



ECO PAYROLL SYSTEM USER MANUAL



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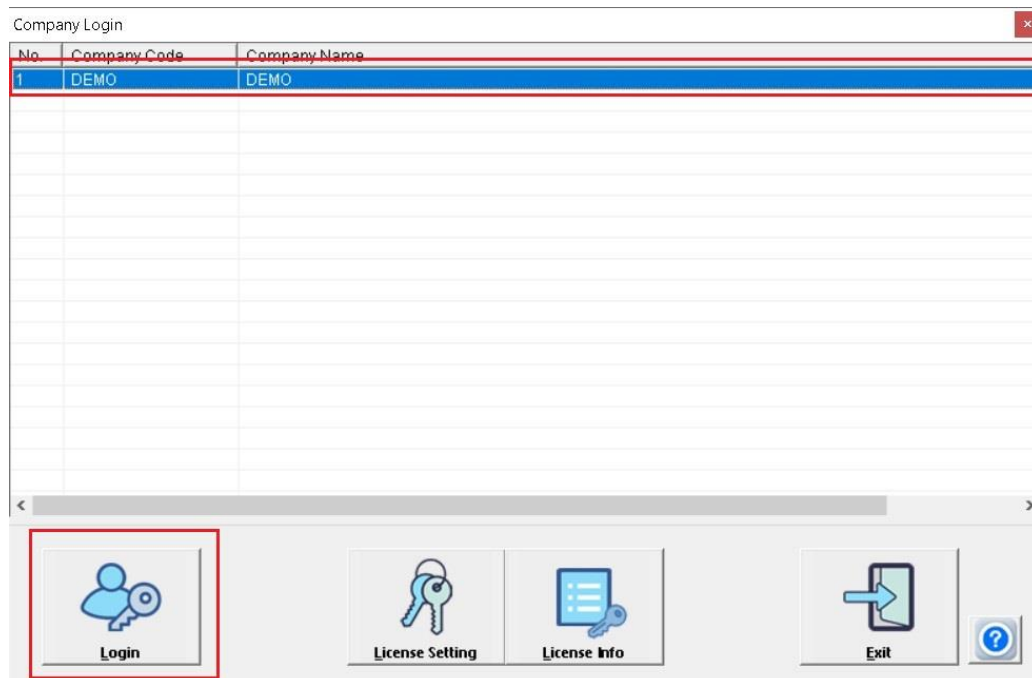


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1.0 COMPANY LOGIN

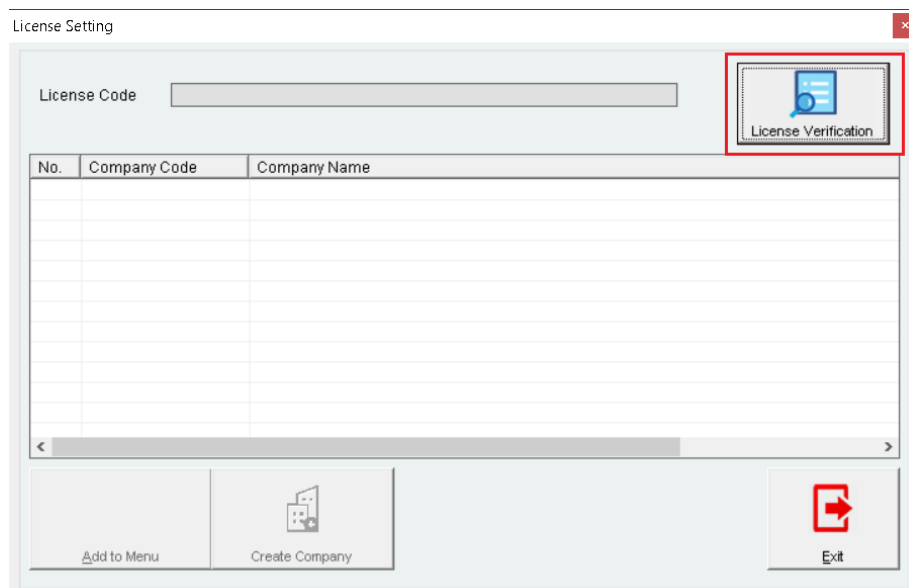
After the software is installed, double-click to open the software

For those who want to try the demo version, just select "DEMO" and click "Login"



1.1 LICENSE SETTING

To activate the license, click the "License Settings" button, and then click the "License Verification" button.



Enter your "License Code" and "Administrator Password", and then click the "License Verification" button to verify and display your license information. Please always record down your "License Code" and "Administrator Password" for future use. Then, Click the "Confirm" button to confirm license activation.

License Verification

ECO

PAYROLL SYSTEM

There is currently no device licenses for this computer

License Code

ECOXXXXXXXXXX

Administrator Password

Maximum of Companies

3

Occupied

0

Maximum of employees

300

Maximum number of devices

2

Occupied

1

Update Expiry Date

31-12-2021

Verify License

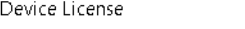
i

* Important Note: The number of device licenses will be occupied and used for the first verification and confirmation. Device license cannot be transferred to another computer.

Confirm

Cancel

Click "OK" to apply the device license on the computer. Each computer requires a device license to access the software. *
 Import Note: Once a device license is applied to a computer, it cannot be transferred to another computer.



Apply Device License

Are you sure you want to apply the device license on this computer?

OK Cancel

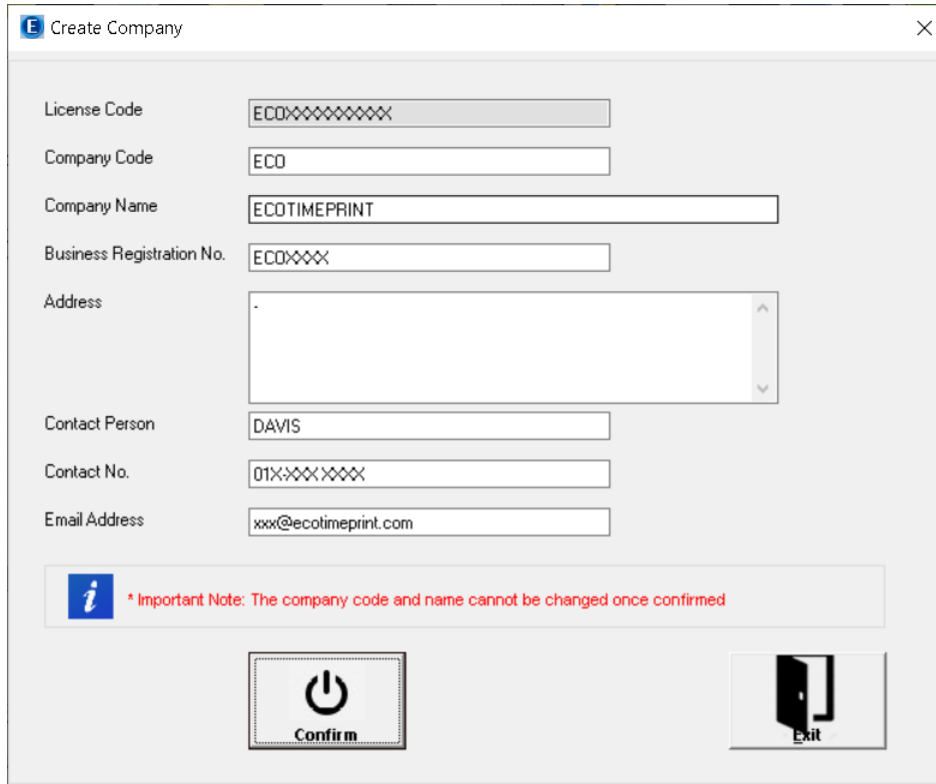
1.2 CREATE COMPANY

Now you can create a company by clicking the "Create Company" button.

[illegible]

To create a new company, you need to enter all the necessary information in the following screen and click the "Confirm" button. Please note that the company code and name cannot be changed after confirmed.

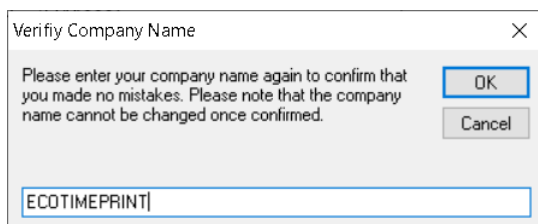
**** Note:** The company license will be occupied and cannot be transferred to other companies for use in the future.



The "Create Company" dialog box contains the following fields and controls:

- License Code:** ECOXXXXXXXXXX
- Company Code:** ECO
- Company Name:** ECOTIMEPRINT
- Business Registration No.:** ECOXXXX
- Address:** .
- Contact Person:** DAVIS
- Contact No.:** 01XXXXXXXXXX
- Email Address:** xxx@ecotimeprint.com
- Important Note:** * Important Note: The company code and name cannot be changed once confirmed
- Buttons:** Confirm (power icon), Exit (door icon)

You will need to enter your company name again to confirm that your company matches your first input, and then click the "OK" button.



The "Verify Company Name" dialog box contains the following fields and controls:

- Text:** Please enter your company name again to confirm that you made no mistakes. Please note that the company name cannot be changed once confirmed.
- Buttons:** OK, Cancel
- Input Field:** ECOTIMEPRINT

1.3 ADD COMPANY TO MENU

Select the company that you want to add to the login menu, and then click the "Add to Menu" button.

[illegible]


On the screen, you need to select the "Database Destination Path" and click the "Add" button to confirm add the company to login menu.


License Setting

Company Code: ECO

Company Name: ECOTIMEPRINT

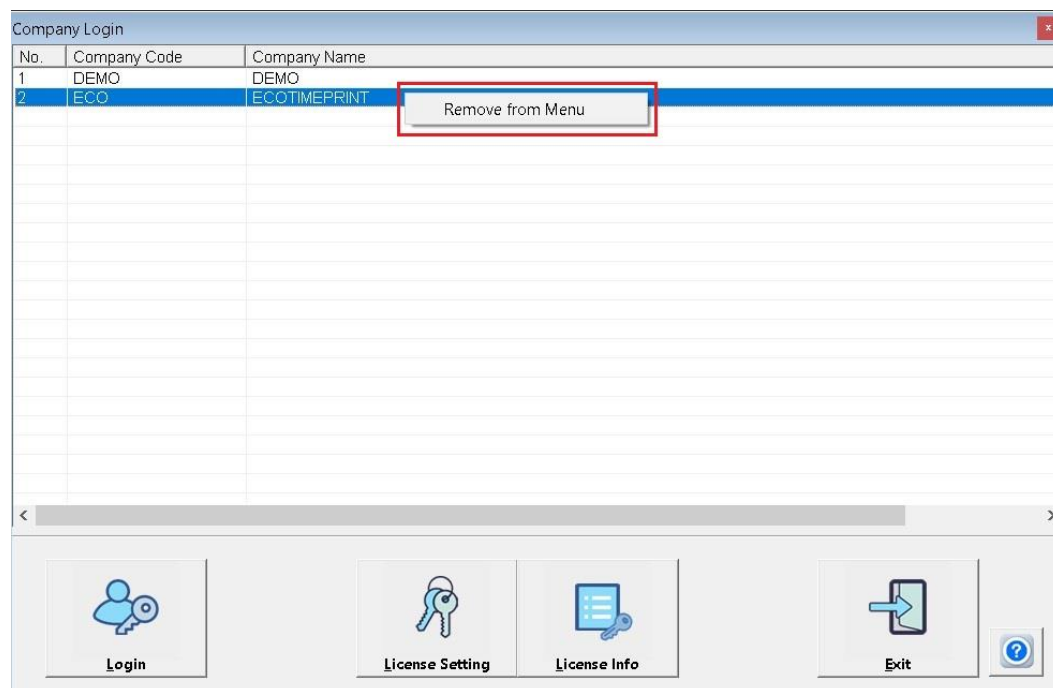
Server Database Path: C:\ECOPR\Data

 Add

 Cancel

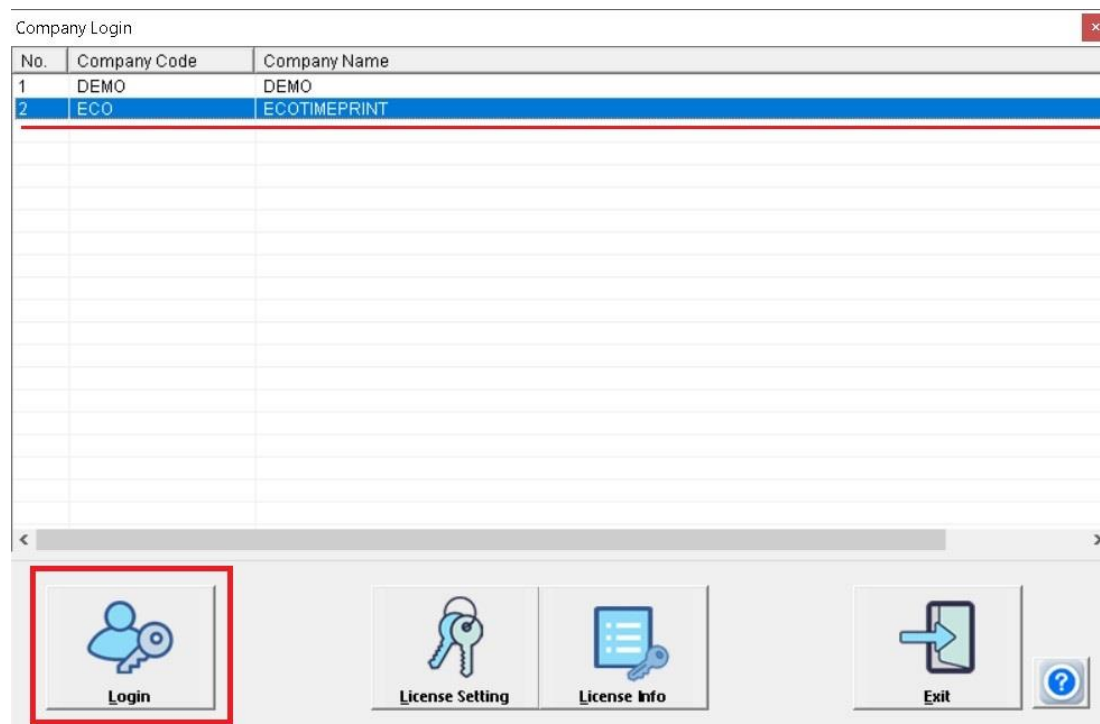
1.4 REMOVE COMPANY FROM MENU

To delete a company from the company login menu, right-click the selected company and click "Remove from Menu".



1.5 LOGIN TO COMPANY DATABASE

Select the company that you want to log in, and then click the "Login" button.





For the first login, enter the user id "**admin**" and password "**admin**" to log in to the company database.

**** Important Note:**

- a) You must have an internet connection to perform license verification.
- b) License verification and confirmation will occupy the license of a device
 - The device license cannot be transferred to another computer
 - Insufficient equipment license, please contact you to purchase from the supplier
- c) For systems without a device license, can only access "DEMO" company.
- d) Creating a new company will occupy the company license
- e) The company license cannot be transferred to another company. Once confirmed/added, strictly cannot be reverted.

1.6 LICENSE INFO

Click "Get License Info" to display your license information.

License Info

License Code	ECOXxxxxxxxxx		
Administrator Password	*****		
Vender Name	ECO SOLUTION TECHNOLOGY		
Contact Person	KIEU NGIEN SIONG		
Contact No.	085-413781		
Email Address	ultimate2u@gmail.com		
Maximum of Companies	3	Occupied	1
Maximum of employees	300		
Maximum number of devices	2	Occupied	1
Update Expiry Date	31-12-2021		

Apply Device License in "License Info" screen

If the database is transferred and restored from another computer, you can also apply the device license on this screen. Click the "Apply" button, if you haven't entered the administrator password, it will prompt you to enter the administrator password.

Click "OK" to confirm the device license on this computer.

License Info

Are you sure to apply the device license on this computer ?

**** Note:** If you have an additional device license, the "Apply" button will appear. If not, please consult your supplier to purchase an additional device license.

2.0 COMPANY PROFILE



Company profile is a very important starting point for the system, the information provided here will be used throughout in ECO Payroll System.

The screenshot shows the 'Company Profile - DEMO' window with the 'Company Details' tab selected. The form contains the following fields:

- Company Code: DEMO *
- Company Name: DEMO *
- Registration No.: *
- Person In Charge: *
- IC No.: *
- Position: DIRECTOR *
- EPF Code: *
- SOCSSO Code: *
- BF Code: *
- Zakat Code: *
- Corporate ID: *
- Bank Account No.: *

Below these fields is a 'Payslip Period Lock' section with 'From' (01-2020) and 'To' (12-2021) dates, both marked with asterisks.

The 'Inland Revenue Board of Malaysia' section includes three address boxes for 'Kuching Address', 'Kuala Lumpur Address', and 'Kota Kinabalu Address', each with a corresponding 'Income Tax No.' field marked with an asterisk.

At the bottom, there are 'Save', 'Help', and 'Exit' buttons.

2.1 TAB 1: COMPANY DETAILS

First, click on the Function Mode "Edit" on left-hand menu. Complete the **company detail** (first tab) in the screen. The * indicate the value is compulsory to enter. If you are unconfirmed what to enter, you can put in a "-", therefore the system can skip the mandatory checking for the field.

- **Company Code:** Company code, cannot be changed after create company
- **Company Name:** Company name, cannot be changed after create company
- **Registration No. :** Company business registration number.
- **Person In Charge, IC No. and Position :** The value will be use in statutory report printout such as Monthly EPF Return, Monthly SOCSSO Return, Monthly Tax Return, Month Baitumal Fund Return and Monthly Zakat Return. If you want to have addition person in charge, you can enter in Tab "System Parameter" > "Person In charge For Statutory".
- **EPF Code:** Company's EPF Number.

- **SOC SO Code:** Company's SOC SO number.
- **BF Code:** Company's Baitumal Fund number.
- **Zakat Code:** Company's Zakat number.
- **Period Control:** You can lock the payslip with period control. The payslip transaction can only be created / amended when it is within the period control. For example, if your only allow "Jan 2014" payslip to be generated in "Payslip Entry" screen, you can set period control from "01-2014" to "01-2014". This function use to prevent the wrong posting period enters.
- **Tax Branches Kuching, Kuala Lumpur, and Kota Kinabalu:** Enter your company's Tax registration number by Tax Area.

2.2 TAB 2: CONTACT DETAILS

Fill in the contact details as these values will be use in statutory report printout.

2.3 TAB 3: SYSTEM PARAMETER

Statutory Parameter

☒ Pay Overtime

☒ Pay EPF
Table I (9% X 13%)

☒ Pay SOCSO
Local

☒ Pay SIP

☐ Pay BF

☒ Pay Tax
KL

☐ Pay Zakat

☒ Pay HRDF

2.4 Statutory Parameter

Here you can setup the system default statutory parameter of the company. When add new employee, system will follow these defaults option whether the employee pay Overtime, EPF (With percentage table), SOCSO, SIP, BF (Baitumal Fund), Tax, Zakat & HRDF.

ECOTIMEPRINT ATTENDANCE DATABASE

C:\ECOTP\Data\ECOAT.MDB

2.5 ECOTIMEPRINT ATTENDANCE DATABASE

To integrate with ECOTIMEPRINT ETA2 Attendance System, input the path to ECOTIMEPRINT ETA2 Database (ECOAT.mdb) here, usually the default path will be C:/ECOTP/Data/ECOAT.mdb

Tax Calculation Parameter

Tax Calculation: PCB Calculator *

Non Resident Tax Rate: 30.00

Annual Gross Remuneration (C.P. 8D): 0.00

Show Only MTD > 0: ☐

2.6 Tax Calculation Parameter

- **Tax Calculation:** Monthly Tax Calculation can be by Tax Table or PCB calculator. The setting will be applied in **payslip entry (Transaction)** when calculate PCB.
- **Non-Resident Tax Rate:** Individuals who spend less than 182 days per year in the country are classed as nonresidents and are subsequently subject to different tax regulations. Non Resident tax rate will be applied in **payslip entry (Transaction)** when calculate PCB if the employee classify as non-resident.
- **Annual Gross Remuneration (C. P. 8D):** The setting will be applied when printing report C.P.8D in EA Form (Report > EA Form).
- **Show Only MTD > 0:** Only show the employee with more than 0 monthly tax deduction

** Note: An employer is required to fill in this section if there is any employee whose **annual gross remuneration** is RM34, 000 and above OR for any employee whose annual gross remuneration is less than RM34, 000 but the monthly gross remuneration is RM2, 800 and above (inclusive of bonus but excluding remuneration in arrears in respect of preceding years) for whichever month in the year 2015

2.7 Employee No.

- Auto Running Employee No.: If this option is tick, system will auto create employee's number with last employee number plus 1 in **Employee Profile** (Maintenance).
- Default Prefix: You can set the default prefix for employee profile. Prefix must be two characters. The following screen allows you to create new prefix, edit or delete employee's prefix.
Enter **, if you want to use employee first two character (Name) as their prefix.

[illegible]

2.8 Person In Charge For Statutory

Input the person in charge information here that will be used for contribution report print.

Payroll Parameter	
Default Job Center	NA
Default State	W MALAYSIAN (01)
Default Daily Rate	Onshore Rate
Allow to change Basic Rate in Payslip Entry	<input checked="" type="checkbox"/>
No. of Payslip allowed for Employee per month	3
EPF contributions are tax deductible	<input checked="" type="checkbox"/>
Maximum EPF Tax deductible	4000.00
System Calculate Leave Pay Rate	<input checked="" type="checkbox"/>
Use access manager control	<input type="checkbox"/>

2.9 Payroll Parameter

- **Default Job Center:** Setup the default job center of the system. (Used in: Dashboard > Employee)
- **Default State:** Setup the default state of the system. (Used in: Dashboard > Employee)
- **Default Daily Rate:** This setting only applied for "Daily" pay employee. Default daily rate (Onshore/Home or Offshore/Outstation) will be used when calculate employee's basic pay. (Used in: Dashboard > Payslip Entry)
- **Allow to change Basic Rate in Payslip Entry:** By default, Basic rate is not allowed to change unless this option is ticked. (Used in: Dashboard > Payslip Entry)
- **No. of Payslip allowed for Employee per month:** Number of payslip allowed to be key in/generate for each employee per month (Used in: Dashboard > Payslip Entry)
- **EPF contribution are tax deductible:** Tick this option if tax is deductible by EPF contribution
- **Maximum EPF Tax deductible:** Maximum EPF Tax deductible amount for PCB calculation
- **System Calculate Leave Pay Rate:** If this option is ticked, system will auto calculate the leave pay rate (unpaid leave) by using the formula Basic / Calendar Day (Can be change when create batch)
- **Use access manager control:** Tick this to enable the system access manager function

Attendance Parameter

Attendance Cutoff Period
26
...
25

Unpaid leave go to Leave Entry
☒

Short time go to Leave | Lateness
☐

2.10 Attendance Parameter

- **Attendance Cutoff Period:** Company's default attendance cut-off period, e.g. 01 to End of Month, 15 to 16 or 21 to 20. This setting will be use for the **default attendance date** in "Batch Posting" (Transaction > Payslip)
- **Unpaid leave go to Leave Entry:** The total number of unpaid leave from attendance system will be add to leave entry for deduction (*This function only available for those who integrate with ECOTIMEPRINT ETA2 Attendance System*)
- **Short time go to Leave | Lateness:** Short (lateness & early out) from attendance system will be add to leave entry for deduction (*This function only available for those who integrate with ECOTIMEPRINT ETA2 Attendance System*)

Overtime Rate Decimal
0.00000
Daily Rate Decimal
0.00

Work in Offday go to Basic
☐
Work in Holiday go to Basic
☐
Payslip must delete from last employee's payslip
☐

Work in Restday go to Basic
☐
Absent go to Unpaid Leave
☐
Automatic EPF Scheme for retirement age
☐

One batch can only have one payslip
☐

Nett Pay Rounding
Income Rounding

From (Cents)
To (Cents)
Rounding Value (Cents)
Add

0.00
0.00
0.00

No.	From (Cents)	To (Cents)	Rounding Value (Cents)
1	0.00	0.02	0.00
2	0.03	0.07	0.05
3	0.08	0.10	0.10
4	0.11	0.12	0.10
5	0.13	0.17	0.15
6	0.18	0.20	0.20
7	0.21	0.22	0.20

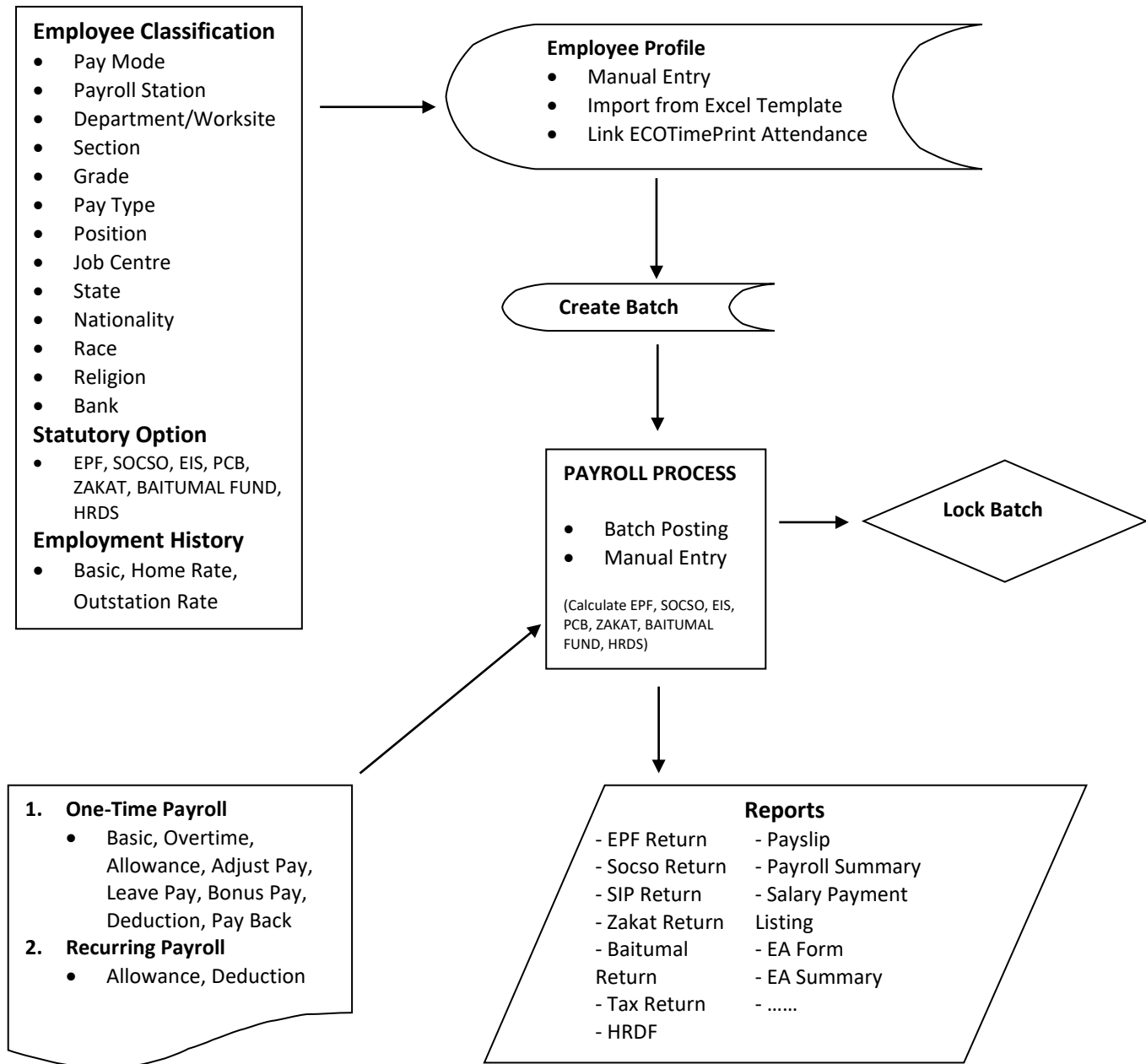
Save

Exit

2.11 Others Parameter

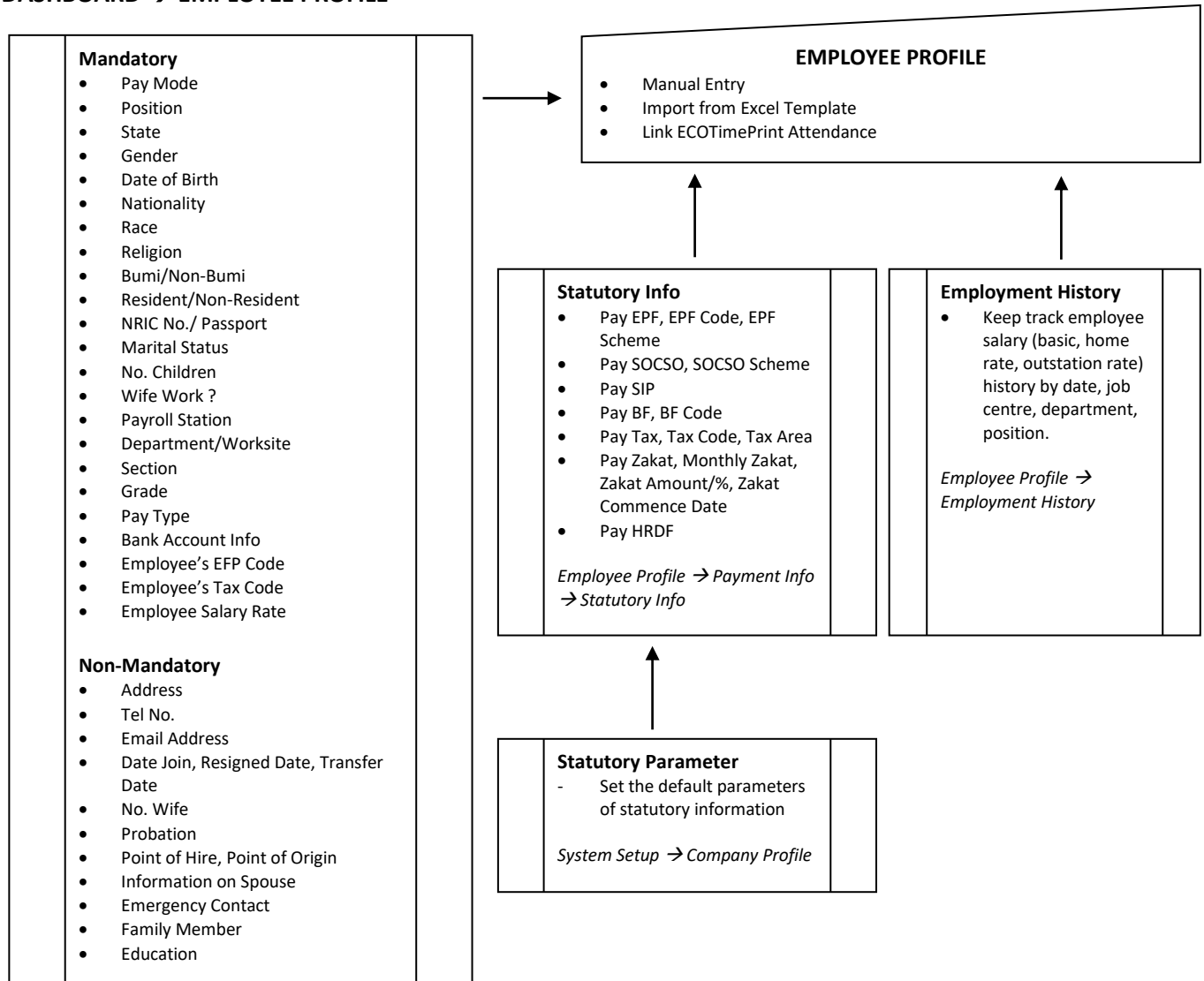
- **Overtime Rate Decimal:** Setup the system overtime rate decimal
- **Daily Rate Decimal:** Setup the system daily rate decimal
- **Work in Offday go to Basic:** If the employee work in offday in attendance system, the offday calculation will be add to basic instead of overtime when generate payslip. (*This function only available for those who integrate with ECOTIMEPRINT ETA2 Attendance System*)
- **Work in Holiday go to Basic:** If the employee work in holiday in attendance system, the holiday calculation will be add to basic instead of overtime when generate payslip. (*This function only available for those who integrate with ECOTIMEPRINT ETA2 Attendance System*)
- **Payslip must delete from last employee's payslip:** Tick this option if only the latest payslip of employee can be delete, the older payslip will be locked from delete.
- **Work in Restday go to Basic:** If the employee work in restday in attendance system, the restday calculation will be add to basic instead of overtime when generate payslip. (*This function only available for those who integrate with ECOTIMEPRINT ETA2 Attendance System*)
- **Absent go to Unpaid Leave:** The total number of absent from attendance system will be add to leave entry as unpaid leave for deduction. (*This function only available for those who integrate with ECOTIMEPRINT ETA2 Attendance System*)
- **Automatic EPF Scheme for retirement age:** If this option is ticked, the EPF scheme will auto change to the scheme for age 60 and above
- **One batch can only have one payslip:** Tick this option if one batch only can create one payslip for each employee
- **Nett pay rounding:** Set up the cents rounding for net pay
- **Income rounding:** Set up the cents rounding for gross pay

4.0 OVERALL SYSTEM FLOW CHART



STEP 1: CREATE NEW EMPLOYEE

DASHBOARD → EMPLOYEE PROFILE



STEP 2: CREATE BATCH

Enter Batch No, Pay Date Period. Calendar Days, Days Work, Public Holiday and Rest day, and then click the “Save” button. If the batch has been used for any postings, the batch cannot be deleted.

No.	Batch	Pay Date From	Pay Date To	Calendar Days	Days Work	Public Holiday	Restday
1	2021 JAN	26-01-2021	25-02-2021	31	26	0	0

Batch No.

Pay Date To

Calendar Days Days Work

Public Holiday Restday

STEP 3: ONE –TIME ENTRY

One-time entry allows pre-entry of payroll transactions in batches. Payroll transactions include basic, overtime, allowance, adjust pay, leave & absent, Bonus, deduction and pay back.

Batch Payslip Date Payslip Period

Employee No. IC No. Pay Mode Position

Allowance

From To Total Unit Unit Rate Amount

Job Center Remark

Employee No.	Employee Name	Allowance	From	To	Total Unit	Unit Rate	Amount	Job Center	Remark
1001	DAVIS	01	26-01-2021	25-02-2021	31.00	100.00	3100.00	NA	
1002	SHIRLEY	01	26-01-2021	25-02-2021	31.00	10.00	310.00	NA	

Filter Total Unit Total Amount

STEP 4: RECURRING PAYROLL

Recurring payroll items are the transactions that are repeated regularly, including "Allowance" and "Deduction" transactions

Recurring Allowance: Allows automatic generation of allowances in payroll entries. Recurring allowances can be managed through validity period, allowance code, daily rate, etc.

Recurring Payroll (ECO SOLUTION TECHNOLOGY)

Allowance

Employee: SHIRLEY (1002) *

Allowance Code: ALLOWANCE (01) *


Job Center: J1001 *

Remark:


Validity Period: 01-01-2021 - 31-12-2022 *

Day Rate: ☐ Rate: 300.00

Fix Allowance: ☒

 Update


No.	Employee No.	Employee Name	Allowance Code	Description	Validity From	Validity To	Day Rate	Unit Rate	Fix Allowance
1	1001	DAVIS	01	ALLOWANCE	01-01-2021	31-12-2022	NO	500.00	YES
2	1002	SHIRLEY	01	ALLOWANCE	01-01-2021	31-12-2022	NO	300.00	YES



 Allowance will be calculated by monthly basic, unless Day rate is checked.

Filter

Employee: Allowance Code: Pay Mode:

Job Center: Sort By: Fix Allowance: ☒

 Search

 Print  Exit

Recurring Deduction: Allows automatic generation of deductions in payroll entries. Recurring deductions can be managed by deduction code, start date, monthly deduction, or fixed nett pay deduction, etc.

Recurring Payroll (ECO SOLUTION TECHNOLOGY)

Allowance

Employee: SHIRLEY (1002) *

Allowance Code: ALLOWANCE (01) *


Job Center: J1001 *

Remark:


Validity Period: 01-01-2021 - 31-12-2022 *

Day Rate: ☐ Rate: 300.00

Fix Allowance: ☒

 Update


No.	Employee No.	Employee Name	Allowance Code	Description	Validity From	Validity To	Day Rate	Unit Rate	Fix Allowance
1	1001	DAVIS	01	ALLOWANCE	01-01-2021	31-12-2022	NO	500.00	YES
2	1002	SHIRLEY	01	ALLOWANCE	01-01-2021	31-12-2022	NO	300.00	YES



 Allowance will be calculated by monthly basic, unless Day rate is checked.

Filter

Employee: Allowance Code: Pay Mode:

Job Center: Sort By: Fix Allowance: ☒

 Search

 Print  Exit

STEP 5: PAYSリップ ENTRY

BATCH POSTING:

Payslip Entry → Batch Posting → Employee with Attendance/Employee without Attendance

Click the "Search" button to display the employees according to the filter, then select the "Batch No", click the "Generate Payslip" button.

Batch Posting

BATCH POSTING

Employee No. To Pay Mode

Position To

Select All Clear All

No.	Payroll Station	Description	No.	Department/Worksite	Description
<input checked="" type="checkbox"/> 1	01	HQ	<input checked="" type="checkbox"/> 1	ACCOUNTS	ACCOUNTS
			<input checked="" type="checkbox"/> 2	ADMIN	ADMIN
			<input checked="" type="checkbox"/> 3	CASHIER	CASHIER

☐ Hide transfered employee

No.	Employee No.	Employee Name	Pay Mode	IC No.	Position	Department/Worksite	Payroll Station
<input checked="" type="checkbox"/> 1	1001	DAVIS	M	999999-99-9999	DIRECTOR	ACCOUNTS	HQ
<input checked="" type="checkbox"/> 2	1002	SHIRLEY	M	999999-55-6666	ACCOUNT EXECUTIVE	ACCOUNTS	HQ
<input checked="" type="checkbox"/> 3	1003	OLIVA	M	555555-55-5555	CASHIER	CASHIER	HQ

Batch No.

Payslip Date Payslip Period

After generate payslip, click the "Quick Search" button in the payslip entry screen, and double-click on the search result to display the employee payslip.

Search

Payslip No. Batch Pay Mode

Payslip Date To

Payslip Period To

Employee No. IC No.

Position Search By

Department/Worksite

Payroll Station

No.	Payslip No.	Batch No.	Payslip Date	Payslip Period	Pay Mode	Employee No.	Employee Name	IC No.	Position	Department/Worksite	Payroll Stat
<input type="checkbox"/> 1	100000002	2021 JAN	25-02-2021	02-2021	M	1003	OLIVA	555555-55-5...	CASHIER	CASHIER	HQ
<input checked="" type="checkbox"/> 2	100000001	2021 JAN	25-02-2021	02-2021	M	1002	SHIRLEY	999999-55-6...	ACCOUNT EXE...	ACCOUNTS	HQ
<input type="checkbox"/> 3	100000000	2021 JAN	25-02-2021	02-2021	M	1001	DAVIS	999999-99-9...	DIRECTOR	ACCOUNTS	HQ

Select All Clear All

Now you can print "Print Payslip" and select the payroll format (format A, B or C).

Payslip Entry (ECO SOLUTION TECHNOLOGY)

Employee No: **DAVIS (1001)** | Pay Mode: **Monthly (M)** | Payslip No: **100000000**
 IC No: **999999-99-9999** | Position: **DIRECTOR (02)** | Batch: **2021 JAN**
 Department/Worksite: **ACCOUNTS (ACCOUNTS)** | Payslip Date: **25-02-2021** | Payslip Period: **02-2021**
 Payroll Station: **HQ (01)**

Deduction	Description	From	To	Amount	Job Center	Remark
OTH	OTHERS	01-01-2021	01-01-2021	100.00	J1001	

Basic	20000.00	Employee's EPF	2124.00	Employer's EPF	3068.00	MTD Tax Base	0.00
Overtime	72.12	Employee's SOCSO	19.75	Employer's SOCSO	69.05	MTD Tax	0.00
Allowance	3600.00	Employee's SIP	7.90	Employer's SIP	7.90	This Tax	0.00
Adjust Pay	0.00	Bathural Fund	0.00	Total Employer's Contrib.	3144.95	YTD Gross Tax	3425.25
Leave Absent	0.00	Zakat	0.00			YTD Gross Pay	23672.12
Bonus	0.00	Tax (K3 - KA1)	3425.25			EPF Base	23600.00
Gross Pay	23672.12	Other Deduction	100.00			SOCSO Base	23672.12
		Tax CP38	0.00			Tax Base	0.00
		Total Deduction	5676.90			HRDF Base	23600.00
		Nett Pay	17995.22				
		Pay Back Rounding	-0.02				
		Salary Paid	17995.20				

Payslip Remark:

Buttons: New Payslip, Batch Posting, Save, Delete, Print Payslip, Quick Search, Exit

MANUAL ENTRY

Besides, you can also perform manual entry, select employee, batch no, and enter payroll transactions (basic, overtime, allowance, and...). Click the "Save" button to generate the payslip.

Payslip Entry (ECO SOLUTION TECHNOLOGY)

Employee No: **DAVIS (1001)** | Pay Mode: **Monthly (M)** | Payslip No: **2021 FEB**
 IC No: **999999-99-9999** | Position: **DIRECTOR (02)** | Batch: **2021 FEB**
 Department/Worksite: **ACCOUNTS (ACCOUNTS)** | Payslip Date: **25-03-2021** | Payslip Period: **03-2021**
 Payroll Station: **HQ (01)**

Basic Type	From	To	Total Unit	Unit Rate	Offshore/Oustation	Amount	Job Center	Remark
Workday	26-02-2021	25-03-2021	28.00	10000.00	No	10000.00	NA	

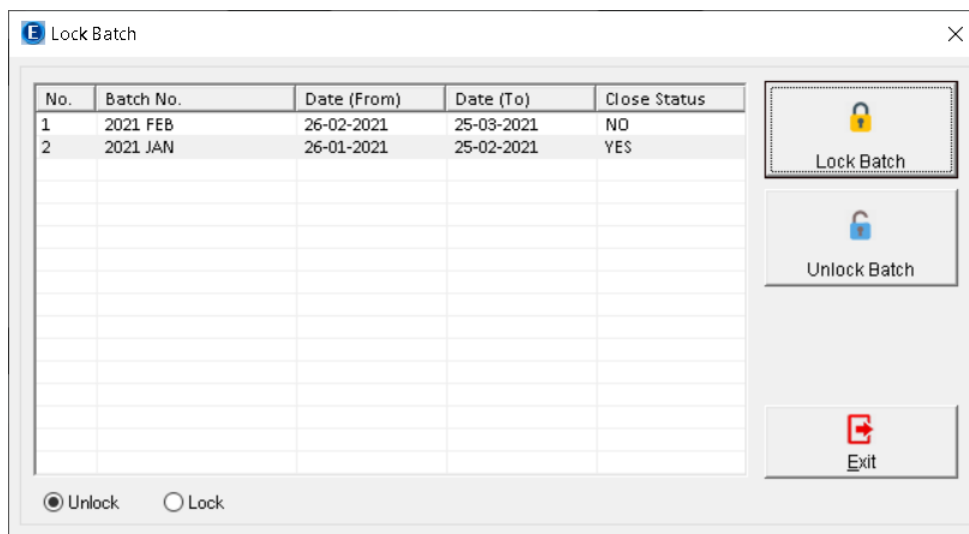
Basic	10000.00	Employee's EPF	945.00	Employer's EPF	1260.00	MTD Tax Base	0.00
Overtime	0.00	Employee's SOCSO	19.75	Employer's SOCSO	69.05	MTD Tax	0.00
Allowance	500.00	Employee's SIP	7.90	Employer's SIP	7.90	This Tax	0.00
Adjust Pay	0.00	Bathural Fund	0.00	Total Employer's Contrib.	1336.95	YTD Gross Tax	4008.95
Leave Absent	0.00	Zakat	0.00			YTD Gross Pay	34172.12
Bonus	0.00	Tax (K3 - KA1)	583.70			EPF Base	10500.00
Gross Pay	10500.00	Other Deduction	100.00			SOCSO Base	10500.00
		Tax CP38	0.00			Tax Base	0.00
		Total Deduction	1656.35			HRDF Base	10500.00
		Nett Pay	8843.65				
		Pay Back Rounding	0.00				
		Salary Paid	8843.65				

Payslip Remark:

Buttons: New Payslip, Batch Posting, Save, Delete, Print Payslip, Quick Search, Exit

STEP 6: LOCK BATCH

Select the batch no and click the "Lock Batch" button. Please note that locked batches can no longer be used for posting.

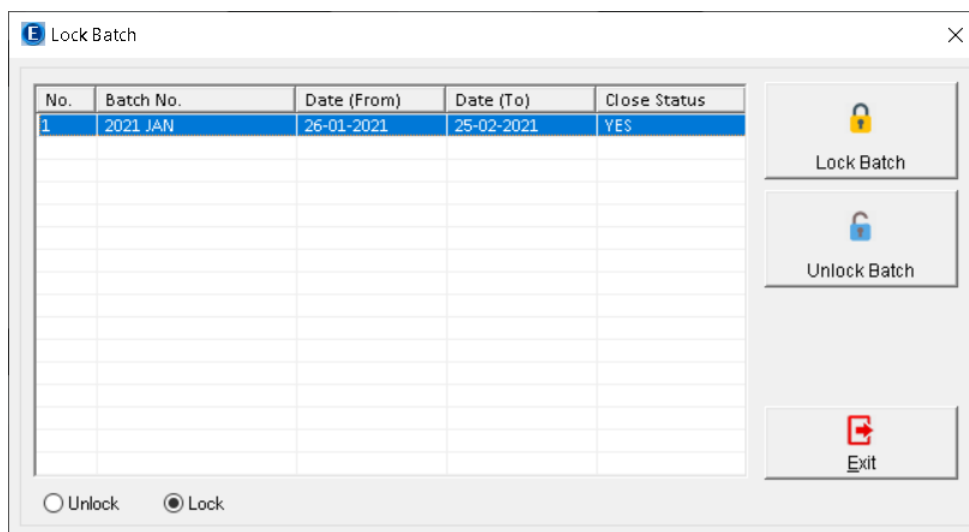


No.	Batch No.	Date (From)	Date (To)	Close Status
1	2021 FEB	26-02-2021	25-03-2021	NO
2	2021 JAN	26-01-2021	25-02-2021	YES

Buttons: Lock Batch, Unlock Batch, Exit

Radio buttons: ☒ Unlock ☐ Lock

To unlock the batch, click the "Lock" option and select the batch which you want to unlock, and then click the "Unlock Batch" button



No.	Batch No.	Date (From)	Date (To)	Close Status
1	2021 JAN	26-01-2021	25-02-2021	YES
2	2021 FEB	26-02-2021	25-03-2021	NO

Buttons: Lock Batch, Unlock Batch, Exit

Radio buttons: ☐ Unlock ☒ Lock

STEP 7: REPORTS

Basically, you need to access the following report every time you do the payroll

1. Payslip
 - Payslip can be printed at Payslip Entry or
 - In the report screen, select report Pasylip Summary Listing
 - 3 difference format for selection
2. Payslip Summary Listing
 - Provide various summary reports
 - The report can be filtered by multiple options
3. Salary Payment Listing
 - Provide payment listing by Batch.
 - Able to payment listing by bank, cash, etc
4. EPF Return
 - Provide EPF contribution report and text file for upload
5. SOCSO, SIP Return
 - Provide SOCSO/SIP contribution report and text file for upload
6. Zakat Return
 - Provide Zakat Contribution report and text file for upload
7. Baitumal Return
 - Provide Baitumal Fund Contribution report.
8. Tax Return
 - Provide Tax contribution report and text file for upload
9. HRDF (Pembanguna Sumber Manusia – Contribution)
 - Provide HRDF contribution report

- **4.3 Department/Worksite**

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

Employee Classification

Department/Worksite

No.	Department/Worksite	Description	Short Description	Status	Add
1	ACCOUNTS	ACCOUNTS	OFFICE STAFFS	Active	adm
2	ADMIN	ADMIN	ADMIN	Active	adm
3	CASHIER	CASHIER	CASHIER	Active	adm
4	CHILDREN	CHILDREN	CHILDREN	Active	adm
5	COTTON	COTTON	COTTON	Active	adm
6	DIRECTOR	DIRECTOR	DIRECTOR	Active	adm
7	ELECTRIC	ELECTRIC	ELECTRIC	Active	adm
8	GENT	GENT	GENT	Active	adm
9	HOUSEHOLD	HOUSEHOLD	HOUSEHOLD	Active	adm
10	JEWELLERY	JEWELLERY	JEWELLERY	Active	adm
11	LADY	LADY	LADY	Active	adm
12	SALES	SALES DEPARTMENT		Active	adm
13	SECURITY	SECURITY	SECURITY	Active	adm
14	SHOES	SHOES	SHOES	Active	adm
15	STATIONERY	STATIONERY	STATIONERY	Active	adm
<					>

Department/Worksite

Description

Short Description

Status

☒ Active
 ☐ Inactive

New

Save

Delete

Exit

- **4.4 Section**

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

[illegible]

- **4.4 Grade**

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

END Employee Classification

[illegible]

- 4.6 Pay Type

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

ECO Employee Classification

[illegible]

- **4.7 Position**

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

END Employee Classification

No.	Position	Description	Short Description	Add User	Add Time
1	01	ACCOUNT EXECUTIVE	ACCOUNT	admin	14-05-2021 0
2	02	DIRECTOR	DIRECTOR	admin	14-05-2021 0
3	03	SENIOR SUPERVISOR	SENIOR SUPER...	admin	14-05-2021 0
4	04	SUPERVISOR	SUPERVISOR	admin	14-05-2021 0
5	05	ASSISTANT SUPERVISOR	ASSISTANT SU...	admin	14-05-2021 0
6	06	CASHIER	CASHIER	admin	14-05-2021 0
7	07	SALES ASSISTANT	SALES ASSIST...	admin	14-05-2021 0
8	08	SECURITY	SECURITY	admin	14-05-2021 0
9	09	STORE ASSISTANT	STORE ASSIST...	admin	14-05-2021 0
10	10	ASSISTANT MANAGER	ASSISTANT MA...	admin	14-05-2021 0
11	11	EXECUTIVE	EXECUTIVE	admin	14-05-2021 0
12	12	CHIEF CASHIER	CHIEF CASHIER	admin	14-05-2021 0
13	13	MANAGER	SALES MANAG...	admin	14-05-2021 0
14	14	ACCOUNTS ASSISTANT	ACCOUNT ASSI...	admin	14-05-2021 0
15	15	TECHNICIAN	TECHNICIAN	aa	23-05-2021 2

< >

Position

Description

Short Description

+ New
Save
Delete
Exit

- 4.8 Job Center

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

ECO Employee Classification

Job Center

No.	Job Center	Description	Short Description	Status	Add Use
1	NA	NA	NA	Active	admin

< >

Job Center

Description

Short Description

Status
☒ Active ☐ Inactive

New
Save
Delete
Exit

- 4.9 State

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

END Employee Classification

[illegible]

- **4.10 Nationality**


- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

 Employee Classification

[illegible]

4.11 Race

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

 Employee Classification





Race

No.	Race	Description	Category	Add User	Add Time
1	01	BIDAYUH	BUMIPURA	admin	14-05-20
2	02	CHINESE	CHINESE	admin	14-05-20
3	03	IBAN	BUMIPURA	admin	14-05-20
4	04	KEDAYAN - ISLAM	BUMIPURA	admin	14-05-20
5	05	KENYAH	BUMIPURA	admin	14-05-20
6	06	MELANAU - CHRISTIAN	BUMIPURA	admin	14-05-20
7	07	MELANAU - ISLAM	BUMIPURA	admin	14-05-20
8	08	MELAYU	BUMIPURA	admin	14-05-20
9	09	OTHERS	FOREIGNER	admin	14-05-20
10	10	KAYAN	BUMIPURA	admin	14-05-20
11	11	PENAN	BUMIPURA	admin	14-05-20
12	12	LUN BAWANG	BUMIPURA	admin	14-05-20
13	13	BERAWAN	BUMIPURA	admin	14-05-20

Race


Description

Category

4.12 Religion

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.





 Employee Classification

Religion

No.	Religion	Description	Add User	Add Time	Updat
1	01	MUSLIM	admin	13-05-2021 18:44:01	admin
2	02	CHRISTIAN	admin	13-05-2021 18:44:01	admin
3	03	NONE	admin	13-05-2021 18:44:01	admin
4	04	HINDU	admin	13-05-2021 18:44:01	admin
5	05	BUDDHIST	admin	13-05-2021 18:44:01	admin
6	06	OTHER	admin	13-05-2021 18:44:01	admin


Religion

Description

• **4.13 Bank**

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

 Employee Classification

Bank

No.	Bank Code	Description	Address	Contact No.	Bank Code (Online)	Add User
1	01	AGRO BANK			BPMBMYKL	admin
2	02	ALLIANCE BANK BHD			MFBBMYKL	admin
3	03	AM BANK			ARBKMYKL	admin
4	04	BANK RAKYAT			BKRMMYK1	admin
5	05	BANK SIMPANAN NASI...			BSNAMYK1	admin
6	06	CIMB BANK BERHAD			CIBBMYKL	admin
7	07	HONG LEONG BANK B...			HLBBMYKL	admin
8	08	HSBC BANK			HMBBMYKL	admin
9	09	MALAYAN BANKING B...			MBBMYKL	admin
10	10	OCBC BANK (MALAY...			OCBCMYKL	admin
11	11	PERVIRA AFFIN BANK			PHBMYKL	admin
12	12	PUBLIC BANK			PBBMYKL	admin
13	13	RHB BANK BERHAD			RHBMYKL	admin
14	14	STANDARD CHARTER...			SCBMYKL	admin
15	15	UNITED OVERSEAS B...			SCBMYKL	admin

< >





Bank Code

Description

Address

Contact No.

Bank Code (Online)

5.0 PAYROLL ITEM SETUP

- **5.1 Basic Pay**

You can have different basic pay types and different rate, such as rest days, public holidays, or working days.

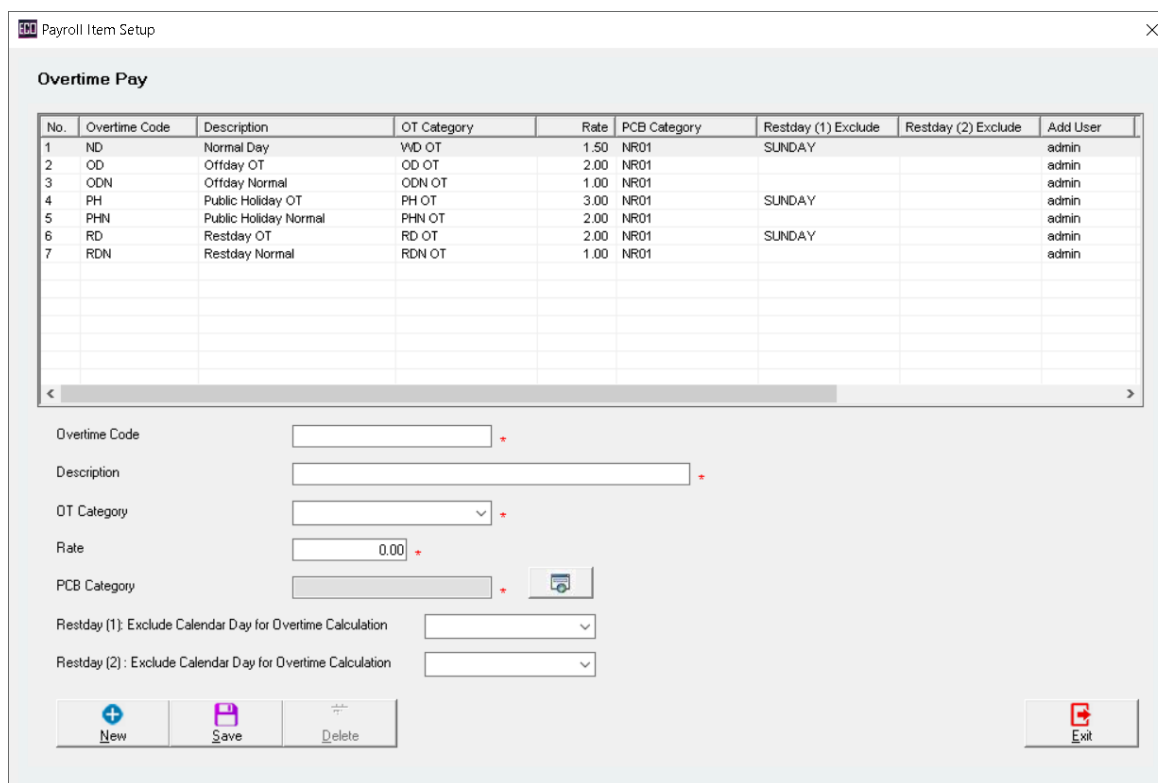
- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**

Select the item in the list and click the "Delete" button to confirm.

[illegible]

5.2 Overtime Pay

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

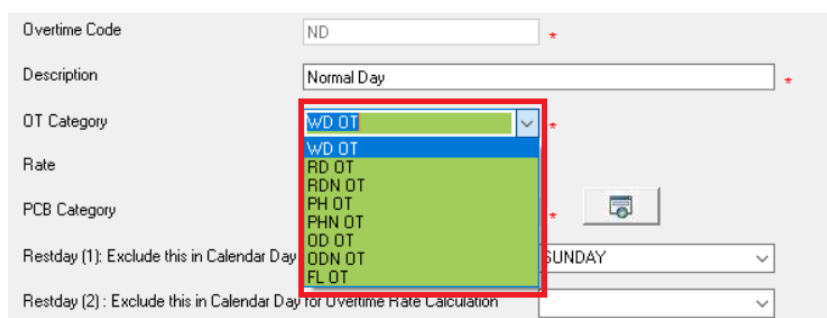


No.	Overtime Code	Description	OT Category	Rate	PCB Category	Restday (1) Exclude	Restday (2) Exclude	Add User
1	ND	Normal Day	WD OT	1.50	NR01	SUNDAY		admin
2	OD	Offday OT	OD OT	2.00	NR01			admin
3	ODN	Offday Normal	ODN OT	1.00	NR01			admin
4	PH	Public Holiday OT	PH OT	3.00	NR01	SUNDAY		admin
5	PHN	Public Holiday Normal	PHN OT	2.00	NR01			admin
6	RD	Restday OT	RD OT	2.00	NR01	SUNDAY		admin
7	RDN	Restday Normal	RDN OT	1.00	NR01			admin

Overtime Code:
 Description:
 OT Category:
 Rate:
 PCB Category:
 Restday (1): Exclude Calendar Day for Overtime Calculation:
 Restday (2): Exclude Calendar Day for Overtime Calculation:
 [New] [Save] [Delete] [Exit]

ENTRY INFO

- ❖ You can have different types of overtime pay, for example, overtime pay per hour on rest days is 1.5
- ❖ OT Category, used by the system to obtain overtime from the ECOTimeprint attendance system



Overtime Code:
 Description:
 OT Category:
 Rate:
 PCB Category:
 Restday (1): Exclude this in Calendar Day:
 Restday (2): Exclude this in Calendar Day for Overtime Rate Calculation:

- ❖ **WD OT**=Workday Overtime, **RD OT**=Restday Overtime, **RDN**=Restday Normal Day OT, **PH OT**=Public Holiday Overtime, **PHN OT**=Public Holiday Normal Day, **OD OT**=Offday OT, **ODN OT**=Offday Normal Day Overtime, **FL OT**=Flat Rate Overtime
- ❖ PCB category will be used for income tax PCB calculator
- ❖ Exclude Calendar Day for Overtime calculation – used by the system to obtain overtime info from the ECOTimeprint attendance system

• 5.3 Multi OT Table

Multi OT Table mainly used for multi overtime rate on Overtime Hour and Work Day in daily basic. For example: if employee's overtime more than 4 hrs on Workday, we can set OT rate 2.00. For the employee work in Public Holiday, if overtime hour within the range 0 hr to 4 hrs, we can set OT Rate 1.50, more that 4 hrs, use OT Rate 2.00.

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

Payroll Item Setup

Multi OT Table

No.	Table Code	Work Day	OT Category	Hour (From)	Hour (To)	OT Rate	Add User	Add Time	Update User
1	OF1	HOLIDAY	OR1	0.00	4.00	1.50	admin	15-05-2021 09:14:40	admin
2	OF1	HOLIDAY	OR2	4.00	10.00	2.00	admin	15-05-2021 09:14:40	admin
3	OF1	OFFDAY	OR1	0.00	4.00	1.50	admin	15-05-2021 09:14:40	admin
4	OF1	OFFDAY	OR2	4.00	10.00	2.00	admin	15-05-2021 09:14:40	admin
5	OF1	RESTDAY	OR1	0.00	4.00	1.50	admin	15-05-2021 09:14:40	admin
6	OF1	RESTDAY	OR2	4.00	10.00	2.00	admin	15-05-2021 09:14:40	admin
7	OF1	WORKDAY	OR1	0.00	4.00	1.50	admin	15-05-2021 09:14:40	admin
8	OF1	WORKDAY	OR2	4.00	10.00	2.00	admin	15-05-2021 09:14:40	admin

Table Code

+

Work Day

+

OT Code

+

Hour (From)

0.00

Hour (To)

0.00

OT Rate

0.00

New

Save

Delete

Exit

ENTRY INFO

- ❖ Table Code
- ❖ Work Day
 - HOLIDAY, OFFDAY, RESTDAY, WORKDAY
- ❖ OT Code – Is the **Overtime Code** created in Overtime Type setup screen.
- ❖ Hour From – From Overtime Hour
- ❖ Hour To – To Overtime Hour
- ❖ OT Rate: Overtime rate for the range (Hour from – Hour To)

- **5.4 Allowance Pay**

This screen use to set up the employee's allowance type.

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

[illegible]

ENTRY INFO

- ❖ Formula (e.g A/W): The Formula can overwrite the exiting overtime formula (Total Unit x Unit Rate) to user defined formula of Allowance in Payslip Entry.

A indicates Allowance Amount setup in Employee Profile.

B indicates Basic Amount.

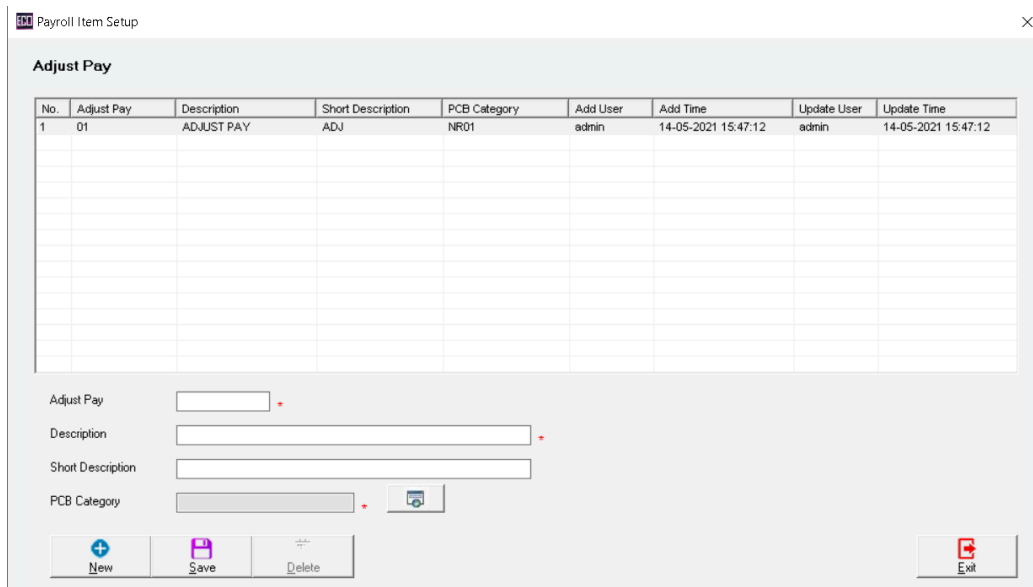
D indicates Day Rate (For daily employee, Onshore Rate or Offshore Rate).

N indicates the **Total Unit** in allowance entry at Payslip Entry screen.

W indicates the working days per month. By default this value is base on the entry in Pay Mode, but it can be overwritten by the setup in Employee Profile -> Employment History.

• 5.5 Adjust Pay

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.



No.	Adjust Pay	Description	Short Description	PCB Category	Add User	Add Time	Update User	Update Time
1	01	ADJUST PAY	ADJ	NR01	admin	14-05-2021 15:47:12	admin	14-05-2021 15:47:12

Adjust Pay: *

Description: *

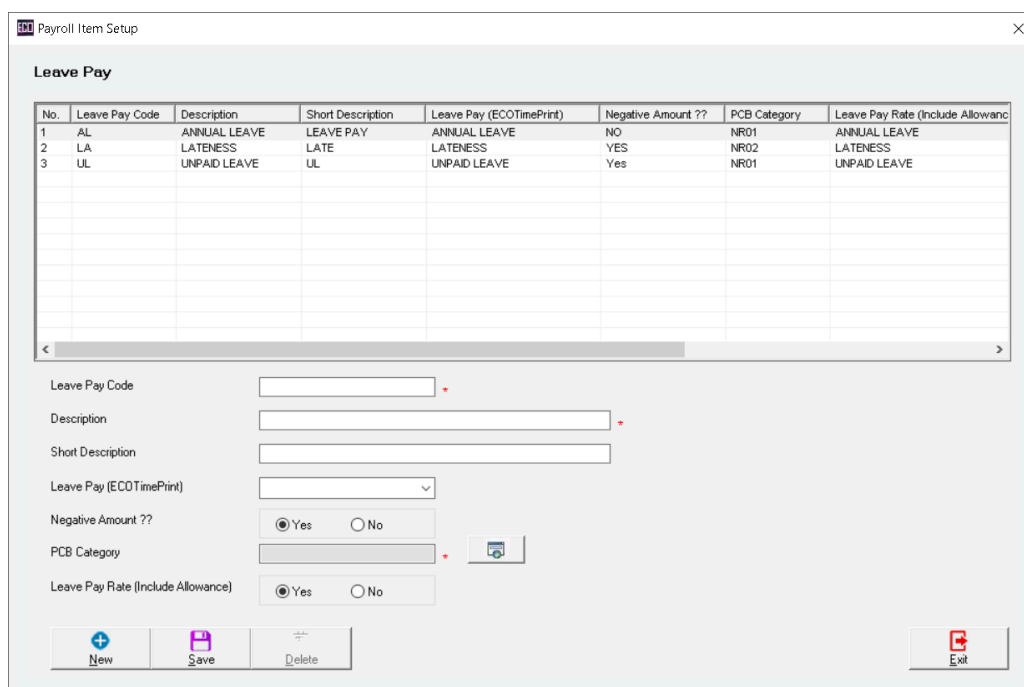
Short Description:

PCB Category: *

Buttons: New, Save, Delete, Exit

• 5.6 Leave Pay

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.



No.	Leave Pay Code	Description	Short Description	Leave Pay (ECOTimePrint)	Negative Amount ??	PCB Category	Leave Pay Rate (Include Allowanc
1	AL	ANNUAL LEAVE	LEAVE PAY	ANNUAL LEAVE	NO	NR01	ANNUAL LEAVE
2	LA	LATENESS	LATE	LATENESS	YES	NR02	LATENESS
3	UL	UNPAID LEAVE	UL	UNPAID LEAVE	Yes	NR01	UNPAID LEAVE

Leave Pay Code: *

Description: *

Short Description:

Leave Pay (ECOTimePrint):

Negative Amount ??: ☒ Yes ☐ No

PCB Category: *

Leave Pay Rate (Include Allowanc): ☒ Yes ☐ No

Buttons: New, Save, Delete, Exit

ENTRY INFO

- ❖ Leave Pay Code – Code for the Leave Pay.
- ❖ Description
- ❖ Short Description
- ❖ Leave Type (ECOTimeprint) – Use to link the leave type with ECOTimeprint system. This applicable only when you link payroll system with ECOTimeprint Attendance system.
- ❖ Negative Amount?? – If “Yes” mean deduct the amount from wages.

- **5.7 Bonus Pay**

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

[illegible]

- **5.8 Deduction Type**

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

[illegible]

- 5.9 PayBack/Rounding

- Click the "**New**" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

[illegible]

6.0 STATUTORY SETUP

- **6.1 Statutory Contribution Setup**

- Select “Payroll Item” and click the **Show** button

[illegible]

- Right-click on the display list and select the following options
 - **ALL YES:** Pay contribution to all statutory
 - **ALL NO:** Not paying all statutory contributions
 - **EPF Contribution:** Change EPF Contribution to “YES/NO”
 - **SOCISO Contribution:** Change SOCISO Contribution to “YES/NO”
 - **HRDF:** Change HRDF Contribution to “YES/NO”

No.	Pay Code	Description	EPF	SOC SO	TAX	HRDF
1	01	ALLOWANCE	YES	YES	YES	NO
2	02	MEAL ALLOWANCE	NO	NO	NO	NO

6.2 EPF Category

Select the category code and modify the record, then click the "Save" button

- Use Table: If you select this option, the system will obtain the EPF rate according to the EPF table, otherwise the rate of "Employee Contribution" and "Employer Contribution" will be applied.
- Employee Contribution: Employee contribution rate.
- Employer Contribution: Employer contribution rate
- Status: Valid/Invalid. Indicate the status of the use category

Statutory Setup - DEMO

EPF Category

No.	Category Code	Category Description	Use Table	Employee Contribution	Employer Contribution	Status
1	Table A	11% x 13%	NO	11.00	13.00	VALID
2	Table B	5.5% x 6.5%	YES	5.50	6.50	VALID
3	Table C	8% x 13%	NO	8.00	13.00	VALID
4	TABLE COVID...	7% x 13%	NO	7.00	13.00	VALID
5	Table D	4% x 6.5%	YES	4.00	6.50	VALID
6	Table E	0% x 4%	YES	0.00	4.00	VALID
7	Table F	11% x 13%	NO	11.00	13.00	VALID
8	Table G	5.5% x 6%	NO	0.00	0.00	VALID
9	Table H	0% x 4%	NO	0.00	4.00	VALID
10	TABLE I	9% x 13%	YES	9.00	13.00	VALID

Category Code:

Category Description:

Use Table:

Employee Contribution:

Employer Contribution:

Status:

6.3 EPF Table

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

Statutory Setup - DEMO

EPF Table

No.	Table Code	Start With	End With	Employee Contribution	Employer Contribution	Total Contribution
1	Table A	20.01	40.00	5.00	6.00	11.00
2	Table A	40.01	60.00	7.00	8.00	15.00
3	Table A	60.01	80.00	9.00	11.00	20.00
4	Table A	80.01	100.00	11.00	13.00	24.00
5	Table A	100.01	120.00	14.00	16.00	30.00
6	Table A	120.01	140.00	16.00	19.00	35.00
7	Table A	140.01	160.00	18.00	21.00	39.00
8	Table A	160.01	180.00	20.00	24.00	44.00
9	Table A	180.01	200.00	22.00	26.00	48.00
10	Table A	200.01	220.00	25.00	29.00	54.00

Table Code:

Start With:

End With:


Employee Contribution:

Employer Contribution:

Total Contribution:

6.4 SOCSO Table

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

 Statutory Setup - DEMO

SOCSO Table

No.	Table Code	Start With	End With	Employee Contribution	Employer Contribution	Total Contribution	Second Category
1	SOCSO	0.01	30.00	0.10	0.40	0.50	0.30
2	SOCSO	30.01	50.00	0.20	0.70	0.90	0.50
3	SOCSO	50.01	70.00	0.30	1.10	1.40	0.80
4	SOCSO	70.01	100.00	0.40	1.50	1.90	1.10
5	SOCSO	100.01	140.00	0.60	2.10	2.70	1.50
6	SOCSO	140.01	200.00	0.85	2.95	3.80	2.10
7	SOCSO	200.01	300.00	1.25	4.35	5.60	3.10
8	SOCSO	300.01	400.00	1.75	6.15	7.90	4.40
9	SOCSO	400.01	500.00	2.25	7.85	10.10	5.60
10	SOCSO	500.01	600.00	2.75	9.65	12.40	6.90
11	SOCSO	600.01	700.00	3.25	11.35	14.60	8.10
12	SOCSO	700.01	800.00	3.75	13.15	16.90	9.40

Start With:

End With:

Employee Contribution:

Employer Contribution:

Total Contribution:

Second Category:

- There are two types of SOCSO scheme "local" using the table code "SOCSO" and "Foreigner" using the table code "FW"

SOCSO Table

No.	Table Code	Start With	End With	Employee Contribution	Employer Contribution	Total Contribution	Second Category
41	SOCSO	3500.01	3600.00	17.75	62.15	79.90	44.40
42	SOCSO	3600.01	3700.00	18.25	63.85	82.10	45.60
43	SOCSO	3700.01	3800.00	18.75	65.65	84.40	46.90
44	SOCSO	3800.01	3900.00	19.25	67.35	86.60	48.10
45	SOCSO	3900.01	99999999...	19.75	69.05	88.80	49.40
46	FW	0.00	30.00	0.00	0.30	0.30	0.00
47	FW	30.00	50.00	0.00	0.50	0.50	0.00
48	FW	50.00	70.00	0.00	0.80	0.80	0.00
49	FW	70.00	100.00	0.00	1.10	1.10	0.00
50	FW	100.00	140.00	0.00	1.50	1.50	0.00
51	FW	140.00	200.00	0.00	2.10	2.10	0.00

Contributions of the First Category

For employees who are less than 60 years of age, contributions payable by employers and employees are for the Employment Injury Scheme and the Invalidity Scheme.

The rate of contribution under this category comprises 1.75% of employer's share and 0.5% of employees' monthly wages according to the contribution schedule.

Note: All employees who have not reached the age of 60, must contribute under the First Category except for those who have attained 55 years of age and have no prior contributions before they reach 55 due to non-eligibility under the Employees' Social Security Act, 1969.

Contributions of the Second Category

The rate of contribution under this category is 1.25% of employees' monthly wages, payable by the employer, based on the contribution schedule. All employees who have reached the age of 60 must be covered under this category for the Employment Injury Scheme only.

Note: For eligible new employees who are 55 years of age, they must be covered under the Second Category.

6.5 EIS(SIP) Table

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

Statutory Setup - DEMO

EIS Table

No.	Table Code	Start With	End With	Employee Contribution	Employer Contribution	Total Contribution	Add User	Adm
1	SIP	30.00	30.00	0.05	0.05	0.10	admin	13
2	SIP	30.01	50.00	0.10	0.10	0.20	admin	13
3	SIP	50.01	70.00	0.15	0.15	0.30	admin	13
4	SIP	70.01	100.00	0.20	0.20	0.40	admin	13
5	SIP	100.01	140.00	0.25	0.25	0.50	admin	13
6	SIP	140.01	200.00	0.35	0.35	0.70	admin	13
7	SIP	200.01	300.00	0.50	0.50	1.00	admin	13
8	SIP	300.01	400.00	0.70	0.70	1.40	admin	13
9	SIP	400.01	500.00	0.90	0.90	1.80	admin	13
10	SIP	500.01	600.00	1.10	1.10	2.20	admin	13
11	SIP	600.01	700.00	1.30	1.30	2.60	admin	13
12	SIP	700.01	800.00	1.50	1.50	3.00	admin	13

Start With: 0.00
End With: 0.00
Employee Contribution: 0.00
Employer Contribution: 0.00
Total Contribution: 0.00

New **Save** **Delete** **Print** **Exit**

6.6 Tax Table

- Click "Show Tax Table" to display tax table records.
- Click the "New" button, enter "Start With", "End With", "Single", Edit "Spouse Working – Tax Payable" and Edit "Spouse Not Working-Tax Payable", and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the records, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

Show Tax Table

Start with	End with	Single	MMw/w0	MMw/w1	MMw/w2	MMw/w3	MMw/w4	MMw/w5	MMw/w6	MMw/w7
3141.00	3145.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3146.00	3150.00	1.15	1.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3151.00	3155.00	1.30	1.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3156.00	3160.00	1.45	1.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3161.00	3165.00	1.60	1.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3166.00	3170.00	1.75	1.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3171.00	3175.00	1.90	1.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3176.00	3180.00	2.05	2.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3181.00	3185.00	2.20	2.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Start With: 3161.00 End With: 3165.00 Single: 1.60

Spouse Work

No.	Child	Tax Payable
1	MMw/w0	1.60
2	MMw/w1	0.00
3	MMw/w2	0.00
4	MMw/w3	0.00
5	MMw/w4	0.00
6	MMw/w5	0.00
7	MMw/w6	0.00
8	MMw/w7	0.00
9	MMw/w8	0.00
10	MMw/w9	0.00
11	MMw/w10	0.00
12	MMw/w11	0.00
13	MMw/w12	0.00
14	MMw/w13	0.00
15	MMw/w14	0.00

SPOUSE WORKING

Spouse Unemployed


No.	Child	Tax Payable
1	MMw/w0	0.00
2	MMw/w1	0.00
3	MMw/w2	0.00
4	MMw/w3	0.00
5	MMw/w4	0.00
6	MMw/w5	0.00
7	MMw/w6	0.00
8	MMw/w7	0.00
9	MMw/w8	0.00
10	MMw/w9	0.00
11	MMw/w10	0.00
12	MMw/w11	0.00
13	MMw/w12	0.00
14	MMw/w13	0.00
15	MMw/w14	0.00

SPOUSE NOT WORKING

New **Update** **Delete** **Print** **Exit**

• 6.7 Baitumal Fund Table

- Click the "New" button, enter all the information, and then click the "Save" button
- **Edit Record**
 - Select the item in the list, modify the information, and click the "Update" button.
- **Delete Record**
 - Select the item in the list and click the "Delete" button to confirm.

 Statutory Setup - DEMO

Baitumal Fund Table

No.	Start With	End With	Employee Contribution	Add User	Add Time	Update User	Update Time
1	0.00	300.00	0.00	admin	13-05-2021 12:16:13	admin	13-05-2021 12:16:13
2	300.01	1000.00	1.00	admin	13-05-2021 12:16:13	admin	13-05-2021 12:16:13
3	1000.01	2000.00	2.00	admin	13-05-2021 12:16:13	admin	13-05-2021 12:16:13
4	2000.01	999999999...	4.00	admin	13-05-2021 12:16:13	admin	13-05-2021 12:16:13


Start With

End With

Employee Contribution

• 6.8 Zakat Table

- **Edit Record**
 - Modify the information, and click the "Update" button.

 Statutory Setup - DEMO

Zakat Table

Wife Deduction

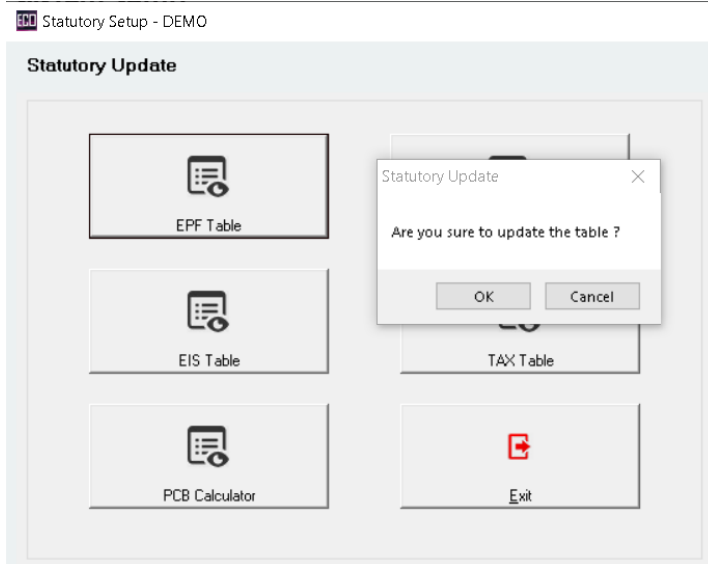
Children Deduction

Zakat (%)

Subsistence

- **6.9 Statutory Update**

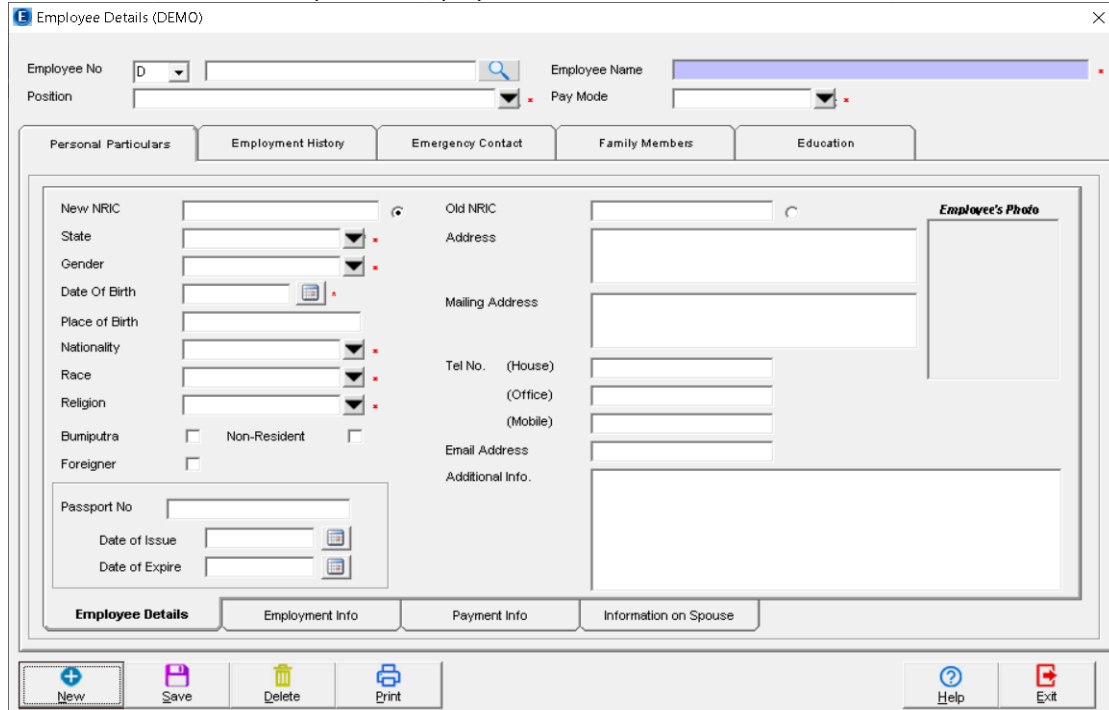
- Click the statutory table you want to update, the system will prompt you to confirm, and then click "OK" to confirm.
- Please note that you must subscribe to the annual update, otherwise it will not perform this action.
- If you want to subscribe to form updates, please find your supplier



7.0 EMPLOYEE PROFILE

Employee Profile maintains information about employee's personal particulars, Employment History, Emergency Contact, Family Member and Education.

- Click the "New" button, complete all employee information and then click the "Save" button to confirm.



Employee Details (DEMO)

Employee No: [D] [Search] Employee Name: []

Position: [] Pay Mode: []

Tabs: Personal Particulars | Employment History | Emergency Contact | Family Members | Education

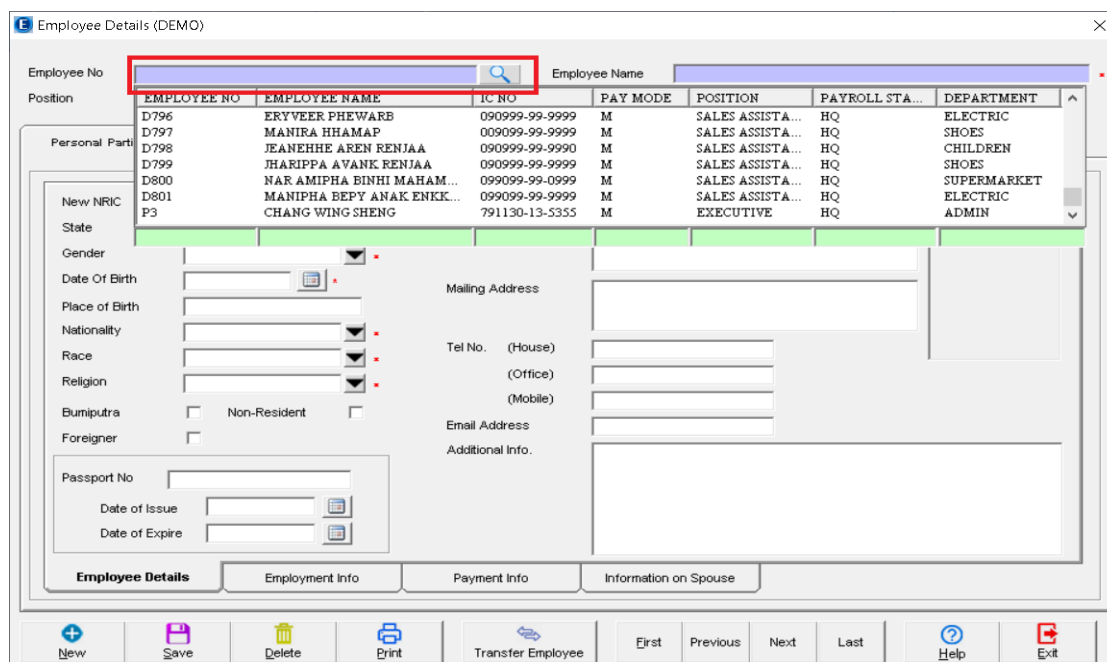
Fields:

- New NRIC: [] Old NRIC: []
- State: [] Address: []
- Gender: []
- Date Of Birth: [] Mailing Address: []
- Place of Birth: []
- Nationality: []
- Race: [] Tel No. (House): []
- Religion: [] (Office): []
- Bumiputra: ☐ Non-Resident: ☐ (Mobile): []
- Foreigner: ☐ Email Address: []
- Passport No: [] Additional Info: []
- Date of Issue: []
- Date of Expire: []

Employee's Photo: []

Buttons: New, Save, Delete, Print, Help, Exit

- To modify the record, click the "Search" button, select the employee to be modified, and click the "Save" button to confirm after modification.



Employee Details (DEMO)

Employee No: [] [Search] Employee Name: []

Position: []

Search Results Table:

EMPLOYEE NO	EMPLOYEE NAME	IC NO	PAY MODE	POSITION	PAYROLL STA...	DEPARTMENT
D796	ERYVEER PHEWARD	090999-99-9999	M	SALES ASSISTA...	HQ	ELECTRIC
D797	MANIRA HHAMAP	009099-99-9999	M	SALES ASSISTA...	HQ	SHOES
D798	JEANEHHE AREN RENJAA	090999-99-9999	M	SALES ASSISTA...	HQ	CHILDREN
D799	JHARIPPA AYANK RENJAA	090999-99-9999	M	SALES ASSISTA...	HQ	SHOES
D800	NAR AMIPHA BINHI MAHAM...	099099-99-9999	M	SALES ASSISTA...	HQ	SUPERMARKET
D801	MANIPHA BEPY ANAK ENKK...	099099-99-9999	M	SALES ASSISTA...	HQ	ELECTRIC
P3	CHANG WING SHENG	791130-13-5355	M	EXECUTIVE	HQ	ADMIN

Personal Particulars

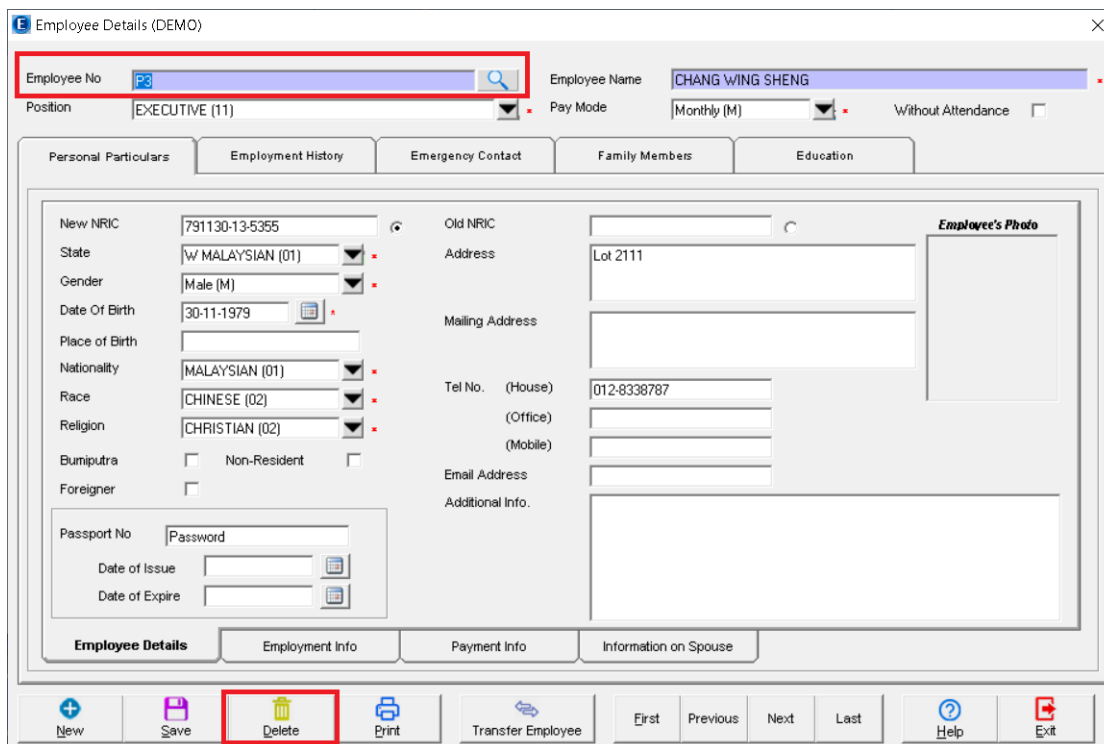
Fields:

- New NRIC: []
- State: []
- Gender: []
- Date Of Birth: []
- Place of Birth: []
- Nationality: []
- Race: []
- Religion: []
- Bumiputra: ☐ Non-Resident: ☐ Tel No. (House): []
- Foreigner: ☐ (Office): []
- Passport No: [] (Mobile): []
- Date of Issue: [] Email Address: []
- Date of Expire: [] Additional Info: []

Tabs: Employee Details | Employment Info | Payment Info | Information on Spouse

Buttons: New, Save, Delete, Print, Transfer Employee, First, Previous, Next, Last, Help, Exit

- Delete employee records, select the employee, and click the "Delete" button to confirm.



Employee Details (DEMO)

Employee No: Employee Name:

Position: Pay Mode: Without Attendance: ☐

Personal Particulars | Employment History | Emergency Contact | Family Members | Education

New NRIC: Old NRIC:

State: Address:

Gender: Mailing Address:

Date Of Birth: Tel No. (House):

Place of Birth: (Office):

Nationality: (Mobile):

Race: Email Address:


Religion: Additional Info:

Bumiputra: ☐ Non-Resident: ☐

Foreigner: ☐

Passport No: Password:

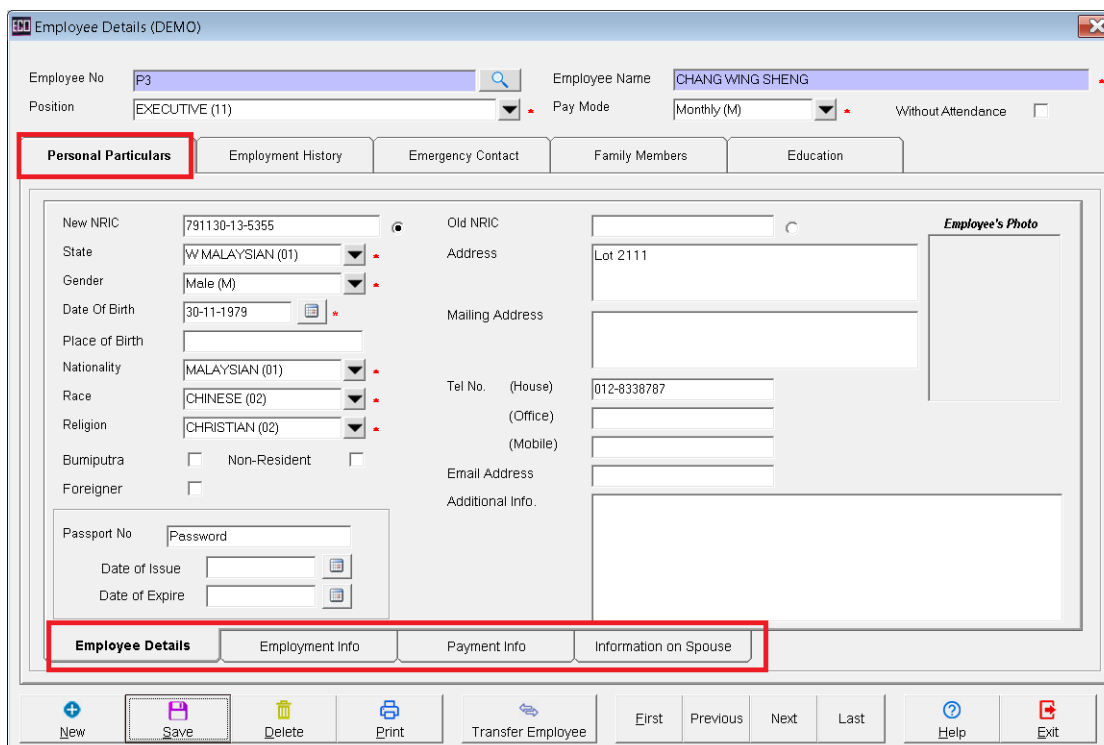
Date of Issue: Date of Expire:

Employee's Photo: 

Employee Details | Employment Info | Payment Info | Information on Spouse

New Save Delete Print Transfer Employee First Previous Next Last Help Exit

7.1 PERSONAL PARTICULARS > EMPLOYEE DETAILS



Employee Details (DEMO)

Employee No: Employee Name:

Position: Pay Mode: Without Attendance: ☐

Personal Particulars | Employment History | Emergency Contact | Family Members | Education

New NRIC: Old NRIC:

State: Address:

Gender: Mailing Address:

Date Of Birth: Tel No. (House):

Place of Birth: (Office):

Nationality: (Mobile):

Race: Email Address:


Religion: Additional Info:

Bumiputra: ☐ Non-Resident: ☐

Foreigner: ☐

Passport No: Password:

Date of Issue: Date of Expire:

Employee's Photo: 

Employee Details | Employment Info | Payment Info | Information on Spouse


New Save Delete Print Transfer Employee First Previous Next Last Help Exit

- Old NRIC, New NRIC – Option to select the default NRIC for the report.

- State - **System Setup > Employee Classification > State.**
- Gender - Male or Female.
- Date Of Birth – Use to get age of employee for statutory contribution calculation such as SOCSO (E.g. For employees 60 years old and above, SOCSO paid by the employer only).
- Place Of Birth
- Nationality – **System Setup > Employee Classification > Nationality**
- Race – **System Setup > Employee Classification > Race**
- Religion – **System Setup > Employee Classification > Religion**
- Bumiputra – if Tick ☒ represent Bumiputra, Un-Tick ☐ represent Non-Bumiputra
- Non Resident – if Tick ☒ represent Resident, Un-Tick ☐ represent Non-Resident
- **Please refer to setting in System Setup > Company Profile > Tab System Parameter > Non Resident Tax Rate**
 - Individuals who spend less than 182 days per year in the country are classed as non-residents and are subsequently subject to different tax regulations. Non Resident tax rate will be used when calculate PCB if the employee classify as non-resident
 - Resident indicator and Non Resident Tax rate will be used for PCB calculation in *Payslip Entry*.
- Foreigner
- Passport No, Date Of Issue, Date Of Expire
- Address, Mailing Address, Contact No. (House, Office, Mobile), Email Address
- Additional info – To enter additional info of employee.

7.2 PERSONAL PARTICULARS > EMPLOYMENT INFO

Marital Status	M	No. Wife	0
No. Children	0	Spouse Work ??	<input checked="" type="checkbox"/>
Date Join/ Confirmation	01-01-2021	Probation	
Resigned Date		Point Of Hire	
Transfer Date		Point Of Origin	
Transfer (Note **)			
Term of Contract			

 If "No. Children" greater than 0, System will use this for child relief, else please enter must enter into "Family Members"

Employee Details **Employment Info** Payment Info Information on Spouse

➤ **Marital Status, Spouse Work, No. Children**

- Employer needs to input related information for monthly PCB calculation.
- No. of children here will be overwritten by the child that was recorded in **Family Member**

Mean that when system calculates the monthly PCB, it will use the record (No. of children) in Family Member, if Family Member not child info recorded, then it will use the record (No. of children) in Employee Info.

- Date Join / Confirmation – To enter employees' date join or confirmation
- Resigned Date – Employees who resigned are not allowed to create new payroll entries.
- Transfer Date – Date transfer from/to other work place.
- Transfer (Note **)
- Probation – Length of Period before confirmation
- Point Of Hire – location designated of the Employment Contract.
- Point Of Origin – The employees' origin location.
- Term Of Contract – For company's contract with employee.

7.3 PERSONAL PARTICULARS > PAYMENT INFO

Payroll Station	HQ (01)		
Department/Worksite	ADMIN (ADMIN)		
Section	NA (NA)		
Grade	NA (NA)		
Pay Type	CASH (3)		
Bank Account Info			
Bank	CIMB BANK BERHAD (06)		
Account No.	123456789		
Account Holder	CHANG WING SHENG		
A/c Holder NRIC	791130-13-5355		
Bank Charge	0.00		
Allotment Bank Account			
Statutory Info			
<input checked="" type="checkbox"/> Pay Overtime	Multiple OT Table		
<input checked="" type="checkbox"/> Pay EPF	EPF Code		
	Scheme	Table I (9% X 13%)	
<input checked="" type="checkbox"/> Pay SOCSO	SOCSSO Code	791130135355	
	Scheme	Local	
<input checked="" type="checkbox"/> Pay SIP			
<input type="checkbox"/> Pay BF	BF Code		
<input checked="" type="checkbox"/> Pay Tax	Tax Code		
	Tax Area	KL	
<input type="checkbox"/> Pay Zakat	Monthly Zakat	0.00	0.00 %
	Zakat Commence Date		
	Zakat Account		
<input checked="" type="checkbox"/> Pay HRDF			

- Payroll Station – Type of category to group employees. Can be business Location, Business Type or any others.
 - Payroll Station - **System Setup> Employee Classification > Payroll Station**
 - Payroll Station is most important type of classification; it will be applied in most of the report.
E.g. EPF report, SOCSO report, ZAKAT report, PCB report, Payslip Summary Report and etc.
- Department/Worksite – Category for Department or Worksite
 - **System Setup> Employee Classification > Department/Worksite**
- Section
 - **System Setup> Employee Classification > Section**
- Grade
 - **System Setup> Employee Classification > Grade**
- Pay Type – Pay by Bank, Cash, Cheque or TT
 - **System Setup> Employee Classification > Pay Type**
- Bank Account Info.
 - Bank – **System Setup> Employee Classification > Pay Type**
 - Account No. – Bank Account No.
 - Account Holder – Bank Account Holder
 - A/c Hdr. NRIC – Account Holder NRIC
 - Bank charge – Bank charge amount is occupy
- Allotment Bank Account
 - If employees have more than one payment account. The additional account can be entered into Home Allotment. *Allotment Amount* to family member can be by *Amount* or *Percentage*. For example, employee have salary RM5000, he can allocate first portion

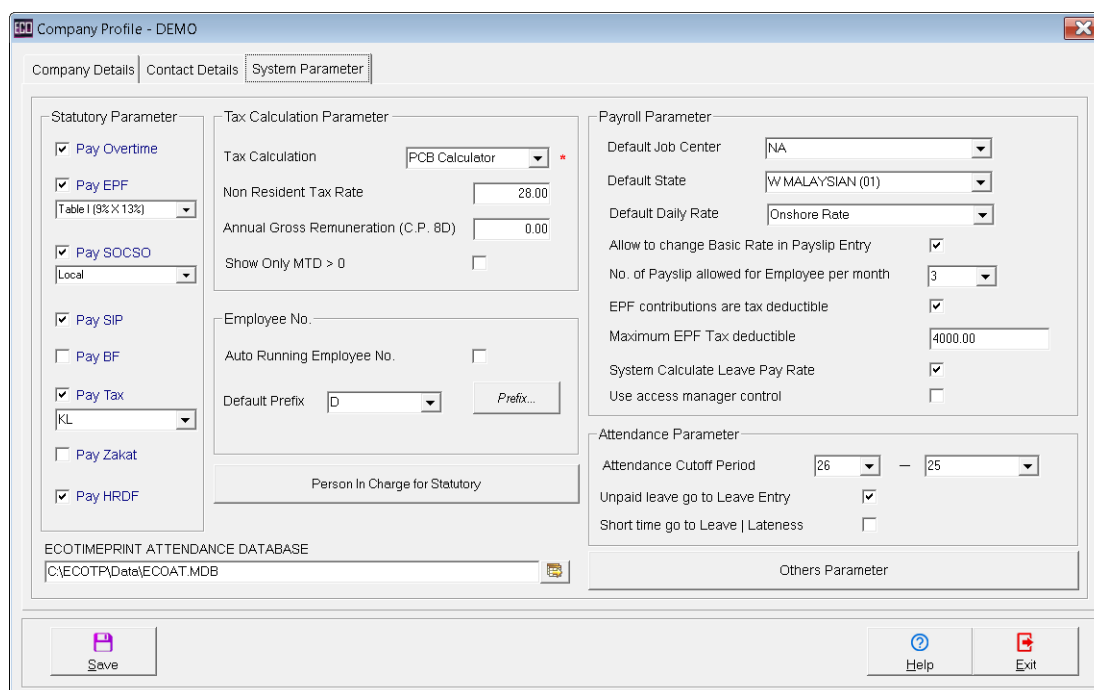
RM2000 to **Account A**, RM1000 to **Account B** and rest to **Account C**. Or 40% to **Account A**, 20% to **Account B** and 40% to **Account C**.

- The periodic of allocation based the sequence which you enter. For example, if first is pay to Account A, the account must be maintains first, then enter second and third portion bank account.
- o Pay Type Pay Type
- o Allotment Amount – Amount or percentage.
- o Bank - ***System Setup> Employee Classification > Bank***
- o Account No. – Bank Account No.
- o Account Holder – Payee name
- o Account Holder NRIC – Payee NRIC
- o Relationship – Relationship with the employee
- o Remark

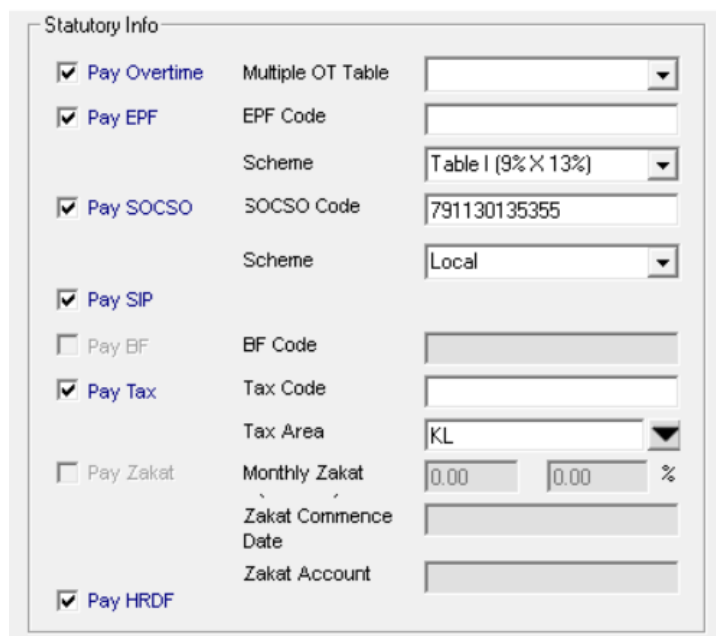
[illegible]

➤ 7.4 Statutory Info

**** Statutory Info can be disabled in Company Profile screen. For Example, if “Pay Zakat” is unchecked**
☐ Pay Zakat , access to the option of “Pay Zakat” will also be disabled in employee profile



The following the **statutory info** access option in **Employee Profile**



- Pay Overtime

- If this option is not selected, it means that the employee is not entitled to overtime pay.
- Multiple OT Rate Per Day - **System Setup> Payroll Item Setup** > Multi OT Table

This option is used to handle multiple overtime pay per day. E.g. **OT Table OF1**, WORKDAY overtime rate from 0 to 4hrs is 1.5, 4 hrs to 10 hrs is 2.0. Multi-OT will be used in Batch Posting to link with the overtime record of the ECOTimePrint attendance system.

[illegible]

■ Pay EPF

- If this option is not selected, it means that the employee is not entitled to EPF contribution.
- Scheme – **System Setup > Statutory Setup > EPF Category**
- EPF Scheme can be created and selected for different employees

No.	Category Code	Category Description	Use Table	Employee Contribution	Employer Contribution	Status
1	Table A	11% x 13%	NO	11.00	13.00	VALID
2	Table B	5.5% x 6.5%	YES	5.50	6.50	VALID
3	Table C	8% x 13%	NO	8.00	13.00	VALID
4	TABLE COVID...	7% x 13%	NO	7.00	13.00	VALID
5	Table D	4% x 6.5%	YES	4.00	6.50	VALID
6	Table E	0% x 4%	YES	0.00	4.00	VALID
7	Table F	11% x 13%	NO	11.00	13.00	VALID
8	Table G	5.5% x 6.5%	NO	0.00	0.00	VALID
9	Table H	0% x 4%	NO	0.00	4.00	VALID
10	TABLE I	9% x 13%	YES	9.00	13.00	VALID

Category Code

Table F

Category Description

11% x 13%

Use Table

NO

Employee Contribution

11.00

Employer Contribution

13.00

Status

VALID

Save

Print

Exit

■ Pay SOCSO

- If this option is not selected, it means that the employee is not entitled to SOCSO contribution.
- SOCSO Code (For local employees, it is NRIC No)
- SOCSO has two scheme option “Local” and “Foreigner”. **System Setup > Statutory Setup > EPF Category**

☒ Pay SOCSO

SOCSO Code

791130135355

Scheme

Local

Local

Foreigner

- **System Setup > Statutory Setup > SOCSO Table.**

Statutory Setup - DEMO

SOCSO Table

No.	Table Co...	Start With	End With	Employee Contribution	Employer Contribution	Total Contribution	Second Category
1	SOCSO	0.01	30.00	0.10	0.40	0.50	0.30
2	SOCSO	30.01	50.00	0.20	0.70	0.90	0.50
3	SOCSO	50.01	70.00	0.30	1.10	1.40	0.80
4	SOCSO	70.01	100.00	0.40	1.50	1.90	1.10
5	SOCSO	100.01	140.00	0.60	2.10	2.70	1.50
6	SOCSO	140.01	200.00	0.85	2.95	3.80	2.10
7	SOCSO	200.01	300.00	1.25	4.35	5.60	3.10
8	SOCSO	300.01	400.00	1.75	6.15	7.90	4.40
9	SOCSO	400.01	500.00	2.25	7.85	10.10	5.60
10	SOCSO	500.01	600.00	2.75	9.65	12.40	6.90
11	SOCSO	600.01	700.00	3.25	11.35	14.60	8.10
12	SOCSO	700.01	800.00	3.75	13.15	16.90	9.40

Start With

0.00

End With

0.00

Employee Contribution

0.00

Employer Contribution

0.00

Total Contribution

0.00

Second Category

0.00

New

Save

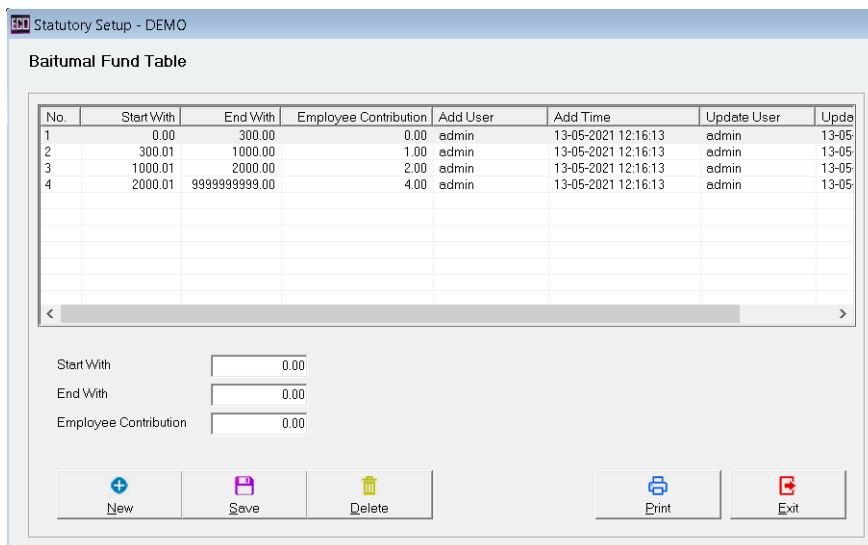
Delete

Print

Exit

■ Pay BF (Baitumal Fund)

- If this option is not selected, it means that the employee is not entitled to Baitumal Fund contribution
- **System Setup > Statutory Setup > Baitumal Fund.**



Statutory Setup - DEMO

Baitumal Fund Table

No.	Start With	End With	Employee Contribution	Add User	Add Time	Update User	Update Time
1	0.00	300.00	0.00	admin	13-05-2021 12:16:13	admin	13-05-2021 12:16:13
2	300.01	1000.00	1.00	admin	13-05-2021 12:16:13	admin	13-05-2021 12:16:13
3	1000.01	2000.00	2.00	admin	13-05-2021 12:16:13	admin	13-05-2021 12:16:13
4	2000.01	999999999.00	4.00	admin	13-05-2021 12:16:13	admin	13-05-2021 12:16:13

Start With:

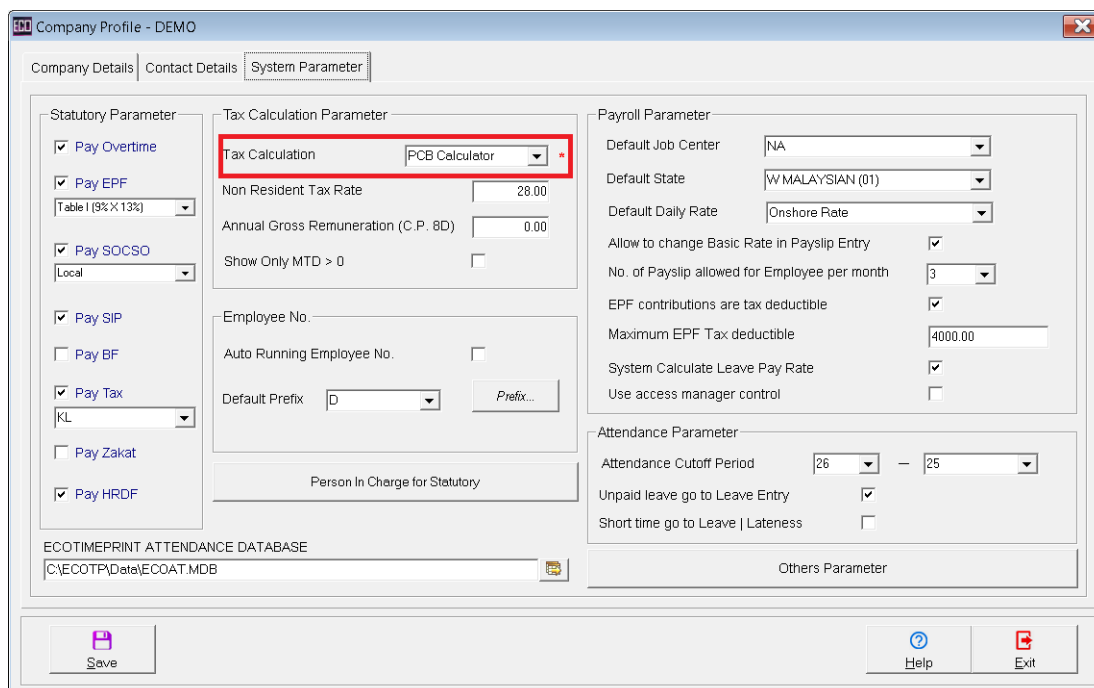
End With:

Employee Contribution:

Buttons: New, Save, Delete, Print, Exit

■ Pay Tax (PCB)

- If this option is not selected, it means that the employee is not entitled to Tax deduction
- The employee's tax code and tax zone are mandatory for employees who are entitled to tax
- Tax calculation can be "Tax Table" or "PCB Calculator". Please refer to the company profile "Tax Calculation" below (**System Setup > Company Profile > System Parameter**).



Company Profile - DEMO

Company Details | Contact Details | **System Parameter**

Statutory Parameter

☒ Pay Overtime

☒ Pay EPF

Table I (3% X 13%)

☒ Pay SOCSO

Local

☒ Pay SIP

☐ Pay BF

☒ Pay Tax

KL

☐ Pay Zakat

☒ Pay HRDF

Tax Calculation Parameter

Tax Calculation: **PCB Calculator**

Non Resident Tax Rate: 28.00

Annual Gross Remuneration (C.P. 8D): 0.00

Show Only MTD > 0: ☐

Employee No.:

Auto Running Employee No.: ☐

Default Prefix: D

Payroll Parameter

Default Job Center: NA

Default State: W MALAYSIAN (01)

Default Daily Rate: Onshore Rate

Allow to change Basic Rate in Payslip Entry: ☒

No. of Payslip allowed for Employee per month: 3

EPF contributions are tax deductible: ☒

Maximum EPF Tax deductible: 4000.00

System Calculate Leave Pay Rate: ☒

Use access manager control: ☐

Attendance Parameter

Attendance Cutoff Period: 26 - 25

Unpaid leave go to Leave Entry: ☒

Short time go to Leave | Lateness: ☐

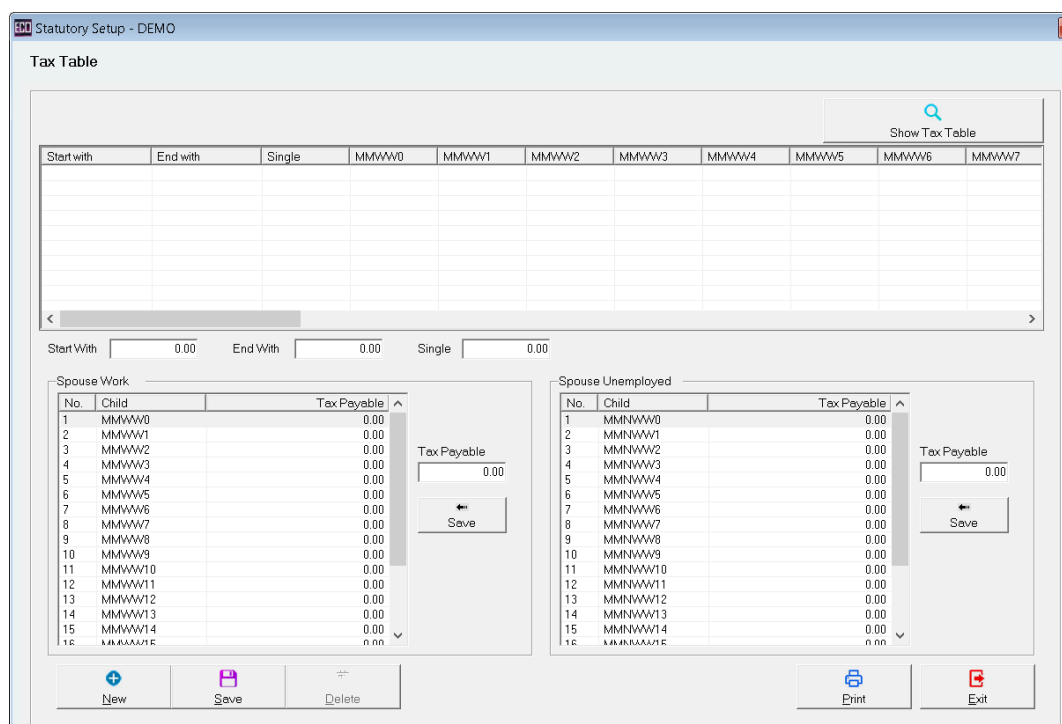
Others Parameter

ECOTIMEPRINT ATTENDANCE DATABASE

C:\ECOTPD\data\ECOAT.MDB

Buttons: Save, Help, Exit

- System Setup > Statutory Setup > Tax Table



- Pay Zakat

- Monthly Zakat (Amt / %) – Zakat contribution can be a fix amount or by percentage which deduction from monthly PCB. Zakat deduction is applied to the tax deduction amount.

For example, if the employee's monthly PCB is RM500, if enter Zakat amount RM100, system will deduct RM100 from monthly PCB RM500, therefore PCB/Tax deduction is RM400.

If enter 60% to Monthly Zakat, system will deduct 50% which is RM300 from Monthly PCB RM500, therefore PCB/Tax deduction is RM200

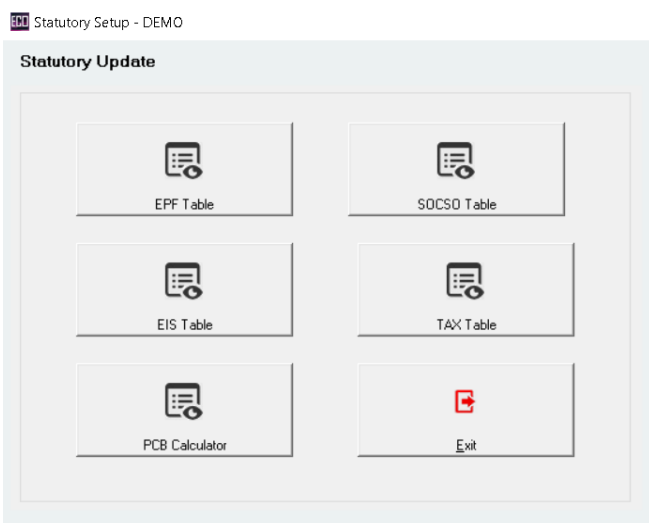
- Zakat Commence Date
- Zakat Account – Employee's Zakat account.

- Pay HRDF – The amount which pay to **PEMBANGUNAN SUMBER MANUSIA BERHAD**.

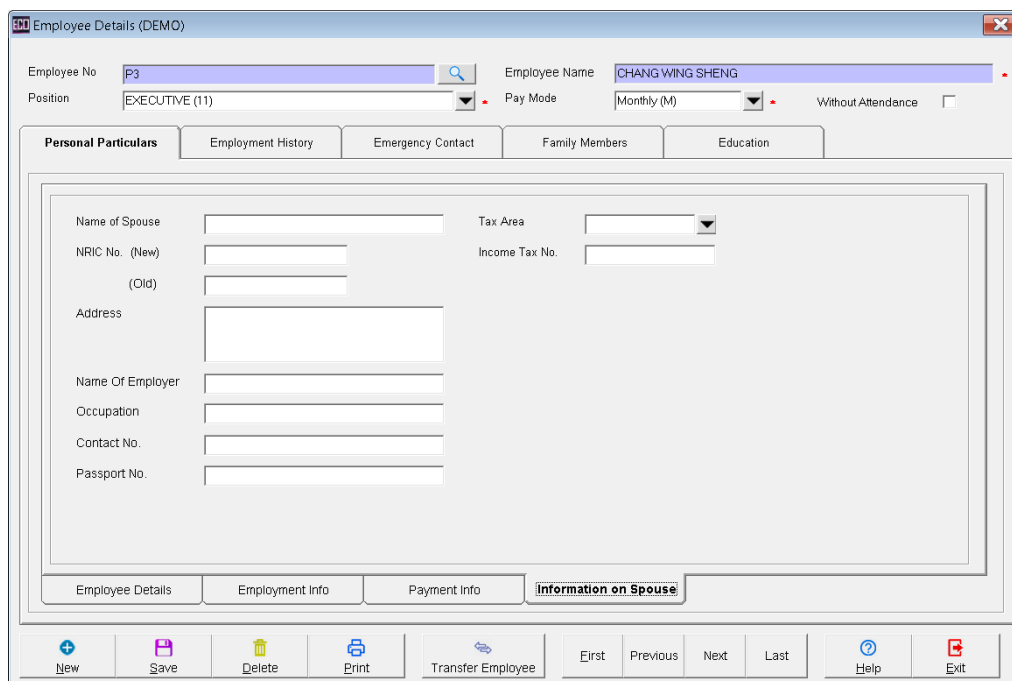
- The HRDF fee for registered employers is 1% of the monthly wages of each employee
- Monthly wages included fixed salary and fixed allowance, non-fixed remuneration such as **bonus**, commission or incentives are not liable to **HRDF**

Statutory Setup - *System Setup> Statutory Setup > Statutory Setup*

- To update statutory records, you must have an internet connection and a valid annual subscription of statutory update



7.5 Tab Information on Spouse



Employee Details (DEMO)

Employee No. Employee Name

Position Pay Mode Without Attendance ☐

Personal Particulars | Employment History | Emergency Contact | Family Members | Education

Name of Spouse Tax Area

NRIC No. (New) Income Tax No.

(Old)

Address

Name Of Employer

Occupation

Contact No.

Passport No.

Employee Details | Employment Info | Payment Info | **Information on Spouse**

New Save Delete Print Transfer Employee First Previous Next Last Help Exit

- Name Of Spouse
- NRIC NO. – Spouse’s NRIC
- Address – Spouse’s address
- Name Of Employer – Spouse’s Employer name.
- Occupation – Spouse’s position.
- Contact No – Spouse’s contact no.
- Passport No.
- Tax Area – Spouse’s Tax Area.
- Income Tax No. – Spouse’s Income Tax No..

7.6 Tab Employment History

This screen use for recording employee's job and salary history such as employee's start date, end date, basic pay, department, and position. You can also use this to keep track of employee's movement.

➤ **Add Record to List**

Enter following information and click “Add” Button

- Start Date – This can be employment start date, contract start date, or increment start date.
- End Date – End date can be employment end date, contract end date, or increment end date.
- Basic – Basic Salary which will be used for payroll calculation in Payslip Entry screen. Basic salary is normally for the monthly pay Staff.
- Working days per month – This will be used for monthly employee's overtime calculation. For example, overtime pay formula : $Basic / 26 \text{ days} / 8 \text{ Hrs} \times 3 \text{ OT hrs} \times 1.5 (\text{Rate})$

This can be used to overwrite the monthly days work in Pay Mode setup screen in below.

[illegible]

- Onshore/Home Rate – Day Rate for daily Staff. The rate can be onshore rate or Home rate.
- Offshore/Outstation Rate – Day Rate for daily Staff. The rate can be offshore rate or Outstation/Travel Rate.
- Department/Worksite – The department or work location for this movement or this salary record.
- Position – The position for this recorded salary.
- Remark

*** Available Option: If the column **Available** is tick ☒ , the salary rate will be show in Payslip Entry.

Employee Details (DEMO)

Employee No: P3 Employee Name: CHANG WING SHENG

Position: EXECUTIVE (11) Pay Mode: Monthly (M) Without Attendance: ☐

Personal Particulars | **Employment History** | Emergency Contact | Family Members | Education

Start Date: End Date: Basic: 0.00 Working days per month: Onshore/Home Rate: 0.0000 Offshore/Outstation Rate: 0.0000

Job Center: Department/Worksite: Position: Remarks:

Add Update

Available	Start Date	End Date	Basic	No. Of Work Days Per ...	Onshore/Home Rate	Offshore/Outstation Rate	Job Center	Department
<input checked="" type="checkbox"/>	01-11-2011		2000.00		0.00	0.00	NA (NA)	ADMIN (

Formula of basic rate per day : [Basic] x [No Of Day Work] / [Working days per month]

New Save Delete Print Transfer Employee First Previous Next Last Help Exit

Payslip Entry – Basic Entry

Basic | Overtime | Allowance | Adjust Pay | Leave | Absent | Bonus | Other Deduction | Pay Back | Rounding

Basic Type: Workday From: 26-06-2021 To: 25-07-2021 Total Unit: 30.00 Unit Rate: Offshore/Outstation: Amount: 0.00

Job Center: NA Remark:

BASIC	START DATE	END DATE	JOB CENTER	DEPART
2000.00	01-11-2011		NA	ADMIN (

Basic Type: From: To: Total Unit: Unit Rate: OffS

➤ Edit Record in List

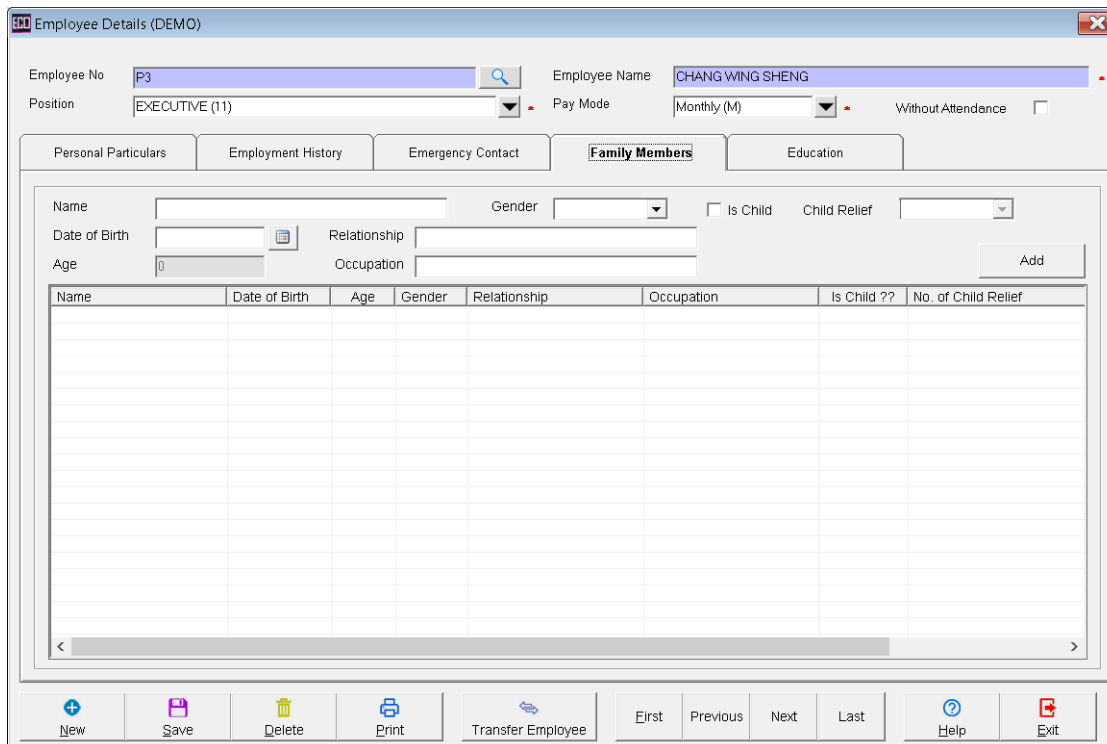
- When you select the record to **edit**, the “Add” button will change to “**Update**” button.
- Edit the record and click “Update” Button to confirm.

➤ Delete Record from List

- To delete record from list, highlight the item in the list and press “Delete {Del}” key.

7.8 FAMILY MEMBERS

- This screen is used to record family members of employees



➤ Add Record to List

Enter following information and click “Add” Button

- Name : Name of family member
- Gender
- Is Child: If the family member is the child, then tick this option. The Age of child will be calculated base on the Date of Birth.
- ** Children recorded here will overwrite the no. of child in **Employment Info**. Mean that when system calculates the monthly PCB, if no child record in “Family Member”, then it will use the record (**No. of children**) in Employee Info.
- Child Relief: No of child relief for PCB calculation.
- Date of Birth: Use for child’s age calculation.

➤ Edit Record in List

- Select the record which you want to **edit**.
- Edit the record and click “Update” Button.

➤ Delete Record from List

- To delete record from list, highlight the record in the list and press keyboard “Delete {Del}” key.

7.9 EDUCATION

- **Tab Education Particulars**

[illegible]

 Add Record to List

Enter following information and click “Add” Button

- School / Intitution / University / Colleges / Vocational / Others
- Year (YYYY) : Start /End
- Major/Minor
- Grades / Degrees / Diplomas / Certificates / Obtained

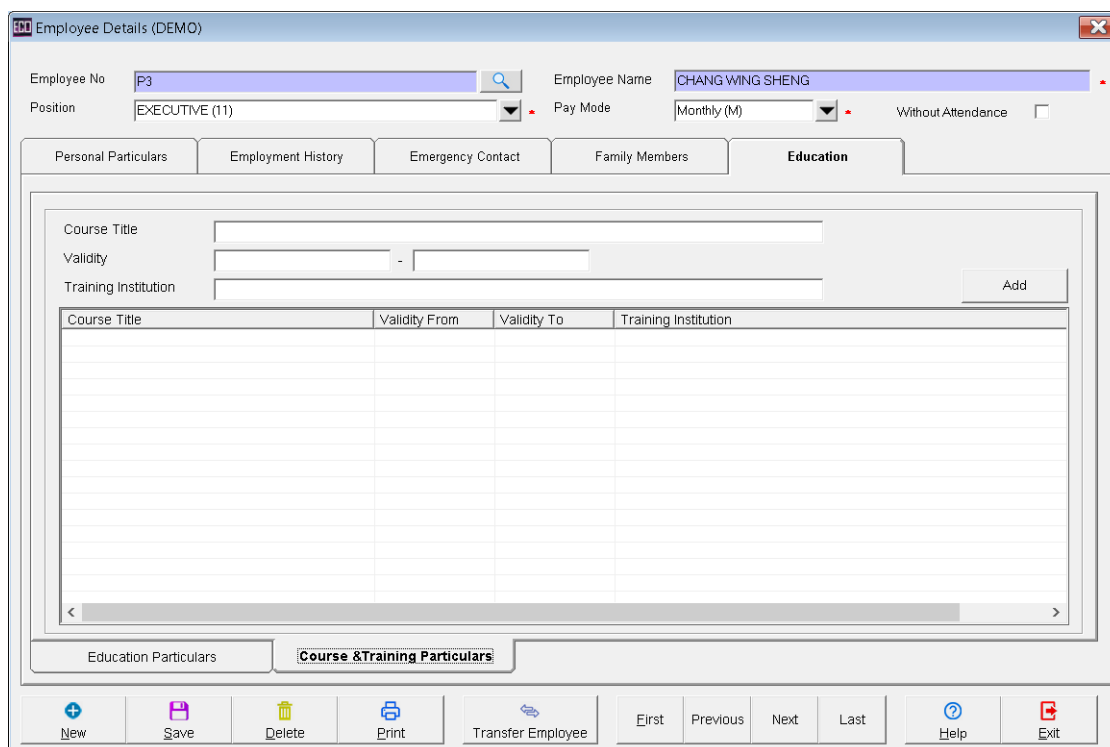
 Edit Record in List

- Select the record which you want to **edit**.
- Edit the record and click "Update" Button.

➤ **Delete Record from List**

- To delete record from list, highlight the row and press keyboard “Delete {Del}” key.

- **Tab Course & Training Particulars**



The screenshot shows the 'Employee Details (DEMO)' window. At the top, there are fields for 'Employee No' (P3), 'Employee Name' (CHANG WING SHENG), 'Position' (EXECUTIVE (11)), 'Pay Mode' (Monthly (M)), and a 'Without Attendance' checkbox. Below these are tabs for 'Personal Particulars', 'Employment History', 'Emergency Contact', 'Family Members', and 'Education'. The 'Education' tab is selected, and within it, the 'Course & Training Particulars' sub-tab is active. This sub-tab contains a form with 'Course Title', 'Validity' (with a date range selector), and 'Training Institution' fields, followed by an 'Add' button. Below the form is a table with columns: 'Course Title', 'Validity From', 'Validity To', and 'Training Institution'. The table is currently empty. At the bottom of the window, there is a toolbar with buttons for 'New', 'Save', 'Delete', 'Print', 'Transfer Employee', 'First', 'Previous', 'Next', 'Last', 'Help', and 'Exit'.

- **Add Record to List**

Enter following information and click “Add” Button

- Course Title
- Validity
- Training Institution

- **Edit Record in List**

- Select the record which you want to **edit**. When highlight the row, the button will change from “Add” to “Update” button.
- Edit the record and click “Update” Button.

- **Delete Record from List**

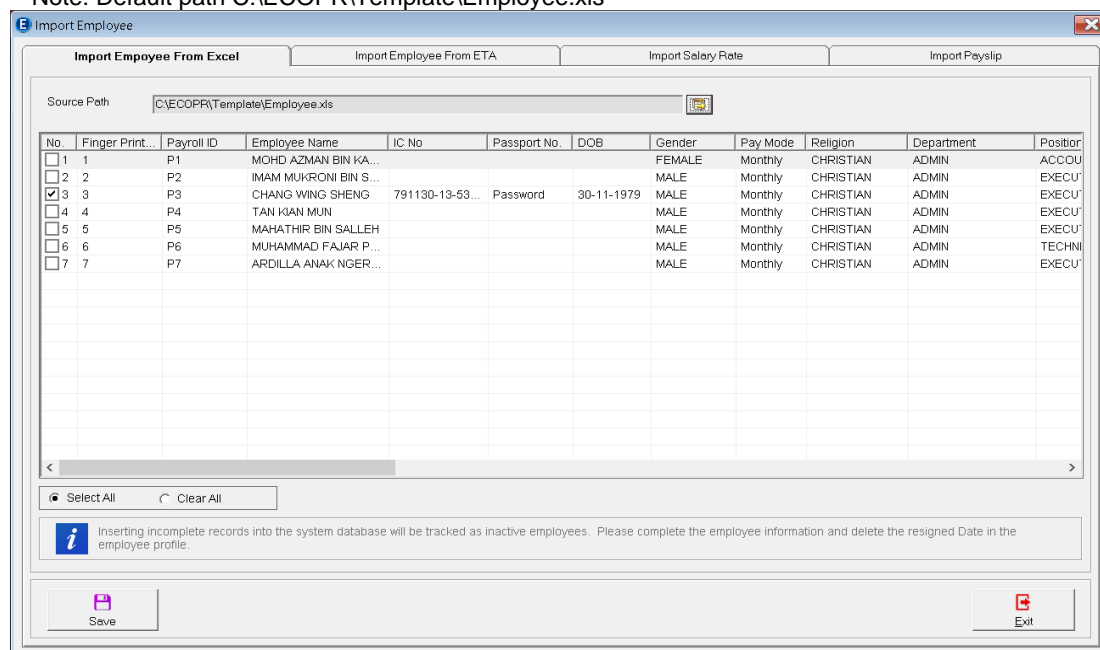
- To delete record from list, highlight the row and press keyboard “Delete {Del}” key.

8.0 IMPORT EMPLOYEE

8.1 Import Employee From Excel

Select the template file, and then click the "Save" button to save the records to the system database.

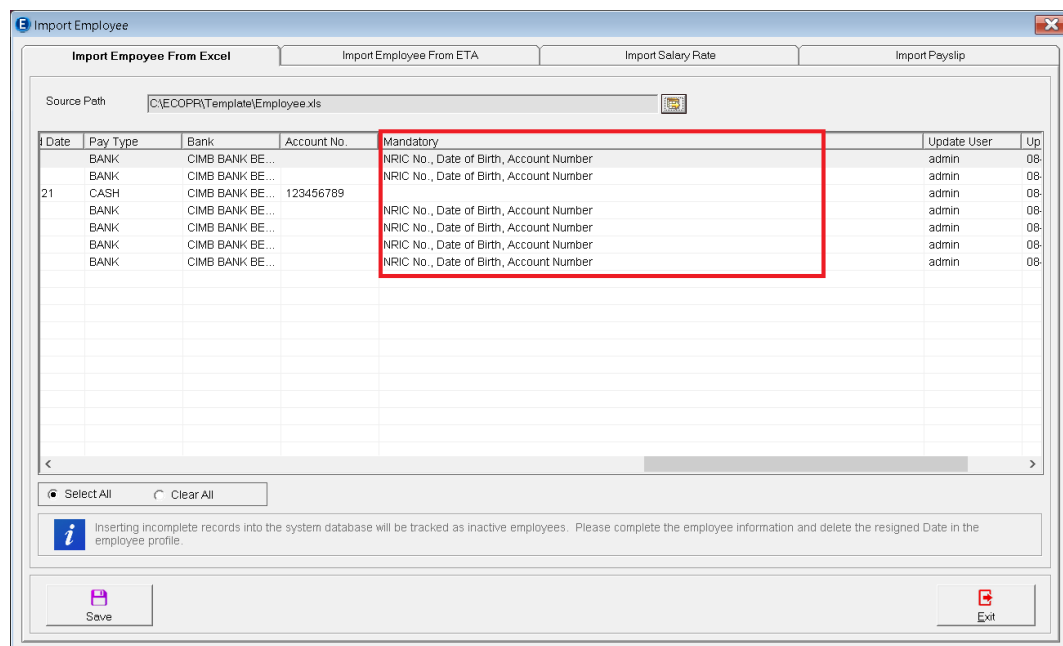
**** Note:** Default path C:\ECOPR\Template\Employee.xls



No.	Finger Print...	Payroll ID	Employee Name	IC No.	Passport No.	DOB	Gender	Pay Mode	Religion	Department	Position
<input type="checkbox"/> 1		P1	MOHD AZMAN BIN KA...				FEMALE	Monthly	CHRISTIAN	ADMIN	ACCOU
<input type="checkbox"/> 2		P2	IMAM MUKRONI BIN S...				MALE	Monthly	CHRISTIAN	ADMIN	EXECU
<input checked="" type="checkbox"/> 3		P3	CHANG WING SHENG	791130-13-53...	Password	30-11-1979	MALE	Monthly	CHRISTIAN	ADMIN	EXECU
<input type="checkbox"/> 4		P4	TAN KIAN MUN				MALE	Monthly	CHRISTIAN	ADMIN	EXECU
<input type="checkbox"/> 5		P5	MAHATHIR BIN SALLEH				MALE	Monthly	CHRISTIAN	ADMIN	EXECU
<input type="checkbox"/> 6		P6	MUHAMMAD FAJAR P...				MALE	Monthly	CHRISTIAN	ADMIN	TECHNI
<input type="checkbox"/> 7		P7	ARDILLA ANAK NGER...				MALE	Monthly	CHRISTIAN	ADMIN	EXECU

The system will check whether the employee meets all mandatory requirements. In the "Mandatory" column, it will indicate the information required before importing.

**** If the employee number already exists in the system database, it will not be displayed in the list.**



Date	Pay Type	Bank	Account No.	Mandatory	Update User	Up
	BANK	CIMB BANK BE...			admin	08
	BANK	CIMB BANK BE...			admin	08
21	CASH	CIMB BANK BE...	123456789		admin	08
	BANK	CIMB BANK BE...			admin	08
	BANK	CIMB BANK BE...			admin	08
	BANK	CIMB BANK BE...			admin	08
	BANK	CIMB BANK BE...			admin	08

8.2 Import Employee From ETA

To import employees from the ECOTIMEPRINT attendance system, first you need to make sure that the attendance database is linked in the "Company Profile" screen

Click the "Search" button to display the employee records. Check the selected employees and click the "Save" button to save the records to the system database.

No.	Finger Print...	Payroll ID	Employee Name	IC No.	Passport No.	DOB	Gender	Pay Mode	Religion	Department	Posi
1	1	24001	GAN EN KEE								
2	2	24002	NEOW SHI DONG								
3	3	24003	CHEW JING ZHAN								
4	4	24004	CHEW JING TEN								
5	5	24005	LEE ZHING YAN								
6	6	24006	TAN CHOON KIAT								
7	7	24007	HENG JIN HUI								
8	8	24008	TAN JIAN DA								
9	9	24009	SOH ZHI XUAN								
10	10	24010	YOU JOO TING								
11	11	24011	LAU TZYY QING								
12	12	24012	HAU ROU YI								
13	13	24013	NG ZU HUI								
14	14	24014	WEE YII ROU								
15	15	24015	CHAN ZHI TING								
16	16	24016	WEI YI QIN								
17	17	24017	NGAI KAI LUN								
18	18	24018	NGAI KAI QING								

The system will check whether the employee meets all mandatory requirements. In the "Mandatory" column, it will indicate the information required before importing.

E Import Employee

Import Employee From Excel **Import Employee From ETA** Import Salary Rate Import Payslip

Employee Name Search

be	Bank	Account No.	Mandatory	Suspend	Update User
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	NO	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	NO	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin
			NRIC No., Date of Birth, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Pay Type	YES	admin

Select All Clear All

Inserting incomplete records into the system database will be tracked as inactive employees. Please complete the employee information and delete the resigned Date in the employee profile.

Save Exit

8.3 Import Salary Rate

Select the template file, and then click the "Save" button to save the records to the system database. If an invalid record in your excel is displayed in the "Status" column, please verify the record and try again.

**** Note: Default path C:\ECOPR\Template\Salary Rate.xls**

E Import Employee

Source Path: C:\ECOPR\Template\Employee Wages.xls

No.	Status	Employee No.	Employee Name	Staff Date	End Date	Basic (Monthly Staff)	Home Rate (Daily Staff)	Oustation Rate (Daily St...)	Departme
1	Employee Name Not Fo...	10001		01-11-2011		2000.00	0.00	0.00	CikE
2	Employee Name Not Fo...	10001		01-09-2017	30-09-2017	1000.00	0.00	60.00	SWF

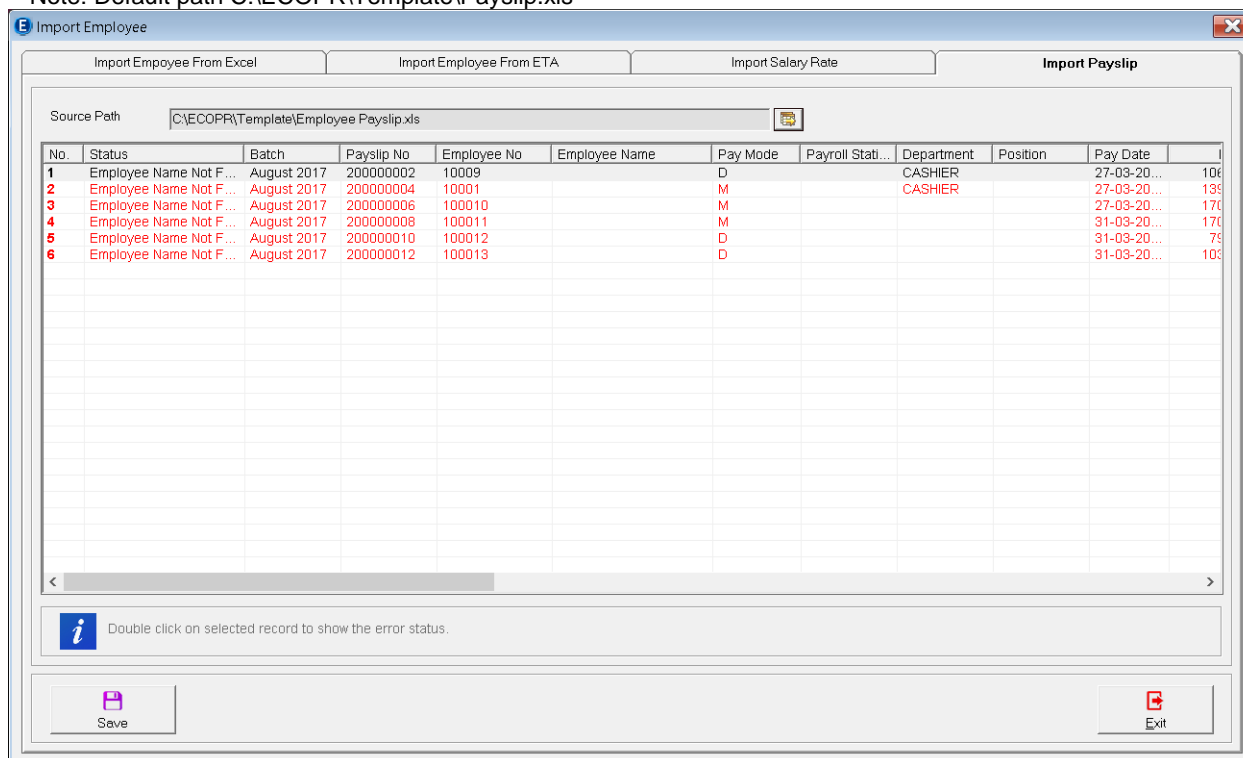
Double click on selected record to show the error status.

Save Exit

8.4 Import Payslip

Select the template file, and then click the "Save" button to save the records to the system database. If an invalid record in your excel is displayed in the "Status" column, please verify the record and try again.

** Note: Default path C:\ECOPR\Template\Payslip.xls



No.	Status	Batch	Payslip No	Employee No	Employee Name	Pay Mode	Payroll Stati...	Department	Position	Pay Date	
1	Employee Name Not F...	August 2017	200000002	10009		D		CASHIER		27-03-20...	106
2	Employee Name Not F...	August 2017	200000004	10001		M		CASHIER		27-03-20...	135
3	Employee Name Not F...	August 2017	200000006	100010		M				27-03-20...	170
4	Employee Name Not F...	August 2017	200000008	100011		M				31-03-20...	170
5	Employee Name Not F...	August 2017	200000010	100012		D				31-03-20...	75
6	Employee Name Not F...	August 2017	200000012	100013		D				31-03-20...	103

Double click on selected record to show the error status.

Save Exit

Make your "Pay Code" exist in the payroll item setup

Payslip.xls [Compatibility Mode] - Microsoft Excel

W	X	Y	Z	AB	AC	AD	AE	AF	AG
Tax	CP38	Other Deduction	PayBack Rounding	EPF Base	SOCSSO Base	Tax Base		Pay Type	Pay Code
0.00	0.00	10.00	-3.85	2110.00	2124.42	0.00		Basic Type	Workday
								Overtime Type	ND
								Allowance Type	01
								Adjust Pay	01
								Leave Pay	LA
								Bonus Pay	01
								Other Deduction	Adv
								PayBack/Rounding	Payback

9.0 CREATE BATCH

Enter Batch No, Pay Date Period. Calendar Days, Days Work, Public Holiday and Rest day, and then click the “Save” button.

If the batch has been used for any postings, the batch cannot be deleted.

**** Note:** The **Calendar Days** and **Days Work** will be used for the calculation of employees' overtime and leave pay.
Public holidays and rest days are used for display purposes in employee's payslip.

[illegible]

Calculating formula for monthly employee overtime:

Option 1: Basic / Days Work / Work hrs per Day * OT Rate * OT Hours

Or

Option 2: Basic / Calendar Days / Work hrs per Day * OT Rate * OT Hours

In the “Pay Mode” setup screen, if chooses to use the calendar “YES”, the overtime calculation formula will use the calendar days.

[illegible]

Leave Pay Formula:

Monthly Staff

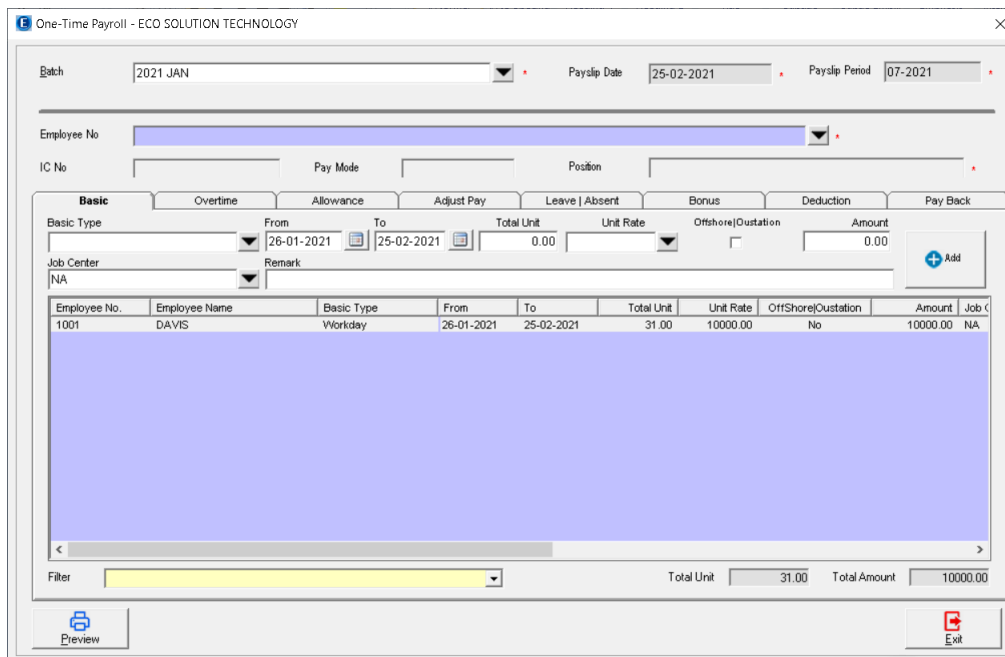
- Leave Days Rate = Basic / Calendar Days
- Leave Hours Rate= Basic / Calendar Days / Work hrs Per Day
- Leave Minutes Rate= Basic / Calendar Days / Work hrs Per Day/60

Daily Staff

- Leave Hours Rate= Home|Outstation Rate / Work hrs Per Day
- Leave Minutes Rate= Home|Outstation Rate / Work hrs Per Day/60

10.0 ONE-TIME PARYOLL

One-time entry allows batch pre-entry of wage transactions. Payroll transactions include basic, overtime, allowance, adjust pay, leave & absent, Bonus, deduction and pay back.



10.1 Tab Basic

Add New Basic Pay

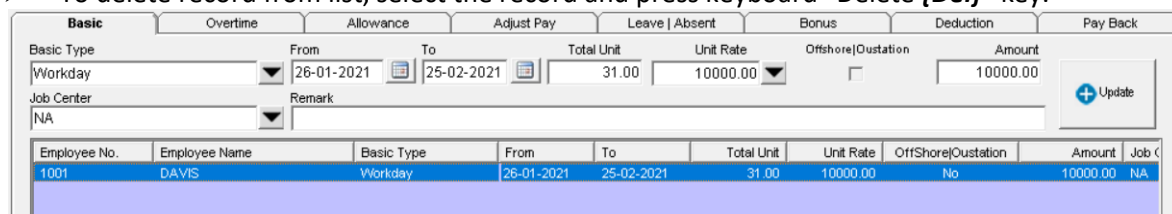
- Select Basic Pay Type (*System Setup > Overtime Type*)
- From/To – The Basic pay period (From – To)
- Total Unit – Number of days between *From* and *To*. For example: If from date “01-06-2015” to “15-06-2015”, the total unit will be calculated as 15 days.
- Unit Rate – Unit Rate is the basic pay amount. For monthly staff, it is the basic salary. If for the daily staff, it can be the onshore/Home rate or Offshore/Outstation rate.
- Offshore/Outstation – For daily staff, you can switch the pay rate between onshore/home and offshore/outstation rate with this option.
- Amount – Total basic amount for the employee.
- Job Center
- Remark

Edit Basic Pay in List

- When you select the records, the “Add” button will change from “Add” to “Update” button.
- Edit the record and click “Update” Button to confirm the change.

Delete Record from List

- To delete record from list, select the record and press keyboard “Delete {Del}” key.



10.2 Tab Overtime

- Overtime Type – (System Setup > Overtime Type)
- From/To – Pay period (From – To) of the overtime. It is not mandatory, so you can leave it blank.
- OT Hours/Days – Total overtime hours/Days.
- OT Rate – Overtime rate.
For monthly staff, overtime rate = Basic / No of days (month) / Work hrs per day x Overtime Hours x Overtime rate.
If for the daily staff, overtime rate = (onshore/Home rate or Offshore/Outstation rate) / Work Hrs per day x Overtime Hours x Overtime Rate.
- Offshore/Outstation – This option allow to switch between onshore/home and offshore/outstation rate when calculate overtime for daily employee.
- Amount – Total overtime amount = OT Hours x OT Rate
- Job Center
- Remark

Basic	Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Deduction	Pay Back		
<div> Overtime Type: ND From: 26-01-2021 To: 25-02-2021 OT Hours/Days: 1.00 OT Rate: 72.11538 Offshore/Outstation: <input type="checkbox"/> Amount: 72.12 Job Center: NA Remark: <input type="button" value="+ Update"/> </div>									
Employee No.	Employee Name	Overtime Type	From	To	OT Hours/Days	OT Rate	OffShore Outstation	Amount	Job Center
1001	DAVIS	ND	26-01-2021	25-02-2021	1.00	72.11538	No	72.12	NA

10.3 Tab Allowance

- Allowance Type – (System Setup > Allowance Type)
- From/To – Allowance pay period (From – To)
- Total Unit – Unit of allowance.
- Unit Rate – Allowance Rate.
- Amount – Total allowance amount = Total Unit x Unit Rate
- Job Center
- Remark

Basic	Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Deduction	Pay Back		
<div> Allowance: 01 From: 26-01-2021 To: 25-02-2021 Total Unit: 31.00 Unit Rate: 10.00 Amount: 310.00 Job Center: NA Remark: <input type="button" value="+ Update"/> </div>									
Employee No.	Employee Name	Allowance	From	To	Total Unit	Unit Rate	Amount	Job Center	Remark
1001	DAVIS	01	26-01-2021	25-02-2021	31.00	100.00	3100.00	NA	
1002	SHIRLEY	01	26-01-2021	25-02-2021	31.00	10.00	310.00	NA	

10.4 Tab Adjust Pay

- Adjust Pay – Type of Adjust Pay. (System Setup – Adjust Type)
- Description – Description of adjust pay.
- From/To – The period (From – To) of this adjust pay.
- Amount – Adjust pay amount.
- Job Center
- Remark

Basic	Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Deduction	Pay Back
<div> Adjust Pay: 01 Description: ADJUST PAY From: 01-01-2021 To: 02-07-2021 Amount: 0.00 Job Center: NA Remark: <input type="button" value="+ Add"/> </div>							
Employee No.	Employee Name	Adjust Pay	Description	From	To	Amount	Job Center
1002	SHIRLEY	01	ADJUST PAY	01-01-2021	02-07-2021	30.00	NA

10.5 Leave and Lateness

- Leave/Absent – (System Setup > Leave Type)
- Description – Leave/Absent Description
- From/To – The period (From – To) of this leave pay.
- Total Unit – Number of days or hours for the leave pay.
- Unit Type – Days(s) or Hours(s)
- Unit Rate –Rate for the leave pay
- Amount – Leave pay amount.

Basic		Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Deduction	Pay Back		
Leave/Absent	Description	From	To	Total Unit	Unit Type	Unit Rate	Amount			
		08-01-2021	08-01-2021	0.00	Hour (s)	0.00	0.00			
Job Center	Remark							+ Add		
NA										
Employee No.	Employee Name	Leave/Absent	Description	From	To	Total Unit	Unit Rate	Unit Type	Amount	Job
1001	DAVIS	LA	LATENESS	08-01-2021	08-01-2021	-1.00	40.32	Hour (s)	-40.32	NA

10.6 Bonus

- Bonus Type – (System Setup > Bonus Type)
- Description – Bonus Description of the bonus pay.
- From/To – The period (From – To) of this bonus pay.
- Amount – Bonus pay amount.
- Job Center
- Remark

Basic		Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Deduction	Pay Back
Bonus	Description	From	To	Amount				
		01-01-2021	31-07-2021	0.00				
Job Center	Remark							+ Add
NA								
Employee No.	Employee Name	Bonus	Description	From	To	Amount	Job Center	
1001	DAVIS	01	BONUS	01-01-2021	31-07-2021	500.00	NA	

10.7 Other Deduction

- Deduction Type – (System Setup > Deduction Type)
- Description – Description of deduction type
- From/To – The period (From – To) of this deduction.
- Amount – Deduction amount.
- Job Center
- Remark

Basic		Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Deduction	Pay Back
Deduction	Description	From	To	Amount				
				0.00				
Job Center	Remark							+ Add
NA								
Employee No.	Employee Name	Deduction	Description	From	To	Amount	Job Center	
1001	DAVIS	Adv	ADVANCE	01-01-2021	31-01-2021	100.00	NA	

10. 8 Pay Back

- This deduction is after the **Nett Pay**
- Pay Back – (System Setup > PayBack)
- Description – Description of the Payback
- Amount – Entering a negative amount will reduce the **Nett Salary Paid**.
- Job Center
- Remark

Basic	Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Deduction	Pay Back
Pay Back		Description				Amount	
						0.00	
Job Center		Remark					
NA							
Employee No.	Employee Name	Pay Back	Description	Amount	Job Center	Remark	
1001	DAVIS	Payback	Payback	10.00	NA		

10. 9 FORMULA OF CALCULATION

Monthly Staff:

Calculating formula for **monthly** employee **overtime**:

Option 1: Basic / Days Work / Work hrs per Day * OT Rate * OT Hours

Or

Option 2: Basic / Calendar Days / Work hrs per Day * OT Rate * OT Hours

Calculating formula for **monthly** employee **leave pay**:

- Leave Days Rate = Basic / Calendar Days
- Leave Hours Rate = Basic / Calendar Days / Work hrs Per Day
- Leave Minutes Rate = Basic / Calendar Days / Work hrs Per Day/60

Daily Staff:

Calculating formula for **Daily** employee **overtime**:

Option 1: Home | Outstation Wages / Work hrs per Day * OT Rate * OT Hours

Calculating formula for **Daily** employee **leave pay**:

- Leave Days Rate = Home | Outstation Wages
- Leave Hours Rate = Home | Outstation Wages / Work hrs Per Day
- Leave Minutes Rate = Home | Outstation Wages / Work hrs Per Day/60

Hourly Staff:

Calculating formula for **hourly** employee **overtime**:

Option 1: Home | Outstation Wages * OT Rate * OT Hours

Calculating formula for **Daily** employee **leave pay**:

- Leave Hours Rate = Home | Outstation Wages
- Leave Minutes Rate = Home | Outstation Wages /60

**** Note 1:** If the “Include in wages” option of the **Allowance Type** is “Yes”, “Basic” or “Home | Outstation” will include allowances for calculating **Overtime** and **Leave Pay**.

- For monthly employee, the “Basic” will be **Basic + Allowance Amount**
- For Daily employee, the **Home | Outstation Wages** will be **Home | Outstation Wages + Allowance Amount**

**** Note 2: Overtime Rate and Daily Rate Decimal** can be set in Company Profile → Tab System Parameter → Click “Other Parameter” button

Others Parameter

Overtime Rate Decimal
0.00

Daily Rate Decimal
0.00

Work in Offday go to Basic
☐

Work in Holiday go to Basic
☐

Payslip must delete from last employee's payslip
☐

Work in Restday go to Basic
☐

Absent go to Unpaid Leave
☐

Automatic EPF Scheme for retirement age
☐

One batch can only have one payslip
☐

Nett Pay Rounding
Income Rounding

From (Cents)
To (Cents)
Rounding Value (Cents)
Add

0.00
0.00
0.00

No.	From (Cents)	To (Cents)	Rounding Value (Cents)
1	0.00	0.02	0.00
2	0.03	0.07	0.00
3	0.08	0.10	0.10
4	0.11	0.12	0.10
5	0.13	0.17	0.15
6	0.18	0.20	0.20
7	0.21	0.22	0.20

Save

Exit

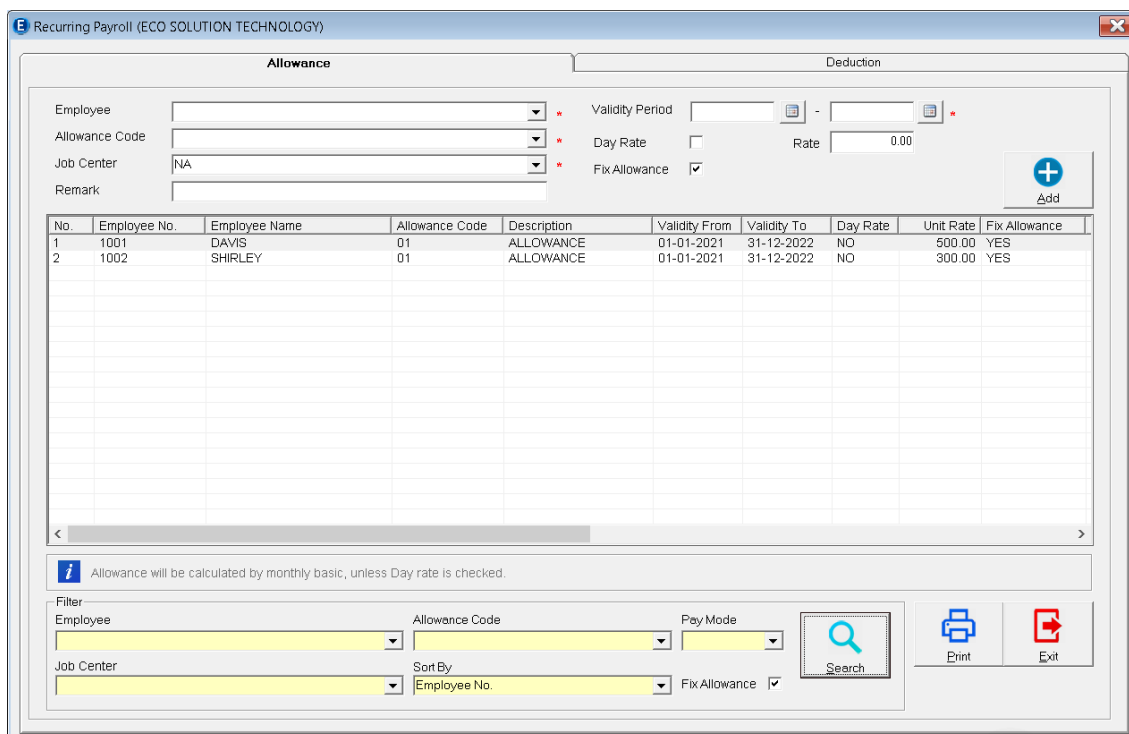
11.0 RECURRING PAYROLL

11.1 RECURRING ALLOWANCE (Fix allowance)

The allowance is calculated on a monthly basis. If the "Day Rate" option is checked, the allowance will be calculated according to the "Total Unit" entered by the user. For example, Allowance = Total Unit x Rate.

If the "Fix Allowance" option is checked, it will cause an allowance to be automatically generated in the payslip entry.

**** Noted:** To get batch posting of Offday allowance, Day Rate and Fix Allowance must be checked and Allowance Short Description must be "OFFDAY".



No.	Employee No.	Employee Name	Allowance Code	Description	Validity From	Validity To	Day Rate	Unit Rate	Fix Allowance
1	1001	DAVIS	01	ALLOWANCE	01-01-2021	31-12-2022	NO	500.00	YES
2	1002	SHIRLEY	01	ALLOWANCE	01-01-2021	31-12-2022	NO	300.00	YES

➤ Add Record to List

Enter the following and click the "Add" button

- Employee
- Allowance Code: Allowance Code can be created in *System Setup > Allowance Type*
- Validity Period (From/To) – Validity period to auto generate allowance pay when create payslip.
- Day Rate
- Rate – This amount can be **Daily** allowance Rate or **Monthly** allowance Rate
- Fix Allowance
- Job Center
- Remark

➤ Edit Record

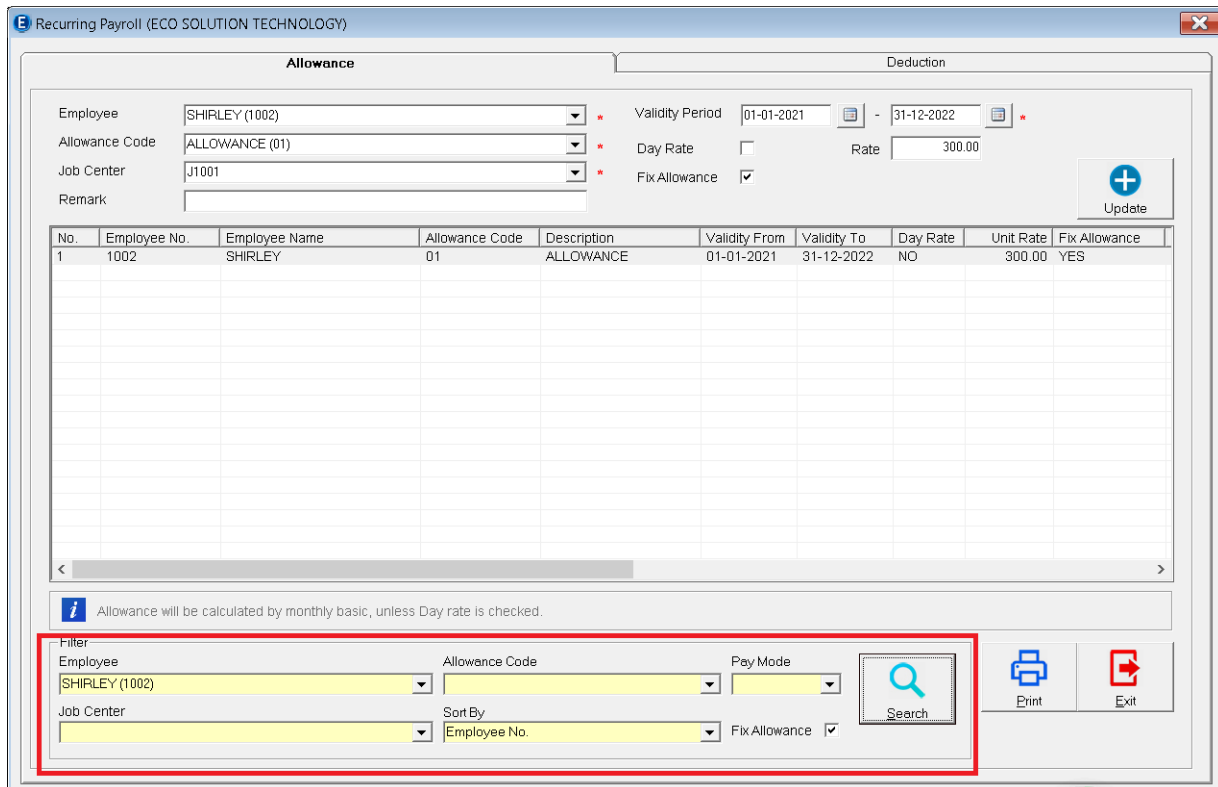
- Select the record to edit
- Edit the record and click the "Update" button.

➤ Delete Record

- To delete a record from the list, select the record and press the "Delete{Del}" key on the keyboard.

Filter & Search Recurring Record

Record can be filtered by parameter Employee, Allowance Code, Pay Mode, Job Center, and Fix Allowance. The records can be filtered and searched by parameter "Employee", "Allowance Code", "Pay Mode", "Job Center" and "Fixed Allowance".



Recurring Allowance Reports

- To print report, filter the result with parameter and the click "Print" button

ECO SOLUTION TECHNOLOGY

Recurring Allowance Report

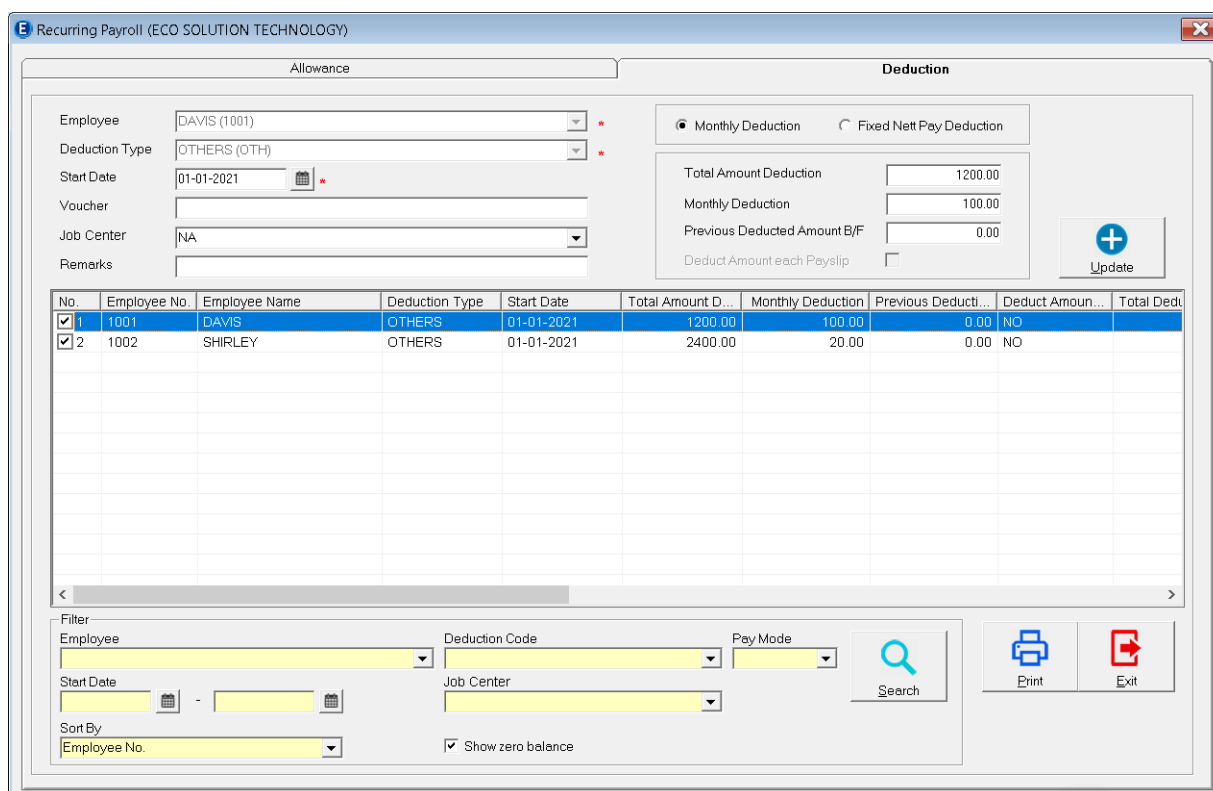
Employee No.	Employee Name	Allowance code	Allowance Description	Validity From	Validity To	Day Rate	Amount	Fix Allowance	Job Center	Remark
1001	DAVIS	01	ALLOWANCE	01-01-2021	31-12-2022	NO	500.00	YES	J1001	
1002	SHIRLEY	01	ALLOWANCE	01-01-2021	31-12-2022	NO	300.00	YES	J1001	
Total :							800.00			

Prepared By

Verified By

11.2 RECURRING DEDUCTION (Monthly deduction)

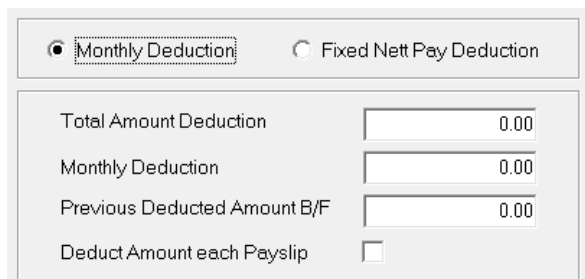
This function is used to deduct the employee's wages on a monthly basis. You can set a fixed amount to be deducted from the employee's salary each month.



No.	Employee No.	Employee Name	Deduction Type	Start Date	Total Amount D...	Monthly Deduction	Previous Deducti...	Deduct Amoun...	Total Dedu
1	1001	DAVIS	OTHERS	01-01-2021	1200.00	100.00	0.00	NO	
2	1002	SHIRLEY	OTHERS	01-01-2021	2400.00	20.00	0.00	NO	

Monthly Deduction – Deduction base on following parameter

- Total Amount Deduction: The amount will be deducted in payslip until the "Total Amount Deduction" is settled
- Monthly Deduction: Amount deducted from payslip every month
- Previous Deducted Amount B/F: If the previously deducted amount b/f is greater than 0, the "Total Amount Deduction" will be reduced.
- ** Total Amount Deduction = Total Amount Deduction – Previous Deducted Amount B/F
- Deduct Amount Each Payslip: The deduction will be in every payslip.



Fixed Nett Pay Deduction

- Deduction Amount = Nett Pay Salary – Fixed Nett Pay

☐ Monthly Deduction
 ☒ Fixed Nett Pay Deduction

Deduction Amount = Nett Pay Salary - Fixed Nett Pay

Fixed Nett Pay

Add Recurring Deduction

Enter the following and click the "Add" button

- Employee
- Deduction Type
- Start Date
- Select Option “Monthly Deduction” or “Fixed Nett Pay Deduction”
- Deduction Parameter (Please refer to above **Monthly Deduction** and **Fixed Nett Pay Deduction**)
- Voucher: Transaction Voucher number.
- Job Center
- Remarks

Edit Recurring Deduction

- Enter the filter parameter and then click “Search” button.

Filter

Employee
 Deduction Code
 Pay Mode

Start Date -
 Job Center

Sort By
☒ Show zero balance

Search

- Display search results and select records. Change the record and click the "Update" button to confirm the change.

Delete Recurring Deduction

- To delete a record, use the filter parameter to search for the record.



- Select the record and press keyboard "Delete {Del}" key.

Monthly Deduction Report

- To print the deduction report, filter and search records, then click the "Print" button

ECO SOLUTION TECHNOLOGY Monthly Deduction Report

Emp. No.	Employee Name	Deduction Type	Effective Date	Actual Start Date	Total Amount Deduction	Monthly Deduction	Previous Deduction B/F	Total Deducted Amount	Balance	Fixed Nett Pay Amount	Voucher	Remarks
		Deduct Amount Each Payroll		Job Center								
1001	DAVIS	OTHERS (OTH) NO	01-01-2021 J1001	01-01-2021	1,200.00	100.00	0.00	200.00	1,000.00	0.00		
1002	SHIRLEY	OTHERS (OTH) NO	01-01-2021 J1001	01-01-2021	2,400.00	20.00	0.00	20.00	2,380.00	0.00		

Prepared By

Verified By

ECO SOLUTION TECHNOLOGY Monthly Deduction Details

Deduction Type	Description	Date Start	Min. Mthly Deduction	Total Amount Deduction	Previous Deduction Amount B/F	Amount Deducted	Balance	Monthly Deduction Details		
								Pay Slip No.	Pay Date	Amount
DAVIS (1001)										
OTH	OTHERS	01-01-2021	100.00	1,200.00	0.00	200.00	1,000.00	100000000	25-02-2021	100.00
								100000003	25-03-2021	100.00
SHIRLEY (1002)										
OTH	OTHERS	01-01-2021	20.00	2,400.00	0.00	20.00	2,380.00	100000001	25-02-2021	20.00

Total Amount Deduction : **3,600.00**
 LESS : Previous Deduction Amount B/F : **0.00**
 LESS : Amount Deducted : **220.00**
 Balance : **3,380.00**

Prepared By

Verified By

ECO SOLUTION TECHNOLOGY Monthly Deduction Summary

No.	Employee Name	Deduction Description	Date Start	Total Amount Ded.	Previous Ded. Amt	Amount Deducted	Balance	Current Deduction	Deduction Details					
1	DAVIS	OTHERS	01-01-2021	1,200.00	0.00	200.00	1,000.00	0.00	100.00 25-02-2021	100.00 25-03-2021				
2	SHIRLEY	OTHERS	01-01-2021	2,400.00	0.00	20.00	2,380.00	0.00	20.00 25-02-2021					

Total Amount Ded. : **3,600.00**
 LESS: Previous Ded. Amt : **0.00**
 LESS : Amount Deducted : **220.00**
 Balance : **3,380.00**
 Current Deduction : **0.00**



ECO SOLUTION TECHNOLOGY
DENOMINATION REPORT
(MONTHLY DEDUCTION)

Emp No.	Employee Name	Salary Paid	RM100	RM50	RM20	RM10	RM5	RM1	RM0.5	RM0.2	RM0.1	RM0.05
1001	DAVIS	1,200.00	12	0	0	0	0	0	0	0	0	0
1002	SHIRLEY	2,400.00	24	0	0	0	0	0	0	0	0	0
No. Of Employees : 2		Grand-Total :	36	0	0	0	0	0	0	0	0	0

12.0 PAYSHEET ENTRY

Payslip Entry is the final section of Payroll system. All the information which you setup before, the result will be concluded in this section, therefore it is very important to confirm all your information setup which is correct before proceed to this section.

Employee No

IC No

Pay Mode

Position

Department/Worksite

Payslip No

Batch

Payslip Date

10-07-2021

Payslip Period

07-2021

Payroll Station

Basic

Overtime

Allowance

Adjust Pay

Leave | Absent

Bonus

Other Deduction

Pay Back | Rounding

Basic Type

From

To

Total Unit

Unit Rate

Offshore|Oustation

Amount

0.00

0.00

Job Center

Remark

NA

Add

Basic Type	From	To	Total Unit	Unit Rate	OffShore Oustation	Amount	Job Center	Remark

<

>

Basic	0.00	Employee's EPF	0.00	Employee's EPF	0.00	MTD Tax Base	0.00
Overtime	0.00	Employee's SOCSO	0.00	Employee's SOCSO	0.00	MTD Tax	0.00
Allowance	0.00	Employee's SIP	0.00	Employee's SIP	0.00	This Tax	0.00
Adjust Pay	0.00	Baitamal Fund	0.00	Total Employer's Contrib.	0.00	YTD Gross Tax	0.00
Leave Absent	0.00	Zakat	0.00			YTD Gross Pay	0.00
Bonus	0.00	Tax Deduction (After Zakat)	0.00			EPF Base	0.00
Gross Pay	0.00	Other Deduction	0.00			SOCSO Base	0.00
		Tax CP38	0.00			Tax Base	0.00
		Total Deduction	0.00				
		Nett Pay	0.00				
		Pay Back Rounding	0.00				
		Salary Paid	0.00				

Payslip Remark

PCB Calculator

New Payslip

Batch Posting

Save

Delete

Print Payslip

Quick Search


Help

Exit

Payslip – Manual Entry

- To create new payslip for employee, click “New Payslip” button, enter following information and then click “Save” button
- Employee No. – Select an employee to create payslip.
 - Payslip No. – This number will be auto generated by system after confirm and save the payslip.
 - IC No. – The default IC No. from employee profile.
 - Pay Mode – Pay mode for the employee such as Monthly, Daily, or Hourly.
 - Position – Employee’s current position for this payslip, this can be change in employee profile.
 - Department/Worksite – Employee’s current department/worksite for this payslip, this can be change in employee profile.
 - Batch – You can manage the batch at **Dashboard > Create Batch**
 - Payslip Date – Date for the payslip. If you have two payslip in a month, you can enter the first payslip on 15/06/2015, and second payslip on 30/06/2015.
 - Pay Period – Pay month, e.g. 01/2021.
 - Payroll Station –Employee’s current payroll station for this payslip, this can be change in employee profile.

■ 12.1 Tab Basic

Basic		Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Other Deduction	Pay Back Rounding
Basic Type	From	To	Total Unit	Unit Rate	Offshore Oustation	Amount		
Workday	01-01-2021	31-01-2021	31.00		<input type="checkbox"/>	0.00		
Job Center	Remark						Add 	
NA								
Basic Type	From	To	Total Unit	Unit Rate	OffShore Oustation	Amount	Job Center	Remark
Workday	31-01-2021	31-01-2021	1.00	2000.00	No	2000.00	NA	
<div> <div></div> <div></div> </div>								

Add New Basic Pay

- Basic Type – System Setup > Payroll Item Setup > Basic Pay
- From/To – The Basic pay period (From – To)
- Total Unit – Number of days between *From* and *To*. For example: If from date “01-02-2021” to “15-02-2021”, the total unit will be calculated as 15 days.
- Unit Rate – Unit Rate is the basic pay amount. For monthly staff, it is the basic salary. If for the daily staff, it can be the onshore/Home rate or Offshore/Outstation rate.
- Offshore/Outstation – For daily staff, you can switch the pay rate between onshore/home and offshore/outstation rate with this option.
- Amount
- Job Center
- Remark

Edit Basic Pay in List

- When you select the row to **edit**, the “**Add**” button will change from “**Add**” to “**Update**” button.
- Edit the record and click “**Update**” Button to confirm the change.

Delete Record from List

- To delete record from list, highlight the item in list and press keyboard “Delete {*Del*}” key.

■ 12.2 Tab Overtime

Basic		Overtime		Allowance		Adjust Pay		Leave Absent		Bonus		Other Deduction		Pay Back Rounding	
Overtime Type	ND	From	31-01-2021	To	31-01-2021	OT Hours/Days	1.00	OT Rate	14.42	Offshore/Outstation	<input type="checkbox"/>	Amount	14.42		
Job Center	NA	Remark													
+ Update															
Overtime Type	From	To	OT Hours/Days	OT Rate	OffShore/Outstation	Amount	Job Center	Remark							
ND	31-01-2021	31-01-2021	1.00	14.42	No	14.42	NA								

- Overtime Type – (System Setup > Payroll Item Setup > Overtime Pay)
- From/To – Pay period (From – To) for the overtime. It is not mandatory, so you can leave it blank.
- OT Hours – Total overtime hours.
- OT Rate – Overtime rate.
For monthly staff, overtime rate = Basic / No of days (month) / Work hrs per day x Overtime Hours x Overtime rate.
If for the daily staff, overtime rate = (onshore/Home rate or Offshore/Outstation rate) / Work Hrs per day x Overtime Hours x Overtime Rate.
- Offshore/Outstation – This option allow to switch between onshore/home and offshore/outstation rate when calculate overtime for daily employee.
- Amount – Total overtime amount = OT Hours x OT Rate
- Job Center
- Remark

■ 12.3 Tab Allowance

Basic		Overtime		Allowance		Adjust Pay		Leave Absent		Bonus		Other Deduction		Pay Back Rounding	
Allowance		From	01-01-2021	To	31-01-2021	Total Unit	0.00	Unit Rate	1.00	Amount	0.00				
Job Center	NA	Remark													
+ Add															
Allowance	From	To	Total Unit	Currency	Unit Rate	Amount	Job Center	Remark	Add L						
01	01-01-2021	31-01-2021	31.00	0	0.00	0.00	NA		admin						

- Allowance Type – (System Setup > Payroll Item Setup > Allowance Pay)
- From/To – Allowance pay period (From – To)
- Total Unit – Number of days between From and To. For example: If from date “01-06-2021” to “15-06-2021”, the total unit will be calculated as 15 days.
- Unit Rate – Rate of allowance.
- Amount – Total allowance amount = Total Unit x Unit Rate
- Job Center
- Remark

■ 12.4 Tab Adjust Pay

Basic	Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Other Deduction	Pay Back Rounding
Adjust Pay	Description	From	To	Amount			
01	ADJUST PAY			10.00			
Job Center	Remark						
NA							
+ Update							
Adjust Pay	Description	From	To	Amount	Job Center	Remark	
01	ADJUST PAY			10.00	NA		

- Adjust Pay – Type of Adjust Pay. (System Setup > Payroll Item Setup > Adjust Pay)
- Description – Description of adjust pay.
- From/To – Adjust pay period (From – To)
- Amount – Adjust pay amount.
- Job Center
- Remark

■ 12.5 Leave | Absent

Basic	Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Other Deduction	Pay Back Rounding		
Leave/Absent	Description	From	To	Total Unit	Unit Type	Unit Rate	Amount		
				0.00	Day (s)	0.00	0.00		
Job Center	Remark								
NA									
+ Add									
Leave/Absent	Description	From	To	Total Unit	Unit Rate	Unit Type	Amount	Job Center	Remark
LA	LATENESS			1.00	-64.52	Day (s)	-64.52	NA	

- Leave/Absent Type – (System Setup > Payroll Item Setup > Leave Pay)
- Description – Description for the leave type
- From/To – Leave pay period (From – To)
- No Of Days/Hrs – Number of days or hours for the leave pay.
- Unit Type – Day (s), Hour (s), Minutes (s)
- Days Rate – Days Rate for the leave pay
- Amount – Leave pay amount.
- Job Center
- Remark

■ 12.6 Bonus

Basic	Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Other Deduction	Pay Back Rounding
Bonus	Description	From	To	Amount			
01	BONUS			60.00			
Job Center	Remark						
NA							
+ Update							
Bonus	Description	From	To	Amount	Job Center	Remark	
01	BONUS			60.00	NA		

- Bonus Type – (System Setup > Payroll Item Setup > Bonus Pay)
- Bonus Description – Description of the bonus pay.
- From/To – Bonus pay period (From – To)
- Amount – Total bonus pay amount for the employee.
- Job Center
- Remark

■ 12.7 Other Deduction

Basic		Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Other Deduction	Pay Back Rounding
Deduction	Description	From	To	Amount			0.00	+ Add
Job Center	Remark							
NA								
Deduction	Description	From	To	Amount	Job Center	Remark		
Adv	ADVANCE			10.00	NA			

- Deduction Type – (Maintenance > Deduction Type)
- Description – Description of deduction type
- From/To – The period (From – To) to this deduction.
- Amount – Total deduction amount for the employee.
- Job Center
- Remark

■ 12.8 Pay Back

Basic		Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Other Deduction	Pay Back Rounding
Pay Back Rounding	Description						Amount	0.00
Job Center	Remark							+ Add
NA								
Pay Back	Description	Amount	Job Center	Remark	Add User			
Payback	Payback	-3.85	NA		admin			

- Pay Back – (Maintenance > PayBack)
- Description – Description of the Payback
- Amount – Total payback amount for the employee.
- Job Center
- Remark

12.9 Batch Posting

Batch Posting allows you to generate more than one payslip at same time. If the system integration of ECOTimeprint attendance system, we are able to use the attendance record to produce payslip, else it will base on the setting in payroll system for posting.

Batch Posting (Without ECOTimeprint Attendance System)

Batch Posting ✕

☐ Employees with time attendance
☒ Employees without time attendance

Batch Posting

BATCH POSTING

Employee No. To Pay Mode

Position To

Select All ☐ Clear All ☐

No.	Payroll Station	Description	No.	Department/Worksite	Description
<input checked="" type="checkbox"/> 1	01	HQ	<input checked="" type="checkbox"/> 1	ACCOUNTS	ACCOUNTS
			<input checked="" type="checkbox"/> 2	ADMIN	ADMIN
			<input checked="" type="checkbox"/> 3	CASHER	CASHER

☐ Hide transfered employee

No.	Employee No.	Employee Name	Pay Mode	IC No.	Position	Department/Worksite	Payroll Station
<input checked="" type="checkbox"/> 1	A002	HANK KAH PINK	M	999999999999	DIRECTOR	DIRECTOR	HQ
<input checked="" type="checkbox"/> 2	A003	KIEA NKEEN PIANK	M	999999999999	DIRECTOR	DIRECTOR	HQ
<input checked="" type="checkbox"/> 3	A005	KIEW KAHK PIANK	M	999999999999	DIRECTOR	DIRECTOR	HQ
<input checked="" type="checkbox"/> 4	A006	HANK KAH RIK	M	999999999999	SUPERVISOR	SUPERMARKET	HQ
<input checked="" type="checkbox"/> 5	A009	HANK KAH HINK	M	999999999999	DIRECTOR	ADMIN	HQ
<input checked="" type="checkbox"/> 6	A010	HANK KAH MINK	M	999999999999	SUPERVISOR	SUPERMARKET	HQ
<input checked="" type="checkbox"/> 7	A011	RAI PI NAM	M	999999-99-9999	ASSISTANT MANAGER	SUPERMARKET	HQ
<input checked="" type="checkbox"/> 8	A014	HNAY HENK KUAW	M	999999999999	SUPERVISOR	SUPERMARKET	HQ
<input checked="" type="checkbox"/> 9	B002	JHAY KHAAN KEAK	M	999999999999	ACCOUNT EXECUTIVE	ACCOUNTS	HQ
<input checked="" type="checkbox"/> 10	B003	JHEW WAI JHEE	M	999999999999	CHIEF CASHIER	ACCOUNTS	HQ
<input checked="" type="checkbox"/> 11	B006	JHAI JHAY BANK	M	999999999999	EXECUTIVE	ACCOUNTS	HQ
<input checked="" type="checkbox"/> 12	B009	JHAA YINK REI	M	999999999999	ACCOUNTS ASSISTANT	ACCOUNTS	HQ
<input checked="" type="checkbox"/> 13	C166	JAPHEINE RIVAN JAREPH WAN	M	999999-99-9999	CASHER	CASHER	HQ
<input checked="" type="checkbox"/> 14	C168	RINA ANAK MANJA	M	999999-99-9999	CASHER	CASHER	HQ
<input checked="" type="checkbox"/> 15	C200	ANKERA REMA ANAK PASABA	M	999999-99-9999	CASHER	CASHER	HQ
<input checked="" type="checkbox"/> 16	C214	PJAREHH PARAI JAA	M	999999-99-9999	CASHER	CASHER	HQ
<input checked="" type="checkbox"/> 17	C218	BINARA AK BAWIS	M	999999-99-9999	CASHER	CASHER	HQ

Batch No.

Payslip Date Payslip Period

To generate a payslip, you need to adopt the following search criteria to get a list of employees for payroll calculation.

- Employee No. (From/To) – The search criteria are used to filter employee records.
- Position (From/To) – The search criteria are used to filter employee by position.
- Payroll Station – The search criteria are used to filter employee by Payroll Station.
- Department/Worksite – The search criteria are used to filter employee by Department/Worksite

Click the "Search" button to display employees based on the above criteria. Check the employees who want to generate payroll, enter the "Batch No.", and then click the "Generate Payslip" button.

12.10 Batch Posting (With ECOTimeprint Attendance System)

Batch Posting

☒ Employees with time attendance

☐ Employees without time attendance

If the payroll is integrated with ECOTIME PRINT attendance, you can use following search criteria.

- Date (From/To) – The date used for filtering the attendance record in ECOTIMEPRINT attendance system.
- Employee No. (From/To) – The search criteria are used to filter employee records.
- Position (From/To) – The search criteria are used to filter employee by position.
- Payroll Station – The search criteria are used to filter employee by Payroll Station.
- Department/Worksite – The search criteria are used to filter employee by Department/Worksite

Batch Posting

Date

01-01-2021

To

31-01-2021

Please use Date From/To to filter attendance record in ECO Timespirt

Employee No

To

Pay Mode

Position

To

Select All

Clear All

No.

Payroll Station

Description

☒ 1

01

HQ

No.

Department/Worksite

Description

☒ 1

ACCOUNTS

ACCOUNTS

☒ 2

ADMIN

ADMIN

☒ 3

CASHER

CASHER

☐ Hide tranfered employee

Search

No.	Employee No.	Employee Name	Pay Mode	IC No.	Position	Department	Payroll Sta.	Total Work	Workday	Public Holi	Restday	Offday	Short Hrs	Unpaid Leave	No.
1	P3	CHANG WING SHENG	M	791130-13...	EXECUTIVE	ADMIN	HQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Day Type

☒ All
☐ Public Holiday
☐ None Public Holiday

Filter Attendance Records

Double on the row of Listview above to show employee's attendance record

N...	Date *	Day ...	Wee...	Hol...	S...	In	Out	In	Out	In	Out	In	Out	W...	Ext...	OV...	Short	No. Of...	OT Hr...	Leave Type	Remark

Batch No.

2021_JAN

Pay Slip Date

31-01-2021

Pay Slip Period

01-2021

Generate Payslip

Close

Double click the employee item row to display the attendance record.

Attendance record can be filter by following criteria and then click on *"Filter Employee Records"* to filter the employee's attendance records.

- Day Type – Workday or Restday
- Option Button - All, Public Holiday, None Public Holiday

Confirm to generate paylip

- Tick to select the employee, enter the "Batch No.", and then click the "Generate Payslip" button.

Edit Payslip

- To edit payslip, click on “Quick Search” button in payslip Entry screen.
- Enter the search criteria, click the "Search" button, and double-click the search result to select the payslip for editing.
- Complete the change of payslip and click “Save” button to confirm.

[illegible]

Payslip Entry (DEMO)

Employee No: CHANG WING SHENG (P3) | Pay Mode: Daily (D) | Batch: 2021 JAN | Payslip Date: 31-01-2021 | Payslip Period: 01-2021 | Payroll Station: HQ (01)

Basic	Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Other Deduction	Pay Back Rounding
Basic Type: Workday	From: 01-01-2021 To: 31-01-2021	Total Unit: 31.00	Unit Rate: 2000.00	Offshore/Oustation: No	Amount: 2000.00	Job Center: NA	Remark:

Basic	Overtime	Allowance	Adjust Pay	Leave Absent	Bonus	Other Deduction	Pay Back Rounding
2000.00	14.42	0.00	10.00	-64.52	60.00	2019.90	

Employee's EPF	Employee's SOC80	Employee's SIP	Batunul Fund	Zakat	Tax (K3)	Other Deduction	Tax CP38	Total Deduction	Net Pay	Pay Back Rounding	Salary Paid
162.00	10.25	4.10	0.00	0.00	10.00	10.00	0.00	216.35	1803.55	-3.85	1799.70

Employer's EPF	Employer's SOC80	Employer's SIP	Total Employer's Contrib.	MTD Tax Base	MTD Tax	This Tax	YTD Gross Tax	YTD Gross Pay	EPF Base	SOC80 Base	Tax Base
263.00	35.85	4.10	302.95	0.00	10.00	10.00	10.00	2019.90	2010.00	2024.42	0.00

Buttons: New Payslip, Batch Posting, **Save**, Delete, Print Payslip, **Quick Search**, Help, Exit

Delete Payslip

- Use "Quick Search" to search for the employee's payslip, and then click "Delete" button to confirm.

Batch Delete Payslip

- "Quick Search" to obtain employee payslip, tick to select payslip, and then click the "Delete" button to confirm.

Search

Payslip No: | Batch: 2021 JAN | Pay Mode: | Search: | Print: |

Payslip Date: | To: |

Payslip Period: | To: |

Employee No: | IC No: |

Position: |

Department/Worksite: | Search By: |

Payroll Station: |

No	Payslip No.	Batch No.	Payslip Date	Payslip Period	Pay Mode	Employee No.	Employee Name	IC No.	Position	Department/Worksite	Payroll Stati
<input checked="" type="checkbox"/>	100000002	2021 JAN	31-01-2021	01-2021	M	C227	ABERINE ANAK JAMPI	090999-39-9999	CASHIER	CASHIER	HQ
<input checked="" type="checkbox"/>	100000001	2021 JAN	31-01-2021	01-2021	D	P3	CHANG WING SHENG	791130-13-5355	EXECUTIVE	ADMIN	HQ

Buttons: Select All, Clear All, **Delete Payslip**, Close

- Enter "DELETE" to confirm to delete the pasylip.

Delete Payslip

Delete the Payslip, please key in [DELETE] and confirm.

Confirm Cancel

12.11 Print Payslip

Following is the sample payslip format. The format and layout can be change. If you want to modify your payslip please consult your vendor.

- FORMAT A:

DEMO

PAYSIP NO. : 100000001

Pay To : CHANG WING SHENG (P3)

Date : 31/01/2021

(EXECUTIVE)

Particular : PAYROLL - JANUARY 2021

	RM	RM		
BASIC PAY	2,000.00		Basic	
OVERTIME	14.42		SALARY 31/01/2021 - 31/01/2021 (1.00 DAYS)	2,000.00
ALLOWANCE	0.00			2,000.00
ADJUST PAY	10.00		Overtime	
LEAVE PAY	-64.52		31/01/2021 - 31/01/2021 (1.00 HRS x 14.42)	14.42
BONUS	60.00			14.42
GROSS PAY	2,019.90		Allowance	
			ALLOWANCE	0.00
				0.00
LESS :			Adjust Pay	
EPF		182.00	ADJUST PAY	10.00
SOCSSO		10.25		10.00
SIP		4.10	Leave Pay	
BAITUMAL FUND		0.00	LATENESS (1.00 Day (s) x -64.52)	-64.52
ZAKAT		0.00		-64.52
TAX		10.00	Bonus	
OTHER DEDUCTION		10.00	BONUS	60.00
TAX CP38		0.00		60.00
NETT PAY		1,803.55	Other Deduction	
PAY BACK/ ROUNDING		-3.85	ADVANCE	10.00
SALARY PAID		1,799.70		10.00
			Pay Back	
			Payback	-3.85
				-3.85
EMPLOYER EPF	263.00		Signature of Receiver	Manager
EMPLOYER SOCSSO	35.85			
EMPLOYER SIP	4.10			

11-Jul-2021 10:05 am

- FORMAT B:

DEMO				PAYSIP NO. : 100000001	
Pay To		: CHANG WING SHENG (P3)		Date : 31/01/2021	
		(EXECUTIVE)			
Particular		: PAYROLL - JANUARY 2021			
	RM	RM	PARTICULARS		AMOUNT
BASIC PAY	2,000.00		Basic: SALARY 31/01/2021 - 31/01/2021 (1.00 DAYS)		2,000.00
OVERTIME	14.42		Overtime: 31/01/2021 - 31/01/2021 (1.00 HRS x 14.42)		14.42
ALLOWANCE	0.00		Allowance: ALLOWANCE		0.00
ADJUST PAY	10.00		Adjust Pay: ADJUST PAY		10.00
LEAVE PAY	-64.52		Leave Pay: LATENESS (1.00 Day (s) x -64.52)		-64.52
BONUS	60.00		Bonus: BONUS		60.00
GROSS PAY	2,019.90		Deduction: ADVANCE		10.00
LESS :					
EPF		182.00			
SOCSSO		10.25			
SIP		4.10			
TAX		10.00			
OTHER DEDUCTION		10.00			
NETT PAY		1,803.55			
PAY BACK/ ROUNDING		-3.85			
SALARY PAID		1,799.70			
EMPLOYER EPF		263.00			
EMPLOYER SOCSSO		35.85			
EMPLOYER SIP		4.10			
			Signature of Receiver	Manager	



• **FORMAT C:**

DEMO

NAME : CHANG WING SHENG (P3)

POSITION : EXECUTIVE

MONTHLY PAY - JAN 2021

NRIC No.. : 791130-13-5355

JOIN Date : January 01, 2021

GROSS EARNING	AMOUNT (RM)	DEDUCTIONS	AMOUNT (RM)
SALARY 31/01/2021 - 31/01/2021 (1.00 DAYS)	2,000.00	ADVANCE	10.00
ALLOWANCE	0.00		
ADJUST PAY	10.00		
LATENESS (1.00 Day (s) x -64.52)	-64.52		
BONUS	60.00		
<u>OVERTIME</u>		CP38	
31/01/2021 - 31/01/2021 (1.00 HRS x 14.42)	14.42	TAX	10.00
		BAITUMAL FUND	0.00
		EMPLOYEE'S EPF	182.00
		EMPLOYEE'S SOCSO	10.25
		EMPLOYEE'S SIP	4.10
		TOTAL CONTRIBUTION	206.35
TOTAL EARNING /INCOME	2,019.90	TOTAL DEDUCTION	216.35
NETT PAY	1,803.55	EMPLOYER'S EPF	263.00
PAYBACK/ROUNDING	-3.85	EMPLOYER'S SOCSO	35.85
SALARY PAY	1,799.70	EMPLOYER'S SIP	4.10
** Day Works: 26, Holiday: 0		TOTAL CONTRIBUTION	302.95

EMPLOYEE'S SIGNATURE

MANAGER'S SIGNATURE

13.0 LOCK BATCH

Select the batch no and click the "Lock Batch" button.

Please note that locked batches can no longer be used for posting.

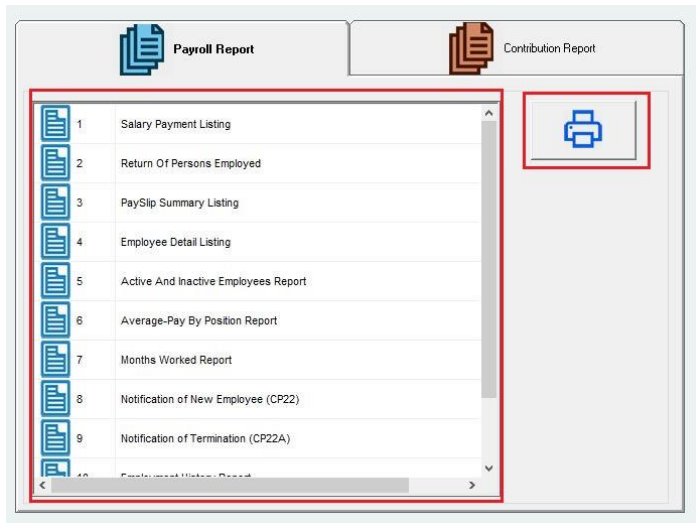
[illegible]

To unlock the batch, click the "Lock" option and select the batch which you want to unlock, and then click the "Unlock Batch" button

[illegible]

14.0 REPORT

To print the report, select the report you want to and double click on the report/ click the print button beside.



14.1 Payroll Report

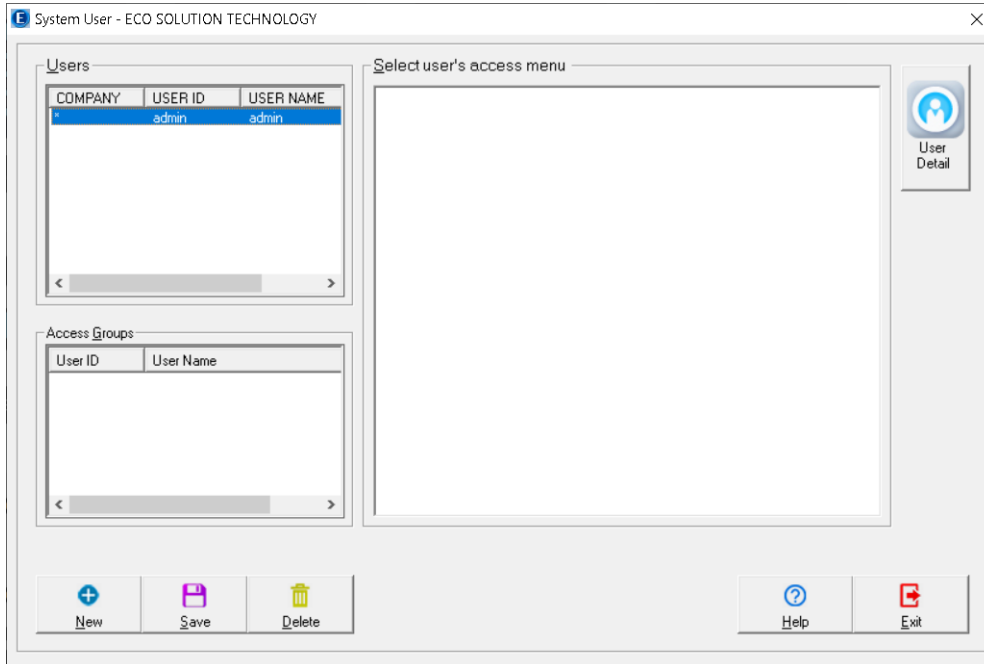
1. Salary Payment Listing
2. Return of Persons Employed
3. Payslip Summary Listing
4. Employee Detail Listing
5. Active And Inactive Employees Report
6. Average Pay By Position Report
7. Months Worked Report
8. Notification of New Employee (CP22)
9. Notification of Termination (CP22A)
10. Employment History Report
11. Employee Family Member

14.2 Contribution Report

1. EA/EC Form
2. EA Summary Return
3. Monthly BF Return
4. Monthly EPF Return
5. Monthly SOCSO Return
6. Monthly TAX Return
7. Monthly Zakat Return
8. Monthly Zakat Return (Selangor)
9. Pembangunan Sumber Manusia – Contribution

15.0 SYSTEM USER

- Create new system user
 - Click the “New” button.



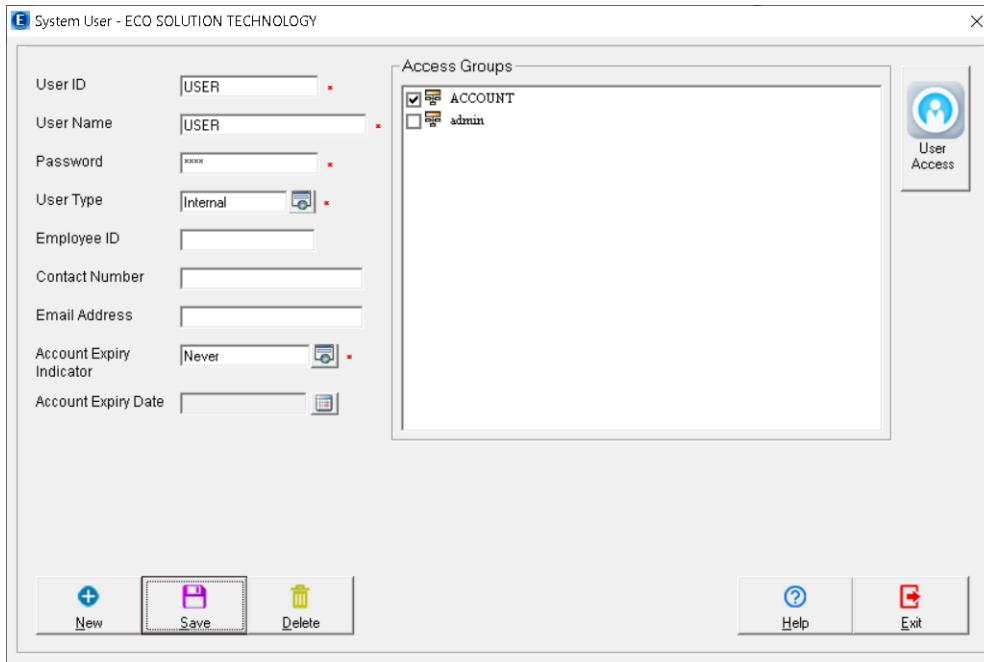
The screenshot shows the 'System User - ECO SOLUTION TECHNOLOGY' window. It has a title bar with a close button. The main area is divided into three sections: 'Users', 'Access Groups', and 'Select user's access menu'. The 'Users' section contains a table with columns 'COMPANY', 'USER ID', and 'USER NAME'. The 'Access Groups' section contains a table with columns 'User ID' and 'User Name'. The 'Select user's access menu' section is empty. On the right side, there is a 'User Detail' button. At the bottom, there are buttons for 'New', 'Save', 'Delete', 'Help', and 'Exit'.

COMPANY	USER ID	USER NAME
*	admin	admin

User ID	User Name
---------	-----------

- Enter the user information, select the “Access Group” and click the “Save” button

** User type Internal for company's system user, external for non-company users.



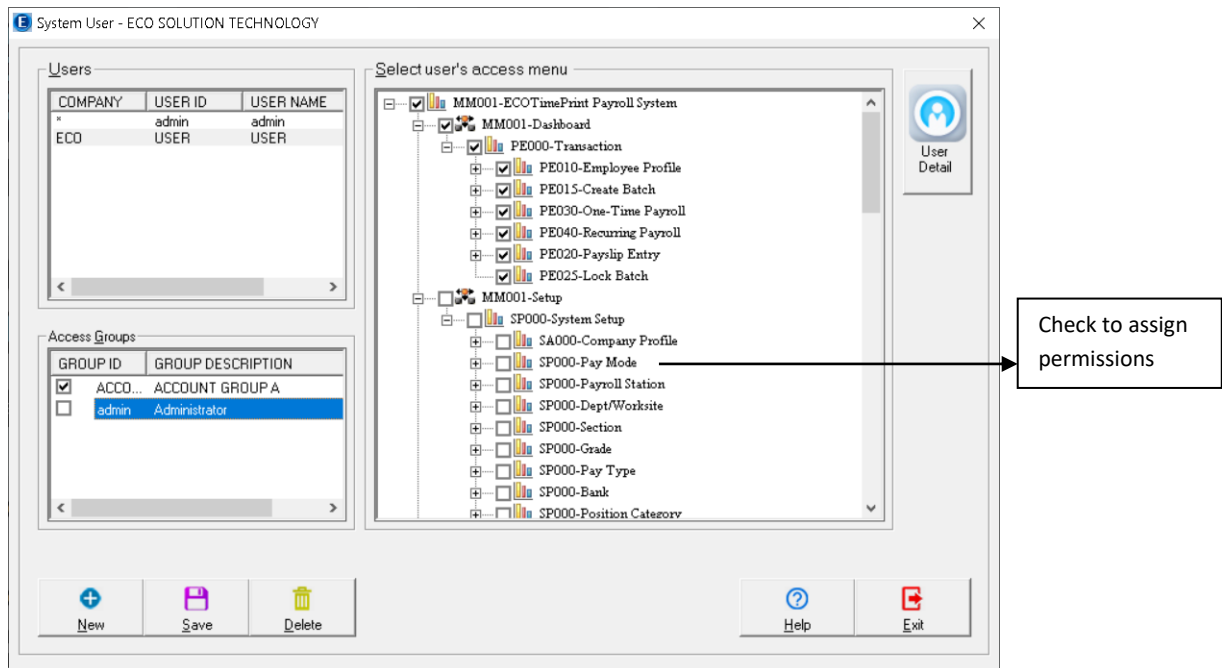
The screenshot shows the 'System User - ECO SOLUTION TECHNOLOGY' window with the user information form filled out. The 'Access Groups' section is also visible. The 'Users' section is empty. On the right side, there is a 'User Access' button. At the bottom, there are buttons for 'New', 'Save', 'Delete', 'Help', and 'Exit'.

User ID: USER
 User Name: USER
 Password:
 User Type: Internal
 Employee ID:
 Contact Number:
 Email Address:
 Account Expiry Indicator: Never
 Account Expiry Date:

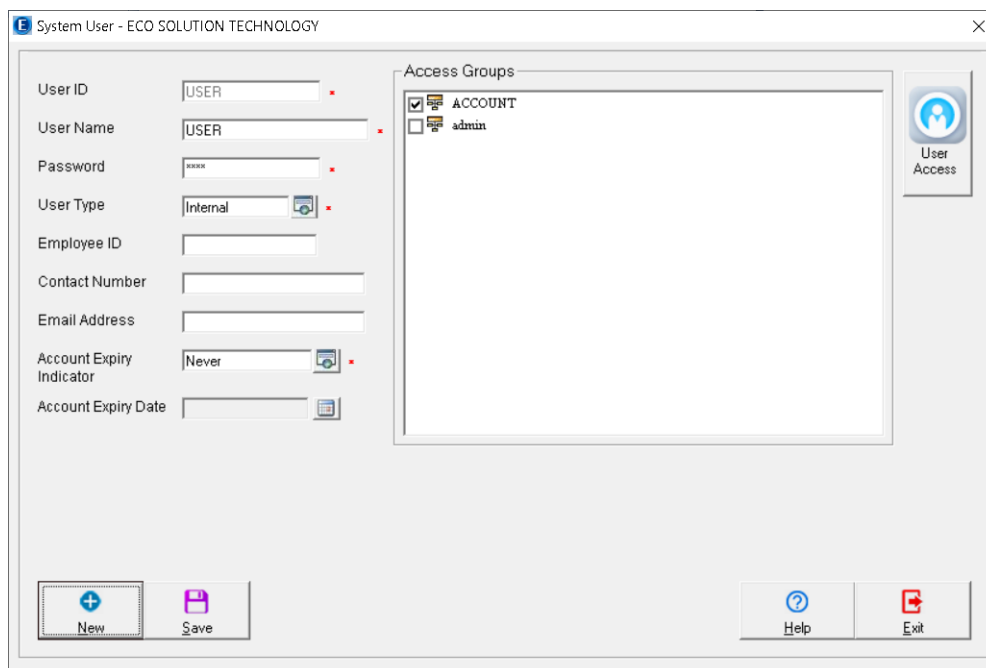
Access Groups

<input checked="" type="checkbox"/>	ACCOUNT
<input type="checkbox"/>	admin

- Edit user access right
 - In this screen, you can assign access groups to users or modify user access permissions.



- Edit user details
 - Select a user and click the "User Details" button to edit user information. (Please refer to the screen above)



System User - ECO SOLUTION TECHNOLOGY

User ID

User ID:

User Name:

Password:

User Type:

Employee ID:

Contact Number:

Email Address:

Account Expiry Indicator:

Account Expiry Date:

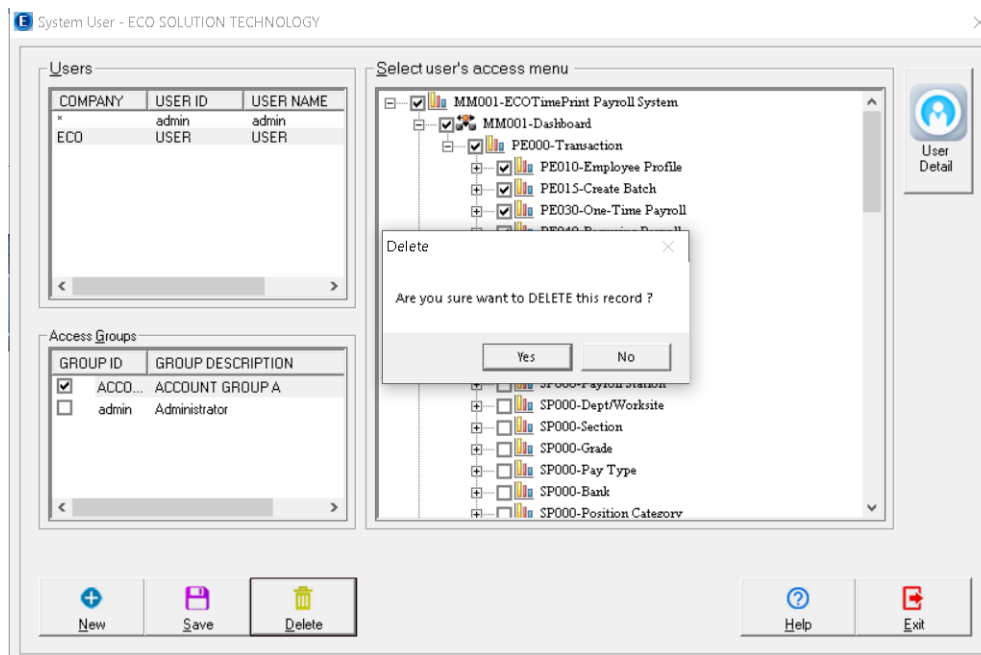
Access Groups

- ☒ ACCOUNT
- ☐ admin

User Access

Buttons: New, Save, Help, Exit

- Delete User
 - Select the user and click the "Delete" button to delete the user.

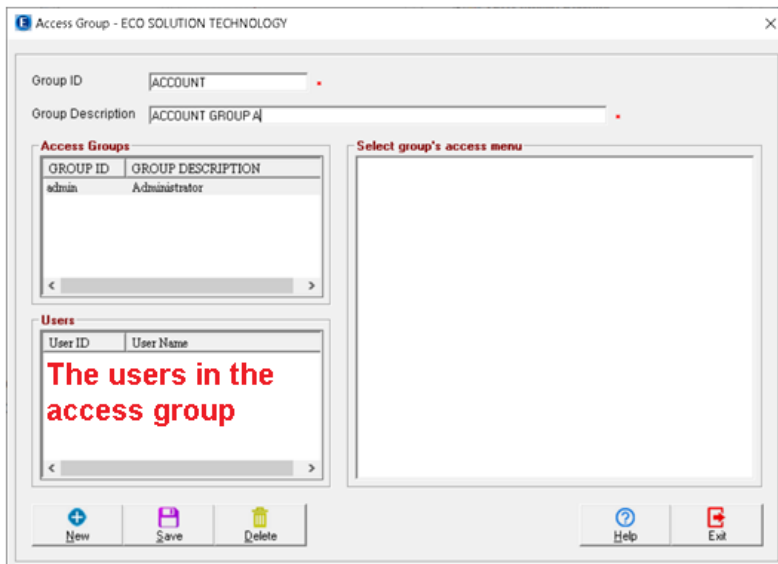


16.0 ACCESS GROUP

You can create an access group to preset all access permissions for users, and assign access group permissions to users in the system user settings screen.

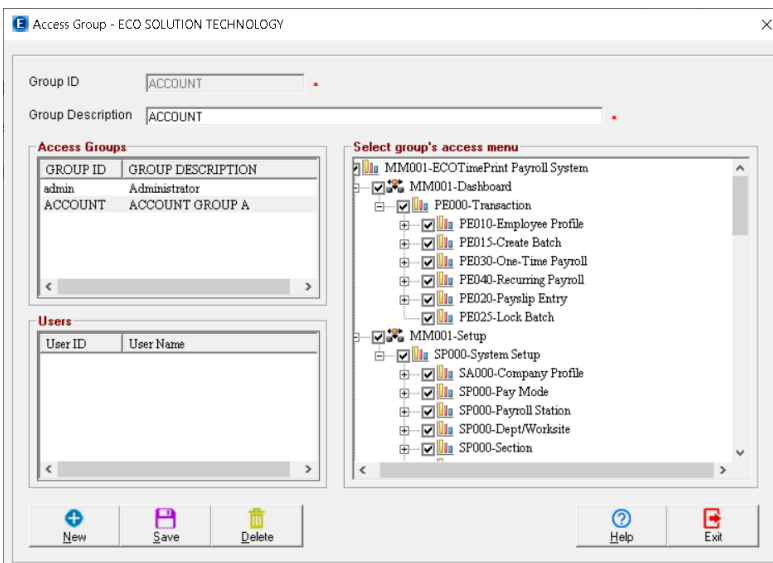
Create New Access Group

Click on the "New" button, enter the group id and group description, and then click the "Save" button



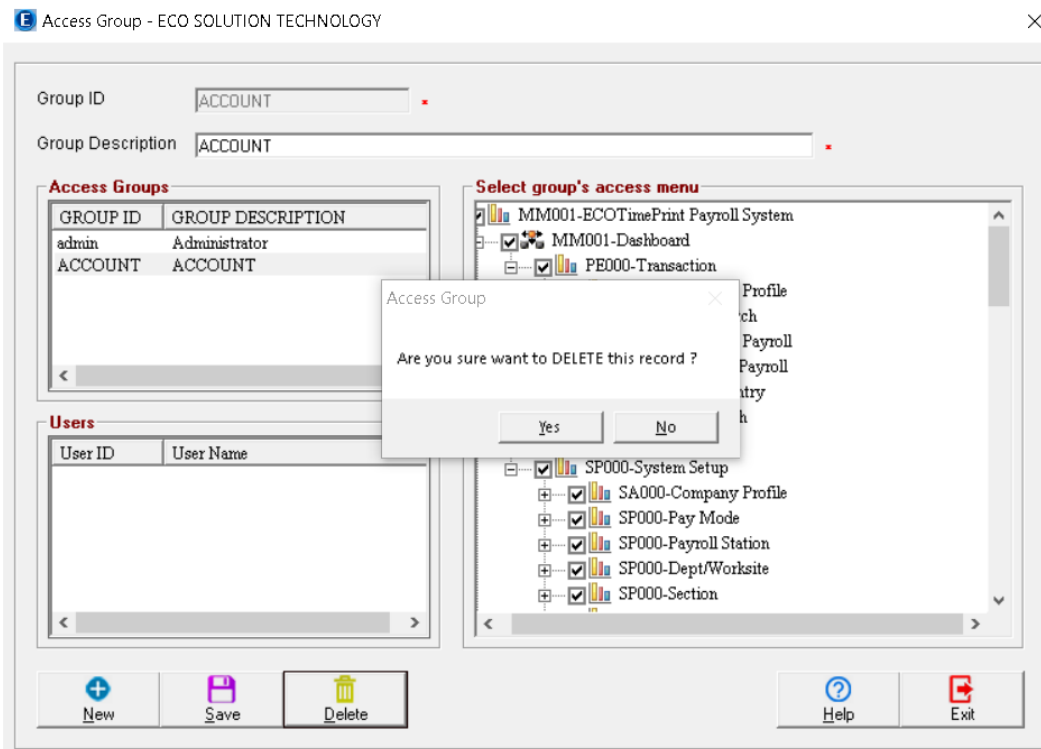
Edit Group Description

Select the Group ID in the list, change the group description and click the "Save" button



Delete Access Group

Select the group ID in the list, click the "Delete" button, and then click "Yes" to confirm the deletion of the access group.



17. 0 ACCESS MANAGER

Access Manager is used to grant users access to employee data based on payroll station, department, section, grade, and pay mode.

For example, if we have multiple departments, we can manage users to access the data of specific employees only by department.

Click the "Add" button to manage the access right

Access Manager - ECO SOLUTION TECHNOLOGY

Filter

Category Type

User

Description | Code

Search

No.	Category Type	User	Description Code
-----	---------------	------	--------------------

Select All

Clear All

Add

Delete

Help

Exit

The following is an example of "USER1" accessing employee data of cashier and account department.

Click "Confirm" button to save the record.

Add Access Control

Please select the users and access right category, and then click [Confirm] button.

Select All

Clear All

No.	User ID	User Name
<input type="checkbox"/> 1	USER	USER
<input checked="" type="checkbox"/> 2	USER1	USER1

Payroll Station

Department/Worksite

Section

Grade

Pay Mode

Select All

Clear All

<input type="checkbox"/> 1	ACCOUNTS	ACCOUNTS
<input type="checkbox"/> 2	ADMIN	ADMIN
<input checked="" type="checkbox"/> 3	CASHIER	CASHIER

Confirm

Exit

Remove user access right

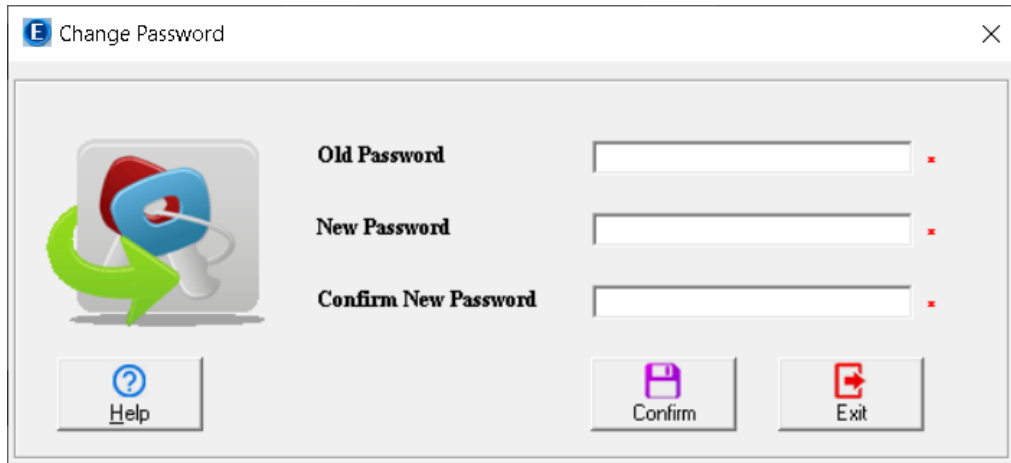
You can display user access right by clicking the "Search" button with filtering function. Tick the selected records that you want to delete, and then click the "Delete" button.

[illegible]

18.0 CHANGE PASSWORD

The password can be changed after logging in to the company system database. To change the password, you need to enter the old password and the new password twice.

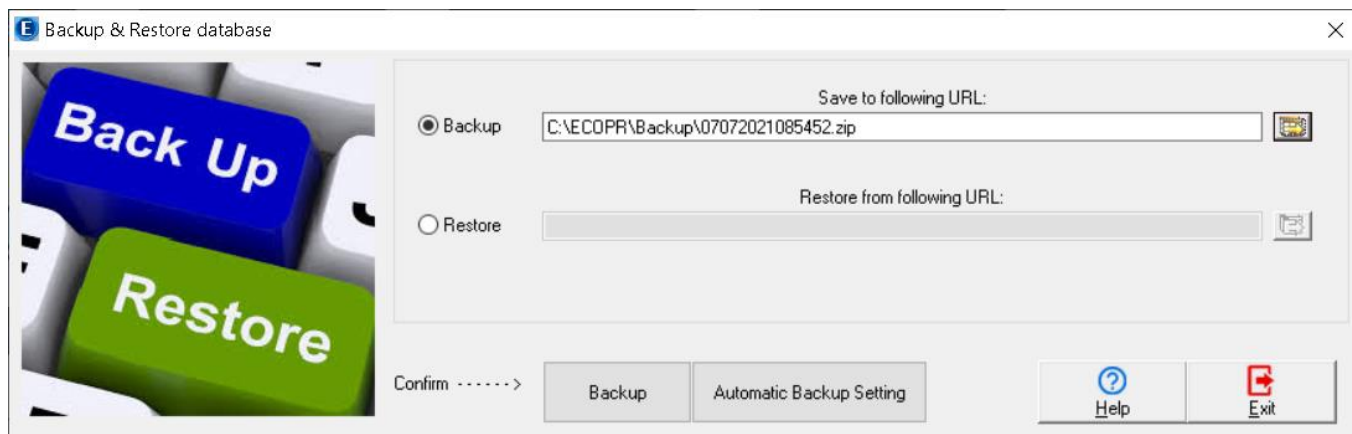
Then click the "Confirm" button to confirm the changes



The screenshot shows a Windows-style dialog box titled "Change Password" with a close button (X) in the top right corner. The dialog has a light gray background. On the left side, there is a graphic of a computer monitor with a red and blue shield icon and a green curved arrow pointing from the shield to the monitor. Below this graphic is a "Help" button with a question mark icon. To the right of the graphic, there are three text labels: "Old Password", "New Password", and "Confirm New Password". Each label is followed by a white text input field with a small red asterisk icon to its right. At the bottom of the dialog, there are two buttons: "Confirm" with a purple floppy disk icon and "Exit" with a red square icon containing a white arrow pointing right.

19.0 BACKUP & RESTORE

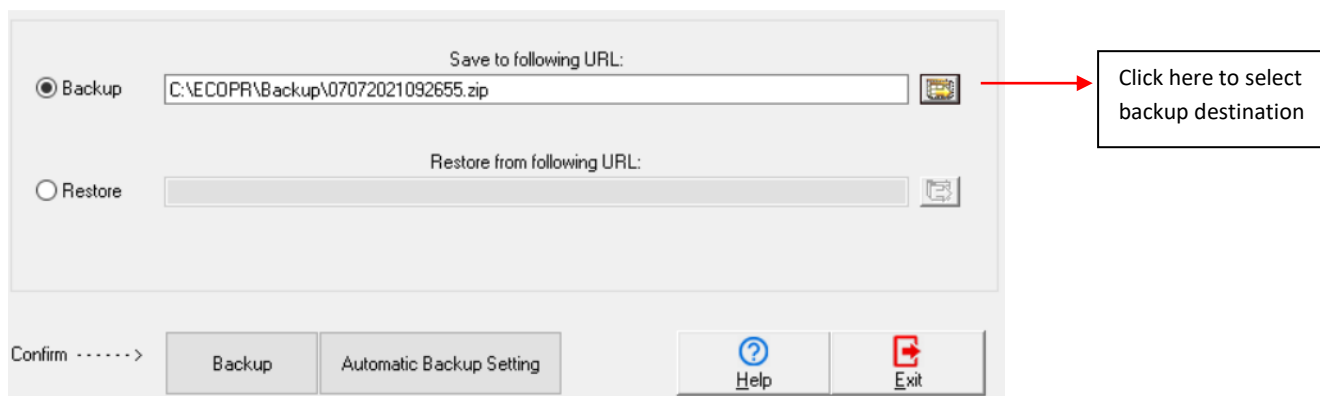
This function backs up your existing database to another storage medium, or restores the database from a previous backup.



Backup

Select the "Backup" option

Make sure that the backup destination is correct. To change the backup destination, click on the box and find the folder you wish to put the backup in.




Restore

Select the "Restore" option

Make sure that the restore source is correct. To change the source file, click on the box and find the file you want to restore it.


☐ Backup

Save to following URL:



☒ Restore

Restore from following URL:

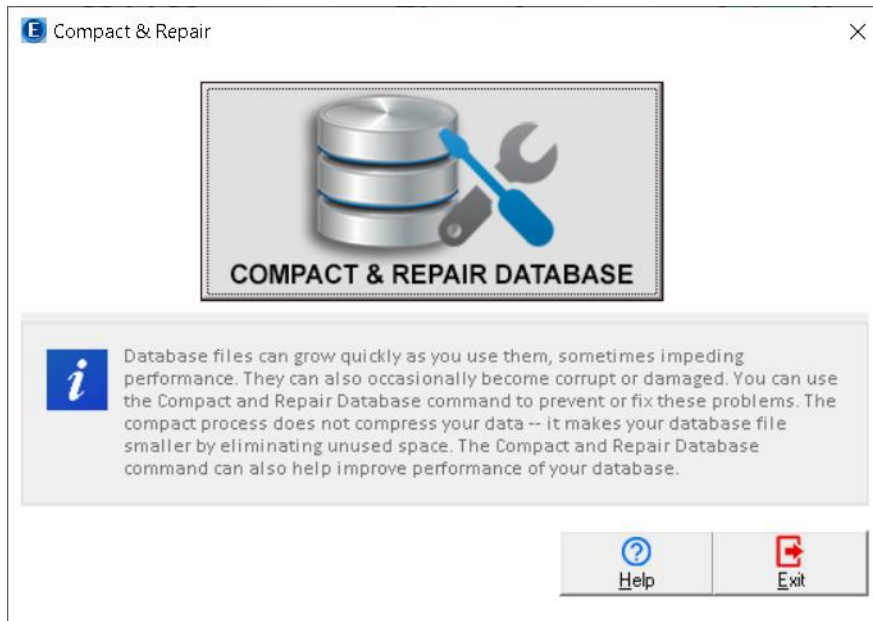


Confirm>

Click here to
select source file

20.0 COMPACT & REPAIR DATABASE

To prevent database corrupt or damage, regular compression and repair will improve system performance



END OF USER MANUAL