Payroll

User Manual

INTRODUCTION

UBS Payroll – Windows Version includes many new features that enable user to do your work easier and faster. We enhance our product by retaining all current features and improve them continuously.

In this windows version, user will improve productivity with time-saving windows feature. All command bars and drop down menus are logically organized in a systematic manner that will enable user to operate smoothly.

For report writing, we have a variety of standard reports with built-in customization features. User can make use of the existing reports to create your own report layout to meet your organization's specific needs. You are able to see the changes immediately because all screens are updated instantly.

UBS Payroll – Windows Version is highly respected because of its high performance, user friendly and data integrity. We therefore strive for the best improvement to support customers in terms of quality.

GETTING STARTED

After installation procedure, a shortcut icon is created on the desktop to provide easy access to your program. Double-click the shortcut icon to open UBS Payroll system.

When you see the main screen appears, you have to type in the correct information so that you can successfully enter into the system.

This system uses PIN Control (Personal Identification Number) as a security measure. It reserves 4 PIN numbers whereby each PIN can only access to its own work area using individual password. The default password given is 'UBS', and you have to change it to your own password to maintain its confidentiality.

PIN 0 = Management
  Access all parts of the system. This PIN is reserved for the management level.

PIN 1 = Management
  Authorized by PIN 0 of access all parts, except system administrative-Menu Control Manager.

PIN 2 = Payroll Clerk
  Only allow to access certain part maintenance and transactions.

PIN 3 = Payroll Clerk
  Only allow to access certain part maintenance and transactions.

CONTENTS

CHAPTER 1: PAYMENTS

Introduction:

This section enables user to maintain the 1st half payroll and 2nd half payroll such as add and update pay, generate pay details, process pay, check transactions and product various reports i.e. management reports, cash/bank/other and etc. This option differs from Advance in such a way that the number of days worked has to be keyed into the system and the pay slip will be printed with deduction of Advance.

1.1   1st Half Payroll

For the company who pay their employees twice a month and it will be sub-divided into two sections. For example, total working day per month is 26 days. Thus, the 1st half payroll will be 13 days only.

Normally all the information that you key in will be used to produce pay slip.

1.1.1   Add / Update

This option enables user to create the normal pay for the employee, edit overtime rate/EPF, defined the number of allowable holiday and leave for the employee and others.

1.1.1.1   Normal Pay

Payments → 1st half Payroll → Add /Update → Normal Pay
This menu comprises others five sub-menu.

Basic Pay & Overtime

1. Select "Search" button and select the particular employee record. Select "Line No" button to include the line number.

2. Next, if current employee has applied for any leave user just need to enter at the respective type of leave under the Pay Days (will not affect your salary that you received) and No Pay Days (it will affect your salary that you received) section.
    (Remark: User has to make sure the number of days that you enter must tally with working day, otherwise the system will not allow you to proceed to next stage. However, if user click on "Check working balanced in transaction" box (Housekeeping → Setup → Parameter Setup) and the system will display an alert message that the working day is not balance)

3. **OOB** abbreviation for **Out Of Bound**. When a new employee report to work and the starting date is not on the first day of the month, OOB need to be calculated in order to obtain for employee's basic pay on that respective month.
    Example:
    Mr. A starts working on 10 May 2006 and his monthly basic rate is RM2000.
    This means from 1st – 9th, he was not engaged with his company thus the OOB is 8 days.

    Basic Pay = Basic Rate – OOB
    = RM2000.00 – (9/31) * RM2000.00
    = RM1419.35

    If his rest day is Sunday, his working days for May 2006 will be 20 days.

4. For "Balance" table, it will display the total number of annual leave (1st figure) and number of medical leave (2nd figure) allowance for the employee.

(Remark: Go to Personnel → update Leave/Fund Entitled to define the number of annual leave and medical leave will be entitled to each employee.)

5. To view Overtime details please go to Housekeeping → Setup → Table Maintenance → Overtime Table or just enter the hour that will be entitled for current employee.

6. Next, specify the particulars:-

   Work Hours   : Total number of working hours entitled.
   Lateness   : Total number of hours an employee comes in late.
   No. Pay Hour   : Normally is for daily worker.

7. Select **"Top"** button to view the first employee record or return back to previous menu screen.

8. Select **"Previous"** button to view the prior employee record.

9. Select **"Next"** button to view the following employee record.

10. Select **"Bottom"** button to view the last employee record.

11. Next, click on **"Allowance"** and you will be prompted to another screen

   Allowances

   > **Note: User is advisable to follow the following rules before generating this transaction:-**

   > 1. **Go to Housekeeping → Allowance Table**
   >   **(Remark: If user sets a formula on that particular allowance field, system will treat the allowance amount as constant value).**

   > 2. **Next, go to Personnel → Add/Update Employees. But this is optional because user can enter the amount on this menu.**

12. **"DW Allowances Adjustment"** where you preset the allowances day to be one day but now you want to give one more day to respective employee and it depending on the payment daily, hourly or monthly worker.

13. Once you have completed specifying the relevant information, then click on "Deduction" and you will be prompted to another screen.

   Deduction

14. The same steps (1.1.1.1b) can be applied but this time user needs to go Housekeeping → Setup → Table Maintenance → Deduction Table

15. Message 1 and Message 2 is for remarks purpose.

16. Then, click on **"Other"** and you will be prompted to another screen.

   Other

17. Go to Housekeeping → Setup → Table Maintenance → Shift Allowance Table, in order to preset the different shift allowance table and rate. Then, user can go to Personnel → Add/Update Employees (Setting) to preset the allowance table that you want to use.

User Defined Rate

This option used to assign value to each row in User Define Rate table (Housekeeping → Setup → Table Maintenance) which might be used in neither deduction table (Housekeeping → Setup → Table Maintenance) nor allowance table (Housekeeping → Setup → Table Maintenance), so that user can generate some variables that is not maintain in UBS Payroll system. For instance, UDRATE1 will be the value for the 1st row in User Define Rate table.

18. Select **"Save"** button once you have completed specifying the relevant information.

19. Select "**Del. Pay"** button to delete the current employee record.

20. Select "**Exit"** button to log off.

1.1.1.2 Edit Overtime Rate / EPF / SOCSO / PCB

This option enables user to define the overtime rate, EPF, SOCSO AND PCB rate contributed by the employer and employee, as well as pencen.

Go to Payments → 1st Half Payroll → Add / Update → Edit Overtime Rate / EPF / SOCSO / PCB

1. Select **"Search"** button and select the employee's record. Select **"Line No"** button to include the line number.

2. Type in each of the particulars information:-

Overtime table: User can amend the rate and enter the hours for a particular employee.

EPF 'Yee: EPF rate paid by the employee.
(Remark: User is advisable to create the employee record. Go to Personnel → Add/Update Employees and define the employee's salary. Later system will auto generate the EPF rate.)

EPF 'Yer: EPF rate paid by the employer.
(Remark: User is advisable to create the employee record. Go to Personnel → Add/Update Employees and define the employee's salary. Later system will auto generate the EPF rate.)

Socso 'Yee: Socso Rate paid by the employee.
(Remark: User is advisable to create the employee record. Go to Personnel → Add/Update Employees and define the employee's salary. Later system will auto generate the SOCSO rate.)

Socso 'Yer: Socso Rate paid by the employer.
(Remark: User is advisable to create the employee record. Go to Personnel → Add/Update Employees and define the employee's salary. Later system will auto generate the SOCSO rate.)

PCB: PCB rate paid by the employee.
(Remark: User is advisable to create the employee record. Go to Personnel → Add/Update Employees and define the employee's salary. Later system will auto generate the PCB rate.)

Fixed(O,E,S,P,R): This field is used to set rate in overtime, EPF, SOCSO, or PCB to become a static value.

3. Select **"Top"** button to view the first employee record.

4. Select **"Next"** button to view the following employee record.

5. Select **"Previous"** button to view the prior employee record.

6. Select **"Bottom"** button to view the last employee record.

7. Select **"Accept"** button to save the data.

8. Select **"Exit"** button to log off.

1.1.1.3 Fixed Overtime Rate by Pay Group

This option enables user to fix the overtime rate for a specific employee group (e.g. those employee fall under the salary range of RM2000-RM10000) and a specific range of employee number.

Go to Payments → 1st Half Payroll → Add/Update → Fixed Overtime Rate By Pay Group

1. Enter the range of month rate (salary) and overtime rate.

2. Click on the arrow down button to specify the range of employee number and select pay rate type (monthly, daily, hourly) from drop down list box.

3. Select **"ÓK"** button once you have completed specifying the relevant information.

4. Select **"Cancel"** button to log off.

1.1.1.4   Update Basic Rate From Master

User is advisable to run this transaction whenever there is any salary increment for employee.

Go to Payments → 1st Half Payroll → Add/Update → Update Basic Rate From Master. Select **"OK"** to run and update the salary or **"Cancel"** to log off.

Note: User is advisable to follow the following steps before generating this transaction:-

1. **Go to Personnel → Add/Update Employees and enter the increment amount and increment date.**

2. **Only that, user is allowed to Update Basic Rate.**

1.1.1.5   Pay Slip – Additional Remark / Note

Go to Payments → 1st Half Payroll → Add/Update → Update Basic Rate From Master.

1.1.1.6 Tip and Piece Worked Maintenance

This option enables user to define the tip point entitled to an employee (normally this menu will be widely used for restaurant), generate tip rate and calculate piece rated work maintenance (for unlimited piece work or above 40 piece work).

1.1.1.6.1   Assign Tip Point To Employees

Go to Payments → 1st Half Payroll → Add/Update → Tip and Piece Worked Maintenance → Assign Tip Point to Employees.

1. Select **"Search"** button follow by entering the employee number.

2. Then, enter the tip point entitled for each employee.

3. Select **"Exit"** button to log off.

1.1.1.6.2 Generate Tip Rate to Employee

Go to Payments → 1st Half Payroll → Add/Update → Tip and Piece Worked Maintenance → Generate Tip Rate to Employee.

Remark: To reformulate the formula for claimable point, got to Housekeeping → Parameter, Payroll Calculation [2]. User MUST enter the working days and days worked (DW) at Add/Update, otherwise system might not be able to capture the number of employee with point. For more please go to Payments → 1st Half Payroll → Add/Update → Normal Pay.

Note: Before user generates this transaction, user is advisable to follow the steps as stated below:-
1. Define or enter the tip allowance point entitled to an individual employee.
2. Then, go to Payments → 1st Half Payroll → Process Pay.
3. Finally, generate this transaction.

** Be alert, if user wishes to apply this formula *IIF(WDAY=0,0,DW/WDAY),* please make sure to delete the tip allowance formula (TIPPOINT+TIPRATE*DW/WDAY) at Allowance Table or for more detail please got Housekeeping → Setup → Table Maintenance → Allowance Table. Otherwise, the employee will be paid double by the employer.

No. of Employees with Point: System will sum up the total number of employee whose entitled point.

Total No. of Point: System will sum up the total number of point gain.

Total No. Claimable Point: System will sum up the total amount of claimable point.

Enter Tip Amount: Define the tip amount and system will auto calculate the tip rate.

Tip Rate: The percentage of tip rate which will be entitled for a specific employee groups.

1. To save the data, select **"OK"** button. Or, else select **"Cancel"** button to log off.

1.1.1.6.3 Piece Rated Work Maintenance

Go to Payments → 1st Half Payroll → Add/Update → Tip and Piece Worked Maintenance → Piece Rated Work Maintenance.

1. Select "Add" button, then enter the date, follow by select the piece code and number of X or Y pieces made on the date. Click "Save" button to save the records.

2. Click **"Cancel"** button and followed by **"Exit"** button to return to Piece Rated Work Maintenance.

3. Select **"Update Piece Work Into Payroll"** button to update the piece rated work done to the 1st Half Payroll.

4. User can also select and delete the piece record by select the **"Delete"** button.

1.1.1.6.4   List Piece Rated Work /Pay

This option enables user to view or print the piece rated work or pay (format X or format Y).

1. **Click on the arrow down button to specify the range of employee numbers. Select** "OK" **button once you have completed specifying the relevant information. Select** "Exit" **button to log off.**

1.1.1.7   Assign No. of WDAY

This option enables user to preset the total number of working day, days worked, annual leave and public holiday for different employee's group, especially for factory worker where it may consists of different shift of employees.

Go to Payments → 1st Half Payroll → Add/Update → Assign No. of WDAY

1. Click on the Drop down list box to specify the type of working day such as working day, days worked, annual leave or public holiday.

2. Click on the Drop down list box to specify the range of employee number, category and enter the number of days.

3. Select **"OK"** button once you have completed specifying the relevant information.

4. Select **"Cancel"** button to log off.

1.1.1.8   Holiday and Leave Maintenance

This section enables user to define or preset the holiday and leave on specific date.

1.1.1.8.1   Maintain Holiday

Go to Payments → 1st Half Payroll → Add/Update → Holiday and Leave Maintenance → Maintain Holiday.

1. Enter the description and the date.

2. Select **"Update"** button once you have completed specifying the relevant information and you will be prompted to another screen.

3. Click on the arrow down button to specify the range of employee numbers.

4. Select **"OK"** button once you have completed specifying the relevant information.

5. Select **"Exit"** button to log off.

1.1.1.8.2   Maintain Leaves

This option enables user to define the date of leave applied for an individual employee. Go to Payments → 1st Half Payroll → Add/Update → Holiday and Leave Maintenance.

1. Select a range of employee from the drop down list button. Then, select one of the employees and click **"OK"** button. The system will prompt a screen.

2. Select the type of leave, range of date and total no. of day for either current employee or tick the check box to assign this leave application for all employees. Click **"Save"** to save the record.

3. Select **"Exit"** to quit the current screen.

4. **"Update Leaves into Payroll"** button used to update the leave application into payroll.

5. Click **"Cancel"** to quit.

Note: The above steps are applicable for Maintain RD/PH Work (Payments → 1st Half Payroll → Add/Update → Rest Day and Holiday Worked → Maintain RD/PH Worked)

1.1.1.9   Rest Day and Holiday Worked

This option enables user to maintain the rest day and holiday worked for the employee.

1.1.1.9.1   List RD/PH Work

Go to Payments → 1st Half Payroll → Add/Update → Rest and Holiday Worked → List RD/PH Work.

1.   Click on the arrow down button to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, employee codes, dates, and leave type.

2. Click **"OK"** button to proceed.

3. Click **"Exit"** button to log off.

1.1.1.9.2   Convert RD/PH Worked to AL

Go to Payments → 1st Half Payroll → Add/Update → Rest and Holiday Worked → Convert RD/PH Work to Annual Leave.

1.   Click on the arrow down button to specify the range of employee numbers, line numbers, branch codes, department codes, category codes or employee codes.

2. Click **"OK"** button to proceed.

3. Click **"Exit"** button to log off.

1.1.2   Process Pay

Any amendment that you made for transactions on section 1.1.1 Add/Update, user must generate this transaction for updating purpose.

Go to Payments → 1st Half Payroll → Process Pay (Fig 1.1.2)

1. Click on the arrow down button to specify the range of employee numbers, line numbers, branch codes, department codes, category codes or employee codes. For calculation checking, make sure that you set the same employee number from and to.

2. Select **"OK"** button and system will automatically generate the process and update it.

3. Select **"Cancel"** button to log off.

1.1.3   Check Transactions

Note: User is advisable to generate section 2.1 Add/Update Employees before generating this transaction because the sources will be derived from this menu.

This option enables use to view the record on different types of transactions.

Go to Payments → 1st Half Payroll → Check Transactions

1. User can select from the following options:-

Check Net Pay: Summary report of basic rate, payment's status (1st or 2nd Half), commission and bonus entitled for each employee.

> S = Status (active or non-active)
> T = Pay Rate Type (monthly, daily or hourly)
> M = Method (By bank, cash or cheque)

Check Allowance: To view the list of allowances entitled for each employee.

Check Deduction: To view the list of deduction subject to each employee.

Check Overtime: To view the list of overtime worked by each the employees.

Check Other Deduction: To view the list of any other deduction subject to each employee.

Check Working Days: To view the list of working days of each employee.

Check Tip and Piece Rate: To view the list of tip and piece rate entitled for each employee.

Check Shift Allowance: To view the list of shift allowance entitled for each employee.

Check More Allowance: To view the list of other allowances entitled for each employee.

Check More Deduction: To view the list of other deductions entitled for each employee.

2. Select **"OK"** button and you will be prompted to list screen.

3. Select **"Printer"** to print a hard copy of the list.

4. Select **"Preview"** to view the actual list on screen, or select **"Customise"** to alter the list format.

5. Select **"Cancel"** button to log off.

1.1.4   View Pay Slip

This option enables user to view the pay slip's record.

Go to Payments → 1st Half Payroll → View Pay Slip

User can select from the following options:-

1. Select **"Line No."** to specify the line number for employee.
2. Select **"Top"** button to view the first employee record.
3. Select **"Next"** button to view the following employee record.
4. Select **"Previous"** button to view the prior employee record.

5. Select **"Bottom"** button to view the last employee record.
6. Select **"Search"** button to search for a specific employee's record.
7. Select **"Exit"** button to log off.

1.1.5   Print Pay Slip

This option enables user to print or preview the pay slip.

1.1.5.1   Pay Slip
Go to Payments → 1st Half Payroll → Print Pay Slip → Pay Slip

1. Click on the arrow down button to specify the range of employee numbers, pay slip format, pay rate type, and pay method.

2. Select **"OK"** button to:

- Select **"Printer"** button to print a hard copy of the pay slip, or

- Select **"Select Printer"** button to select the name of printer used, or

- Select **"Preview"** button to view the payslip, or

- Select **"Customise"** button to alter the pay slip format, or

- Select **"Cancel"** button to return the previous menu.

3. Select **"Cancel"** button to log off.

1.1.6   Management Reports

This option enables user to print reports for all employees. User can select the employees based on the line number, branch, category, department, project or group to view those reports.

All management reports can be viewed and printed either in A3, A4 landscape or Letter Landscape type of paper.

Go to Payments → 1st Half Payroll → Management Reports

1. User can select from the multiple types of report to be printed or viewed.

    a. **Employee Pay Summary M1**: To print the employee's salary summary report such as each employee basic pay, allowance entitled, overtime worked, gross pay and any deduction being charges according to line number and category in details.

    b. **Allowance Report M2**: To print the allowance entitled to each employee

    c. **Deduction Report M3:** To print the deduction charge to each employee.

    d. **Overtime Report M4:** To print the employee's overtime report.

    e. **Leave Report M5:** To print the employee's leave report.

    f. **Pieces Done Report M6:** To print only the pieces done report.

    g. **More Allowance Report M7:** To print other allowances report.

    h. **More Deduction Report M8:** To print other deductions report.

i. **Line Total (Pay/Allowance/Deduction/Overtime/Leave/More Allowance/More Deduction):** To print out the normal pay, allowances, deductions, overtimes, leaves, more allowance and more deduction report based on line number.

j. **Pay Summary Report by Range**: To print out the summary reports based on a specified range of employee numbers.

2. Select **"OK"** button and you will be prompted to another sub-screen. Select **"Preview"** to view the actual report on screen, selects **"Printer"** to print on

   hard copy, select **"Customise"** to of printer used. Or, select **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off.

1.1.7 Cash / Bank / Others

This option enables user to print reports for employee's net pay which was made via cash, bank, cheque or diskette. Besides, user can also view or print the report of director fee listing and deduction listing in the same menu.

1.1.7.1 Net Pay – Cash / Bank / Others

Go to Payments → 1st Half Payroll → Cash/Bank/Others → Net Pay – Cash / Bank / Others

1. Click on the arrow down button to specify the range of line numbers, branch codes, department codes, category codes, and employee codes.

2. Select the Order By – Category, Employee No., Line No., and Name. Later enter the report date.

3. **If Pay Method is Cheque:** Select **"Cheque No."** button and you will be prompted to another screen. Enter the employee number and cheque number for each employee.

4. **If Pay Method is Bank:** Define the report date, credit date and bank charges. Select **"Issue Cheque to Bank"** box if you want to indicate that this cheque will be issued to bank.

5. Select **"OK"** button and you will be prompted to another sub-screen. Select **"Preview"** to view the actual report on screen, select **"Printer"** to print on hard copy, select **"Customise"** to of printer used. Or, select **"Cancel"** button to return to previous screen.

6. Select **"Cancel"** button to log off.

Note: The above steps are applicable in:
section 1.1.9.4.1 Tip Allowance – Cash / Bank / Others (Payments → 1st Half Payroll → Tip Allowance → Cash / Bank / Others),
section 1.2.3.5 Cash / Bank / Others (Payments → 2nd Half Payroll → Annual Leave to Allowance → Cash / Bank / Others),
section 1.3.5 Cash / Bank / Others (Payments → 2nd Half Payroll → Bonus → Cash / Bank / Others),
section 1.4.5 Cash / Bank / Others (Payments → 2nd Half Payroll → Commission → Cash / Bank / Others),
section 1.5.4 Thru Banks Via Diskette (Payments → 2nd Half Payroll → Extra → Cash / Bank / Others), and
section 1.6.3 Cash / Bank / Others (Payments → 2nd Half Payroll → 2nd Half + Bonus + Commission + Extra → Cash / Bank / Others)

1.1.7.2   Thru Bank Via Diskette

This option enables user to save and transfer the data to floppy disk only if you are using the Auto-Pay Service by bank.

Go to Payments → 1st Half Payroll → Cash / Bank / Other → Thru Bank Via Diskette

1. Click on the arrow down button to specify the category type and ASP number (Auto Pay System).

2. Enter or define the bank's name, bank's code, branch code, originator (company) account number, originator name, originator ID, APS file name and respective APS bank name.

3. Select **"Generate"** button and you will be prompted to another screen in order to generate the APS input file.

4. Click on the arrow down button to specify the category, Confidential Level, Order By - name, employee number or line number.

5. Define or enter the salary credit date, report date, prepared by and batch number.

6. Then, select **"OK"** button and select the folder and also the disk drive in order to transfer the data from diskette to bank. Select **"Cancel"** button to return to previous screen.

7. Select **"Save"** button once you have completed specifying the relevant information.

Note: The above steps can be used for
section 1.1.8.7 Thru Banks Via Diskette,
section 1.1.9.7 Tip – Via Diskette,
section 1.2.3.6 Thru Banks Via Diskette (Payments → 2nd Half Payroll → Annual Leave to Allowance → Thru Banks Via Diskette),
section 1.3.6 Thru Banks Via Diskette (Payments → 2nd Half Payroll → Bonus → Thru Banks Via Diskette),
section 1.4.6 Thru Banks Via Diskette (Payments → 2nd Half Payroll → Commission → Thru Banks Via Diskette),
section 1.5.5 Thru Banks Via Diskette (Payments → 2nd Half Payroll → Extra → Thru Banks Via Diskette) and
section 1.6.4 Thru Banks Via Diskette (Payments → 2nd Half Payroll → 2nd Half + Bonus + Commission + Extra → Thru Banks Via Diskette)

1.1.7.3   Directors Fee Listing

This option enables user to view or print the director's fee for different month.

Go to Payments → 1st Half Payroll → Cash/Bank/Others → Directors Fee Listing

1. Select **"Preview"** button to view the actual report on screen.

2. Select **"Printer"** button to print a hard copy of the report.

3. Select **"Customise"** button if you wish to alter the report format.

4. Select **"Exit"** button to log off.

1.1.7.4   Deduction Listing

This option enables user to view or print a list of deduction charges for particular employee.

(Remark: User can go to the Housekeeping → Table Maintenance → Deduction Table to define the deduction)

Go to Payments → 1st Half Payroll → Cash / Bank / Others → Deduction Listing.

1. Click on the arrow down button to specify the deduction's type (range from 1-15). Follow by selecting the **"OK"** button and you will be prompted to another screen. Select **"Preview"** button to view the actual report on the screen, select **"Printer"** button to print a hard copy, select **"Customise"** button to alter the report format, select **"Select Printer"** button to select name of printer used. Else, click **"Cancel"** button to return to previous screen.

2. Select **"Cancel"** button to log off.

1.1.8   Advance

This option enables user to generate the advance entitled to employees and it will be deducted automatically from 1st or 2nd Half Payroll. This field will not be considered as one payment on this system.

1.1.8.1   Add / Modify

This option enables user to create or add the advance entitled for an employee.

1.1.8.1.1 Advance to Individual

This option enables user to enter the different amount of advance salary for an individual employee.

Go to Payments → 1st Half Payroll → Advance → Add / Modify → Advance to Individual

1. Go to respective column and enter the advance rate for the employee. Or, select **"Search"** button to look for the specific employee number.

2. Select **"Exit"** button to log off.

1.1.8.1.2   Advance to Individual – by Days

This option enables user to enter the number of days to be paid as advance to the employees.

Go to Payments → 1st Half Payroll → Advance → Add / Modify → Advance to Individual – by days

1. Go to respective column and enter the number of days and the advance rate for the employee. Or, select **"Search"** button to look for the specific employee number.

2. Select **"Exit"** button to log off.

1.1.8.1.3 Advance to Individual – by %

This option enables user to define or enter the percentage of advance rate to the employee.

Go to Payments → 1st Half Payroll → Advance → Add / Modify → Advance to Individual – by %

1. Go to respective column and enter the percentage rate and the advance rate for the employee. Or, select **"Search"** button to look for the specific employee number.

2. Select **"Exit"** button to log off.

1.1.8.1.4   Partial Advance

This option enables user to enter the date and amount of advance have been given to the employee.

Go to Payments → 1st Half Payroll → Advance → Add / Modify → Partial Advance

1. Go to respective column and enter the date and the advance amount for the employee. Click **"OK"** button to save the change.

2. Select **"Cancel"** button to log off.

3. Click **"Update Period Advance Into Payroll"** to update the partial advances into the 1st or 2nd Half Payroll.

4. Click **"Cancel"** button to log off.

1.1.8.1.5   Advance to Category & Clear All Advance

This option enables user to delete all advance records. But make sure that user read the Note before generating this transaction.

Go to Payments → 1st Half Payroll → Advance → Add / Modify → Advance to Category & Clear All Advance.

1. User can select from the following functions:-
    a. Advance to category by fixed amount
    b. Advance to category by percent

2. Click on the arrow down button to specify the pay method (by cash, bank, cheque or all) and category, followed by entering the advance amount.

3. Select **"OK"** button once you completed specifying the relevant information.

4. Select **"Cancel"** button to omit the transaction.

1.1.8.2 Advance Listing

This option enables user to list all the employees advance records.

Go to Payments → 1st Half Payroll → Advance → Add / Modify → Listing.

1. Click on the arrow down button to specify the range of employee numbers, line numbers, branch number, department number, category numbers, employee code number and confidential level.

2. Click on the arrow down button to specify the deduction's type (range from 1-15). Follow by selecting the **"OK"** button and you will be prompted to another screen. Select **"Preview"** button to view the actual report on the screen, select **"Printer"** button to print a hard copy, select **"Customise"** button to alter the report format, select **"Select Printer"** button to select name of printer used. Else, click **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off.

1.1.8.3   Print Pay Slip

This option enables user to print the advance pay slip of the employee.

1.1.8.3.1   Advance Pay Slip

Go to Payments → 1st Half Payroll → Advance → Print Pay Slip → Advance Pay Slip

1. Click on the arrow down button to select the order by – employee numbers, line numbers, department number, category numbers. Later, specify the range of employee numbers; confidential level; Pay Rate Type; Pay Method; Pay Slip Date; and Remark.

2. Click on **"OK"** button and you will be prompted to another screen. Select **"Preview"** button to view the actual report on the screen, select **"Printer"** button to print a hard copy, select **"Customise"** button to alter the report format, select **"Select Printer"** button to select name of printer used. Else, click **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off.

   Note: The above steps are also applicable for
   section 1.1.9.3 Print Pay Slip (Payments → 1st Half payroll → Tip Allowance → Print Pay Slip) and
   1.2.3.4 Print pay slip (Payments → 2nd Half → Annual Leave To Allowance → Print Pay Slip).

1.1.8.3.2   Partial Advance Pay Slip

Go to Payments → 1st Half Payroll → Advance → Print Pay Slip → Partial Advance Pay Slip

1. Click on the arrow down button to specify the range of employee numbers, and dates.

2. Click on the **"OK"** button and you will be prompted to another screen. Select **"Preview"** button to view the actual report on the screen, select **"Printer"** button to print a hard copy, select **"Customise"** button to alter the report format, select **"Select Printer"** button to select name of printer used. Else, click **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off.

1.1.8.4   Line Total Report

This option enables user to print the advance summary reports categorised by confidential level.

Go to Payments → 1st Half Payroll → Advance → Line Total Report

1. Click on the arrow down button to select the confidential level. Later, enter the report date.

2. Click on the **"OK"** button and you will be prompted to another screen. Select **"Preview"** button to view the actual report on the screen, select **"Printer"** button to print a hard copy, select **"Customise"** button to alter the report format, select **"Select Printer"** button to select name of printer used. Else, click **"Cancel"** button to return to previous screen.

3. Select **"Cancel"** button to log off.

   Note: The above steps are applicable in
   section 1.1.9.8 Line Total (Payments → 1st Half Payroll → Tip Allowance → Line Total Report),
   1.2.3.7 Line Total Report (Payments → 2nd Half Payroll → Annual Leave to Allowance → Line Total Report),
   1.3.7 Line Total Report (Payments → 2nd Half Payroll → Bonus → Line Total Report),
   1.4.7 Line Total Report (Payments → 2nd Half Payroll → Commission → Line Total Report),
   1.5.6 Line Total Report (Payments → 2nd Half Payroll → Extra → Line Total Report) and

1.6.5 Line Total Report (Payments → 2nd Half Payroll → 2nd Half + Bonus + Commission + Extra → Line Total Report).

1.1.9 Tip Allowance

This option enables user to view or print the tip allowance received by the employee.

1.1.9.1 Generate Tip Rate/Amount

This option enables user to define the tip rate and generate the amount to all employees.

Go to Payments → 1st Half Payroll → Tip Allowance → Generate Tip Rate/Amount

(Remark: To reformulate the formula for claimable point, go to Housekeeping → Parameter Setup.

User must define or enter the working days and day worked (DW) at the Add/Update menu. For more details please go to Payments → 1st Half Payroll → Add/Update → Normal Pay)

Note: Before user can generate this transaction, user must follow the following steps:-

1. *Define or enter the tip allowance point entitled to an individual employee.*
2. *Then, go to Payments → 1st Half Payroll → Process Pay.*
3. *Finally, generate this transaction.*

** *Be alert, if user wishes to apply this formula (IFF(WDAY=0,0,DW/WDAY) make sure to delete the tip allowance formula (TIPPOINT + TIPRATE * DW / WDAY) at Allowance Table or for more detail please go to Housekeeping → Setup → Table Maintenance → Allowance Table. Otherwise, the employee will be paid double by the employer.*

1. **Define or enter the total number claimable point and tip amount, system will auto calculate the tip rate.**

2. **Select** *"OK"* **button and system will update it.**

3. **Select** *"Cancel"* **button to log off.**

1.1.9.2 List Tip Allowance

This option enables user to list the tip allowance entitled for the employee.

Go to Payments → 1st Half Payroll → Tip Allowance → List Tip Allowance

1. Click on the arrow down button to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, employee codes; and confidential level. Later, click the **"OK"** button and you will be prompted to another screen. Select **"Preview"** button to view the actual report on the screen, select **"Printer"** button to print a hard copy, select **"Customise"** button to alter the report format, select **"Select Printer"** button to select name of printer used. Else, click **"Cancel"** button to return to previous screen.

2. **Select** *"Cancel"* **button to log off.**

1.2   2nd Half Payroll

This section applied for the company that paid their employees once a month.

Most of the transactions under this section are similar to section 1.1 1st Half Payroll method.

1.2.1. A   Loan Deduction Maintenance

This option enables user to define the loan applied for an individual employee from employer. For example, study loan, car loan or house loan.

And this is only for FIXED LOAN.

1.2.1. A.1   Update Loan Record

Note: Go to Housekeeping → Setup → Table Maintenance → Deduction Table and you can find that row 12 is reserved for loan (Loan Return).

This section enables user to create or define the employee that apply for long term loan from employer.

Go to Payments → 2nd Half Payroll → Add/Update → Loan Deduction Maintenance → Update Loan Records

1. Select a range of employee from the drop down list button. Then, select one of the employees and click **"OK"** button. The system will prompt a screen.

2. Key in employee's account no., bank name, loan amount, date from and repayment amount. Then, select the deduction no. from drop down list box. Please take note that the option of the list should be maintained in deduction table (Housekeeping → Setup → Table Maintenance → Deduction Table) before user come to the current menu.

3. Select **"Save"** button once you have completed specifying the relevant information. Or, **"Cancel"** button to reverse the transaction

4. Select **"Generate Repayment Schedule"** button to allow system auto-generate the last payment date of the loan.

5. Click **"Exit"** button and back to Update Loan Record Screen.

6. Select "Update Loan Deduction Into Payroll" button to post all loan deduction amount that was just maintained to payroll. For more details, please refer to

    Housekeeping → Setup → Table Maintenance → Deduction Table and Month End Update Table.

7. Select "Cancel" button to quit the current menu.

1.2.1. A.2   Loan Listing

This option enables user to view or print loan records, the current month repayment list, outstanding loan report, loan to bank details, and loan to bank totals.

Go to Payments → 2nd Half Payroll → Add/Update → Loan Deduction Maintenance → Loan Listing

1.2.1. A.2.1   List Loan Records

This option enables user to view the loan records once you have updated loan repayments.

1.2.1. A.2.2 List This Month Repayment

This option enables user to view the current month repayment list once you have updated loan repayments.

1.2.1. A.2.3 Outstanding Loan Report

This option enables user to check for the remaining amount to be paid by the employee.

1.2.1. A.2.4 Loan to Bank Details

This option enables user to view the loan to bank details once you have updated the loan repayments.

1.2.1. A.2.5 Loan to Bank Totals

This option enables user to view the loan to bank totals once you have updated the loan repayments.

1. Select **"Preview"** button to view the actual report on screen.

2. Select **"Printer"** button to print a hard copy of the report.

3. Select **"Customize"** if you wish to alter the report format.

4. Select **"Exit"** button to log off.

Add/Modify Zakat

This option enables user to key in the total zakat amount entitled by Muslim which can be brought forward to next month. Once user has key in the amount in first month, the zakat amount will be updated automatically after user has run process pay, as well as month end process.

1. Select **"Search"** button to find an employee by key in an employee no.

2. Select **"Save"** button to save the record after the maintenance.

3. Select **"Cancel"** button to quit the current menu.

1.2.3 Annual Leave to Allowance

This option enables user to convert annual leave to allowance.

Note: User must first generate annual leave at Personnel → Update Leave / Fund Entitled, before convert it into allowance.

1.2.3.1 Assign no. Of AL Convert To Allowance

This option enables user to key in the no. of day in term of annual leave to be converted become allowance.

1. Select **"Search"** button to find an employee by key in an employee no.

2. Select **"Save"** button to save the record after the maintenance.

3. Select **"Cancel"** button to quit the current menu.

1.2.3.2 Generate Allowance From Annual Leave

This option enables user to update the transaction into the current month's payroll.

1. Select **"OK"** button to proceed or select "Cancel" button to quit.

1.2.3.3   Listing

This option enables user to view and print record about the conversion of annual leave to allowance listing.

1. Select the range of employee no., line no., branch, department, category, employee code or confidential level to view the records for particular batch of employee.

2. Select **"Preview"** button to view the actual report on screen.

3. Select **"Printer"** button to print a hard copy of the report.

4. Select **"Customize"** if you wish to alter the report format.

5. Select **"Exit"** button to log off.

1.3 Bonus

This option enables user to define the bonus amount entitled for each employee, view the report listing, print the pay slip, sum up the total net pay and view or print the line total report.

1.3.1 Add/Modify

This option enables user to define the bonus amount that will be received by each employee.

1.3.1.1 Add/Modify Bonus by Month/Percentage

Go to Payments → Bonus → Add/Modify → Add/Modify Bonus by Month/Percentage

1. Define or enter the number of months and system will auto calculate the bonus amount that will be received by an individual employee.

2. Select **"Search"** button and followed by entering the employee number to look for the specific employee number.

3. Select **"Exit"** button to log off.

1.3.1.2   Add/Modify Bonus by Amount

This option enables user to alter the bonus amount according to your own preference value rather than it based on monthly calculation.

Go to Payments → Bonus → Add/Modify → Add/Modify Bonus by Amount

1. User can re-enter or re-define the bonus amount and system will auto generate and update the new amount on previous menu (Add/Modify Bonus by month or percentage.

2. Select **"Search"** button and followed by entering the employee number to look for the specific employee number.

3. Select **"Exit"** button to log off.

1.3.1.3   Fixed Bonus EPF / Socso / PCB

This option enables user to fix the bonus EPF / Socso / PCB to be deducted from employee's salary.

Go to Payments → Bonus → Add/Modify → Fixed Bonus EPF / Socso / PCB

1. Select **"Search"** button and followed by entering the employee number to look for the specific employee number.

2. User can enter the fixed bonus EPF / Socso / PCB for both employee and employer provided that the Fixed 'ESP' column is keyed as 'ESP'.

3. Select **"Cancel"** button to log off.

1.3.1.4   Generate Bonus

This option is to generate the bonus and this will be automatic calculate the bonus pay.

Go to Payments → Bonus → Add/Modify → Generate Bonus

1. Define for the following fields:
    • Min Bonus Month: Define the minimum bonus month entitled to employee.
    • Full Bonus Month: Bonus will be entitled to employee (per month)
    • Cut off date used to determine total months worked: Define the date to be occupied for minimum bonus calculation.

2. Select **"Generate"** button and you will be prompted to another screen to choose for the month worked and bonus per month will be entitled to be employee. Then, select **"Exit"** button and system will automatically process pay and update the bonus amount to be received by each employee.

3. Select **"Test"** button to calculate the bonus month to be entitled for employee by entering the commencement date and No. of worked for month. Then, when selecting on **"Exit"** button system will automatically process pay.

4. Select **"Exit"** button to log off.

1.3.2   Process Pay

Any amendment that you have made on section 1.3.1 Add/Update, user must generate this transaction for updating purpose.

Go to Payments → Bonus → Process Pay.

1. Click on the arrow down button to specify the range of employee number. For calculation checking, make sure you must set the same employee number from and to.

2. Select **"OK"** button and system will automatically generate the process and update it.

3. Select **"Cancel"** button to log off.

1.3.3 Listing

This option enables user to view the employee record who's received bonus.

Go to Payments → Bonus → Listing

1. Click on the arrow down button to specify the range of employee numbers, line numbers, branch, department, category codes, employee code and confidential level.

2. Select **"OK"** button and you will be prompted to report screen. Select **"Printer"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on the screen, or select **"Customize"** button to alter the report format. Select **"Exit"** button to return to the previous screen.

3. Select **"Cancel"** button to log off.

   Note: The above steps can be used for sections 1.4.3 List, 1.5.2 List Extra and 1.6.2 List Pay.

1.3.4 Print Pay Slip

This option enables user to print the pay slip.

Go to Payments → Bonus → Print Pay Slip (Fig 1.3.4)

1. Click on the arrow down button to specify the range of the employee numbers, pay slip format, pay rate type or pay method.

2. Enter the confidential level (PIN 0 – PIN 3) and the pay slip date.

3. Select **"OK"** button. Select **"Printer"** button to print a hard copy of the pay slip, select **"Preview"** button to view the actual report on the screen, or select **"Customise"** button to alter the report format. Select **"Exit"** button to return to the previous screen.

4. Select **"Cancel"** button to log off.

   Note: The above steps can be used for sections 1.4.4 Print Pay Slip, 1.5.3 Print Pay Slip and 1.6.2 Print Pay Slip.

1.4 Commission

This section enables user to define the commission entitled for each employee, view the report listing, print the pay slip, sum up the total net pay and view or print the line total report.

1.4.1 Add/Modify

This option enables user to define the commission amount that will be received by certain employee.

1.4.1.1 Add/Modify Commission by Amount

Go to Payments → Commission → Add/Modify → Add/Modify Commission by Amount

1. User can define or enter the commission amount.

2. Select **"Search"** button and followed by entering the employee number to look for the specific employee number.

3. Select **"Exit"** button to log off.

1.4.1.2 Add/Modify Sales by Amount

This option allows user to alter the commission amount basing on the sales of different products.

Go to Payments → Commission → Add/Modify → Add/Modify Sales by Amount

1. User can enter the sales amounts for both Product A and Product B. Later, you have to run the **"Generate Commission from Sales"** at section 1.4.1.5 to calculate the commission for employee.

2. Select **"Search"** button and followed by entering the employee number to look for the specific employee number.

3. Select **"Exit"** button to log off.

1.4.1.3 List Sales Amount & Commission

This option enables user to print or preview the employee's sales listing base on employee numbers, line numbers, and category codes.

Go to Payments → Commission → Add/Modify → List Sales Amount & Commission

1. Click on the arrow down button to specify the range of employee numbers, line numbers, and category codes.
   (Remark: User is advisable to generate Chapter 2: personnel transaction in order to get the employee records, category and line number.)

2. Select **"OK"** button and you will be prompted to report screen. Select **"Printer"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on the screen, or select **"Customise"** button to alter the report format. Select **"Exit"** button to return to the previous screen.

3. Select **"Cancel"** button to log off.

1.4.1.4 Maintenance Commission % Table

This option enables user to maintain the sales commission percentage.

Go to Payments → Commission → Add/Modify → Maintenance Commission % Table

1. Enter or define the target sales amount and the commission % entitled for the employee.

2. Select **"OK"** button once you have completed specifying the relevant information.

3. Select **"Cancel"** button to log off.

1.4.1.5 Generate Commission from Sales

This option enables user to generate the commission from sales for a specific group of employee.

Go to Payments → Commission → Add/Modify → Generate Commission from Sales

1. Click on the arrow down button to specify the range of employee numbers, line numbers, and category codes.
   (Remark: User is advisable to generate Chapter 2: Personnel transaction in order to get the employee records, category and line number.)

2. Select **"OK"** button and system will automatically generate and update the record.

   Select **"Cancel"** button to log off.

1.4.1.6   Fixed Commission EPF / SOCSO / PCB

This option enables user to fix the commission EPF, SOCSO or PCB to be deducted from employee's salary.

Go to Payments → Commission → Add/Modify → Fixed Commission EPF/ SOCSO / PCB

1. Select **"Search"** button and followed by entering the employee number to look for the specific employee number.

2. User can enter the fixed commission EPF, SOCSO or PCB for both employee and employer provided that the Fixed 'ESP', column is keyed as 'E'.

3. Select **"Exit"** button to log off.

1.5 Extra

This section enables user to define the extra entitled for each employee, view the report listing, print the pay slip, sum up the total net pay and view or print the line total report.

1.5.1 Add/Modify

This option enables user to define the extra amount that will be received by certain employee.

1.5.1.1 Add/Modify Commission by Amount

Go to Payments → Extra → Add/Modify → Add/Modify Extra by Amount

1. User can define or enter the extra amount.

2. Select **"Search"** button and followed by entering the employee number to look for the specific employee number.

3. Select **"Exit"** button to log off.

1.5.2 Listing

This option enables user to print or preview the employee's extra listing base on employee numbers, line numbers, and category codes.

Go to Payments → Extra → Add/Modify → Listing

1. Click on the arrow down button to specify the range of employee numbers, line numbers, and category codes.

2. Select **"OK"** button and you will be prompted to report screen. Select **"Printer"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on the screen, or select **"Customise"** button to alter the report format. Select **"Exit"** button to return to the previous screen.

3. Select **"Cancel"** button to log off.

1.5.3   Print Pay Slip
This option enables user to print the pay slip for Extra.

Go to Payments → Extra → Print Pay Slip

1. Click on the arrow down button to specify the range of the employee numbers, pay slip format, pay rate type or pay method.

2. Enter the confidential level (PIN 0 – PIN 3) and the pay slip date.

3. Select **"OK"** button. Select **"Printer"** button to print a hard copy of the pay slip, select **"Preview"** button to view the actual report on the screen, or select **"Customise"** button to alter the report format. Select **"Exit"** button to return to the previous screen.

4. Select **"Cancel"** button to log off.

1.6   2nd Half + Bonus + Commission + Extra

This section enables user to view or print the consolidation of 2nd Half Payroll, Bonus, Commission, and Extra reports

1.6.1 Listing

This option enables user to print or preview the consolidation report that based on employee numbers, line numbers, and category codes.

Go to Payments → 2nd Half + Bonus + Commission +Extra

1. Click on the arrow down button to specify the range of employee numbers, line numbers, and category codes.

2. Select **"OK"** button and you will be prompted to report screen. Select **"Printer"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on the screen, or select **"Customise"** button to alter the report format. Select **"Exit"** button to return to the previous screen.

3. Select **"Cancel"** button to log off.

1.6.2   Print Pay Slip

This option enables user to print the pay slip for the consolidated reports.

Go to Payments → 2nd Half + Bonus + Extra → Commission + Extra – Print Pay Slip

1. Click on the arrow down button to specify the range of the employee numbers, pay slip format, pay rate type or pay method.

2. Enter the confidential level (PIN 0 – PIN 3) and the pay slip date.

3. Select **"OK"** button. Select **"Printer"** button to print a hard copy of the pay slip, select **"Preview"** button to view the actual report on the screen, or select **"Customise"** button to alter the report format. Select **"Exit"** button to return to the previous screen.

4. Select **"Cancel"** button to log off.

CONTENTS

CHAPTER 2: PERSONNEL

Introduction:

This section allows you to maintain all employees' records, update leave, check employees' data, and personnel reports. You may also maintain miscellaneous information such as category and line number.

2.1 Add / Update Employees

This option enables you to create a new employee file with its particulars, search for an existing employee or modify employee's database.

Go to Personnel → Add/Update Employees

Personal Details
Click **Add** button and complete the information on screen.

- **Employee No.**: 6 digits employee number is recommended.

- **Name**: Key in the employee's full name, the maximum no. of character allowed is 45.

- **Initial**: Enter the 3 characters initial of the employee.

- **Address/Post code/Town/State**: Type the employee's home address, postal code, town, and state.

- **Nationality**: Select the country code. E.g. abbreviation for Malaysia is "MY".

- **Phone no.**: Employee's phone number.

- **Highest Education:** Type the highest education employee attains.

- **Working Experience**: Type the number of years of working experience.

- **Date of Birth**: Type the employee's birth date.

- **I/C No. (Old) / (New) / Colour**: Type the numbers for both old, new identity card, and the colour (for Malaysian only).

- **Passport No.:** Type the employee's passport no, if any.

- **Sex**: Select from the drop down list box for male or female.

- **Race**: Select from the drop down list box for Malay, Chinese, Indian or Other races. (You may add more race codes at Housekeeping → Setup → Tables Maintenance → Race Table)

- **Marital Status**: Select from the drop down list box for single, married or other (if other please state).

- **Spouse Particular**: Type the spouse's name, Identity Card No, and the number of children who are under 18 years old or still studying (for Income Tax purpose only).

- **Permanent Address/Contact:** Type the contact person, permanent address and telephone number.

Pay
- **Job Title:** Enter the description of job. Remember to standardize title used.

- **Line No.:** Click on the button and select the production code or departmental code (Note: You have to create in Add Line No first). This system can accept alphanumeric. i.e. either character or number or combination of both.

- **Category:** To group employees of the same level from different departments, by click on list box. E.g. Manager, Executive, and Clerical (Note: You have to create in Add Category first).

- **Date Commence**: Enter the date of joining for each employee.

- **Date Confirmed**: Enter the date of confirmation for each employee.

- **Date Promoted**: Enter the date of promotion for each employee.

- **Date Resigned**: If an employee resigns in the middle of the month, you can enter this date immediately. After month end processing, remember to change the pay status to "Non-Active". All employee records are kept till end of the year because yearly pay information is required by Income Tax department.

- **Basic Rate**: Enter the rate to be paid. e.g. RM 5,000.00 for monthly rated, RM 45.00 for daily rated, or RM 8.00 for hourly rated.

- **Pay Rate Type**: Select from the drop down list box for Monthly, Daily or Hourly Rated.

- **Pay Method**: Select from the drop down list box for payment by Bank, Cheque or Cash.

- **Pay Status:**
  - <u>**Active**</u>
    Active means the employee is under employment. Set as "Active" when first used.
  - <u>**Non-Active**</u>
    When "Non-Active" is declared, the employee has already resigned from the company. The employee's record will be kept for Income Tax purpose.
    Set "Non-Active" after run month end processing and the record will be deleted when "Year End" processing is performed.

- **Confidential**: Divide all employees into different confidential level, ranking from 1 to 3.
  - **Confidential level 1** indicates the highest level which means only Pin 0 and 1 are allowed to access to this employee's pay information.

  - **Confidential level 2** indicates middle level which means Pin No 0, 1 and 2 are allowed to access to the employee's pay information.

  - **Confidential level 3** indicates clerical level or production level which means all Pin Nos. are allowed to access to the employee's pay information.

- **Contract**: Select "Yes" fro the drop down list box if the employee is employed under contract basis.

Government

- **Bank Code:** Enter abbreviation of the Bank' where the employee has his account.

- **Branch Code:** Enter abbreviation of the Bank's Branch. E.g. KL Branch, PJ Branch.

- **Bank A/C. No.:** Type the employee's Bank Account Number if payment is made through bank.

- **Category:** This allows you to select the company's bank when salary will be debited (Note: Refer to Addresses & A/C Nos option).

- **Bank IC:** This allows you to select whether new or old identity card number, or passport number.

- **EPF No.:** Key in EPF number. (Sample EPF No.: 123456789012 consist of 12 digits)

- **Table (1-16):** Please refer to :- Housekeeping → Setup → Government Tables→ EPF table

- **NK**: Code number given by EPF.

- **Category (1-5 / X(None)):** Select from the list box for company EPF number. If more than one, you have to set in 'Addresses & A/C No'. Select 'X' (None) if the employee is not subjected to EPF contribution.

- **EPF (Yee) Formula:** Set the formula for excess/voluntary EPF for employee.

- **EPF (Yer) Formula:** Set the formula for excess/voluntary EPF for employer.

- **EPF IC:** Click on the drop down list box to select either using the new or old identity card number.

- **Branch**: Enter the employee's Income Tax Branch Name.

- **Tax No**.: Type the Income Tax Number.

- **Category**: Select from the drop down list box for company Income Tax number. If more than one, you have to set in 'Addresses & A/C No'. Select 'X' (None) if the employee is not subjected to Tax contribution.

- **Tax No.:** An income tax number.

- **Category (1-5 / X(None)):** Select from the drop down list box for company Tax number. If more than one, you have to set in 'Addresses & A/C No'. Select 'X' (None) if the employee is not subjected to Tax contribution.

- **Socso no.:** Enter the employee's Socso number.

- **Socso IC**: Click on the drop down list box to select either using the new or old identity card number.

Non-Citizen

- **Resident Status:** Select the resident status from Permanent Resident, Employment Pass or Work Permit for foreign worker.

- **PR Number:** Enter the number for Permanent Resident.

- **PR Since:** Enter the data of commencement of the PR.

- **Work Permit:** Enter the Work Permit holder's FIN number.

- **W. P. Valid From:** Enter the commencement date of the work permit.

- **W. P. Expired On:** Enter the expiry date of the work permit.

- **Employment Pass:** Enter the Employment Pass holder's number.

- **Table:** Select the foreign worker's levy table (1-6).

- **Method:** Choose the foreign worker's levy deduction method which is monthly or daily.

Settings

- **Working Hours Table:** For Monthly rated, Daily rated and Hourly rated employees, you have to specify which working hours table to be used. (Note: Refer to the Table Maintenance Working Hours Table)

- **Shift Allowance Table:** This option allows you to select the table used for the employee from the Shift Allowance Table. The amount is to maintain at Shift Allowance Table.

- **Overtime Table:** This option allows you to select the table used for the employee from the Overtime Table. The ratio/rate is to maintain at Overtime Table.

- **AL & MC Table:** Select the Personnel Update AL & MC entitlement, allow 6 categories for you to update and specify individual table.

- **1st Half EPF directly:** Type "YES" to enable EPF to be deducted directly in 1st half Payroll.

- **1st Half SOCSO directly:** Type "YES" to enable SOCSO to be deducted directly in 1st half Payroll.

- **1st Half PCB directly:** Type "YES" to enable PCB to be deducted directly in 1st half Payroll.

- **No. of payment per month:** Set the number of payment per month for this employee. By default, the system refers to the Parameter setup→Pay Calculation→No. of payment per month as main control for all employee.

- **Cal. EPF using Basic Rate instead of Basic Pay:** If yes, the EPF computation is based on the Basic rate instead of Basic Pay (less lateness, early departure, no pay hours, and etc).

- **All EPF pay by Employer:** If yes, EPF contribution from the employee will be paid by the employer.

- **All SOCSO pay by Employer:** If yes, SOCSO contribution from the employee will be paid by the employer.

- **All PCB pay by Employer:** If yes, PCB contribution from the employee will be paid by the employer.

- **PCB Setting:** Select "YES" for the respective PCB types such as normal PCB, bonus PCB or Commission PCB.

- **OT Rate Calculate:** Select from "Ratio" or "Constant" to determine the OR rate calculation for this employee.

- **Max Pay to Calculate OT:** Select the maximum pay ceiling to calculate the OT rate for this employee.

- **Performance Bonus:** For Indonesia Edition use only.

Allowance/Deduction

- **Allowance:** Enter the fixed allowances from row 1 to 17 for this employee, if any. (User has to set formula at the Allowance Table.)

- **Deduction:** Enter the fixed deductions from row 1 to 15 for this employee, if any. (User has to set the formula at the Deduction Table.)

1. Select **"Save"** button once you have completed specifying the relevant information. To unsaved it, select **"Cancel"** button.

2. Select **"Top"** button to view the first employee record.

3. Select **"Previous"** button to view the prior employee record.

4. Select **"Next"** button to view the following employee record.

5. Select **"Bottom**" button to view the last employee record.

6. Select **"Search"** button and a dialog box will be prompted to allow you to search for specific employee record.

7. Select **"Exit"** button to log off.

2.2 Update Leave / Fund Entitled

2.2.1 Update Leave to Individual

This option allows you to list employees' leaves entitlement for both given and taken.

Go to Personnel → Update Leave / Fund Entitled

1. **The bottom left portions shows the Date, Service, Last Year, This Month, and This Year indicating the employment history of employee in the company.**

2. To set the Annual Leave and Medical Leave Table, click "**Generate"** button.

3. Select **Set Annual & Medical Leave Table,** and do the setting.

4. After setting the Annual Leave and Medical Leave Table, Click **OK**.

5. Select each **Annual Leave Entitle** / **Annual Leave Claimable / Medical Leave Entitle**, and click **OK**. The payroll system will automatically generate the Annual Leave and Medical Leave entitlement for all employees.

2.2.2 Convert Cla. Leave to Allowance

This option enables user to convert claimable leave to allowance.

Go to Personnel → Update Leave / Fund Entitled → Convert Cla. Leave to Allowance

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Select the Allowance Row number to be inserted for pay calculation.

3. Select **"OK"** button once you have completed specifying the relevant information.

4. Select **"Exit"** button to log off.

2.3   Update Allowance and Deduction

This option enables user to update allowances and deductions for a group of employees.

Go to Personnel → Update Allowance and Deduction

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Select the Option – Allowance or Deduction.

3. Select the Allowance or Deduction Row number to be inserted for pay calculation.

4. Enter the amount for allowance or deduction.

5. Select **"OK"** button once you have completed specifying the relevant information. Select **"Exit"** button to log off.

2.4   Check/List Employees

This option is used for the convenience of checking employee particulars.

Go to Personnel → Check/List Employees

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Select Pay Method; Pay Status; Order By – Category, Employee No., Line No., or Name; Together With – I/C No., Bank A/c No., Date of Birth, Basic Rate, or Passport No

3. Select "OK" button once you have completed specifying the relevant information. Select "Exit" button to log off.

2.5 Personnel Reports

Under the Personnel reports, you can generate various reports shown as below:

This option allows you to list employee's particulars. You may select:

2.5.1 Employees Joining Listing / Employee Leaving Listing

This option enables user to view or print the specified range of employees that joined to or resigned from the company with a range of date.

Go to Personnel → Personnel Reports → Employee Joining Listing / Employee Leaving Listing

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Specify the date range to view or print the report.

3. Select the confidential level (PIN 0 –PIN 3); Pay Status; Order By; and Paper Size.

4. Select **"OK"** button once you have completed specifying the relevant information. Select **"Exit"** button to log off.

2.5.2 Payroll Information

This option allows you to list employee's information. You may select to list existing employees only or both existing and resigned employees with their personal details.

Go to Personnel → Personnel Reports → Payroll Information

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Select the confidential level (PIN 0 –PIN 3), Sex, Race, Pay Rate Type; and enter the date confirm.

3. Specify the hourly pay, daily pay, monthly pay, and year joining, if any. Later, select the paper size (A3, A4 landscape or Letter Landscape).

4. Select "OK" button once you have completed specifying the relevant information. Select "Exit" button to log off.

2.5.3 Work Force Analysis / Work Force Analysis By Nationality

This option allows you to analyse your workforce sort by line no and nationality. You can print out Reports on Pay Line No., Job Title, Pay Rate Type, Marital Status, Pay Method, Age, Pay Status and Basic Rate. Then, click OK.

Go to Personnel → Personnel Reports → Work Force Analysis / Work Force Analysis By Nationality

1. Click on the drop down list box to the Option – Line No., Pay Rate Type, Pay Method, Pay Status, Job Title, Marital Status, Age, or Basic Rate.

2. Select **"OK"** button once you have completed specifying the relevant information. Select **"Exit"** button to log off.

2.5.4 Turn Over Analysis

This option allows you to analyse employee's turn over. You are required to enter the range of date. Then, click OK.

Go to Personnel → Personnel Reports → Turnover Analysis

1. Click on the drop down list box to the Option – Line No., Pay Rate Type, Pay Method, Pay Status, Job Title, Marital Status, Age, or Basic Rate.

2. Select **"OK"** button once you have completed specifying the relevant information.

3. Select **"Exit"** button to log off.

2.5.5   Leave Given/Taken and Fund Given/Taken

This option allows you to list employee's leave entitlement and medical fund which was given or taken by employees. You are required to select from list box in the Line No and Pay Status. Then click OK button.

Go to Personnel → Personnel Reports → Leave Given/Taken or Fund Given/Taken

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Select the confidential level (PIN 0 –PIN 3); Pay Status; and Order By – Category, Employee No., Line No., or Name.

3. Select **"OK"** button once you have completed specifying the relevant information. Select **"Exit"** button to log off.

2.5.6   Generate Reports

This option allows you to generate reports. You can generate your own reports by selecting the field code as given. Maximums of 8 combinations are allowed for each report. You may give a title for your report and choose to sort by Name, Line No or Employee No.

Go to Personnel → Personnel Reports → Generate Reports

1. Define or enter the report title. Select the confidential level (PIN 0 –PIN 3); Pay Status; and Order By – Category, Employee No., Line No., or Name.

2. Later, select the information that you wish to include into the report from the field Address1 until Phone No.

3. Select **"OK"** button once you have completed specifying the relevant information. Select **"Exit"** button to log off.

2.5.7   Individual Records

This option allows you to print employee's details that you have created in Personnel File. It is necessary to print and keep it for reference.

Go to Personnel → Personnel Reports → Individual Records

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Select the confidential level (PIN 0 –PIN 3); Pay Status; and Order By – Category, Employee No., Line No., or Name.

3. Select **"OK"** button once you have completed specifying the relevant information.

4. Select **"Exit"** button to log off.

2.5.8 Work Permit Valid/Expired Date

To print the foreign employees work permit valid date and expiry date.

Go to Personnel → Personnel Reports → Work Permit Valid/Expired Date

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Select the confidential level (PIN 0 –PIN 3); Pay Status; and Order By – Category, Employee No., Line No., or Name.

3. Select **"OK"** button once you have completed specifying the relevant information.

4. Select **"Exit"** button to log off.

2.5.9 Contract Valid/Expired Date

To print the contractual worker's valid date and expiry date.

Go to Personnel → Personnel Reports → Contract Valid/Expired Date

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Select the confidential level (PIN 0 –PIN 3); Pay Status; and Order By – Category, Employee No., Line No., or Name.

3. Select **"OK"** button once you have completed specifying the relevant information. Select **"Exit"** button to log off.

2.5.10   Bumiputra Report

To print the employee records to view the list of bumiputra, non-bumiputra or both.

Go to Personnel → Personnel Reports → Bumiputra Report

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Click on the droop down list box to select "Yes" to view employees who are bumiputra. Select "No" to view employees who are not bumiputra and "All" to view both bumiputra and non-bumiputra employees.

3. Select the confidential level (PIN 0 –PIN 3); Pay Status; and Order By – Category, Employee No., Line No., or Name.

4. Select **"OK"** button once you have completed specifying the relevant information. Select **"Exit"** button to log off.

2.5.11 Age Listing

To print the employee records from a specified range of ages.

Go to Personnel → Personnel Reports → Age Listing

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes.

2. Select the confidential level (PIN 0 –PIN 3); Pay Status; and Order By – Category, Employee No., Line No., or Name.

3. Select **"OK"** button once you have completed specifying the relevant information. Select **"Exit"** button to log off.

2.6   Category Maintenance

User can create category, line no., branch, department, and project in this menu and assign these categories to each employee. Click on Add/Edit Category, Add/Edit Line no., Add/Edit Branch, Add/Edit Department and Add/Edit project to maintain the category.

Go to Personnel → Category Maintenance

1. Click on the **"Add"** button to enter the code and description.

2. Click on the **"Save"** button to save the changes.

3. Click on the **"Delete"** button to delete category that was maintained.

4. Click on the **"Print"** button to print the report.

5. Else, select **"Exit"** button to log off.

2.7 Update Historical Records

This option enables user to update previous year's or month's pay records.

Go to Personnel → Update Historical Records

1. Click on arrow down button to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes. Click **"OK"** button to proceed to the next screen

2. At this screen, you may start entering each individual employee's previous year's or month's pay records.

3. Click on the **"Save"** button to save the change made.

4. Click on the **"Cancel"** button to cancel the updating.

5. Click on the **"Delete"** button to delete unwanted record.

6. Else, select **"Exit"** button to log off.

2.8   Historical Listing

This option enables user to view or print historical records of employees.

2.8.1   Employee Pay History

To view or print employee's historical pay records.

Go to Personnel → Historical Listing → Employee Pay Listing

1.   Click on the arrow down button to specify the range of employee numbers.

2.   Click on **"OK"** button to view the report.

3.   Else, select **"Exit"** button to log off.

2.8.2   Employee Increment Month

To view or print employee's historical pay increment records.

Go to Personnel → Historical Listing → Employee Increment Month

1.   Click on the arrow down button to specify the range of employee numbers.

2.   Click on **"OK"** button to view the report.

3.   Else, select **"Exit"** button to log off.

2.9   Generate Basic Rate Increment

This option enables user to generate basic rate increment for each individual employee

2.9.1   Increment to Individual

Allows user to enter increment amount to each employee.

Go to Personnel → Generate Basic Rate Increment

1.   Click on the **"Search"** button to look for the employee number.

2.   Enter the increment amount at Increment column for the employee.

3.   Click on the **"Save"** button to save the change.

4.   Else, select **"Cancel"** button to log off.

2.9.2   Generate Basic Rate Increment

This option will generate the basic rate increment for those specified employees.

Go to Personnel → Generate Basic Rate Increment

1. Click on drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes. Select the Pay Rate Type – Monthly, Daily or Hourly.

2. Specify the Basic Rate range for the selected Pay Rate Type.

3. Select the increment method – by Amount or by Percentage.

4. Enter the increment amount and date.

5. Click on the **"OK"** button to start generating the increment.

6. Else, select **"Cancel"** button to log off.

2.9.3   Update Increment Into Basic Rate

This option will update the increment of employee's basic rate into personnel file maintenance.

Go to Personnel → Generate Basic Rate Increment → Update Increment Into Basic Rate

1. Click on the **"OK"** button to start generating the increment.

2. Else, select **"Cancel"** button to log off.

2.10 A.   Generate Employee SOCSO Table

This option enables user to generate SOCSO contribution of employee based on their age.

Go to Personnel → Generate Employee SOCSO Table

1. Key in the minimum age to assign different SOCSO table.

2. Select no. of SOCSO table.

CONTENTS

CHAPTER 3: GOVERNMENT

Introduction:

This section allows you to view or print government reports as required by EPF, SOCSO, Income Tax and other authorities.

3.1 E.P.F Reports

Note: Go to Housekeeping → Setup → Table Maintenance → Government tables → EPF Table to predefine the EPF contribution rate.

This option enables user to print the EPF Borang A, EPF Borang BBCD, view the contribution amount to EPF and submit the data to EPF board by diskette.

Go to Government → EPF Reports

1. User can select from the following functions:-

    EPF Borang A

    1. Click on the drop down list box to specify the category (EPF contribution rate for both employee and employer), order by (employee number, line number or name). And enter the name ext, details of person preparing the document.

    2. User is required to tick on **"Use Passport no. foreign workers"** if the current employee is a foreigner, **"By Cash"** if the payment is made by cash, **"By Disk"** if data is sends by diskette.

    3. Beside that, user can select the EPF form format, such as:-

        a. Fixed Format
        b. Open Format

    4. Select **"OK"** button once you have completed specifying the relevant information. Select **"Printer"** button to print the EPF form on hard copy, select **"Preview"** button to view the actual form on screen, select **"Select Printer"** button to select name of printer used. Select **"Customize"** button to alter the form format, or select **"File"** button to send to text file and edit in Excel form, or else select "Cancel" button to return to previous screen.

    5. Select **"Disk"** button and you will be prompted to another screen. Then, select **"OK"** button to define the file directory to be transferred to and from. Or, select **"Cancel"** button to returns to previous screen.

    6. Select **"Exit"** button to log off.

    EPF View Contribution

    This option enables user to view the contribution amount by both employee and employer in details.

    1. Select "Exit" button to log off.

3.2 SOCSO (Social Security Organisation) Reports

This option enables user to print the SOCSO Borang 8A, Borang 2, Borang 3 and Lampiran A, and to view the contribution amount to SOCSO and submit the data to SOCSO department by diskette.

Go to Government → SOCSO Reports

1. User can select from the following functions:-

   SOCSO Borang 8A (Contri.)

   1. Click on the drop down list box to specify the category (SOCSO contribution rate), order by (employee number, line number or name). And enter the cheque number, name ext, details of person preparing the document.

   2. Besides, user can select SOCSO form format, such as:-
      a. Fixed Format
      b. Open Format

   3. Select **"Disk"** button if you wished to send the data by diskette. Choose on the respective file directory to be transferred to or from, and select **"Select"** button. Select **"Yes"** button if you want to list the record, otherwise select **"No"** button to cancel. Select **"Cancel"** button to omit the transaction.

   4. Select **"Printer"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen, select **"Select Printer"** button to select name of printer used. Or, select **"Customize"** button to alter the form format, select **"File"** button to send to text file

   and edit in Excel form or else select **"Cancel"** button to return to previous screen.

   5. Select **"Exit"** button to log off.

   NOTE: The above steps can be used to generate the SOCSO Lampiran A (This option enables user to send the data or record through Diskette to SOCSO department).

   SOCSO View Contribution

   This option enables user to view the contribution amount contributes by both employee and employer in detail.

   1. Select **"Exit"** button to log off.

   SOCSO Borang 2 (Joined)

   This form is used for newly joined employees.

   SOCSO Borang 3 (Resigned)

   This form is used for resigned employees.

3.3 Income Tax Reports

This option enables user to variety of income tax forms.

Go to Government → Income Tax Reports

1. User can select from the following functions:-

CP 39 (Monthly)

This option enables user to print monthly deductions from employees to Income Tax Department.

CP 39 View Contribution

This option enables user to view all the record of monthly deductions from employees to Income Tax Department.

CP 22 (Monthly)

This option enables user to print a list of newly joined employees of the company for reporting to the Income Tax Department.
(Remark: System will auto generate the respective newly joined employee record).

CP 22A (Monthly)

This option enables user to print a list of resigned employees of the company for reporting to the Income Tax Department.
(Remark: Once user has updated the employee's resignation date and employee status on section 2.1 Add Employees/Update, the system will auto generate the employee record).

CP 25A (Monthly)

This option enables user to print a list of monthly PCB deductions from employees.

Mark To Print For Any Pay

This option enables user to print for any pay on respective employee only.

List EA Form Status

This option enables user to print or list the employee record in details such as employee number, total pay, sex, marital status, print any pay status, number of month and print EA form status.

List Taxable Figures

This option enables user to print or list the tax amount to be charged for an employee.

CP 8A (Yearly)

This option enables user to print the yearly total income of an individual employee together with total Income Tax deduction and total EPF contribution.

CP 8D (Yearly) & CP159 (12 mths)

This option enables user to print a summary report of EA form and the monthly summary of the overall PCB deduction.

PCB2(11) (12 Mths)

This option enables user to print a confirmation letter of individual employee's PCB deduction to the Income Tax Department.

PCB Receipt/Date (12 Mths)

This option enables user to specify each category group of income tax receipt number and date.

List Tax Category

This option enables user to list each category group of income tax contributed by the employee.

Taxable Pay

This option enables user to list the current month of tax amount contributed by each of the employees.

Taxable Pay (12 Mths)

This option enables user to list the overall tax amount contributed by an individual employee.

Taxable OT/AW/DED (12 Mths)

This option enables user to list for an individual employee's record.

3.4 A.S.N Contribution – DED 113

This option enables user to print monthly contribution to Amanah Saham Nasional and can be submitted by disk.

Go to Government → A.N.S Contribution – DED 113

Note: Go to Housekeeping → Setup → Table Maintenance → Deduction Table to indicate the ASN, zakat, tabung haji fund. For more details, please refer to Chapter 6.

1. Click on the drop down list box to specify order by (name, employee number or line number), and enter the due month (deduction month) and cheque number.

2. Select **"Disk"** button if you wished to send the data by diskette. Choose on the respective file directory to be transferred to or from, and select **"Select"** button. Select **"Yes"** button if you want to list the record, otherwise select **"No"** button to cancel. Select **"Cancel"** button to omit the transaction.

3. Select **"OK"** button and you will be prompted to the report screen. Select **"Printer"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen, select **"Customize"** button to alter the form format, or select **"Exit"** button to return to previous screen.

4. Select **"Exit"** button to log off.

Note: The above Steps can be used for Tabung Haji Contribution – DED114 (Government → Tabung Haji (Contribution – DED114)

3.5 Human Resource Department Fund

Only for those companies who have more than 50 employees are required to contribute an amount equal to 1% of employee's salary to Human Resource Development Fund for training purposes. This option enables user to print employee's income and the 1% HRD fund will be automatically being calculated by system.

Go to Government → Human Resource Department Fund

1. User can select from the following functions, such as:

    Details Listing

    It will list each of the employee's record in details and the total contribution rate for the company.

    Department Totals

    It will list the contribution rate department.

2. Click on the drop down list box to specify the employee's category and nationality. And enter the percentage to be contributed by the company.

3. Select **"OK"** button and you will be prompted to the report screen. Select **"Printer"** button to print a hard copy of the report, select **"Preview"** button to view the actual report on screen, select **"Customize"** button to alter the form format, or select **"Exit"** button to return to previous screen.

4. Select **"Exit"** button to log off.

3.6 Foreign Worker Levy

This option enables user to view or print the foreign worker levy that paid by the employer

Go to Government → Foreign Worker Levy

1. Select **"Exit"** button to log off.

3.7 Zakat Listing

This option enables user to view for the number of employee contribute to zakat fund.

Go to Government → Zakat Listing → Zakat Listing/Zakat 12 Mths

1. Click on the drop down list box to specify the list to be sorted by category, department, employee no., line no., or name.

2. Key in due month, Cheque no., bank name, and branch name.

3. For Zakat 12 Mths, click **"Receipt no. /Date"** button to key in receipt number and date from January to December. Then, key in the details of person who prepare the current document at "Pengakuan Saksi" portion.

4. Select **"Exit"** button to log off.

CONTENTS

CHAPTER 4: MISCELLANEOUS

Introduction:

This section allows user to print employee attendance list, punch card labels, to export & import records, file checking, print letter and getting information from importing note.

4.1 Print Other Reports

4.1.1   Print Attendance List

This option enables user to print employee attendance list, whereby user also can manually mark for an individual employee attendance.

Go to Miscellaneous → Print Other Reports → Attendance List

1. Click on the drop down list box to specify range of the employee numbers, line numbers, branch codes, department codes, category codes, and employee codes. Later, select the Order By – Category, Department, Employee No., Line No. or Name. Lastly, select paper size (A3, A4 Landscape or Letter Landscape).

2. Select **"OK"** button once you have completed specifying the relevant information. And you will be prompted to another screen. Select **"Preview"** button to view the actual report on screen, select **"Print"** to print a hard copy of the report, select **"Select Printer"** button to select the printer used. Select **"Customize"** button to alter the report format. Else, select **"Cancel"** button to return to previous screen.

3. Select **"Exit"** button to exit from the Print Other Reports form.

4.1.2   Print Punch Card Labels

This option enables user to print employee's punch card label record.

Go to Miscellaneous → Print Other Reports → Punch Card Labels

1. Click on the drop down list box to specify the range of employee numbers, line numbers, branch codes, department codes, category codes, and employee codes. Later, select the Order By – Category, Department, Employee No., Line No. or Name.

2. There is an up down control in spin box used to specify the number of copy that you want to print.

3. Click on **"With I/C No."** to include the employee identity card number in the report. And if a worker resigns this month must enter the resign date so that the label will not be printed in the report.

4. Select **"OK"** button once you have completed specifying the relevant information. And you will be prompted to another screen. Select **"Preview"** button to view the actual report on screen, select **"Print"** to print a hard copy of the report, select **"Select Printer"** button to select the printer used. Select **"Customize"** button to alter the report format. Else, select **"Cancel"** button to return to previous screen.

5. Select **"Exit"** button to exit from the Print Other Reports form.

4.1.3   Print Letter of Confirmation

This option enables user to print employee's letter of confirmation.

Go to Miscellaneous → Print Other Reports → Letter of Confirmation

1. Click on the drop down list box to specify range of the employee numbers, line numbers, branch codes, department codes, category codes, employee codes, and dates of confirmation. Later, select the Order By – Category, Employee No., Line No. or Name. Lastly, key in the name and position of the person who prints the letter and followed by the report date.

2. Select **"OK"** button once you have completed specifying the relevant information. And you will be prompted to another screen. Select **"Preview"** button to view the actual report on screen, select **"Print"** to print a hard copy of the report, select **"Select Printer"** button to select the printer used. Select **"Customize"** button to alter the report format. Else, select **"Cancel"** button to return to previous screen.

3. Select **"Exit"** button to exit from the Print Other Reports form.

4.1.4   Print Letter of Increment

This option enables user to print employee's letter of increment.

Go to Miscellaneous → Print Other Reports → Letter of Increment

1. Click on the arrow down button to specify range of the employee numbers, line numbers, branch codes, department codes, category codes, employee codes, and dates of increment. Later, select the Order By – Category, Employee No., Line No. or Name. Lastly, key in the name and position of the person who prints the letter and followed by the report date.

2. Select **"OK"** button once you have completed specifying the relevant information. And you will be prompted to another screen. Select **"Preview"** button to view the actual report on screen, select **"Print"** to print a hard copy of the report, select **"Select Printer"** button to select the printer used. Select **"Customize"** button to alter the report format. Else, select **"Cancel"** button to return to previous screen.

3. Select **"Exit"** button to exit from the Print Other Reports form.

4.1.5   Print Letter of Application EPF

This option enables user to print a letter to request an approval on submission of EPF deduction or contribution thru diskette.

Go to Miscellaneous → Print Other Reports → Letter of Application EPF

1. Key in the recipient name into "Attention" field

2. Key in the name, department name, contact number and report date accordingly as a contact person details of the company.

3. Select **"OK"** button once you have completed specifying the relevant information. And you will be prompted to another screen. Select **"Preview"** button to view the actual report on screen, select **"Print"** to print a hard copy of the report, select **"Select Printer"** button to select the printer used. Select **"Customize"** button to alter the report format. Else, select **"Cancel"** button to return to previous screen.

4. Select **"Exit"** button to exit from the Print Other Reports form.

4.1.6   Print Letter of Application SOCSO

This option enables user to print a letter to request an approval on submission of EPF deduction or contribution thru diskette.

Go to Miscellaneous → Print Other Reports → Letter of Application
SOCSO

1. Key in the recipient name into "Attention" field

2. Key in the name, department name, contact number and report date accordingly as a contact person details of the company.

3. Select **"OK"** button once you have completed specifying the relevant information. And you will be prompted to another screen. Select **"Preview"** button to view the actual report on screen, select **"Print"** to print a hard copy of the report, select **"Select Printer"** button to select the printer used. Select **"Customize"** button to alter the report format. Else, select **"Cancel"** button to return to previous screen.

4. Select **"Exit"** button to exit from the Print Other Reports form.

4.2   Export / Import Payroll Records

This option enables user to process multi-companies payroll, or company with different branches.

Go to Miscellaneous → Export / Import Payroll Records

1. Click on the drop down list box to specify which confidential level to be used (PIN 0 – PIN 3), and the range of employee numbers, branch codes, line numbers, department codes, category codes, employee codes and range of month.

2. User needs to specify the sub-directory to be used for storing data.

3. User needs to specify whether to import or export record by clicking on
    a. **Export Payroll Records:** To export the data to other company or branches.
    b. **Import Payroll Records:** To import the data from other company or branches.

4. Select **"Exit"** button to exit from the Export / Import Payroll Records.

4.3   Export Payroll Records to Excel

This option enables user to export payroll records to Microsoft Excel for further customization of report or computation of pay.

Go to Miscellaneous → Export Payroll Records to Excel

1. Click on the drop down list box to specify which confidential level to be used (PIN 0 – PIN 3), range of the employee numbers, branch codes, line numbers, department codes, category codes, and employee codes. Later, choose file type – 1st half, 2nd half, 1st week, 2nd week, 3rd week, 4th week, 5th week, 6th week, Monthly, and Yearly.

2. User needs to specify the sub-directory to be used for storing data.

3. Select **"OK"** button once you have completed specifying the relevant information and system will automatically export the specified range of records into sub-directory.

4. Select **"Exit"** button to exit from the Export Payroll Records to Excel.

4.4 Export CSV/TXT File

This option enables user to export payroll reports to CSV or TXT format.

Go to Miscellaneous → Export CS/TXT File

1. Click on the drop down list box to select the preset report, and define the report title.

2. You may change the **"Header File"** or **"Body File"** according to your requirement for the output file.

3. You may also enter programming code for the **"Detail Lines"** to include certain filtration of records.

4. Click on the **"Export"** button to send the file. Else, click on the **"Cancel"** button to log off.

4.5 Check Files

This option enables user to browse the data files on employee information.

Go to Miscellaneous → Check Files

1. User can select various types of data files to be viewed or browsed by selecting on the respective data file name.

2. Select **"OK"** button and you will be prompted to the data file screen.

3. Select **"Cancel"** button to log off.

4.6 UBS HRMS Option

4.6.1 Update Annual Leave/Medical Leave Balance

This option enables user to update annual leave balance from the UBS HRMS system when both of these systems are integrated.

Go to Miscellaneous → UBS HRMS Option → Update Annual Leave/Medical Leave Balance

1. Select **"OK"** button to start the updating process.

2. Else, select **"Cancel"** button to log off.

4.6.2 Export/Import HRMS Files

This option enables user to export or import employee's details to or from the UBS HRMS systems when both of these systems are integrated.

Go to Miscellaneous → UBS HRMS Option → Export/Import HRMS Files

1. Select Export or Import. Later, select file(s) to be exported to or imported from the UBS HRMS system.

2. Select Payroll Type – 1st Half or 2nd Half (only applicable to Import function)

3. Click **"Ok"** button to process.

4. Select **"Cancel"** button to log off.

4.7 Accrued Account Maintenance

This option enables user to key the accrued accounts for each individual employee.

Go to Miscellaneous → UBS HRMS Option → Accrued Account Maintenance

1. Enter the accrued accounts for each individual employee.

2. Click **"Save"** button to save the change.

3. Else, select **"Cancel"** button to log off.

4.8 Post to Daccount

This option enables user to post transactions to the UBS Accounting system when both of these systems are integrated.

Go to Miscellaneous → UBS HRMS Option → Post to Daccount

1. Select the account number for each transaction type. (Make sure the system is linked to the Accounting system)

2. Click **"Save"** button to save the change.

3. Click **"Export"** button to send the transactions into the exported file folder and later import the transactions in the UBS Accounting system.

4. Else, select **"Cancel"** button to log off.

4.9 Notes On Importing

This option enables user to view the useful information about the payroll program. And normally either the programmer or tester will use this feature.

Go to Miscellaneous → Notes On Importing

1. Click on the **"Preview"** button to view the actual notes, or select **"Printer"** button to choose the printer to print the notes. You may alter the format by clicking on the **"Customise"** button. Else, select **"Cancel"** button to log off.

4.10 A. External Application

This option enables user to view the useful information about the payroll program. And normally either the programmer or tester will use this feature.

Go to Miscellaneous → A. External Application

1. Click on the **"Add New"** button to add new application program.

2. Click on the **"Delete"** button to remove the application program from the list.

3. Click on the **"Property"** button to edit the description or path of the application program.

4. Click on the **"Run"** button to execute the application program from the list.

5. Else, select **"Cancel"** button to log off.

CONTENTS

CHAPTER 5: MONTHLY AND YEARLY

Introduction:

This section enables user to print or view for monthly and yearly reports for monthly paid, deduction charge on employee, allowance, overtime or bonus received by employee, gross pay and net pay.

5.1 Month To Date Pay Listing

This option enables user to print or list for various type of reports.
Go to Monthly And Yearly → Month To Date Pay Listing

1. User can select from the following type of monthly report to be viewed or printed.

- **Mtd Pay Listing (1) & (2):** To print or list the employee record such as basic pay of each employee on current month, overtime, allowance, bonus, director fee, commission and total gross pay.

- **Mtd Statutory Deduction:** To print or list the employee's and employer's EPF, SOCSO, PCB and CP38 contribution amount.

- **Mtd AL & MC:** To print or list the employee's allowance and medical leave record in details.

- **Mtd Leave:** To print or list the employee's leave record in details.

- **Mtd Overtime Details**: To print or list the overtime amount claimed by the employee.

- **Mtd Allowance Detail – All/Selection:** To print or list either all or some of the employees entitled for the allowance.

- **Mtd Deduction Detail – All/Selection:** To print or list the deduction charged to the employee in details.

- **Mtd Pay By Employee(1) & (2):** To print or list for a single or individual employee payment records.

- **Mtd Company Totals:** To print or list the total amount paid by the company.

- **Mtd Line Totals:** To print or list the summary line totals report.

1. Click on the drop down list box to specify the range of employee number, line number, confidential level (different level of employee records, PIN 0 – PIN 3), paper size (A3, A4 landscape and Letter Landscape).

2. Select **"OK"** button and you will be prompted to report screen.

3. Select **"Preview"** button to view the actual report on screen, select **"Printer"** to print a hard copy of the report, select **"Select Printer"** to select the printer used. Select **"Customize"** button to alter the report format, select **"File"** button to send the record to text file and edit in Excel form, or else select **"Cancel"** button to return to previous screen.

4. Select **"Previous"** button to view the prior employee record.

5. Select **"Top"** button to view the first employee record.

6. Select **"Next"** button to view the following employee record.

7. Select **"Bottom"** button to view the last employee record.

8. Select **"Exit"** button to log off.

5.2   12 Months Figures Update

This option enables user to view and edit monthly payment, allowances, deduction and overtime records.

Go to Monthly & Yearly → 12 Months Figures Update

1. This menu comprises four screens:
    - **Pay Summary:** This option allows user to view and edit monthly basic, director fee, gross, employer's EPF, employee's EPF, taxable OT and taxable allowance, bonus, commission, extra, and etc.

    - **Allowance:** This option allows user to view and edit monthly allowances.

    - **Deduction:** This option allows user to view and edit monthly deductions such loan return, hostel, meal and etc.

    - **Overtime:** This option allows user to view and edit monthly overtimes worked.

    - **Leave:** This option allows user to view and edit monthly public holiday, annual leave, medical leave, maternity leave, marriage leave, compassionate leave, hospital leave, and etc.

2. Select **"Search"** button to search for an individual employee record.

3. Select **"Top"** button to view the first employee record.

4. Select **"Next"** button to view the following employee record.

5. Select **"Previous"** button to view the prior employee record.

6. Select **"Bottom"** button to view the last employee record.

7. Select **"Exit"** button to return to previous screen or to log off.

   (Remark: User only allows to amending the record in black color but not for the record in blue color.)

5.3   Calculate 12 Months Figures

This option enables user to calculate either all or individual the overtime, allowance, deduction, gross pay from basic pay + overtime + allowance + director fee and net pay total from details.

Go to Monthly & Yearly -> Calculate 12 Monthly Figures

1. Click on the check boxes to calculate for an individual type of record, or **"Calculate All"** if you wished to calculate all types of record, follow by selecting the **"OK"** button.

2. Select **"Cancel"** button to log off.

5.4   12 Months Yearly Reports

This option enables user to view or print the employee's wage report, gross pay, EPF and Net pay yearly report start from January until December.

Go to Monthly And Yearly → 12 Months Yearly Reports

1. Click on the drop down list box to specify the range of employee number, line number, confidential level (Different level employee records, PIN 0 – PIN 3) and paper size (A3, A4 landscape or Letter Landscape).

2. Next, select **"OK"** button once you have completed specifying the relevant information.

3. Select **"Search"** button to search for an individual employee record.

4. Select **"Preview"** button to view the actual report on screen, select **"Printer"** button to print a hard copy of the report, select **"Select Printer"** to select the printer name used. Select **"Customize"** button to alter the report format, select **"File"** button to send the record to text file and edit in Excel form, or else select **"Cancel"** button to return to previous screen.

5.5 Recalculate MTD, YTD, Taxable AW, OT, DED

This option enables user to recalculate the month-to-date, year-to-date, taxable allowance, taxable overtime, and taxable deduction for each individual employee.

Go to Monthly And Yearly → Recalculate MTD, YTD, Taxable AW, OT, DED

1. Click on the **"OK"** button to start the calculation.

2. Select **"Cancel"** button to log off.

5.6 Year to Date Pay Reports

This option enables user to generate and calculate the overall amount of the year. Normally user needs to generate these transactions once user has completed specifying the relevant information at section 5.2 12 Months Figures Update.

Go to Monthly And Yearly → Year to Date Pay Reports

1. User can select from the following type of monthly report to be viewed or printed.

   - **Ytd Pay Summary:** To print or list the employee record such as basic pay of each employee on current month, overtime, allowance, bonus, director fee, commission and total gross pay.

   - **Ytd Statutory Deduction:** To print or list the employee's and employer's EPF, SOCSO, PCB, and CP38 contribution amount.

   - **Ytd AL & MC:** To print or list the employee's allowance and medical leave record in details.

   - **Ytd Leave:** To print or list the employee's leaves entitled and balance.

   - **Ytd Overtime Details:** To print or list the overtime amount claimed by the employee.

   - **Ytd Overtime Hours:** To print or list the overtime hours worked by the employee.

   - **Ytd Allowance Detail – All/Selection:** To print or list either all or some of the employees entitled for the allowance.

   - **Ytd Deduction Detail – All/Selection:** To print or list the deduction charged to the employee in details.

- **Ytd Pay By Employee:** To print or list for a single or individual employee payment records.

- **Ytd AL & MC by employee:** To print or list the annual leaves and medical leaves applied by each individual employee.

1. Click on the drop down list box to specify the range of employee number, line number, confidential level (different level of employee records, PIN 0 – PIN 3), paper size (A3, A4 landscape or Letter Landscape).

2. Select **"OK"** button and you will be prompted to report screen.

3. Select **"Preview"** button to view the actual report on screen, select **"Printer"** to print a hard copy of the report, select **"Select Printer"** to select the printer used. Select **"Customize"** button to alter the report format, select **"File"** button to send the record to text file and edit in Excel form, or else select **"Cancel"** button to return to previous screen.

4. Select **"Previous"** button to view the prior employee record.

5. Select **"Top"** button to view the first employee record.

6. Select **"Next"** button to view the following employee record.

7. Select **"Bottom"** button to view the last employee record.

8. Select **"Exit"** button to log off.

5.7   Past Months Pay Transaction

This option enables user to summarize the employee monthly salary paid report.

Go to Monthly & Yearly -> Past Months Pay Transaction

1. Click on the drop down list box to specify the range of employee number and the current month to be viewed or printed. Follow by selecting the **"OK"** button and you will be prompted to report screen.

2. Select **"Top"** button to view the first employee record.

3. Select **"Next"** button to view the following employee record.

4. Select **"Previous"** button to view the prior employee record.

5. Select **"Bottom"** button to view the last employee record.

6. Select **"Search"** button to search for an individual employee record.

7. Select **"Print"** button to print the report on hard copy, select **"Preview"** button to view the actual report on screen, select **"Customize"** button to alter the report format. Or, select "Exit" button to return to previous screen.

8. Select **"Exit"** button to log off.

CONTENTS

CHAPTER 6:HOUSEKEEPING

Introduction:

This section enables user to maintain general setting of the system according to the an individual company's requirement, reports format setting, password maintenance, indexing and recovering data files, upgrading and deleting data files and changing item numbers.

6.1   Setup

This option enables user to maintain the general setting of the system and for parameters setting that suit with the company's requirement.

6.1.1   Parameter Setup
On Parameter Setup menu it comprises four pages.

Go to Housekeeping → Setup → Parameter Setup

1.Select **"Apply"** button once you have completed specifying the relevant information.

2.Select **"Cancel"** button to cancel your selection.

3.Select **"OK"** button to log off.

6.1.1.1   Company Details

This menu is for user to enter the company information.

1.   Click on "**Company Details"** on top of the menu.

2.   Enter the company name, address, and telephone number; fax number, R.O.C reference number, this month (this is required when the system is first used, and the month will be changed automatically after every month end processing), this year (current year), and payroll manager's details.

3.   Click on the drop down list box and specify the country code. Once you have made some changes on this field, user needs to log off from the system and log in again.

4.   Next, click on **"Pay Calculation"** and you will be prompted to another screen.

6.1.1.2   Payroll Calculation

Part I: Basic Pay (Monthly Rated) Determination

1.   **No of payment per month:** To determine whether you are paying your staff once or twice a month.

2.   **1st Half Pay Basic Pay Cal. Method:**

   i.   Half of the Basic rate

   ii.   Pro-rated to days of month
        (Remark: This method will be applied when the pay day base on working days of that current month instead of half month (13 days). E.g. first half month of days is 14 days thus the 2nd half day will be 12 days because the total working days per month is 26 days. But make sure that it tallies with unpaid leave.)

If select option (2) for calculation:

e.g.: Date commence: 18/1/2000
Salary: RM2, 500.00
Basic Pay = 2500.00 * 15 days
                    31 days
             = RM1, 209.68

a. Deduction method for NPL (Note: NPL = Non Paid Leave)

- Rate / Working Days (e.g. 27 days)

- Rate / Fixed Days per Month (e.g. 26 days)

- Rate / No. of days in the Month (e.g. 30 days or 31 days)

3. **If Payday is less than half of the working day:**

Basic Pay = Payday * Day Rate, If Payday <= XX

Example: (Mainly is used to calculate NPL)

An employee who have absent for many days, there are two methods to calculate the basic pay.

Method 1: Basic Pay = Day rate * Pay Day
Method 2: Basic Pay = Basic Rate – Day Rate * No. of NPL

Note: If total working days are 26 days per month, the 1st half working days will be 13 days.

Salary   RM 2,800.00
Working day   27 days
Fixed day per month 26 days
No. of Day worked   12 days
No. of NPL   15 days

i. If XX or Pay Day is entered as 14, use Method 1

Basic Pay = 2800 * 12 days
                     26
          = RM 1,292.31

ii. If XX or Pay Day is entered as 11, use Method 2

Basic Pay = 2800 - (2,800 * 15 days)
                      26
          = RM 1,846.62

4. **Lateness Deduction Ratio:** This field enables user to preset the ratio on Hourly Rate of Pay (HRP) to be deducted from number of hour late.

> **E.g   Basic rate = RM2, 000.00**
> **Lateness Rate = 1.5 times**
> **Lateness = 3 hours**
>
> **Basic Pay = 2,000.00**
> **26 * 8**
> **= 9.62 per hour**
>
> **Lateness = 9.62 * 3 hrs**
> **= RM28.86**
> **Total deduction = RM28.86 * 1.5times**
> **= RM43.29**

Part II: Overtime Determination

1. Maximum Pay Allowed to Calculate HRP (Hourly Rate of Pay)**:**
   - 1500
   Note: It means of employee with salary of RM1, 500.00 and   beyond the overtime calculations is based on RM1, 500.00 only

   - 10000

2. **Calculate HRP from Day Based Allowance   (Note: Aw = Allowance)**: User can select the formula for day based Allowance with OT rate calculation by using selection 1 or 2.

   - HRP = + Rate / Hour

   - HRP = + Aw / Day / Hour (For Daily Rate, Hourly Rate) or

   - HRP = + Aw * 12 / Hours Per Year (For Monthly Rate)

3. **Calculate OT from Last Month HRP:** This option enables user to calculate the overtime based on present month pay or previous month pay. Click **"Yes",** overtime will be based on previous month to calculate. Click **"No",** overtime will be based on current month to calculate.

Part III: EPF Determination

1. **1st Half EPF equal to half full month EPF:** This option enables the system to calculate the EPF contribution for 1st Half Payroll that based on half of the total contribution of the month.

2. Then, click on **"Pay Calculation [2]"** and you will be prompted to another screen.

6.1.1.3   Payroll Calculation [2]

This menu can be divided into four parts: -

Part I: Basic Rate Decimal Setting

1. **Set Basic Rate to:** User can select the basic rate format (2 decimal point / 3 decimal point)

Part II: Tip Claimable

1. **Tip Claimable Point Ratio**: This field is to define the formula. By default, system will set it as IIF (WDAY = 0, 0, WDAY/WDAY). If apply this formula make sure that user go to Housekeeping -> Setup -> Table Maintenance -> Allowance Table, delete the default formula on TIP ALL (row 12), otherwise the system will generate the allowance twice to the employee. And this field was related to allowance table.

Part III: Smallest Unit Determination

1. **Payment Smallest Unit (overtime):** Payment smallest unit can be 1, 2, 5,10,20,50, 100 cents.

2. **Round (overtime):** This option enables user to either round up **("Yes")** or round off **("No")** OT1,2,3,4, Rest Day Pay, Holiday Pay.

3. **Payment Smallest Unit:** Payment smallest unit can be 1, 2, 5,10,20,50, 100 cents.

4. **Round:** This option enables user to either round up **("Yes")** or round off **("No")** basic pay, total allowance, total deduction or net pay.

Part IV: Advance Determination

1. **Do not generate advance employees who joined this month and after this Day:** E.g. 5 (if 5th is the advance allowed day, who joined after this day will not get the advance payment). And this field will affect the result when generate the Advance menu on Chapter 1, section 1.1.8.

2. **Pension Contribution Formula:** This option enables user to set the formula for pension contribution.

3. Once user has completed this menu, click on "**Control"** and you will be prompted to another screen

6.1.1.4   Control

This menu can be divided into three parts: -

Part I: Transaction

1. **Allow 1st half under all conditions:** Click on this checkbox to enable user to use 1st half payroll, even though you have set to Pay Once a month.

2. **Clear Advance/Bonus/Commission/Extra on month end:** Click on this checkbox to allow system clear Advance/Bonus/Commission/Extra records from the salary automatically after month end process.

3. **Delete advance in transaction:** Click this checkbox to remove advance from the deduction list in "View Pay Slip".

4. **Check working days balanced in transaction:** Click on this checkbox to allow system checks and prompts an alert message whenever the working day is not tally.

5. **Auto calculate working day in 1st half:** Click on this checkbox to allow system calculate working day in 1st half automatically.

6. **Automatic Update basic rate:** Click on this checkbox to allow system to update basic rate after month end whenever there is changes on basic rate.

7. **Deduction on No.15 used as CP38:** Click on this checkbox to reserve Row No.15 in deduction table as CP38 deduction.

8. **Display A.L and M.C balanced in transaction:** Click on this checkbox and system will display the AL (annual leave) and MC (medical leave) during transaction which will be shown in normal pay.

9. **Gets hours per year from monthly OT hours table:** Click on this checkbox to allow system update the hours per year in working hour table by referring to the monthly OT hours table.

10. **Full Fixed allowance used to calculate 1st half overtime:** Click on this checkbox to include all fixed type of allowances as the calculation of overtime rate.

11. **Do not adjust Bonus PCB/ Comm. PCB/ Dir. Fee PCB on 2nd half:** Click on this checkbox to avoid PCB for bonus, commission or director fee to be sum into PCB of employee's pay in the end of the month, when bonus pay in the mid of the month.

12. **Bonus PCB calculated based on last year December taxable amount:** Click on this checkbox to contribute bonus to last year PCB amount instead of current bonus PCB. User can key in last year December taxable amount and PCB amount in personnel file maintenance (Personnel → Add/Update Employees (Setting)).

13. **Employee EPF paid by Employer is taxable:** Click on this checkbox to allow employee's EPF which is paid by employer contribute to PCB.

14. **Taxable Extra Amount:** Click on this checkbox to include extra amount into EA Form (Borang 8A).

Part II: Control

1. **Pin. Nos. allowed to write:** Enter the pin number that you want to assign to access this payroll system. Pin number 0 & 1 are for management level where they can access any part of the payroll system. Pin 2 & 3 only can view Personnel Information.

2. **Default Pay Slip Format**: User can go to Payment -> 1st half payroll / 2nd half payroll / bonus / commission + extra → Print Pay Slip to define the pay slip format.

3. **Set personal information to confidential:** Click on it if you want the personal information to be confidential. If you access the payroll by pin number 2 & 3 where you only allow to view confidential 2 & 3 only

4. **Multi Company:** Click on it if you are using multi company function.

5. **Photo:** Click on it the employer can scan and insert employees photograph in personnel records. Your image must be BMP file format.

Part III: Smart Lock

1. System provides 3 types of security controls. Select the correct type of control that you are using.

   - USB Key: for Single user only (stand alone PC)

   - USB Key for Lan: For multi-user only (networking)

   - Demo Set: For evaluation purpose only (educational). The demo set can only be used for three months continuously, any month starting from January to December and it can have only 10 employees' records.

6.1.2   Table Maintenance

6.1.2.1   Payment Table

This option enables user to set the payment format.

Go to Housekeeping → Setup → Table Maintenance → Payment Table

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Note: For those columns marked as "-" user cannot make selection because this field is compulsory.

Contribute to means if Bonus is subject to EPF, SOCSO and PCB contribution.

Deduct Directly In This Pay means it will be directly deducted from payment.

Calculate Using Basic Rate Instead Of Basic Pay means EPF, SOCSO, PCB and OT will be calculated based on the basic rate only.

Pay Every ? Months means if Bonus is paid once a year, type as 12 to indicate every 12 months pay once.

1st Half   : If the total working day per month is 26 days, the 1st half will be 13 days.

2nd Half   : Take the above example where the 2nd half will be another 13 days.

Bonus   : An incentive given to employees, normally at year end.

Director Fees : The salary that will be received by the boss.

Piece Rated : The salary that will be based on the output quantity. (For more detail please go to Housekeeping → Setup → Table Maintenance → Piece Rate Table)

1. Select **"OK"** button once you have completely specifying the relevant information and the system will save and update the information.

2. Select **"Cancel"** button the system will not update the information.

6.1.2.2 Allowance Table

This option enables user to set the fixed, shift, variable and daily allowances.

Go to Housekeeping Setup → Table Maintenance → Allowance Table. This menu consists of three pages.

1. User is allowed to key in other types of allowances at column 1-6 and 13-17. Next, user just need to click on the respective box to include the allowance either in OT1, OT2, OT3, OT4, OT5, OT6, EPF, SOCSO, TAX, HRD, NPL (Non-paid leave), Late, Bonus and Pay.

2. Next, select **"Next"** button and you will be prompted another screen

3. For **"Note"** column user can refer to right hand table either is for transport or entertainment.

4. For **"Day Based"** column it consists of 13 digits where 0 represent non-active and 1 represent active. To do this user can refer to the **"Contribution of attendance to day based allowance"**.

_____
Note:

DW = Days Worked	MR = Marriage Leave
PH = Public Holiday	CL = Compassionate Leave
AL = Annual Leave	HL = Hospital
MC = Medical Leave	OPL= Other Pay Leave
MT = Maternity Leave	ADJ= Adjustment
EXT = Examination Leave	PT = Paternity Leave
AD = Advance Leave	

e.g.: 1000000001000 and your transport allowance is
RM 2 per day. Therefore, your monthly transport
allowance = (DW + ADJ) * RM 2
_____

5. Then select **"Next"** button and you will be prompted to another screen

6. This menu is for user to define the formula on different types of allowance. If your company has formula based allowance then you can create formula column.
   (Remark: If user enters invalid formula such as missing bracket or comma, an error message will be prompted when user generate Process Pay.)

7. User can define the allowance type such as:

   • **F** (Fixed Allowance): Allowance will not be cleared at the end of the month

   • **V** (Variance Allowance): Allowance will be cleared at end of the month. No formula will be applied and user can go to Payment → 1st / 2nd Half Payroll → Add/Update → Normal Pay, to key in the amount.

   • **D** (Daily Allowance): Daily paid allowance. This allowance may be calculated based on actual days the employees come to work, or inclusive of public holidays. No formula will be applied.

   • **S** (Shift Allowance): No formula will be applied. Amount will be based on the Shift Allowance Table (6.1.2.9).

8. Select **"Back"** button and you will be prompted to previous screen.

9. Select **"Cancel"** button to log off.

_____

Note: For row no. 12, TIP ALL. User is required to delete this formula if user using another default formula IIF(WDAY=0,0,DW/WDAY) on 6.1.1.3 Payroll Calculation [2] - Part II Tip Claimable

_____

Calculation on Attendance Allowance (RATTN = NPL + AB)

Note: RATTN = Reverse Attendance

Formula: IIF(RATTN = 0, 30, IIF(RATTN <=1, 20, 0))

- indicates that if an employee has NPL (non-pay leave) + AB (absent) = 0, that person will be entitle for RM 30 allowance, if NPL + AB is less than or equal to one day, that person will be entitled for RM 20 allowance, otherwise allowance will be zero value.

Cash In Lieu

If employee A resigned with total number of 7 days annual leave not taken and employee A would like to convert as allowance.

1. Specify or enter the cash in lieu at row 6, and define the type as **"V".**

2. Go to Personnel → Add/Update Employees → Pay Setting to maintain the rate. For more detail please refer to Chapter 2, section 2.1 (pay).

6.1.2.3   More Allowance Table

This option enables user to define more allowances that to be linked to the allowance table that contains 17 types of allowances.

Go to Housekeeping → Setup → Table Maintenance → More Allowance Table

1. Enter the allowance description and select the row of the allowance table to do the linking.

2. Click on the **"OK"** button to save the change. Else, click on the **"Cancel"** button to log off.

6.1.2.4   Deduction Table

This option enables user to enter the description of deduction and decides whether the deduction will be calculated in OT, EPF, SOCSO, TAX, HRD, ZAKAT or PAY.

Go to Housekeeping Setup → Table Maintenance → Deduction .This menu consists of two pages.

1. Enter the description of deduction then click on respective box whether the deduction is deductible for OT, EPF, SOCSO, TAX, HRD, ZAKAT or PAY. Row no. 9 – 10 and no.12 – 15 are reserved for other deductions (Please refer to **"Note"**).

2. **File No** normally used for entering the employee file number.

3. Then, select **"Next"** button and you will be prompted to another screen.

4. Key in the deduction formula under formula column.

5. For Type column, it can be divided into two categories of deductions:
   - **F** (Fixed Deductions): Deduction will not be removed after month end processing.

   - **V** (Variable Deductions): Deduction will be removed after month end processing.

6. Select **"Exit"** button to log off.

6.1.2.5   More Deduction Table

This option enables user to define more deductions that to be linked to the normal deduction table that contains 17 types of deductions.

Go to Housekeeping Setup → Table Maintenance → More Deduction Table

1. Enter the deduction description and select the row of the deduction table to link to.

2. Click on the **"OK"** button to save the change. Else, click on the **"Cancel"** button to log off.

6.1.2.6   Overtime Table

The overtime will be subjected to EPF, SOCSO, TAX or HRD.

Go to Housekeeping → Setup → Table Maintenance → Overtime Table

1. Unit: Enter whether the overtime will be calculated base on hourly rated or daily rated. All must be capital letter.

2. Ratio: Enter the ratio to be used by the company. **E.g 1.00, 1.10 etc.**

3. Constant: Fixed rate of overtime

4. RATE: This column is only used for monthly rated employees whose basic rate is more than 2000. If your employees pay exceed the maximum figure then you can set a rate for your OT calculation.

5. DEC: Enter the number of decimal for the OT rate, either 2 or 3 decimals.

6. EPF: User can determine whether the overtime is to be contributed to EPF calculation.

7. SOCSO: User can determine whether the overtime is to be contributed to SOCSO calculation.

8. TAX: User can determine whether the overtime is to be contributed to Tax calculation.

9. HRD: User can determine whether the overtime is to be contributed to HRD calculation.

10. Select **"Exit"** button to log off.

6.1.2.7   Working Hours Table

Go to Housekeeping → Setup → Table Maintenance → Working Hours Table

1. In working hours table user can define six different types of hour per day, day per month and hours per year to be assigned for each of the employee.

2. User can either key in the working hours for monthly rate, daily rate and hourly rate for employee or tick the checkbox of Get hours per year from monthly OT hours table (Housekeeping → Setup → Parameter Setup) to allow system update it automatically. Make sure the working hours have been set.

3. Select **"OK"** button to save your specification.

4. Select **"Cancel"** button to log off.

6.1.2.8   Monthly OT Hours Table

This option enables user to define the maximum overtime hours that each individual employee can work for each month.

Go to Housekeeping → Setup → Tables Maintenance → Monthly OT Hours Table

1. Enter the maximum overtime hours for each month in each table.

2. Select **"OK"** button to save your specification.

3. Select **"Cancel"** button to log off.

Shift Allowance Table

This menu is only applicable for shift-worker and it will be subjected to EPF.

Go to Housekeeping → Setup → Table Maintenance → Shift Allowance Table

1. This table consists of 9 tables and 20 shifts. User needs to enter the rate for different shifts of group worker.

2. Select **"Exit"** button to log off.

6.1.2.10   Piece Rates Table

This menu is only applicable if the company has piece rate calculation.

Go to Housekeeping → Table Maintenance → Piece Rates Table

1. Select **"Add"** button follow by entering the piece-code, description and piece rate.

2. Select **"Save"** button after you have completed specifying the relevant information.

3. Select **"Cancel"** button to cancel the process.

4. Select **"Search"** button to search for a particular record.

5. Select **"Delete"** button to delete that unwanted record.

6. Select **"Exit"** button to log off.

6.1.2.11   1st and 2nd Half Rates

This option enables user to set the number of day in 1st half, e.g. 15 and 2nd half total days.

Go to Housekeeping → Table Maintenance → 1st & 2nd Half Rates

1. Go to the respective month and enter the number of days. Then, select **"OK"** button to save the record and log off.

2. Select **"Cancel"** button to unsaved the record and log off.

6.1.2.12   TXT Import

Go to Housekeeping → Table Maintenance → TXT Import

Note: To generate this transaction user need to follow the rules as stated below:

1. Go to Personnel→Add/Update Employees or for more details please refer to Chapter 2.1.

2. Go to Payments → 2nd Half Payroll → Add/Update →Import From Payroll txt.

6.1.2.13 Month End Update Table

Go to Housekeeping → Table Maintenance → Month End Update

Tick all check box to update all (basic rate, holidays, rest day/ public holiday, leaves, loan deduction and mid month increment) into payment after month end process.

6.1.3 Government Table

6.1.3.1 EPF Table

This option enables user to set the EPF rate for different group of people.

Go to Housekeeping → Setup → Government Tables → EPF Table

1. Enter the employee rate and employer rate into tables 1 to table 6.

2. Table 6 is only used for foreign workers.

3. Special calculation method can be used in different situation whereby 2% basic pay added to employer's contribution.

4. Click the drop down list box to specify the calculation method or special calculation method.

5. Select **"OK"** button once you have completed specifying the relevant information.

6. Select **"Cancel"** button to undo the processing.

6.1.3.2 SOCSO Table

This option enables user to view and amend SOCSO rate based on the range of basic rate in each table. There is only 16 rows for user to amend SOCSO rate.

Go to Housekeeping → Setup → Government Tables → SOCSO Table

6.1.3.3 PCB Table

This option enables user to view, print and update PCB table.

Go to Housekeeping → Setup → Government Tables → PCB Table

6.1.3.4 FW Levy (FWL) Table

This option enables user to set the FWL deduction amount.

Go to Housekeeping → Setup → Government Tables → FW Levy (FWL) Table

1. Enter the levy amount for employee and employer for different levy tables.

2. Select **"OK"** button once you have completed specifying the relevant information.

3. Select **"Cancel"** button to undo the processing.

6.1.4 Addresses & Account No.

This option enables user to define the organization that the company is dealing with such as bank, income tax department, EPF department, SOCSO department and others. This menu comprises of three pages.

Go to Housekeeping → Setup → Addresses & Account No.

1. Select **"Next"** button in order to select the require organization. Or, select **"List"** button to view the organization type. System allows user to maintain maximum 10 different bank's address, 5 EPF addresses, 5 SOCSO department addresses, 5 tax department address, and etc.

2. Select **"Top"** button to view the first organization record.

3. Select **"Previous"** button to view the prior organization record.

4. Select **"Bottom"** button to view the last organization record.

5. Specify the organization name, code, branch code and address.

6. Then, select **"Your Company Registered Information"** and you will be prompted to another screen

7. Specify the company-registered name, account number, auto pay system short name, APS given ID, file name for disk/internet transfer and field to store the file.

8. Click on the drop down list box to specify the authorized bank for APS Format No. in APS Set DBF

9. Select **"Officer In Charge"** after you have completed specifying the relevant information and you will be prompted to another screen. Enter the officer's details such as name, identity card number, position, telephone number, tele-fax number and email address.

10. Select **"Save"** button once you have completed specifying the relevant information.

11. Select **"Exit"** button to log off.

6.2   Maintain Passwords

This option enables user to change or reset the password in this system for security purpose.

Go to Housekeeping → Maintain Passwords

1. First, user needs to enter or key in the old password and the system will prompt out the PIN and password message box. But if your password is incorrect you might not be able to proceed to next stage.

    - PIN 0 – Administrator/Management
    - Pin 1 – Management
    - PIN 2 – Payroll Clerk
    - PIN 3 – Payroll Clerk

2. Then, enter or reset the new password, re-enter the password again for verification.

3. Select **"OK"** button once you have completed and the system will update for you. Next time when user logs in please enter the new password.

4. Select **"Cancel"** button to log off.

6.3   File Re-organisation

This option enables user to re-organise the index files found in the system, upgrade the file, change the employee number and update the town and state (If the employee have moved to another place).

6.3.1   Index

Go to Housekeeping → File Re-organisation → Index

1.   Select **"OK"** button to run index.

2.   Select **"Cancel"** button to log off.

6.3.2   Upgrade

This option enables user to recover all data after power failure or power disruption. This is an essential tool to recreate a proper set of transaction by posting against all transactions in your existing directory.

Go to Housekeeping → File Re-organisation → Upgrade

1.   Select **"OK"** button to run upgrade.

2.   Select **"Cancel"** button to log off.

6.3.3   Clear Transactions/Master File

This option enables user to eliminate the data from 1st or 2nd half pay and master file.

Note: This function can only be accessed if current payroll is a demo set.

Go to Housekeeping → File Re-organisation → Clear Transactions/Master File

1.   User can select from the following functions:-
     • **Clear Transactions :** The system will remove data from 1st and 2nd half pay.
     • **Clear Master File   :** The system will remove data from the Master File.

2.   Select **"OK"** button once you have made your selection.

3.   Select **"Cancel"** button to log off.

6.3.4   Change Employee No./Category/Department/Line no./Branch/Project

Go to Housekeeping → File Re-organisation → **Change Employee No. /**
                                        Change Category /
                                          Change Department /
                                          Change Line no. /
                                          Change Branch /
                                          Change Project

1.   Change employee number, category, department, line no., branch code and project by entering the old data, follow by new data. Select **"OK"** button and system will auto generate and update it. Or, select **"Exit"** button to log off.

6.3.5   Generate Pay 12_m

This option is only/must run after user upgrade UBS payroll system from version 8.X to version 9.X, before doing any transactions.

6.4   Month End

Go to Housekeeping → Month End

Note: Before user runs this option, user is advised to print all summary reports and monthly government reports. Month end processing will update accumulated figures for BASIC PAY, OT PAY, Annual Leave and Sick Leave.

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1. User can select from the following functions:-

   • Move Forward Transaction: The basic pay, OT pay, annual leave and sick leave for current month will be brought forward to next month. For actual pay, we have to update pay for existing employee, delete pay for employee resigned and add pay to new employee

   • Remove Transactions: User has to enter the basic pay, OT pay, annual leave and sick leave after month end process to those employees who are still working.

2. Select **"OK"** button once you have completed specifying the relevant information.

3. Select **"Cancel"** button to log off.

6.5   Year End

Go to Housekeeping → Year End

Note: Before user generated this option, user has to print out all yearly reports, especially IR8A and IR8S forms.
If you are unable to print them by January, you have to backup your data or copy into another sub-directory. Having done so, you can run year-end processing.

1. Select **"OK"** button and system will automatically remove all non-active employees from master record and all accumulated figures will be set to zero.

2. Select **"Cancel"** button to log off.

6.6   Enquiries

Go to Housekeeping → Enquires

1. User can select from the following functions:-

   • *Check By IC No.:* **User is required to enter both new and old identity card numbers.**

   • *List BY IC No:* **System will list all the employee identity card number.**

   • *List Duplicate IC No.:* **System will only list those identity card with the same number.**

- *Check By Bank A/C No.:* **User is required to enter the bank account number to check.**

- *Check Pay:* **Allow user to view the employees pay for month.**

2. **Select** *"OK"* **button once you have completed specifying you selection.**

3. **Select** *"Exit"* **button to log off.**

6.7   Backup And Restore

This option enables user to backup a copy of monthly transaction, in order to restore and use back when needed.

Go to Housekeeping → Backup/Restore

1. **To backup a file, select a destination/directory path to save the backup and press the** *"Backup"* **button.**

2. **To restore a file, select a destination/directory path which contain the backup file and press the** *"Restore"* **button. Log in password is needed to restore the backup.**

3. **Select** *"Cancel"* **button to log off.**

6.8   Menu Control Manager

Note: Only Pin No. 0 is allowed to access this menu.

Go to Housekeeping → Menu Control Manager

1. **User just needs to click on the related box in order to present the authority of user such as Payroll Clerk to access to the menu.**

2. **Select** *"Exit"* **button to log off.**

6.9   Exit

This option enables user to exit from current directory.