EC Payroll

Frequently Asked Questions

1. Question
What is so special about EC Payroll ?

Answer
It is a very simple Windows-based full-featured Payroll Program. So simple that unlike other Payroll Programs, you don't have to go to an institute or learning centre and spend a few months to learn how to use the program.

2. Question
How soon can I start using EC Payroll ?

Answer
Immediately. Just click "Readme" and you can start right away.

3. Question
How do I print a document with employee number, say, from B 0004 to H 0008 (eg. in print pay for second half) ?

Answer
Left click H 0008, right click H 0008, then left click B 0004.

4. Question
Is there a backup facility ?

Answer
Click 'Misc->Backup And Restore->Zip Files' or 'Misc->Backup And Restore->Copy Data Files'.

5. Question
What reports are generated by EC Payroll ?

Answer
EC Payroll has a very comprehensive range of reports. For detail, please click "Readme".

6. Question
How do I edit an employee's pay ?

Answer
Click 'Transaction->Second Half Payroll->Edit'. Click the employee required.

7. Question

How do I get the PCB deduction amount of an employee ?

Answer
In `Add' or `Edit' transaction, click the `Generate' button. Change the amount if necessary. Please ensure that the entry for the sex, marital status, number of children, whether wife employed for the employee is correct in the employee's personnel file.

8. Question
What should I do when there is a change in pay for an employee. ?

Answer
In 'Personnel->Edit', change the basic rate amount to the new amount. To ensure that the overtime rate follow this new pay, in 'Transaction->Second Half Payroll->Delete', delete the transaction for this employee. Then do 'Transaction->Second Half Payroll->Add', to enter pay for the employee.

9. Question
How do I get the tax amount for an employee's bonus. ?

Answer
First make sure that the tax amount for the salary is correct. In 'Transaction->Advance/Bonus/Commission->Bonus->Add/Edit Bonus', enter the bonus for the employee. Then do `Generate Tax On Bonus'.

10. Question
What are the steps to follow if I want to upload Borang A data ?

Answer
Go to 'Borang->EPF-Borang A->Transfer EPF Data'

11. Question
How do I change the left margin of my reports ?

Answer
In 'Housekeeping->Report Designer->Extras->Report Setting'.

12. Question
How do I change the page length of my reports ?

Answer
In 'Housekeeping->Report Designer->Extras-> Report Setting'.

13. Question
How do I change the font size of my reports ?

Answer

In ‘Housekeeping->Report Designer’.

14. Question
How do I change the message in the employees' payslip ?

Answer
In ‘Housekeeping->Run Setup->Parameter 1’, you can enter message such your company's slogan.

15. Question
How do I check the calculation of the OT rate ?

Answer
In ‘Housekeeping->Run Setup->Parameter 3’ and in ‘Housekeeping->Run Setup->Notes on EPF, SOCSO and Tax’.

16. Question
What is the difference between proportional and fixed days per month for deduction of no pay leave (NPL) or for employee who worked only part of the month?

Answer
In ‘Housekeeping->Run Setup->Parameter 3’, if you enter 1 (proportional), an employee with a monthly salary of RM1000.00 and with 6 days NPL will have a basic pay of RM800.00 for 26 days as fixed days/month in Parameter 3 and with 30 days as working days in `Add' transaction(24/30 * 1000 = 800.00). If you select 2 (fixed days per month), then the basic pay is RM769.23 (20/26 * 1000 = 769.23).
If you enter 30 days as fixed days/month in Parameter 3, then both basic pay figures will be RM800.00.

17. Question
Can I store the photograph of an employee and print the photograph in the employee card together with the company logo?

Answer
YES. In ‘Personnel->Identification Card’.

18. Question
Do I have the option to print only the bonus or bonus with salary in the payslip?

Answer
YES. In ‘Transaction->Advance/Bonus/Commission->Print Payslip’, you can print payslip for bonus only or bonus with salary.

19. Question
Can I print the cheque for an employee's salary?

Answer
YES. You can also print cheque for advance, bonus and commission.

20. Question
Can I change the format of the letter of authorisation to the bank for employees' salary?

Answer
YES. In 'Housekeeping->Report Designer'.

21. Question
Where do I print a summary of the monthly payroll?

Answer
In 'Transaction->Second Half Payroll->Management Report->Summary'.

22. Question
Where do I record the time attendance?

Answer
In 'Misc->Time Management->Record Time In / Time Out'.

23. Question
What is EC Time Management ?

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Answer

1. Can record 3 Time In / Time Out.
2. Option to use only password, scan in code from card or first scan in code from card and followed by password.
3. Calculate hours worked.
4. Calculate OT hours.
5. Adjustable OT rates.
6. Record attendance of employees.
7. Adjustment for 'Calculate OT to nearest quarter hour', 'Calculate OT to nearest half hour', 'Calculate OT to nearest hour', 'Ignore OT less than certain time'.
8. Adjustment for no OT for management staff.
9. Allow different 'Start Work Time' for OT calculation.
10. Attendance register.
11. Record for 1 hour leave, 2 hours leave, etc.
12. Allow update of EC Payroll for OT hours.
13. Allow update of EC Payroll for 'Days Worked ', 'Annual Leave' , 'Medical Leave', etc.
14. Allow separation of Time In / Time Out and other Time Management functions.
15. Allow transfer of Time In / Time Out from 'PUNCH CARD'.

24. Question
How do I print reports (eg. EA form, Borang E and yearly reports for gross, EPF, SOCSO and

tax for many years ago (eg. 10 years' ago) ?

Answer
In ‘Utilities->Document Manager’.

25. Question
Can I link my payroll to my accounts?

Answer
YES. You can link your EC Payroll to EC Accounting in ‘Misc->Export to EC Accounting’ or ‘Utils->Tax Computation->Export Data To Pendrive for EC Tax And EC Accounting’.

26. Question
Can I define my own leave such as study leave ?

Answer
YES. In ‘Misc->User-Defined Leave’. You can set it as paid leave or no pay leave.

27. Question
Where do I change the format of the letters (Appointment, Confirmation, Increment and Promotion)?

Answer
In ‘Housekeeping->Report Designer’.

28. Question
Where do I change the format of the punch card?

Answer
In ‘Misc->Punch Card->Setup’.

29. Question
Where do I change the description for allowances (eg. Incentive and Travelling) and deductions when I do `Add' transaction ?

Answer
In ‘Housekeeping->Run Setup->Alowance Table’ and ‘Housekeeping->Run Setup->Deduction Table’.

30. Question
Where do I change the message for employees when they clock in / clock out ?

Answer
In ‘Housekeeping->Run Setup->Parameter 6’.

31. Question

Can I use the same hard disk key-code for my EC Payroll for other EC programs. ?

Answer
NO

32. Question
I am now using other program, how do I import my personnel file into this program ?

Answer
In 'Utilities->Import From Other Program->Personnel File (Excel File)'. For text file go to 'Utilities->Import From Other Program-> Personnel File (Text File)'. For text file, enter the column position of the employee number, name and other fields that you want to import. You can also let the program automatically generate the account number. Then check the data in `Print Data File'. Then do `Append Employee File From Data File'. If your present data is in Microsoft Excel, you can import the data by first `save as text file' (select type as Formatted Text (Space delimited)) and then follow the procedure above. You can also first print out the employees detail and use a scanner to scan in the data as a text file.

33. Question
How do I automatically generate the employee number when I enter the particulars of a new employee ?

Answer
In 'Personnel->Add->New', if you click the `GEN' button without entering anything in the employee number, the next ascending number will be generated (eg. if your largest employee number is 17, then the number 18 will be generated. If the largest number is 10017 then the generated number is 10018. If you enter the name of the employee before you click the `GEN' button, then the first alphabet of the employee followed by the next ascending number will be generated. (eg. if you enter John Samuel for the name of the employee, then the employee number generated will be J 0001 or J 0002 and so on. The same effect will also be obtained if you first enter `J' in the employee number before you click the `GEN' button. If you want J00001 instead of J 0001 then in Housekeeping->Run Setup->Parameter 6, change the `Gen' Button Format to 2. If you change this number to 3, then say you already have an employee number as AB1001, the next time you enter a new employee and enter `AB' before you click the `GEN' button, the new employee number generated will be AB1002.

34. Question
Can I change my report (e.g. payslip) layout ?

Answer
YES. 'Click 'Housekeeping->Report Designer->Payslip'. To enter company logo, click 'Insert'. To change the font type or font size, first click the item you want to change. Click "Edit'. Click 'Item Properties'. If you want to put in your own formula, click 'Formula' (on the right side of 'Text'). You also need to change the ID number (to any number as long as it is not the same as an exiting ID number in the same area. E.g. 13 to 813). Please see 'Utilities->Format File Field Description' for the formula to use. Disable 'Visible' if you do not want the item to appear. To

change the text colour, click 'Text Color'. To change the background, click 'Background Color'. To add your own font/colour, click 'Edit'. Click 'Fonts and Colors'. To change the page break or margin, click 'Extras'. Click ' Report Setting '. You can select the payslip format in 'Transaction->Print Payslip'. Click 'Format'.

35. Question
How can I print my company logo on my report ?

Answer
Please see above.

36. Question
What is the maximum number of companies I can install in my computer ?

Answer
No limit.

37. Question
How do I import 'Time In/Time Out' in Excel format ?

Answer
Go to 'Utilities->Import From Other Program->Time In/Time Out (Excel File).'

38. How do I import data from other Time Attendance Software such as FingerTec TCMS in text format ?

Answer

Import From FingerTec TCMS Into EC Payroll

1. In **FingerTec TCMS**, click "Attendance Sheets"->"Export".
   Select "All". Select "Date (from)". Select "Date (to)"
   Click "Export Detail". Click "Edit". Select the following:

Posi-tion	Description	Size
1	Emp. No.	6
2	Date	10
3	In	5
4	Out	5
5	Overtime	5
6	Diff. OT	5
7	Work done in hours	5
8	Leave type	15

   Click "Apply". Enter file to be exported as "c:\ecp\tito.txt" .
   Click "Export Detail".

2. In **EC Payroll**
   Click "Utilities"->"Import From Other Program"->"Time In/Time Out".

Click “1. Check Text (eg. tito.txt) File”. Click “Accept”. Click “Edit”->”Replace”. Enter “:” in “Find what”. Enter “.” in “Replace with”. Click “Replace All”. Click “X” to close “Replace” box. Click “File”->”Save”->”File”->”Exit”. Click “Exit”
Click “2. Convert Text (tito.txt) File To Data File”. Enter the following (if necessary):

Column Position	From	To
Employee No.	1	6
Date	7	16
Time In 1	17	21
Time Out 1	22	26
O.T. Hr 1.5X	27	31
O.T. Hr 2X	32	36
Work Hours	37	41
Leave Type	42	56

Click “Accept”. Click “Yes”->”OK”.
Click “6. Update Transaction File From Data File”. Click “Accept”->”Yes”->”OK”
(This will update OT Hours, Days Worked and Leave Type in “Transaction”->”First Half Payroll” or “Transaction”->”Second Half Payroll”)
(For Hourly Rated Employee, the Work Hours will also be updated)

Notes On Importing Leave Type Into EC Payroll

Description	Import Into EC Payroll As
Absent, AB	Absent
Annual, AL	Annual Leave
Sick, MC	Medical Leave
Hospital, HL	Hospital Leave
Maternity, MT	Maternity Leave
Paternity, Emergency, Compassionate, CL	Compassionate Leave
Public Holiday, PH	Public Holiday
Marriage, MR	Marriage Leave
Other Pay Leave, OPL	Other Pay Leave
Line Shut Down, LS	Line Shut Down
No Pay Leave, NPL	No Pay Leave
Other No Pay Leave, ONPL	Other No Pay Leave
One Hour, AL1	One Hour Leave
Two Hour, AL2	Two Hour Leave
Three Hour, AL3	Three Hour Leave
Four Hour, AL4	Four Hour Leave
Five Hour, AL5	Five Hour Leave
Six Hour, AL6	Six Hour Leave
Seven Hour, AL7	Seven Hour Leave

39. How do I import data from other Time Attendance Software using EXCEL File ?

Answer
In ‘Utilities->Import From Other Program->Transaction File, 2nd Half (2) (Excel File)’.

40. How do I enter the maximum EPF deduction for PCB calculation ?

Answer
In ‘Housekeeping->Run Setup->PCB Table’.

41. How do I calculate the PCB deduction for director's remuneration which is paid only once a year ?

Answer
In 'Housekeeping->Run Setup->Parameter 2', disable "BONUS EPF DED". Then in 'Housekeeping->
Run Setup->PCB Table', change "Minimum PCB To Calculate Bonus" to 0. In 'Transaction->
Second Half Payroll->Add', enter "0" for basic rate. 'In Transaction->Advance/Bonus/Commission->
Bonus->Add/Edit Bonus->Add To Individual/Edit Bonus', enter the director's remuneration in the bonus
amount. Then in 'Transaction->Advance/Bonus/Commission->Bonus->Generate Tax On Bonus',
generate the PCB for bonus. Enter this amount in the second half transaction in "I. TAX DED".
Remember to enable "BONUS EPF DED" and change "Minimum PCB To Calculate Bonus" back to
its original amount.

42. What should I do to get the correct PCB calculation for an employee who has a child pursuing tertiary education ?

Answer
In 'Personnel Add' (or Edit), enter 4 in "# CHILDREN (PCB)" for each child pursuing tertiary education.

43. What should I do to pay SOCSO for employees above age 60 or for foreign workers ?

Answer
In 'Personnel Add' (or Edit), select table '5' for SOCSO.

44. What should I do to get the correct amount of non-allowable expenses (Own Salary, Allowances, Bonus And EPF) for Borang B ?

Answer
In 'Misc->Yearly Report->Yearly Gross Report (2).

45. What should I do to get the correct amount of non-allowable expenses (Partners' EPF, SOCSO And EIS) for Borang PT ?

Answer
In 'Misc->Yearly Report->Yearly Gross Report (2).

46. Question
What are the steps to follow if I want to upload Borang E data ?

Answer

Go to ‘Borang->I. Tax – CP 8 (Borang E)->Transfer Borang E Data’