EC
PAYROLL

USER GUIDE

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OPERATING ENVIRONMENT

HARDWARE REQUIREMENTS	Intel pentium or higher microprocessor-based PC 640 k-bytes memory minimum 1 hard disk USB drive (backup purposes)
SYSTEM SOFTWARE REQUIREMENTS	Windows XP or higher.
INSTALLATION	Insert the EC CD-ROM into a CD-ROM drive. Click on “EC Payroll” and follow directions.
TO START	To start EC Payroll, double-click on EC Payroll on desktop. Select the company required or click "ADD" to create a new company. If you are greeted with a message whether to create files, click on "YES" (Note: This message whether to create files will not appear the next time you start up EC Payroll once the data files are created). If you want to enter the key code, please select the directory ".\data". The system uses 5 PIN numbers. PIN 0 can access all the functions of the program. Only pin 0 can have access to "Housekeeping->Menu Control Manager". You can set the accessibility in each menu and sub-menus for other PIN users if you use PIN 0. PIN 1 is similar to PIN 0 except PIN 1 cannot access "Menu Control Manager". PIN 2, PIN 3 and PIN 4 have decreasing order of accessibility. For password, type "EC" and click "ACCEPT" (This password can be changed by the user). The main menu should now be displayed on the screen. You can select any menu from top or at the column on the left of the screen. The menu at the left of the screen shows only commonly used items. These items are marked by a "tick" sign or a "star" sign in the menu shown at the top. See figure 1 below.

PERSONNEL FILE MAINTENANCE

Figure 1

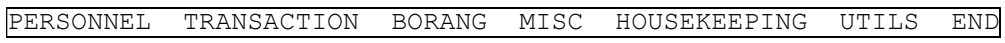
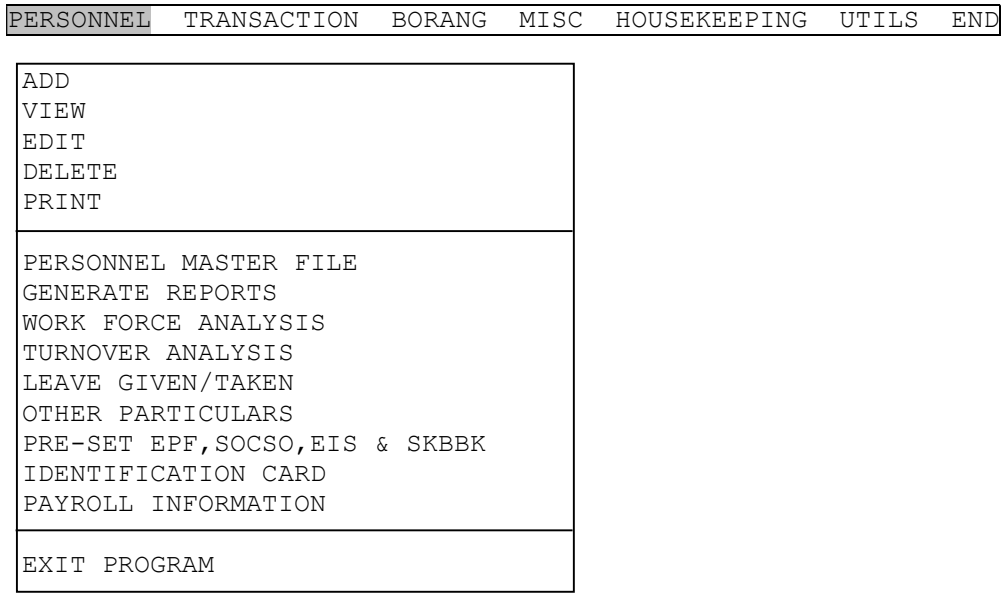


Figure 2

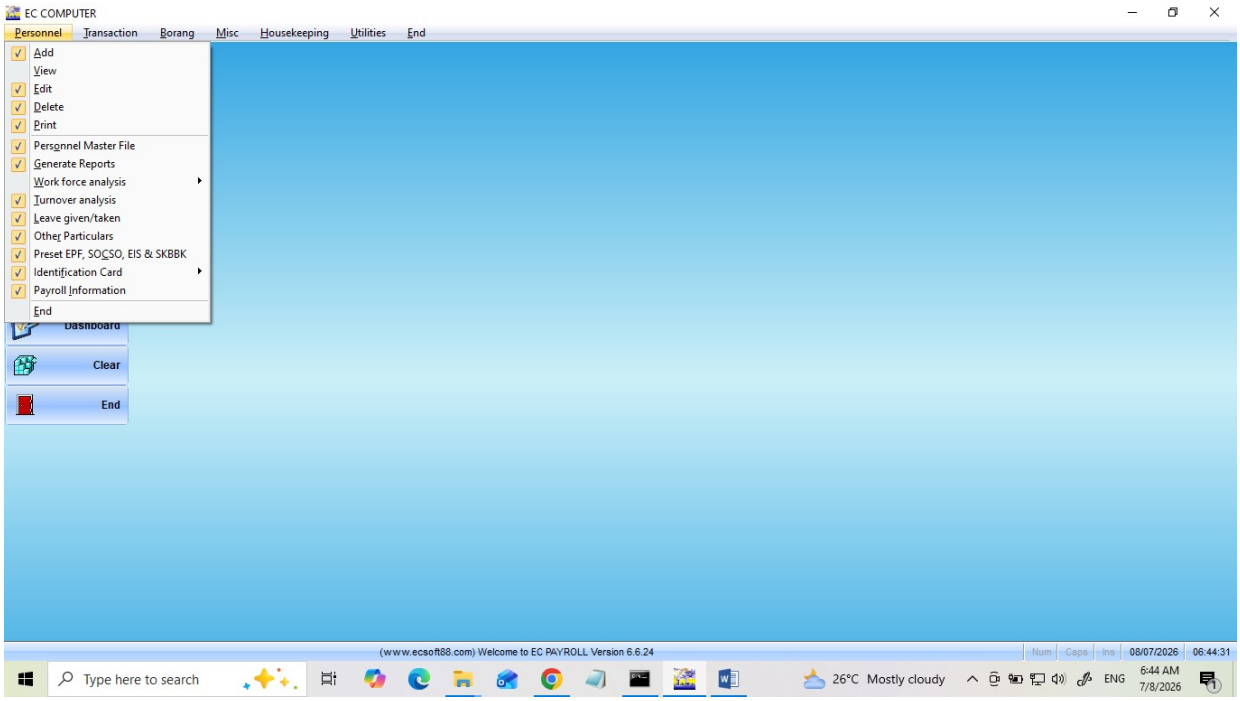


GENERAL

This option allows you to register a personal file and his/her pay particulars into the computer for every new employee joining your company. Functions include Add, Edit, Delete and Print Various Personnel Reports.

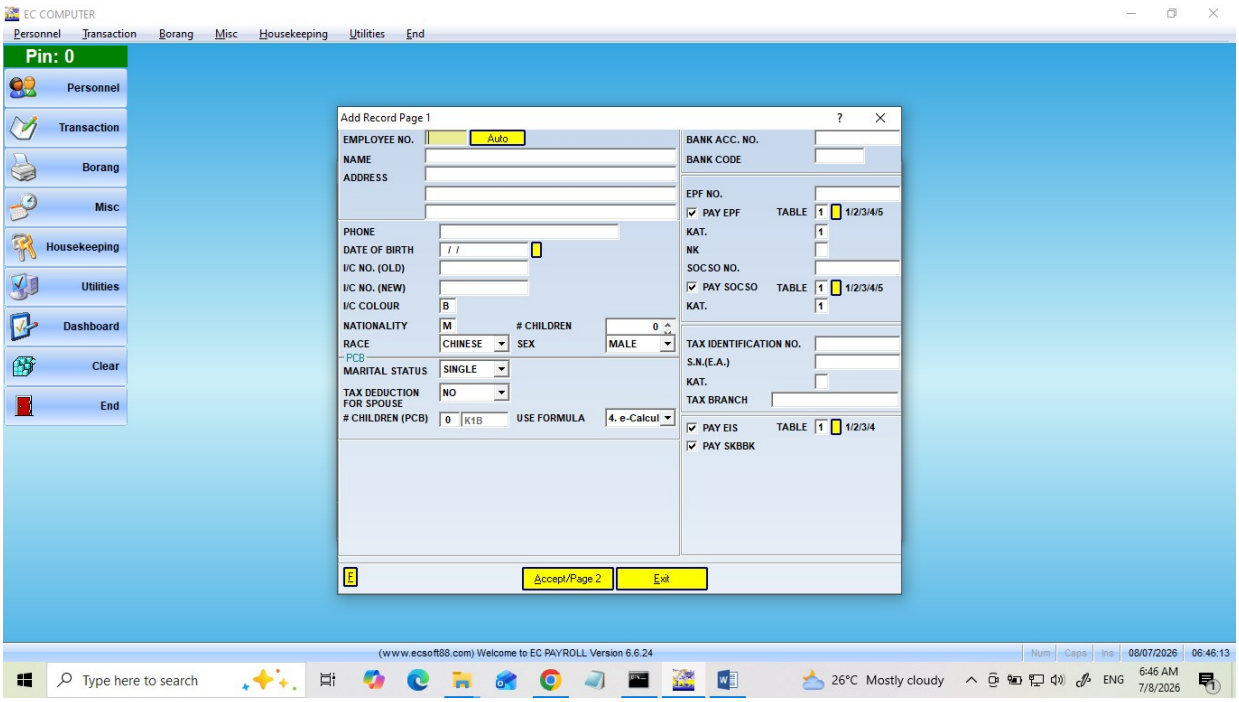
PERSONNEL FILE MAINTENANCE

Figure 2a (Main Menu Showing "Personnel")



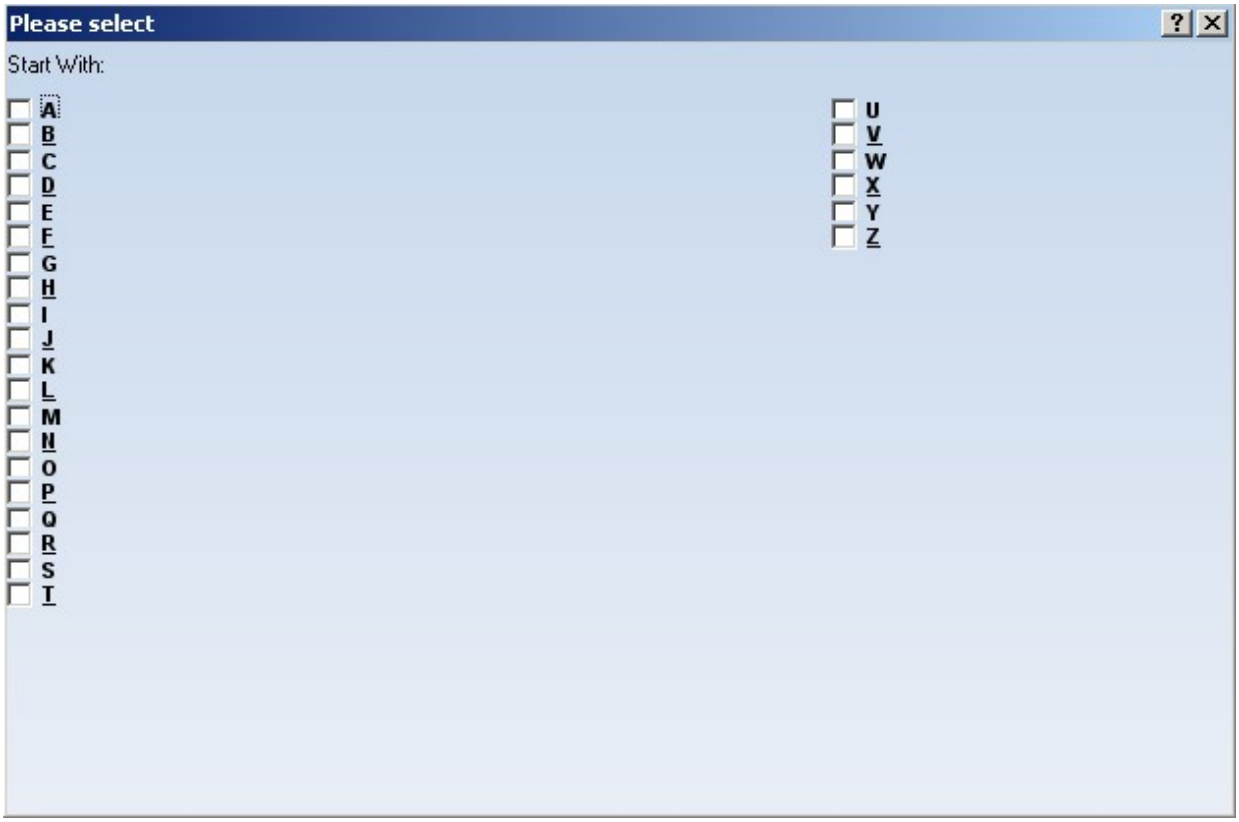
PERSONNEL FILE MAINTENANCE

Figure 2b (Click "Auto" To Generate New Employee No.)



PERSONNEL FILE MAINTENANCE

Figure 2c (Click The Alphabet. eg. "T" For "Tan…".)



PERSONNEL FILE MAINTENANCE

ADD EMPLOYEES

Click “Add” in Personnel File menu. Click “New”.

EMPLOYEE NO.	Enter the employee number or click the “AUTO” button. E.g. Click “J” or enter J 0001 For JOHN.(Note: If you want to see the record of all employees, click button "F" at bottom. We recommend that you use the "AUTO" button for a systematic and convenient way of organizing your employee number.)
NAME	Enter name as in I.C. or passport.
ADDRESS	Enter address.
PHONE	Enter phone number.
DATE OF BIRTH	Enter date of birth.
I/C NO. (OLD)	Enter old I.C. number if any.
I/C NO. (NEW)	Enter new I.C. number if any.
I/C COLOUR	Change the I.C. colour if necessary.
NATIONALITY	Change the nationality if necessary. To enter country code, please go to “Personnel”-> ”Other Particulars”.
RACE	Select race.
# CHILDREN	Enter number of children.
SEX	Select sex.
MARITAL STATUS	Select Single, Married or Others.
TAX DEDUCTION FOR SPOUSE	Select “YES” if spouse is not working.
# CHILDREN (PCB)	Enter the number of qualifying children to claim for PCB. Press “Enter” to activate the tax category.
USE FORMULA	Please select “1” for “PCB Table” or “4” for “e-Calculator”. The setting for Normal Or Additional Remuneration is in “Housekeeping” ->”Run Setup”->”Normal/Additional Remuneration”. The recommended setting is “4. e-Calculator”.
BANK ACC. NO.	Enter bank account number.

PERSONNEL FILE MAINTENANCE

BANK CODE	Enter the bank code if you use "AUTOPAY". To set the "AUTOPAY" bank code, please go to "Housekeeping"->"Run Setup"->"Parameter 4".
EPF NO.	Enter EPF number if necessary. The EPF amount can be pre-set in "Personnel"->"Pre-set EPF,SOCSO And EIS" if necessary.
PAY EPF	Click to pay EPF.
EPF TABLE	Change the EPF table if necessary. The EPF rate can be changed in "Housekeeping"->"Run Setup" ->"Parameter 3".
EPF KAT	Change the EPF category for you own record if necessary.
EPF NK	Enter the NK. This NK will appear in "Borang A".
SOCSO NO.	Enter SOCSO number if necessary. The SOCSO amount can be pre-set in "Personnel"->"Pre-set EPF and SOCSO" if necessary.
PAY SOCSO	Click to pay SOCSO.
SOCSO TABLE 1/2/3/4	1 = Normal 2 = Employee and Employer pay the same amount of contribution 3 = Only Employer pay the contribution 4 = Employer pay the total of contribution
SOCSO KAT	Change the SOCSO category for you own record if necessary.
INCOME TAX NO.	Enter the income tax number (eg. SG 2506203-00(0) or SG 2503203-03(1)).
S.N. (EA)	Number Siri in EA form. Leave blank if not required.
TAX KAT	Change the Tax category for you own record if necessary.
TAX BRANCH	Enter the Tax Branch for Form EA.
PAY EIS	Click to pay EIS (Employment Insurance Scheme).

PERSONNEL FILE MAINTENANCE

EIS TABLE 1/2/3/4	1 = Normal 2 = Employee and Employer pay the same amount of contribution 3 = Only Employer pay the contribution 4 = Employer pay the total of Contribution
PAY SKBBK	Click to pay SKBBK (Skim Kemalangan Bukan Bencana Kerja).
JOB TITLE	Enter description of job. Remember to standardize title used.
LINE NO.	Departmental code accepting alpha numeric. E.g. ADMIN or SALES.
CATEGORY	Categorized into one group if those employees advance rate is the same or same OT condition (e.g. "1" for managers with no OT, "2" for office staff and "3" for factory workers.)
DATE COMMENCE	Enter date commenced.
DATE CONFIRMED	This is only for record purpose.
DATE PROMOTED	This is only for record purpose.
DATE RESIGNED	Enter this date when the employee resign and remember to change pay status to "Non active". Employee file is normally kept till end of the year for other record purpose such as SOCSO or Income Tax.
BASIC RATE	Enter the rate to be paid. e.g. RM2000 for monthly rated. RM20 for daily rated.
PAY RATE TYPE	Select monthly, daily, hourly or piece rated. (If the employee is paid twice a month, please change “No. Of Payment / Mth” in “Personnel ->Other Particulars” to “2”.)
PAY METHOD	Select the pay method used.

PERSONNEL FILE MAINTENANCE

PAY STATUS	Set it as "Active" when first used. When "Non Active" is declared, the employee file will be kept for record purposes such as SOCSO & Income Tax and the payroll transaction record will not be carried forward when you do "Month End" processing. "Non active" personnel record will be erased when "Year End" processing is performed.

With this, you have completed the process of adding a new employee file. The completed personnel records are as followed:

Personnel Record (1).....Employee Personnel Particulars
Personnel Record (2).....Employee Pay Information

SKYPE	Click to skype the employee. You can also visit the employee's website, Facebook or Blog. Click "Email" and click the occasion if you want to email the employee. Click "BCC" if necessary. Select and modify the massages shown. To enter the email address and other information, please go to "Personnel->Other Particulars". To change the SMS or email message, go to "Housekeeping->Run Setup ->Parameter 4".
MAP	Click "Map" to see the map of the employee. Click "Search" to activate the map. For other maps, click the employee required on the right listbox. Right click to search

VIEW EMPLOYEES

Click "View" in PERSONNEL FILE menu. The personnel record of the first employee together with the photograph will be shown. You can search for any employee when you click "SEARCH" and enter the first few characters for the employee's name (e.g. When you enter "JO", then employee such as "JOHN" and "JONE", etc, will appear). Please use keyboard if necessary.

PERSONNEL FILE MAINTENANCE

EDIT EMPLOYEES

Click "Edit" in PERSONNEL FILE menu. Click the employee required.

DELETE EMPLOYEES

Click "Delete" in PERSONNEL FILE menu. Click the employee required and follow direction.

PRINT EMPLOYEES

Click "Print" in PERSONNEL FILE menu. Select "From" and "To" for employee number if necessary. Click Print. Please contact your dealer if you want to print the report together with employee photo. (If you want to print, say, from B 0008 to C 0002, first click C 0002. Then right click C 0002. Then click B 0008). If you want to print a blank form so that the employee can fill in the form manually, disable "PRINT DATA".

PERSONNEL MASTER FILE

Click "Personnel Master File" in PERSONNEL FILE menu. Select "From" and "To" for employee number if necessary. Click "Detail" if you want to display more information.

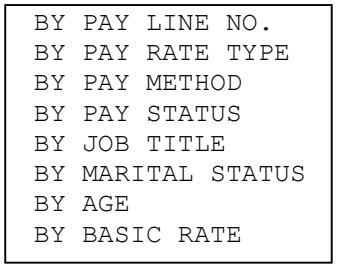
GENERATE REPORTS

Click "Generate Reports" in PERSONNEL FILE menu. Select "From" and "To" for employee number if necessary. Click the fields you want to include in your report.

WORK FORCE ANALYSIS

Click "Work Force Analysis" in PERSONNEL FILE menu. The following options will appear.

Figure 3



Select 1 to 8 above. For analysis by age, enter age range (e.g. 5). For analysis by basic rate, enter basic rate range(e.g. 500).

PERSONNEL FILE MAINTENANCE

TURNOVER ANALYSIS

Click "Turnover Analysis" in PERSONNEL FILE menu. Select "Date From" and "Date To".

LEAVE GIVEN/TAKEN

Click "Leave Given/Taken" in PERSONNEL FILE menu. Click the employee required.

This report gives information about medical leave and annual leave of employees. The leave taken is stored by the system when you enter employee pay. To enter the leave given, please go to "MISC->EDIT ACCUMULATED FIGURES". Click "Include Other Pay Leave And Other Non Pay Leave" and "Date Commence And Leave Entitlement" if necessary. To print leave application form, click "Print Leave Application Form". Select the format you want. If you click "Modify / Fill", you can edit the leave application form before you print.

OTHER PARTICULARS

Click "Other Particulars" in PERSONNEL FILE menu. Click the employee required.

PRE-SET ALLOWANCES	Refer to this option for setting up the allowances descriptions. Amount entered will be added on to the monthly salary.
DAYS WORKED ALLOWANCES	Amount entered is of day rate.
SHIFT ALLOWANCES	Amount entered is of day rate.
OT CODE	Leave it blank or enter "0" if there is only one OT calculation method. Choose "1" for the second OT calculation method if necessary.
NO. OF PAYMENT/MTH	Enable this option if you have two types of payment. Example : Office staff is one payment per month and factory worker is twice per month. Note : If you leave it blank, it will follow the default in housekeeping parameter 2.
HRD FUND	Disable if contribution is not required.

PRE-SET DEDUCTION	Enter the amount that is to be deducted from the employee monthly salary. For deduction such as Union Fee contribution or Insurance, enter the membership number or policy number.
PASSPORT	Enter the passport number if necessary. This number will appear in Form CP39.
COUNTRY CODE	Select the country code if necessary. This code will appear in Form CP39.
RESIDENT STATUS	Select the resident status if necessary.
PR NUMBER	Enter the PR number if necessary.
PR SINCE	Enter the date if necessary.
WORK PERMIT	Enter the work permit if necessary.
W.P. VALID FROM	Enter the date if necessary.
W.P. EXPIRED ON	Enter the date if necessary.
EMPLOYMENT PASS	Enter the employment pass number if necessary.
ARMY/POLICE NO.	Enter the army/police number if necessary.
DISABLED INDIVIDUAL DEDUCTION	Enter the amount if necessary.
DISABLED SPOUSE DEDUCTION	Enter the amount if necessary.
PHONE 2	Enter the number if necessary
SKYPE	Enter if necessary so that you can skype the employee from the system.
WEBSITE	Enter if necessary so that you can access the website from the system.
FACEBOOK	Enter if necessary so that you can access the facebook from the system.
BLOG	Enter if necessary so that you can access the blog from the system.
EMAIL	Enter if necessary so that you can email the employee from the system. To change the email message, please go to “Housekeeping->Run Setup ->Parameter 4->SMS Email Message”.

PERSONNEL FILE MAINTENANCE

USER NAME	Enter if necessary. This will change the way you address the employee in you email and your letters in "Misc->Letter".
PREVIOUS COMPANY 1	Enter if necessary. This will be displayed in your email in welcoming the employee.
PREVIOUS JOB 1	Enter if necessary. This will be displayed in your email in welcoming the employee.
PREVIOUS COMPANY 2	Enter if necessary. This will be displayed in your email in welcoming the employee.
PREVIOUS JOB 2	Enter if necessary. This will be displayed in your email in welcoming the employee.
TEL. EXTENSION	Enter if necessary. This will be displayed in your email in welcoming the employee.
TAX BORNE BY EMPLOYER	Enter if necessary. This will be displayed in Form E.
CONTRACT	Enable if the employee is on contract.
EPF identifying initials	Enter if necessary. This will be displayed in MBB EPF payment.
Spouse's Date of birth	Enter if necessary. This will be displayed in Form BE/Form B if the data is exported.
Spouse's passport	Enter if necessary. This will be displayed in Form BE/Form B if the data is exported.
Date of Marriage	Enter if necessary. This will be displayed in Form BE/Form B if the data is exported.
Employee Status	Enter "1: Management", "2: Permanent", "3: Contract", "4: Part time", "5: Interns" and "6: Others". This will be displayed in Form E.
Date of Retirement / End of Contract	This will be displayed in Form E text format.
Date of Marriage	Enter if necessary. This will be displayed in Form BE/Form B if the data is exported.
SOCSO Foreign Worker Number	Social Security Foreign Worker No. (SSFW No.) or Social Security Foreign Domestic Worker No. (SSFDW No.) This will be displayed in Form E text format.

PRE-SET EPF, SOCSO, EIS & SKBBK

Click "Pre-set EPF, SOCSO, EIS & SKBBK" in PERSONNEL FILE menu. Click the employee required.

Enter the amount required if necessary (eg. 5 for Employer EPF Second Half). If you leave as "0" for all amounts, the EPF, SOCSO, EIS & SKBBK will be calculated by the system according to setting in "HOUSEKEEPING, RUN SETUP, PARAMETER 3". Tick "0 for first half" for EPF, SOCSO, EIS & SKBBK if necessary.

IDENTIFICATION CARD

Click "Identification Card" in PERSONNEL FILE menu. Click "Enter Employee Photo" for the photo. The first option will print the employees' photo without your company logo. The other options will print your company logo, employees' photo and barcode. Setting such as font type, font size and type of barcode can be changed in "HOUSEKEEPING, REPORT DESIGNER".
The barcode can be used in EC TIME ATTENDANCE.

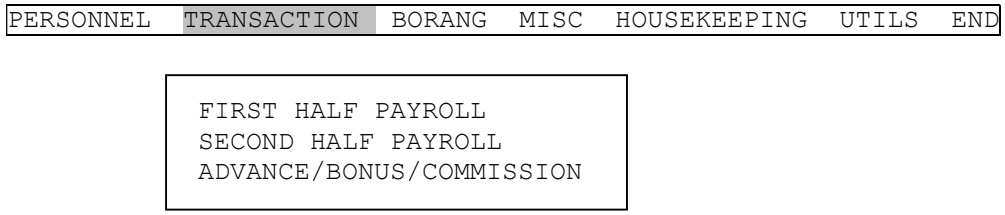
PAYROLL INFORMATION

Click "Payroll Information" in PERSONNEL FILE menu. If you want, say, the particulars of all the managers, enter "Manager" for "TITLE". If you want to know all employees with birthday falling on "1st May", enter "01/05" in "BIRTHDAY".

TRANSACTION

Click "TRANSACTION" in Payroll Main Menu. The following screen will appear.

Figure 4



GENERAL

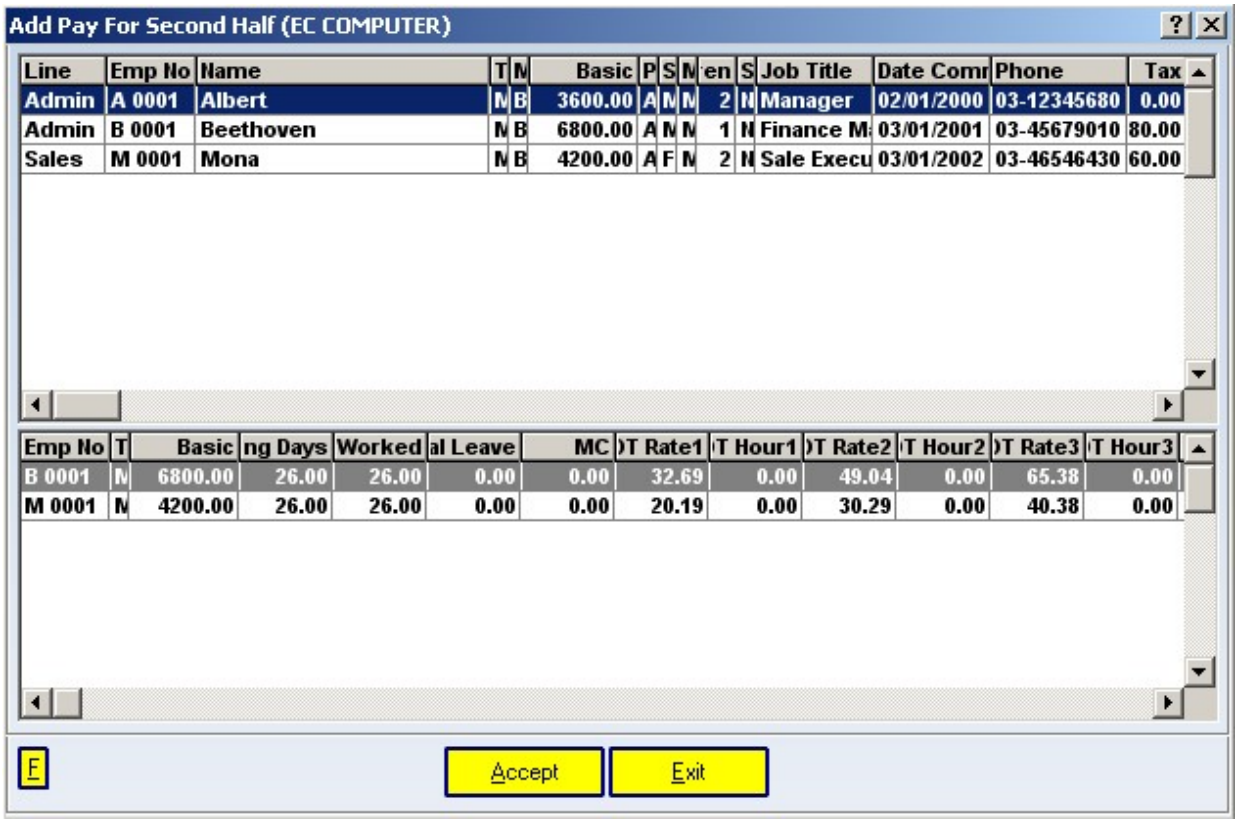
1st HALF PAYROLL

Maintain the 1st Half Payroll in this option. Functions include Add, View, Edit, List, Delete, Print Pay Slip, Management Reports (such as Summary, Allowance, Deduction and Leave Reports) and Other Reports (such as Net Pay - Cash, Net Pay - Bank, Fixed Deductions and Other Deductions). This option differs from advance in such a way that the number of days worked has to be keyed into the computer and the salary will be printed out.

EPF, SOCSO and EIS may be deducted from the 1st half salary.

TRANSACTION

Figure 4a (Add Pay For Second Half. Click On the Employee In The Upper Listbox And Click Accept. An Employee Who Has Been Paid Will Appear In The Lower Listbox)



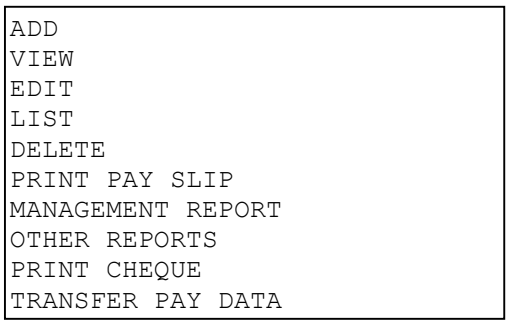
TRANSACTION

2nd HALF PAYROLL	Maintains 2nd Half Payroll. Functions performed is similar to those in 1st Half Payroll. Tax will be deducted according to latest Government Regulations. Overwrite Option available.
ADVANCE/BONUS/ COMMISSION	Advance is used when payment is made without taking into account the number of days worked. Paying method may be in a fixed amount (e.g. RM100.00 to every employee), by % (e.g. 50% of basic rate) or by individual amount. Pay slip, bank list, etc, can be printed out. Advance will be posted to 2nd half salary for automatic deduction.

It will automatically calculate EPF, SOCSO, EIS and SKBBK contribution after you have completed the transaction.

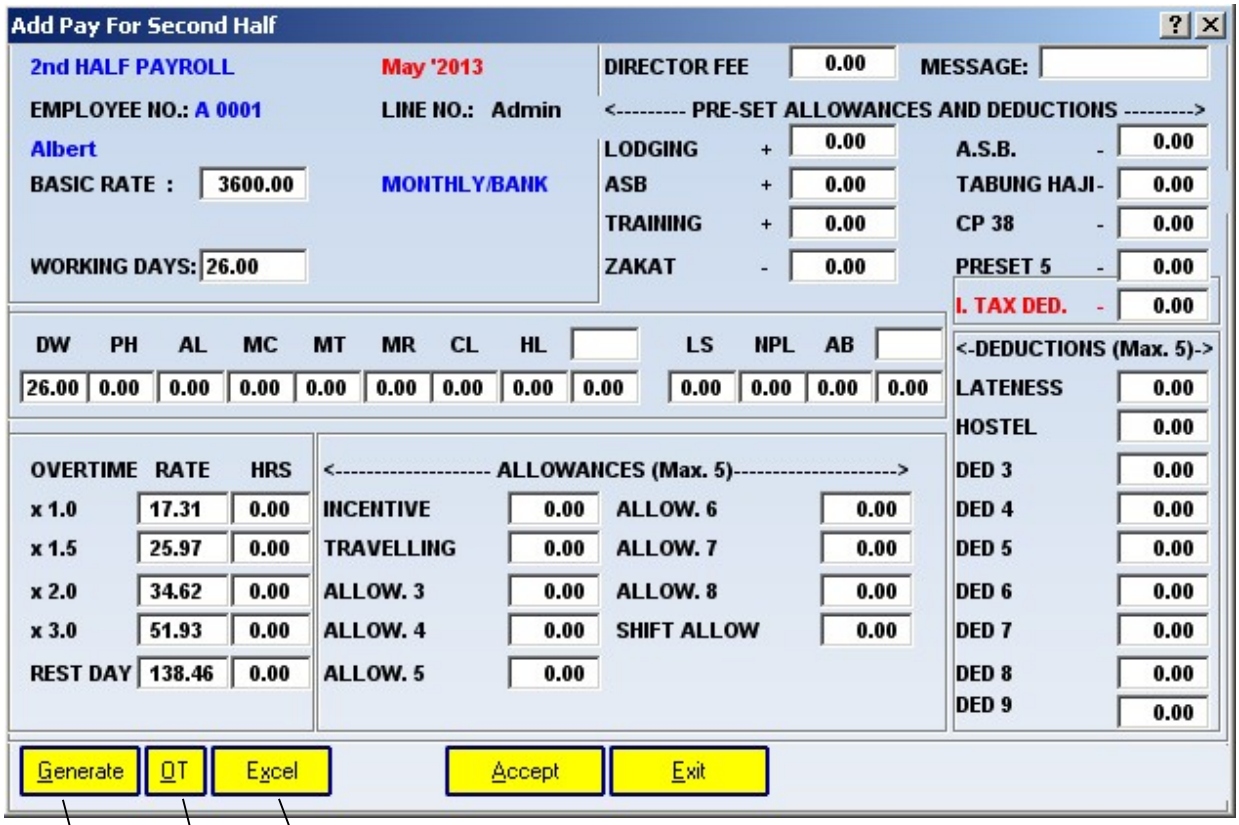
Sub menu for 1st & 2nd Half Payroll:

Figure 5



TRANSACTION

Figure 5a (Screen For "Add" Pay)



Click to see pcb calculation in excel format

Click to calculate OT rate

Click to generate tax

TRANSACTION

ADD

Click "ADD" for that month in 2nd half sub menu. If there is any wrong information that you have entered, please click edit to modify the transaction.
Click the employee required. Click button "F" at the bottom to search for the employee if necessary.

BASIC RATE	For monthly rated worker, enter the monthly pay. For daily rated worker, enter the daily pay. For hourly rated, enter the hourly pay. For piece rated, enter rate per piece.
WORKING DAYS	Based on the calendar days.

The following days must tally to the number of working days of the month. e.g. 26 working days = 23DW + 1MC + 2AL

DW	Days Worked mean full attendance of that particular employee working on that current month.
PH	Public Holidays
AL	Annual Leave
MC	Medical Leave
MT	Maternity Leave
MR	Marriage Leave
CL	Compassionate Leave
HL	Hospital Leave
LS	Line Shut Down
NPL	Non Pay Leave
AB	Absent
(Note:	If you use the function in "Utilities"->"Daily Record", the above detail will be automatically updated)

TRANSACTION

OVERTIME	User has to maintain the number of working hours of overtime for the whole month. Make sure that you have selected the right overtime rate for the overtime hours.
REST DAY	User has to enter the number of days if the overtime is calculated based on working days.
(Note:	If you use the function in "Misc"->"Time Management", the OT hours will be automatically updated)
ALLOWANCES	Enter the amount required. The description for the allowances can be changed in "Housekeeping"->"Run Setup"->"Allowances table". Enter maximum 5 Allowances.
DEDUCTIONS	Enter the amount required. The description for the deductions can be changed in "Housekeeping"->"Run Setup"->"Deduction Table". Enter maximum 5 Deductions.
TAX	The tax deduction is calculated by the system when you click the "GENERATE" button at the bottom. The deduction for normal remuneration is shown in "I. TAX DED.". The deduction for additional remuneration and the total tax for current month is shown at the bottom. Change the tax deduction in "I. TAX DED." to included the tax for additional remuneration (i.e., to total tax for current month) if you want your CP 39 to include the tax for additional remuneration. If you are using pcb table method to get the pcb, the zakat for current month is obtained from "Personnel->Other Particulars". The zakat which has been paid is obtained from "Misc->Other EA Form Particulars->Other Deductions". If you are using e-Calculator method, please fill in TP1, TP2 and TP3 in "Borang" if necessary.
OT RATE	If you change the basic rate, the new OT rate will be calculated when you click the "OT" button.
EXCEL	To see the IRB method of getting the tax amount in excel format, click the "EXCEL" button.

TRANSACTION

Figure 5b (Pay Slip With Y-T-D Salary, Tax, OT And EPF)

NAME : **Beethoven**				TYPE: MONTHLY	
EMP. NO. : B 0001		MONTH: FEBRUARY/2025 (End Month)		BASIC RATE (RM) : 6,800.00	
NRIC. NO.: 760303-54-3657		BANK A/C NO.: 012345678901		DEPT : Admin	
EARNING		**ALLOWANCE**		**DEDUCTION**	
SALARY	6,800.00				
				PCB	276.80
				EMPLOYEE SKBBK	44.65
				EMPLOYEE EIS	11.90
				EMPLOYEE EPF	748.00
TOTAL	6,800.00	TOTAL	0.00	EMPLOYEE SOCSO	29.75
		GROSS PAY	6,800.00	TOTAL DEDUCTION	1,111.10

YEAR-TO-DATE	
EPF EMPLOYER	1,632.00
SOCSO EMPLOYER	208.30
EIS EMPLOYER	23.80
SALARY	13,600.00
OVERTIME	0.00
EPF EMPLOYEE	1,496.00-
SOCSO EMPLOYEE	59.50-
EIS EMPLOYEE	23.80-
SKBBK EMPLOYEE	44.65-
PCB	553.60-
DEDUCTION	0.00-
Y-T-D NET PAY	11,422.45
EMPLOYER EIS	11.90
EMPLOYER EPF	816.00
EMPLOYER SOCSO	104.15
NET PAY RM	**5,688.90**

TRANSACTION

VIEW

Pay for first employee will appear. For other employees, click "TOP, NEXT, PREVIOUS, BOTTOM or SEARCH". For "SEARCH", enter the first few characters for the name of the employee (e.g. "MA" for Mary). Please use keyboard if necessary.

EDIT

Click the employee required. Make the necessary changes.
Click Generate to get the tax deduction if necessary.

LIST

Click "Print" for a listing of the transactions.

DELETE

Click the employee required and follow direction.

PRINT PAY SLIP

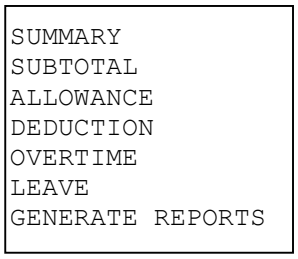
Select starting employee or leave it to print from the first record. Select ending employee or leave it to print until the last record. Select line number if necessary. Select pay rate type if necessary. Select pay method if necessary. Select pay slip format. Change sorting method if necessary. Disable "2 PAY SLIPS PER PAGE" if you want to print one pay slip per page. Please check your printer setting if the size of paper is not correct. To change the layout, please go to Housekeeping, Report Designer. (Note: If you want to print, say, from employee J 0005 to J 0008, first click on J 0008. Right click on J 0008. Then click on J 0005.). If you use pay slip format "Report Date" or "Report Date (2)", change the report date if necessary. This report date can also be changed if you save the pay slip in ".doc" format ("File"->"Save As").

TRANSACTION

MANAGEMENT REPORTS

The sub menu for Management Reports is shown below:

Figure 6



Select the range of employee number or select a particular line.

SUMMARY :- A report on Basic, Overtime, Allowance, Employee EPF, Employee SOCSO, Employee EIS, Employee SKBBK, Net Pay, Employer EPF, Employer SOCSO, Employer EIS, Gross Pay, Pay Rate Type, Days Worked and Total OT Hours for each employee. Option available to print only "GROSS + EPF + SOCSO".

SUBTOTAL :- A report on Basic, Overtime, Allowance, Employee EPF, Employee SOCSO, Employee EIS, Employee SKBBK, Net Pay, Employer EPF, Employer SOCSO, Employer EIS, Average Pay for each Line Number or Department (Not individual employee).

ALLOWANCE :- A report on all Variable, Fixed and Daily Allowances for each employee.

DEDUCTION :- A report on all Variable and Pre-set Deductions for each employee.

OVERTIME :- A report on OT hours, OT Amount and Total OT for each employee.

LEAVE :- A report on Paid Leave, No Pay Leave and Total Leave (Days) for each employee.

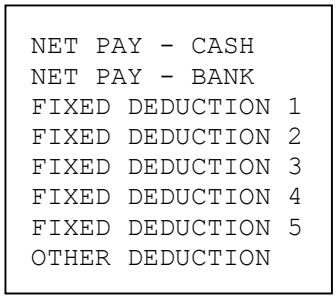
GENERATE REPORTS :- You can generate your own report by selecting any item listed.

TRANSACTION

OTHER REPORTS

The sub menu for Other Reports is shown below:

Figure 7



NET PAY – CASH :- A report on Net Pay with denominations for each employee with "C" for Pay Method.

NET PAY - BANK :- A report on Net Pay with EMPLOYEE NUMBER, NAME, I.C. NO., BANK A/C. NO. for each employee with "B" for Pay Method. Select "1" for "Not User-Defined", "2" for "User-Defined" or "3" for "Credit Date". User-defined format allows you to modify the authorization letter to the bank. Credit Date format allows you to specify the "credit date (or date payable)" when you want to pay through bank using diskette. This "net pay – bank" option is also available in "Transfer Pay Data".

The Description for other reports can be change in "HOUSEKEEPING, RUN SETUP, DEDUCTION TABLE".

PRINT CHEQUE FOR NET PAY

Select the employee(s) required. Disable "CROSS BEARER" if you do not want to cross the cheque(s).

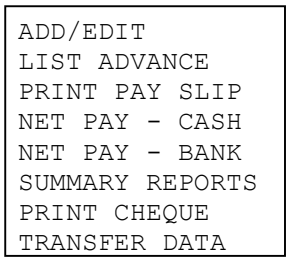
TRANSFER PAY DATA TO DISKETTE/PEN DRIVE

Use this option if arrangement has been made with the bank. To select the bank, please go to "Housekeeping->Run Setup->Parameter 4".

TRANSACTION

ADVANCE

Figure 8



Advance in EC Payroll is not considered as one payment. It is only an advance to the employees and will be deducted automatically from 2nd Half Pay.

ADD/EDIT ADVANCE

Click option 1 in Advance menu. Options below will appear.

1. Add To Individual/Edit Advance
2. Add Advance To Group - Fixed Amount
3. Add Advance To Group - %

Advance To Individual/Edit	Click the employee required and enter the rate to be paid. e.g. RM100.00 for employee "A", RM200.00 for employee "B", etc
Advance To Group - Fixed Amount	Select the range for employee number. Select line number or leave blank. Enter the amount.
Advance To Group - %	Select the range for employee number. Select line number or leave blank. Enter the % (based on Basic rate).

TRANSACTION

LIST ADVANCE

Select range for employees. Disable "Include 0 Amount" if necessary.

PRINT PAY SLIP

Select range for employees. Change option for "2 Pay Slips Per Page" if necessary. Change the title for the pay slip if necessary.

NET PAY - CASH

Select range for employees. Change amount for "Biggest Note To Use (RM)" if necessary.

NET PAY - BANK

Select range for employees. Enable "Include 0 Amount" if necessary. Select "1" for "Not User-Defined", "2" for "User-Defined" or "3" for "Credit Date". User-defined format allows you to modify the authorization letter to the bank. Credit Date format allows you to specify the "credit date (or date payable)" when you want to pay through bank using diskette. This "net pay – bank" option is also available in "Transfer Advance Data".

SUMMARY REPORT

Select range for employees.

PRINT CHEQUE

Select the employee(s) required. Disable "CROSS BEARER" if you do not want to cross the cheque(s).

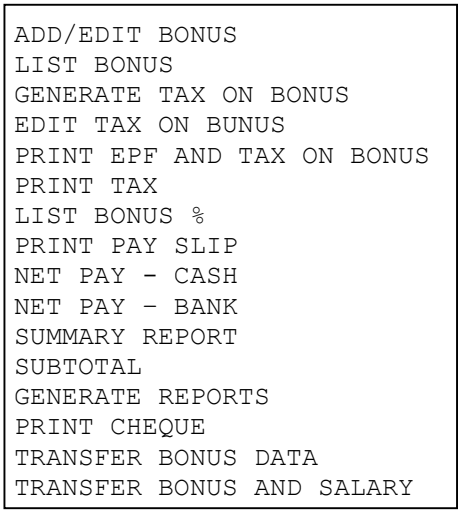
TRANSFER PAY DATA TO DISKETTE/PEN DRIVE

Use this option if arrangement has been made with the bank.

TRANSACTION

BONUS

Figure 9



ADD/EDIT BONUS

Click option 1 in Bonus menu. Options below will appear.

1. Add To Individual/Edit Bonus
2. Add Bonus To Group - Fixed Amount
3. Add Bonus To Group - %

Bonus To Individual/Edit	Click the employee required and enter the rate to be paid. e.g. RM1000.00 for employee "A", RM2000.00 for employee "B", etc
Bonus To Group - Fixed Amount	Select the range for employee number. Select line number or leave blank. Enter the amount.
Bonus To Group - %	Select the Range for employee number. Select line number or leave blank. Enter the % (based on Basic rate).

TRANSACTION

LIST BONUS

Select range for employees. Disable "Include 0 Amount" if necessary.

GENERATE TAX ON BONUS

Select range for employees. Select "Yes" to generate.

EDIT TAX ON BONUS

Select the employee. Click "Accept". Enter the amount.

PRINT EPF AND TAX ON BONUS

Select range for employees. Disable "Include 0 Amount" if necessary.

PRINT TAX

Select range for employees. Disable "Include 0 Amount" if necessary.

LIST BONUS

Select range for employees. Disable "Include 0 Amount" if necessary.

LIST BONUS %

Select range for employees. Disable "Include 0 Amount" if necessary.

PRINT PAY SLIP

Select "Print Pay Slip (Bonus And Salary)" or "Print Pay Slip (Bonus Only)". Select range for employees. Change option for "2 Pay Slips Per Page" if necessary. Change the title for the pay slip if necessary.

NET PAY - CASH

Select range for employees. Change amount for "Biggest Note To Use (RM)" if necessary.

NET PAY - BANK

Select range for employees. Enable "Include 0 Amount" if necessary. Select "1" for "Not User-Defined", "2" for "User-Defined" or "3" for "Credit Date". User-defined format allows you to modify the authorization letter to the bank. Credit Date format allows you to specify the "credit date (or date payable)" when you want to pay through bank using diskette. This "net pay – bank" option is also available in "Transfer Bonus Data".

TRANSACTION

SUMMARY REPORT

Select range for employees. Enable "Gross + Employer EPF + Employer SOCSO" if necessary.

SUBTOTAL

This will give the total for basic, bonus and other detail of each line.

GENERATE REPORTS

You can generate your own report by selecting any item for each employee. Change the title of your report if necessary.

PRINT CHEQUE

Select the employee(s) required. Disable "CROSS BEARER" if you do not want to cross the cheque(s).

TRANSFER PAY DATA TO DISKETTE/PEN DRIVE

Use this option if arrangement has been made with the bank.

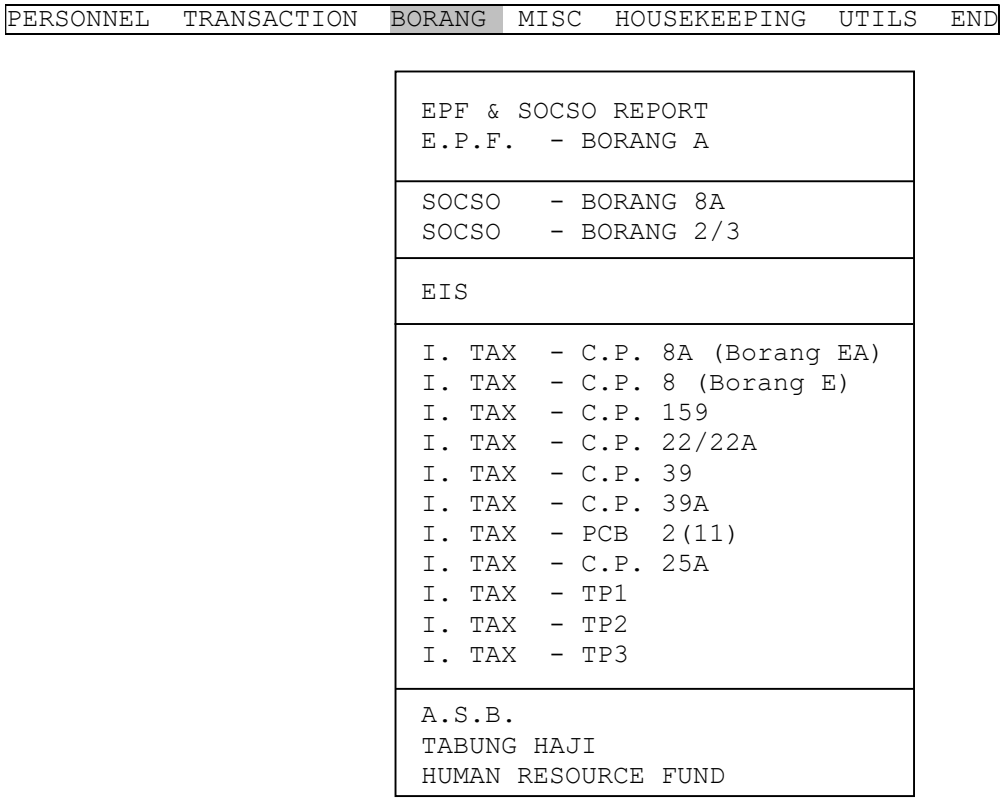
COMMISSION

Same as ADVANCE TRANSACTION above.

BORANG

Click "BORANG" in Payroll Main Menu. The following screen will appear.

Figure 10



GENERAL

This option saves your work further by computerizing all forms required to be submitted to the government departments such as the EPF Borang A, BBCD for Borang A, SOCSO Borang 8A, EIS, EA form, Borang E, C.P. 159, C.P. 22, C.P. 22A, C.P. 39, PCB 2(11), A.S.B. and T. Haji.
User has the option to format his/her own form (eg. EA form, blank form and pre-printed) in Housekeeping, Report Designer.
When printing reports, select the range for employees. Select the line number or leave blank.

BORANG

Figure 10a (Borang A)



KUMPULAN WANG SIMPANAN PEKERJA

PERATURAN-PERATURAN DAN KAEDAH-KAEDAH KWSP 1991 KAEDAH 11(1)

KWSP 6

Borang A

No. Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)	No. Rujukan Borang A
EPF00002	06/2013	3436.00	567567777

Jumlah caruman diatas hendaklah dibayar kepada KWSP/Agen Kutipan KWSP sebelum/pada 15hb setiap bulan

☐ Wang tunai ☒ Cek/Kiriman Wang/Wang Pos /Draf Bank* No./EFT/TT.: 234567

Nama Majikan: EC COMPUTER
Alamat: 38, JALAN NYONYA, PUDU, 55100 KUALA LUMPUR

Tarikh Dicetak: 02/07/13
Bil. Pekerja: 3

Mukasurat: 1/1

Cop Ejen Kutipan

EPF00002909V0X 0000100002

BIL	NO. AHLI	NK	NO. KAD PENGENALAN	NAMA PEKERJA / AHLI (Seperti yang terdapat di dalam kad Pengenalan)	UPAH (RM)	CARUMAN (RM) MAJIKAN	(SEN)	PEKERJA	(SEN)
				Jumlah yang dibawa dari mukasurat terdahulu (jika ada)			00		00
1	12345678	1	600202454567	Albert	3,600.00	468	00	396	00
2	34567890	1	560303543657	Beethoven	6,800.00	816	00	748	00
3	45678901	1	580303544246	Mona	4,200.00	546	00	462	00
							00		00
							00		00
							00		00
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							00		00
				Jumlah yang dibawa ke mukasurat seterusnya (jika ada)			00		00

JUMLAH (RM) 3436.00

Tandatangan Wakil Majikan _____

Nama Tan Ah Kow

No. Kad Pengenalan 635692085757

Jawatan PAYROLL MANAGER

No. Tel / Bimbit 0125369968

E-Mel tak@yahoo.com

Tarikh 02-07-2013 (DD-MM-YYYY)

Cop Rasmi Majikan

CATATAN

1. Nombor Majikan mesti ditulis di belakang cek.
2. Jumlah bayaran mesti sama dengan jumlah di Borang A.
3. Potong semua maklumat ahli yang telah berhenti kerja.
4. Jika ada butir-butir pekerja yang tidak disenaraikan, sila catatkan semua butirnya dan masukkan pekerja baru dalam ruangan kosong (jika ada)
5. Ruangan ketiga (NK) hanya diisi oleh KWSP sahaja.
6. Bukan caruman bersamaan Bukan Upah + 1
7. Upah termasuklah gaji pokok, komisyen, bonus, elaun dan bayaran yang dikenakan caruman KWSP.
8. Sila rujuk panduan mengisi Borang A di buku Panduan Majikan.
9. Caruman mesti dalam Ringgit penuh tanpa Sen.

PERINGATAN: Berdasarkan Akta KWSP 1991, kesilapan memberikan maklumat ahli boleh menyebabkan tuan dikenakan caj atau tindakan undang-undang.

BORANG

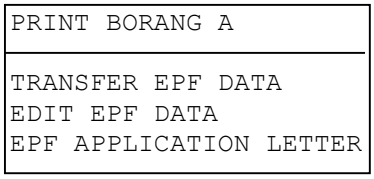
EPF, SOCSO, EIS & SKBBK Report

This report shows the employee and employer EPF, SOCSO, EIS and SKBBK and the pay used to determine EPF, SOCSO, EIS And SKBBK.

BORANG A

The sub menu for "BORANG A" is shown below:

Figure 11



If you are not submitting your BORANG A using diskette, select option 1.
If you wish to submit BORANG A using diskette, follow the steps below:

1. Print Borang A (option 1) and EPF application letter (option 4)
   (To change letter format, please go to "Housekeeping"->
   "Report Designer").
2. Write external label for diskette:
   a) Employer's name
   b) Employer's reference number
   c) FORM A TEST DISKETTE
   d) Name of person to refer to
   e) Telephone number
3. Print EPF Data to diskette (option 2)
4. Submit Borang A, application letter and diskette to:
   PENGERUSI EKSEKUTIF
   KUMPULAN WANG SIMPANAN PEKERJA
   46598 PETALING JAYA
   U/P PENGERUSI (BAHAGIAN OPERASI)
   JABATAN KOMPUTER
   (or to your own state EPF)
5. Check irregularities when report is received back from EPF.
6. When notified by EPF on completion of tests,
   a) Print Borang A (option 1).
   b) Write external label on diskette:
      i) Employer's name
      ii) Employer's reference number
      iii) Month and Year of contribution (MMYY)
      iv) Number of employee's record
      v) Name of person to refer to
      vi) Telephone number
   c) Print EPF Data to diskette (option 2)
   d) Send Borang A and diskette to EPF.

BORANG

SOCSO BORANG 8A

Enter cheque number. Enter name of officer who is responsible for the borang. Enter telephone number. Change sorting method if necessary. In "Transfer SOCSO Borang 8A Data", click "SOCSO + EIS + SKBBK" to transfer the data to text file for upload.

SOCSO BORANG 2/3

Select range for employee. Enter range for date started work/resigned. Enter date of report. Enter name of officer who is responsible for the borang. Enter telephone number. Select Borang 2 or Borang 3.

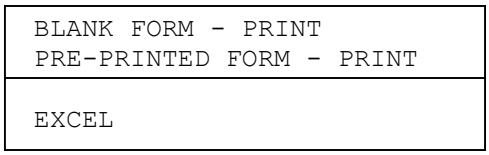
EIS

Enter cheque number. Enter name of officer who is responsible for the borang. Enter telephone number. Change sorting method if necessary. In "Transfer EIS Data", click "SOCSO + EIS + SKBBK" to transfer the data to text file for upload.

EA FORM

The sub menu for EA Form is shown below:

Figure 12



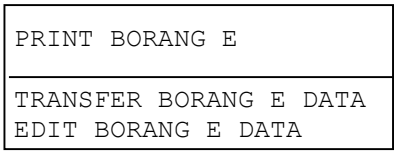
Select option 1 if you want to print EA Form on blank paper. Select option 2 if you want to print EA Form on form provided by IRB. Select option 3 if you want to it in EXCEL format provided by IRB. You can edit this excel file. Select range for employee number. Select line number if necessary. Change year for bonus if necessary. Change date of report if necessary. Disable "INCLUDE 0 TAX DEDUCTED" if necessary. Select pay rate type if necessary. Select pay method if necessary. To change the layout of your report, please go to "HOUSEKEEPING, REPORT DESIGNER".

BORANG

CP 8 (FORM E)

The sub menu for CP 8 is shown below:

Figure 13



Select option 1 if you want to print Borang E and not using diskette. If you are using diskette, then select option 1 and 2. In option 2, you can output the file in excel format provided by IRB. If you output in text format, you can edit it in format 3.

CP 159

The data for CP 159 is automatically generated when you do "YEAR END". Select "EDIT", "DELETE" or "PRINT". The receipt number is automatically transferred from PCB 2(11). Enter/Change the receipt number if necessary.

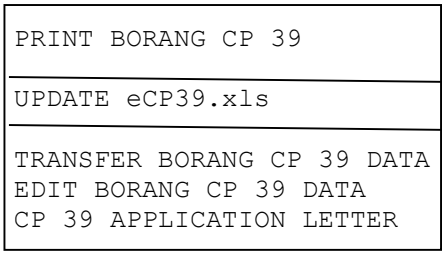
CP 22/22A

Select the range for employees. Select CP 22 or CP 22A.

CP 39

The sub menu for CP 39 is shown below:

Figure 14



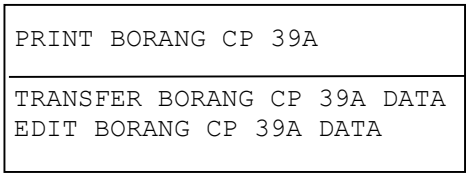
Select option 1 if you want to print Borang CP 39 and not using diskette. If you are using diskette, then select option 1 and 2. The eCP39.xls is an excel file provided by IRB. Click the "OUTPUT" button in the excel file for submission to IRB. For approval, first time user has to attach CP 39 application letter (use option 5). User has the option to transfer boring CP 39 data to ".txt" format (option 3) for submission to IRB. To edit this text file, use option 4.

BORANG

CP 39A

The sub menu for CP 39A is shown below:

Figure 15



Select option 1 if you want to print Borang CP 39A and not using diskette. If you are using diskette, then select option 1 and 2. This function is not normally used.

PCB 2(11)

Enter the monthly receipt number and date. When printing, select the range for employee number. Select line number if necessary. Enter/change the other information displayed if necessary. The receipt number will be exported to CP 159 when you do "YEAR END".

CP 25(A)

Print this report if requested. Change the information displayed if necessary.

TP1

Print this report if requested. Select month required. Click "Edit" to enter the particulars. Change the information displayed if necessary. This report is required if you use e-calculator method to get your pcb.

TP2

Print this report if requested. Click "Edit". Enter the particulars required. Change the information displayed if necessary. This report is required if you use e-calculator method to get your pcb.

TP3

Print this report if requested. Click "Edit". Enter the particulars required. Change the information displayed if necessary. This report is required if you use e-calculator method to get your pcb.

BORANG

A.S.B.

Select the range for employees. Enter particulars as required.

TABUNG HAJI

Select the range for employees. Enter particulars as required.

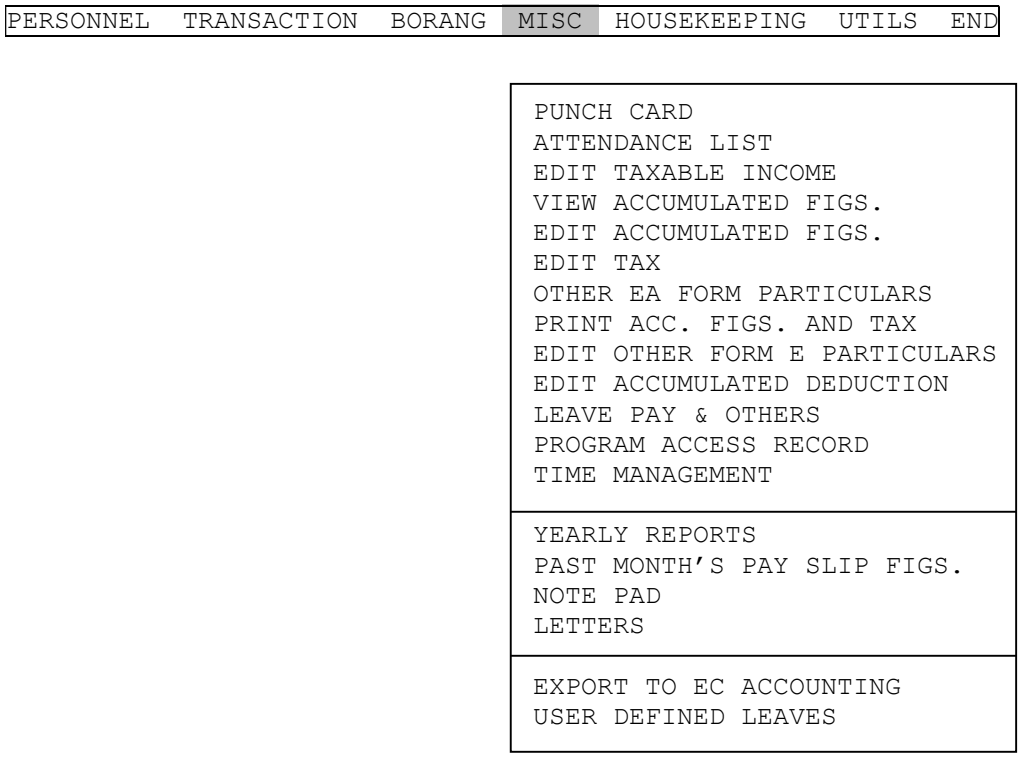
HUMAN RESOURCE FUND

Change the percentage deduction if necessary. For employees not contributing to this fund, disable “HRD Fund” in “Personnel”->”Other Particulars”.

MISCELLANEOUS

Click “Miscellaneous” in Payroll Main Menu. The following screen will appear.

Figure 16



GENERAL

1. PUNCH CARD
   - PRINT WORKING MONTH, EMPLOYEE NUMBER, NAME and LINE NUMBER. The description such as Emp. No. can be changed or deleted (In SETUP). Other details such as I.C. No. can be added (Please see UTILITIES, FORMAT FILE FIELD DESCRIPTION).

2. ATTENDANCE LIST
   - FOR MARKING ATTENDANCE
   Select range of employees required. Select line number or leave blank. Enter last date required. The system will print out the day and date for the month. Change the title if necessary. You can also use the attendance list in Time Management.

3. EDIT TAXABLE INCOME
   - To print REMUNERATION SUBJECT TO TAX, row B1 of FORM EA, GROSS REMUNERATION and NON TAXABLE ALLOWANCES. These figures are updated when you do "Month End". Click "Edit" if you want to change any figure. Changes here will affect your FORM EA and FORM E.

4. VIEW ACCUMULATED FIGS.
   - TO VIEW MONTHLY GROSS, SOCSO, EPF, EIS AND ACCUMULATED FIGURES FOR ALLOWANCE, OT, BONUS, COMMISSION, ANNUAL LEAVE AND MC.

5. EDIT ACCUMULATED FIGS.
   - TO EDIT MONTHLY GROSS, SOCSO, EPF AND ACCUMULATED FIGURES FOR ALLOWANCE, OT, BONUS, COMMISSION, HOUSING, TAX, ANNUAL LEAVE AND MC. Changes here will affect your FORM EA. Click "Additional Remuneration" if you want to edit additional remuneration. Changes here will affect you pcb if you use pcb table method to get your pcb.

6. EDIT TAX
   - TO EDIT MONTHLY TAX including CP 38. Changes here will affect your FORM EA and FORM E.

7. OTHER EA FORM PARTICULARS
   - TO EDIT TITLE, BENEFITS-IN-KIND, ARREARS and OTHER DEDUCTIONS. Changes here will affect your FORM EA.

MISCELLANEOUS

8. PRINT ACC. FIG AND TAX
   - THE SYSTEM WILL REPORT ANY ERRORS SUCH AS TOTAL OF MONTHLY TAX NOT EQUAL TO ACCMULATED TAX. Click "Include Additional Remuneration" if necessary.

9. EDIT OTHER FORM E PARTICULARS
   - FOR YOUR RECORD ONLY.

10. EDIT ACCUMULATED DEDUCTION
   - FOR YOUR RECORD ONLY. CHANGES WILL APPEAR IN PAY SLIP FORMAT 1.

11. LEAVE PAY AND OTHERS
   - For Leave Pay, change "No. Of Days" if necessary.
     Change No. Of Days if necessary.
     For Advance, Bonus and Commission, you can enter the date and amount. Entries can be used to update payroll transaction.

12. PROGRAM ACCESS RECORD
   - A report on the date and time of access of each PIN No. for the current program.

MISCELLANEOUS

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13. TIME MANAGEMENT

Fig. 16a

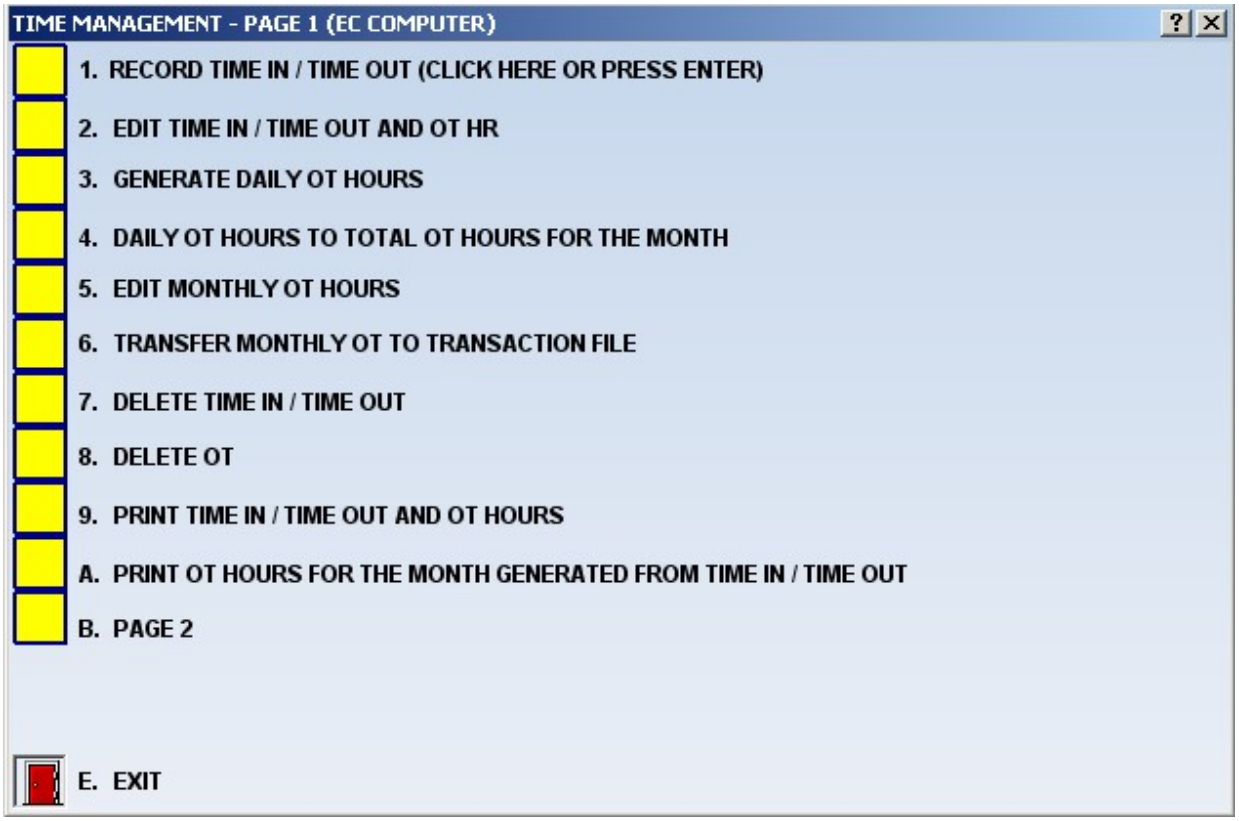


Fig. 16b

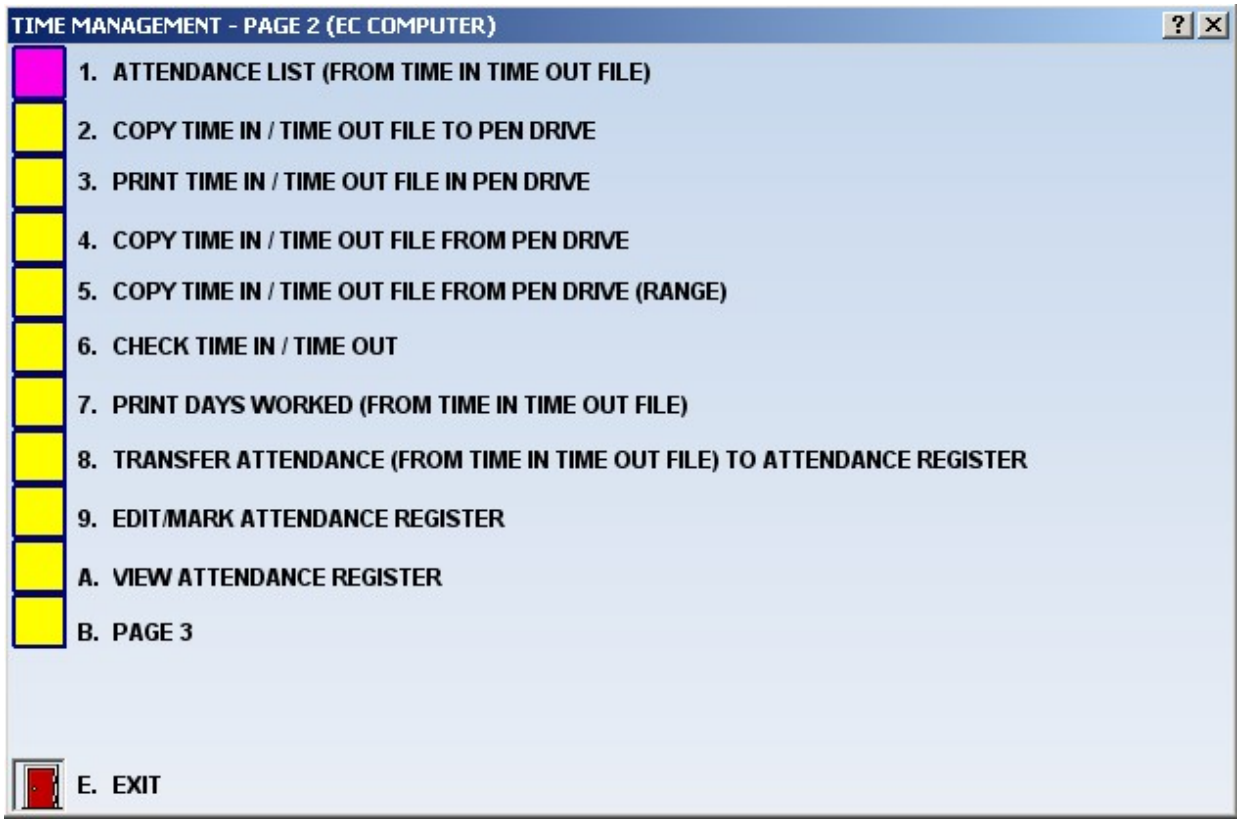
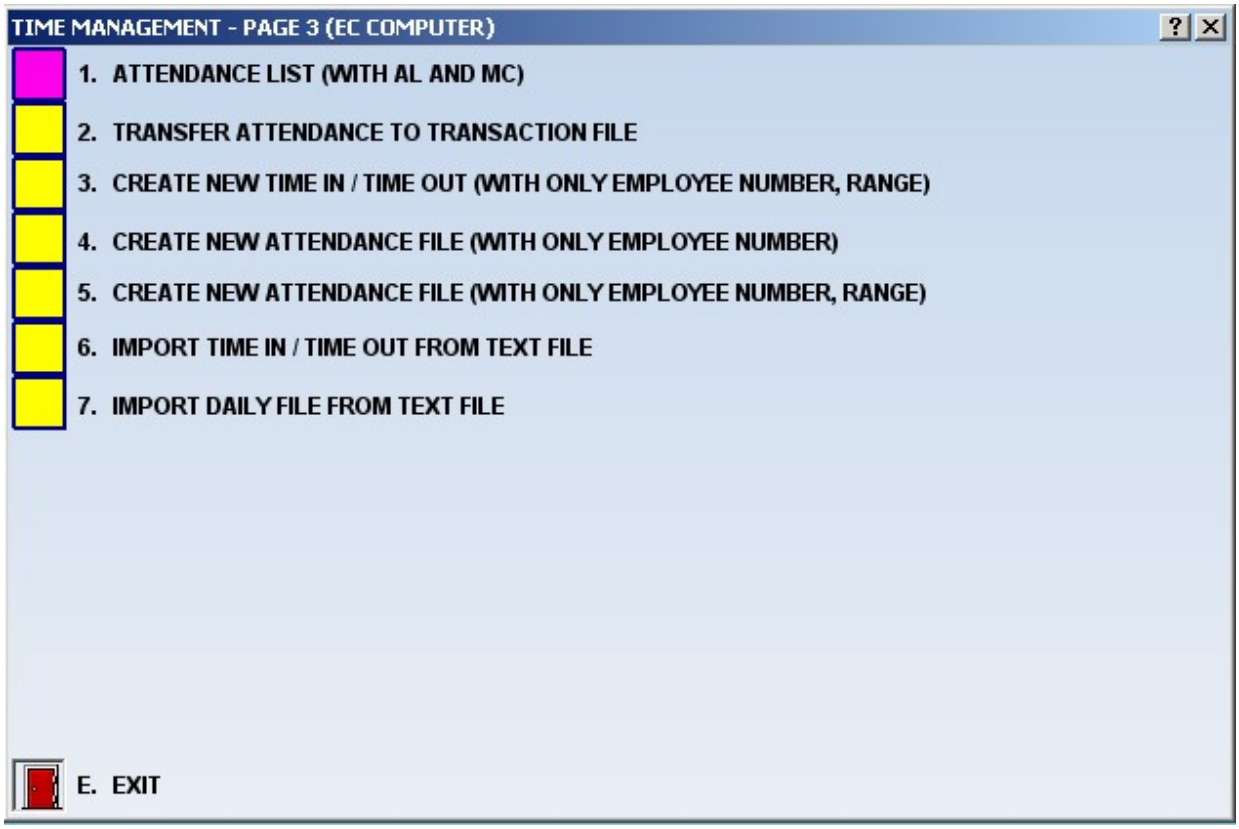

TIME MANAGEMENT - PAGE 2 (EC COMPUTER)
1. ATTENDANCE LIST (FROM TIME IN TIME OUT FILE)
2. COPY TIME IN / TIME OUT FILE TO PEN DRIVE
3. PRINT TIME IN / TIME OUT FILE IN PEN DRIVE
4. COPY TIME IN / TIME OUT FILE FROM PEN DRIVE
5. COPY TIME IN / TIME OUT FILE FROM PEN DRIVE (RANGE)
6. CHECK TIME IN / TIME OUT
7. PRINT DAYS WORKED (FROM TIME IN TIME OUT FILE)
8. TRANSFER ATTENDANCE (FROM TIME IN TIME OUT FILE) TO ATTENDANCE REGISTER
9. EDIT/MARK ATTENDANCE REGISTER
A. VIEW ATTENDANCE REGISTER
B. PAGE 3
E. EXIT

Fig. 16c


TIME MANAGEMENT - PAGE 3 (EC COMPUTER)
1. ATTENDANCE LIST (WITH AL AND MC)
2. TRANSFER ATTENDANCE TO TRANSACTION FILE
3. CREATE NEW TIME IN / TIME OUT (WITH ONLY EMPLOYEE NUMBER, RANGE)
4. CREATE NEW ATTENDANCE FILE (WITH ONLY EMPLOYEE NUMBER)
5. CREATE NEW ATTENDANCE FILE (WITH ONLY EMPLOYEE NUMBER, RANGE)
6. IMPORT TIME IN / TIME OUT FROM TEXT FILE
7. IMPORT DAILY FILE FROM TEXT FILE
E. EXIT

MISCELLANEOUS

RECORD TIME IN / TIME OUT

An employee scans in the code on his card when he "Clock In" or "Clock Out". Option is available to just key in an access code instead of using a scanner. Another option is to scan in the code and then key in an access code. The record can be transferred to a pen drive. Option is available to allow employees access to this time in / time out function only and not any other parts of
the program. Only the system administrator has access to other parts of the program. The system allows 3 "Clock In" and 3 "Clock out".

EDIT TIME IN / TIME OUT AND OT HOUR

Click the employee required and click “ACCEPT”. Click the record required and click “NEXT”. Change the time in / time out and OT hours if necessary. The OT Hours is generated automatically in “GENERATE DAILY OT HOURS”. You can also enter the time in / time out record from mechanical punch card. To do this, you need to do “CREATE NEW TIME IN / TIME OUT” in “TIME MANAGEMENT, PAGE 3”. You can delete non working days such as Sundays in “DELETE TIME IN / TIME OUT” in “TIME MANAGEMENT, PAGE 1”.

GENERATE DAILY OT HOURS

Enter the “BASED ON HOURS” and the “OT RATE TYPE”. The normal working hours is set in “HOUSEKEEPING, PARAMETER 5”. Working hours more than this will be considered as OT. For those employees with different “START WORK TIME”, enter the “START WORK TIME” in “HOUSEKEEPING, PARAMETER 5” and enter “2” for category in personnel record (page 2, personnel record). For those employees such as Managers who are not entitled to OT, enter “1” for category. Option is available to “ROUND OT TO NEAREST QUARTER HOUR”, “ROUND OT TO NEAREST HALF HOUR”, “ROUND OT TO NEAREST HOUR” and “IGNORE OT LESS THAN CERTAIN TIME” (See “HOUSEKEEPING, PARAMETER 5”).

DAILY OT HOURS TO TOTAL OT HOURS FOR THE MONTH

Select the range of employees required and click “ACCEPT”. The system will calculate the total OT hours based on the daily OT hours after you have done the “GENERATE DAILY OT HOURS”.

MISCELLANEOUS

EDIT MONTHLY OT HOURS

Click the employee required and click “ACCEPT”. Click the record required and click “NEXT”.

TRANSFER MONTHLY OT TO SECOND HALF TRANSACTION

Click the employee required and click “ACCEPT”. Employees with second half transaction entered will have their monthly OT updated.

DELETE TIME IN / TIME OUT

Click the employee required and click “ACCEPT”. Click the record required and click “NEXT”. Click “DELETE”.

DELETE OT

Click the employee required and click “ACCEPT”. Click the record required and click “NEXT”. Click “DELETE”.

PRINT TIME IN / TIME OUT AND OT HOURS

Select the employees required. Enter "DATE FROM" and "DATE TO". Enable “WITH OT ONLY” if you want to print only those employees with OT.

PRINT OT HOURS FOR THE MONTH GENERATED FROM TIME IN / TIME OUT

Enter the employees required. Enable “WITH OT ONLY” if you want to print only those employees with OT.

MISCELLANEOUS

ATTENDANCE LIST (FROM TIME IN/ TIME OUT FILE)

Select the employees required. Enable "WITH SEPARATOR" if you want to print a line between the employees.

COPY TIME IN/ TIME OUT FILE TO PEN DRIVE

Enter directory. Click "YES". This process only copy the "TIME IN / TIME OUT" record.

PRINT TIME IN/ TIME OUT FILE IN PEN DRIVE

Enter the directory where your "TIME IN / TIME OUT" record is kept. Click "YES".

COPY TIME IN/ TIME OUT FILE FROM PEN DRIVE

Enter the directory where your "TIME IN / TIME OUT" record is kept. Click "YES" to proceed. Your "TIME IN / TIME OUT" record in your hard disk will be overwritten.

COPY TIME IN/ TIME OUT FILE FROM PEN DRIVE (RANGE)

Enter the directory where your "TIME IN / TIME OUT" record is kept. Click "YES" to proceed. Your "TIME IN / TIME OUT" record in your hard disk will be added with any new record from the pen drive.

CHECK TIME IN/ TIME OUT

Select the employees required. Enter "DATE FROM" and "DATE TO". Enable "WITH OT ONLY" if you want to print only those employees with OT. Enter "TIME IN". Enter "TIME OUT". Click "PRINT".

MISCELLANEOUS

PRINT DAYS WORKED (FROM TIME IN / TIME OUT FILE)

Select the employees required. Click "PRINT".

TRANSFER ATTENDANCE (FROM TIME IN / TIME OUT FILE) TO ATTENDANCE REGISTER

Select the employees required. Click "PRINT".

EDIT/MARK ATTENDANCE REGISTER

Click the employee required. Click the record required. Enter "1" for present. Enter "PH", etc for "PUBLIC HOLIDAY". For One Hour Leave taken, enter AL1, etc.

VIEW ATTENDANCE REGISTER

Click "TOP", "NEXT", "PREV", "BOTTOM" and "SEARCH" for the employees you want.

ATTENDANCE LIST (WITH ANNUAL LEAVE AND MEDICAL LEAVE)

Select the employees required. Click "PRINT".

TRANSFER ATTENDANCE TO TRANSACTION FILE

Select the employees required. Click "ACCEPT". Those employees with transaction entered for first or second half will have their "DAYS WORKED", "ANNUAL LEAVE", etc, updated.

MISCELLANEOUS

CREATE NEW TIME IN / TIME OUT (WITH ONLY EMPLOYEE NUMBER, RANGE)

Select the employees required. Click "ACCEPT". This "TIME IN / TIME OUT" file can then be updated from the mechanical punch card.

CREATE NEW ATTENDANCE FILE (WITH ONLY EMPLOYEE NUMBER)

Click the employee required. Click "ACCEPT". This "ATTENDANCE FILE" can be used to mark attendance.

CREATE NEW ATTENDANCE FILE (WITH ONLY EMPLOYEE NUMBER, RANGE)

Select the employees required. Click "ACCEPT". This "ATTENDANCE FILE" can be used to mark attendance.

IMPORT TIME IN/TIME OUT FROM TEXT FILE

Enter the directory where your "TIME IN / TIME OUT" text file record is kept. Enter the particulars as required.

IMPORT DAILY FILE FROM TEXT FILE

Enter the directory where your daily text file record is kept. Select "Monthly/Daily Rated", "Hourly Rated" or "Piece Rated".

MISCELLANEOUS

14. YEARLY REPORTS
    - PRINT THE YEARLY GROSS, EPF, SOCSO. EIS AND TAX REPORTS.

15. PAST MONTH'S PAY SLIP FIGS.
    - PRINT DAYS WORKED, ALLOWANCES, DAILY ALLOWANCE, WORK HOURS, NO. OF PIECES, NET PAY, PAY SLIP AND LEAVE.

16. NOTE PAD
    - TO ENTER NOTES ON A PARTICULAR EMPLOYEE.

17. LETTER
    - TO PRINT LETTERS SUCH AS APPOINTMENT, CONFIRMATION, INCREMENT, PROMOTION AND RECOMMENDATION.
      YOU CAN MODIFY THE SAMPLE LETTERS IN "HOUSEKEEPING, REPORT DESIGNER".

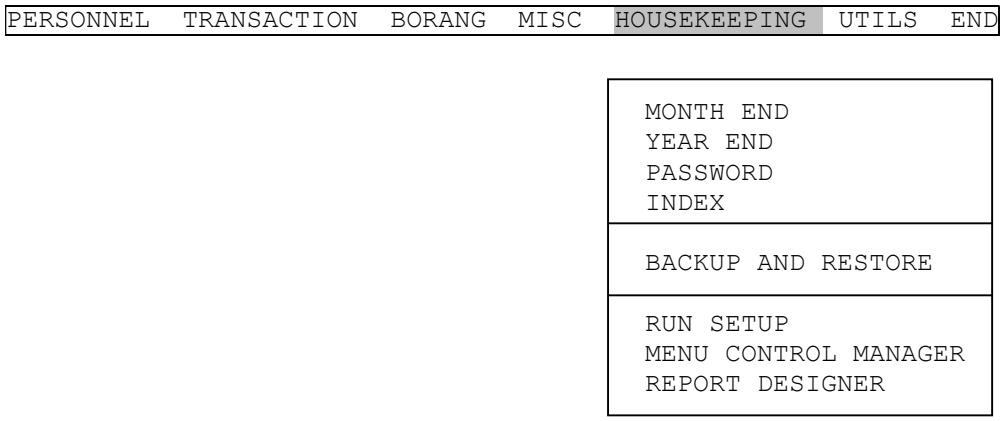
18. EXPORT TO EC ACCOUNTING
    - TO EXPORT PAYROLL DATA TO EC ACCOUNTING. YOUR LINK TO EC ACCOUNTING IS AT "HOUSEKEEPING, DIRECTORY FOR EC ACCOUNTING". FISRT DO "EXPORT FROM PAYROLL". THEN DO "LIST TRANSACTIONS IN EXPORTED FILE". IF THERE IS ANY ACCOUNT NUMBER NOT IN EC ACCOUNTING, THEN DO "EDIT ACCOUNT NUMBER". LASTLY DO "IMPORT INTO ACCOUNT". YOU CAN ALSO EXPORT PAYROLL TRANSACTIONS TO PEN DRIVE. YOU CAN CHECK YOUR EXPENSES SUCH AS SALARY, EPF, SOCSO And EIS FROM HERE. YOU CAN SELECT THE USE OF JOURNAL ENTRIES OR PAYMENT VOUCHERS.

19. USER DEFINED LEAVE.
    - ENTER THE PAID LEAVE TAKEN AND GIVEN AND NO PAY LEAVE TAKEN AND GIVEN (SUCH AS STUDY LEAVE). THESE LEAVES ARE IN THE LAST COLUMN OF OF "TRANSACTION, ADD".

HOUSEKEEPING

Click “HOUSEKEEPING” in Payroll Main Menu. The following screen will appear.

Figure 17



GENERAL — This option provides set up, indexing, change password, month end, year end processing, backup, menu control and change layout of reports.

MONTH END

Do this option when you want to proceed to the following month. You can choose between options to carry forward existing payroll data or start with new data. Select start with new data if there are many changes to the data.
You should backup you data to a pen drive (in "HOUSEKEEPING, BACKUP AND RESTORE") before doing month end.

YEAR END

Do this option when you want to proceed to the following year.
You should backup you data to pen drive (in "HOUSEKEEPING, BACKUP AND RESTORE") before doing year end.

PASSWORD

This option allows you to change your password. Follow the steps when prompted by the system.

HOUSEKEEPING

INDEX ALL FILES

Every time when you do month end, the system will do this option.

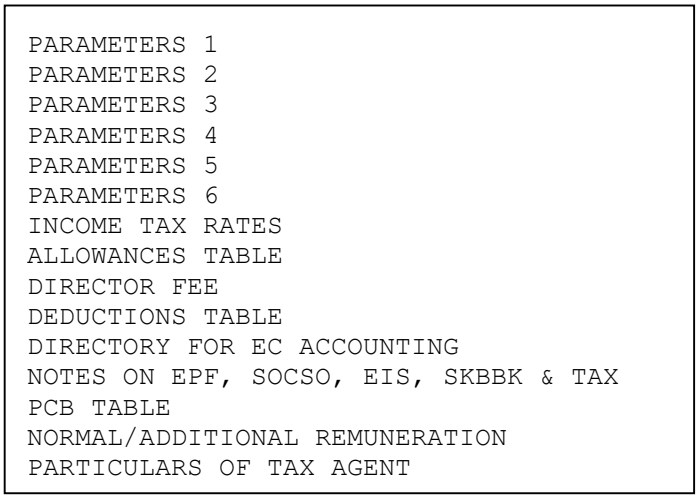
BACKUP AND RESTORE

Select "ZIP FILES" or "COPY DATA FILES". Select "YES" to proceed. Select "UNZIP(RESTORE) FILES" or "RESTORE DATA FILES". All your data in the directory selected will be overwritten once you do “Restore”.

RUN SETUP

The sub menu for setup is shown:

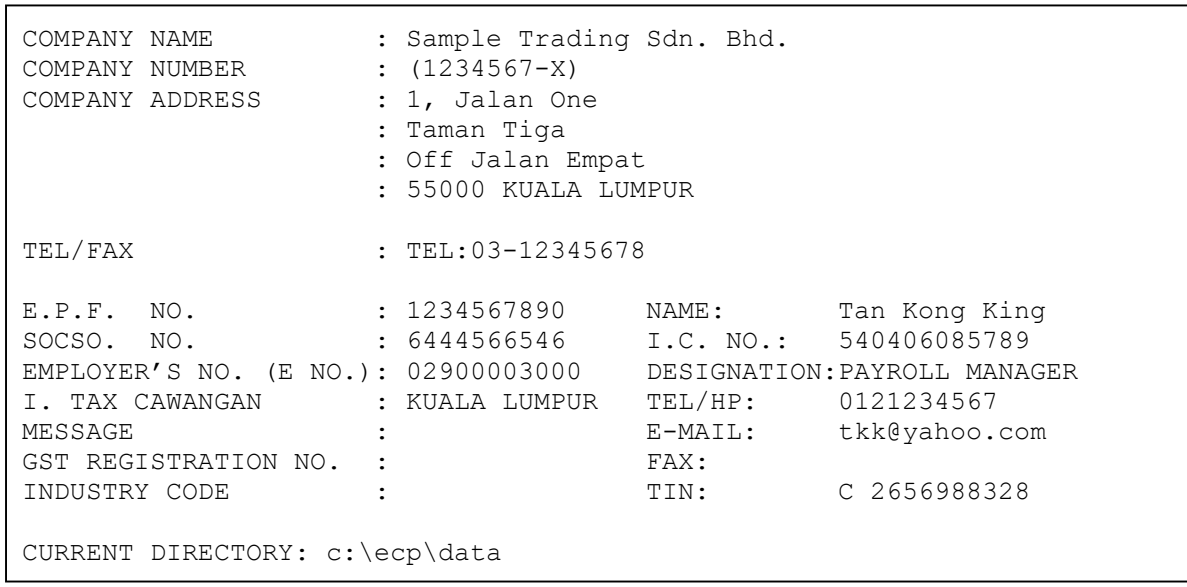
Figure 18



HOUSEKEEPING

PARAMETERS 1

Figure 19

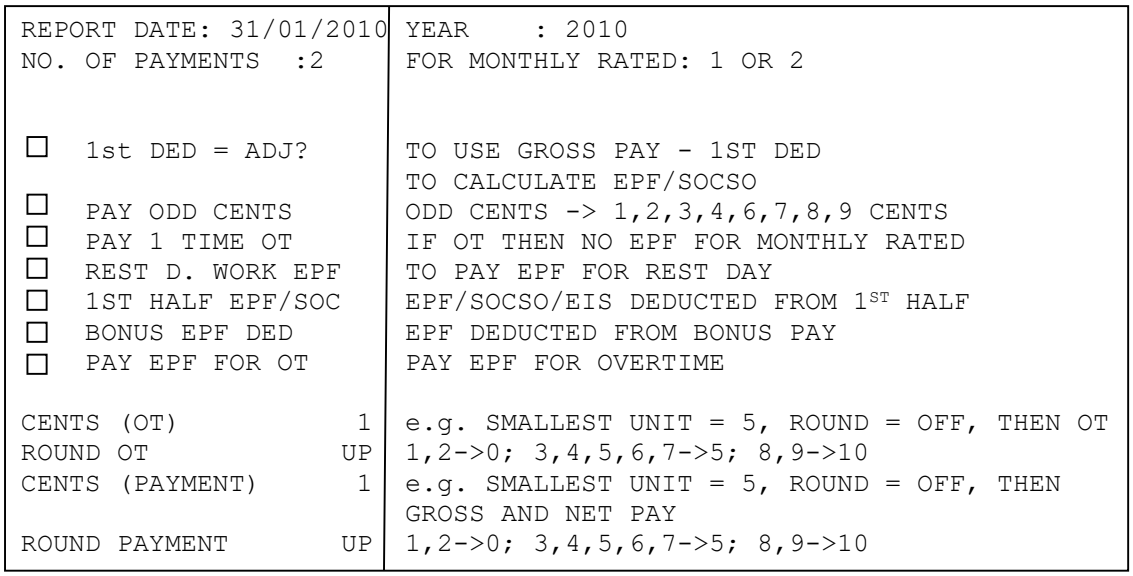


MESSAGE — Messages entered will appear in all the pay slips that are printed out. If individual messages are the only one required, leave this option blank.

HOUSEKEEPING

PARAMETERS 2

Figure 20



REPORT DATE

This indicates the month EC Payroll is in. For the setup purpose, enter the new month in which EC Payroll is to be utilized.

NO. OF PAYMENT

Determine if you are paying your monthly staff twice a month or once.

1ST DED = ADJ?

Enable if EPF/SOCSO/EIS contribution pay is calculated as:
Formula :
Contribution Pay = Gross Pay - 1st Ded.
Note: Only for the first option of deduction table.

PAY ODD CENTS

This section decides whether the salary pay out should be rounded to the next 5 cents. Only the net pay will be rounded.

If this section is enabled, user must expect to see that the total net pay in department report is not equal to all other totals figures that are added up.

HOUSEKEEPING

PAY 1 TIME OT	Disable if EPF is to be included for one-time rate. Because one-time rate is not considered OT.
1ST HALF EPF/SOCSO/EIS	Enable if EPF, SOCSO and EIS is deducted from 1st half salary.
BONUS EPF DEDUCTION	Enable if EPF is deducted from Bonus Pay.
PAY EPF FOR OT	Enable to contribute EPF for OT.
CENTS (OT)	Enter the smallest unit (1,2,5,10,20 or 50)
ROUND OT	Round Up, Down or Off e.g. SMALLEST UNIT = 5, ROUND = OFF, THEN OT 1,2->0; 3,4,5,6,7->5; 8,9->10
CENTS (PAYMENT)	Enter the smallest unit (1,2,5,10,20 or 50)
ROUND PAYMENT	Round Up, Down or Off e.g. SMALLEST UNIT = 5, ROUND = OFF, THEN GROSS AND NET PAY 1,2->0; 3,4,5,6,7->5; 8,9->10

PARAMETERS 3

Figure 21

```
TABLE           1   2   3   4   5
EPF RATE Y'EE  11  11  11  11  11
EPF RATE Y'YER 12  15  16  17  18

OT CODE 0  HOURS PER DAY  :  8.00  TO CAL. OT FOR DAILY RATED
OT CODE 1                    8.00
OT CODE 0  HOURS PER YEAR : 2288   NORMALLY 2288 OR 2496
OT CODE 1                   2496   TO CAL. OT FOR MONTHLY RATED

           DEDUCTION FOR NPL   2   1. PROPORTIONAL
                                   2. RATE/FIX DAYS PER MONTH
                                   NORMALLY METHOD 2
           FIXED DAYS/MTH :  26    IF YOU CHOOSE METHOD 2 ABOVE
           MAX PAY FOR ORP : 9999  MAX PAY ALLOWED TO CAL. OT

OT CODE 0  RATIO TO ORP: 12 / 12   NORMALLY 12/12
OT CODE 1              : 13 / 12
```

EPF RATE

EPF RATE for employee and employer can be changed by user.
Use Table 1 for normal EPF rate and other Tables for company's own higher EPF rate.

HOURS PER DAY

The number of hours per day, what you key in will be used to calculate OT for a daily rated employee. Example, if a daily rated employee is paid RM9.00 daily, overtime calculation for this employee will be:

$$\frac{\text{Basic}}{\text{hours per day}} \times \text{OT type}$$

$$= \frac{\text{RM9.00}}{\text{8 hours}} \times 1.5 = \text{RM1.6875}$$

Use OT Code 1 if you have different hours of payment. Always use OT code 1 for hours used by smaller portion of employee.

HOUSEKEEPING

HOURS PER YEAR

The fixed formula built in our pay-roll system to calculate OT for monthly rated employee is:

$$\frac{\text{Basic} \times 12}{\text{(Total no. of hours worked per year)}}$$

Example, if your OT calculation method is Basic/26 x 8, then your hours per year is 2496,

i.e. 26 x 8 x 12 = 2496

Use OT Code 1 for different OT calculation method, if any.

(Note: For more information on OT calculation, please refer to "HOUSEKEEPING, RUN SETUP, NOTES ON EPF, SOCSO AND TAX".)

DEDUCTION FOR NPL
(Non Paid Leave)

Normally, Non Paid Leave deduction method is (Basic/26) x unpaid leave days. If the user decide to deduct proportionally. i.e. following the actual working days per month such as 28, 30, 31, then select 1.

Otherwise choose 2 for fix days per month method. Then move on to enter number of fixed days per month (i.e. 26).

MAX PAY FOR ORP
(Ordinary Rate of Pay)

The recommended ceiling for calculation of OT by law is RM1,250.00. This means that an employee with salary of RM1,250.00 and above, would have their OT calculated based on RM1,250.00 salary.

To disable this option, or to pay the employee OT by his actual salary, key in 9999 to create a high ceiling. Let us know if 9999 is insufficient.

HOUSEKEEPING

RATIO TO ORP	If bonus is to be included to the salary for OT rate calculation, enable this: $\frac{\text{Basic} \times 12}{\text{(Total no. of hours per year)}} \times \frac{13}{12}$ option by entering 13/12 for inclusive of one month bonus.

PARAMETER 4

TABUNG HAJI ADDRESS	Change the address if necessary.
AUTOPAY TO BANK	Enter the information if necessary.
KOD MAJIKAN	Enter the information if necessary.
BANK A/C NO. NAME, ADDRESS	Enter the information if necessary.

HOUSEKEEPING

PARAMETER 5

Disable "USE REPORT DESIGNER FORMAT" if you do not want to print you reports using this format. Disable "TOLTIP" if you do not want the tooltip to appear. Disable "PREVIEW REPORT" if you do not want preview report before printing. Disable "SEPARATE PAYMENT FOR BONUS TAX" if you want to pay tax on salary and bonus tax together. Enable "PRINT FORM EA IN ENGLISH" if you want to print FORM EA in English. Enable "DOTTED LINE REPORT" if you want non report designer reports drawn with dotted lines instead of solid lines. Enable "CHANGE LANGUAGE FOR DEDUCTION REPORT" if you want to change language for deduction reports. Enter number of pages for Appointment Letter. Enter the drive letter for "USB BACKUP DRIVE". Enter the font for non report designer reports. Enter the rate for contribution for "HUMAN RESOURCE DEVELOPMENT FUND". Change "NO. OF ROWS IN REPORT (-VE TO REDUCE)" for non report designer reports. For Time management, enable "USE BARCODE ON IC FOR TIME IN/OUT" if you want to read Time In / Time Out using a scanner to scan in the code. If employees have fixed reporting time to work, then enable "FIX TIME IN TO CALCULATE OT". If you want to cover the read time in / time out, enable "COVER READ TIME IN/ TIME OUT". Enable "ROUND OT" to nearest quarter hour, nearest half hour or nearest hour if necessary. Change the "USE 2 ACCESS CODES FOR TIME IN / TIME OUT" if necessary. If enabled, an employee has first to scan in a code on a card and then key in an access code.
Enter the daily working hours for OT calculation. (e.g. if you enter 8, then hours worked more than 8 will be considered as OT.) Enter the reporting time for category "2" and "3" employees. If you leave blank for "Category" in personnel record, page 2, then the employee is considered as category "3" employee. For management staff who are not entitled to OT, enter "1" for category. Enter the normal OT type (1 – 1 x, 2 – 1.5 x, 3 – 2 x, 4 – 3 x, 5 – Rest Day).
Enter the "Saturday Working Hours". Hours worked greater than this will be considered as OT. Enter the "Sunday Working Hours" and "Sunday OT Rate Type". Change the figure for "IGNORE OT HOURS LESS THAN" if necessary (e.g. if you enter 0.5, then OT less than half an hour will be ignored.). Click "Update Excel" if necessary.

PARAMETER 6

Change the messages for Time In/ Time Out if necessary. Change the auto generate employee number format if necessary. Enable "Change Menu Look" if necessary. Enable "Last December Figure To Calculate Bonus PCB" if necessary. Enable "Print Gray" for "Generate Report" if necessary. Enable "Prompt Delete Temporary File" if necessary. Enable "Treeview For Pin 0" if you want to assess your function different from drop down menu. Enable "Metro And Treeview" if you want to customize your main menu. Change the directory for "Document Manager" if necessary. Click "Dashboard Image" if you want to put in your own image in the main menu. Click "Metro Image" if you want to customize and put in your own image with metro display. Enable "Change Button Colour" if necessary. Change the setting for "2 Pay Slips Per Page" if necessary. Change the setting for "Blank 0 Amount EPF / SOCSO / EIS / SKBBK" if necessary. Change the setting for "Change Get Colour" if necessary. Change the setting for "Set Unicode" if necessary. Change the setting for "Use SOCSO

In TP1 For PCB" if necessary. The default is to use the pay slip figure. Change the setting for "Ignore SOCSO / EIS / SKBBK For PCB" if necessary. If ticked, this will increase the PCB amount. Change the setting for "Use ZAKAT In TP1 For PCB" if necessary. Change the setting for "Ignore ZAKAT For PCB" if necessary. Change the setting for "Separate EPF For Salary And Bonus" if necessary. If ticked, this will increase the EPF amount.

HOUSEKEEPING

INCOME TAX RATE

Change the income tax rate or click default if necessary.

HOUSEKEEPING

ALLOWANCE TABLE MAINTENANCE

Figure 22

	ALLOWANCE TABLE	EPF	SOC	EIS	SKBBK	ORP	TAX
	BONUS	1	0	0			
	COMMISSION	1	1	1	1		
1	HOUSING	1	1	1	1	0	1
2	INCENTIVE	1	1	1	1	0	1
3							
4							
5							
6							
7							
8							
9	SHIFT ALLOWANCE	0	1	1	1	0	1
F 1	LODGING	0	1	1	1	0	1
I 2	CAR	0	1	1	1	0	1
X 3							
D 1	FOOD ALLOWANCE	0	1	1	1	0	1
A 2	BUS FARE	0	1	1	1	0	1
Y 3							

DW = DAYS WORKED
PH = PUBLIC HOLIDAYS
AL = ANNUAL LEAVE
MC = MEDICAL LEAVE
MT = MATERNITY LEAVE
MR = MARRIAGE LEAVE
CL = COMPASSIONATE LEAVE
HL = HOSPITAL LEAVE
- = OTHER PAY LEAVE
ADJ = ADJUSTMENT

DW PH AL MC MT MR CL HL
- ADJ
1110100000
0000000000
0000000000

To use the allowance table, decide the types of allowance to be used and:

i. Enter the description of allowance.
Abbreviate whenever necessary, 12 characters are allowed.

ii. Decide whether the allowances are EPF, SOCSO, EIS and SKBBK deductible.
Under the EPF, SOCSO, EIS or SKBBK column,

1 = Enable 0 = Disable

iii. Decide whether the allowances is to be added to Basic Salary for calculation of OT.
Under ORP (Ordinary Rate of Pay) column,
1 = Enable 0 = Disable

iv. Decide whether the allowance is taxable.
Under TAX column,

1 = Enable 0 = Disable

ALLOWANCE TABLE MAINTENANCE

v. Decide types of days when Daily Based Allowances is to be included to salary. For instance, DW (days worked), PH (public holidays), AL (annual leave), MC (medical leave), MT (maternity leave), MR (marriage leave), CL (compassionate leave) and HL (hospital leave).

1 = Enable 0 = Disable

Generally, allowances can be categorized into:

VARIABLE ALLOWANCES (1 to 9)	Variable allowances enable the user to enter the amount of allowances to be paid to employees. These are normally non prorated allowances. Example: Production incentives
FIXED ALLOWANCES (1 to 3)	Fixed allowances are allowances which are fixed and are payable to employees every month. If this option is used, the user can fix the allowances in Personnel File for each employee. Such allowances will be added to the monthly pay slips automatically. Example: Responsibility allowances.
DAILY BASED	Daily based allowances refer to allowances which are paid daily. The allowances may include actual days the employees turn up only, or inclusive of public holidays, MCs, ... Example: Transport allowances.

DIRECTOR FEE

Change the description if necessary. Disable EPF, SOCSO, EIS, SKBBK and tax deduction if necessary.

HOUSEKEEPING

DEDUCTIONS TABLE

Figure 23

		DEDUCTIONS TABLE	
	1	LATENESS	
	2	HOSTEL	
	3		
	4		
	5		
	6	INCENTIVE	
	7		
	8		
	9		
P	1	TRANSPORT ALL.	
R	2	A.S.B.	Q1234567890
E	3		
S	4		
E	5		
T			

Deductions can be categorized into:

VARIABLE DEDUCTIONS — These are deductions which are not fixed nor prorated.

Example: Deduction of uniform, calculator, lateness.....

PRE-SET DEDUCTIONS — These are deductions that can be fixed in Personnel File (Pre-set Allowances And Deductions)

Example: Union Fee, Insurance, Amanah Saham Bumiputra, Tabung Haji and monthly Income Tax installment.

DEDUCTIONS TABLE

The deductions table can be set up as follows:

ENTER DESCRIPTION OF DEDUCTION	Abbreviate whenever necessary. Twelve characters are allowed. For variable deduction, enter any company's reference if available. For Pre-set deduction, enter Employer Number or any other reference number if available.

Note:

If A.S.B. and Tabung Haji deductions are required, use Pre-set 2 for A.S.B. and Pre-set 3 for Tabung Haji.

HOUSEKEEPING

DIRECTORY FOR EC ACCOUNTING

Change the directory for EC ACCOUNTING if necessary. Change your expenses account and your cash/bank account if necessary. Select Journal or Payment.

NOTES ON EPF, SOCSO, EIS, SKBBK AND TAX

The term "WAGES" as defined in EPF ACT 1991 and also for SOCSO is given here. Examples of "Total number of hours worked per year" for OT calculation per year are shown. The method for calculation of Monthly Tax Deduction based on monthly remuneration and bonus is also given here. Please note that the maximum EPF per month is RM500 or RM 6000 per year for calculation of PCB. Tax is automatically calculated when you click "GENERATE" in "TRANSACTION, ADD".
Change the tax amount if necessary. Similarly, the EPF, SOCSO, EIS and SKBBK amounts are also automatically calculated. If EPF, SOCSO, EIS or SKBBK payment is not necessary, then disable Pay EPF, Pay SOCSO,Pay EIS or Pay SKBBK in Personnel. The EPF, SOCSO, EIS and SKBBK can be set in "PERSONNEL, PRE-SET EPF, SOCSO, EIS and SKBBK" if necessary.

PCB TABLE

Change the "Maximum EPF Deduction For PCB Calculation" and other figures or click default if necessary. This function is not normally used.

NORMAL/ADDITIONAL REMUNERATION

Click to select "Normal" or "Additional Remuneration" for allowances, commission, OT and director fee. Click "All Normal" or "All Additional" if necessary. If an item such as "Director Fee" is considered as "Normal" for most directors, select "Director Fee" as "Normal". Change "Director Fee" to "Additional Remuneration" for the director whose "Director Fee" is "Additional Remuneration" before you click "Generate" when you are in "Edit Pay".

PARTICULARS OF TAX AGENT

Enter particulars of tax agent. This information is required for Form E.

MENU CONTROL MANAGER

This menu is only accessible to PIN 0. Click the function to enable or disable access by other PINS.

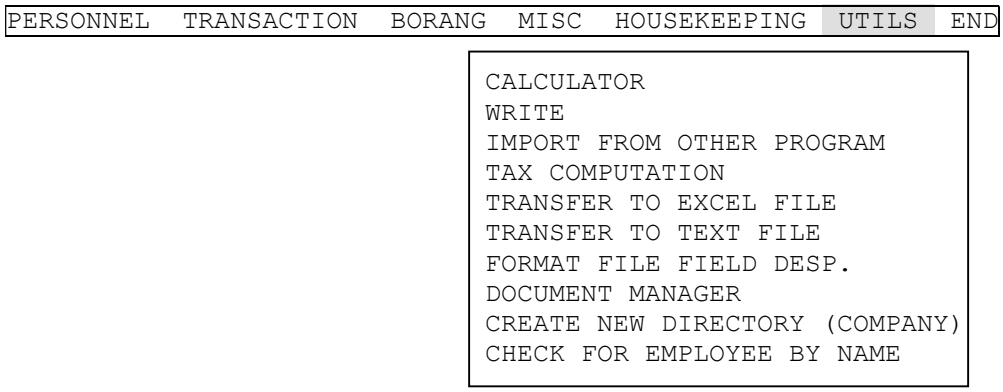
HOUSEKEEPING

REPORT DESIGNER

Select the report required. You can change the font type, font size, alignment, etc. (eg. To change the font size of your company name in pay slip, click "Pay Slip". Right click on “Company Name”. Select “Item Property”. Click “Font” to change the font size.)

UTILITIES

Figure 24



CALCULATOR

A calculator will appear if you select option 1. Copy and paste your calculation if necessary.

WRITE

You can enter your Memo under Windows Write when you click option 2.

IMPORT FROM OTHER PROGRAM

For some of these functions, you must have your data in EXCEL (.xls) or TEXT (.txt). For excel file, state the starting and ending row of your data. To import employee file using excel, you can copy and paste the data on the excel file generated from "Utilities->Transfer To Excel File (Page 1)->Personnel File 3". Enter the column position of any data you want to import. Enter a large number (eg. 99) if you do not want a certain field to be imported. For text file such as "Personnel File", you must have your data in TEXT (.txt) format in a pen drive or in current directory. Next, click "CONVERT TEXT FILE IN PEN DRIVE TO DATA FILE" or "CONVERT TEXT FILE IN CURRENT DIRECTORY TO DATA FILE". Change the file name if necessary. Enter the column position for the fields required. Leave as "0" if not required. (e.g. if you have an employee such as JONATHAN appearing in column 8 to 50 in your text file, enter "8" for "FROM" and "50" for "TO" in "EMPLOYEE NAME"). You can leave "0" for employee number so that the system will automatically generate the employee numbers. Click "PRINT DATA FILE" to print out the temporary converted data. Click "MODIFY" if necessary. Click "APPEND PERSONNEL FILE FROM DATA FILE". Remember to backup your data before performing this function. Once you have done this "APPEND", your employee file will have these employees appended. Click "CHECK FOR EMPLOYEES WITH EXACTLY SAME NAME", etc, if necessary.

UTILITIES

TAX COMPUTATION

Click "EPF/LIFE INSURANCE", "EDUCATION AND MEDICAL INSURANCE", "DIVIDEND", "RENTAL/ROYALTY/PREMIUM", "TAX COMPUTATION" or "PAYMENT". For "EPF/INSURANCE", click "NEW". Click button "F" at the bottom to select the employee number. Enter "EPF Number" or "Insurance Company". Enter "EPF" or "Insurance Number". Enter "1" for "Self" and "2" for "Wife". Enter either the contribution amount for "Self" or "Wife". Click "NEW" again until all "EPF" and "Insurance" are entered. Click "PRINT" to print the list for "EPF/INSURANCE". Follow the same procedure for "EDUCATION AND MEDICAL INSURANCE", "DIVIDEND" and "RENTAL". For "TAX COMPUTATION", click the employee required and click "NEW". Change the descriptions and amount if necessary. Click "LIST" to print the summary for tax payable. Click "PRINT" to print the tax computation. For "PAYMENT", click "NEW" and click button "F" at the bottom to get the "YEAR OF ASSESSMENT", "INCOME TAX REFERENCE NUMBER", "NAME" and "AMOUNT COMPUTED". Enter other details such as amount assessed, increase in tax assessed, decrease in tax assessed and payment. Click "LIST" to print the summary of tax not paid. Click "PAYMENT" to print the payments. Click "PRINT" to print the "AMOUNT ASSESSED", "INCREASE IN TAX", "DECREASE IN TAX" and "PAYMENTS".

TRANSFER TO EXCEL FILE

Click the report required. Please note the file name when prompted.

TRANSFER TO TEXT FILE

Click the report required. Please note the file name when prompted.

FORMAT FILE FIELD DESCRIPTION

You can print out the description for the fields of the format files such as pay slip and letters. You can insert any field shown here in your document setup.

DOCUMENT MANAGER

Select General or Employee. Click "New". Enter the particulars required. If you have saved the document such as in WORDS or PDF format in "C:\ECP\DOCUMENT", you can see the report when you click "Document". By saving your report such as in WORDS or PDF format in directory such as "C:\ECP\DOCUMENT", you can easily select and print out any report such as your "Pay Slip" of earlier years. The "Search" function allows you to search easily any report you saved in the directory.

UTILITIES

CREATE NEW DIRECTORY (COMPANY)

This function enables you to have report format different form the current directory. Any changes in your report will not have an effect on this new directory.

CHECK FOR EMPLOYEES BY NAME

An alphabetical report of your employees will appear if you choose this option. If you enter say "Jo" and select "1" as your choice, then all employees with name such as John and Jone will appear. If you select "2" as your choice, then all employees such as Merryjoe and Sinjotop will appear.