



i-Akaun (Employer) Easy Guide

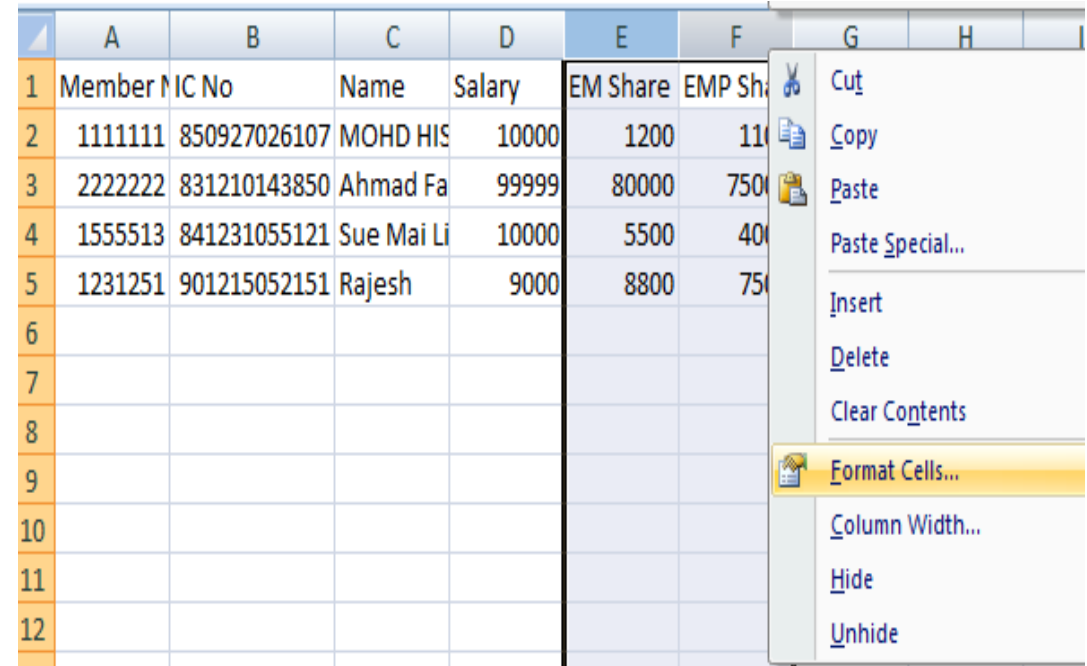
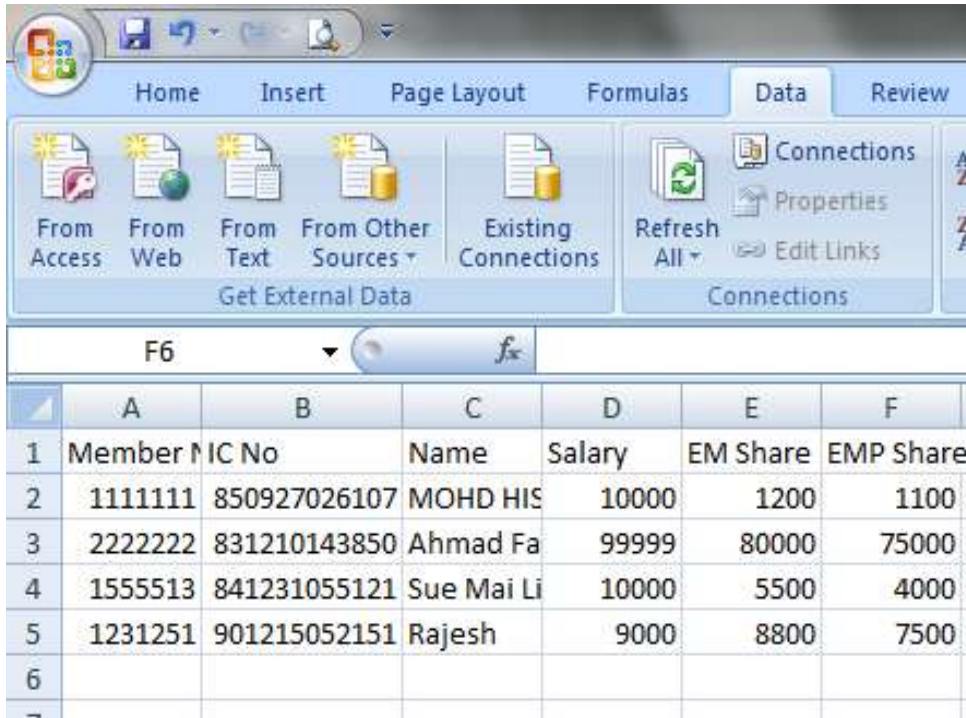
Preparing CSV File for e-Caruman

JUNE 2020

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Note:

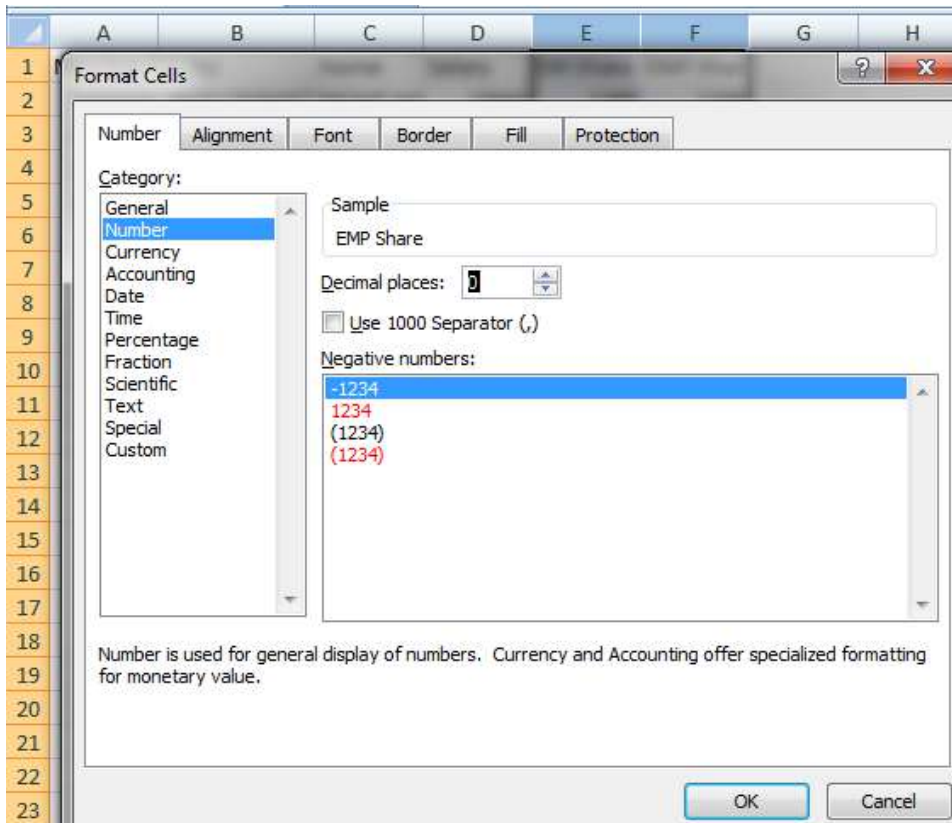
Form A Comma Separated Value format (CSV) is a form of data that is created through the employers payroll system. The employer **needs** to ensure that the data follows the approved format given by EPF as shown below.



1 Highlight the **employer and employee share column (Column E & F)**

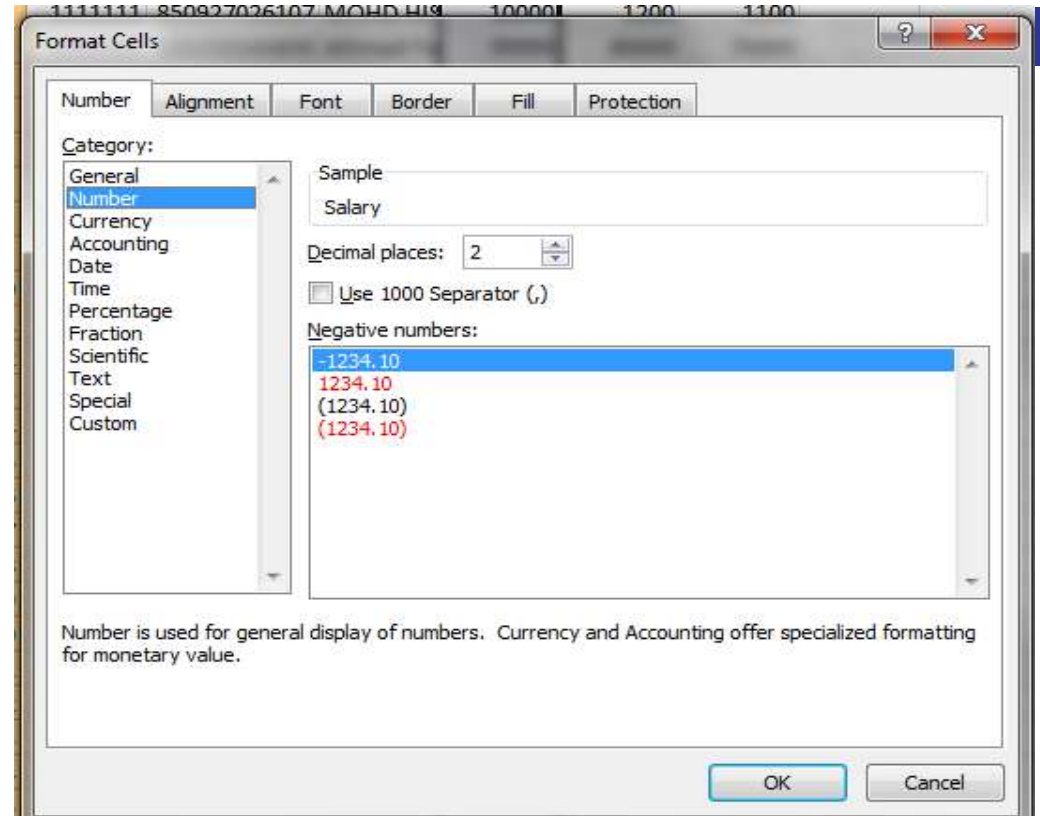
2 Right Click

3 Select Format Cells



4 Choose **Number**

5 Change the decimal places to '0' and click **OK**



6 Repeat the same steps for **wages column (Column D)**

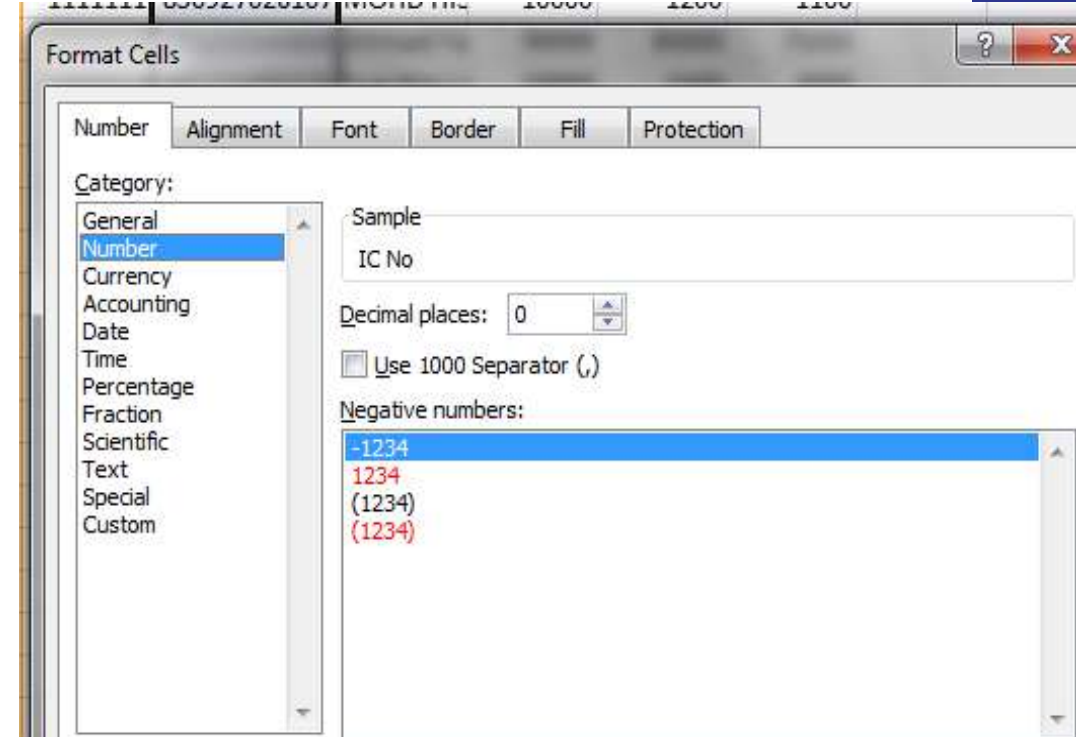
7 Choose **Number**

8 Change the decimal places to '2'



	A	B	C	D	E	F	G
1	Member	IC No	Name	Wages	EM Share	EMP Share	
2	1111111	850927-02	MOHD HIS	10000.00	1200	1100	
3	2222222	831210-14	Ahmad Fa	99999.00	80000	75000	
4	1555513	841231-05	Sue Mai Li	10000.00	5500	4000	
5	1231251	901215-05	Rajesh	9000.00	8800	7500	
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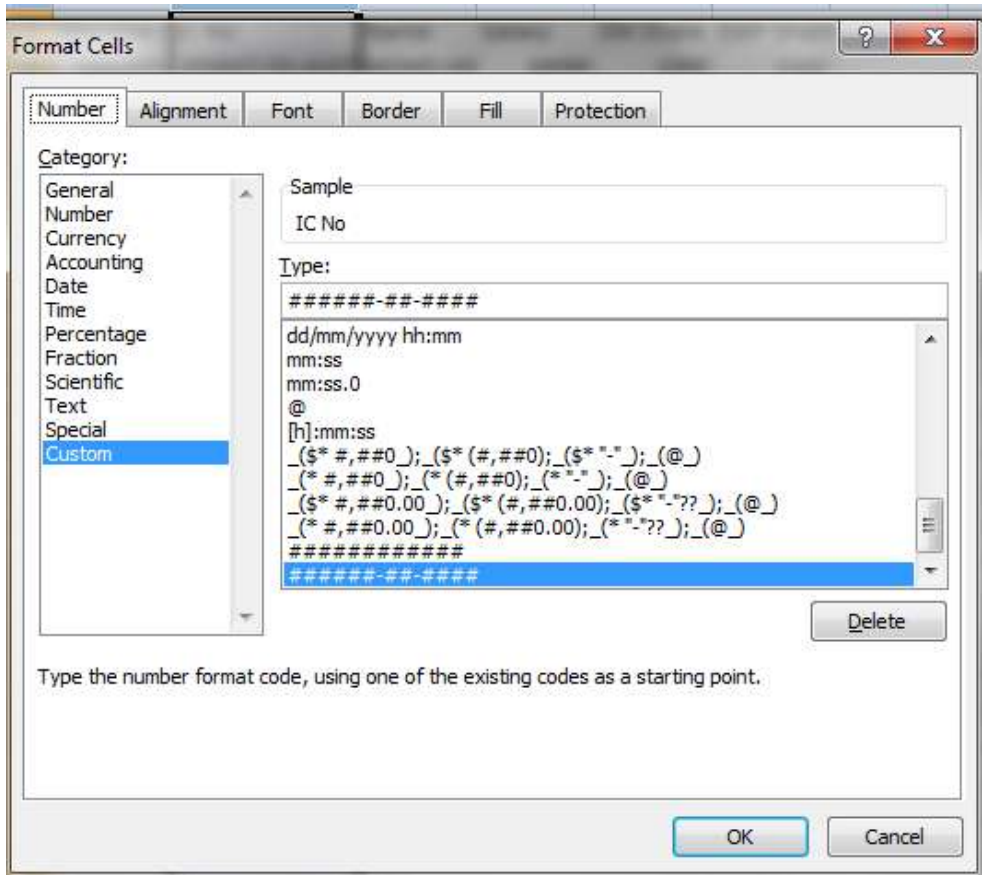
9 The view of the data will be as above



10 Repeat the same steps for IC No (Column B)

11 Choose **Number**

12 Change the decimal places to '0' ...
Cont



	A	B	C	D	E	F	G
1	Member	NIC No	Name	Wages	EM Share	EMP Share	
2	1111111	850927-02	MOHD HIS	10000.00	1200	1100	
3	2222222	831210-14	Ahmad Fa	99999.00	80000	75000	
4	1555513	841231-05	Sue Mai Li	10000.00	5500	4000	
5	1231251	901215-05	Rajesh	9000.00	8800	7500	
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13 Then choose **Custom**

15 The view of the data will be as above

14 Enter **#####-##-####** and click **OK**

DISCLAIMER

All member's/employer's data/ information displayed in the EPF Easy Guide are intended for visualization purposes.

