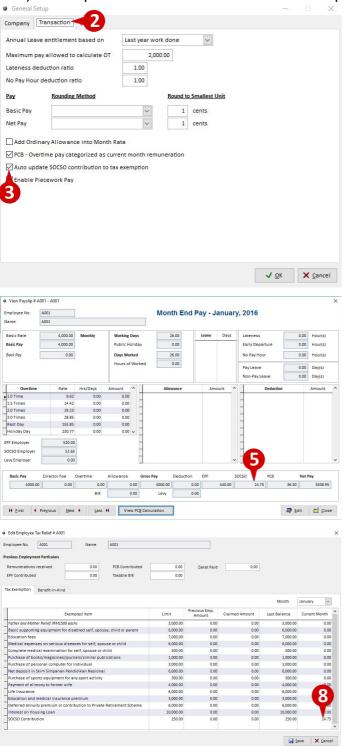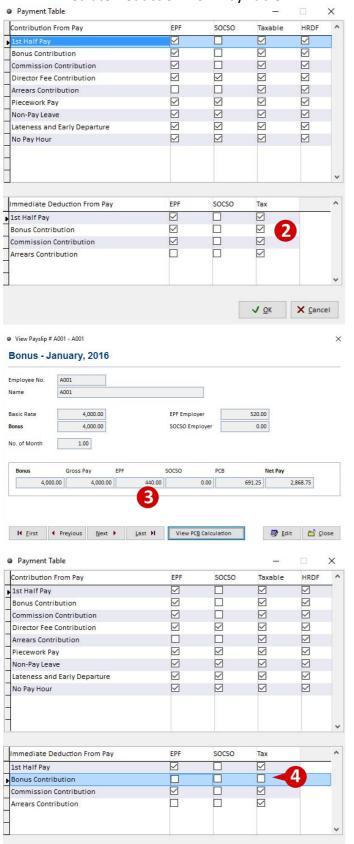**Payroll Enhancement**

1) Auto Update SOCSO contribution to Tax Exemption
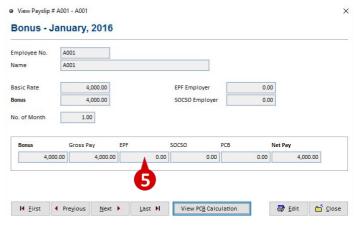

1. Go to **System** then **General Setup**

2. Select Transaction Tab

3. System automatically **Tick** this option

4. Process a Payroll Transaction

5. System calculate SOCSO contribution accordingly.

6. Go to **Employee** then **Employee Maintenance**

7. Select the employee records then click on **Tax Exemption**

8. System auto update SOCSO Contribution into Tax Exemption column

2. Immediate Deduction from Pay Table

1. Go to **Setting** then **Payment Table**

2. System auto **Tick the Option** for Immediate Deduction From Pay

3. When process a payroll for bonus , system **display EPF and PCB** Contribution immediately

4. **If Untick the option** Immediate Deduction for Bonus,

5. System **will not calculate the EPF and PCB** contribution when process a bonus.

6. System only display total EPF and PCB contribution in the **month end payslip**.

3. System will not display all employees record when process commission unless the employees have Tick the option Entitle for Commission

1. Go to **Employee** then **Employee Maintenance**.

2. Go to **Employment Tab**.

3. The option **Entitle for Commission** is **Untick**.

4. When user process payroll for **Commission**, **system will not display** the employee record.

5. When user **Tick the option Entitle For Commission**

6. System **display the employees record** when process payroll for commission.

4. Additional EPF Table for 13% and 8% contribution

An EPF Table for 13% and 8% has been added in Statustory Setting and user able to select 8% EPF Table in Employee Maintenance.

1. Go to **Setting** then **Statutory Setting**, select **EPF Table**.

2. New added EPF 13% and 8% EPF Contribution.

3. To assign EPF 13% and 8% contribution in employee profile, go to **Employee** then **Employee Maintenance**.

4. Go to **Account & Setting Tab**

5. In EPF section, click on the drop down list to select 13% and 8% Table.

6. Click on **Save**.

7. When process month end payroll, system calculate employee EPF based on 8%.

5. Able to select employee records to process month end payroll instead of display all employee records

1. When user add a new Month End Payroll normally,

2. System will display all the employees' record according to employee maintenance.

3. When user **Tick option to add employee to paytoll later**

4. Click on **Save**

5. System not displaying any employee record

6. Click on **Add**

7. System display all employee records and allow user to select which employee to be process in month end pay

8. **Tick** on employee records to add into payroll

9. Click on **Save**

10. Month end pay only display selected employee records for processing

6. The options for Before Month End and After Month End when process pay for Bonus and Commission were removed and replaced by Organize Option.

1. When process pay for Bonus / Commission, the **option After Month End and Before Month End** were **removed**.

2. Assume the user process (1) Month End Pay, then (2) Bonus the (3) Commission at the beginning.

3. When user decide to **change process sequnce** (1) Commission then (2) Bonus then (3) Month End Pay,

4. Click on **Organize**

5. **Point** to the **square button** and arrow will displayed.

6. **Change the sequence** by **drag and drop** the arrow

NOTES In organize list, the top will be the first and botton will be the last sequence.

7. Click **OK**

8. System re-arrange the sequence accordingly

9. **Edit and process all payroll** again to obtain accuracy for EPF calculation

7. Additional report for Piecework

1. Go to **Employee** then **Piecework Pay**, select **Piecework Record Listing**

2. Select the option for Report On **Employee Piecework** or **Piecework Only**

8. Enter Online PCB Calculator correctly (based on example No.1 Page.1)

1. Go to online calculator website

2. Enter information accordingly

3. Enter Current Months Remuneration

4. Expand on **Current Months Deduction** and enter **SOCSO contribution**

5. Click on **Calculate**

6. For **next following month**, continue to **enter monthly SOCSO contribution** accordingly.

KALKULATOR PCB
INLAND REVENUE BOARD MALAYSIA

NAME	:
NEW IDENTITY CARD NO.	:
MONTH	: JANUARY YEAR : 2016
Status	: Resident
Marital Status	: Single/Spouse Not Claimed Children
Disabled Individual	No
Disabled Spouse	No

Children
-No. of children (own, legitimate child or step child) based on the category

No. of Children Claimed by Ownself
Eligible Rate

	100%	50%
(a) Under the age of 18 years	0	0
(b) 18 Years & above and studying(included Certificate/Marticulation)	0	0
(c) Above 18 years and studying full time in diploma level onwards (Malaysia) or Degree level onwards (outside Malaysia)	0	0
(d) Disabled child	0	0
(e) Disabled child studying in diploma or higher level (in Malaysia)/degree or its equivalent (outside Malaysia)	0	0

CURRENT MONTH扮 REMUNERATION	(RM)	TOTAL (RM)
Current month撮 remuneration	4,000.00	
Current month撮 EPF and Other Approved Funds	440.00	
Total net current month撮 remuneration		3,560.00
Benefit-In-Kind (BIK)		0.00
Value Of Living Accomodation (VOLA)		0.00

[+]CURRENT MONTH扮 ADDITIONAL REMUNERATION

[-]CURRENT MONTH扮 DEDUCTION	(RM)	TOTAL (RM)
1) Medical expenses for own parents, special need and parent care; or	0.00	
Father relief	0.00	
Mother relief	0.00	
2) Basic supporting equipment for disabled self, spouse, child or parent	0.00	
3) Education fees	0.00	
4) Medical expenses on serious diseases for self, spouse or child	(a) 0.00	
5) Complete medical examination for self, spouse or child	(b) 0.00	
Total a + b	0.00	
6) Purchase of books/magazines/journals/similar publications (except newspaper and banned reading material) for self, spouse or child	0.00	
7) Purchase of personal computer for individual	0.00	
8) Net deposit in Skim Simpanan Pendidikan Nasional (SSPN)	0.00	
9) Purchase of sports equipment for any sport activity as defined under the Sports Development Act 1997	0.00	
10) Payment of alimony to former wife	0.00	
11) Life insurance and provident fund		0.00
12) Education and medical insurance premium	0.00	
13) Deferred annuity premium or contribution to private retirement scheme	0.00	
14) Interest on Housing Loan	0.00	
15) SOCSO Contribution	14.75	
Accumulated Deductions		14.75

[+]CURRENT MONTH扮 REBATE INFORMATION

MTD CALCULATION   Click Here

CALCULATION RESULT	TOTAL (RM)
MTD for month of JANUARY to be deducted (after rounding to the nearest upper 5 cent)	**36.30**

Note : MTD for every month from FEBRUARY to DECEMBER is RM 36.30 if there is no changes on remuneration, deduction and rebate .

Note : Total MTD / Yearly Tax is RM435.26. MTD calculation is to be done for each month.

7. The PCB Amount from Online Calculator and Million Month End Pay is same.

View Payslip # A001 - A001

Month End Pay - January, 2016

Employee No.	A001
Name	A001

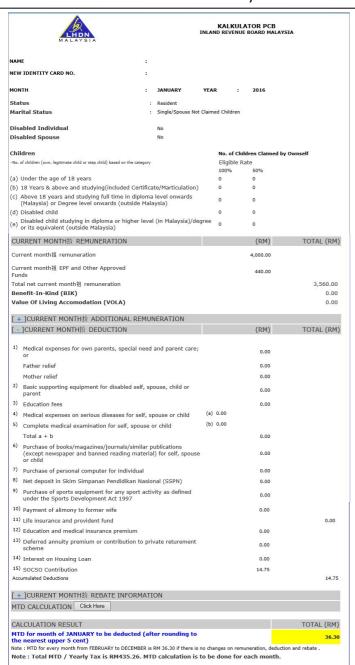| Basic Rate | 4,000.00 | Monthly | Working Days | 26.00 | | Leave | Days | Lateness | 0.00 | Hour(s) |
Basic Pay	4,000.00		Public Holiday	0.00				Early Departure	0.00	Hour(s)
Back Pay	0.00		Days Worked	26.00				No Pay Hour	0.00	Hour(s)
			Hours of Worked	0.00				Pay Leave	0.00	Day(s)
								Non-Pay Leave	0.00	Day(s)

Overtime	Rate	Hrs/Days	Amount		Allowance	Amount		Deduction	Amount
1.0 Time	9.62	0.00	0.00						
1.5 Times	14.42	0.00	0.00						
2.0 Times	19.23	0.00	0.00						
3.0 Times	28.85	0.00	0.00						
Rest Day	153.85	0.00	0.00						
Holiday Day	230.77	0.00	0.00						

EPF Employer	520.00
SOCSO Employer	51.65
Levy Employer	0.00

Basic Pay	Director Fee	Overtime	Allowance	Gross Pay	Deduction	EPF	SOCSO	PCB	Net Pay
4000.00	0.00	0.00	0.00	4000.00	0.00	440.00	14.75	36.30	3508.95
		BIK	0.00		Levy	0.00			

First   Previous   Next   Last   View PCB Calculation   Edit   Close