



1) How to process the payroll?

- Login as Super Admin / Admin > Payroll (Left Panel) > Salary / Bonus / Commission tab

- Select an employee and click on 'Generate'

- After payroll generated successfully, there are 2 buttons will be displayed.

- i) 'Process' button: To click on this button after you double check figure of payroll is correct. Once clicked on 'Process', it will process to history detail for that payroll month.
- ii) 'Revert' button: To click on this button for selected employee if figure is incorrect

- Functions of drop-down list (In payroll detail):

The screenshot shows the payroll summary interface. At the top, there are tabs for Bonus, Commission, History (selected), and My Payslip. Below the tabs, there is a 'PAYROLL TYPE' dropdown set to 'All' and an 'Action' dropdown menu. The menu options are: Download Bank File, Print Payroll Report, Release all payslip, Send all payslip, Revert all pay, and Confirm all pay. The summary table shows:

RM 7,390.35	Grand Total	RM 6,256.25	Total Net Pay
RM 1,024.00	Total payable to EPF	RM 82.10	Total payable to SOCSO

Below the table, the word 'Salary' is displayed.

Transfer

- i) Confirm all pay: To confirm all payroll (salary / bonus / commission). It also can confirm single pay, please refer as below:

A EARNINGS	PCB	EPF	SOCSO	EIS	DEDUCTIONS	NET PAY	
220.50	0.00	135.00	0.00	6.70	200.00	3,011.80	<input checked="" type="checkbox"/>

Confir

- ii) Release all payslip: To revert all payroll (salary / bonus / commission) which is confirmed pay

IC SALARY	EXTRA EARNINGS	PCB	EPF	SOCSO	EIS	DEDUCTIONS	NET PAY	
3,133.00	220.50	0.00	135.00	0.00	6.70	200.00	3,011.80	<input checked="" type="checkbox"/>



iii) Send all payslip: To send all payroll (salary / bonus / commission) which is confirmed pay to employee with email address. It also can send single payslip, please refer as below:

IRY	EXTRA EARNINGS	PCB	EPF	SOCSSO	EIS	DEDUCTIONS	NET PAY	
3.00	220.50	0.00	135.00	0.00	6.70	200.00	3,011.80	

iv) Release all payslip: To release all payroll (salary / bonus / commission) which is confirmed pay. After release, employee can see their own payslip. it also can release single payslip, please refer as below:

EXTRA EARNINGS	PCB	EPF	SOCSSO	EIS	DEDUCTIONS	NET PAY	
220.50	0.00	135.00	0.00	6.70	200.00	3,011.80	

- Close pay for that month, but make sure to confirmed the all pay.

2) How to revert back to previous month?

- Login as Super Admin / Admin > Payroll (Left Panel) > Salary / Bonus / Commission tab
- Click on button which is beside 'Pay For' for revert back to previous month

PAY FOR August 2019

Revert back to previous month

CUT-OFF PERIOD 01 Aug to 31 Aug

3) How to download bank file for bank submission?

- Login as Super Admin / Admin > Payroll (Left Panel) > Download File tab
- Select the Bank, File Type and other filter, then click on Download

Salary Bonus Commission History **Download File** My Payslip

Bank File
To generate selected bank file for bank submission.

BANK * Public Bank Berhad (Acc. No. 1234567890)

FILE TYPE *

PAYROLL MONTH *

BRANCH

PAYROLL TYPE All Payroll Type

DEPARTMENT All Department



4) How to setup overtime rate for employee?

- Login as Super Admin / Admin > Employee (Left Panel) > Select an Employee > Earning tab
- Default value of Day Per Month is 8 days, and Hour Per Day is 8 hours.
- There are only 4 overtimes (Normal Day, Rest Day, Holiday & Extra Pay).
- There are two types of overtime mode:

RATIO MODE

- Overtime rate will be based on set of formula calculation.
- Formula of rate calculation: PAYRATE x RATIO
- Formula of payrate calculation:
 $[(\text{SALARY} + \text{ALLOWANCE}) \text{ OR Maximum Pay Rate}] / \text{Day Per Month} / \text{Hour Per Day}$
- If $(\text{SALARY} + \text{ALLOWANCE}) > \text{Maximum Pay Rate}$, system will take MPR instead of $(\text{SALARY} + \text{ALLOWANCE})$
- For ALLOWANCE involve overtime rate calculation, please refer to **Section 5**.

DESCRIPTION	PAY RATE	RATIO
Normal Day	9.97	1.50
Rest Day	9.62	2.00
Holiday	9.97	3.00
Extra Pay	9.62	1.00

Formula:
 $2,000.00 (\text{Salary}) + 73.37 (\text{Allowance}) = 2,073.37$
 $2,073.37 / 26 / 8 = 9.97$

FIXED RATE MODE

- No calculation, overtime rate will be based on what user set Fixed Rate.

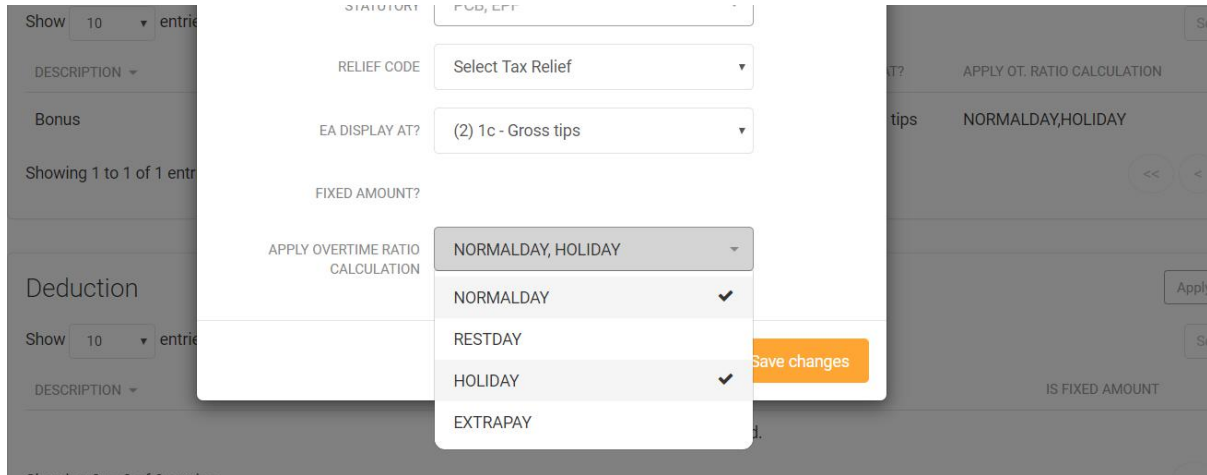
FIXED RATE

- In Payroll screen, overtime rate will be displayed according on which mode that user select.



5) How select allowance to involve overtime rate calculation?

- Login as Super Admin / Admin > Employee (Left Panel) > Select an Employee > Payroll Item tab
- Add / Edit an allowance > Allowance popup screen will be displayed > Select 1 or multiple option for Apply Overtime Ratio Calculation field > Click on Save.



6) How to download C.P.8D e-Data file?

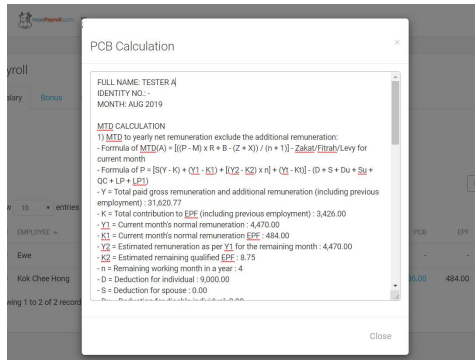
- Login as Super Admin / Admin > Report (Left Panel) > Government tab
- Select 'Income Tax E Form (Page 1 & 2)' report
- Select year and click on C.P.8D (Part A) OR (Part B) buttons to download file

7) How to know PCB calculation result after generate payroll?

- Login as Super Admin / Admin > Payroll (Left Panel) > Salary / Bonus / Commission tab
- After generated payroll (Salary / Bonus / Commission) for selected employee, click on PCB amount to pop out the PCB calculation result.

EMPLOYEE	BASIC SALARY	OVERTIME	ADDITIONAL	GROSS PAY	DEDUCTION	PCB	EPF	SOCSSO	E
Alex Ng	3,000.00	0.00	0.00	3,000.00	0.00	-	-	-	
Contract Staff	6,689.09	0.00	5,130.00	11,819.09	110.00	-	-	-	
CTO Tester	2,000.00	181.65	73.37	2,255.02	0.00	-	-	-	
Permanent Staff	3,000.00	0.00	0.00	3,000.00	0.00	0.00	330.00	14.75	5.9
Testing 1	4,400.00	0.00	70.00	4,470.00	0.00	60.80	484.00	19.75	7.9

- PCB calculation result pop will be this:



8) How the PCB / EPF / SOCSO / EIS paid by Employer?

- Login as Super Admin / Admin > Employee (Left Panel) > Select an employee > Statutory tab

- There are 4 options to set for paid for Employer as below:

- i) All PCB Pay By Employer?
- ii) All EPF Pay By Employer?
- iii) All SOCSO Pay By Employer?
- iv) All EIS Pay By Employer?

- If you set PCB pay by Employer, which means net pay will exclude PCB after generated payroll

- In Payroll screen (Generate Salary / Bonus / Commission & Payroll Detail) will show indicator (*) for statutory which is paid by employer

9) How to setup staff Allowance?

- Login as Super Admin / Admin > Employee (Left Panel) > Select an employee > Payroll Item tab > Allowance

- You able to add / update / delete the allowance

- **NOTE: Starting from 1st April 2020, Category field for ad/ edit allowance will be removed.**

10) How to filter employee before payroll generation?

- Login as Super Admin / Admin > Payroll (Left Panel) > Salary / Bonus / Commission tab

- There are few selections for filter payroll (Employee Range Display, Race, Designation, Department and Branch).

- For 'Employee Range Display' filter, if total of employee with pending payroll is more than 20, then default value will be 'Show Top 20 Employee(s)', else will be 'Show All Employee(s)'.

- **NOTE: Starting from 21st April 2020, it's new feature let user filter employee before generate payroll.**