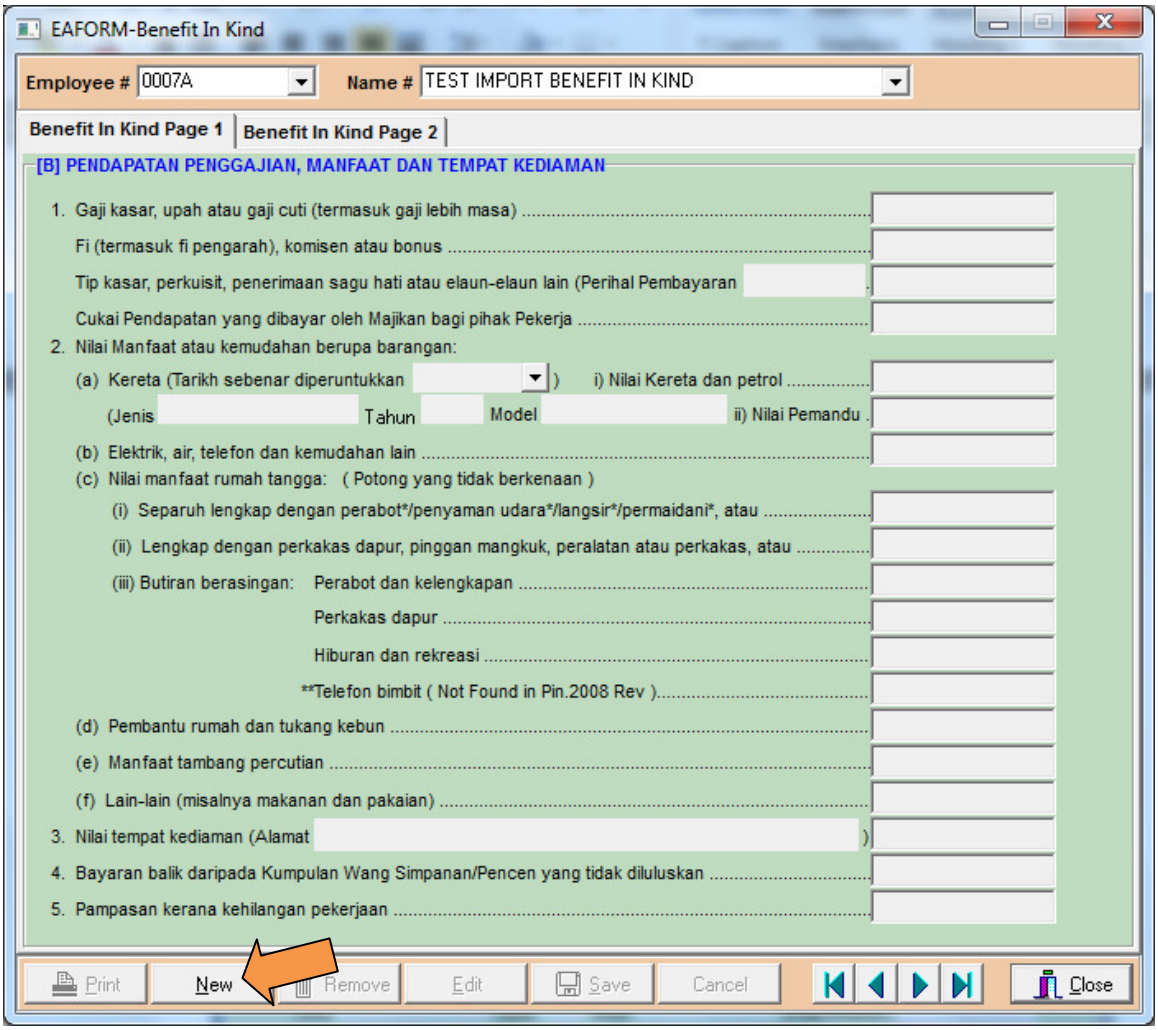
3. Click on [**New**].



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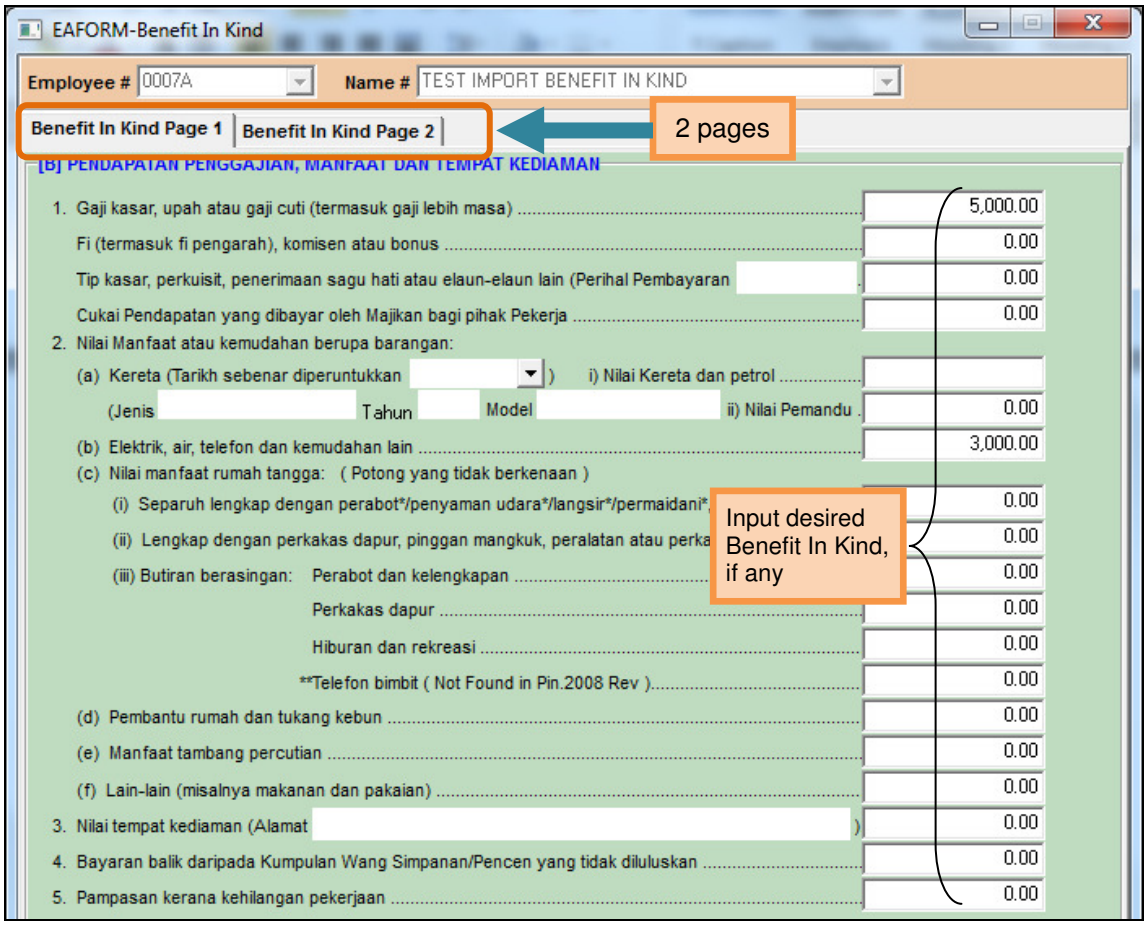
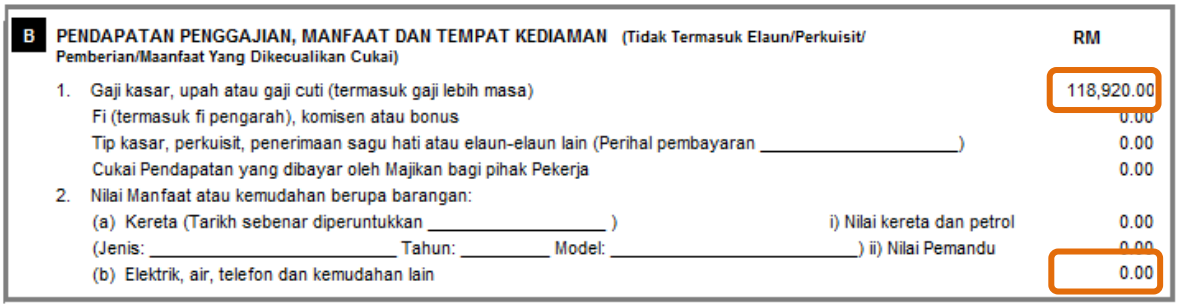
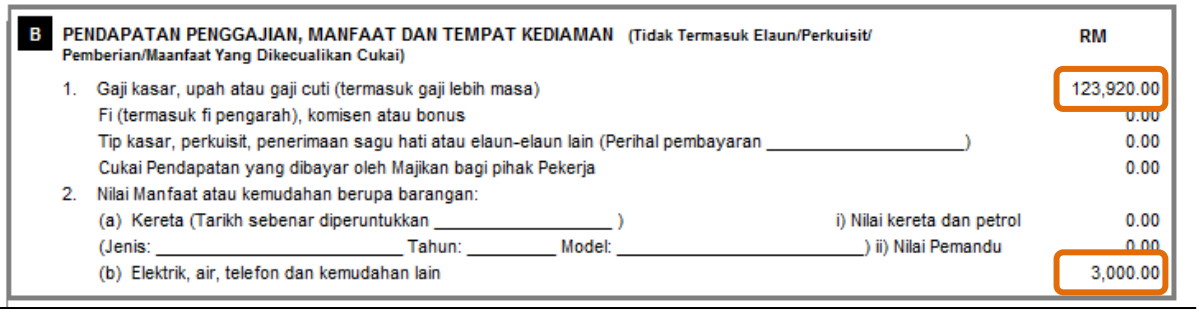
4. Go to desired entry row to input Benefit-In-Kind information.
   You are also allowed to increase/decrease the original amounts generated in EA Form/E-Form which were processed through Payroll. Take note that whatever amounts you input here will reflect in addition to the original amount generated by system via payroll process.
   Example: If the original amount in **EA Form Line 1** is [118,920] and you have input [5,000] in this screen, the amount to be reflected in EA Form shall be [123,920.00].



Before input Benefit -In-Kind



Expected results in EA Form after input Benefit-In-Kind



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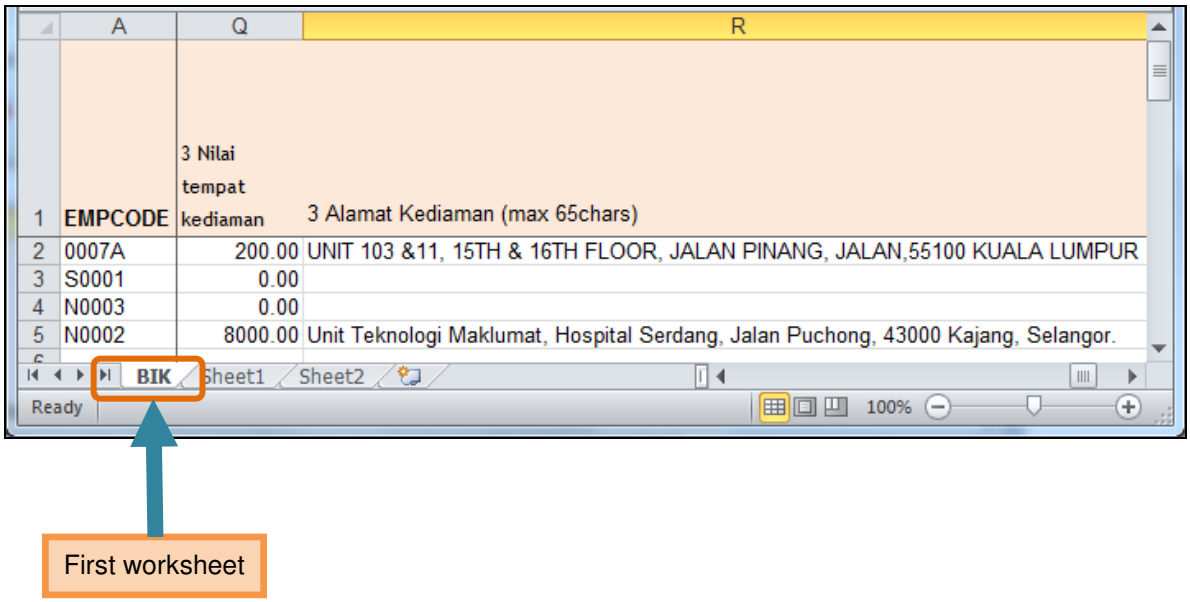
4.3.2 Import Benefit-In-Kind

Alternate to manual inputting Benefit-In-Kind information in TIMESPAY, user can choose to import data from Excel file.

Before performing data import, user needs to prepare the data in Excel file.
In order for the system to import data from Excel file, system needs to read two information i.e. [**Employee Code**] and [**Benefit-In-Kind amounts**] from the Excel file.

Below is an example of import data in Excel file. Here we had set as below:
[**Employee Code**] = Column A
[**Value of Accommodation**] = Column Q
[**Address**] = Column R



	A	Q	R
1	EMPCODE	3 Nilai tempat kediaman	3 Alamat Kediaman (max 65chars)
2	0007A	200.00	UNIT 103 &11, 15TH & 16TH FLOOR, JALAN PINANG, JALAN,55100 KUALA LUMPUR
3	S0001	0.00	
4	N0003	0.00	
5	N0002	8000.00	Unit Teknologi Maklumat, Hospital Serdang, Jalan Puchong, 43000 Kajang, Selangor.

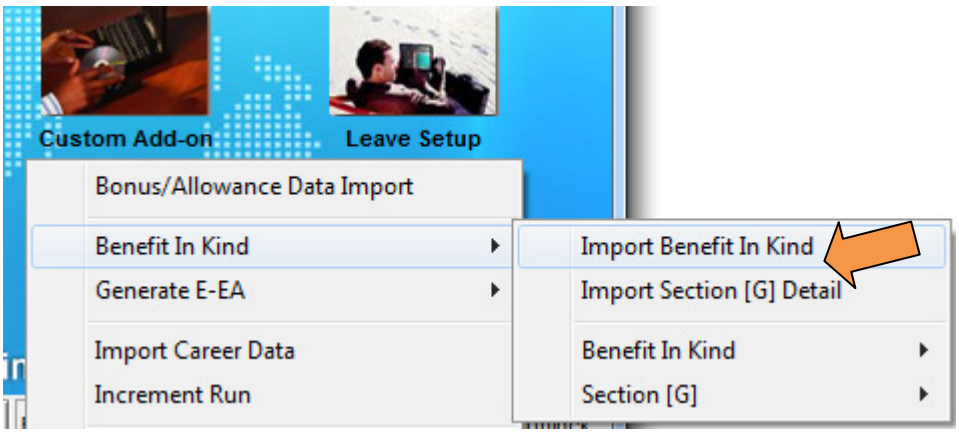
IMPORTANT NOTES!

- ✓ **Import data must be located in the first worksheet in the Excel file.**
- ✓ **For amount field, do not insert thousand separators (comma) or currency symbol.**
- ✓ **For date field, please ensure the date format is dd/mm/yyyy**
- ✓ **For text fields which have maximum characters indication, please note if data in Excel file exceeds the suggested width limit, data may be truncated when you print EA Form.**

The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

To perform import Benefit-In-Kind from an Excel file, please follow the below steps:

1. Click on **Custom Add-on ➔ Benefit In Kind ➔ [Import Benefit In Kind]**



2. Import Benefit In Kind will appear on the screen.

3. Please ensure [**Import Year**] is the correct year you wish to import Benefit In Kind.

4. Select the Excel file you wish to import from [**Browse**].

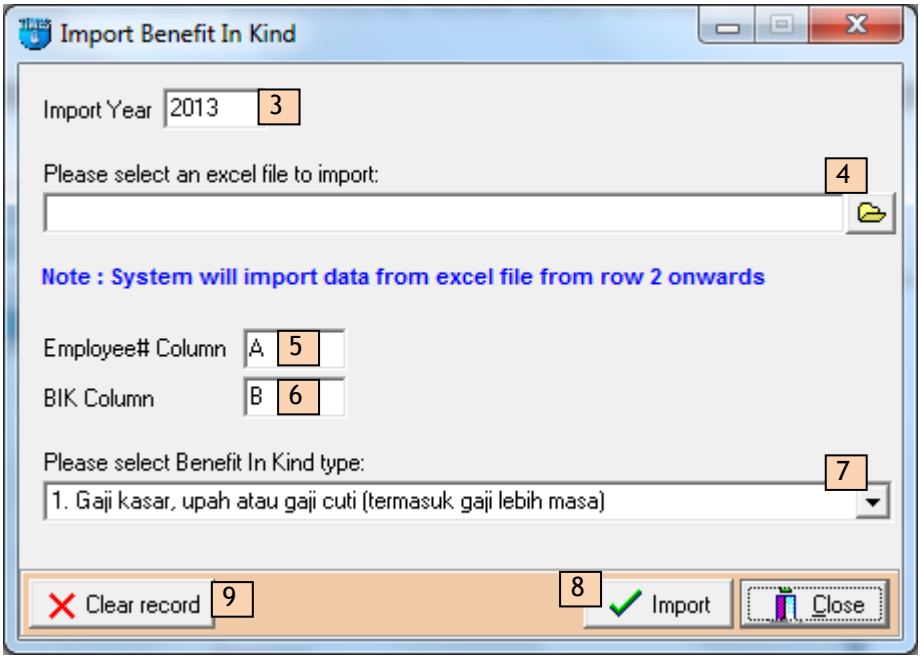
5. Define the position of [**Employee Code**] based on your Excel file data.

6. Define the position of [**BIK**] based on your Excel file data.

7. Select which row of [**Benefit In Kind Type**] you wish to import.

8. When ready, click on [**Import**].

9. You can perform data clearing in the event you have wrongly imported BIK records to TIMESPAY. To clear record, select [**Benefit In Kind Type**] and click on [**Clear Record**]. System will clear all records including those manually input records of the selected BIK type.



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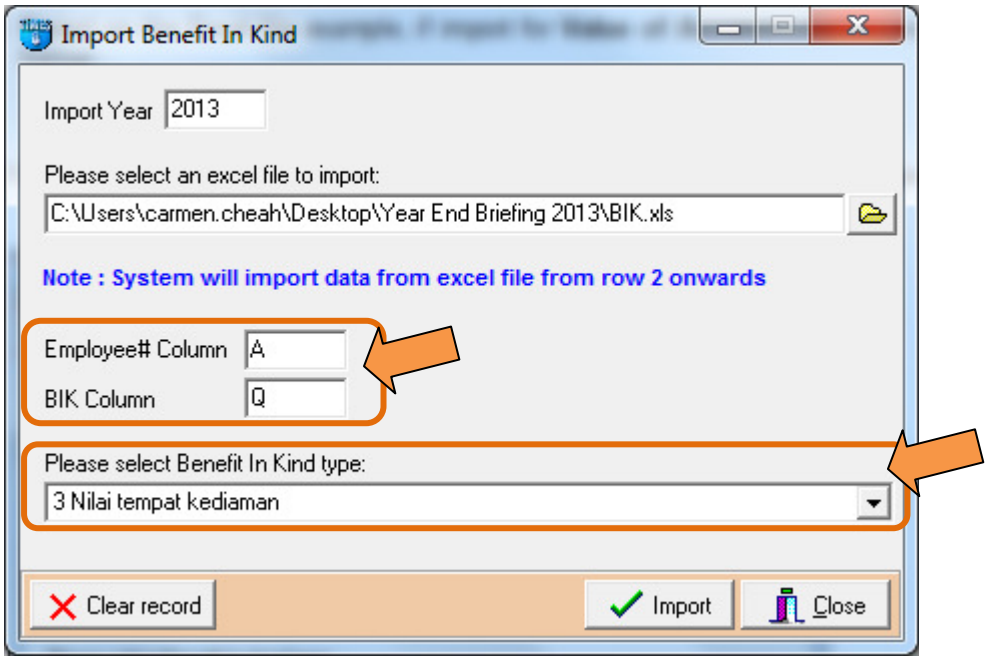
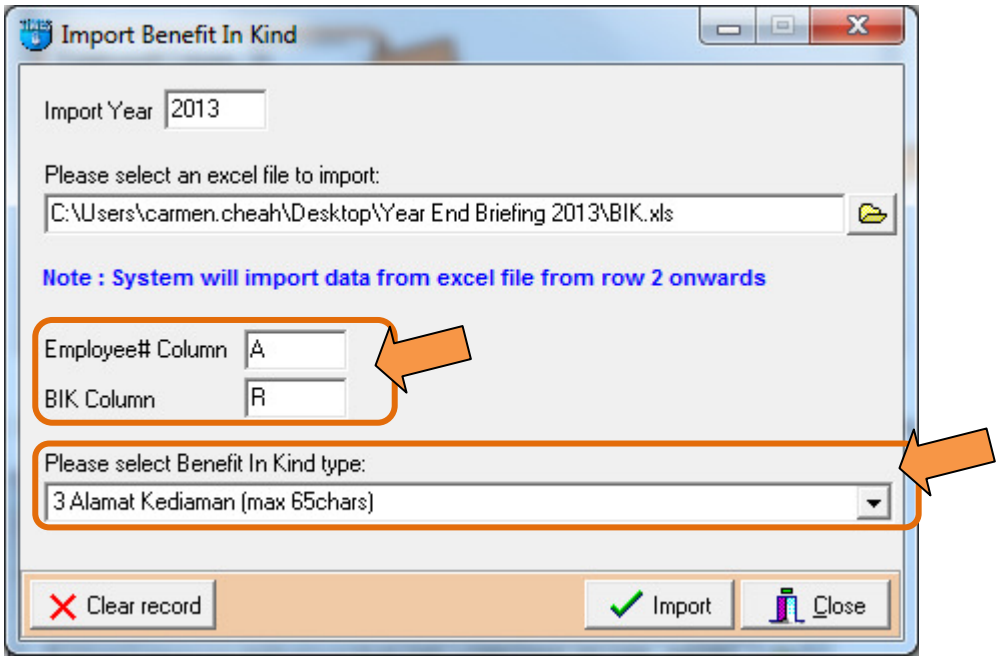
Based on the Excel file example on Page 58, if importing for [**Value of Accommodation**], we need to set per below.

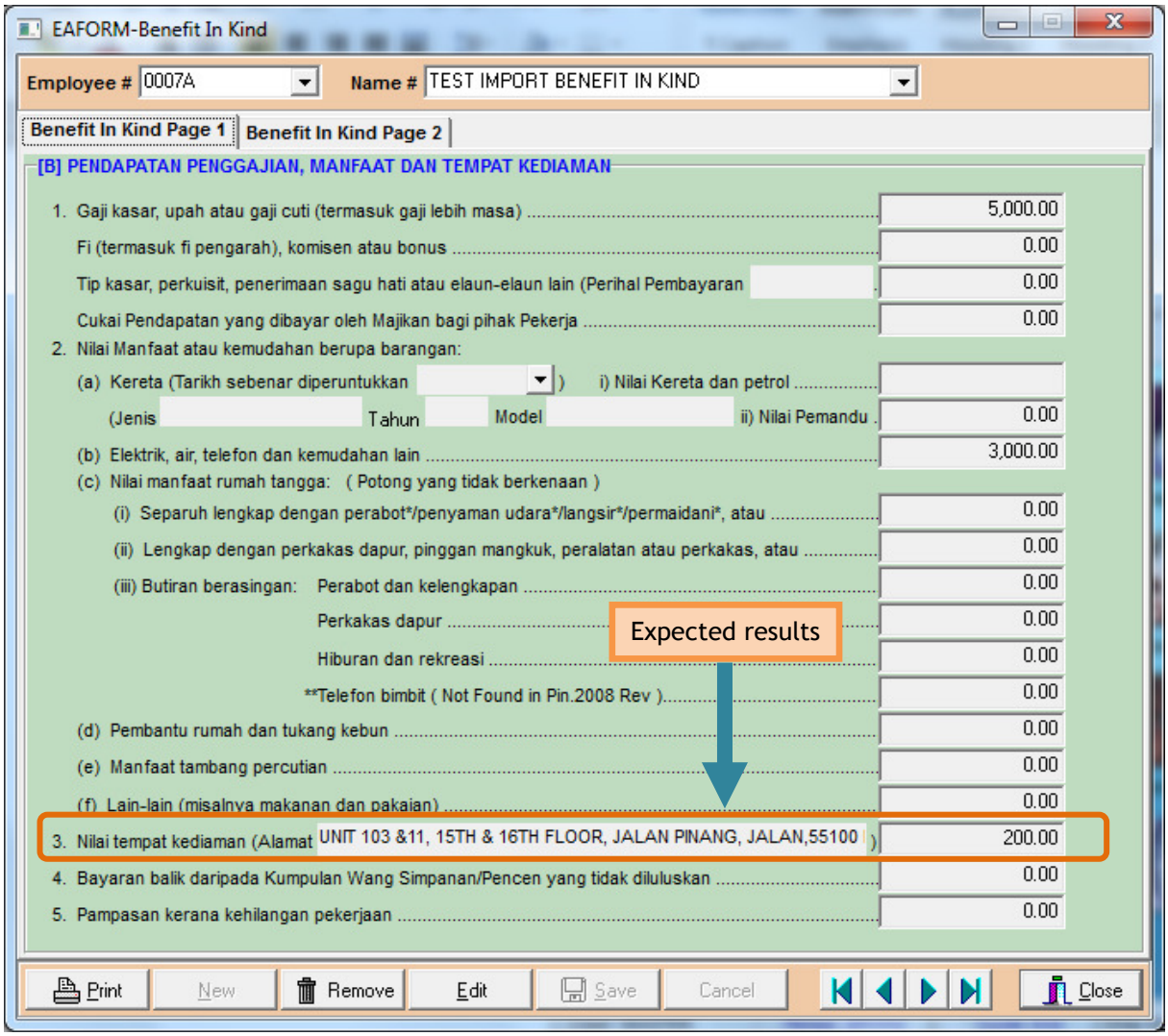


Based on the Excel file example on Page 58, if importing for [**Address]**, we need to set per below.
Take note that the address width length cannot exceed 65chars. If exceeded, data will be truncated in EA Form.

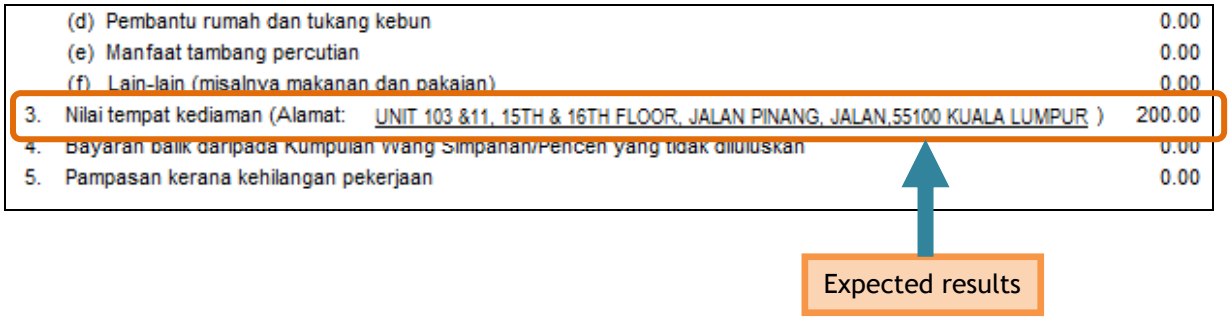


The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

Below screen shows the expected results in Benefit In Kind input screen after performing BIK import for [**Value of Accommodation**] and [**Address**].



Below are the expected results in EA Form.



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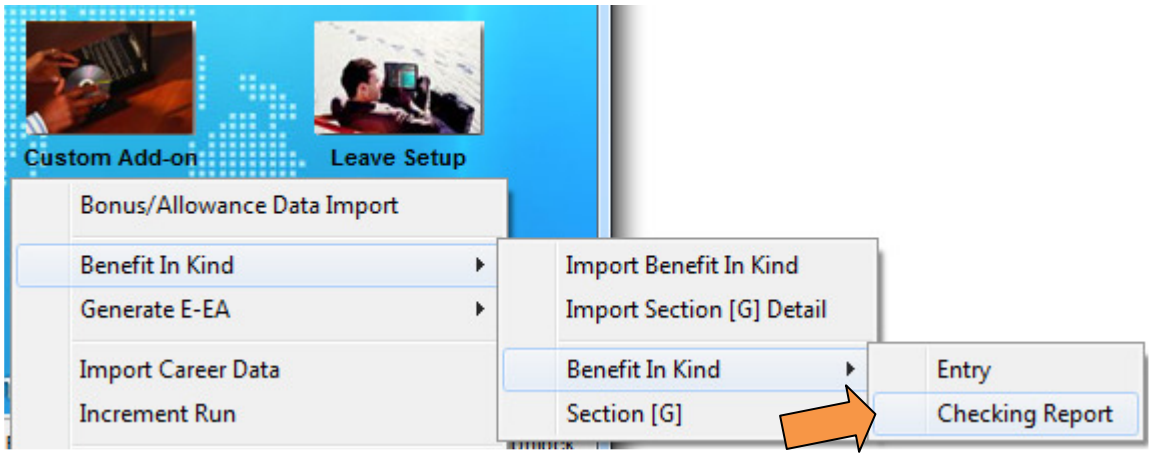
4.3.3 Benefit-In-Kind Checking Report

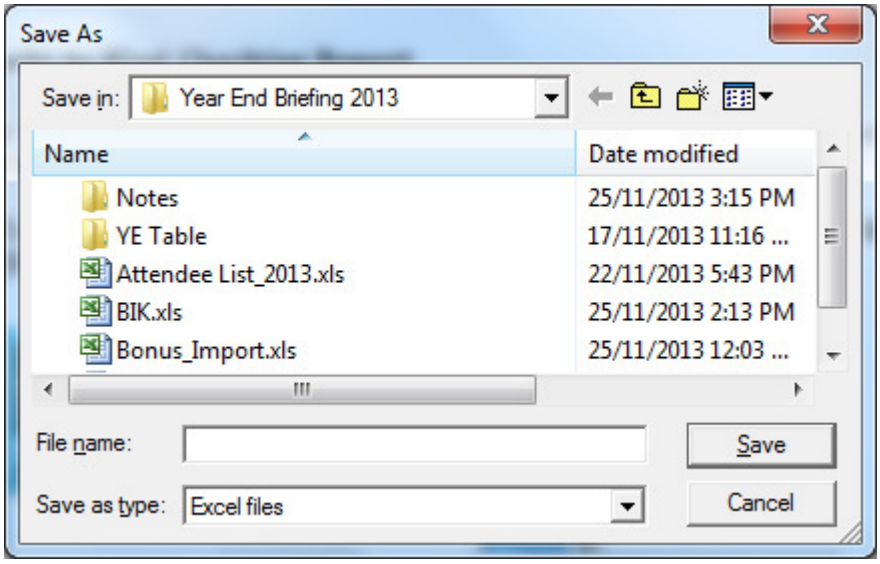
After manual input/import of **Benefit In Kind** information, user can choose to export the information to an Excel file for checking.

1. To access the checking report export menu, click on **Custom Add-on → Benefit In Kind →** [**Checking Report**]



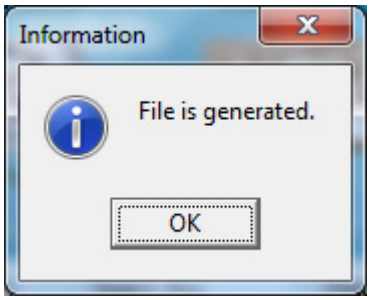
2. System will prompt [**Save As**] dialog box for user to define the location of the export file.

3. Once you have defined the location and filename, click on [**Save**] to save the file.



The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

4. Once the Excel file is successfully generated, system will prompt dialog box as shown below. Click on [**OK**] and the Excel file will be automatically display on the screen.



5. Below is an example of Benefit In Kind checking report in Excel file.

	A	B	C	D	E	F
1	TIMESOFT GROUP OF COMPANIES					
2	Benefit In Kind Checking Report 2013					
3	Employee No.	Employee Name	Department	1. Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	1. Fi (termasuk fi pengarah), komisen atau bonus	1. Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain
4	0007A	TEST IMPORT BEN	SGBM	5,000.00	0.00	0.00
5	S0001	TEST BONUS SALA	SABAH-AD			
6	N0003	GILBERT WANG	SGBP			
7	N0002	DARREN LOH	FACW			
8	0010A	ROSLI BIN ALI	SGBA	0.00	0.00	0.00

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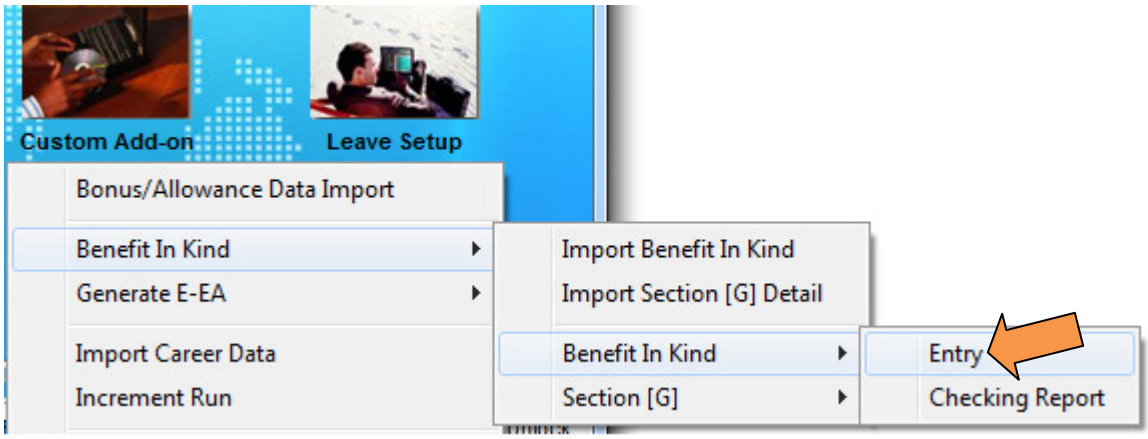
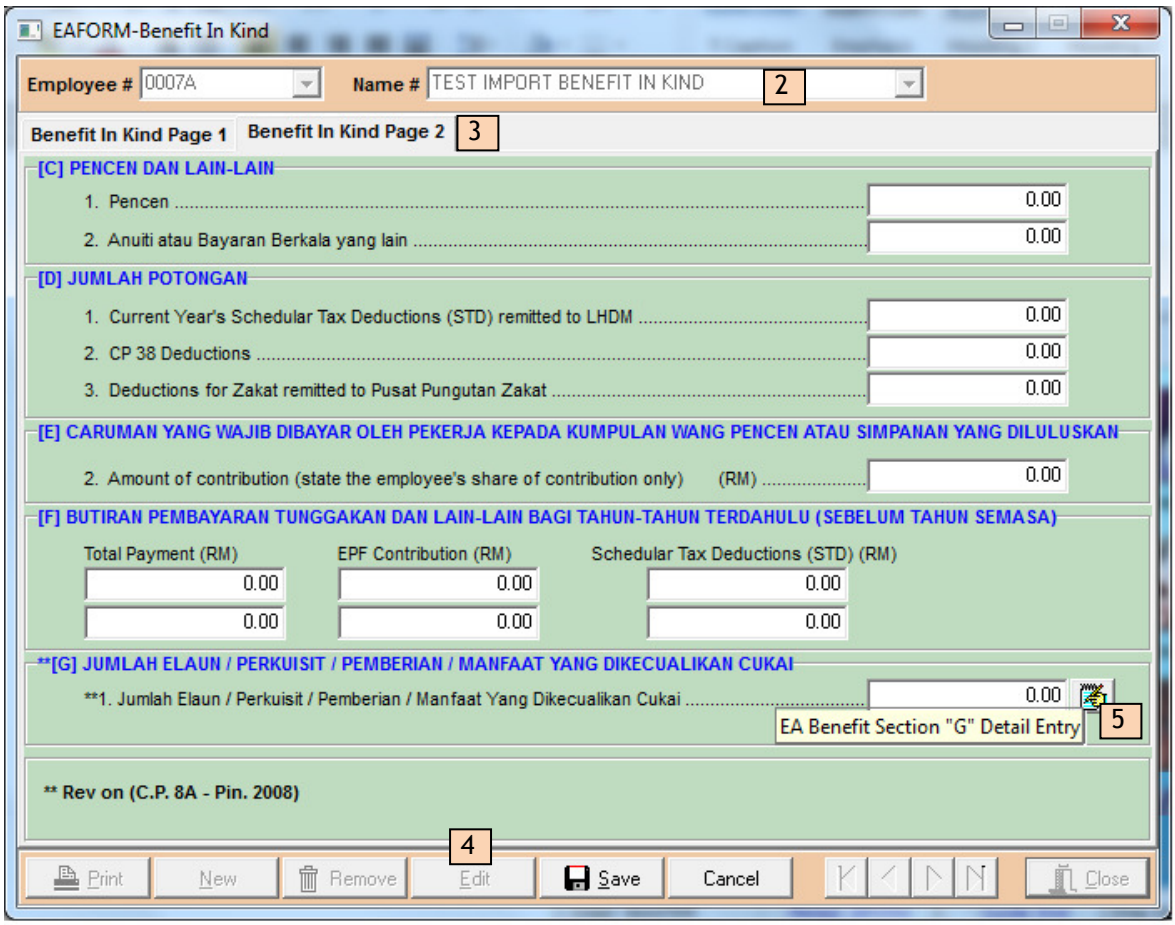
4.4 Section [G] Breakdown

4.4.1 Manual Input Section [G] Breakdown

1. Click on **Custom Add-on ➔ Benefit In Kind ➔ Benefit In Kind ➔ [Entry]**

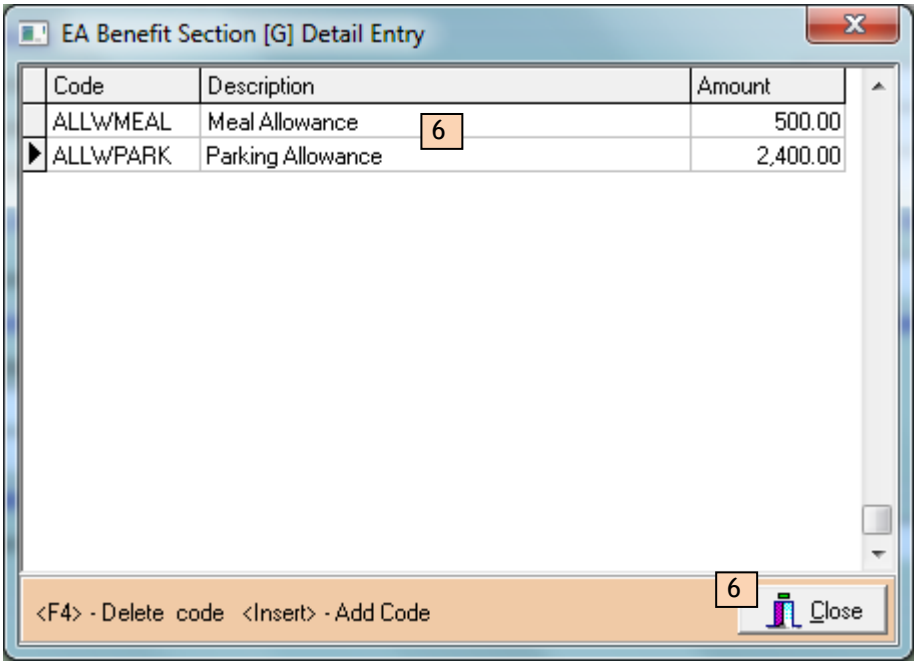


2. Select the employee you wish to input **Section [G] Breakdown**.
3. Click on [**Benefit In Kind Page 2**]
4. Click on [**Edit**]
5. Click on [**EA Benefit Section "G" Detail Entry**] on row [**G**]

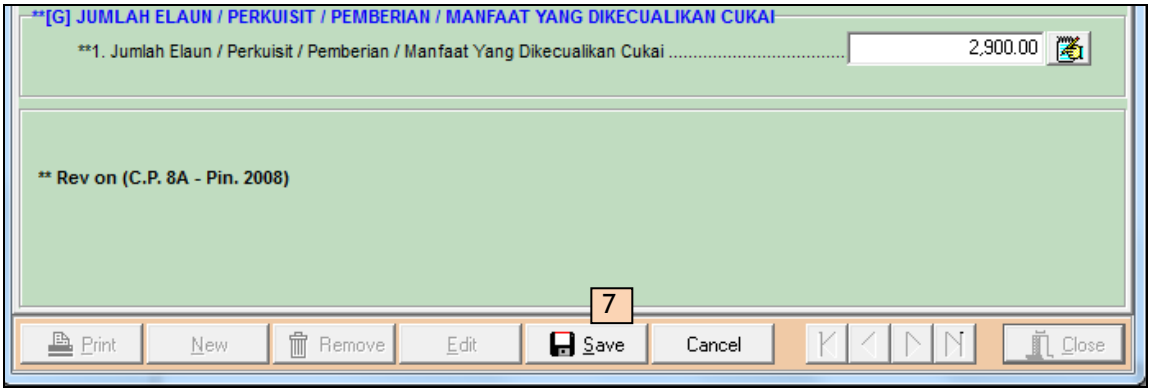


The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

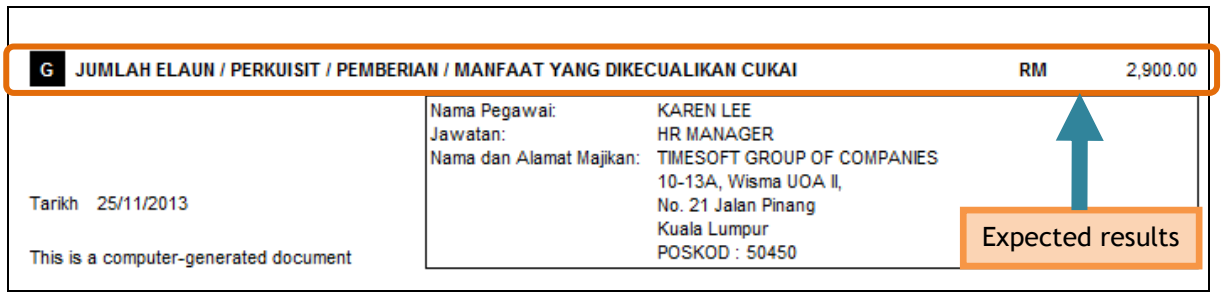
6. **EA Benefit Section [G] Detail Entry** box will appear on the screen.
   To insert a record, press [**Insert**] on your keyboard.
   To delete a record, click on the record row and press [**F4**] on the keyboard.
   When finished, click on [**Close**].



7. Next, click on [**Save**].



8. You can proceed to print your EA Form.
   Below is the expected results in **Section [G]** based on the input in Point # 6.



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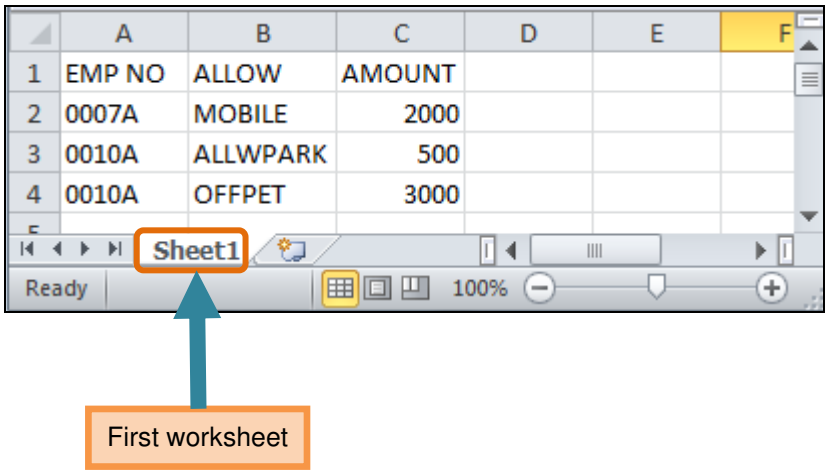
4.4.2 Import Section [G] Breakdown

Alternate to manual inputting **Section [G] Breakdown** information in TIMESPAY, user can choose to import data from Excel file.

Before performing data import, user needs to prepare the data in Excel file.
In order for the system to import data from Excel file, system needs to read three information i.e. [**Employee Code**], [**Allowance Code**] and [**Amount**] from the Excel file.

User must prepare the import data in Excel file based on the below information.
Users cannot design their own import template. Otherwise, system will fail to recognize the data from the Excel file.
[**Employee Code**] = Column A
[**Allowance Code**] = Column B
[**Amount**] = Column C



IMPORTANT NOTES!

- ✓ **Import data must be located in the first worksheet in the Excel file.**
- ✓ **Record data should start from Row 2 onwards.**
- ✓ **Please follow the given import template.**
- ✓ **For amount field, do not insert thousand separators (comma) or currency symbol.**
- ✓ **Allowance Code on column B must be a valid code in Allowance/Deduction Table in Payroll Setup.**

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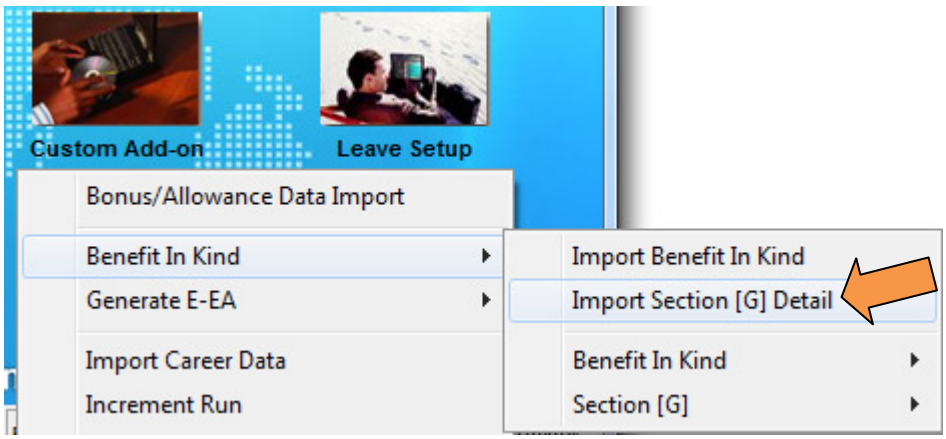
To perform import **Section [G] Breakdown** from an Excel file, please follow the below steps:

1. Click on **Custom Add-on ➔ Benefit In Kind ➔ [Import Section [G] Detail]**

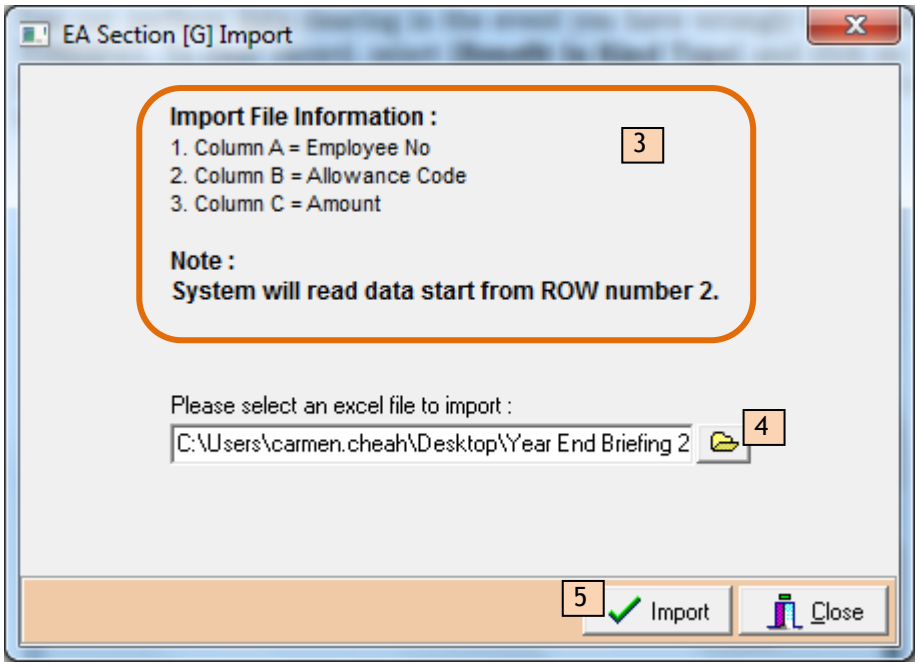


2. **Section [G] Import** box will appear on the screen as shown in the screenshot below.

3. Please ensure the data you prepared in the Excel file is per the [**Import File Information**] stated here.

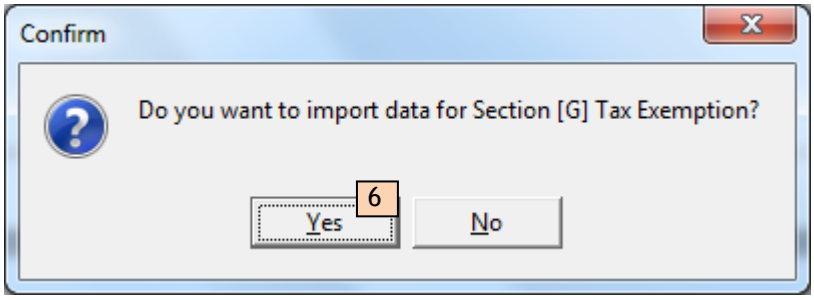
4. Select the Excel file you wish to import from [**Browse**].

5. When ready, click on [**Import**].

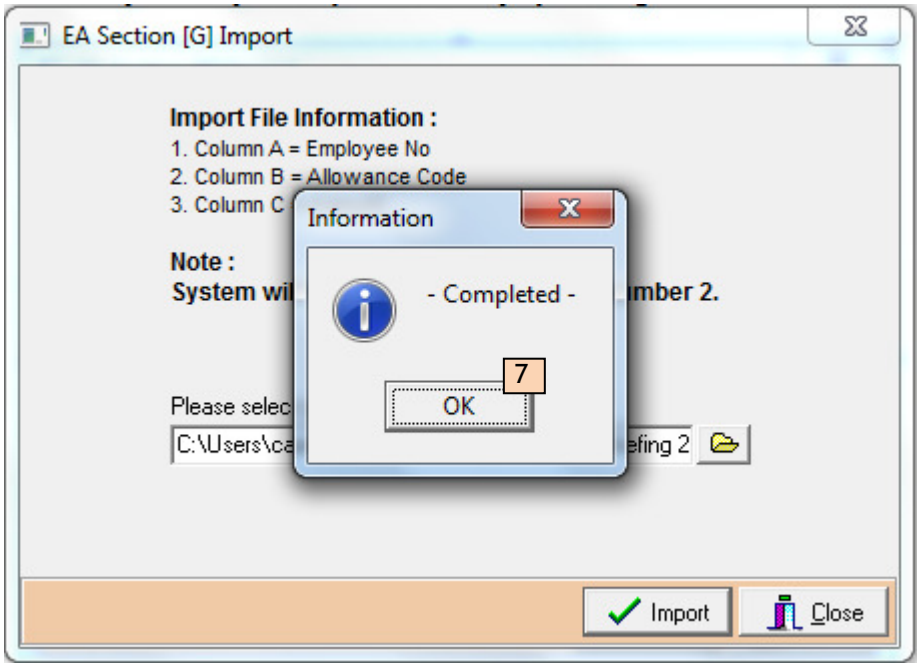


The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

6. System will prompt confirmation box. Click on [**Yes**] to proceed.



7. Once import completed, system will display a dialog box as shown below. Click on [**OK**]. You may now proceed to check if the data is imported correctly.



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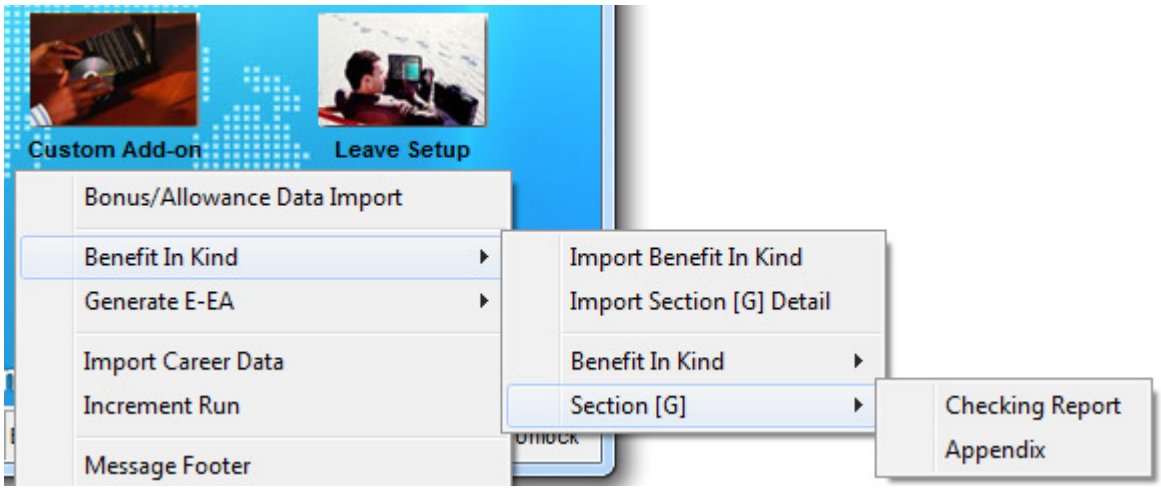
4.4.3 Section [G] Detail Breakdown Report

After manual input/import of Section [G] Breakdown, user can print checking reports. There are two types of reports available for user selection.

1. To access the report menu, click on **Custom Add-on → Benefit In Kind → Section [G]**



2. **Checking Report** – This report is for internal use as a checking report.
   - Records shown under [**Process Through Payroll**] are extracted from Modify Pay Record with the appropriate capping exemption amount, if any.
   - Records shown under [**Other Allowances**] are extracted from Benefit In Kind Section [G] Breakdown Entry.

TIMESOFT GROUP OF COMPANIES
Section [G] Checking Report for 2013

Date : 25/11/2013
User ID : MASTER
Page : 1

Employee No : 0010A **Name :** ROSLI BIN ALI

Process Through Payroll

Tax Exempt Code : P02 [P02] - PETROL CARD, PETROL ALLOWANCE OR TRAVEL AL

Max Exemption :

No.	Allow Code	Description	Amount
1.	OFFPET	Official Petrol	600.00
Sub Total :			**600.00**

Others Allowances

No.	Allow Code	Description	Amount
1.	ALLWPARK	Parking Allowance	500.00
2.	OFFPET	Official Petrol	3,000.00
Sub Total :			**3,500.00**
Grand Total :			**4,100.00**

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3. **Section [G] Appendix** – This can be distributed to the employees as a supporting document for EA Form Section [G]. Below is an example of the report.

Appendix Section G of EA

TIMESOFT GROUP OF COMPANIES

ROSLI BIN ALI
Income Tax Reference No :

Total Allowances / Perquisites / Gifts / Benefits exempted from tax for the period 1st January 2013 to 31st December 2013.

	RM
Official Petrol	600.00
Parking Allowance	500.00
Official Petrol	3,000.00
	4,100.00

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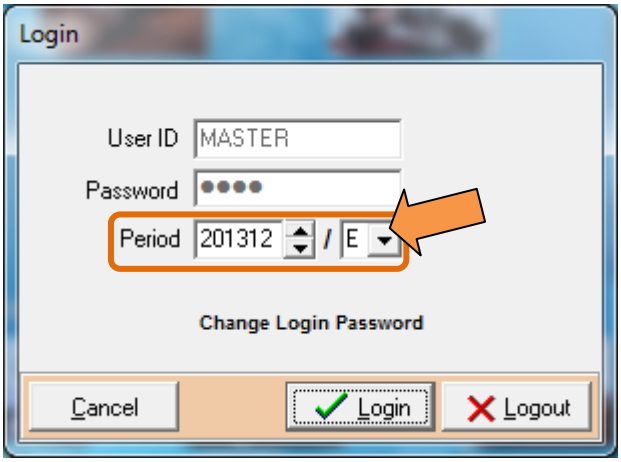
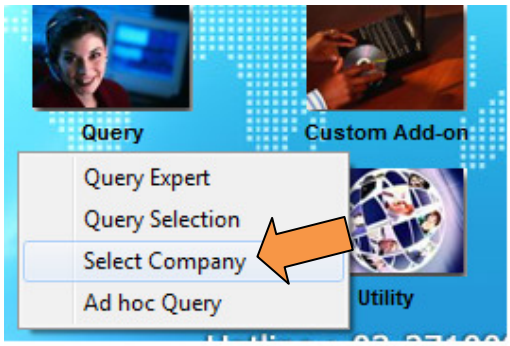
4.5 Print EA Form

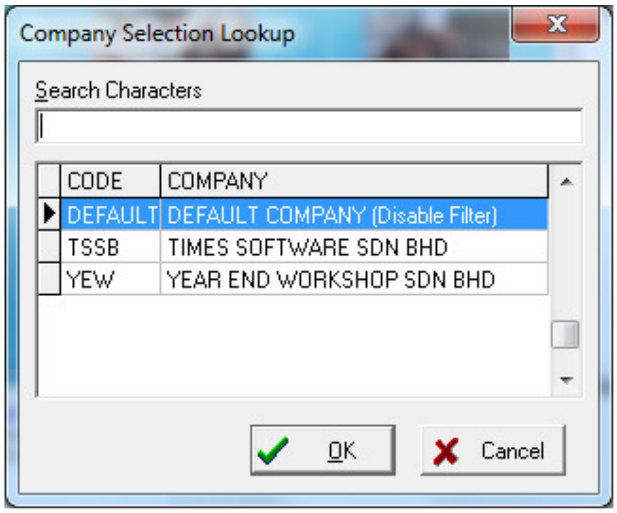
To churn out **EA Form** for all employees, please follow the steps below.
Please perform [EA Line #] setup as mentioned in Page 54 before printing **EA Form**.

1. Your login period must be [**201312**].



2. If you have multiple companies in a single database, please use [**Query Select Company**]. This is assumed that all companies have their own Employer Tax Reference Number. [**Company Selection Lookup**] will appear on the screen for your selection. Skip this step if you only have one company in the database.

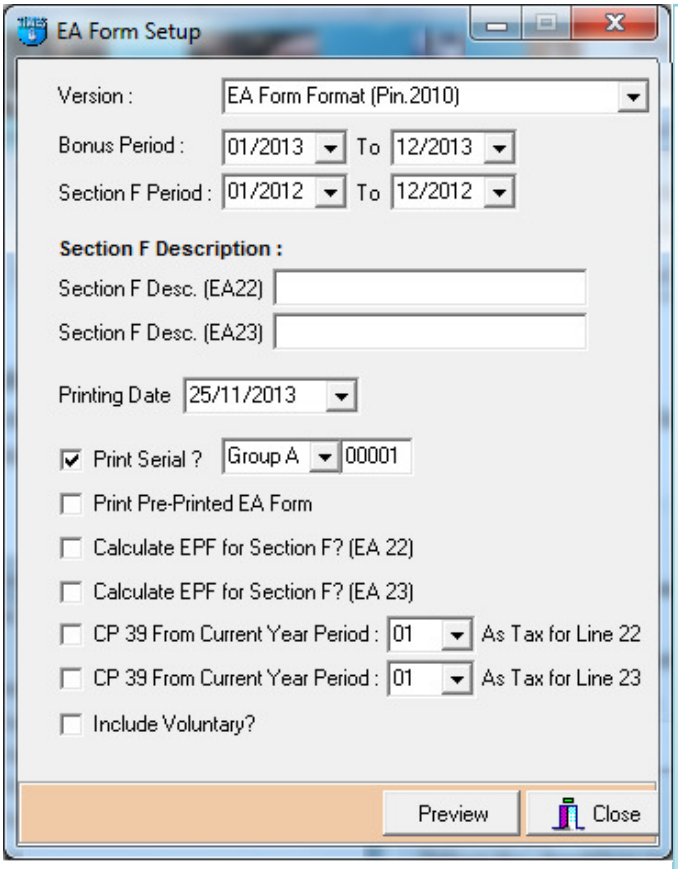




3. Click on **Payroll Reports → Government Form → Income Tax → [EA Form]**

The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

4. [**EA Form Setup**] box will appear on the screen.
   You may define your desired settings from the dialog box before you click on [**Preview**] to generate the EA form on the screen.
   If you do not have any prior year arrears payment, no settings need to be changed. Just click on [**Preview**] right away.



[Bonus Period]
- **Current Bonus Payment Period.**

[Section F Period]
- **Prior Year Income Period.**

[Section F Description]
- **Description for Section F which refers to income paid in current year but for prior year. There are 2 lines available.**

[Printing Date]
- **The date you want to print in EA form. System always to default to current date.**

[Print Serial]
- **Select the checkbox to enable system to generate the serial number automatically.**

[Print Pre-Printed EA Form]
- **Select the checkbox if you are using pre-sealed EA FORM**

[Calculate EPF for Section F? (EA 22/23)]
- **Applicable only with if Section F (EA 22/23) is used**

[CP39 From Current Year]
- **Not in used. Please ignore.**

[Include Voluntary]
- **Not in used. Please ignore.**

5. Please repeat [Step 2] to [Step 4 if you have multiple companies in a single database.

IMPORTANT NOTES!

With effect from year of assessment 2009, bonus or director's fee shall, when received in the basis year, be treated as part of the gross income from employment for the basis year in which it is received and declared in *Part B* of the Forms C.P. 8A

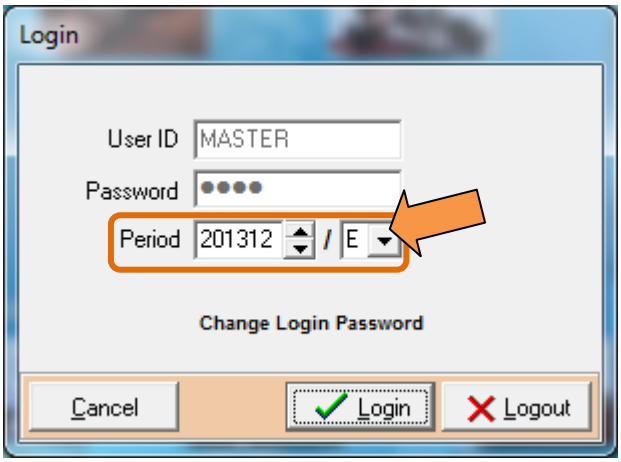
Mulai tahun taksiran 2009, pendapatan bonus dan fi pengarah menjadi sebahagian daripada pendapatan kasar dalam tahun asas ia diterima dan perlu dilaporkan dalam *Bahagian B* Borang C.P. 8A

The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

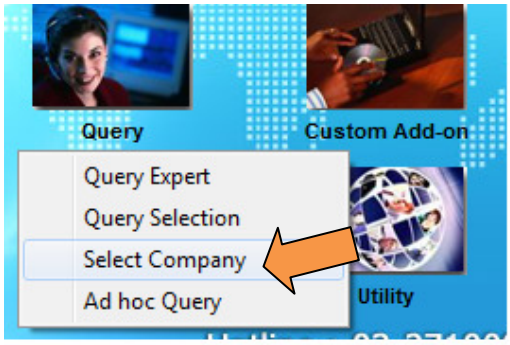
4.6 Print Slip Jawapan – PCB2 (II)

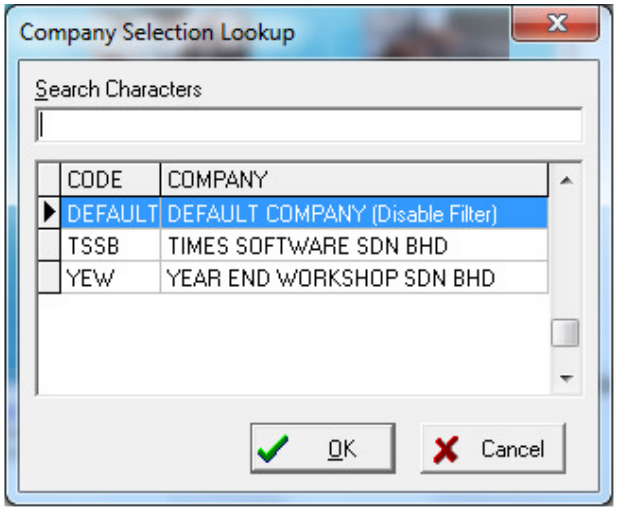
To churn out **Slip Jawapan** for all employees, please follow the steps below.

1. Your login period must be [**201312**].



2. If you have multiple companies in a single database, please use [**Query Select Company**] before inputting CP39 receipt numbers. This is assumed that all companies have their own set of CP39 receipt numbers.
   [**Company Selection Lookup**] will appear on the screen for your selection.
   Skip this step if you only have one company in the database.

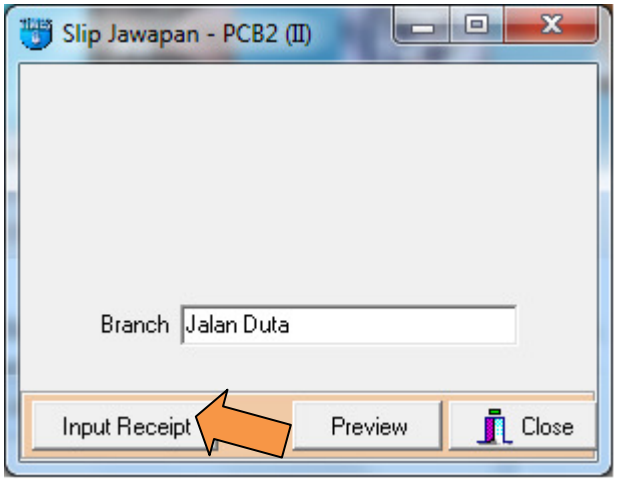




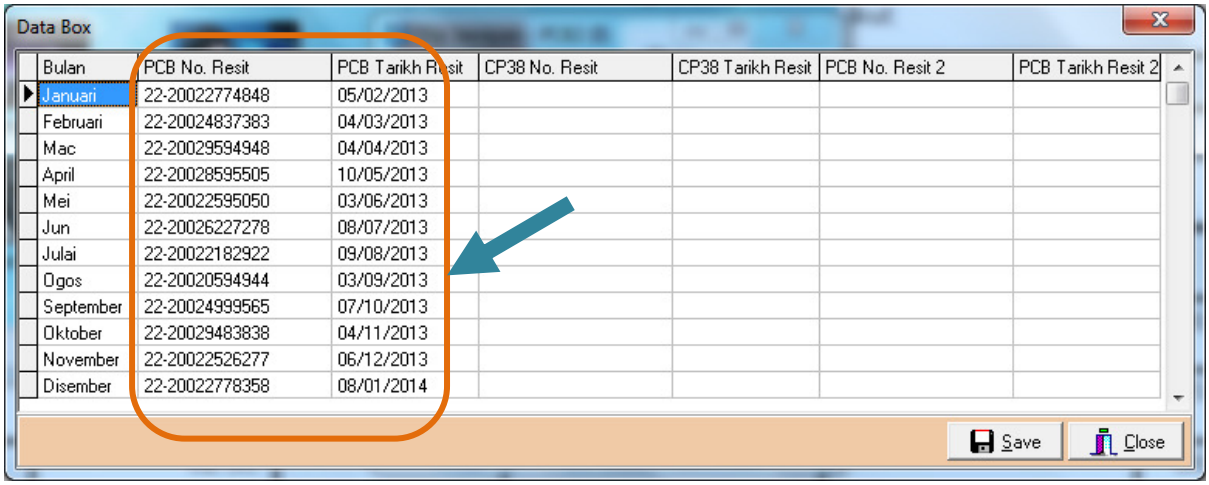
3. Click on **Payroll Reports → Government Form → Income Tax → [Slip Jawapan–PCB 2(II)]**

The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

4. [**Slip Jawapan – PCB 2(II)**] dialog box will display on the screen.
   Click on [**Input Receipt**].

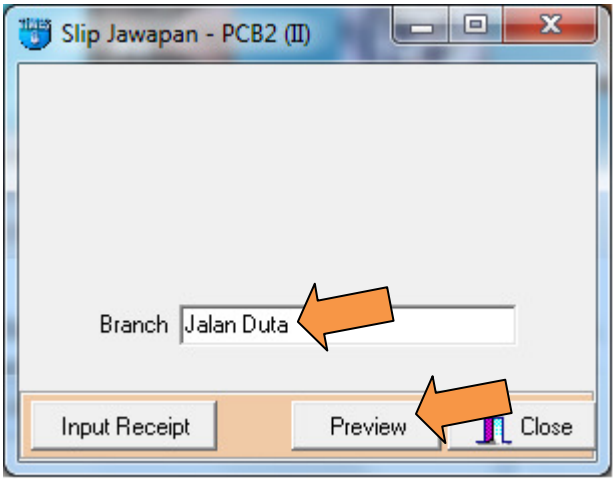


5. Data entry box will appear on the screen for you to input CP39 receipt numbers.
   You only need to input the receipt numbers once and it will apply the same to all employees.
   Click on [**Save]** when you have completed data input. Next, click on [**Close]**.



Bulan	PCB No. Resit	PCB Tarikh Resit	CP38 No. Resit	CP38 Tarikh Resit	PCB No. Resit 2	PCB Tarikh Resit 2
Januari	22-20022774848	05/02/2013				
Februari	22-20024837383	04/03/2013				
Mac	22-20029594948	04/04/2013				
April	22-20028595505	10/05/2013				
Mei	22-20022595050	03/06/2013				
Jun	22-20026227278	08/07/2013				
Julai	22-20022182922	09/08/2013				
Ogos	22-20020594944	03/09/2013				
September	22-20024999565	07/10/2013				
Oktober	22-20029483838	04/11/2013				
November	22-20022526277	06/12/2013				
Disember	22-20022778358	08/01/2014				

6. Input [**Branch**] name.
   Next, click on [**Preview**] to view the form on the screen.



The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

7. Below is an example of [**Slip Jawapan– PCB 2(II)**] with receipt numbers and dates.

PENYATA BAYARAN CUKAI OLEH MAJIKAN

PCB 2(II)-Pin. 2013
Tarikh : 25/11/2013

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

Branch Name

Tuan,

Potongan Cukai Berjadual Tahun : 2013
Nama Pekerja : TEST IMPORT BENEFIT IN KIND
No. Kad Pengenalan/No. Passpot : 620615-08-7161
No. Cukai Pendapatan Pekerja : SG 4341414-00
No. Pekerja : 0007A
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	1,092.60	0.00	22-20022774848		05/02/2013	
Februari	1,092.60	0.00	22-20024837383		04/03/2013	
Mac	1,092.60	0.00	22-20029594948		04/04/2013	
April	1,092.55	0.00	22-20028595505		10/05/2013	
Mei	1,092.55	0.00	22-20022595050		03/06/2013	
Jun	1,092.55	0.00	22-20026227278		08/07/2013	
Julai	1,092.55	0.00	22-20022182922		09/08/2013	
Ogos	1,092.60	0.00	22-20020594944		03/09/2013	
September	1,092.55	0.00	22-20024999565		07/10/2013	
Oktober	1,092.55	0.00	22-20029483838		04/11/2013	
November	1,092.55	0.00	22-20022526277		06/12/2013	
Disember	1,092.55	1,080.00	22-20022778358		08/01/2014	
Jumlah	**13,110.80**	**1,080.00**				

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 TIMESOFT GROUP OF COMPANIES
10-13A, Wisma UOA II,
No. 21 Jalan Pinang
Kuala Lumpur
POSKOD : 50450

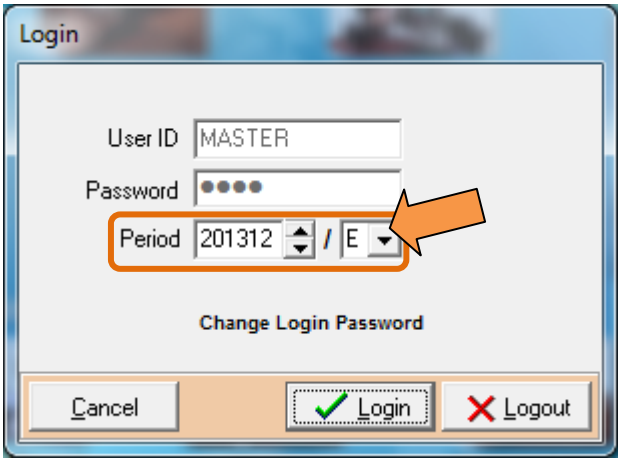
8. Please repeat [Step 2] to [Step 7] if you have multiple companies in single database.

The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

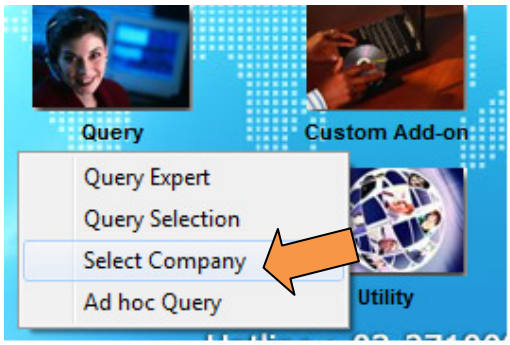
4.7 Print E-Form

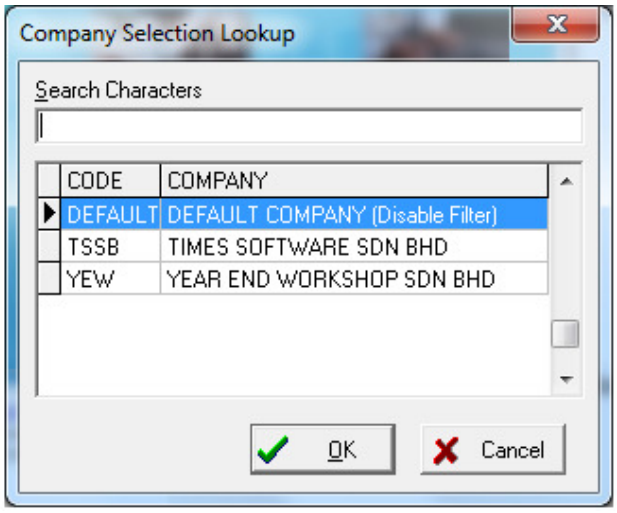
To print **E-Form**, please follow the steps below.
Please perform [**EA Line #]** setup as mentioned in Page 54 before printing [**E Form**].

1. Your login period must be [**201312**].



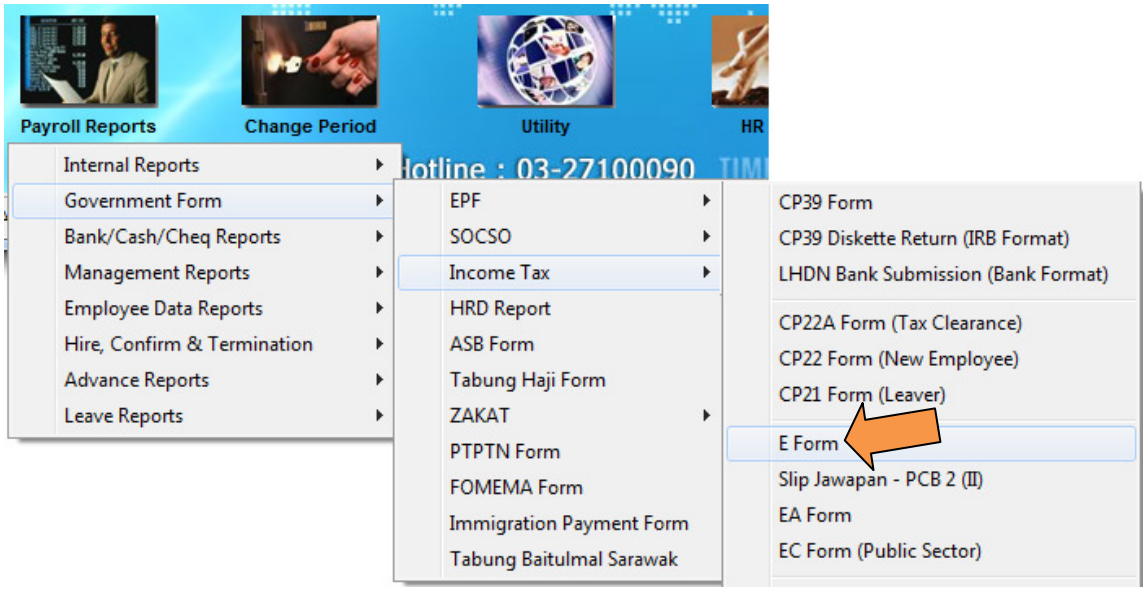
2. If you have multiple companies in a single database, please use [**Query Select Company**] before printing E-Form. This is assumed that all companies have their own Employer Tax Reference Number.
   [**Company Selection Lookup**] will appear on the screen for your selection.
   Skip this step if you only have one company in the database.



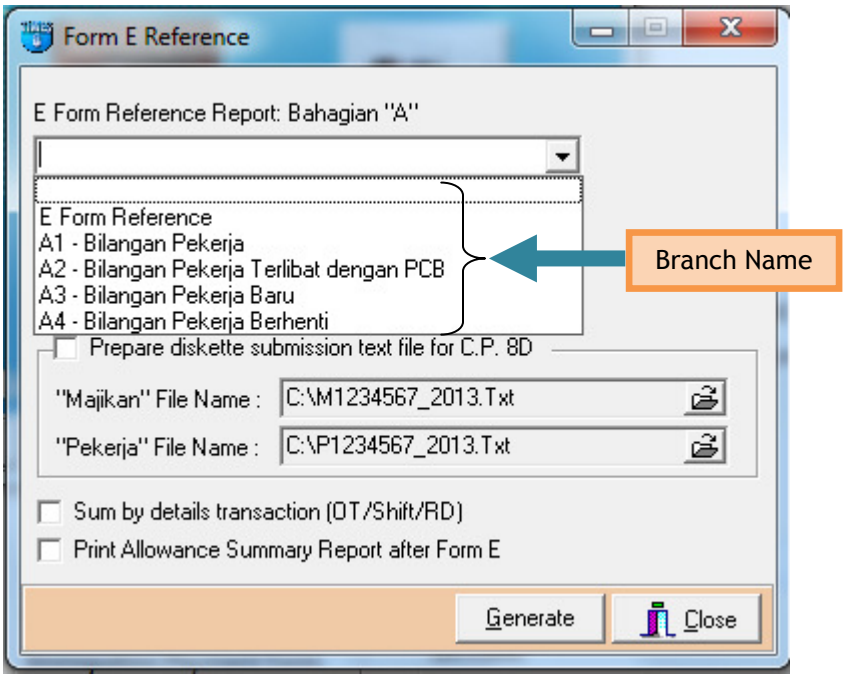


The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

3. Click on **Payroll Reports → Government Form → Income Tax →** [**E Form**]

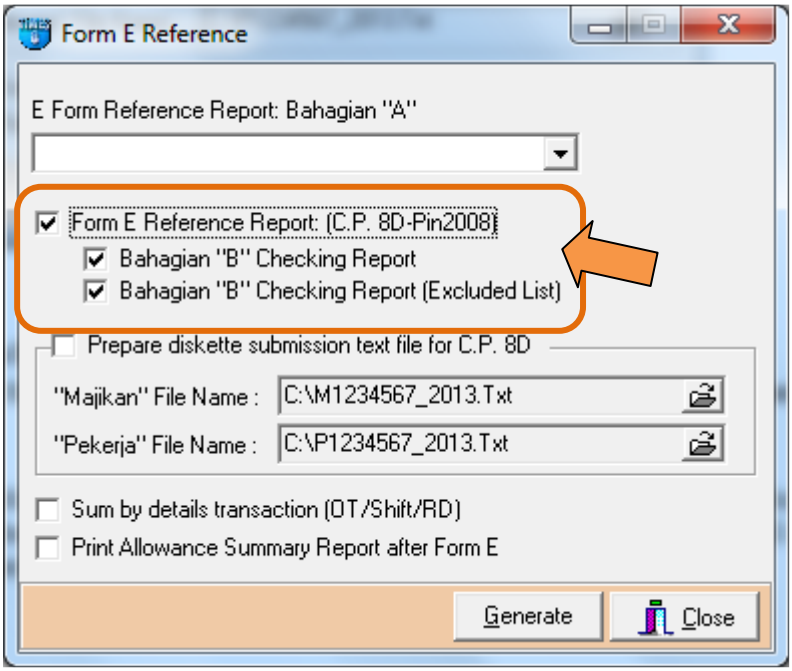


4. [**Form E Reference**] dialog box will display on the screen.
Select the reports you want to print under [**E Form Reference Report: Bahagian "A"**]
Reports from [A1] to [A4] are checking reports to [**E Form Reference**].

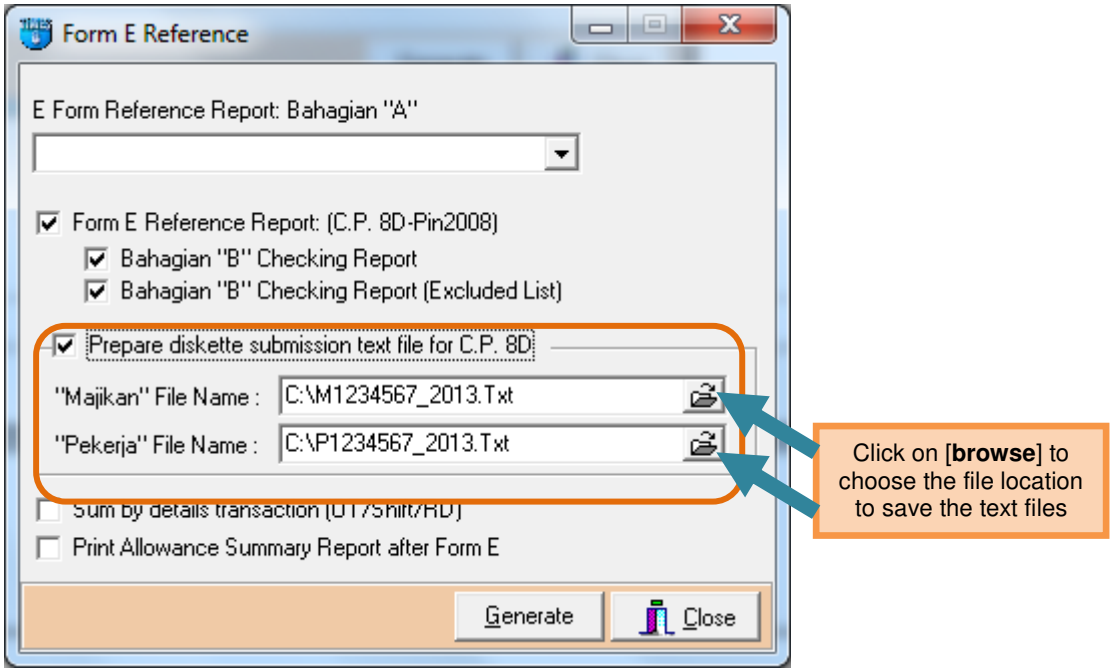


The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

5. Select the checkbox for [**Form E Reference Report**] if you wish to print [**C.P.8D**].

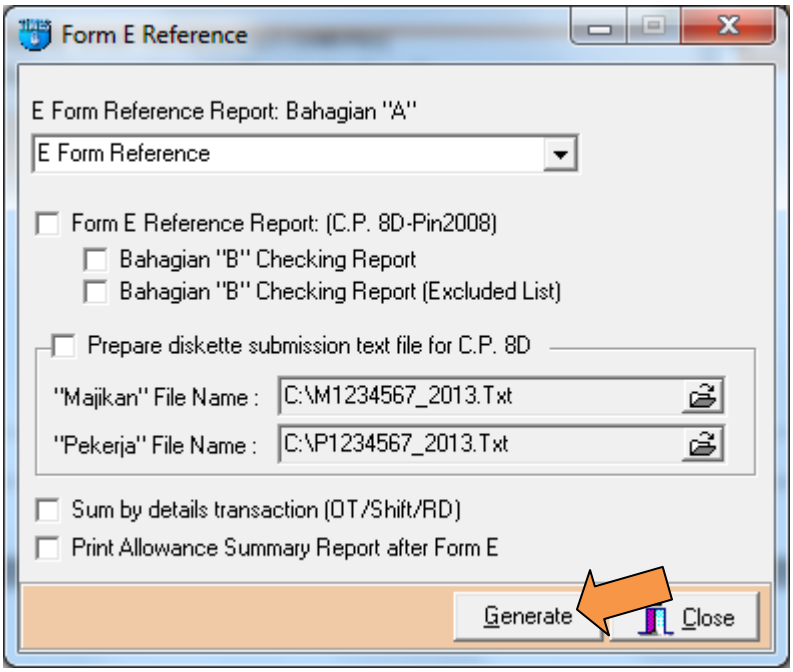


6. You have an option to export [**C.P.8D**] data into a text file.
   To export, select the checkbox on [**Prepare diskette submission text file**].
   Thereafter, you will be allowed to click on browse button to define your file location path.



The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

7. Click on **[Generate]** to preview the reports on the screen.
   If you have selected the option to export **[C.P.8D]** data to text file, system will export the data after all the reports have been generated on the screen.



The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

Sample of [**E Form Reference Report**] for [**Bahagian A**]

TIMESOFT GROUP OF COMPANIES
2013 Form E Reference Report

BAHAGIAN A : MAKLUMAT BILANGAN PEKERJA BAGI TAHUN BERAKHIR 31 DISEMBER 2013

A1	Bilangan pekerja	31	A2	Bilangan pekerja tertakluk kepada PCB	13
A3	Bilangan pekerja baru	3	A4	Bilangan pekerja berhenti	4
A5	Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia	_____	A6	Telah melaporkan kepada LHDNM? (Jika A5 berkaitan)	☐ 1 = Ya 2 = Tidak

IMPORTANT NOTES!

This report is solely for your reference only and not to be submitted to IRBM.
Please fill up the E-Form provided by IRBM based on the information printed in this [Form E Reference Report].

The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

Checking report for [**Bahagian – A1**] of E-Form.

TIMESOFT GROUP OF COMPANIES
Details For A1 Column: Bilangan Pekerja

Date : 25/11/2013
User ID : MASTER
Page : 1

No.	Employee No.	Name	Hired Date	Termination Date	Last Pay Date
1.	0007A	TEST IMPORT BENEFIT IN KIND	20/08/1990		
2.	0010A	ROSLI BIN ALI	15/03/1993		
3.	0030	KENNY GOH (RESIGNED NOV 2013)	09/08/1999		
4.	0033	LIONEL LIM	02/06/1999		
5.	0041	IRIS KOH	03/04/2000		
6.	0056	BOBBY TAN	21/06/2001		
7.	0063	TERENCE LIM	02/05/2002		
8.	0067	DERICK TAN	01/07/2002		
9.	0069	ELAINE LONG	23/09/2002		
10.	0080	HENRY	05/07/2004		
11.	0082	FEATHER CHONG	01/05/2005		
12.	0093	HELEN (ROUND/NOT ROUND C/F)	01/11/2006		
13.	0110	CHEAH BING BING (CARRY FORWARD METHOD)	01/08/2007		
14.	0112	CHENG LI SIM	01/07/2009		
15.	0115	LEE XIN KIM	03/11/2009		
16.	0118	JACKIE TEE	03/03/2010		
17.	0120	FATIMAH	26/04/2010		
18.	0122	SEDDIKI MOHD	18/06/2010		
19.	2123	LYES SHU	28/11/2010		
20.	C009	CARRIE TAN	24/02/2012		
21.	D0001	DAISY LEE	17/05/2011		
22.	E001	EVELYN SIM	24/11/2011		
23.	K003	KEITH WONG	24/12/2012		
24.	N0001	NATHAN CHENG	17/05/2012		
25.	N0002	DARREN LOH	01/10/1998		
26.	N0003	GILBERT WANG	10/12/1991		
27.	P001	PETER CHEN	13/11/2011		
28.	R004	RYAN CHIN	23/09/2013		
29.	S0001	TEST BONUS SALARY	23/08/2011		
30.	SH001	SHIRLEY LEONG	23/01/2013		
31.	T002	TEST PROCESS BONUS	17/05/2013		

Checking report for [**Bahagian – A2**] of E-Form.

TIMESOFT GROUP OF COMPANIES
Details for A2 - Bilangan Pekerja Tertakluk Kepada PCB

Date : 25/11/2013
User ID : MASTER
Page : 1

No.	Employee No.	Name	Total Ta›
1.	0007A	TEST IMPORT BENEFIT IN KIND	13,110.80
2.	0030	KENNY GOH (RESIGNED NOV 2013)	1,887.85
3.	0041	IRIS KOH	249.80
4.	0067	DERICK TAN	207.70
5.	0069	ELAINE LONG	7,096.10
6.	0082	FEATHER CHONG	55,805.70
7.	C009	CARRIE TAN	15,300.00
8.	E001	EVELYN SIM	44,550.00
9.	K003	KEITH WONG	15,300.00
10.	N0003	GILBERT WANG	18,816.00
11.	P001	PETER CHEN	18,750.00
12.	R004	RYAN CHIN	2,413.80
13.	SH001	SHIRLEY LEONG	1,805.00
			195,292.75

The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

Checking report for [**Bahagian – A3**] of E-Form.

TIMESOFT GROUP OF COMPANIES
Details For A3 Column: Bilangan Pekerja Baru

Date : 25/11/2013
User ID : MASTER
Page : 1

No.	Employee No.	Name	Department Code	Hired Date
1.	R004	RYAN CHIN	NONE	23/09/2013
2.	SH001	SHIRLEY LEONG	JBM	23/01/2013
3.	T002	TEST PROCESS BONUS	NONE	17/05/2013

Checking report for [**Bahagian – A4**] of E-Form.

TIMESOFT GROUP OF COMPANIES
Details For A4 Column: Bilangan Pekerja Berhenti

Date : 25/11/2013
User ID : MASTER
Page : 1

No.	Employee No.	Name	Department Code	Termination Date
1.	0030	KENNY GOH (RESIGNED NOV 2013)	SGBM	14/11/2013
2.	0080	HENRY	JBA	15/07/2013
3.	0120	FATIMAH	SGBP	22/10/2013
4.	0122	SEDDIKI MOHD	JBM	17/09/2013

The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

Sample of [**C.P.8D**] report.

Nama TIMESOFT GROUP OF COMPANIES
(C.P. 8D - Pin. 2013)

No. Majikan E E1234567-09

PENYATA SARAAN DARIPADA PENGGAJIAN BAGI TAHUN BERAKHIR 31 DISEMBER 2013 DAN MAKLUMAT MENGENAI POTONGAN CUKAI DI BAWAH KAEDAH-KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN) 1994

A	B	C	D	E	F	G	H
Bil.	Nama Pekerja	No. Cukai Pendapatan	No. Kad Pengenalan / Polis / Tentera / Pasport	Jumlah Saraan Kasar (termasuk manfaat berupa barangan dan manfaat nilai tempat kediaman tetapi tidak termasuk tunggakan saraan kasar tahun-tahunterdahulu)	Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai	Jumlah Potongan Cukai	
						PCB	CP 38
				RM	RM	RM	RM
1	CARRIE TAN			120,000.00	0.00	15,300.00	0.00
2	DARREN LOH	OG 31563731-02	5904950	15,200.00	0.00	0.00	0.00
3	DERICK TAN	14415151060	620731-07-7227	38,880.00	4,200.00	207.70	58.50
4	ELAINE LONG		840702-71-6767	27,171.37	1,440.00	7,096.10	0.00
5	EVELYN SIM			180,000.00	0.00	44,550.00	0.00
6	FATIMAH		790417-10-7383	22,843.29	400.00	0.00	0.00
7	FEATHER CHONG	SG 15115151-05(0)	540215-10-7681	198,368.00	0.00	55,805.70	0.00
8	GILBERT WANG	SG 68569601-00	751002-08-7019	134,100.00	0.00	18,816.00	0.00
9	IRIS KOH	SG 1141252-06	750830-14-6808	41,400.00	600.00	249.80	0.00
10	JACKIE TEE	SG 15115510-03(0)	580112-09-6715	36,000.00	0.00	0.00	0.00
11	KEITH WONG			120,000.00	0.00	15,300.00	400.00
12	KENNY GOH (RESIGNED NOV 2013)	SG 15263758-06(1)	671116-10-6750	56,675.11	0.00	1,887.85	0.00
13	NATHAN CHENG	SG 85964498-07	671221-08-7593	30,020.00	0.00	0.00	0.00
14	PETER CHEN			180,000.00	0.00	18,750.00	0.00
15	ROSLI BIN ALI		730627-14-7378	25,102.91	4,100.00	0.00	0.00
16	RYAN CHIN			30,909.09	0.00	2,413.80	0.00
17	SEDDIKI MOHD		750926-01-8177	24,663.20	2,700.00	0.00	0.00
18	SHIRLEY LEONG			55,500.00	0.00	1,805.00	0.00
19	TEST BONUS SALARY			35,643.87	0.00	0.00	0.00
20	TEST IMPORT BENEFIT IN KIND	SG 4341414-00	620615-08-7161	127,120.00	2,000.00	13,110.80	1,080.00
21	TEST PROCESS BONUS			7,670.00	0.00	0.00	0.00
			JUMLAH	1,507,266.84	15,440.00	195,292.75	1,538.50

JUMLAH	1,507,266.84	15,440.00	195,292.75	1,538.50

IMPORTANT NOTES!

Please note that only employees that meet one of the following conditions will appear in [C.P.8D] report.

(a) The monthly gross taxable remuneration is RM2,500 and above (inclusive of bonus but in respect of preceding years) for whichever month in the year 2013 OR

(b) Annual taxable remuneration is RM30,000 and above OR

(c) If the employee has PCB or CP39 contribution in any month of the year 2013

The information and screenshots in this manual are correct as at time of printing. Times Software reserves the right to change / amend without prior notice given to customer.

Sample of [**C.P.8D**] checking report.

This checking report is for user to verify the amount in column [**E**], [**F**], [**G**] and [**H**] of [**C.P. 8D**] and it will only capture employees that meet the required conditions to appear in C.P 8D.
Please scroll to the last page for the Grand Total amount.

[**Allowance**] = Allowance/Deduction Code with EA# from [**1**] to [**21**]

[**Benefit In Kind Total (Taxable) EA01-EA21**] = Any amount input in Benefit In Kind from row [**B1**] to [**B5**]

[**Total Amount**] = [**Basic+NPL**] + [**Overtime**] + [**Shift**] + [**RestDay**] + [**Allowance**] + [**Benefits In Kind Total**]

[**Benefit In Kind Total (Non-Taxable) EA25**] = Any amount input in Benefit In Kind on [**Section G**].

(Refer to Page 54 on how to define Taxable Remuneration)
(Refer to Page 55 to Page 61 on how to input/import Benefit In Kind amount)

Below is an example of checking report for employees who meet the requirement to appear in [**C.P.8D**].

TIMESOFT GROUP OF COMPANIES
(C.P. 8D - Pin. 2013) - CHECKING DETAIL REPORT
From Period 201301 To Period 201312

Employee Code : T002 : TEST PROCESS BONUS

Month	Basic + NPL	Overtime	Shift	Rest Day	Allowance	Benefits In Kind Total (Taxable EA01-EA21	Total Amount	Benefits In Kind Total (Non Taxable) EA25	Tax (PCB)	Tax (CP38)
201301	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201303	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201304	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201306	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201307	2,335.00	0.00	0.00	0.00	0.00	0.00	2,335.00	0.00	0.00	0.00
201308	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201309	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201311	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201312	2,335.00	0.00	0.00	0.00	3,000.00	0.00	5,335.00	0.00	0.00	0.00
Total :	4,670.00	0.00	0.00	0.00	3,000.00	0.00	7,670.00	0.00	0.00	0.00
G. Total :	1,456,466.59	526.25	125.50	659.53	33,288.97	16,200.00	1,507,266.84	15,440.00	195,292.75	1,538.50

E	F	G	H
1,507,266.84	15,440.00	195,292.75	1,538.50

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Sample of checking report [**Excluded Listing**]

- This report shows employees who do not meet the requirement to appear in [**C.P.8D**].

TIMESOFT GROUP OF COMPANIES
(C.P. 8D - Pin. 2013) - CHECKING DETAIL REPORT **EXCLUDED LISTING**
From Period 201301 To Period 201312

Employee Code : 0063 : TERENCE LIM

Month	Basic + NPL	Overtime	Shift	Rest Day	Allowance	Benefits In Kind Total (Taxable) EA01-EA21	Total Amoun	Benefits In Kind Total (Non Taxable) EA25	Tax (PCB)	Tax (CP38)
201301	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201302	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201303	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201304	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201305	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201306	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201307	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201308	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201309	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201310	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201311	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
201312	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00	50.00	0.00	0.00
Total :	22,140.00	0.00	0.00	0.00	0.00	0.00	22,140.00	600.00	0.00	0.00
G. Total :	190,956.50	0.00	0.00	0.00	733.30	0.00	191,689.80	5,800.00	0.00	0.00

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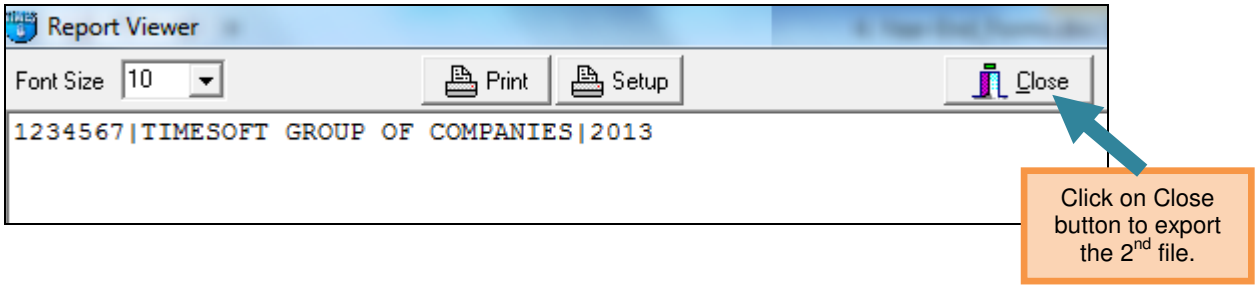
[C.P.8D] Text File

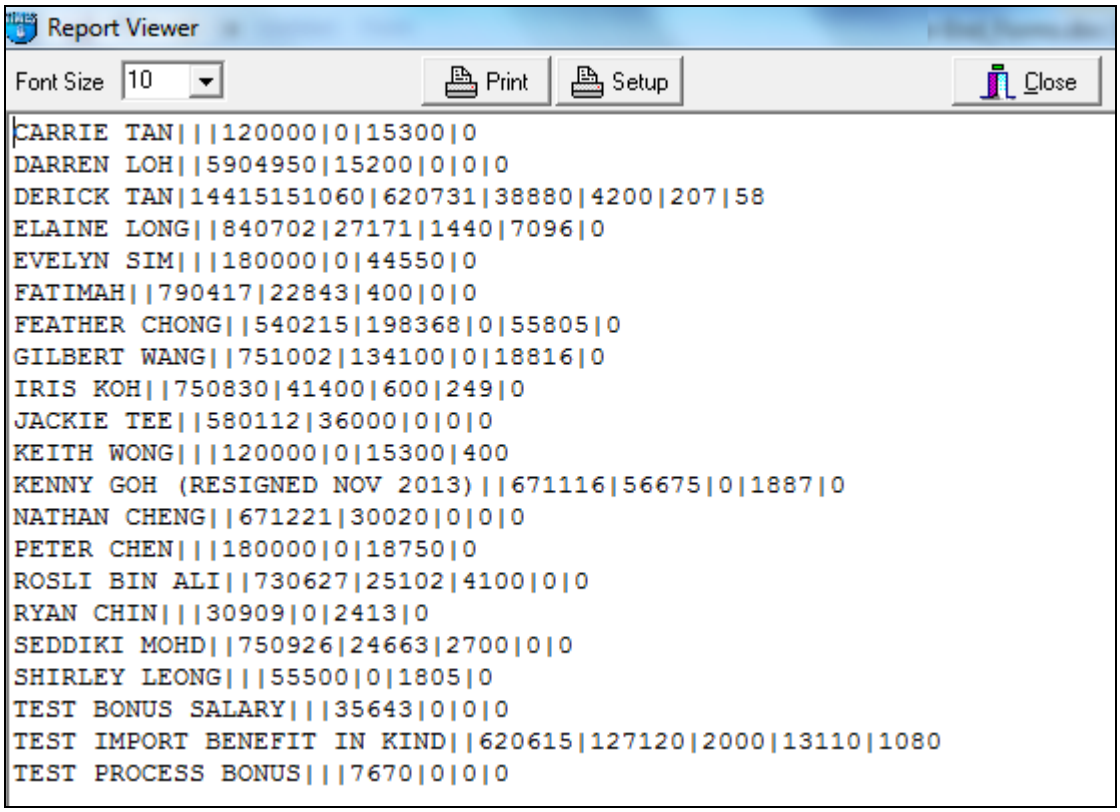
If you have selected to export C.P.8D data to text file in E-Form selection dialog box (Page 78), system will export text file to a designated location after all reports have been generated on the screen.

Text file export will be the last task performed by the system.
There will be two (2) text files to be exported.

The 1st file to be exported is the [**Particulars of Employer**].
Once the file is exported, system will display text file data on the screen.
Below is an example of [C.P.8D] employer's data on Report Viewer.



The 2nd file to be exported is the [**Particulars of Employee**].
Once the file is exported, system will display text file data on the screen.
Below is an example of [C.P.8D] employees' data on Report Viewer.



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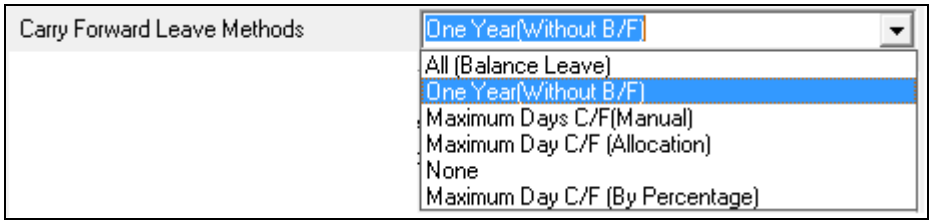
APPENDIX

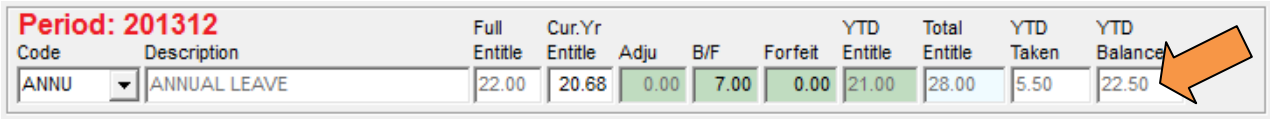
ANNEX A – Carry Forward Leave Methods



a) **<u>All (Balance Leave)</u>**

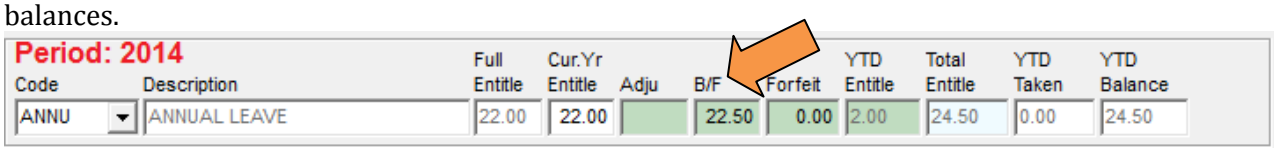
Select this option if you want to carry forward ALL annual leaves from year 2013 to 2014.

2013 YTD Balance is 22.50.



Period: 201312										
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

Screen shot below shows the expected result of **BF** in **Year 2014** after carry forward all leave balances.



Period: 2014										
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

b) **<u>One Year (Without B/F)</u>**

Carry forward leave earned in year 2013 only.

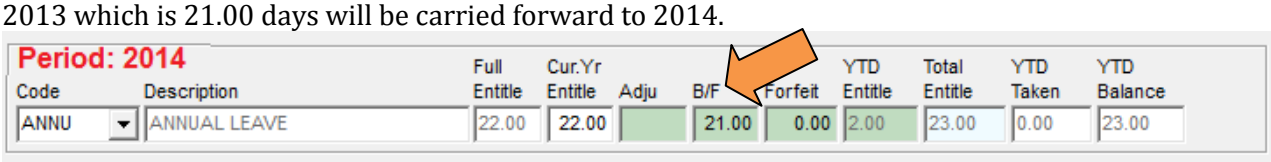
If B/F2013 is greater or equal to YTD Taken 2013, then CF2014=YTD Entitle 2013.

Below screenshot shows B/F=7.00 whereas YTD Taken=5.5days.

Unutilized B/F of 1.5days will not be carried forward to 2014 and shall be forfeited.

Period: 201312										
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

Screen shot below shows the expected result of **BF** in **Year 2014** where only leave earned in 2013 which is 21.00 days will be carried forward to 2014.



Period: 2014										
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

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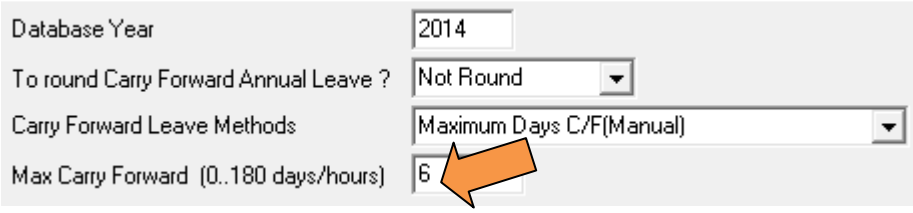
c) Maximum Days C/F (Manual)

Carry forward annual leave based on user-defined value or actual leave balance whichever is lower. In the below example, we set the maximum days Carry Forward as 6.



Period: 201312										
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

Screen shot below shows the expected result of **BF** in **Year 2014**.
Only 6.00 days will be carried forward to 2014.

Period: 2014										
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 additional 2 scenarios for your reference.

Scenario #1	Scenario #2
2013 Annual Leave Balance: 11.5 days Max Carry Forward: 6 days Annual Leave CF to 2014 = **6 days**	2013 Annual Leave Balance: 4 days Max Carry Forward: 6 days Annual Leave CF to 2014 = **4 days**

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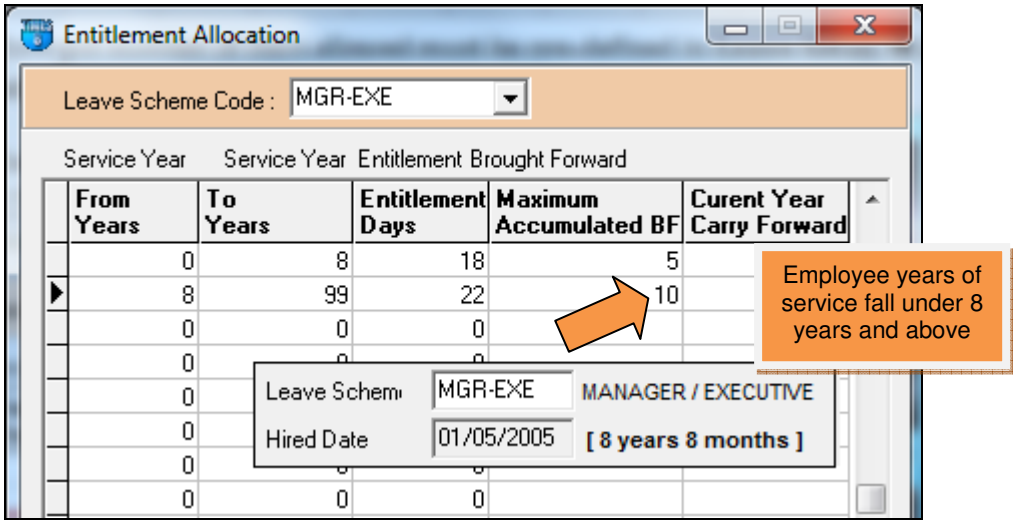
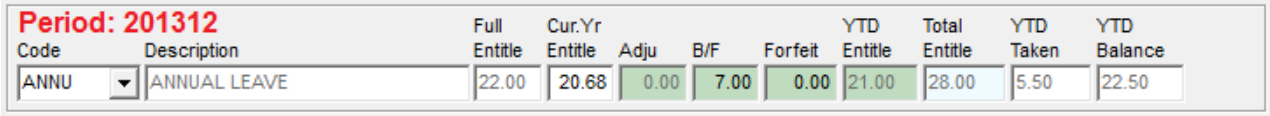
d) Maximum Day C/F (Allocation)

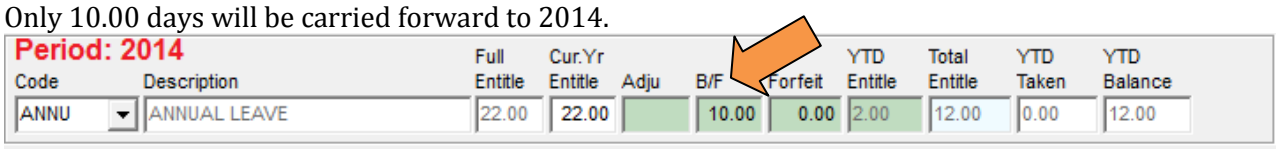
Carry forward number of days allowed must be pre-defined in **Leave Setup ➔ Leave Allocation ➔ [Maximum Accumulated BF]** column.

In the below example, employee's years of service fall under 8 years and above in which we have pre-set the maximum carry forward leave allowed is 10 days.





Screen capture below shows the expected result of **BF** in **Year 2014**.
Only 10.00 days will be carried forward to 2014.



e) None

Balance leave are not allowed to be carried forward to following year.
All unutilized annual leave balances will be forfeited.

Screen capture below shows the expected result of **BF** in **Year 2013**.
No leave balance will be carried forward to 2013.

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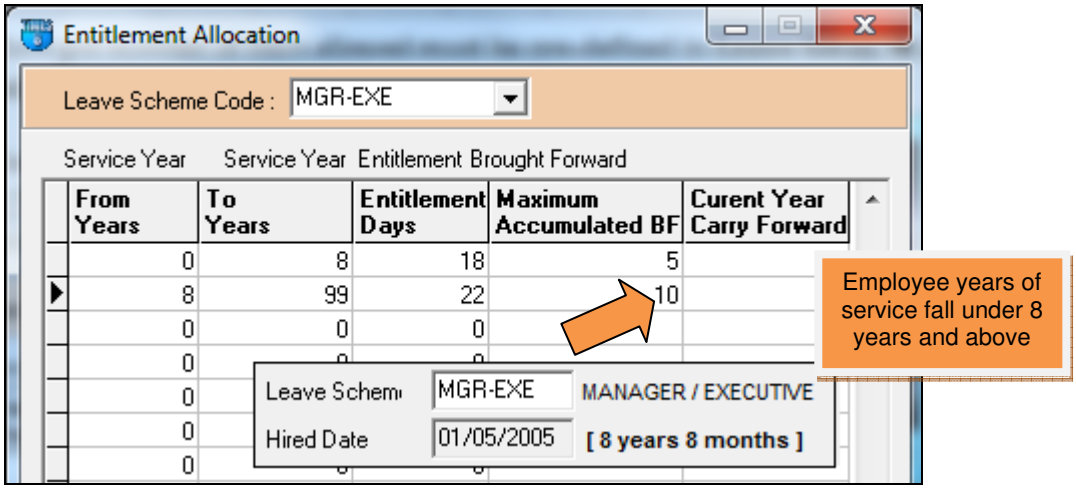
f) Maximum Day C/F (By Percentage)

Carry Forward By Percentage must be pre-defined in **Leave Setup ➔ Leave Allocation ➔** [**Maximum Accumulated BF**] column.

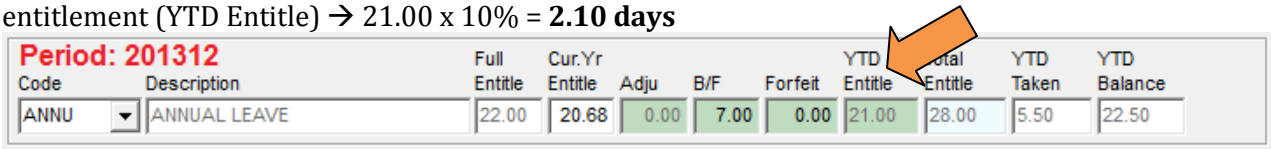
If Maximum Day C/F (By Percentage) is selected during Initialize New Year, then, the information set in Maximum Accumulated BF column will be treated as percentage.

The computation of leave balance allowed to be carried forward is only based on current year entitlement.

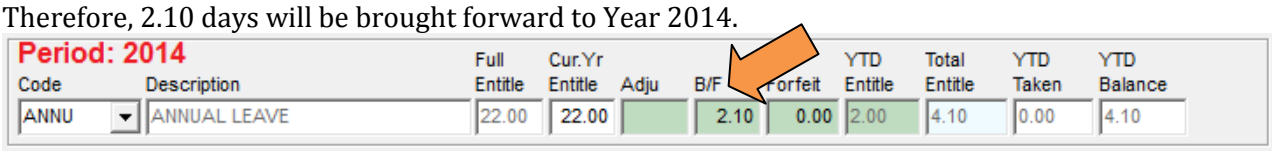
In the below example, employee's years of service fall under 8 years and above in which we have pre-set the maximum carry forward leave allowed is 10.



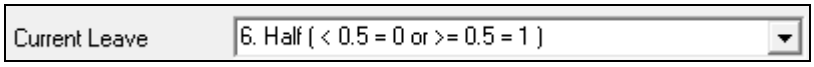
The computation of leave balance allowed to be carried forward is only based on current year entitlement (YTD Entitle) → 21.00 x 10% = **2.10 days**



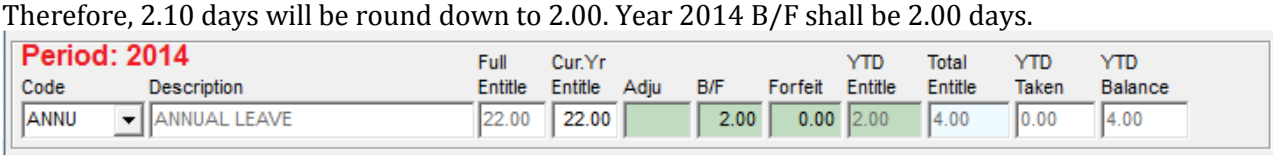
Screen capture below shows the expected result of **BF** in **Year 2014**.
The rounding method selected is ***Not Round***.
Therefore, 2.10 days will be brought forward to Year 2014.



Screen capture below shows the expected result of **BF** in **Year 2014**.
The rounding method selected is ***Round***.
Take note that the Rounding formula will be based on the method you have pre-set in **Leave Setup → Leave Administration → [Current Leave]**
Assuming you have set the below rounding method in Leave Setup.



Therefore, 2.10 days will be round down to 2.00. Year 2014 B/F shall be 2.00 days.



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ANNEX B – Options In Initialize New Year

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

Select the checkbox to create employees' working calendar for year 2014.
This option should be checked if this is the first time you run this process.

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

b) Carry Forward Leave Method to exclude Annual Leave Adjustment

Select the checkbox to *exclude* adjustment leave in your CF leave.
By default, it should be without check, which means leave adjustment will be automatically included into your Carry Forward leave.

☐ Carry Forward Leave Method to excludes Annual Leave Adjustment.

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

c) Initialize Public Holiday?

Remove the check if you do not want system to auto-insert Timesoft pre-set of 2014 National and KL public holiday into your database.

☑ Initialize Public Holiday?

d) Initialize Leave Entitlement?

Remove the check if you are not using leave module so system will not create Leave Entitlement for every employee. In doing so, it saves the users' time when performing Initialize New Year task.

☑ Initialize Leave Entitlement?

e) Initialize Employee's Cost Centre Allocation Table

Select the checkbox to duplicate Cost Centre Allocation from **period 201312** to all periods in 2014.

This option should be checked if this is the first time you run this process after you have completed Dec 2013 payroll processing.

☑ Initialize Employee's Cost Centre Allocation Table.

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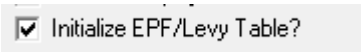
f) Initialize EPF/Levy Table?

Select the checkbox to duplicate EPF/SOCSO settings from 2013 to 2014.
This option should be checked if this is the first time you run this process after you have completed Dec 2013 payroll processing.

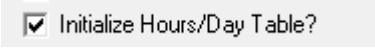


g) Initialize Company Parameters/HRD Table?

Select the checkbox to duplicate Company Parameters/HRD settings from 2013 to 2014.
This option should be checked if this is the first time you run this process after you have completed Dec 2013 payroll processing.

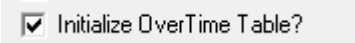
h) Initialize Hours/Day Table?

Select the checkbox to duplicate Hours/Day Table settings from 2013 to 2014.
This option should be checked if this is the first time you run this process after you have completed Dec 2013 payroll processing.



i) Initialize OverTime Table?

Select the checkbox to duplicate OverTime Rate Setting settings from 2013 to 2014.
This option should be checked if this is the first time you run this process after you have completed Dec 2013 payroll processing.

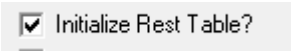


j) Initialize Shift Table?

Select the checkbox to duplicate the Shift Rate Setting settings from 2013 to 2014.
This option should be checked if this is the first time you run this process after you have completed Dec 2013 payroll processing.

k) Initialize Rest Table?

Select the checkbox to duplicate RestDay Rate Setting settings from 2013 to 2014.
This option should be checked if this is the first time you run this process after you have completed Dec 2013 payroll processing.



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l) Initialize Allowance/Deduction Table?:

Select the checkbox to duplicate the Allowance/Deduction settings from 2013 to 2014.
This option should be checked if this is the first time you run this process after you have completed Dec 2013 payroll processing.

☑ Initialize Allowance/Deduction Table?

m) Initialize Pay Group Setting?:

Select the checkbox to duplicate Pay Group settings from 2013 to 2014.
This option should be checked if this is the first time you run this process after you have completed Dec 2013 payroll processing.

☑ Initialize Pay Group Setting?

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ANNEX C – Explanation on Bonus Method

By Calendar / By Pay Period / By Calendar-Periodical

***By Calendar** : Based on the Calendar year (01 Jan 2013 to 31 Dec 2013)

***By Pay Period** : Based on the employee's pay group's period (Eg: 21 Dec 2012 to 20 Dec 2013)

***By Calendar – Periodical** : Based on the company financial period (Eg: 01 July 2012 to 30 Jun 2013)

Below table shows the difference among the 3 types of Bonus Run Method:

BY CALENDAR			BY PAY PERIOD			BY CALENDAR – PERIODICAL		
Period 1	01/01/2013	31/01/2013	Period 1	21/12/2012	20/01/2013	Period 1	01/07/2012	31/07/2012
Period 2	01/02/2013	28/02/2013	Period 2	21/01/2013	20/02/2013	Period 2	01/08/2012	31/08/2012
Period 3	01/03/2013	31/03/2013	Period 3	21/02/2013	20/03/2013	Period 3	01/09/2012	30/09/2012
Period 4	01/04/2013	30/04/2013	Period 4	21/03/2013	20/04/2013	Period 4	01/10/2012	31/10/2012
Period 5	01/05/2013	31/05/2013	Period 5	21/04/2013	20/05/2013	Period 5	01/11/2012	30/11/2012
Period 6	01/06/2013	30/06/2013	Period 6	21/05/2013	20/06/2013	Period 6	01/12/2012	31/12/2012
Period 7	01/07/2013	31/07/2013	Period 7	21/06/2013	20/07/2013	Period 7	01/01/2013	31/01/2013
Period 8	01/08/2013	31/08/2013	Period 8	21/07/2013	20/08/2013	Period 8	01/02/2013	28/02/2013
Period 9	01/09/2013	31/09/2013	Period 9	21/08/2013	20/09/2013	Period 9	01/03/2013	31/03/2013
Period 10	01/10/2013	30/10/2013	Period 10	21/09/2013	20/10/2013	Period 10	01/04/2013	30/04/2013
Period 11	01/11/2013	30/11/2013	Period 11	21/10/2013	20/11/2013	Period 11	01/05/2013	31/05/2013
Period 12	01/12/2013	31/12/2013	Period 12	21/11/2013	20/12/2013	Period 12	01/06/2013	30/06/2013

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ANNEX D – Explanation on Bonus Payment By

Below are few cases which differentiate Base Salary/New Base Salary/New Base Salary(Last Year).

CASE 1: Bonus Run at Period Dec 2013

Code	Department	Category	Occupation	Inc Date	Paid Date	Old Pay	Increment	New Pay	Se
FJOIN	SABAH-AD	NMGT	FSUP	23/08/2011	23/08/2011	1530.00	0.00	1530.00	NC
INCR	SABAH-AD	NMGT	FSUP	01/01/2012	01/01/2012	1980.00	400.00	2380.00	NC
INCR	SABAH-AD	NMGT	FSUP	01/10/2012	01/10/2012	2380.00	200.00	2580.00	NC
INCR	SABAH-AD	NMGT	FSUP	01/01/2013	01/01/2013	2580.00	250.00	2830.00	NC
NONE	SABAH-AD	NMGT	FSUP	25/01/2013	25/01/2013	2830.00	150.00	2980.00	NC

Base Salary

New Base Salary

CASE 2 : Bonus Run at Period Jan 2014

New Base Salary (Last Year)

Code	Department	Category	Occupation	Inc Date	Paid Date	Old Pay	Increme	New Pay	Sectio
FJOIN	SABAH-AD	NMGT	FSUP	23/08/2011	23/08/2011	1530.00	0.0	1530.00	NONE
INCR	SABAH-AD	NMGT	FSUP	01/01/2012	01/01/2012	1980.00	400.00	2380.00	NONE
INCR	SABAH-AD	NMGT	FSUP	01/10/2012	01/10/2012	2380.00	200.00	2580.00	NONE
INCR	SABAH-AD	NMGT	FSUP	01/01/2013	01/01/2013	2580.00	250.00	2830.00	NONE
NONE	SABAH-AD	NMGT	FSUP	25/01/2013	25/01/2013	2830.00	150.00	2980.00	NONE
NONE	SABAH-AD	NMGT	FSUP	13/01/2014	13/01/2014	2980.00	300.00	3280.00	NONE

Base Salary

New Base Salary

CASE 3 : Bonus Run at Period Jan 2014

New Base Salary (Last Year)

Code	Department	Category	Occupation	Inc Date	Paid Date	Old Pay	Increm t	New Pay	Sectio
FJOIN	SABAH-AD	NMGT	FSUP	23/08/2011	23/08/2011	1530.00	0	1530.00	NONE
INCR	SABAH-AD	NMGT	FSUP	01/01/2012	01/01/2012	1980.00	400.	2380.00	NONE
INCR	SABAH-AD	NMGT	FSUP	01/10/2012	01/10/2012	2380.00	200.	2580.00	NONE
INCR	SABAH-AD	NMGT	FSUP	01/01/2013	01/01/2013	2580.00	250.00	2830.00	NONE
NONE	SABAH-AD	NMGT	FSUP	25/01/2013	25/01/2013	2830.00	150.00	2980.00	NONE
NONE	SABAH-AD	NMGT	FSUP	13/01/2014	13/01/2014	2980.00	300.00	3280.00	NONE
NONE	SABAH-AD	NMGT	FSUP	01/02/2014	01/02/201	3280.00	150.00	3430.00	NONE

Base Salary

New Base Salary

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ANNEX E – Explanation on Bonus Calculation By

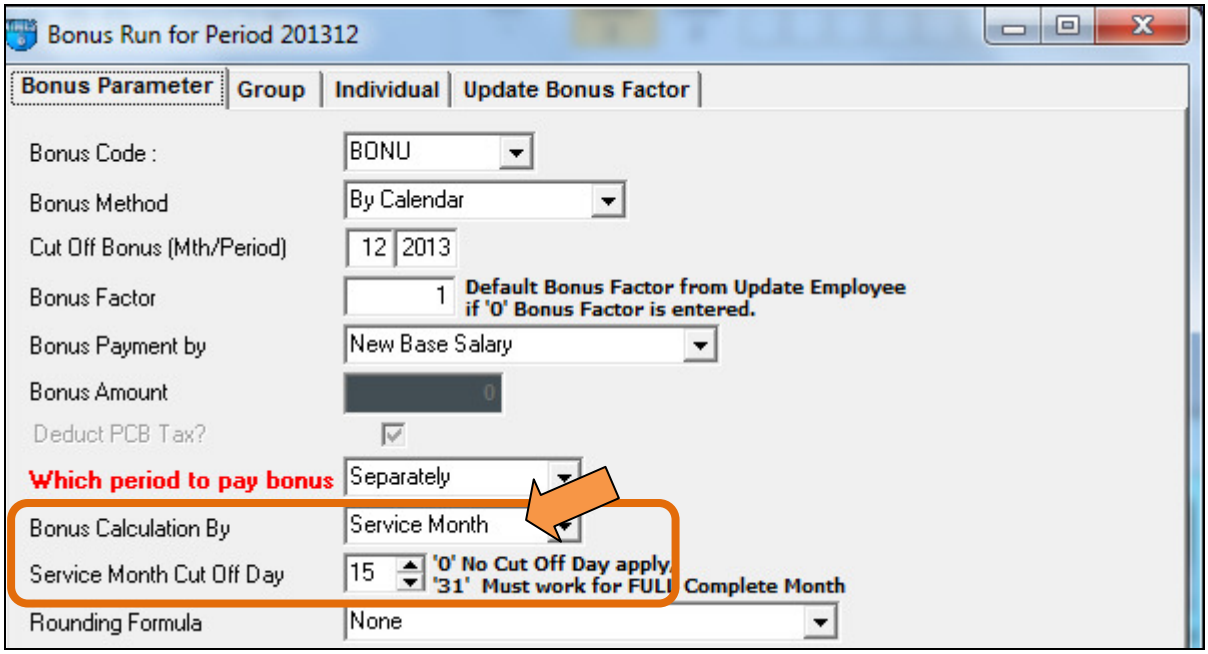
**Bonus Calculation by: Service Month

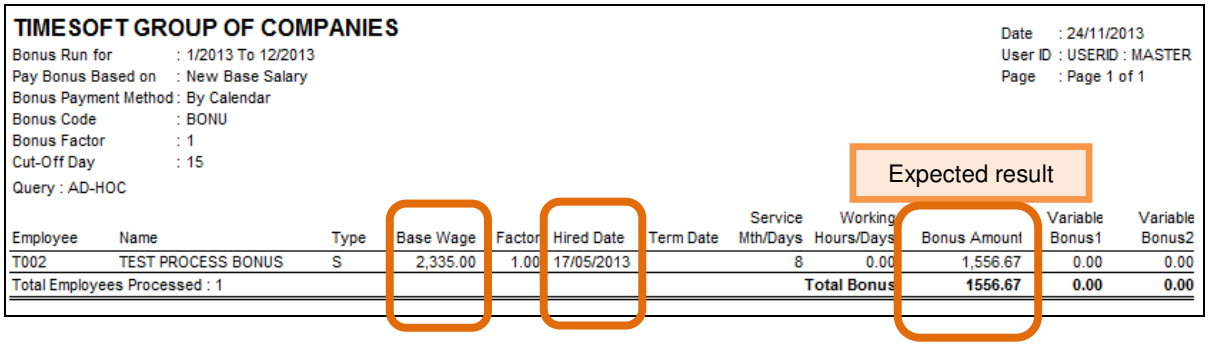
Hired date	: 17/05/2013	**Basic Salary**	: RM 2,335
Bonus factor	: 1	**Cut Off Bonus**	: December 2013
Bonus method by	: Service Month	**Service Month Cut Off**	: 15

The bonus amount will be computed as follows:

$$\frac{8}{12} \times RM\,2{,}335 \times 1 = RM\,1556.67$$

Month of May 2013 will be included in the bonus pro-rate computation if service month cut-off is set as [15].
Employee hired date was [17/05/2013].
From 17/05/2013 to 31/05/2013 is equal to 15 calendar days.





TIMESOFT GROUP OF COMPANIES

Bonus Run for : 1/2013 To 12/2013
Pay Bonus Based on : New Base Salary
Bonus Payment Method : By Calendar
Bonus Code : BONU
Bonus Factor : 1
Cut-Off Day : 15
Query : AD-HOC

Date : 24/11/2013
User ID : USERID : MASTER
Page : Page 1 of 1

Expected result

Employee	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hours/Days	Bonus Amount	Variable Bonus1	Variable Bonus2
T002	TEST PROCESS BONUS	S	2,335.00	1.00	17/05/2013		8	0.00	1,556.67	0.00	0.00
Total Employees Processed : 1								Total Bonus	1556.67	0.00	0.00

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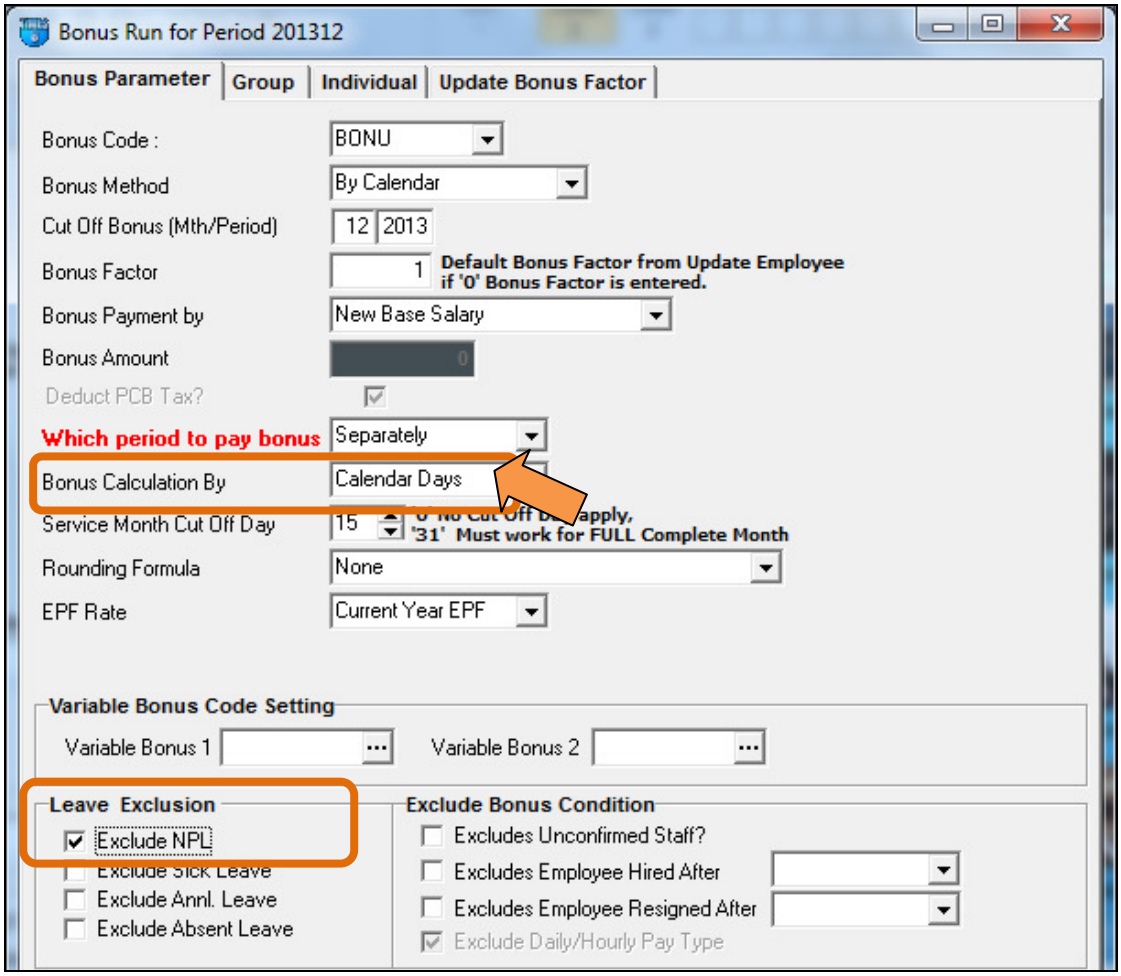
**Bonus Calculation by: Calendar days

Hired date	: 17/05/2013	**Basic Salary**	: RM 2,335
Bonus factor	: 1	**Cut Off Bonus**	: December 2013
Bonus method by	: Calendar Days	**NPL**	: 4 days

The bonus amount will be computed as follows:

Total calendar days = 365 days
Actual calendar days = (15+30+31+31+30+31+30+31) less 4 days NPL **=** 225 days

$$\frac{225}{365} \times RM\,2{,}335 \times 1 = RM\,1439.38$$



TIMESOFT GROUP OF COMPANIES

Bonus Run for : 1/2013 To 12/2013
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

Date : 24/11/2013
User ID : USERID : MASTER
Page : Page 1 of 1

Expected result

Employee	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hours/Days	Bonus Amount	Variable Bonus1	Variable Bonus2
T002	TEST PROCESS BONUS	S	2,335.00	1.00	17/05/2013		225	0.00	1,439.38	0.00	0.00
Total Employees Processed : 1								Total Bonus	1439.38	0.00	0.00

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**Bonus Calculation by: Working days

Hired date : 17/05/2013
Bonus factor : 1
Bonus method by : Working Days
Basic Salary : RM2, 335
Cut Off Bonus : December 2013
NPL : 4 days

Total Working Days in the year can be checked by referring to the **Pay Group** in **Payroll Setup**

Period	Start-Date	Mid-Date	End-Date	1st Half	2rd Half	Total
201301	01/01/2013	15/01/2013	31/01/2013	11.0	12.0	23
201302	01/02/2013	15/02/2013	28/02/2013	11.0	9.0	20
201303	01/03/2013	15/03/2013	31/03/2013	11.0	10.0	21
201304	01/04/2013	15/04/2013	30/04/2013	11.0	11.0	22
201305	01/05/2013	15/05/2013	31/05/2013	11.0	12.0	23
201306	01/06/2013	15/06/2013	30/06/2013	10.0	10.0	20
201307	01/07/2013	15/07/2013	31/07/2013	11.0	12.0	23
201308	01/08/2013	15/08/2013	31/08/2013	11.0	11.0	22
201309	01/09/2013	15/09/2013	30/09/2013	10.0	11.0	21
201310	01/10/2013	15/10/2013	31/10/2013	11.0	12.0	23
201311	01/11/2013	15/11/2013	30/11/2013	11.0	10.0	21
201312	01/12/2013	15/12/2013	31/12/2013	10.0	12.0	22

Total working days for 5.0 days per week working pattern is 261 days

The bonus will be computed as follows:

Total working days in the year:
(22+21+22+21+23+21+22+23+20+23+22+21)= 261 days

Actual days worked:
(11+21+22+23+20+23+22+21) less 4 days NPL= 159 days

$$\frac{159}{261} \times RM\,2{,}335 \times 1 = RM\,1422.47$$

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Bonus Run for Period 201312

Bonus Parameter | Group | Individual | Update Bonus Factor

Bonus Code : BONU
Bonus Method By Calendar
Cut Off Bonus (Mth/Period) 12 2013
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 Working 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

Variable Bonus Code Setting
Variable Bonus 1 ... Variable Bonus 2 ...

Leave Exclusion
☑ Exclude NPL
☐ Exclude Sick Leave
☐ Exclude Annl. Leave
☐ Exclude Absent Leave

Exclude Bonus Condition
☐ Excludes Unconfirmed Staff?
☐ Excludes Employee Hired After
☐ Excludes Employee Resigned After
☑ Exclude Daily/Hourly Pay Type

<F4>-Delete code <Insert> - Add Code | Clear Record | Trial Run | Process | Close

TIMESOFT GROUP OF COMPANIES

Bonus Run for : 1/2013 To 12/2013
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

Date : 24/11/2013
User ID : USERID : MASTER
Page : Page 1 of 1

Expected result

Employee	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hours/Days	Bonus Amount	Variable Bonus1	Variable Bonus2
T002	TEST PROCESS BONUS	S	2,335.00	1.00	17/05/2013		159	0.00	1,422.47	0.00	0.00
Total Employees Processed : 1								Total Bonus	1422.47	0.00	0.00

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ANNEX F – Import Bonus Using Excel/CSV File

Alternate to processing bonus using Standard Bonus Run / Process By Group / Process By Individual, users have an option of importing Bonus amount from **Excel/CSV** file.

To do importing, firstly, you need to prepare your data in an Excel/CSV file.
Below is an example of bonus data in Excel file.
Your data must start from Row 1 and no file header is required.
Amount column must not contain currency symbol and comma.
In the file example below, **Column A** is Employee Code and **Column B** is Bonus amount.

	A	B
1	N0001	2000
2	0010A	500
3	0010A	3000

After preparing the Import file, user need to decide which cycle you would like the Bonus amount to appear i.e. MID, END or BONUS.

Example of scenarios:

(a) If your monthly payroll consist of END only, and you wish to import Bonus amount to BONUS cycle, please run Process Pay Record for [**END**] and then follow by [**BONUS**] cycle.

(b) If your monthly payroll consist of END only, and you wish to import Bonus amount to END cycle, please run Process Pay Record for [**END**] cycle.

(c) If your monthly payroll consist of MID and END, and you wish to import Bonus amount to BONUS cycle, please run Process Pay Record for [**MID**], and next [**END**], then follow by [**BONUS**] cycle.

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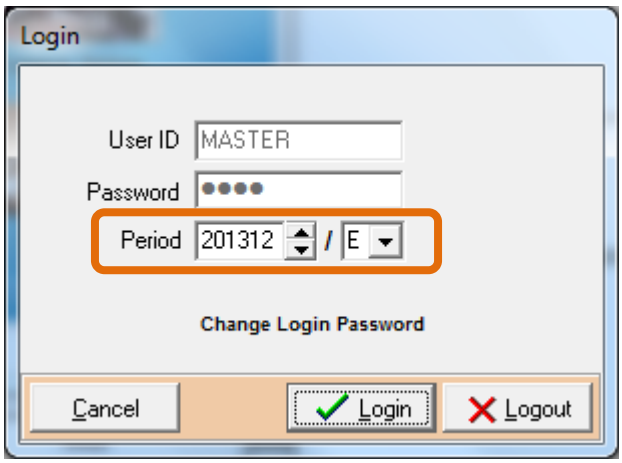
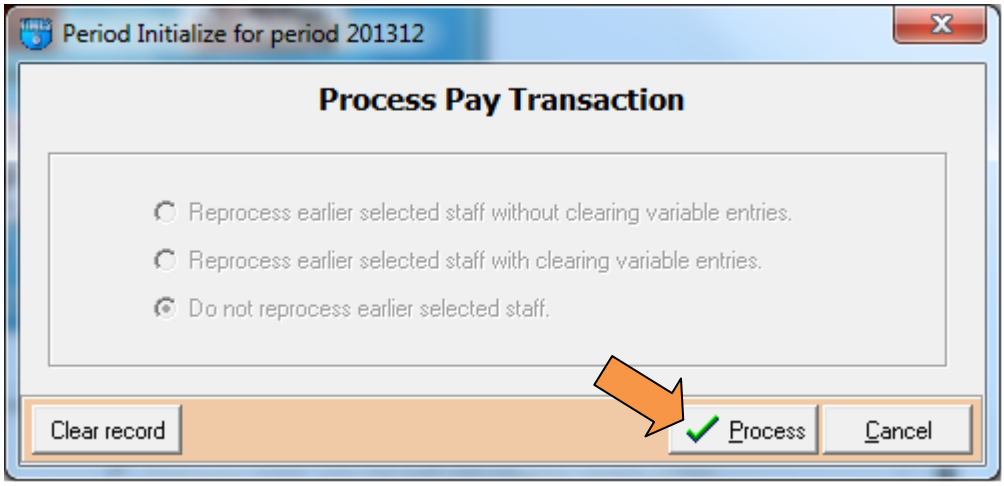
Below steps explain how to import Bonus from Excel/CSV file to Bonus cycle.

1. Select cycle as [**E**] and your desired period to process Bonus.



2. Go to **Process Payroll** → [**Pay Record**]

3. Click on [**Process**] to start processing Pay Record.



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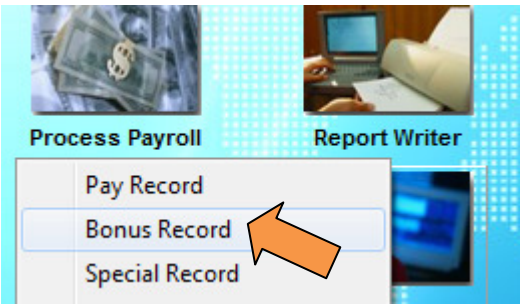
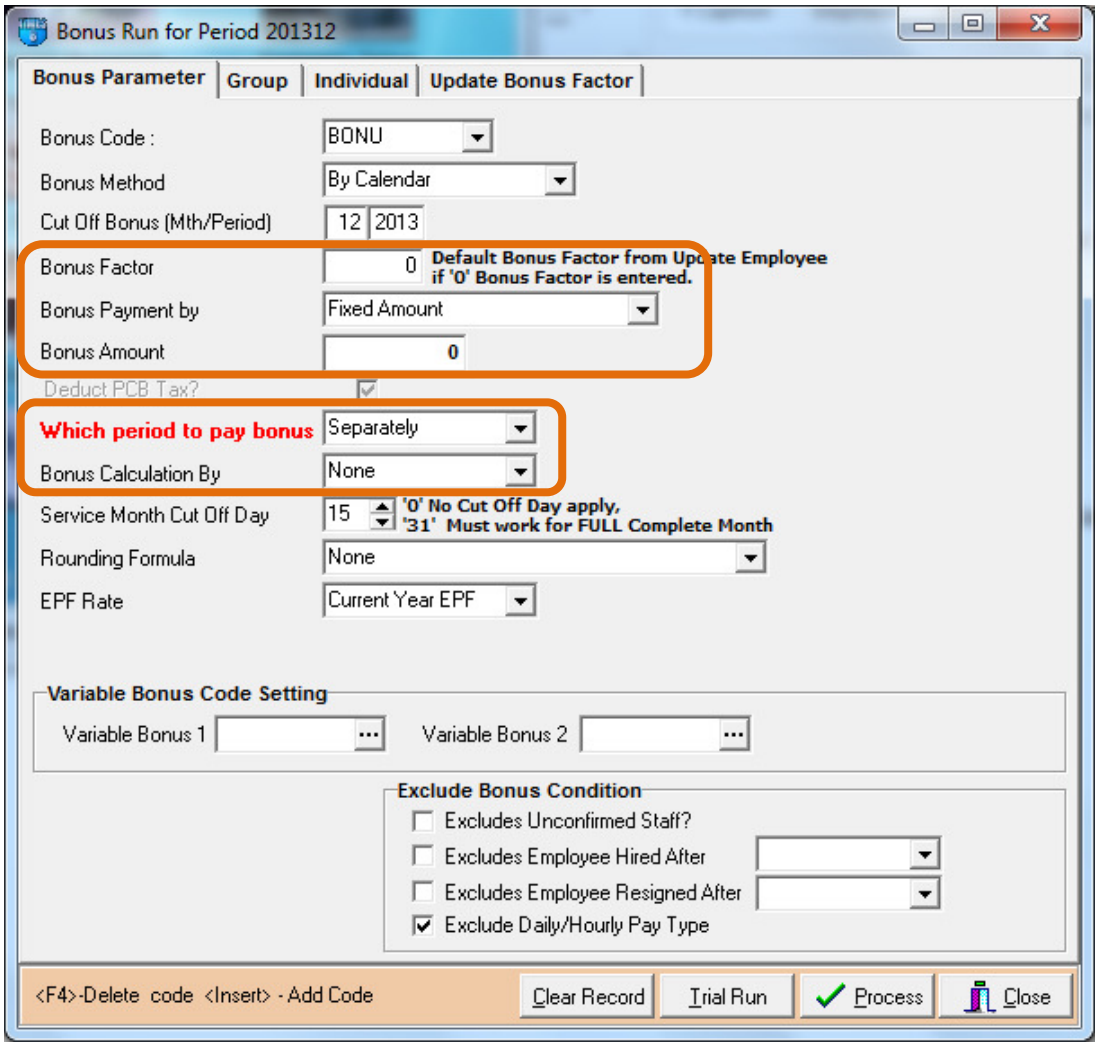
4. Once **Process Pay Record** is completed, go to **Process Payroll** → [**Bonus Record**]



5. If you want to import the Bonus data using Excel/CSV file, you need to process Bonus Run based on below settings:
   [**Bonus Factor**] = 0
   [**Bonus Payment By**] = Fixed Amount
   [**Bonus Amount**] = 0
   [**Which Period To Pay Bonus**] = Separately
   [**Bonus Calculation By**] = None
   Ensure the list in [**Group**], [**Individual**] and [**Update Bonus Factor**] tab is empty.
   Once you have finished your setup, click on [**Process**].
   The reason to process the bonus cycle with zero amounts is to prepare an 'Empty Template' for subsequent bonus import.



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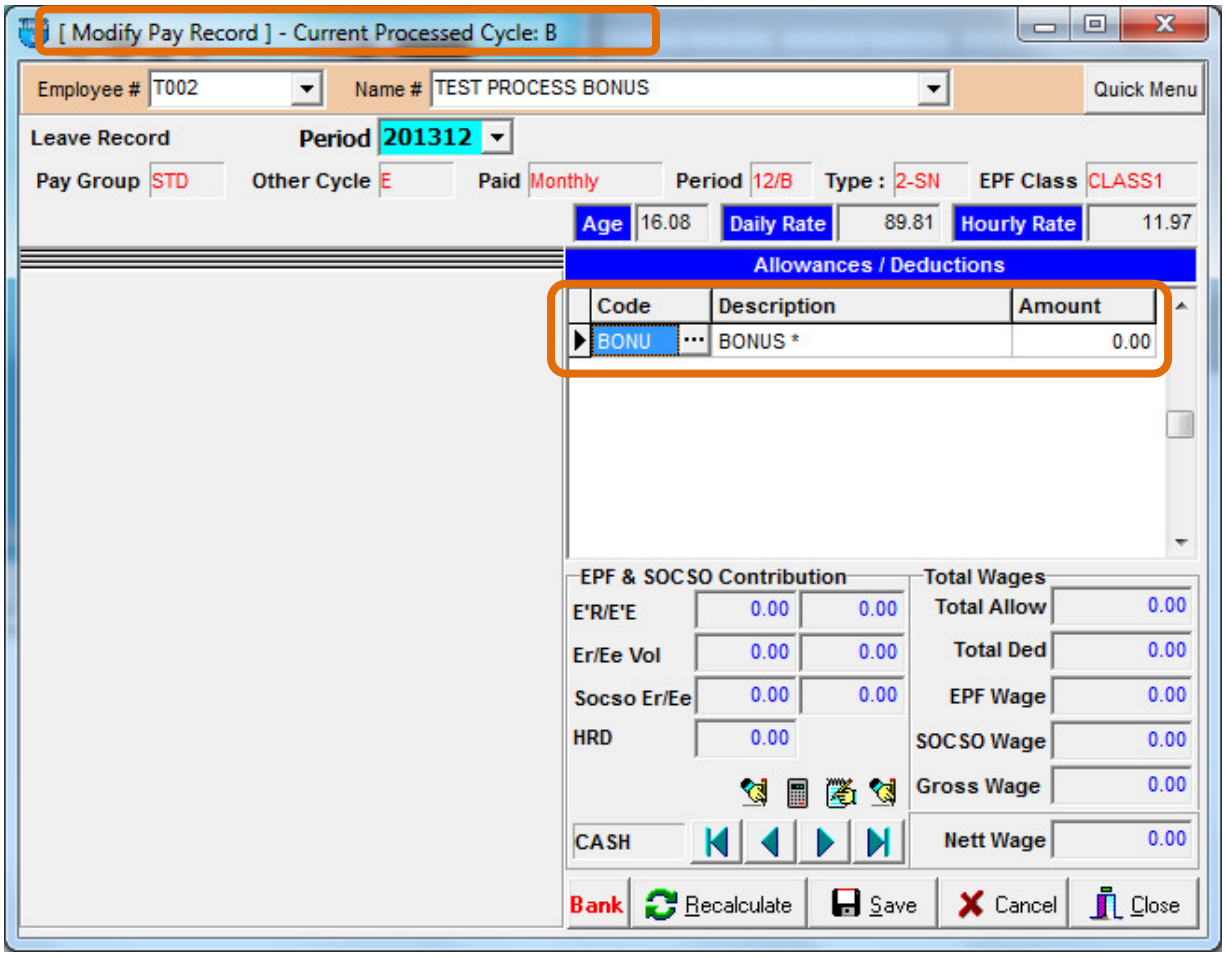
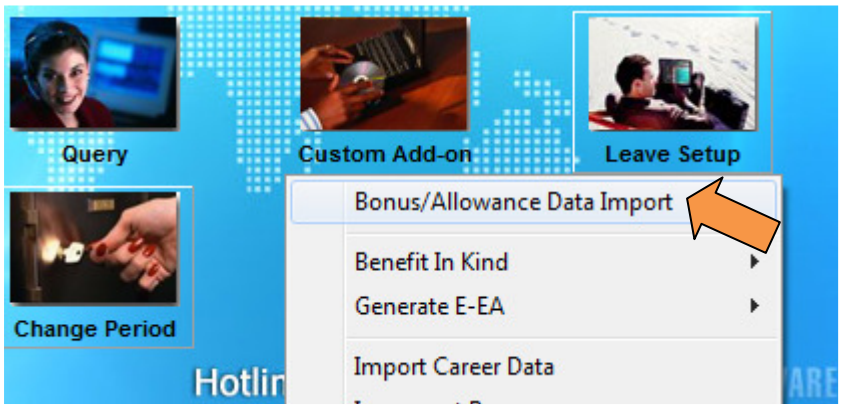
6. Once Process Bonus is completed, if you login to [**Bonus**] cycle, there will be a Bonus code with 0.00 amount.



7. Next, go to Custom Add-On →[**Bonus/Allowance Data Import**]



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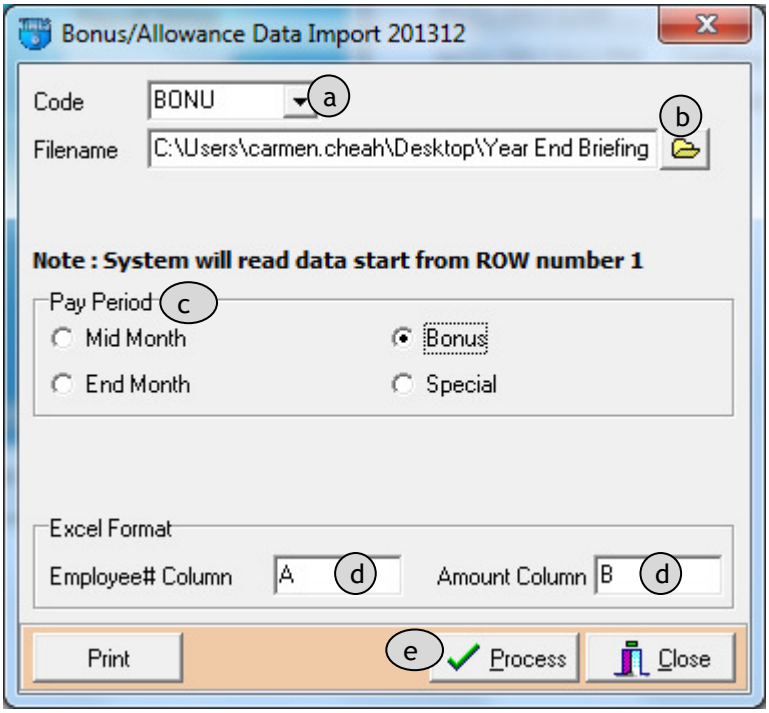
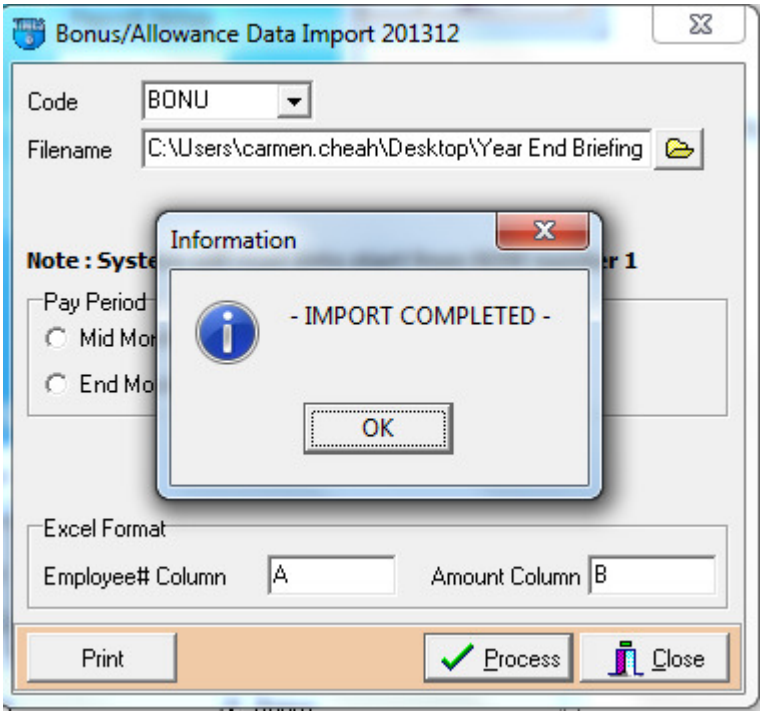
8. [**Bonus/Allowance Data Import**] dialog box will appear on the screen.
   (a) Select Bonus allowance code from [**Code**] selection list.
   (b) Click on [**browse**] to select import file.
   (c) Select pay period as [**Bonus**] since we are importing into BONUS cycle.
   (d) Define respective column for Employee Code and Amount.
   From the Excel file example below, [**Employee Code**] in Column A and [**Amount**] in Column B.
   (e) Click on [**Process**] to start importing.



Excel File

	A	B
1	N0001	2000
2	0010A	500
3	T002	3000

9. Click on [**OK**]. Then, you can proceed to check the Bonus amount in Modify Bonus Record.



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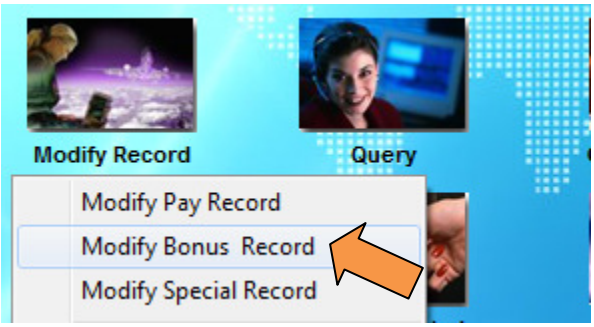
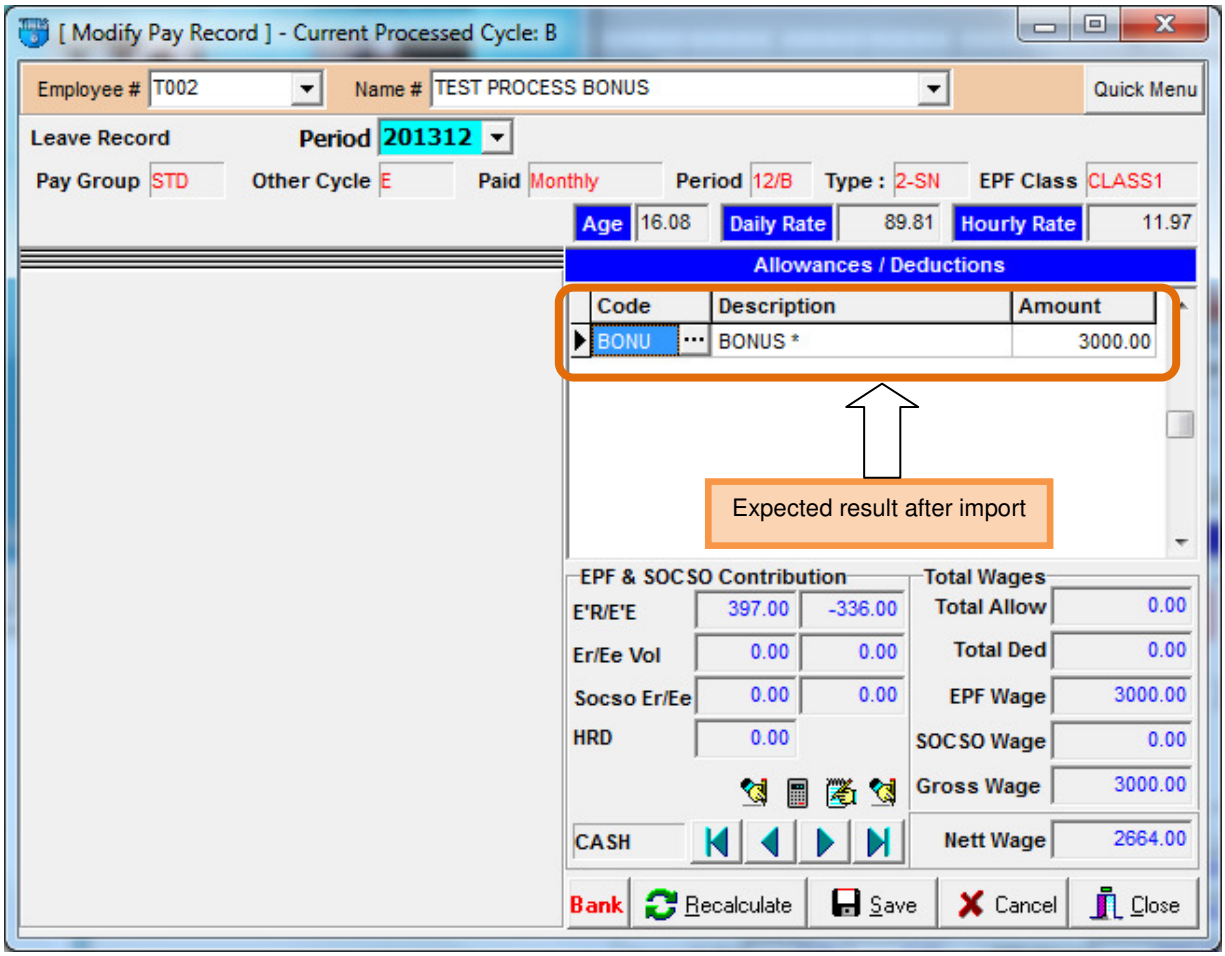
10. Go to Modify Record → [**Modify Bonus Record**]



11. Bonus amount is shown under [**Allowances/Deductions**] section.



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ANNEX G – EA Column Guide

The purpose of EA Column Guide is to help user to setup which position the allowances/deductions should reflect in EA Form.

EA COLUMN GUIDE (Malay Version)		
BAH	**BUTIR-BUTIRAN**	**EA #**
B	**PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN**	
	1. Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	1
	Fi (termasuk fi pengarah), komisen atau bonus	2
	Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain	3
	Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	4
	2. Nilai Manfaat atau kemudahan berupa barangan :-	
	(a) (i) Nilai kereta dan petrol	5
	(ii) Nilai pemandu	6
	(b) Elektrik, air, telefon dan kemudahan lain	7
	(c) Nilai manfaat rumah tangga :-	
	(i) Separuh lengkap dengan perabot, / penyaman udara/langsir/permaidani.	8
	(ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas.	9
	(iii) Butiran berasingan: Perabot dan kelengkapan	10
	Perkakas Dapur	11
	Hiburan dan Rekreasi	12
	(d) Pembantu rumah dan tukang kebun	14
	(e) Manfaat Tambang Percutian	15
	(f) Lain-lain (misalnya makanan dan pakaian)	16
	3. Nilai tempat kediaman	17
	4. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	18
	5. Pampasan kerana kehilangan pekerjaan	19
C	**PENCEN DAN LAIN-LAIN**	
	1. Pencen	20
	2. Anuiti atau Bayaran Berkala yang lain	21
F	**PEMBAYARAN TUNGGAKAN DAN LAIN-LAIN BAGI TAHUN-TAHUN TERDAHULU (SEBELUM TAHUN SEMASA)**	22 / 23
G	**ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI**	25

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EA COLUMN GUIDE (English Version)		
PART	**PARTICULARS**	**EA #**
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

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